



HINCHINBROOK
SHIRE COUNCIL

Annual Report

2013-2014

SHIRE INFORMATION



Population

11,769

**Local
Government
Area**

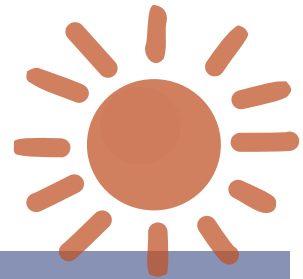
2,810km²

Families

3,221

**Average
Household**

2.4 persons



**Median
Weekly
Household
Income**

\$916

**Rate
Revenue**

(2013-2014)

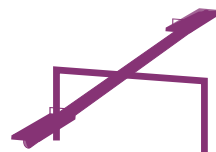
\$22,377,470.79

**Rateable
Properties**

6,661

**Average
Temperature
Range**

18.8°C to 27.8°C



**Median
Age 46**

**Population
Density**

4.2 persons/km²

**Public
Parks**

35

**Median
Weekly Rent
Payment**

\$152

Data source: Australian Bureau of Statistics

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Annual Financial Statements

Policies

Fees and Charges



Council Banker: Commonwealth Bank of Australia

Auditor: Derek Campbell as Delegate of the Auditor-General, Queensland

Copies of this Annual Report can be obtained by telephoning Council on 4776 4600. A fee of \$30 applies for printed copies or see Council's website www.hinchinbrook.qld.gov.au to download a pdf version.

Our Mission

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

Our Vision

A great place to live, work and play.





Mayor's Message

I present to you the Annual Report for the 2013-2014 Council operations in the Hinchinbrook Shire.

Natural Disaster Relief and Recovery Arrangements (NDRRA) continued in the Shire this year. The Shire e in January and February 2014, with the main damage received from Tropical Cyclone Ita when the system crossed the coast in April 2014. The sytem tracked thr o the road infrastructure. If you can call it fortunate, there was only about \$6 million damage to Council's infrastructure.

During the year, NDRRA works to repair 2012 and 2013 damage continued and I am pleased to report that the 2012 damage repairs were completed in June 2014. The majority of 2013 works should be completed before December 2014 and the 2014 works have not yet commenced.

Highlights for Council works completed within the 2013-2014 financial year are as follows:

- Blamey Street road reconstruction
- Johnstone Street road extension and carpark upgrade
- Skinner Stree vice
- Pomona Road upgrade
- Helen's Hill Road – formation and drainage improvement
- Kerb and channel replacement and rehabilitation projects
- Footpath rehabilitation.

Works completed under the Transport Infrastructure Development Scheme within the 2013-2014 financial year are as follows:

- Upgrades to Mt Fox Road
- Wallaman Falls Road seal extension
- Hawkins Creek Road
- Eleanor Street pedestrian access ramp
- Trebonne pathway improvements.

Other highlights during the 2013-2014 financial year are as follows:

- The Ingham Picture Theatre converted to digital and Ingham Disability Support Services are now the theatre lessees
- Steps installed in the heated pool at the Hinchinbrook Aquatic Centre enabling users better access
- Royal Military College, Duntroon chose Hinchinbrook Shire for a cadet army exercise
- The 1891 Gairloch Bridge was recognised with an Engineering Heritage Marker by the Engineering Australia Queensland Division
- Her Excellency Ms Penelope Wensley AC, Governor of Queensland together with her husband Stuart McCosker visited the Shire and perf
- Golder Associates' works to repair damage to the road leading to the iconic Wallaman Falls won industry recognition at Engineers Australia's 2013 Engineering Excellence Awards in Townsville
- Council conducted three community roundtables (Refresh! Refocus!! Reinvigorate!!!) to assist in informing the Corporate Plan 2014-2019
- The Queensland Premier and Mrs Newman inspected the Shire after Tropical Cyclone Ita
- The Shire joined Rural Libraries Queensland to improve public library services to our community.

Council continues to utilise social media through the Mayor's Facebook page as well as separate Facebook pages for TYTO, Hinchinbrook Shire Council, and Hinchinbrook Disaster Information. The Hinchinbrook Disaster Information Facebook page is only activated during a disaster event, while the TYTO and Council pages are regularly updated. I encourage you to visit these pages t e are up to.

Council continues to be represented on the North Queensland Regional Organisation of Councils (NQROC) and the Far North Queensland Regional Organisation of Councils (FNQROC). The ROCs continue to be the combined voice of Northern Councils.

The North Queensland Regional Economic Development sub-committee of the Regional Organisation of Councils (RED-ROC), have been working towards and have now adopted the North Queensland Regional Economic Plan 2014-2031 (NQ2031). NQ2031 is an initiative of RED-ROC to drive economic development in North Queensland between Townsville City Council, Charters Towers Regional Council, Burdekin Shire Council, Hinchinbrook Shire Council and Palm Island Aboriginal Shire Council.

During the year Council supported the Hinchinbrook Chamber of Commerce, Tourism and Industry Inc. with funding of \$20,000 to support a marketing project.

The Local Disaster Management Group was activated early in 2014 as it managed tw vents, followed by Tropical Cyclone Ita and its associat raining continues to be delivered for use of the cyclone shelter and the evacuation centre. This training is essential for members to perform their duties at the various centres.

Hinchinbrook Shire Council continues to be a Reef Guardian Council. The Reef Guardian Council program showcases environmentally sustainable practices undertaken by Councils in the Great Barrier Reef catchment. The program recognises the effective management and protection of the reef and requires a coordinated effort from industries, communities and all levels of government. These Councils are working together to protect and conserve the Great Barrier Reef Marine Park through activities that improve the health and resilience of the reef.

During the year, Councillors, the Chief Executiv ecutive Managers have attended Community Shed Meetings held at various locations throughout the Shire. These meetings provide an opportunity for residents to meet our team and raise issues of concern from their piece of the Shire. Matters raised are either attended to with an immediate solution, or alternatively, are reviewed for further action.

I take this opportunity to acknowledge the TYTO volunteers who give freely of their time to keep the doors open at the Gallery, Library and the TYTO Information and Wetlands Centre. If not for the volunteers TYTO could not offer the excellent services they provide. I also extend my personal thanks to all volunteers whom carry out various acts of kindness throughout our Shire.

I also offer thanks to those community members whom took the time to participate in the Hinchinbrook Community Roundtable Sessions. Your input will greatly assist Council when formulating the Corporate Plan going forward.

In conclusion, the 2013-201 ear was a busy, successful and productive year for Hinchinbrook. To my fellow Councillors, Chief Executiv , Executive Managers and all Council staff, I offer my thanks.



Cr Rodger Bow
Mayor



Elected Representatives



Councillor Rodger Bow
Mayor

0417 646 565
mayor@hinchinbrook.qld.gov.au

Service to Council: 2012 to present

"I believe the three Roundtable sessions that community members provided input into was a great achievement this year. From these sessions, the Corporate Plan 2014-2019, of which the community will have ownership, is a typical example of Council and the community are working together for the betterment of the Shire."



Councillor Patrick Lynch
Deputy Mayor
Corporate Services Portfolio

Hinchinbrook Recovery Committee Chairperson

0427 737 675
plynch@hinchinbrook.qld.gov.au

Service to Council: 1997 to 2000 and 2008 to present

"This 2013-2014 year has proven to be a challenge with the continuance of NDRRA and the Shire experiencing another event - Cyclone Ita. I believe Council delivered a sustainable budget to the community with the most important point being that each budget then sets up the next. This Council is very aware through rigorous planning."



Councillor David Carr
Engineering Services - Works Portfolio
Infrastructure Recovery Sub-Group Chairperson

0417 789 320
dcarr@hinchinbrook.qld.gov.au

Service to Council: 2012 to present

"It is crucial that Council is adaptable to new industry and business coming into our Shire which in turn will bring new jobs, business and families. Currently our sugar industry is the economic driver of our community; therefore we must support its stakeholders in every possible way."



Councillor Lawrence Molachino
Economic Development Portfolio
Economic Recovery Sub-Group Chairperson

0408 182 142

lmolachino@hinchinbrook.qld.gov.au

Service to Council: 2004 to present

"In my opinion, the mix of three old and four new Councillors has proved to be a very successful combination and I congratulate my fellow Councillors for what they have achieved in the past 12 months. I look forward with anticipation to the next 12 months."



Councillor Marc Tack
Corporate Services Portfolio
Hinchinbrook Recovery Committee
Deputy Chairperson

0437 015 884

mtack@hinchinbrook.qld.gov.au

Service to Council: 2012 to present

"My highlight for the year was Council's community consultation process by holding the Hinchinbrook Community Roundtable discussions under the themes of Refresh! Refocus!! Reinvigorate!!! The process allowed the community to set the direction for Council to follow in progressing the social, environmental and economic issues for Council to implement in the 2014-2019 Corporate Plan."



Councillor Sherry Kaurila
Environmental Health Services Portfolio
Human Social Recovery Sub-Group Chairperson

0429 722 924

skaurila@hinchinbrook.qld.gov.au

Service to Council: 2000 to present

"2013-2014 has been one of the best years yet in my time in Council. TYTO Precinct is gathering momentum towards its true potential. All Councillors have worked hard with the community Roundtable sessions and building the new-look Corporate Plan. In a year of changes, it is good to see Councillors working hard together bringing experience and enthusiasm to their separate roles. Council is more aware than ever of the need to support new and established business, especially small business in our town. As a Councillor I look forward to welcoming and encouraging new and large businesses to the Shire in the coming year."



Councillor Wally Skinner
Engineering Services - Technical Services Portfolio
Environment Recovery Sub-Group Chairperson

0408 724 324

wskinner@hinchinbrook.qld.gov.au

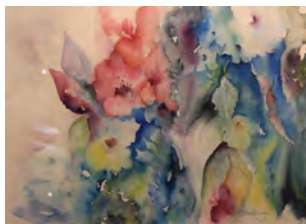
Service to Council: 2012 to present

"Council continued to meet the challenges of maintaining services, improving liveability and completing disaster recovery works whilst keeping rates and charges affordable. Now well into our mid-term phase, Councillors have tried to be innovative and resourceful as we strive to make a difference for the better in Hinchinbrook."

2013-2014 Council Community Events

July 2013

Bambaroo Community Shed Meeting
National Tree Planting Day at TYTO
Ingham Photo Competition



2013 Genevieve Dembowski First Prize 35th Hinchinbrook Art Awards Section 2: Works On Paper December In My Garden

August 2013

Mt Fox Community Shed Meeting
Abergowrie Community Shed Meeting
Reef Guardian Council – Drain Stencilling
35th Hinchinbrook Art Awards Competition
Gallery Exhibition - Ingham Community Kindy

September 2013

Trebonne Community Shed Meeting
Gallery Exhibition - Ingham State High School: Beyond The Surface
School Holidays Program



October 2013

Lower Herbert Community Shed Meeting

Gallery Exhibitions:

- Ingham Kindies: In My Night Garden
- Barbara Saxton-Horsley: Bloom'n Lovely

November 2013

Forrest Beach Community Shed Meeting
Hinchinbrook Community Cleanup
National Recycling Week
Gallery Exhibition - Gilroy Santa Maria College: Trip V

December 2013

Hinchinbrook Community Roundtable One - Refresh!

Gallery Exhibitions:

- An Emerging North
- Mitch A Lynn: 72 Hours

Mayor's Christmas Appeal

January 2014

Australia Day Celebrations

School Holiday Program

Gallery Exhibition - Quilts and Crafts through the Years by Ingham Crafters

February 2014

Art Workshop – Book Art – Secret Heart Treasure Box



March 2014

Hinchinbrook Community Roundtable Two - Refocus!!

TYTO Think Tank

Gallery Exhibitions:

- Pat Lowth Coloured Inspirations
- Quinn Lawson

April 2014

Movie Magic Night

School Holidays Program

Handmade in Hinchinbrook Marketplace



May 2014

Hinchinbrook Community Roundtable Three - Reinvigorate!!!

Mt Fox Community Shed Meeting

Bambaroo Community Shed Meeting
Hinchinbrook Pest Management Plan Review

Movie Magic Night

Handmade in Hinchinbrook Marketplace

Gallery Exhibition - David Rowe

Sunday Session - Music @ TYTO

Volunteer Thank You Morning High Tea

June 2014

Abergowrie Community Shed Meeting
Handmade in Hinchinbrook Marketplace

Gallery Exhibition - Ingham Art Society Members 'Show and Sell'

Movie Magic Night

Shut Up and Skate

Sunday Session - Music @ TYTO

School Holidays Program

CEO's Message

I am pleased to be able to provide comment to the Hinchinbrook Shire Council 2013-2014 Annual Report. As always it has been another busy year of activity and delivery for Council. Together Councillors, staff and our dedicated volunteers continue to provide many services and outcomes for the Hinchinbrook community.

We have continued to deliver the massive infrastructure works program under Natural Disaster Relief and Recovery Arrangements funding. We are nearing the tail end of this program, with the 2013 works due for completion late into 2014, early 2015. This year the Hinchinbrook Reconstruction Authority has moved to a more productive space with both parties very much on the same page. This is a tribute to the efforts of both organisations and should stand us in good stead for future events.

We have moved to a new level of coordination, sophistication and maturity in the development, management, marketing and delivery of TYTO. This area is now managed from a place based perspective, meaning that it is no longer seen as solely individual components, but as a whole precinct, to be leveraged as a whole, to maximise advantages, use, acceptance and returns to our community. The introduction of family friendly events, tourism centric activities and the further exploration of an onsite RV Friendly short duration stay area will see this precinct become the iconic attraction it was always destined to be.

Again in 2013-2014 Council continued to participate with local service providers and regional neighbours in raising awareness of disaster preparedness. Only through constant vigilance in this space will we go some way to avoiding human tragedy and minimising property loss in future events.

This year we have made some real progress in a number of internal areas. We have comprehensively addressed the build up of long term leave liability issues. Managers have complied and taken large stretches of leave to reduce the leave liability we as an organisation held. We have entered the first phase of an enterprise based software solution for Council. Plans are well and truly entrenched to roll out the remaining modules in the next 12 months. We have also continued to improve the internal audit process with improvements made in a number of operational areas especially as they relate to policy and procedural matters. In particular we have focused on stores and inventory management.

Our executive management team welcomed our new Corporate Services Executive Manager and new Engineering Services Executive Manager to the fold. It is always invigorating to have a new person join a team, so two new recruits has proven to be a wonderful experience. The blend of experiences, personalities and skills we now have on the executive team has, in my opinion, raised our collective efforts to a new high.

In early 2014 Council reviewed its support for festivals and events policy to tie funding to economic outcomes for the community. Council remains pleased to support a number of established events including the Australian Italian Festival, Maraka, the Ingham Rodeo, the Lions Fishing Classic, the Ingham Show and numerous smaller events.

Delivery of a meaningful Council agenda is a team effort. Councillors must set a strong strategic course for us based on a sound understanding of community needs/wishes beyond a four year term, coupled with the professional input from staff. To this end we saw the Hinchinbrook Community Roundtable Series delivered as part of the community engagement process to inform the new year Corporate Plan.

The first Hinchinbrook Community Roundtable was successfully delivered on 4 December 2013 at the Shire Hall. Roundtable One: Refresh – the Big Capture, focused on how we perceived things now and what we wanted to see in ten years time. Taking feedback from Roundtable One we began to form a better understanding of what matters to our Hinchinbrook community. Over 300 ideas emerged from the first roundtable.

The second Hinchinbrook Community Roundtable was held on 5 March 2014. Roundtable Two: Refocus– Prioritise Now, took the 300 plus ideas from Roundtable One and whittled them down to 150 plus ideas and asked participants to prioritise the ideas according to their own thoughts. The well supported ideas, the top priorities from the original 150 plus ideas were then presented to Roundtable Three: Reinvigorate, on 21 May 2014.

The format for the third roundtable Reinvigorate – the Way Forward, was based on small discussion groups of four to seven people. Each group considered the who, what, where, why and how of one of the 14 priority ideas.

The feedback from all three sessions has been captured, documented and will be revisited in the formation of the 2014-2019 Corporate Plan. I very much enjoyed being actively involved in this process. It was informative and uplifting to hear the views and ideas from our community, their ideas, aspirations and solutions to some very real challenges facing our region.

This year has been one of building stronger connections with our community. Councillors have pursued an active program of engagement including sit tings with the communities in and around Trebonne, Mt Fox, Halifax, Taylors Beach, Lucinda, Forrest Beach Bambaroo and Helens Hill.

Councillors have also been proactive in seeking input from our various Progress Associations, the Hinchinbrook Chamber of Commerce, Industry and Tourism and Canegrowers Herbert River, with invitations to present to Council extended to all these groups throughout the year.

This year saw the launch of three new Facebook pages for Council. One is centered on natural disaster event information sharing, one delivers the day to day business of Council, and the third page focuses on TYTO, with all of its events and activities on offer. This now allows us to reach a whole new social media audience. Coming to terms with the pros and cons of social media has been a learning curve for Council, but one we intend to expand upon in coming months.

In mid 2013 the Kelly Theatre found a new lease of life under the management of the Ingham Disability Support Services. This win, win arrangement k st release movies and theatre going experiences alive in Ingham, while providing meaningful activity and employment for clients of the service.

This year also saw the Royal Military College of Australia utilise Hinchinbrook for a training exercise in late November 2013. Indications are that those in command were so pleased with our community's ability to accommodate their training exercise that we will be favourably considered as a future training destination in years to come.

During this year Councillors have undertaken a number of professional development opportunities, networking and learning experiences to keep themselves up to date on the wider local government agenda and landscape w selves operating in. Councils in this day and age are complex organisations with many contradictory demands placed on them. This is a challenge we at Hinchinbrook are meeting with determination and drive. It is my pleasure to have a role to play in being of service both to the Hinchinbrook community and our elected representatives.



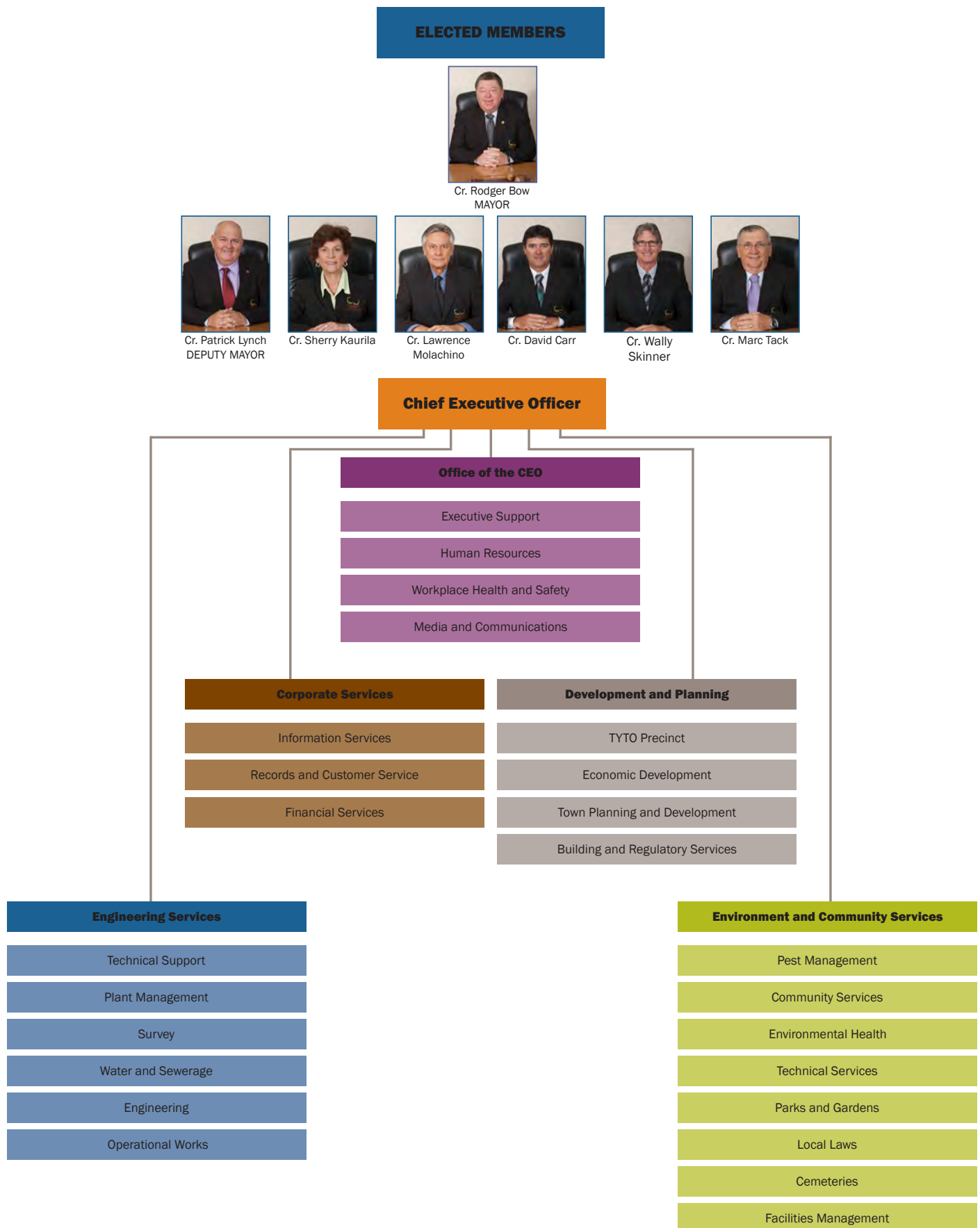
Leanne E Mash
Chief Executiv
Hinchinbrook Shire Council



Executive Management Team

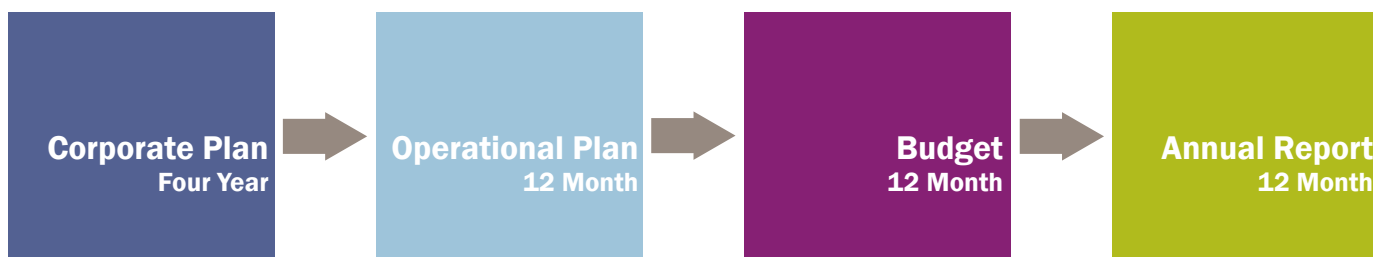
	Corporate Services	Development and Planning	Engineering Services	Environment and Community Services	the CEO
Responsibilities	Financial Management Information Technology and Communication Services Customer Support Records Management Payroll	Economic Development Town Planning Building and Regulatory Services TYTO Precinct	Roads Drainage Water and Sewerage Services Technical Support Assets and Geospatial Information Services Plant Management Survey	Environmental Health Business Licensing Mosquito Control Animal Management Local Laws Cemeteries Waste Management Public Amenities Natural Resources Management Parks and Gardens Community Services Facilities Management Disaster Management	Human Resources Workplace Health and Safety Executive Support Media and Communications
Highlights	Helping the w of the community by moving away from annual rates notices to six-monthly rates notices and also by automatically applying the 'old 15% time-sensitive' discount (that was not able to be accessed by a large section of our community) Successful completion of the 2012-2013 statutory accounts, including an unqu d audit report Lead role in the successful implementation of new porting system (Phase one) Continued successful ment of the Natural Disaster Relief and Recovery Arrangements (NDRRA) Program Continued successful delivery of the internal audit program Successful phasing out of old IT hardware Continued provision of high level face to face customer support whilst front counter was renovated	Participation with the North Queensland Economic Development Practitioners Network Commencement of a new town plan Implementation of an events program at TYTO Trial RV parking site at TYTO	Undertaking major seal extension works on ide d roads within the Shire NDRRA – Completion of road restoration works following damage related to ding Maintaining a good quality water supply with no drinking water quality issues	Successful integration of community services, building management, disaster management and parks and gardens into the newly formed Environment and Community Services department Review of waste management practices and adoption of new services for ne year Review of public amenities and feasibility study for new toilets in Rotary Park and Lannercost Street Disaster response and recovery following the d events and Tropical Cyclone Ita Ingham Picture Theatre converted to digital and leased to Ingham Disability Support Services Review of hut ownership and tenure and offering three year permits to owners Foyer refurbishment completed successfully and within budget	Establishment of TYTO, Hinchinbrook Shire Council and Hinchinbrook Disaster Information Facebook pages Strengthening of recruitment practices Community shed meetings Community Roundtable Series
Challenges	Implementation of phases two and three of new porting system Management of ever-changing IT environment ws that hav xternal ences (ie NDRRA activity)	Issues with unsupervised youth at the library and TYTO Precinct	Implementation of appropriate Strategic Asset Management Software Attracting suitably skilled staff t Managing and completing annual maintenance and capital works programs with the additional burden of NDRRA Managing community expectations regarding the unsealed road network and maintenance budget	Management of Cyclone Shelte se agreement with State Government and ensuring su nt resources for operation Review of user group requirements for the Ingham Showgrounds and development of a new management plan Progressing the Emergency Communication Information Loop project which is designed to provide better information to communities during disasters	Media relations Funding constraints Devolution of responsibilities

Organisational Structure



Reporting System

The Annual Report ... what is it all about?



Council's 2013-2014 Annual Report demonstrates our desire to improve our commitment to accountability and transparency. The report provides an overview of our activities, actions and outcomes from the period of 1 July 2013 through to 30 June 2014.

This year we have introduced a new reporting system to give a visual representation to our performance in key areas. These areas link back to our 12 month Operational Plan and four year Corporate Plan. The Community Financial Report for this year commences on page 45.

As a resident, ratepayer, investor, business or community member you have an interest in understanding what Council is achieving. This report aims to give you that information in a user friendly format, outlining our responsibilities to govern and deliver in an open and transparent manner.

Some of the information in this report is what Council is required to present, some is ancillary information that may be of interest and some is clearly provided for the feel good factor, to celebrate what we are and who we are as an organisation and as a community.

At a glance the following can be understood when referring to the performance indicators. Green indicates we are well on track to delivering our desired outcome, somewhere between 70% and 100% completion for this 12 month period. Amber indicates progress has been made, somewhere between 30% and 70% of work has been done and there is more to come. Red indicates issues have arisen, less than 30% of the work or project has been completed and we need to pay attention to this matter moving forward and get things back on track, assuming it is still a priority for Council.



A green spot indicates we are well on track to delivering our desired outcome, somewhere between 70% and 100% completion for this 12 month period.



An orange spot means progress has been made, somewhere between 30% and 70% of work has been done and there is more to come.



While a red spot means issues have arisen, less than 30% of the work or project has been completed and we need to pay attention to this matter moving forward and get things back on track, assuming it is still a priority for Council.

Overall we are aiming for more greens than ambers and very few red.

The following pages details key performance indicators (KPI) that are taken from the 12 month Operational Plan.

Corporate and Operational Plan Outcomes



Community

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

ue character,



Corporate Plan

Progress Strategic Outcomes



1.1 A safe, active and healthy community.



1.2 Equitable access to relevant services and well maintained facilities.



1.3 Shire culture, identity and heritage which is valued, documented and preserved.



1.4 An inclusive community which is motivated and involved in a range of social, cultural and recreation activities.



1 er management across the Shire.

Challenges Faced During 2013-2014

- The lack of human resources during disaster events due to people being isolated.
- Challenges in developing the memorandum of understanding for use of the Cyclone Shelter during an event.
- Community expectations of infrastructure performance during disaster events, properties, access being cut, water and sewerage service outages.
- Low community awareness of the funding constraints associated with disaster recovery process and the time it takes to fully repair and reconstruct infrastructure.
- High expectations regarding standard of unsealed roads which are typically of low volume other than during cane harvesting season.

Key Projects

Water Supply - 1.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Operate and Maintain Water Treatment plants and pumping stations to comply with drinking water quality	Comply with Drinking Water Quality Management Plan	Monitor and record and report all water quality results	>98% Compliance with drinking water quality guidelines

What we achieved in 2013-2014...

100% compliance in meeting drinking water quality guidelines.

Sewerage Services - 1.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Operate and Maintain Sewerage Treatment plants and pumping stations to comply with licence standards	Monitoring and reporting of licence conditions Informing EHP of any exceedences of conditions	Compliance audits by EHP and comparisons to licence limits	100% compliance

What we achieved in 2013-2014...

General compliance of all licenced parameters except for faecal coliforms results which sometimes vary due to the huge birdlife population at the wetlands outlet. Works have commenced on refurbishment of structures at the Ingham and Lucinda sewerage treatment plants.

Food Business Licensing - 1.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Ensure food business compliance with the Food Act 2006	licensing process Inspection program Advice and consulting services for food business operators	Customer satisfaction survey Food business inspection statistics	100% inspected by 30 June 2014 Positive Feedback

What we achieved in 2013-2014...

Our Food Business Licensing and Inspection Program was carried out as planned, with all 70 food businesses inspected over the year. During that period three businesses closed, three changed ownership and eight new food businesses opened. Council's Environmental Health Officers provided additional advice and assistance to six food businesses to help them meet their legal obligations concerning food safety. Changes were implemented to the licensing process to ensure legislative compliance and user friendliness.

Food Safety - 1.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Monitor food safety across the community	Monitor food production, sale and donations which are exempt from licensing Provide advice to all food handlers Provide food handling training	Food for Thought Newsletter and factsheets sent as planned Training provided as required	100% by 30 June 2014

What we achieved in 2013-2014...

Inspections of food stalls at markets and festivals were carried out as planned. Four editions of Food for Thought newsletters were mailed to food businesses across the Shire. Two free food handler training sessions were held, which were open to any residents involved in food preparation. Those participants included volunteers to service club members, employees or operators of food businesses.

Public Health - 1.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Maintain and promote a high standard of public health in our community	Prompt investigation of nuisance complaints Public education initiatives	Complaints investigated within seven working days	100%

What we achieved in 2013-2014...

Of the 35 nuisance complaints received during the year, all were investigated within the seven working days timeframe. A small percentage took a longer period to conclude the investigative and remedial process.

Vector Control - 1.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Pro mosquito control program	Continuous monitoring and improvement of vector control practices Public education	Internal audit of the program	Positive result

What we achieved in 2013-2014...

Council carried out 400 mosquito inspections, applied \$37,270 worth of mosquito control chemicals (the majority being environmentally friendly s-methoprene) and conducted two aerial treatments of hard to reach mosquito habitats using a local helicopter service contractor.

Public Health Incident Response - 1.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Respond promptly to outbreaks of Dengue fever and other infectious diseases	Maintaining our partnership with Queensland Health	Internal audit and feedback from other agencies	Positive result

What we achieved in 2013-2014...

No Dengue outbreaks were recorded in Hinchinbrook this year, which is an indicator of a well functioning prevention program. We have focussed our efforts on Dengue education and proactive management of problem properties. Further work and staff in vector control activities was carried out. Good communication with the Townsville based Tropical Population Health Unit throughout the year allowed for continuous benchmarking of our control activities in relation to regional practice.

Strategic Planning - 1.1, 1.2 and 1.4

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Adoption of a revised 2015-2019 Corporate Plan	Review of the current Corporate Plan, appropriate community consultation and development of a new 5 year Corporate Plan	Formulation of a planned consultation schedule participation by stakeholder groups and completion of the plan	Appropriately developed Corporate Plan by June 2014

What we achieved in 2013-2014...

Hinchinbrook Community Roundtable Series was delivered as part of the community engagement process to inform the new 5 year Corporate Plan. The first Hinchinbrook Community Roundtable was successfully delivered on 4 December 2013 at the Hinchinbrook Shire Hall. Roundtable One: Refresh – the Big Capture, focused on how we perceived things now and what we wanted to see in ten years time. Taking feedback from Roundtable One we began to form a better understanding of what matters to our community. Over 300 ideas emerged from the first Roundtable.



The second Hinchinbrook Community Roundtable was held on 5 March 2014. Roundtable Two: Refocus– Prioritise Now, took the 300 plus ideas from the first Roundtable and narrowed them down to 150 plus ideas and asked participants to prioritise the ideas according to their own thoughts. The well supported ideas, the top priorities from the original 150 plus ideas were then presented to Roundtable Three: Reinvigorate – the Way Forward, on 21 May 2014.

The format for the third Roundtable Reinvigorate – the Way Forward, was based on small discussion groups of four to seven people. Each group considered the who, what, where, when, why and how of one of the 14 priority ideas.

The feedback from all three sessions has been captured, documented and will be revisited in the formation of the Corporate Plan.

Library Services - 1.2

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Align our operations with State Library requirements for the Rural Library Queensland program	Update our policies and processes to align with the State Library requirements	Complete by 30 June 2014	100%

What we achieved in 2013-2014...

The move to Rural Libraries Queensland became effective in July 2013 whereby a full stocktake and adherence to new operational guidelines was implemented. Approximately 12 months was dedicated to stocktake of around 48,000 items and review of the membership database identifying 11,776 patrons.

A large number of Library stock was removed due to non adherence to Rural Libraries Queensland guidelines. This stock was gifted and well received by a large selection of local community groups and charities.

The membership database review was not completed at 30 June 2014, however in 2013-2014 membership dropped by approximately 4,000 patrons primarily due to outdated data.

Unacceptable behaviour became an issue late in the year but quick reactive measures ensured this did not escalate.

There has been an increase in training both in Library procedures and event coordination creating a strong team to work through the labour intensive stocktake and deliver an increase in events, displays and customer service.

Free computer classes and an online computer school with over 6,000 tutorials are tools being utilised to upskill patrons and provide additional service to youth.

Arts and Cultural Services - 1.3

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Review our Arts and Cultural Policy and Development Plan	Review current plan and liaise with stakeholders	Complete by 30 June 2014	100%

What we achieved in 2013-2014...

In the 2013-2014 year the TYTO Regional Art Gallery hosted 15 exhibitions of which 10 were held in the main gallery and 5 in the smaller adjacent Niche Gallery.

There were eight local exhibitions and two from outside Ingham, one of which was a touring display and 7 of the niche gallery displays were local.

The touring display *Murris in Ink* was held to coincide with NAIDOC week, and was well regarded by the community, reaching nearly 800 visitors.

The Gallery hosted nine opening events. Exhibition openings attendance has grown for the Hinchinbrook Art Awards from 103 to 201 patrons, Kindy from 350 to 381 patrons and Gilroy Santa Maria College from 96 to 116 patrons.

There have been numerous workshops from photography to arm knitting and school holiday activities for youth, all well received with maximum numbers for the small classes reached.

After engagement with local artists in a Think Tank the Handmade in Hinchinbrook Marketplace was formed. Its formation is an extension to operations and further support the gallery's core activities by showcasing and promotion of local artisans and craft enthusiasts. The Hinchinbrook Marketplace, scheduled monthly, is a part of the TYTO Event Program conducted during the tourist season from April to October.

Regional Arts Development Fund (RADF) funded a variety of projects, including a pastel workshop, a photography workshop and a natural art workshop. RADF also provided funds for cultural heritage support including a book relating to heritage recipes of a variety of the town's families and chronicling advertisements in the *Herbert River Express* from 1940-1980.

The most important RADF funding provided however was toward researching methods to decorate the Hinchinbrook Community Support Centre community hub and implementing new public art in TYTO, which at the end of 30 June 2014 was still ongoing.

A total of 6,356 persons attended the TYTO Regional Art Gallery in 2013-2014. Highlight months were May and June recording 63.49% and 75.93% increases from the previous year.

TYTO Precinct - 1.4

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Increase local usage of the Precinct Promote TYTO Precinct to attract regional visitors to the Shire	Develop a Business Plan and Marketing Strategy for the Precinct	Completed and implemented by February 2014	100%

What we achieved in 2013-2014...

TYTO began the 2013-2014 year with the newly appointed TYTO Precinct Manager overseeing operations. The early key focus was a review and centralisation of operations to ensure TYTO readies itself to be marketed as a single placemaking destination.

TYTO has had a new modern all encompassing brand position implemented. This has ensured an increase in cross marketing of each pillar of TYTO and consistency of branding in the marketplace. This has ensured all pillars are working toward a common goal, branding and streamlining of operations.

An event calendar, with a monthly dynamic program, was introduced which has been growing in popularity. Core monthly activities conducted include Movie Magic a family movie night with craft activities for children, Sunday Session a musical afternoon, Handmade in Hinchinbrook Marketplace providing a platform for local artisans and a regular combined school holiday program.

These new events are presented alongside traditional activities including the TYTO Regional Art Gallery exhibition program and the Hinchinbrook Shire Library children's programs. Events on average have doubled in the second half of the year with the implementation of the event program and this has resulted in the increased visitation to TYTO.



New product opportunities will be introduced fully in the near future. Research is currently being conducted on the possibility of a tour to be introduced in TYTO being researched and turned into a tour to

Regional visitor numbers were down for the Shire which has impacted on visitor numbers to TYTO as a whole. Flooding in the early part of 2014 and the negative fallout was felt however visitor numbers were up in all areas of TYTO for May and June.

Community Assistance - 1.4

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Provision of support to various community organisations	Continued support for a range of community organisations and standardisation of feedback	Seek feedback from community organisations on their achievements and outcomes	100%

What we achieved in 2013-2014...

Council continued to provide support to cultural development in the Shire by continuing to partner with the State Government to fund the Regional Arts Development Fund.

Council continued to provide support to various cultural and community organisations such as the Hinchinbrook Community Support Centre, BlueCare, Ethnic Community Care Links, Meals on Wheels, the Herbert River Museum and Gallery, Ingham Arts Festival and the community bus service.

View page 40 for full list of grants to community organisations.

Recreation Activities - 1.4

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Support local community organisations to conduct recreational activities that	Continue to employ a Sport and Recreation Officer	Council activities meet the funding criteria for the sport and recreation position	100%

What we achieved in 2013-2014...

Council continued to partially fund the Sport and Recreation Officer position to work with local sporting clubs to further club development and provide support to increase participation of sports and recreation in the Shire.

In the near future, the position has provided a positive contribution to the region and introduced numerous new initiatives via community events targeting the youth and senior markets.

The maintenance of core activities that positively contributed to the community are to be maintained in the 2014-2015 budget with a review being complete and approval to have these activities rolled into a larger position of Conference and Event Coordinator for the Shire.

Disaster Management - 1.5

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Ensure Council's organisational response to natural disasters underpins resilience and asset in recovery of our local communities	Continued support and assistance to Hinchinbrook SES Continue training of local Disaster Co-ordinator, Deputy and staff	Council disaster management employees have met all training requirements of EMQ	Compliance with State Disaster Regulations

What we achieved in 2013-2014...

Council continued to provide support to the Hinchinbrook State Emergency Services.

Council have continued to work closely with Emergency Management Queensland staff to ensure that the Local Disaster Co-ordinator, Deputy Co-ordinator and staff meet all training requirements.

Disaster Management - 1.5

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Ensure Council's organisational response in natural disasters and other emergencies	Reviewing and improving the Public Health Disaster Management Plan Training and multi skill EHS staff Maintaining our partnership with EMQ and Queensland Health	Feedback from LDMG and EMQ	Positive result

What we achieved in 2013-2014...

Response and recovery activities following the 2013-2014 cyclone season were a good opportunity to test Council's capacity to respond to natural disasters. The Public Health Disaster Management Plan was reviewed and minor changes were made to update the plan.

Training is an ongoing objective of our disaster management strategy, and training continued during the year with both pre-season training and post-event review.

Council continued its cooperation with Emergency Management Queensland and Queensland Health and maintained strong relationships with other stakeholders in public health management.

Cyclone Shelter Management - 1.5

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Manage Hinchinbrook's Cyclone Shelter	Development of procedures Public education	Feedback from LDMG and EMQ	By 1 December 2013

What we achieved in 2013-2014...

Council continued the development of procedures and training of staff for cyclone shelter management activities. During the cyclone season the shelter was prepared for activation on one occasion, however it was not necessary to open it to the public. Negotiations with the Department of Education, Training and Employment regarding the Memorandum of Agreement for use of the cyclone shelter continued. As at 30 June 2014 the agreement had no

Economy

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



Corporate Plan

Progress Strategic Outcomes



2.1 Diverse and prosperous and innovative industry and business sectors.



2.2 Support and facilitation of employment opportunities for the community.



2.3 Enhanced sustainable growth facilitated by Council's infrastructure and utilities.



2.4 An integrated approach to town and regional planning that strengthens local identity and lifestyle.



2.5 An attractive place to live which encourages a diversity of business investment, development and employment opportunities.

Challenges Faced During 2013-2014

- Growth evident.
- Continued reliance on a single industry economy and therefore limited potential for increased diversity.
- Natural disasters and world economic climate affecting the sugar industry.
- Marked reduction in availability of external funding.
- Increase in price of energy.
- Reduction in retail sales.
- During 2013-2014 the Hinchinbrook Shire Council has seen a slow down turn in the construction industry after several previous year expenditure mainly due to construction programs.
- Overseeing the management of the procurement processes and delivery of construction program on top of existing operational demands and works delivery priorities.
- Effective management of project scoping, survey, design and construction processes with existing technical resources to mitigate delays to capital works personnel.

Key Projects

Tourism - 2.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Review current area promotions strategy	Revise Action Plan for the next three years	Complete by February 2014	100%

What we achieved in 2013-2014...

Visitor enquiries through the Information and Wetlands Centre for the year have grown 22.52%. A large percentage of these enquiries were in April of a 200% increase in calls to the centre. Visitation however is down overall by 4.18%. This can be attributed to the downfall in overall numbers in the North after poor weather in early 2014. There was a 9.66% drop in March as rain and wind were prevalent. April recovered strongly once roads opened, with May and June seeing strong improvement supported by tourism promotion of the area being 'open for business as usual' via the State Government and regional initiatives.

Travel Show attendance was maintained however marketing activities with relation to TYTO as a destination decreased in the last six months as a review was conducted with only vital annual activities taking place from a regional perspective. A stronger focus on the utilisation of Townsville Enterprise Limited (TEL), our regional tourism marketing body, has been encouraged through our current membership with TEL.

Tour groups from schools to special interest groups continue to frequent the TYTO Information and Wetlands Centre. Volunteers continue to be the lifeblood of the centre, contributing approximately 5,497 hours for the year.

A self contained RV parking site has been added to a vacant piece of TYTO land adjacent to the Information and Wetlands Centre on Cooper Street to attract a percentage of the large number of travellers that are currently not stopping within Hinchinbrook. Minimal start up and site hardening has occurred for a trial period. With no advertising, only worst month of the trial has seen 82 visitors. This trial will run to October 2014.



Hinchinbrook Tourist Loop - Signage Plan - 2.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Installation of signage	Refer to current plan	Completion	100% by December 2013

What we achieved in 2013-2014...

Designs for the tourist loop and directional signage have been completed. During 2013-2014 discussions have taken place with the Department of Transport and Main Roads (DTMR) to ensure that the signs meet their conditions. As at 30 June 2014 further discussions were required with DTMR and Townsville Enterprise Limited to further progress.

Pest Management - 2.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Prevent pest infestations and degradation of agricultural land	Implement the Hinchinbrook Pest Management Plan in co-operation with primary producers and other key stakeholders	Plan review	By 30 June 2014

What we achieved in 2013-2014...

The annual review of the Hinchinbrook Pest Management Plan was carried out in consultation with key stakeholders.

Natural resource management staff undertook a number of control activities and extended surveys in accordance with the priorities and action plans set up in the Hinchinbrook Pest Management Plan, and cooperated with landholders, State and Federal agencies in a range of pest control and rehabilitation activities.



Regional Engagement - 2.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Be active members of the North Queensland Regional Organisation of Councils, the Regional Economic Development ROC and the Far North Queensland Regional Organisation of Councils	Attend the scheduled meetings with both elected member and Participate as the chair for REDROC Evaluation of partnership opportunities as presented by these regional organisations	Meeting attendance Opportunities and outcomes from meetings	80% meeting attendance Results achieved from outcomes

What we achieved in 2013-2014...

Council attended meetings of the North Queensland Regional Organisation of Councils, the Regional Economic Development ROC and the Far North Queensland Regional Organisation of Councils.

Economic Development - 2.1 and 2.5

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
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Participate in regional economic development planning	Actively participate in workshops and regional economic development forums	Have Hinchinbrook included in regional economic development initiatives	Inclusion of Hinchinbrook in future economic plans and strategies and micro economic development program undertaken
Develop partnerships with Hinchinbrook Chamber of Commerce	Micro economic development initiative	Micro economic development initiative developed and implemented by June 2014	
Create regional partnerships with State and Federal agencies and strategic organisations			

What we achieved in 2013-2014...

s worked with the North Queensland Economic Development Practitioners Network to develop the NQ2031 plan. Council participated in the Regional Economic Development Region of Councils meetings. The Mayor was the Chair of this group.

Council resolved not to proceed with the micro economic initiative and instead directed half the funds to the Hinchinbrook Community Support Centre to employ a par , and the other half to the Hinchinbrook Chamber of Commerce Industry Tourism Inc to proceed with one of the strat om their Revitalise Hinchinbrook Workshop.

Recruitment and Selection - 2.2

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Continuous improvement to Recruitment and Selection practices	Human Resources to review policy, procedure, practices, careers website, job applicant package and advertisements	Effective and transparent recruitment practices	100% by 30 June 2014

What we achieved in 2013-2014...

Continued with merit based appointments exercised through effective and transparent recruitment practices in accordance with established policies and procedures.

Planning and Development - 2.4

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Meet requirements of <i>Sustainable Planning Act 2009</i> (SPA) Legislation within our town plan	Development a new SPA town plan by 2015	Draft new town plan underway by June 2015	Review underway

What we achieved in 2013-2014...

In April, Council called for tenders for consultants to work with Council to draft a new town plan. In May, Council subsequently engaged Milford Planning, Planz and Archipeligo to commence the strategic planning phase of the planning scheme. In early June they commenced review of the current plan in preparation for drafting the new plan.

Environment

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



Corporate Plan

Progress Strategic Outcomes



3.1 A natural environment that is valued and sustainable.



3.2 A quality, aesthetically pleasing and well planned built environment that meets basic community needs.



3.3 The provision of quality infrastructure that supports the Shire's current and future needs.



3.4 An empowered community, environmentally educated and aware.



3.5 Minimisation of climate change on our community, natural and built environments.

Challenges Faced During 2013-2014

- Reduction in external funding opposed Council's capacity to provide pest management services. In an effort to compensate for this and maintain a high standard of natural resource management, Council has approved a supplementary budget allocation of \$120,000 for pest management.
- Additional natural disaster events.
- Reduction in funding sources for asset improvement.
- Reduction in eligibility range for Natural Disaster Relief and Recovery Arrangements for funding.

Key Projects

Natural Resource Management - 3.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Develop and implement pest management plans that protect and enhance the natural environment	Review, implement and promote the Hinchinbrook Pest Management Plan	Annual plan review	Results

What we achieved in 2013-2014...

The annual review of the Hinchinbrook Pest Management Plan was carried out in consultation with key stakeholders.

Natural Resource Management (NRM) staff undertook a number of control activities and extended surveys to ensure we are on target for eradication of all known Pond Apple, Mikania, Hygrophila, Singapore Daisy and Thunbergia.

Control and rehabilitation works were carried out in the Crystal Creek, Lucinda Wetlands and Palm Creek. The Palm Creek project alone involved the control of 95 hectares of aquatic weeds – 55 from land and boat and 40 by helicopter.



Unfortunately the Upper Cattle Creek Rehabilitation Project had to be put on hold due to lack of external funding. Council, with the assistance of the Herbert River Catchment Group, are working with adjacent landholders on a new project model that involves landholders and Council resourcing this project into the future.

es by State and Federal Government has seriously affected the capacity of Council's NRM team to carry out proactive pest management and revegetation activities and has placed a number of already commenced projects at risk. Council have allocated an additional \$120,000 from its budget to compensate for this shortfall and maintain NRM activities which are vital for the region. Councils are continuously investigating new funding opportunities in a bid to attract external funding to our region.

Pest Management - Council Environments - 3.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Ensure that land under Council control is well managed from a pest management perspective	Carr public land under Council control Develop and carry out externally funded projects	Inspections and project reporting	By 30 June 2014

What we achieved in 2013-2014...

Multiple hectares of declared and environmental weeds have been controlled during 2013-2014 within Council reserves. These weeds were causing impacts on the various drainage systems, fence lines and to the general health of the ecosystems that are contained within these reserves.

Feral Pigs - 3.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Continually reduce feral pig numbers	Continue the Hinchinbrook Community Feral Pig Management Program	Annual reporting and statistics	By 30 June 2014

What we achieved in 2013-2014...

The Hinchinbrook Community Feral Pig Management Program continued to reduce the environmental, social and economic impacts feral pigs are having on the community. A total of 731 pigs were controlled in 2013-2014.

Resilient Landscapes - 3.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Promote resilient landscapes and riparian area rehabilitation	Develop, assist with and carry out revegetation projects Promote National Tree Day	Inspections and project reporting	By 30 June 2014 or project deadline

What we achieved in 2013-2014...

The Natural Resource Management team continued to manage multiple river trust revegetation sites as well as undertaking new plantings of native vegetation within the TYTO Wetlands reserve and around Sandy's Waterhole. With continuously diminishing opportunities for external funding, however, many projects were discontinued during 2013-2014.

Reef Guardian Council - 3.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Maintain our status of Reef Guardian Council	Implement the Reef Guardian Action Plan	Action plan review	By 30 June 2014

What we achieved in 2013-2014...

The Reef Guardian Action Plan was reviewed as planned. The majority of actions of the previous plan have been implemented, with some delays due to the natural disasters and scarcity of resources. Primary school students from local Reef Guardian Schools, assisted by Council, painted two stormwater drain covers in Lannercost Street to remind our locals and visitors that litter and water pollution affects the Great Barrier Reef.



Open Spaced Capital Works and Maintenance Program - 3.2

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Maintain and develop POS to	Deliver works as set out in WP	Completion of approved works	100%

What we achieved in 2013-2014...

All maintenance work was carried out as planned. Tropical Cyclone Ita resulted in a number of parks, trees, vegetation, playground equipment, park furniture and shade sails were all affected. The Parks and Gardens crew worked hard and managed to restore all parks to pre event condition by 30 June 2014, whilst also keeping regular maintenance within agreed service levels.

River and Riparian Environment - 3.2

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Manage environment to achieve best outcomes for the community within the constraints that present	Via support of lead agency HRIT	Completion of, programs and works	100% of annual program completed

What we achieved in 2013-2014...

th Ripple Creek and Lannercost Creek were cleared by local contractors working under the direction of the Herbert River Improvement Trust (HRIT) Supervisor on secondment from Council. The funding for this work was largely derived from a program administered by Terrain Natural Resource Management for clearing riparian vegetation that had been damaged by Cyclone Yasi in 2011. Much of this fallen timber was made up of large trees that were of a size unlikely to break down by natural processes for many years. About 250 metres of Catherina Creek, one and a half kilometres of Lannercost Creek, and four kilometres of Ripple Creek were cleared under this program and in the HRIT works program.

Additional channel repair works were carried out on Alligator Creek drain as part of a periodic maintenance program. Other works undertaken included levee repairs along the Herbert River arising from the 2013 event and slip repairs on two properties adjacent to Sheahan's Road. The last item of work was not completed due to a period of extended wet weather that had a seemingly greater impact in the Long Pocket area compared with the Lower Herbert.

Water Infrastructure - 3.2

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Deliver major infrastructure projects on time and in budget	Construct infrastructure renewals in accordance with the approved forward plans	Completion of approved water forward works program	100%

What we achieved in 2013-2014...

All projects commenced during 2013-2014 with several carrying on into 2014-2015 due to the availability of resour orks completed include the replacement of all chemical storage tanks and safety showers, replacement of the switchboard at Lucinda water booster pumping station controlling the pressure pump system. Emergency repairs to the water main bridge crossing at the Ingham Water pumping station and the construction of new bores servicing Halifax and Macknade water treatment plants. Projects commenced include the review of wat ems at each of the water treatment plants and discussions with contractors on the replacement of defective linings of the Forrest Beach and Halifax water towers.



Sewerage Infrastructure - 3.2

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Deliver major infrastructure projects on time and in budget	Construct infrastructure renewals in accordance with the approved forward plans	Completion of approved sewerage forward works program	100%

What we achieved in 2013-2014...

All projects commenced during the year with several carrying on into 2014-2015 due to the availability of resour Works completed include the replacement of all chemical storage tanks and safety showers at sewerage plants, refurbishment of the chlorine contact tank and sludge races at the Ingham Sewerage Treatment Plant, and the replacement of the sprinkler tank at Lucinda Sewerage Treatment Plant. Planning for the refurbishment of the humus tank commenced in 2013-2014 with the call of tenders. Contractors were engaged to refurbish the No.1 aeration tank and replace the chlorine contact tank at Lucinda Sewerage Treatment Plant.



Restoration of Flood Damaged Assets - 3.2

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Repair eligible assets	Via NDDRA program team	Completion of approved works Ext	80% <\$500k

What we achieved in 2013-2014...

Continued delivery of restoration projects throughout the 2013-2014 Natural Disaster Relief and Recovery Arrangements program initiated following the Cyclone Yasi event in February 2011 ojects of the 2011 event submissions were completed prior to January 2014 while a number of projects required to complete the 2012 event submissions were resolved in June of 2014.

The total value of works completed over the year approached \$30 million not including emergent works associated with the 2014 Cyclone Ita event that occurred over the weekend of 12 and 13 April.

A total of \$117 million has been expended as at the end of June 2014 and forecast expenditure on the total program excluding the 2014 event is \$144 million. This means that approximately 81 percent of the entire program has been completed to date which is marginally ahead of program.

Drainage Infrastructure Capital Works and Maintenance Program - 3.2

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Maintain and develop Drainage Infrastructure to community	Deliver works as set out in WP Undertaking necessary management and forward programming	Completion of approved works Evidence that forward programming is taking place	100%

What we achieved in 2013-2014...

Approximately \$150,000 of programmed drainage works was planned for the year. A small project was completed in Forrest Beach to address a long standing problem between Beatts Road and Bill Johnson Drive. The project involved the construction of an open unlined drain over approximately 150 metres to bypass a rise and small orchard which blocked the natural drainage path.

Planned projects included works in Toobanna and in East Ingham which were not commenced. This was largely due to a prolonged wet season that culminated in Cyclone Ita in mid April. The emergent works arising out of the cyclone event and widespread saturation of drainage lines prevented any of the planned works commencing.

Road Infrastructure Capital Works and Maintenance Program - 3.2

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Maintain and develop Road Infrastructure to community	Deliver works as set out in WP Undertaking necessary management and forward programming	Completion of approved works Evidence that forward programming is taking place	100%

What we achieved in 2013-2014...

The major capital works projects programmed for the year were largely completed. These works included Blamey Street in Ingham, the Johnson Street car park, Hawkins Creek Road widening project (completed as complementary works to the Natural Disaster Relief and Recovery Arrangements rehabilitation project at the same location) and works on Wallaman Falls Road and Mt Fox Road. The annual reseal program was commenced late in the year and despite some weather delays was largely completed. Programmed maintenance works for re-sheeting were commenced and a major improvement in road geometry on Copley's Creek Road was completed.



The program as a whole was under expended largely due to weather delays and at one point a reduction in available supervision. The unscheduled maintenance program was over-expended as a result of weather impacts from the previous year and delays in completion of designs arising from the weather.

Asset Management - 3.3

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Implement and maintain an Asset Management system	Strategic direction via Strategic AM team Implement Assetic software so as to pr organisation Document practice and procedures in respective AM plans	Meetings and record of direction occurs Progress of implementation Up to date and workable plans in place	Minimum of four minuted meetings in 2013-2014 Transport system in place at end of 2013-2014 All plans in place and reviewed for relevance by end of 2013-2014

What we achieved in 2013-2014...

The strategic asset management team were made in regard to the treatment of road formation as an asset class and in depreciation of pavement assets. The asset team arranged a contract to provide condition data for the entire road network. The team also trialled Assetic management software package over an extended period including testing of the 'My Predictor' module to evaluate the effectiveness of the module for future budget planning.

A significant percentage of all water and sewerage assets were imported into the GIS system and exported into spreadsheets to facilitate implementation of Assetic. Missing segments of water assets, have been transferred from 'as built' surveys into CAD format and will be incorporated into the Assetic system at a later date. Not all asset management plans have been reviewed but some re-evaluation of transport assets and water and sewerage assets has occurred.

Hinchinbrook Community Clean Up - 3.4

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Promote and carry out waste collection initiatives	Provision of rural skips Promote and assist Clean Up Australia Day initiatives Promote National Recycling Day Free Dump Weekends Supplementary beach bins	Customer feedback and usage statistics	By 30 June 2014

What we achieved in 2013-2014...

The Hinchinbrook Community Cleanup was a success, with free dump days, rural skips, supplementary beachside bins and other waste disposal and recycling opportunities being fully utilised by residents. Free dump days in particular were very popular, with over 550 transactions recorded over one weekend. As in previous years, Council cooperated with Clean Up Australia Day by providing free disposal for rubbish picked up as a result of voluntary initiatives.

Regional Waste and Recycling Strategy - 3.4

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Continually reduce waste generation and encourage recycling	Develop the new 10 year strategic plan in co-operation with NQROC Councils	Completion	By 30 June 2014

What we achieved in 2013-2014...

The new North Queensland Regional Waste and Recycling Strategy was fully developed, however its implementation was delayed.

Sustainability - 3.5

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Promote environmental and economic sustainability	In co-operation with FNQROC, develop and implement sustainability initiatives	Annual review	By 30 June 2014

What we achieved in 2013-2014...

Council continued to participate in Far North Queensland Regional Organisation of Council's initiatives and focus groups aimed at investigating and developing sustainability initiatives. Progress was made in the areas of street lighting and solar energy, with some Council facilities being expected to be powered by solar energy from 2015. However natural disaster recovery and other competing priorities did limit the involvement in sustainability projects during 2013-2014.

Governance

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



Corporate Plan

Progress Strategic Outcomes



4.1 Innovative, transparent and accountable local government.



4.2 A committed and responsive customer service focus.



4.3 R



4.4 A valued work force committed to the Shire delivering quality services.



4.5 Strong regional advocacy.

Challenges Faced During 2012 - 2013

- Reduction in other source funding increasing reliance on own source funding.
- Implementation of Phases 2 and 3 of new financial management system.
- Management of ever-changing IT environment.
- Legislative changes that are subject to ongoing review.
- Review of legislative changes and consequent changes to delegations, policies and procedures.
- Change management following the organisational structure review.

Key Projects

Records Management - 4.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Continue to ensure corporate records are stored in accordance with Public Records Act 2002, ISO31 Retention and Disposal of Public Records and ISO40 Recordkeeping	Audit our records processes and policies	Processes and Policies meet Public Records Act 2002, ISO31 and ISO40 standards	100%

What we achieved in 2013-2014...

Council operated in accordance with requirements. No instances of non-compliance were noted.

Purchasing - 4.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Review Purchasing and Purchase Card Policies and develop procedures	Develop a draft policy for review by Senior Management prior to seeking adoption by Council Hold workshops with staff authorised to purchase to communicate the policy	Adoption of policy by Council Reduction in risk associated with purchase cards	100% by 30 November 2013

What we achieved in 2013-2014...

New purchasing card policy has been approved by Council. New procurement policy has been drafted and discussed by Council. New procedures associated with both of these policies have been drafted and are expected to be introduced in late 2014.

Support to Elected Members - 4.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Review training and professional development opportunities for Councillors	Discuss and document training needs and professional development actions	Matrix of needs and hierarchy of such established, top priorities deliv constraints	Matrix established by October 2013, and opportunities sourced

What we achieved in 2013-2014...

Attendance at a number of networking, training and professional development activities for Councillors such as JCU RV Destination Workshop, Noble Works, Economic Development in a Small Regional Centre and Regional Economic Development in the Future Workshop, NQ Economic Development Workshop, Disaster Management Training, Media Training, Facilitators Training, CEO Review Workshop, Regional Priority Pr orkshop, Elected Members Update, LAWMAC Workshop, Sustainable Behaviour Workshop.

Regulatory Review - 4.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Review current regulatory practices	Ensure Council is meeting its regulatory obligations Develop proactive regulatory practices Develop and implement Council's prosecutions policy	Annual Review Customer feedback	By 30 June 2014

What we achieved in 2013-2014...

A number of reviews were carried out, in particular a review of delegations and of some regulatory procedures. New activities (e.g. the administration of prescribed roadside activities such as display of goods for sale on the footpath) were devolved from State Government to Council and required the development of regulatory policies, procedures and practices.

Human Resources Policies Review - 4.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Review all HR policies that have passed their review by date	Review policies for approval by the Chief Executiv	Compliance and conformity to human resource principles across Council	100% by 31 October 2013

What we achieved in 2013-2014...

Review of policies were undertaken during this year ther priorities late in 2014 have meant that around 25% of the policy review remains outstanding at this time.

Organisational Culture Review - 4.1

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Conduct an organisational culture review	Conduct a review t the desired culture including alues	Commence implementation of actions which may be short, medium and long term strategies	100% by 30 January 2013

What we achieved in 2013-2014...

After costings were obtained a change in direction saw this review replaced in favour of a more grassroots approach to organisational change. So while the actual did not take place a review of organisational values will be completed after the adoption of the new Corporate Plan as the basis for organisational values.

Employee Opinion Survey - 4.1, 4.2, 4.3 and 4.4

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Conduct an employee opinion survey to gauge areas for improvement	Analyse outcomes of survey and identify key areas to focus on improving	Through improvement of results of employee opinion results every two years	100% by 30 June 2014

What we achieved in 2013-2014...

This was to happen in conjunction with or after the organisational culture review. As this did not occur the employee opinion survey was not progressed.

Employee Learning and Development - 4.1, 4.2, 4.3 and 4.4

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Identify training and development needs across the organisation	Training plan established inclusive of resourcing levels	Improved performance across Council	100% by 30 June 2014

What we achieved in 2013-2014...

vacancies within Human Resources meant that this project was not actioned.

Supervisor and Manager Training Needs - 4.1 and 4.4

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Training aligned with Council's medium term strategic direction	Training plan established inclusive of resourcing levels	Effectiveness of training visible in abilities and attitudes of managers	100% by 31 July 2013

What we achieved in 2013-2014...

There is a primarily lack training for employees who are promoted from team roles to hold supervisory positions within Council. Further investigation of suitable training opportunities is required.

Senior Management KPI's Established - 4.1 and 4.4

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Establish senior manager KPI's for performance management	Implement online performance management system for senior managers	Senior manager reviews commencing after establishment of system	100% by 30 April 2014

What we achieved in 2013-2014...

The implementation of the online performance management system has been delayed and now will not occur until later in 2015. As such it is proposed to develop KPIs for senior managers on contracts as a separate and distinct activity.

Performance Management System for Supervisors/Managers - 4.1 and 4.4

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Establish performance management system for all supervisors and managers	Identify key performance area and implement *OneCouncil or other performance management system	Improved management abilities	100% *by 30 June 2014

What we achieved in 2013-2014...

The implementation of the online performance management system has been delayed and will not occur until later in 2015.

Customer Service Training - 4.2

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Complete customer services training for Finance Team	Co-ordinate with Human Resources to determine the best process for delivery of the training	Improved customer service	Delivered by 30 September 2013

What we achieved in 2013-2014...

Customer service training was conducted for the Finance Team.

Water Supply and Sewerage Services - 4.2

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Comply with Council's Customer Service Standards for Water and Sewerage under the Water Act	Respond to and record customer requests and perform repairs within agreed timeframes	Record and monitor all data from requests in comparison to set customer service standards	>95% compliance

What we achieved in 2013-2014...

>95% compliance achieved. All urgent and high requests were attended to in allocated timeframes.

Annual Report - 4.3

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Complete by 15 October 2013	Complete financial statements by 15 September 2013	Presented to Council prior to the end of October 2013	Complete by October 2013

What we achieved in 2013-2014...

Financial statements were approved on 29 October 2013.

Internal Audit - 4.3

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Manage and maintain the internal audit program to focus on risk priority areas	Complete the pr in the internal audit plan for 2013-2014 Source quotes for provision of Council's internal audit function from 1 July 2014	The number of recommendations addressed New contract secured	100% by 30 June 2014

What we achieved in 2013-2014...

Internal auditors conducted their reviews in accordance with the int... s have continued to act on the recommendations arising from their reviews as appropriate. Audit Committee has continued to oversee the internal audit program and has continued to monitor Council's responses to internal audit's recommendations.

The success of the internal audit program is evidenced by the internal auditors having their appointment extended by a further two years.

Insurance - 4.3

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Manage an acceptable level of insurance coverage to protect risk to Council	Acceptable level of insurance secured by June 2014 for the 2014-201... ear	Premium levels and insurance secured 30 June 2014	100% by 30 June 2014

What we achieved in 2013-2014...

Council has reviewed and renewed its insurance cover for the year ended 30 June 2015. The cost of professional indemnity insurance was contained and reduced through accessing this cover via LGM Queensland, the local government mutual liability self-insurance pool.

Workplace Health and Safety Management - 4.3

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Ensure compliance with legislation and eliminate or minimise the risk to the health and safety of Council employees and others as far as reasonably practicable	Commitment to the continuous improvement of Council's WHS systems Ensure that management is provided with timely, professional WHS advice Consultative processes Enforcement of WHS procedures and requirements	Ongoing review and monitoring of Workplace Health and Safety Policy and Procedures Internal Auditing Site Inspections Consultative processes	30 June 2014

What we achieved in 2013-2014...

Ongoing commitment to the Workplace Health and Safety agenda has been demonstrated. We have held regular Workplace Health and Safety committee meetings held and ongoing monitoring of Workplace Health and Safety through monthly reporting to Council provided.

Rating - 4.3

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Perform Rate Modelling on annual shire valuations	Utilise rate modelling system and other statistical information available from other sources	Rating policies adopted by Council	Rate Modelling 30 April 2014 Rate Policies adopted by 30 June 2014

What we achieved in 2013-2014...

The 2014-2015 Budget was completed during 2013-2014 with adoption set for July 2014. Council changed the discount period for the 2014-2015 rates notices so the 15% discount that was previously given for a limited time has now been automatically applied to all ratepayers. Rate notices will now be sent out twice a year. The rates notices will be halved and sent out July/August 2014 and January/February 2015. Interest charging dates on overdue rates has also been changed in 2014-2015. The 11% (equivalent of 0.03% per day) interest will now be charged on overdue rates starting 1 October 2014 and 1 April 2015.

Budget - 4.3

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Complete quarterly budget reviews	Review of management practices in support of this process	Review presented to Council	Month following end of quarter

What we achieved in 2013-2014...

The concept of quarterly budget reviews has been revised and replaced with a more formal monthly budget analysis. Where y requirement to amend the budget, appropriate recommendations are made to Council.

Information Technology Management - 4.3

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Move forward with the implementation of OneCouncil	Develop a new project delivery framework and activate	Successful introduction of rating, budge payroll modules	Four modules in use by June 2014

What we achieved in 2013-2014...

The OneCouncil implementation plan was revisited and two modules are scheduled for implementation by 1 July 2014.

Leave Liability Planning - 4.3

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Develop leave planning tool for managers to control excess annual leave liability	Roll out leave liability planner and conduct quarterly reviews of annual leave liability and report to CEO	Reduction in excess annual leave liability to permitted policy levels	100% by February 2014

What we achieved in 2013-2014...

The leave liability planner tool was created and used extensively within Council. As such our annual leave liability has been substantially reduced and more that 90% of employees now fall into permitted policy levels with regards to annual leave.

Health and Wellbeing Program - 4.4

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Provide a workplace which values the health and well being of their workforce	<p>Provide ongoing health monitoring for employees who are at risk of exposure to hazardous materials</p> <p>Provide employees with voluntar vaccinations</p> <p>Provide a vaccination program for positions which pose a risk of transmitted disease</p> <p>Provide voluntary annual skin check program</p> <p>Implement a pre-employment health assessment program</p> <p>Enforce a smoke free work place and support for employees who want to quit</p> <p>Provide an audiometric testing program in accordance with legislative requirements</p>	<p>Review of reports provided by medical professionals</p> <p>Consultative processes</p> <p>Regular review of policy and procedures</p> <p>Appropriate record keeping</p> <p>Development of reporting strategies</p>	30 June 2014

What we achieved in 2013-2014...

Council have provided ongoing health and wellbeing services to employees. This included audiometric testing program in accordance with legislative requirements, health monitoring for workers at risk of exposure to hazardous chemicals and materials, voluntar accinations and skin checks, introduction of professional functional capacity evaluations f s and the introduction of pre-employment medicals f

Workers Compensation and Rehabilitation - 4.4

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Provide appropriate compensation and workplace rehabilitation to employees who have sustained a work related injury or illness	Maintain Local Government Workcare (LGW) scheme membership	Reviewing injury and illness statistics with comparison to other LGW scheme members in Group C	30 June 2014
Minimise the risk of workers compensation claims progressing to damages claims	Provide rehabilitation in a proactive, outcome-focussed manner	Monitoring and investigating GW scheme contribution rate	
Maintain low workers compensation insurance premiums	Minimise the risk of work related injury or illness by enforcing safe work practices		

What we achieved in 2013-2014...

Review undertaken of injury and illness statistics with comparison to other LGW scheme members in Gr anomalies. Rehabilitation also provided in a proactive, outcome-focussed manner with a focus on the individuals returning to their usual duties.

Workplace Health and Safety Training - 4.4

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Provide employees with the appropriate levels of training and instruction to allow them to competently perform their role with minimal risk to the WHS of themselves or others	WHS Induction program tailored to suit individual positions	Review and monitor workplace practices	30 June 2014
	Annual Take 5 refresher training program	Annual review of induction materials and Take 5 papers	
	Provide formal and/or accredited	Competency checks for plant operators by external providers	
	Regulation and relevant codes necessary to ensure trained and competent employees	Consultative processes	

What we achieved in 2013-2014...

The review of the induction process has been completed and a whole of Council refresher induction program has been instigated. The review of Take 5 material has occurred. Numerous training courses have been provided to ensure that employees are trained and competent. Weekly toolbox talks have been introduced for the majority of the outdoor workforce.

Industrial Relations - 4.4

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Establish Joint Consultative Committee as agreed during 2012 Cer greement negotiations	Draft Terms of Reference developed, committees nominat st meeting held	Effectiveness of the quarterly meetings	100% by 30 June 2014

What we achieved in 2013-2014...

Completed with regular meetings established.

Corporate Communications - 4.5

What are we going to do...	How are we going to do it...	How we will evaluate...	Measure
Improve the communication of information to the community	Develop an action plan and strategy for disseminating information to the community	Implement the action plan	100%

What we achieved in 2013-2014...

The action plan and strategies for disseminating information to the community was developed and executed in full.

Legislative Information



The *Local Government Regulation 2012* formally requires Council to produce an Annual Report. Council must adopt the Annual Report within one month after the day the Auditor-General gives the Auditor-General's Audit Report about the local government's Financial Statements for the year to the local government.

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

Council has complied with this section of the *Local Government Regulation 2012* with the Annual Report being adopted by Council at its General Meeting held on 18 November 2014.

Activities and Commercial Business

Commercial businesses during the 2013–2014 financial year.

Executive Remuneration

Section 201 of the *Local Government Act 2009*, requires Council to state the total remuneration packages, in bands of \$100,000, payable to senior management.

During 2013–2014, annual remuneration packages were payable to senior executive staff in the range of \$140,000 to \$240,000.

Public Interest Disclosure

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

Elected Members' Remuneration and Councillor Expenses Reimbursement Policy

Council, pursuant to sections 247 and 250 of the *Local Government Regulation 2012* adopted the following resolution on 20 May 2014 at its General Meeting. A copy of this Policy can be viewed on Council's website (Policies) or inspected at the

2.6.6 REMUNERATION, EXPENSES REIMBURSEMENT, PROVISION OF FACILITIES POLICY FOR HINCHINBROOK SHIRE COUNCILLORS

Consideration of Report to Council from Chief Executive on the proposed Draft Remuneration, Expenses Reimbursement, Provision of Facilities Policy for Hinchinbrook Shire Councillors.

Moved Councillor Lynch
Seconded Councillor Molachino

That Council adopt the Remuneration, Expenses Reimbursement, Provision of Facilities Policy for Hinchinbrook Shire Councillors as presented.
Carried – 200514-46

Elected Representatives

Remuneration Paid to Elected Members

Remuneration Paid To Councillors July 2013-2014					
Councillor	Meetings and Other Representations			Councillor Allowance	Employer Super Contribution
	Council Meetings Special Meetings Deputations	Member Meetings	Conferences Professional Development Training		
Bow	43	70	15	\$91,376.00	\$10,979.48
Carr	48	112	11	\$45,688.00	\$6,029.83
Kaurila	31	49	11	\$45,688.00	\$6,432.76
Lynch	40	83	7	\$54,517.51	\$7,035.44
Molachino	46	93	10	\$45,688.00	\$5,560.58
Skinner	49	120	11	\$45,688.00	\$5,975.94
Tack	49	83	9	\$45,688.00	\$5,895.38

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

Councillor	Accommodation/ Meals	Travel	Conference/ Professional Development Registration	Communication Allowance	Location Allowance	Computer Consumables Allowance	Corporate Uniform Allowance
Mayor Rodger Bow	\$3,745.90	\$3,801.50	\$5,635.68	Provided	N/A	Provided	\$120.00
Patrick Lynch	\$1,823.65	\$890.55	\$1,700.00	\$2,000.00	\$1,792.00	\$200.00	\$120.00
Lawrence Molachino	\$180.00	\$147.40	\$318.18	\$2,000.00	\$1,120.00	\$200.00	\$120.00
Sherry Kaurila	\$872.34	\$9.09	\$2,925.00	\$2,000.00	\$5,600.00	\$200.00	\$120.00
David Carr	\$702.37	\$0	\$2,295.45	\$2,000.00	\$2,240.00	\$200.00	\$120.00
Wally Skinner	\$854.57	\$0	\$1,768.18	\$2,000.00	\$1,792.00	\$200.00	\$120.00
Marc Tack	\$0	\$0	\$345.46	\$2,000.00	\$1,120.00	\$200.00	\$120.00

Councillor Conduct

In accordance with section 186 of the *Local Government Regulation 2012*, the following occurred in 2013-2014 relating to Councillor Conduct:

Section	Legislation	Comment
186 (d)	<i>Local Government Regulation 2012</i>	Nil orders or recommendations made.
186 (e)	<i>Local Government Regulation 2012</i>	Nil.
186 (f)	<i>Local Government Regulation 2012</i>	Nil complaints referred. One complaint from 2012-201

Administrative Action Complaints

The following report for the 2013-2014 year is in accordance with the provisions of the general complaints process as outlined in the *Local Government Act 2009*:

Complaints Made to Council	
Complaints resolved under the complaints management process	1
Complaints not resolved under the complaints management process	0
Complaints made in a pre year	1
Complaints resolved under the general complaints process	0
Complaints not yet resolved in 2012 - 2013	0

Overseas Travel

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

September 2013	Belize – GIS consultancy for SIMIS project, engaged by the Inter-American Institute for Cooperation on Agriculture
September 2013	Indonesia – meetings with Wilmar GIS team , Agriprecis, and Sipef regarding GIS for agriculture and HRIC
September 2013	Singapore – meeting with ESRI regarding use of GIS in agriculture
September 2013	Malaysia – presented a paper at the Asia Geospatial Forum in Kuala Lumpur
May 2014	Switzerland – presented a paper at the World Geospatial Forum in Geneva, and had inaugural meeting of the Geospatial Media Agriculture Expert Committee

Supporting Our Community

Section 190(1)(g) of the *Local Government Regulation 2012* states that Council must include a summary of all concessions for rates and charges granted.

Rate Concessions		
	2012-2013	2013-2014
Pensioner Remission	\$229,145.40	\$230,852.09
Not for Pr emission	\$57,655.06	\$83,328.58
Financial Hardship Remission	(\$29,750.00)*	\$27,630.78

*Relates to prior year rates.

Section 189 of the *Local Government Regulation 2012* requires Council to report a summary of grants provided to community organisations.

Grants to Community Organisations

Donations/Sponsorships - Support for Events and Grants to Community Organisations	
Birdlife Australia - Digital Birdlife Photography 4 and 7 October 2013 at TYTO	\$455
Blue Care - Nursing Ser 13-2014	\$4,330
Brothers Sports Club - Sponsorship 2014 Event	\$200
Canossa Primary School - Canossa Fun Day	\$91
Damian Giuffrida - Youth Parliament Attendance	\$375
13-2014	\$1,500
H&T Local Justice - Murri Expo 2014	\$200
Herbert River Gun Club - Annual Club Shoot	\$200
Herbert River Men's Shed - Celebrating Seniors Event 2013	\$60
Herbert River Rotary Club - Country Christmas 2013	\$200
Herbert River Rugby League - Matty Bowen Sevens	\$400
Hinchinbrook Chamber of Commer 13-2014	\$10,000
Hinchinbrook Chamber of Commerce - Economic Development of Hinchinbrook	\$20,000
Hinchinbrook Community Suppor 13-2014	\$36,207
Hinchinbrook Community Support Centre - Out and About in Hinchinbrook Community Transport 2013-2014	\$3,000
Hinchinbrook Local Ambulance Committee - Annual Morning Tea Sponsorship	\$95
Ingham Dirt Bike Club - Financial assistance Tropical NQ Motocross Series 2013	\$400
Ingham Early Learning - Birthday Extravaganza Event	\$200
Ingham Junior Golf Club - Tournament Sponsorship 28-29 September 2013	\$200
Ingham Kindergarten - Kindy Quiz Night	\$200
Ingham Ladies Bowls Club Inc - Allamanda Fours Bowling Competition 2014	\$200
13-2014	\$3,318
Ingham Scout Group - Sponsorship - Cu-Joe Games	\$200
Ingham State High School - Great Northern Clean Up Donation 2013	\$50
Ingham State School - Awards Night 2013	\$40
Lucinda Progress Association - Carols by Candlelight 19 December 2013	\$200
Macknade Bowls Club - Sponsorship Ladies Fours Competition	\$200
Macknade State School P&C - Romanello Shield School Soccer Carnival	\$200
NAIDOC (Koori Kids) - NAIDOC week 2014 Sponsorship	\$200
North Qld Sports Foundation - Contribution 2013-2014	\$2,499
North Qld Sports Foundation - Presentation for Sports Education Tour	\$600
Special Children's Christmas Party - 2013 Special Children's Christmas Party	\$200
Taylors Beach Progress Association - Clean up Australia Day	\$50
Festival Cash Sponsorship	
Australian Italian Festival Association Inc - Sponsorship of 2014 Australian Italian Festival	\$30,500
Herbert River Jockey Club - 2013 Annual Races	\$2,045
Herbert River Pastoral Association - Ingham Show July 2014	\$9,000
Herbert River Rotary Club - Ingham Sugar City Rodeo 2013	\$500
Ingham Arts Festival - 35th Hinchinbrook Art Awards	\$4,150
Ingham Arts Festival - Sponsorship of Ingham Arts Festival 2013	\$990
Lions Club of Ingham Inc - 2013 Hinchinbrook Annual Family Fishing Classic	\$450
Rotary Ingham Maraka Festival - 2013 Maraka Festival	\$3,600

Inkind Support	
Australian Italian Festival Association Inc	\$7,765
Bent Rods Car Club Inc - Car Show	\$799
Forrest Beach Progress Association - Support for Carols by Candlelight	\$200
Herbert River Jockey Club - Ingham Annual Races	\$1,650
Herbert River Pastoral Association - Ingham Show	\$20,597
Hinchinbrook Branch Australian Stockhorse Society	\$104
Ingham Arts Festival	\$567
Ingham Disability Support Service	\$103
Lions Club of Ingham - Hinchinbrook Family Fishing Classic	\$618
Rotary Ingham - Maraka Festival	\$5,360
Other Organisations	
Far North Qld Regional Organisation of Council - Natural Asset Management	\$12,426
Far North Qld Regional Organisation of Council - Regional Sustainability	\$6,200
Herbert Resource Information Centre - Annual Contribution 2013-2014	\$90,836
Herbert River Museum Gallery Inc - Financial Assistance 2013-2014	\$3,970
Lower Herbert Water Management Authority – 2013-2014	\$37,800
Terrain Natural Resource Management - Contribution towards Herbert Catchment Water Quality Project	\$10,000
Regional Arts Development Fund (RADF) Grants	
B Joseph and P Carmelito - The Food of our Multicultural Community	\$4,617
Hinchinbrook Community Support Centre - Pathways in Time	\$3,006
Ingham Parents Support Group - Bringing Poetry to Hinchinbrook	\$2,250
J Cazita-Mazeaud - Instruction Workshop	\$200
J W Heard - Mt Fox Community Remote Arts	\$1,329
PJ Creations - All about Me Workshop 25 September 2013	\$100

Mayor's Discretionary Fund

The Mayor spent \$354 out of his discretionary fund (budget was \$4,000). This expenditure was used to support fundraising activities conducted during 2013-2014.

Land and Roads

Hinchinbrook Shire Council controls 418.019km of sealed roads and 275.358km of unsealed roads. 181km of roads (Main Roads) is not controlled by Council. Furthermore there is approximately 500km of additional gazetted road not maintained by Council some of which is formed and or paved.

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

Changes to Council Tenders

In accordance with section 190(e) of the *Local Government Regulation 2012*, Council is required to report the number of invitations to change tender ear.

Tenderers were invited to change the following tenders to take into account a change in t 13-2014:

HSC 13/39	NDRRA Infrastructure Restoration Project - Rehabilitation Of Multiple Roads And Streets
HSC 13/51	Provision Of Street Sweeping Services For HSC
HSC 14/06	NDRRA Rehabilitation Of Multiple Roads And Streets (Package 6) - Notice To Tenderers No. 1.
HSC 14/06	NDRRA Rehabilitation Of Multiple Roads And Streets (Package 6) - Notice To Tenderers No. 2.
HSC 14/06	NDRRA Rehabilitation Of Multiple Roads And Streets (Package 6) - Notice To Tenderers No. 3.
HSC 14/06	NDRRA Rehabilitation Of Multiple Roads And Streets (Package 6) - Notice To Tenderers No. 4.
HSC 14/12	NDRRA Infrastructure Restoration Project - Rehabilitation Of Multiple Roads And Streets
HSC 14/25	Invitation To Quote For Supply and Delivery Of One (1) Only New 8.5 Tonne Truck With Crane On Body.
HSC/14/38	Ingham Sewerage Treatment Plant - Refurbishment Of Existing Humus Tank

Council Registers

Council is required to include in its Annual Report a list of Registers kept by Council and open to public inspection. Council's response to section 190(f) of the *Local Government Regulation 2012*, is detailed below.

- >> Register of Assets
- >> Register of Burials
- >> Register of Complaints
- >> Regist erest
- >> Register of Contracts
- >> Register of Corporate Risks
- >> Register of Councillor Electoral Gifts
- >> Register of Councillors' Gif
- >> Register of Councillors' Interests
- >> Register of Councillors' Membership of Organisations
- >> Register of Delegations by Chief Executiv
- >> Register of Delegations by Local Government
- >> Register of Development Applications
- >> Register of Dogs
- >> Register of Fees and Charges
- >> Register of Impounded Animals
- >> Register of Local and Subordinate Local Laws
- >> Register of Material Personal Interests
- >> Register of Mobile Food Vans
- >> Register of Roads

Joint Local Government Activity

The *Local Government Regulation 2012*, requires Council to report details of action taken in relation to, and expenditure on, a service, facility or activity:

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

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

Internal Audit

PricewaterhouseCoopers completed the third year of their contract to conduct Internal Audit activities for Council. During 2013-2014 PricewaterhouseCoopers provided internal audit reports on the following areas of Council's operations:

- Stores and Inventory Management
- Customer Request and Complaint Handling
- Procurement Compliance
- Project Management Practices

During 2013-2014 Council demonstrated its commitment to the internal audit function by approving a two year extension to PricewaterhouseCoopers. During the period covered by this extension PricewaterhouseCoopers have undertaken to develop a strategic internal audit plan and conduct six internal audit reviews.

Audit Committee

Under section 105(2) of the *Local Government Act 2009* a large Local Government is required to establish an Audit Committee. Subdivision 2 of the *Local Government Regulation 2012* provides more legislation regarding the Audit Committee. Hinchinbrook Shire Council is a large Local Government.

Audit Committee was established during 2011-2012 with Mr Keith Parsons, Townsville City Council appointed as the independent Chairperson. Mr Parsons continued in this role in 2012-2013 and 2013-2014. Councillor Kaurila and Mayor Bow were Councillor representatives of the Audit Committee. Council's Chief Executive and Executive Manager Corporate Services are both also active in Audit Committee meetings. Each Audit Committee meeting includes an update from Council's internal auditor. Accordingly, the Audit Committee provides an effective and independent risk management structure that adds value to Council through the collaboration of Council representatives, independent specialists and management.

Commitment to Public Sector Ethics

Public Sector entities must adhere to the *Public Sector Ethics Act 1994* and must implement a Code of Conduct and conduct training at least every 12 months. The Code details the ethics, principles and obligations require of government employees.

Human Resources reviewed and improved its Code of Conduct for employees during this year. New employees continue to receive Code of Conduct training as part of their corporate orientation. New employees also attend an Ordinary Meeting of Council as part of the induction process to fully demonstrate aspects spoken to at the Code of Conduct training.

Equal Employment Opportunity Plan

Human Resources reviewed Council's policy and procedures on recruitment and selection during the year in accordance with the principles of equal employment opportunity. Hinchinbrook Shire Council has implemented and monitors a comprehensive recruitment and selection policy and procedure which includes standardised forms for advertising, shortlisting, interviewing, reference checking and appointment recommendation to the Chief Executive.

Competitive Neutrality

No Complaints were received in 2013-2014.

Community Financial Report



The Community Financial Report is a brief summary of the information contained in Council's 2013-2014 Financial Statements and is intended to provide an overview of the financial performance for 2013-2014.

For more details, please refer to the full Financial Statements in the next section of this Annual Report.

tailed Financial Statements in the next

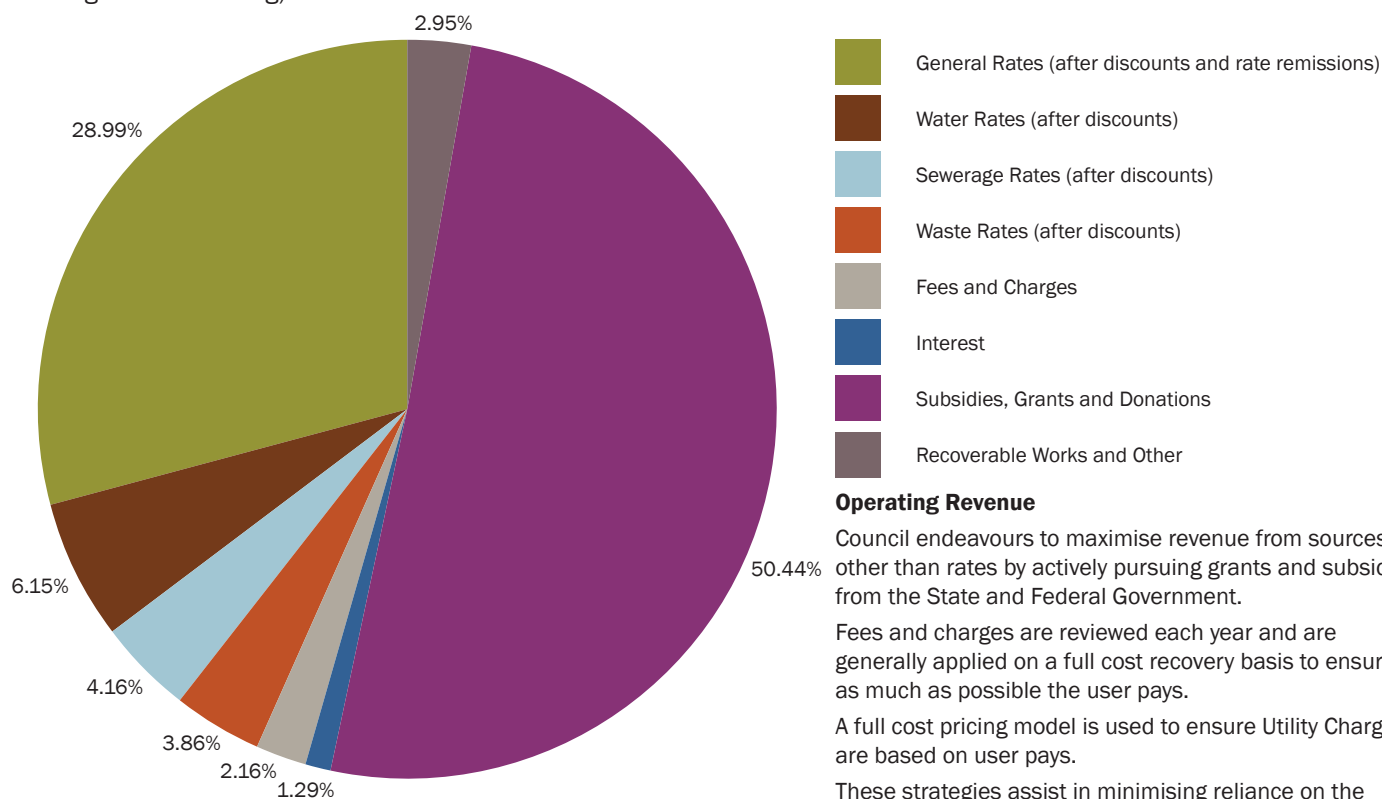
Statement for the Year Ended 30 June 2014	Natural Disaster Relief and Recovery Arrangements \$000	Other \$000	Total \$000
Operating Revenue	24,759	30,729	55,488
Less Discounts and Remissions		(3,676)	(3,676)
Less Operating Cash Expenses	(22,700)	(19,721)	(42,421)
Cash Surplus from Operations*	2,059	7,332	9,391
Less Depreciation		(9,382)	(9,382)
Add Capital Grants and Contributed Assets			1,262
Less Asset Disposals and Other Capital Expenses			(11,942)
Net Result for the Period			(10,671)

* Cash surplus from operations is cash generated during the year that, combined with capital grants, is available for asset replacement and/or asset acquisition.

30 June 2014	\$000
What we have in the bank (a)	16,699
What we own (b)	242,705
Our Total Assets (a) + (b)	259,404
What we owe our suppliers and employees	10,824
Our Total Liabilities	10,824
Net Community Assets (Wealth)	248,580

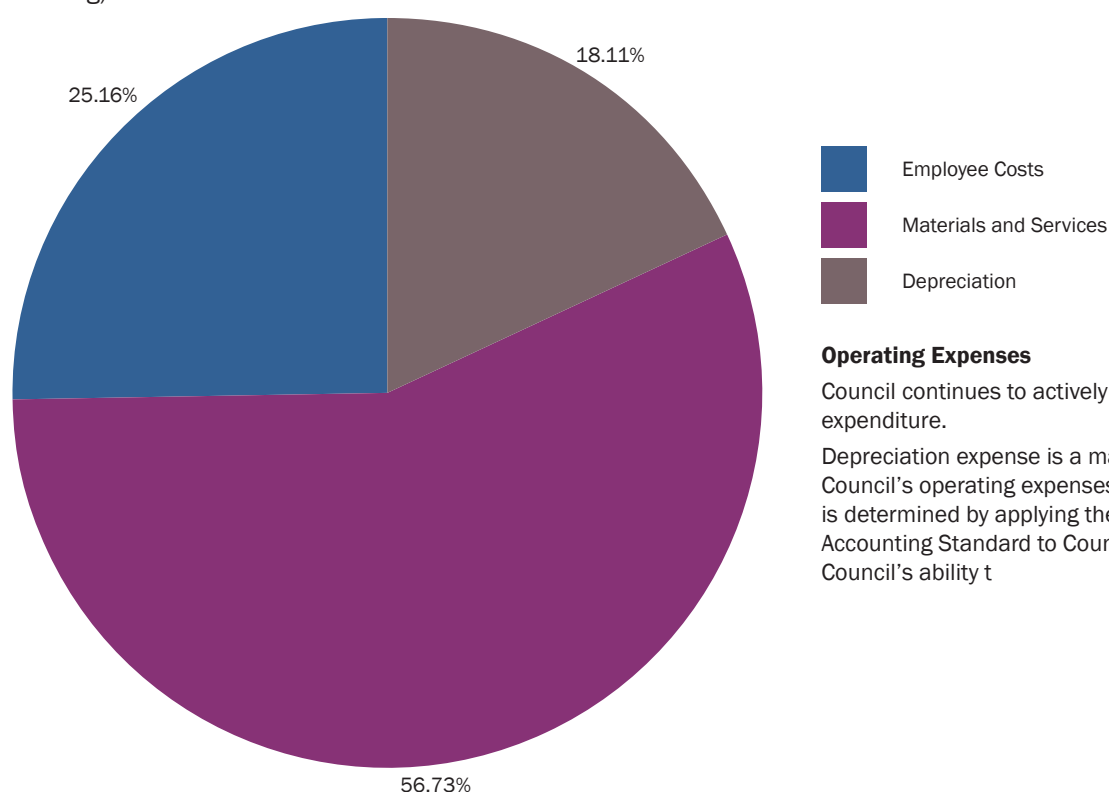
How Council Earned our Operating Revenue

(\$51.32 Million after discounts and remissions given includes \$24.32 Million Natural Disaster Relief and Recovery Arrangements Funding)



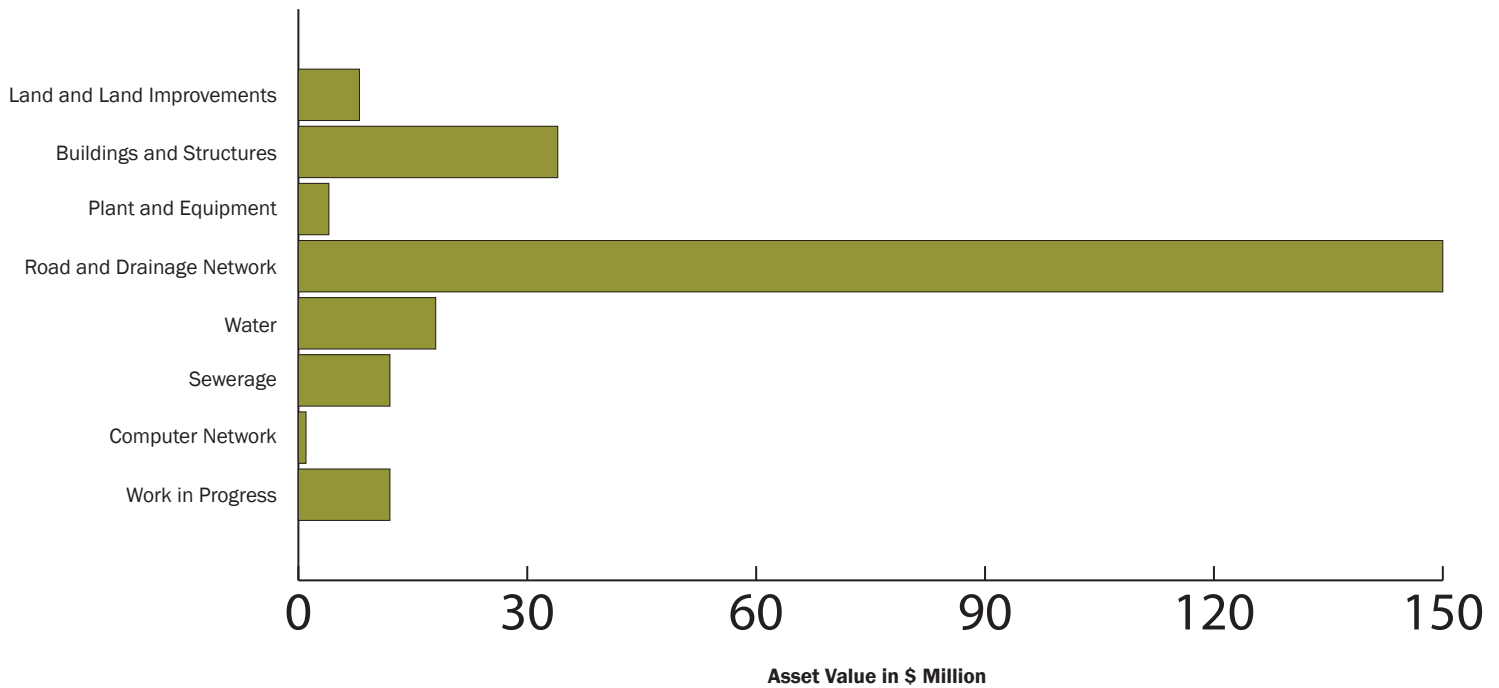
Council Operating Expenses

(\$51.80 Million includes \$22.70 Million expenditure relating to the Natural Disaster Relief and Recovery Arrangements Funding)



The Community Infrastructure Council Manages

Community Infrastructure as at 30 June 2014
Total \$239 Million

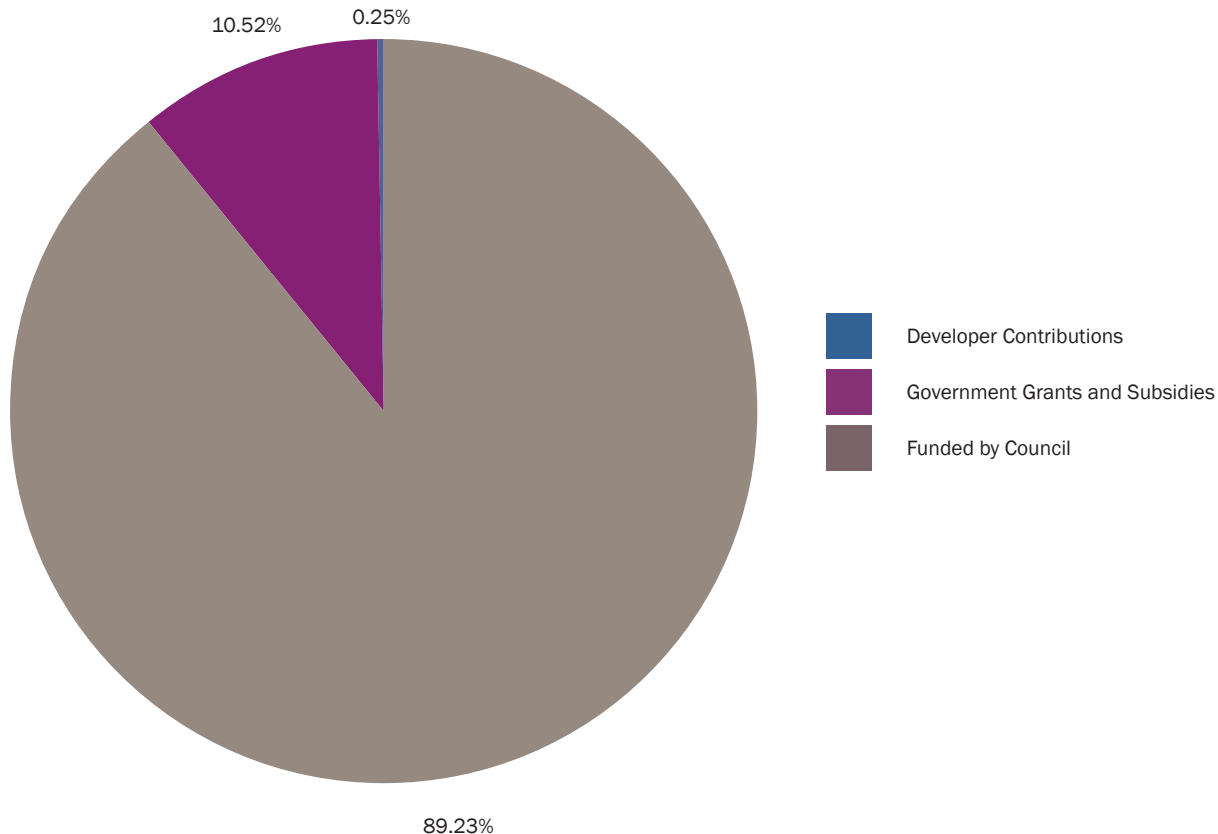


Community Infrastructure

Council owns and manages \$239 Million worth of infrastructure provided to the community. The accounting standards require Council to ensure that infrastructure assets are recorded at fair value. To achieve this Council completed a revaluation of certain classes of assets in 2013-2014. The revaluation resulted in a net increase in asset valuation of \$4 Million.

How Council Funded Investment in Community Infrastructure

(\$13.7 Million total funds invested)



Financial Sustainability Indicators

	Target Ratio as determined by the State	Actual 2013-2014	Original Budget 2013-2014
As at 30 June 2014			
Asset Sustainability Ratio			
Capital expenditure on Replacement Assets/Depreciation			
	<90%	120%	364%
<i>The ratio of current year asset replacements and 'asset usage', as determined by depreciation</i>			
Interest Coverage Ratio			
Net interest expense on debt service/ Total Operating Revenue			
	0%-5%	0%	0%
<i>Indicates the extent to which Council's operating revenues are committed to net interest expense</i>			
Net Financial Liabilities Ratio			
Total liabilities - current assets/ Operating Revenue			
	<60%	(17.29%)	(25.89%)
<i>Measures the extent to which the net serviced by operating revenues</i>			
Operating Surplus Ratio			
Operating Surplus/ Total Operating Revenue			
	0%-10%	(0.02%)	(5.59%)
<i>Measures the operating surplus each year as a percentage of total operating revenue</i>			
Working Capital Ratio			
Current Assets/ Current Liabilities			
	1:1-4:1	2.6:1	4.4:1
<i>Measures the extent to which Council has liquid assets available to meet short t</i>			

Note - several of these ratios, and their respective budgets, are based on the volume and the timing of income and expenditure streams associated with NDRRA activity.

y the volume and the timing of income

Key Statistics - 12 Years at a Glance

	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Total Number of Rateable Properties	6,332	6,317	6,329	6,423	6,363	6,444	6,521	6,533	6,580	6,608	6,634	6,661
Total Rate Revenue(net of discount and remission)	11.433M	11.698M	11.872M	12.830M	13.621M	14.510M	15.921M	17.952M	19,180M	20.116M	21.171M	22.377M
*General Rate Revenue (excluding pre-paid rates)	9.386M	9.607M	9.611M	10.031M	10.856M	11.564M	12.529M	13.706M	14.789M	15.908M	16.559M	17.634M
% Change in General Rate	1.82%	2.35%	0.04%	4.37%	8.22%	6.52%	8.34%	9.40%	7.90%	7.57%	4.09%	5.17%
*Water Base Charge for 20 mm Service	\$205.00	\$210.00	\$220.50	\$230.40	\$237.35	\$251.59	\$270.46	\$292.10	\$335.92	\$346.00	\$356.40	\$374.20
Water Consumption per kl Rate	40 cents	42 cents	44 cents	46 cents	48 cents	51 cents	55 cents	59 cents	68 cents	78 cents	84 cents	88 cents
*Sewerage Utility Charge for Dwelling	\$385.35	\$396.90	\$416.85	\$435.75	\$457.59	\$485.03	\$533.54	\$576.24	\$662.69	\$695.80	\$730.80	\$767.20
*Garbage Collection Utility Charge	\$80.35	\$82.75	\$91.00	\$113.75 Increase service	\$125.15	\$132.66	\$145.93	\$157.60	\$169.34	\$220.00	\$231.00	\$242.55
*Waste and Environment Levy	\$85.90	\$90.20	\$99.20	\$124.00	\$136.40	\$144.58	\$159.04	\$171.76	\$184.56	\$140.00	\$147.00	\$154.35
Rate Arrears Balance	0.543M	0.436M	0.207M	0.215M	0.204M	\$0.342M	\$0.983M Adjusted to \$0.512M for levies in June not due until July 2009	\$0.838M	\$1.461M	\$0.580M	\$0.771M	\$0.945M
Fees and Charges Received	0.719M	0.710M	0.764M	0.849M	1.121M	1.285M	1.233M	1.403M	\$1.345M	\$1.882M	1.093M	1.120M
Operating Revenue	17.274M	15.760M	16.391M	17.056M	18.779M	21.060M	25.206M	34.458M	51.341M	38.367M	60.660M	51.812M
Operating Grants, Subsidies and Contributions	3.627M	1.975M	1.596M	1.611M	1.760M	2.243M	5.902M	13.058M	26.703M	11.211M	34.111M	26.134M
Recoverable Works	0.781M	0.631M	1.281M	0.807M	1.191M	1.776M	1.285M	1.108M	2.700M	3.645M	3.459M	1.331M
Total Assets WDV	131.517M	132.675M	133.743M	143.957M	172.997M	179.200M	191.085M	194.835M	249.061M	289.232M	242.353M	239.149M
Shire Capital	140.300M	142.726M	144.736M	155.153M	183.315M	189.578M	203.44	209.936M	266.938M	309.219M	254.650M	248.590M
Capital Expenditure (Excluding debt repayment but including contributed assets)	6.480M	5.390M	4.084M	6.691M	6.556M	8.168M	14.122M	15.518M	9.929M	40.857M	17.867M	13.715M
Debt Repayment (Principal and Interest)	0.432M	0.432M	0.432M	0.369M	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Loan Balance	1.04M	0.724M	0.357M	Nil	Nil	Nil	Nil	Nil (\$6M redraw facility QTC)	Nil	Nil	Nil	Nil
Remaining Term of Debt	2.04 years	1.99 years	0.18 years	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil



HINCHINBROOK
SHIRE COUNCIL

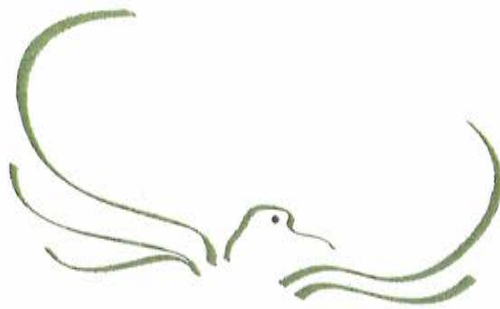
25 Lannercost Street Ingham, Queensland, 4850

07 4776 4600

council@hinchinbrook.qld.gov.au

www.hinchinbrook.qld.gov.au

facebook.com/HinchinbrookShireCouncil



HINCHINBROOK
SHIRE COUNCIL

FINANCIAL STATEMENTS
2013-2014

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HINCHINBROOK SHIRE COUNCIL**STATEMENT OF COMPREHENSIVE INCOME****For the year ended 30 June 2014**

	Note	2014 \$	2013 \$
Income			
Revenue			
Recurrent revenue			
Rates, levies and charges	3(a)	22,377,470.79	21,171,264.68
Fees and charges	3(b)	1,120,174.12	1,092,696.49
Rental income	3(c)	124,979.15	141,778.78
Interest received	3(d)	669,880.76	524,589.56
Sales revenue	3(e)	1,331,603.25	3,458,788.01
Other income		53,721.97	160,010.43
Grants, subsidies, contributions and donations	4(a)	22,011,070.15	34,110,920.28
		<u>47,688,900.19</u>	<u>60,660,048.23</u>
Capital revenue			
Grants, subsidies, contributions and donations	4(b)	5,385,049.12	11,873,052.71
		<u>5,385,049.12</u>	<u>11,873,052.71</u>
Total Revenue		<u>53,073,949.31</u>	<u>72,533,100.94</u>
Capital Income	5	(909,359.93)	(4,212,202.57)
Total Income		<u>52,164,589.38</u>	<u>68,320,898.37</u>
Expenses			
Recurrent Expenses			
Employee benefits	6	(13,035,909.21)	(13,521,271.73)
Materials and services	7	(29,338,838.95)	(49,019,013.99)
Finance costs	8	(46,615.72)	(57,982.31)
Depreciation and amortisation	9	(9,381,996.76)	(8,756,673.30)
		<u>(51,803,360.64)</u>	<u>(71,354,941.33)</u>
Capital Expenses	10	(11,032,608.44)	-
Total Expenses		<u>(62,835,969.08)</u>	<u>(22,335,927.34)</u>
Net result		<u>(10,671,379.70)</u>	<u>(3,034,042.96)</u>
Other comprehensive income			
Items that will not be reclassified to net result			
Increase/(decrease) in asset revaluation surplus	18	4,096,830.06	(57,749,251.27)
Assets not previously recognised	14	514,838.00	6,204,225.58
Total other comprehensive income for the year		<u>4,611,668.06</u>	<u>(51,545,025.69)</u>
Total comprehensive income for the year		<u>(6,059,711.64)</u>	<u>(54,579,068.65)</u>

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

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HINCHINBROOK SHIRE COUNCIL**STATEMENT OF FINANCIAL POSITION**
as at 30 June 2014

	Note	2014 \$	2013 \$
Current assets			
Cash and cash equivalents	11	16,698,813.17	15,444,650.03
Trade and other receivables	12	2,679,711.89	7,800,945.52
Inventories	13	404,945.08	400,936.83
		19,783,470.14	23,646,532.38
Total current assets		19,783,470.14	23,646,532.38
Non-current assets			
Trade and other receivables	12	471,969.92	485,885.50
Property, Plant and Equipment	14	239,148,662.35	242,352,727.01
Total Non-Current Assets		239,620,632.27	242,838,612.51
Total assets		259,404,102.41	266,485,144.89
Current liabilities			
Trade and other payables	15	6,417,505.40	7,420,593.55
Provisions	16	493,067.00	254,479.00
Other	17	69,211.16	45,573.86
Total current liabilities		6,979,783.56	7,720,646.41
Non-current liabilities			
Trade and other payables	15	400,809.73	666,704.72
Provisions	16	3,443,171.88	3,457,744.80
Total non-current liabilities		3,843,981.61	4,124,449.52
Total liabilities		10,823,765.17	11,845,095.93
Net community assets		248,580,337.24	254,640,048.96
Community equity			
Asset Revaluation Surplus	18	98,908,945.50	94,812,115.44
Retained Surplus		149,671,391.74	159,827,933.52
Total community equity		248,580,337.24	254,640,048.96

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

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HINCHINBROOK SHIRE COUNCIL**STATEMENT OF CHANGES IN EQUITY****For the year ended 30 June 2014**

	Retained Surplus	Asset Revaluation Surplus Note 18	Other Reserves	Total
	\$	\$	\$	\$
Balance at 1 July 2013	159,827,933.52	94,812,115.44	-	254,640,048.96
Net result	(10,671,379.70)			(10,671,379.70)
Other comprehensive income for the year				
Revaluations of Property, Plant and Equipment		4,008,757.06		4,008,757.06
Change in value of rehabilitation of land Assets not previously recognised	514,837.92	88,073.00		88,073.00
				514,837.92
Total comprehensive income for the year	(10,156,541.78)	4,096,830.06	-	(6,059,711.72)
Balance at 30 June 2014	149,671,391.74	98,908,945.50	0.00	248,580,337.24
Balance at 1 July 2012	156,057,759.83	152,561,366.71	599,991.07	309,219,117.61
Net result	(3,034,042.96)	-	-	(3,034,042.96)
Other comprehensive income for the year				
Assets not previously recognised	6,204,225.58	-	-	6,204,225.58
Increase/(decrease) in asset revaluation surplus	-	(57,749,251.27)	-	(57,749,251.27)
Total comprehensive income for the year	3,170,182.62	(57,749,251.27)	-	(54,579,068.65)
Transfers to and from reserves				
Transfer from reserves	599,991.07	-	(599,991.07)	-
Total Transfers to and from reserves	599,991.07	-	(599,991.07)	-
Balance at 30 June 2013	159,827,933.52	94,812,115.44	0.00	254,640,048.96

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

HINCHINBROOK SHIRE COUNCIL**STATEMENT OF CASH FLOWS****For the year ended 30 June 2014**

	Note	2014 \$	2013 \$
Cash flows from operating activities:			
Receipts from customers		57,539,218.24	100,998,515.37
Payments to suppliers and employees		(43,480,064.86)	(76,112,099.54)
Interest received		669,880.76	524,589.56
Net cash inflow (outflow) from operating activities	24	14,729,034.14	25,411,005.39
Cash flows from investing activities:			
Payments for property, plant and equipment		(13,715,417.00)	(17,201,157.09)
Proceeds from sale of property, plant and equipment	5	240,546.00	132,148.99
Net cash inflow (outflow) from investing activities		(13,474,871.00)	(17,069,008.10)
Net increase (decrease) in cash held		1,254,163.14	8,341,997.29
Cash and cash equivalents at beginning of the financial year		15,444,650.03	7,102,652.74
Cash and cash equivalents at end of the financial year	11	16,698,813.17	15,444,650.03

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

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1. Significant Accounting Policies

1(a) Basis of Preparation

These general purpose financial statements are for the period 1 July 2013 to 30 June 2014 and have been prepared in compliance with the requirements of the Local Government Act 2009 and the Local Government Regulation 2012. Consequently, these financial statements have been prepared in accordance with all Australian Accounting Standards, Australian Accounting Interpretations and other authoritative pronouncements issued by the Australian Accounting Standards Board.

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

1(b) Statement of Compliance

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

1(c) Constitution

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

1(d) Date of Authorisation

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

1(e) Currency

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

1(f) Adoption of New and Revised Accounting Standards

In the current year, Council adopted all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to its operations and effective for the current reporting period. The adoption of the new and revised Standards and Interpretations has not resulted in any material changes to Council's accounting policies. However the application of AASB 13 Fair Value Measurement and AASB 2011-8 Amendments to Australian Accounting Standards arising from AASB 13 for the first time this year has resulted in greater disclosures.

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

	Effective for annual report periods beginning on or after:
AASB 9 <i>Financial Instruments</i> (December 2009)	1 January 2017
AASB 10 <i>Consolidated Financial Statements</i>	1 January 2014
AASB 11 <i>Joint Arrangements</i>	1 January 2014
AASB 12 <i>Disclosure of Interests in Other Entities</i>	1 January 2014
AASB 127 <i>Separate Financial Statements</i> (replaces the existing standard together with AASB 10)	1 January 2014
AASB 128 <i>Investments in Associates and Joint Ventures</i> (replaces the existing standard)	1 January 2014
AASB 1055 <i>Budgetary Reporting</i>	1 July 2014

2009-11 Amendments to Australian Accounting Standards arising from AASB 9 (December 2009)	1 January 2015
AASB 2010-7 Amendments to Australian Accounting Standards arising from AASB 9 (December 2010)	1 January 2015
AASB 2011-7 Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards	1 January 2014
AASB 2012-3 Amendments to Australian Accounting Standards - Offsetting Financial Assets and Financial Liabilities [AASB 132]	1 January 2014
AASB 2013-1 Amendments to AASB 1049 - Relocation of Budgetary Reporting Requirements	1 July 2014
AASB 2013-2 Amendments to AASB 136 - Recoverable Amount Disclosures for Non-Financial Assets	1 January 2014
AASB 2013-5 Amendments to Australian Accounting Standards - Investment Entities [AASB 1, AASB 3, AASB 7, AASB 10, AASB 12, AASB 107, AASB 112, AASB 124, AASB 127, AASB 132, AASB 134, & AASB 139]	1 January 2014
AASB 2013-6 Amendments to AASB 136 arising from Reduced Disclosure Requirements	1 January 2014
AASB 2013-7 Amendments to AASB 1038 arising from AASB 10 in relation to consolidation and interest of policyholders [AASB 1038]	1 January 2014
AASB 2013-8 Amendments to Australian Accounting Standards - Australian Implementation Guidance for Not-for Profit Entities - Control and Structured Entities [AASB 10, AASB 12 & AASB 1049]	1 January 2014
AASB 2013-9 Amendments to Australian Accounting Standards - Conceptual Framework, Materiality and Financial Instruments [Operative dates: Part A Conceptual Framework - 20 Dec 2013; Part B Materiality - 1 Jan 2014; Part C Financial Instruments - 1 Jan 2015]	
Interpretation 21 Levies	1 January 2014

AASB 9 Financial Instruments (effective from 1 January 2015)

AASB 9, which replaces AASB 139 Financial Instruments: Recognition and Measurement, is effective for reporting periods beginning on or after 1 January 2015 and must be applied retrospectively. The main impact of AASB 9 is to change the requirements for the classification, measurement and disclosures associated with financial assets. Under the new requirements the four current categories of financial assets stipulated in AASB 139 will be replaced with two measurement categories: fair value and amortised cost and financial assets will only be able to be measured at amortised cost where very specific conditions are met.

Had this requirement been adopted at 30 June 2014, there would have been no financial impact on the 2013-2014 financial statements.

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

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

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

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

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

Provisions - Note 1(u), Note 1(s) and Note 16

Contingencies - Note 20.

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1(h) Revenue

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

(i) Rates and Levies

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

(ii) Grants, subsidies and Contributions

Grants, subsidies and contributions that are non-reciprocal in nature are recognised as revenue in the year in which Council obtains control over them. Internal restrictions that have been placed on council's cash and cash equivalents are now disclosed in Note 11.

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

(iii) Non-Cash Contributions

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

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

(iv) Cash Contributions

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

(v) Rental Income

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

(vi) Interest

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

(vii) Sales Revenue

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

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

(viii) Fees and Charges

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

1(i) Financial Assets and Financial Liabilities

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

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

Financial Assets

Cash and cash equivalents Note 1(j)

Receivables - measured at amortised cost Note 1(k)

Financial Liabilities

Payables - measured at amortised cost Note 1(r)

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

The fair value of financial instruments is determined as follows:

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

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

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

All other disclosures relating to the measurement and financial risk management of financial instruments are included in Note 25.

1(j) Cash and Cash Equivalents

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

1(k) Receivables

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

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

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

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

1(l) Inventories

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

Inventories held for distribution are:

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

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

1(m) Investments

Term deposits in excess of three months are reported as investments, with deposits of less than three months being reported as cash equivalents. At 30 June 2014 Council did not have any term deposits in excess of three months.

1(n) Property, Plant and Equipment

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

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

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

(i) Acquisitions of Assets

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

Property, plant and equipment received in the form of contributions, are recognised as assets and revenues at fair value by Council valuation where that value exceeds the recognition thresholds for the respective asset class. Fair value is the price that would be received to sell the asset in an orderly transaction between market participants at the measurement date.

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

(ii) Capital and Operating Expenditure

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

(iii) Valuation

Land and improvements, buildings and structures and all infrastructure assets are measured on the revaluation basis, at fair value, in accordance with AASB 116 Property, Plant and Equipment and AASB 13 Fair Value Measurement. Other plant and equipment and work in progress are measured at cost.

Non-current physical assets measured at fair value are revalued, where required, so that the carrying amount of each class of asset does not materially differ from its fair value at the reporting date. This is achieved by comprehensively revaluing these assets at least once every five years with interim valuations, using a suitable index, being otherwise performed on an annual basis where there has been a material variation in the index. Ongoing monitoring of asset conditions through work programs, maintenance schedules and on site observations allows any material change in asset conditions to be recognised. In a year of formal revaluation the valuer physically sites a representative sample of the asset class being revalued and makes assessments of the condition of the assets at the date of inspection.

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

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

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

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

(iv) Major Plant

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

(v) Capital Work in Progress

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

(vi) Depreciation

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

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

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

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

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

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

(vii) Land Under Roads

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

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

1(o) Biological Assets

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

1(p) Impairment of Non Current Assets

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

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

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

1(q) Leases

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

(i) Finance Leases

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

(ii) Operating Leases

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

1(r) Payables

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

1(s) Liabilities - Employee Benefits

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

(i) Salaries and Wages

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

(ii) Annual Leave

A liability for annual leave is recognised. Amounts expected to be settled within 12 months (the current portion) are calculated on current wage and salary levels and includes related employee on-costs. Amounts not expected to be settled within 12 months (the non-current portion) are calculated on projected future wage and salary levels and related employee on-costs, and are discounted to present values. The liability represents an accrued expense and is reported in Note 15 as a payable.

(iii) Sick Leave

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

(iv) Superannuation

The superannuation expense for the reporting period is the amount of the contribution the Council makes to the superannuation plan which provides benefits to its employees. Details of those arrangements are set out in Note 21.

(v) Long Service Leave

A liability for long service leave is measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The value of the liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employee remaining in the council's employment or other associated employment which would result in the Council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The interest rates attaching to Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value. This liability is reported in Note 16 as a provision.

1(t) Borrowings

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

1(u) Provisions

(i) Restoration Provision

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

The provision is measured at the expected cost of the work required discounted to current day values using an appropriate rate. The current QTC lending rate is considered an appropriate rate. The calculation of the provision requires assumptions such as the application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for dump sites is reviewed at least annually and updated based on the facts and circumstances available at the time.

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

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

(ii) Other Provisions

Other provisions are made when a future financial obligation may arise but the likelihood of the obligation crystallising at balance date is uncertain.

1(v) Asset Revaluation Surplus

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

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

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

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

1(w) Retained Surplus

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

1(x) Joint Venture

The Council's interest in joint ventures has been recognised in the financial statements by including its share of any assets, liabilities, revenue and expenses of the joint venture within the relevant items reported in the Statement of Financial Position and Statement of Comprehensive Income where it is considered material. Information about the joint ventures is set out in Note 22.

1(y) National Competition Policy

The Council has reviewed its activities and has identified four activities that are business activities. Details of these activities can be found in Note 26.

1(z) Comparative Figures and Rounding

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

Any minor differences between calculated balances in the financial statements and the related notes are due to rounding.

1(aa) Trust Funds Held for Outside Parties

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

The monies are disclosed in the notes to the financial statements for information purposes only in Note 23.

1(ab) Taxation

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

2. Analysis of results by function

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

Functions	Revenue		Internal Transfers/ Subsidies	Total Revenue		Expenses		Internal Transfers	Total Expenditure		Net result for period		Assets
	Recurrent 2014 \$	Capital 2014 \$		2014 \$	2014 \$	Recurrent 2014 \$	Capital 2014 \$		2014 \$	2014 \$	2014 \$	2014 \$	
Corporate Services	17 150,918.59	27 618.00	(12 847 511.00)	4 331 025.59	(5 925 464.75)	-	-	929 293.30	(4 996 171.45)	(665 145.86)	15 803 105.44		
Development & Planning Services	278 416.30	-	971 871.00	1 250 287.30	(1 235 223.76)	-	-	(11 856.84)	(1 247 080.60)	3 206.70	5 247 620.56		
Community Services	(149 075.35)	70 780.00	2 403 765.00	2 325 469.65	(2 292 693.72)	-	-	(23 433.77)	(2 316 127.49)	9 342.16	22 284 983.70		
Health & Environment Services	353 641.79	-	1 159 175.00	1 512 816.79	(1 418 774.28)	-	-	(19 991.49)	(1 438 765.77)	74 051.02	1 690 110.36		
Waste Management	2 476 870.28	-	-	2 476 870.28	(1 842 614.26)	(109 537.78)	-	(198 899.32)	(2 151 051.36)	325 818.92	4 256 841.49		
Engineering Services	21 830 595.08	4 398 694.42	8 312 700.00	34 541 989.50	(35 796 659.59)	(10 923 070.66)	-	(431 699.05)	(47 151 429.30)	(12 609 439.80)	171 883 583.12		
Building Certification	79 493.90	-	-	79 493.90	(122 188.71)	-	-	(2 032.00)	(124 220.71)	(44 726.81)			
Water	3 424 431.81	(25 009.48)	-	3 399 422.33	(1 880 443.37)	-	-	111 664.30	(1 768 779.07)	1 630 643.26	22 123 533.20		
Sewerage	2 243 607.79	3 606.25	-	2 247 214.04	(1 570 587.30)	-	-	(71 756.03)	(1 642 343.33)	604 870.71	16 114 324.54		
Total	47 688 900.19	4 475 689.19	-	52 164 589.38	(52 084 649.74)	11 032 608.44	-	281 289.10	(62 835 969.08)	(10 671 379.70)	259 404 102.41		

Functions	2013 \$	2013 \$	2013 \$	2013 \$	2013 \$	2013 \$	2013 \$	2013 \$	2013 \$	2013 \$	2013 \$
Corporate Services	17,065,482.04	154,878.18	(13,702,362.00)	3,517,998.22	(5,630,392.87)	-	425,216.71	(5,205,176.16)	(1,687,177.94)	18,979,777.19	
Development & Planning Services	802,898.12	-	961,093.00	1,763,991.12	(1,812,544.87)	-	-	(1,812,544.87)	(48,553.75)	4,558,864.70	
Community Services	121,186.46	36,191.31	2,514,043.00	2,671,420.77	(2,664,257.34)	-	-	(2,664,257.34)	7,163.43	17,941,905.62	
Health & Environment Services	598,952.60	(24,050.87)	972,754.00	1,547,655.73	(1,582,614.97)	-	-	(1,582,614.97)	(34,959.24)	1,479,906.62	
Waste Management	2,375,161.55	65,673.00	-	2,440,834.55	(1,806,828.61)	-	(286,017.71)	(2,092,846.32)	347,988.23	4,141,717.61	
Engineering Services	34,295,811.73	4,673,479.29	9,254,472.00	48,223,763.02	(54,824,070.52)	-	-	(54,824,070.52)	(6,600,307.50)	180,709,367.21	
Building Certification	64,698.55	-	-	64,698.55	(110,139.02)	-	8,511.00	(101,628.02)	(36,929.47)	-	
Water	3,199,758.85	2,811,931.82	-	6,011,690.67	(1,477,223.44)	-	(96,258.00)	(1,573,481.44)	4,438,209.23	22,339,974.56	
Sewerage	2,136,098.33	(57,252.59)	-	2,078,845.74	(1,446,869.69)	-	(51,452.00)	(1,498,321.69)	580,524.05	16,333,631.38	
Total	60,660,048.23	7,660,850.14	-	68,320,898.37	(71,354,941.33)	-	-	(71,354,941.33)	(3,034,042.96)	266,485,144.89	

2. Analysis of Results by Function

(b) Component Programs/Function

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

Corporate Services

The goal of this program is to facilitate the business of Council in a timely and professional manner and to ensure that the financial resources of Council are effectively and efficiently utilised. The program includes activities related to rating, financial control and reporting, information technology services and records management.

Development and Planning Services

The goal of this program is to encourage the development of a sound and diverse economic base for the Shire and to facilitate the creation of, and access to, business and tourism opportunities. The program includes activities related to economic development and tourism, library services, planning and development, support for festivals and events and art and cultural services.

Community Services

The goal of this program is to promote and market the utilisation of Council and community facilities which contribute to lifestyle choices and the fulfilment of community, social and cultural needs. The program includes activities related to community support, facility hire and cemeteries.

Health and Environment Services

The goal of this program is to enhance and maintain public health standards in the community and adopt sustainable environmental management practices. The program includes activities related to natural resource and environmental management, public amenities, public open space maintenance and management and public health.

Waste Management

The goal of this program is to develop, maintain and promote an environmentally sustainable waste management system. The program includes activities that relate to recycling and waste management.

Engineering Services

The goal of this program is to enhance and maintain the quality of life of people in the shire by the provision of engineering services and appropriate infrastructure maintenance and development. The program includes activities related to asset management, civil construction and maintenance and marine infrastructure management.

Building Certification Service

The goal of this program is to provide a Building Certification Service.

Water

The goal of this program is to ensure sustainable management of the Shire's water resources to provide safe and reliable water services. The program includes activities related to asset management, and to water connections, reticulation, storage and treatment.

Sewerage

The goal of this program is to provide and ensure safe and reliable environmentally sustainable sewerage systems. The program includes activities related to asset management, sewerage treatment.

	2014 \$	2013 \$
3. Revenue Analysis		
(a) Rates, levies and charges		
General rates	17,633,630.15	16,590,513.30
Rural Fire Brigade Special Charge	16,249.89	14,975.72
Waste Management Levy - Separate Rate	1,032,800.34	980,434.92
Water Base Charge	2,267,194.14	2,175,627.86
Water Consumption Charge	1,252,035.11	1,199,702.75
Sewerage	2,522,249.65	2,401,284.05
Cleansing Charge	1,328,875.81	1,261,203.50
	26,053,035.09	24,623,742.10
Less: Discounts	(3,333,752.85)	(3,195,426.96)
Less: Concessions	(341,811.45)	(257,050.46)
Net Rates and Utility Charges	22,377,470.79	21,171,264.68
(b) Fees and Charges		
Animal Registrations	46,552.20	44,920.32
Application Fees	172,543.70	185,387.39
Cemetery Fees	119,284.61	112,360.34
Commission	19,579.76	16,579.22
Facility Hire	31,932.34	41,916.72
Equipment Hire	11,581.92	12,746.11
Licence & Registration Fees	30,459.43	48,189.49
Merchandise Sales	16,742.09	19,767.78
Search Fees	23,149.55	23,802.65
Waste Disposal Fees	348,888.74	356,821.91
Other	299,459.78	230,204.56
	1,120,174.12	1,092,696.49
(c) Rental Income		
Lease Fees	124,979.15	141,778.78
	124,979.15	141,778.78
(d) Interest Received		
Interest received from investments	604,561.86	469,007.87
Interest from rates and utility charges	65,318.90	55,581.69
	669,880.76	524,589.56
(e) Sales Revenue		
Private Works	688,562.27	2,754,292.41
Herbert Resource Information Centre	238,423.75	284,701.57
Herbert River Improvement Trust	404,617.23	419,794.03
	1,331,603.25	3,458,788.01

	2014 \$	2013 \$
4. Grants, subsidies, contributions and donations		
(a) Operational government grants, contributions and donations are analysed as follows:		
Contributions	112,377.20	265,985.54
Employment Subsidy	61,529.00	547,803.33
Fuel Subsidy	39,339.00	50,165.00
Library Subsidy	5,428.57	61,977.00
SES Subsidy	13,193.14	11,855.51
RADF grant	23,333.00	23,333.00
NDRRA Subsidy	20,636,030.04	30,823,559.99
General Purpose Grants	1,064,848.00	1,945,734.00
Other State Government Subsidies	54,992.20	380,506.91
Total Operational Revenue	22,011,070.15	34,110,920.28
(b) Capital government grants and contributions are analysed as follows:		
Contributions	34,363.75	746,242.18
NDRRA Subsidy	4,613,534.42	7,245,113.99
Other Federal Government Subsidy	-	(33.49)
Other State Government Subsidy	98,398.00	2,868,498.00
Roads to Recovery Subsidy	315,904.71	647,450.29
TIDS Subsidy	322,848.24	365,781.74
Total Capital Revenue	5,385,049.12	11,873,052.71
(c) Conditions over Contributions		
Contributions and grants which were recognised as income during the reporting period and which were obtained on the condition that they be expended in a manner specified by the contributor but had not been expended at the reporting date:		
Grants & contributions for expenditure on infrastructure	59,408.00	274,837.67
Grants & contributions for operating purposes	74,266.04	-
	133,674.04	274,837.67
Contributions and grants which were recognised as income during a previous reporting period and were expended during the current reporting period in accordance with the Council's obligations.		
Grants & contributions expended on infrastructure	274,837.67	522,762.63
Net increase (decrease) in restricted asset (cash) at period end	(141,163.63)	(247,924.96)

	2014	2013
	\$	\$
5. Capital Income		
Gain (loss) on the Disposal of Non-Current Assets		
Proceeds from the sale of property, plant & equipment	240,546.00	132,148.99
Less: Book value of property, plant & equipment sold	(1,149,905.93)	(4,400,024.56)
	(909,359.93)	(4,267,875.57)
 Provision for restoration of land		
Discount rate adjustment to refuse restoration provision	-	55,673.00
 Total Capital Income	(909,359.93)	(4,212,202.57)
 6. Employee Benefits		
Total wages and salaries	9,104,258.18	9,532,657.16
Councillors' remuneration	362,349.69	395,262.81
Annual, sick and long service leave entitlements	1,757,896.07	2,016,091.19
Superannuation	1,683,621.11	1,573,284.16
	12,908,125.05	13,517,295.32
Other employee related expenses	958,615.24	836,160.81
	13,866,740.29	14,353,456.13
Less: Capitalised employee costs	(830,831.08)	(832,184.40)
	13,035,909.21	13,521,271.73
 Total Council Employees as at 30 June	2014	2013
Elected members	7.00	7.00
Administration, Depot and outdoors staff	173.09	170.24
Total full time equivalent employees	180.09	177.24

	2014 \$	2013 \$
7. Materials and services		
Advertising	87,970.72	77,187.14
Audit services	99,442.86	130,300.17
Chemical Supplies	218,218.29	163,701.81
Computer Expenses	260,235.97	250,426.73
Consultancies & Professional Services	1,424,137.61	6,411,930.01
Contractors & Hire Expenses	18,037,190.16	29,460,230.56
Donations & contributions	318,956.67	702,297.98
Electrical Supplies	180,960.23	174,391.63
Electricity	978,353.66	1,102,005.82
Equipment Purchases	154,294.74	200,775.45
Freight	19,839.28	34,009.63
Fuels & Oils	581,011.15	113,669.61
Herbert River Improvement Trust Precept	220,000.00	200,000.00
Insurance	454,577.21	417,614.18
Legal Expenses	48,172.99	37,116.24
Library Books	2,245.04	56,114.35
Memberships/Licenses/Subscriptions	203,110.01	195,726.58
Other Materials & Services	535,942.85	1,071,176.28
Postage	22,030.26	25,958.00
Raw Materials	4,244,936.97	5,807,869.71
Rural Land Precept	-	172,104.00
Repay Subsidy	28,206.00	28,897.00
Signs	29,238.87	63,543.91
Spare Parts	124,677.06	153,310.87
Stores Issues	80,641.24	1,106,774.94
Telephone & Internet Expenses	235,870.45	195,570.36
Testing	642,389.39	536,394.29
Tyres & Tubes	48,597.42	73,983.18
Valuation Fees	57,591.84	55,933.86
	29,338,838.95	49,019,013.99

Expenditure of \$22.7 million (\$40.7 million 2013) related to natural disaster events, is included in employee costs and materials and services costs. Natural disaster recovery work remaining to be completed in the 2014-2015 financial year relates to tropical cyclone Oswald of January 2013 and tropical cyclone Ita of April 2014. All expenditure in relation to severe tropical cyclone Yasi was finalised in 2013-2014.

8. Finance Costs		
Bank charges	35,333.92	35,208.86
Bad Debt expense	(1,329.33)	(9,053.02)
Refuse restoration unwinding of discount	12,611.13	31,826.47
Total Finance Costs	46,615.72	57,982.31

	2014 \$	2013 \$
9. Depreciation and amortisation		
Depreciation and amortisation was charged in respect of:		
Land & Land Improvements	157,581.77	142,938.54
Buildings & Structures	1,282,534.77	1,270,553.62
Plant & Equipment	447,728.03	450,298.58
Road & Drainage Network	6,142,603.66	5,643,324.06
Water	551,942.75	510,939.49
Sewerage	467,368.92	466,686.20
Computer Network	305,536.77	241,611.69
Other	26,700.09	30,321.12
	9,381,996.76	8,756,673.30

10. Capital Expenses		
Discount rate adjustment to refuse restoration provision	109,537.78	-
Write off of costs held in Work in Progress	10,923,070.66	-
	11,032,608.44	-

A significant volume of restoration and repair work has been conducted recently in response to cyclone flood damage. The expenditure related to this work has been initially recorded in work in progress. Approximately \$10.9m of this work in progress has been identified as relating to 'repair type' work and, accordingly, this expenditure has been written off.

11. Cash and cash equivalents		
Cash at bank and on hand	263,318.64	286,102.15
Deposits at call	2,635,494.53	3,658,547.88
QTC - Cash Fund	13,800,000.00	11,500,000.00
Balance per cash flow statement	16,698,813.17	15,444,650.03

Councils cash and cash equivalents are subject to a number of internal and external restrictions that limit amounts available for discretionary or future use. These include:

Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:

Unspent government grants and subsidies - Operating purposes	74,266.04	129,867.78
Unspent government grants and subsidies - Capital purposes	59,408.00	148,782.54

Internally imposed expenditure restrictions for future asset replacement at the reporting date:	15,565,139.17	15,165,999.71
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Total unspent restricted funds	15,698,813.21	15,444,650.03
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	2014	2013
	\$	\$
12. Trade and other receivables		
Current		
Rates and utility charges	944,708.85	771,321.49
Government grants and subsidies	459,639.90	9,333.33
GST	44,742.83	214,063.99
Other debtors	962,446.56	6,435,133.24
Less: Impairment	(50,259.14)	(51,588.47)
Prepayments (Library Prepaid Lease Fee)	13,915.58	13,915.58
Prepayments	304,517.31	408,766.36
	2,679,711.89	7,800,945.52
Non-Current		
Prepayments (Library Prepaid Lease Fee)	471,969.92	485,885.50
	471,969.92	485,885.50
 Movement in accumulated impairment losses (other debtors) is as follows:		
Opening balance at 1 July	51,588.47	60,641.49
Impairment Debts written off during the year	(1,329.33)	(7,849.56)
Additional impairments recognised	-	-
Impairments reversed	-	(1,203.46)
Closing Balance at 30 June	50,259.14	51,588.47

Interest is charged on outstanding rates at a rate of 10% per annum.
No interest is charged on other debtors. There is no concentration of credit risk for rates and utility charges, fees and other debtors receivable.

13. Inventories

Current		
Stores and raw materials	404,945.08	400,936.83

14a Property, Plant and Equipment

	Land & Land Improvements 2014	Building & Structures 2014	Plant and Equipment 2014	Road & Drainage Network 2014	Water 2014	Sewerage 2014	Computer Network 2014	Other 2014	Work in Progress 2014	Total 2014
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Basis of measurement										
Asset Values										
Opening gross value as at 1 July 2013	9,734,605	42,273,649	7,408,632	265,557,433	29,847,666	23,276,992	2,661,160	677,687	25,217,260	406,655,083
Assets not previously recognised	122,142	-	-	392,696	-	-	-	-	-	514,838
Write off of costs held in Work in Progress	-	-	-	-	-	-	-	-	(10,923,071)	(10,923,071)
Additions	-	-	-	-	-	-	-	-	13,715,497	13,715,497
Completed Asset transferred from Work in Progress	66,126	28,865	383,190	11,413,295	4,103,166	400,032	-	-	(16,394,673)	-
Disposals	-	-	(865,510)	(5,886,714)	(344,923)	-	-	-	-	(7,097,147)
Revaluation adjustment to asset revaluation surplus	-	4,726,145	-	(4,048,784)	-	-	-	-	-	677,361
Closing Gross Value as at 30 June 2014	9,922,872	47,028,659	6,926,312	268,271,806	33,605,909	23,677,024	2,661,160	677,687	11,615,013	403,542,561
Accumulated Depreciation										
Opening balance as at 1 July 2013	(1,647,490)	(14,696,381)	(3,445,369)	(116,808,413)	(15,025,685)	(11,141,557)	(1,186,411)	(351,050)	-	(164,302,356)
Depreciation provided in period	(157,582)	(1,282,535)	(447,728)	(6,142,604)	(551,943)	(467,369)	(305,537)	(26,700)	-	(9,381,997)
Depreciation on disposals	-	-	627,043	5,038,696	293,320	-	-	-	-	5,959,059
Revaluation adjustment to asset revaluation surplus	-	3,331,396	-	-	-	-	-	-	-	3,331,396
Accumulated depreciation as at 30 June 2014	(1,805,072)	(12,647,519)	(3,266,054)	(118,701,756)	(15,284,308)	(11,608,926)	(1,491,947)	(377,750)	-	(164,393,898)
Total written down value as at 30 June 2014	8,117,800	34,381,139	3,660,258	149,570,050	18,321,601	12,068,098	1,169,212	299,936	11,615,013	239,148,663
Residual Value	-	16,991,922	1,701,689	42,713,211	-	3,487,442.21	-	-	-	64,894,265
Range of estimated useful life in years	Land Not depreciated Improvements 15 - 50	10 - 100	4 - 15	12 - 100	5 - 75	5 - 70	3 - 17	5 - 100	-	-
Additions by asset class comprise:										
Renewals	10,486	241,884	942,224	9,530,414	272,407	250,440	7,000	-	-	11,254,856
Other Additions	68,813	91,242	204,853	1,510,889	114,368	-	470,477	-	-	2,460,641
Total Additions	79,299	333,126	1,147,077	11,041,303	386,775	250,440	477,477	-	-	13,715,497

14b

	Land & Land Improvements 2013	Building & Structures 2013	Plant and Equipment 2013	Road & Drainage Network 2013	Water 2013	Sewerage 2013	Computer Network 2013	Other 2013	Work in Progress 2013	Total 2013
Basis of measurement	Fair Value	Fair Value	Cost	Fair Value	Fair Value	Fair Value	Cost	Cost	Cost	
Asset Values	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Opening gross value as at 1 July 2012	8,855,180	40,907,400	7,511,588	220,645,068	29,466,979	22,860,636	2,187,038	677,687	40,609,207	373,720,782
Assets not previously recognised	32,000	246,000	-	10,294,646	-	-	-	-	-	10,572,646
Additions	-	-	-	-	-	-	-	-	-	17,867,182
Completed Asset transferred from Work in Progress	493,667	1,903,642	690,779	28,746,644	265,521	578,165	580,710	-	(33,259,128)	-
Transfers between asset groups	-	-	-	-	-	-	-	-	-	-
Disposals	-	(98,800)	(793,735)	(5,413,543)	(697,347)	-	(106,589)	-	-	(7,110,013)
Revaluation adjustment to asset revaluation surplus	353,758	(684,593)	-	11,284,617	115,166	535,539	-	-	-	11,604,486
Closing gross value as at 30 June 2013	9,734,605	42,273,649	7,408,632	285,557,433	29,847,666	23,276,992	2,661,160	677,687	25,217,260	406,655,083
Accumulated Depreciation										
Opening balance as at 1 July 2012	(1,406,419)	(13,687,654)	(3,645,697)	(38,229,005)	(14,371,100)	(11,776,990)	(1,051,388)	(320,729)	-	(84,488,982)
Assets not previously identified	(3,840)	(67,533)	-	(4,297,047)	-	-	-	-	-	(4,368,420)
Depreciation provided in period	(142,939)	(1,270,295)	(450,299)	(5,643,324)	(511,199)	(466,686)	(241,612)	(30,321)	-	(8,756,673)
Depreciation on disposals	-	74,749	650,626	1,242,725	-	635,300	106,589	-	-	2,709,989
Revaluation adjustment to asset revaluation surplus	(94,293)	254,352	-	(69,881,762)	(143,386)	466,819	-	-	-	(69,398,269)
Transfers between classes	-	-	-	-	-	-	-	-	-	-
Accumulated depreciation as at 30 June 2013	(1,647,490)	(14,696,381)	(3,445,369)	(116,808,413)	(15,025,685)	(11,141,557)	(1,186,411)	(351,050)	-	(164,302,356)
Total written down value as at 30 June 2013	8,087,115	27,577,268	3,963,263	148,749,020	14,821,981	12,135,435	1,474,749	326,637	25,217,260	242,352,727
Residual value	-	-	1,834,104	42,762,423	-	3,828,254	-	-	-	48,424,780
Range of estimated useful life in years	Land, Not depreciated, Improvements, 15 - 50	10 - 100	4 - 15	12 - 100	5 - 75	5 - 70	3 - 17	5 - 100	-	-

14c Fair Value Measurements

(i) Recognised fair value measurements

Council measures and recognises the following assets at fair value on a recurring basis

- Property, plant and equipment
 - Land & land improvements
 - Buildings & structures
 - Road & drainage network
 - Water Infrastructure
 - Sewerage Infrastructure

Council does not measure any liabilities at fair value on a recurring basis.

The carrying amounts of trade receivables and trade payables are assumed to approximate their fair values due to their short-term nature (Level 2).

In accordance with AASB 13 fair value measurements are categorised on the following basis:

- Fair value based on quoted prices (unadjusted) in active markets for identical assets or liabilities (level 1)
- Fair value based on inputs that are directly or indirectly observable for the asset or liability (level 2)
- Fair value based on unobservable inputs for the asset and liability (level 3)

The following table lists Council's assets with fair value measurements of level 3 in accordance with AASB 13. Council does not have any assets or liabilities measured at fair value which meet the criteria for categorisation as level 1 or level 2.

The fair values of the assets are determined using valuation techniques which maximise the use of observable data, where it is available, and minimise the use of entity specific estimates. If all significant inputs required to fair value an asset are observable, the asset is included in level 2. If one or more of the significant inputs is not based on observable market data, the asset is included in level 3. This is the case for Council infrastructure, which are of a specialist nature for which there is no active market for similar or identical assets. These assets are valued using a combination of observable and unobservable inputs.

The table presents the Council's assets and liabilities measured and recognised at fair value at 30 June 2014. Comparative information has not been provided as allowed by the transitional provisions of AASB 13 *Fair Value Measurement*.

At 30 June 2014	Note	Level 1	Level 2	Level 3
		(Directly observable inputs based on quoted prices for identical assets)	(Significant other observable inputs)	(Significant unobservable inputs)
Recurring fair value measurements				
Land and land improvements	14	-	-	8,117,800
Buildings & structures	14	-	-	34,381,139
Road & drainage network	14	-	-	149,570,050
Water Infrastructure	14	-	-	18,321,601
Sewerage Infrastructure	14	-	-	12,068,098
		-	-	222,458,688

There were no transfers between levels 1 and 2 during the year, nor between levels 2 and 3.

Council's policy is to recognise transfers in and out of the fair value hierarchy levels as at the end of the reporting period.

(ii) Valuation techniques used to derive fair values for level 2 and level 3 valuations

Council adopted AASB13 Fair Value Measurement for the first time this financial year and has reviewed each valuation to ensure compliance with the requirements of the new standard. There have been no changes in valuation techniques as a result of this review.

Specific valuation techniques used to value Council assets comprise:

Land & land improvements

Land fair values were determined at current market value by independent valuer, Asset Val Pty Ltd effective 30 June 2010. Reference has been made in the intervening years to the site valuations undertaken by the Valuer-General for the shire to determine any material change in values triggering a further independent revaluation or indexation of the fair values. Current market value is determined by sales prices of comparable land sites in close proximity adjusted for differences in key attributes such as property size. The most significant inputs into this valuation approach are price per square metre. Land improvements form part of this asset class and as there is no market for Council's land improvement assets the current replacement cost of these assets is determined by reference to cost of similar works undertaken by Council in the current year and after taking into consideration any changes in the construction cost index. As the land improvement aspect of this asset class relies on unobservable inputs a level 3 valuation technique has been assumed.

Buildings

The fair values of buildings were determined by independent valuer, APV Valuers and Asset Management effective 30 June 2014. Where there is a market for Council building assets, fair value has been derived using a combination of sales direct comparison approach and capitalisation of income approach. Fair value has been derived from sales prices of comparable properties after adjusting for differences in key attributes such as property size. The most significant inputs into this valuation approach are rental yields and price per square metre. The level of evidence used to support the critical assumptions of some commercial buildings was considered to be highly variable due to high levels of variability in the market for rental yields and future demand. As such the level of valuation input for these properties was considered level 3.

Specialised buildings were valued using the cost approach using professionally qualified Registered Valuers. The approach estimated the replacement cost for each building by componentising the buildings into significant parts with different useful lives and taking into account a range of factors. These include the average cost of construction and consumption score for each component. As these are supported by observable market evidence they have been classified as Level 2 inputs. The unobservable inputs (such as estimates of residual value, useful life, pattern of consumption and asset condition and its relationship to the assessed level of remaining service potential of the depreciable amount) required extensive professional judgement and impacted significantly on the final determination of fair value. As such these assets were classified as having been valued using level 3 valuation inputs.

The quantitative disclosures of the remaining service potential relating to each corresponding condition score for each of the patterns of consumption utilised in this valuation were as follows:

Consumption Score	Description	% Remaining service potential of Depreciable amount				
		Straight -Line	Low	Mod	High	Extreme
0	New or very good condition - very high level of remaining service potential.	100%	100%	100%	100%	100%
1	Not new but in very good condition with no indicators of any future obsolescence and providing a high level of remaining service potential.	85%	92%	94%	98%	100%
2	Aged and in good condition, providing an adequate level of remaining service potential. No signs of immediate or short term obsolescence.	50%	65%	75%	85%	99%
3	Providing an adequate level of remaining service potential but there are some concerns over the asset's ability to continue to provide an adequate level of service in the short to medium term. May be signs of obsolescence in short to mid-term.	25%	40%	54%	70%	90%
4	Indicators showing the need to renew, upgrade or scrap in near future. Should be reflected by including in the Capital Works Plan to renew or replace in short-term. Very low level of remaining service potential.	10%	20%	34%	45%	70%
5	At intervention point. No longer providing an acceptable level of service. If remedial action is not taken immediately the asset will need to be closed or decommissioned.	0%	0%	0%	0%	0%
6	Theoretical end of life.	Fully written off				

Fair value sensitivity to Unobservable Inputs

Asset	Unobservable Inputs	Sensitivity to unobservable Market Inputs (%)		Amount of potential impact (\$)	
		Lower	Upper	Lower	Upper
Buildings (Cost approach)					
Specialised Buildings	Relationship between asset consumption rating scale and the level of consumed service potential.	(2.50)%	2.50%	(738,719)	738,719
Buildings Market/Income approach)	Long term rental yields in potentially volatile market.	(5.00)%	5.00%	(10,000)	10,000
Other structures	Relationship between asset consumption rating scale and the level of consumed service potential.	(2.50)%	2.50%	(115,809)	115,809

Infrastructure assets (level 3)

All Council infrastructure assets were fair valued using written down current replacement cost. This valuation comprises the asset's current replacement cost (CRC) less accumulated depreciation calculated on the basis of such cost to reflect the already consumed service potential of the asset.

CRC was measured by reference to the lowest cost at which the gross future economic benefits of the asset could currently be obtained in the normal course of business. Where existing assets were over designed, had excess capacity, or were redundant an adjustment was made so that the resulting valuation reflected the cost of replacing the existing economic benefits based on an efficient set of modern equivalent assets to achieve the required level of service output within the council's planning horizon.

The unit rates (labour and materials) and quantities applied to determine the CRC of an asset or asset component were based on a "Greenfield" assumption meaning that the CRC was determined as the full cost of replacement with a new asset including components that may not need to be replaced, such as earthworks. The CRC was determined using methods relevant to the asset class as described under individual asset categories below.

1(a) Road and drainage network - calculation of written down current replacement cost

Roads

Current replacement cost

Council categorises its road infrastructure into urban and rural roads and further sub-categorises these into sealed and unsealed roads. All roads are broken into segments based on manageable lengths and attribute similarities. Road segments are then componentised into formation, pavement, footpaths, kerb and channel and seal (where applicable). Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment. Council also assumes a segment is designed and constructed to the same standard using quantities according to recently completed similar projects.

CRC was calculated by reference to asset linear and area specifications, estimated labour and material inputs, services costs, and overhead allocations. For internal construction estimates, material and services prices were based on existing supplier contract rates or supplier price lists and labour wage rates were based on Council's Enterprise Bargaining Agreement (EBA). All direct costs were allocated to assets at standard usage quantities according to recently completed similar projects.

An internal review of Council's road assets is undertaken by Council's qualified engineering staff annually with the calculation and application, in the event of a material change in value, of unit rates obtained from the average unit rate for roadworks completed during the year and after consideration of the road and bridge construction index. The unit rate methodology was reviewed and found to meet fair value requirements by an independent valuer Shepherd Services Pty Ltd at 30 June 2013.

Accumulated depreciation

In determining the level of accumulated depreciation, roads were disaggregated into significant components which exhibited different useful lives.

A consumption assessment was undertaken based on

- 1 Consideration and comparison with other local regional councils.
- 2 Inspections by engineering services company AECOM
- 3 Council engineering staff knowledge of the performance of these assets
- 4 Australian standards, design manuals and product guidelines.
- 5 Asset age

Estimated useful lives and residual values are disclosed in note 14

Bridges

Current replacement cost

An internal review of Council's bridge assets is undertaken by Council's qualified engineering staff annually with the calculation and application, in the event of a material change in value, of unit rates obtained from the average unit rate for bridgeworks completed during the year and after consideration of the road and bridge construction index. The unit rate methodology was reviewed and found to meet fair value requirements by an independent valuer Shepherd Services Pty Ltd at 30 June 2013.

Consistent with roads, Council assumes that environmental factors such as soil type, climate and topography are consistent across each bridge and that a bridge is designed and constructed to the same standard and uses a consistent amount of labour and materials. Construction estimates were determined on a similar basis to roads.

Accumulated depreciation

In determining the level of accumulated depreciation, remaining useful lives were determined based on condition assessments according to the following table:

Condition rating	Assessment
0H/ 0M	Very high level of remaining service potential
1H/ 1M	High level of remaining service potential
2H/ 2M	Adequate level of remaining service potential
3H/ 3M	Adequate level of remaining service potential, but with some issues indicating the need for action in the short to medium term
4H/ 4M	Barely adequate level of remaining service potential requiring action to be taken in the short term
5H/ 5M	Asset is now unacceptable and must be closed or renewed
6H/ 6M	End of life

Estimated useful lives and residual values are disclosed in note 14.

Drainage Infrastructure

Current replacement cost

An internal review of Council's drainage infrastructure is undertaken by Council's qualified engineering staff annually with the calculation and application, in the event of a material change in value, of unit rates obtained from the average unit rate for drainage works completed during the year and after consideration of the road and bridge construction index. The unit rate methodology was reviewed and found to meet fair value requirements by an independent valuer Shepherd Services Pty Ltd at 30 June 2013.

Consistent with roads, Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment and that a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials. Where drainage assets are located underground and physical inspection is not possible, the age, size and type of construction material, together with current and planned maintenance records are used to determine the fair value at reporting date. Construction estimates were determined on a similar basis to roads.

Accumulated depreciation

In determining the level of accumulated depreciation, drainage assets were disaggregated into significant components which exhibited different useful lives.

Estimates of expired service potential and remaining useful lives were determined on a straight line basis based on industry standard practices and past experience, supported by maintenance programs.

Estimated useful lives and residual values are disclosed in note 14

1(b) Roads, drainage and Bridge network – Sensitivity of valuation to unobservable inputs

As detailed above Council's roads, drainage and bridge network has been valued using written down current replacement cost. This method utilises a number of inputs that require judgement and are therefore classed as unobservable. While these judgements are made with the greatest care, and based upon years of experience, different judgements could result in a different valuation. The table below summarises the effect that changes in the most significant unobservable inputs would have on the valuation:

Significant unobservable input	Range of inputs	Relationship of unobservable inputs to fair value
Number of Labour hours	5-100hrs/linear metre or sqm	The higher the labour hours, the higher the fair value
Standard material usage quantities	Varies depending upon the type of material	The higher the usage quantities, the higher the fair value
Condition rating (useful life)	As specified above – 0H/0M (lowest) to 6H/6M (highest)	The higher the condition rating, the lower the fair value
Remaining useful life	5-100 years	The longer the remaining useful life, the higher the fair value.
Residual value	99% Formation only.	The higher the residual value the higher the fair value.

2(a) Water, Sewerage and Other Infrastructure – Calculation of written down current replacement cost

Water and Sewerage

Current replacement cost

An internal review of Council's Water and sewerage infrastructure fair values is undertaken by Council's qualified engineering staff annually. Where a material change in cost driver values is assessed the assets are revalued using unit rates obtained from the average unit rate for water and sewerage construction works completed during the year and after consideration of the non-residential building construction index. The assets are disaggregated to component level to ensure a reliable measure of cost and service capacity and deterioration of estimated life. Where water and sewerage infrastructure assets are located underground and physical inspection is not possible, the age, size and type of construction material, together with current and planned maintenance records are used to determine the fair value at reporting date.

Council engineering cost models were derived from the following sources:	
·	Schedule rates for construction of asset or similar assets
·	Building Price Index tables
·	Recent contract and tender data
·	Rawlinson's Rates for building and construction, and
·	Suppliers' quotations

Factors taken into account in determining replacement costs included:	
·	Soil factors - The types of soil or other surface material (e.g. areas where soil is sandy are difficult to excavate and would require shoring while areas where the soil is generally free of rock would not present any great difficulty for excavation)

Accumulated depreciation

In determining accumulated depreciation, assets were either subject to a site inspection or an assessment to determine remaining useful life. Where site inspections were conducted (i.e. for active assets above ground), the assets were allocated a condition assessment, which was used to estimate remaining useful life as tabled below.

Condition rating	Condition description	Description explanation
1	As new/ excellent	Asset "as new"
2	Good	Asset is reliable, asset operates as intended and its appearance and structural integrity is up to the standard expected of an operating asset.
3	Fair	Asset is reliable and operates as intended, but its appearance and structural integrity are questionable.
4	Poor	Asset still operates, but does not meet intended duty or does not appear sound.
5	Unserviceable	Asset is not functioning/ needs immediate attention.

Where site inspections were not conducted (i.e. for passive assets and active assets for which no site inspections were undertaken), the remaining useful life was calculated on an age basis after taking into consideration current and planned maintenance records.

For wastewater gravity mains the assumption that the pipes will be relined was adopted. The fair value for sewer gravity mains was determined as follows:

- For all pipes, replacement cost was determined based on replacement by trench excavation, useful life was determined as the pipe useful life plus the reline useful life, and the pipe fair value was based on age.
- Where pipes have been relined, the total pipe useful life was determined as the pipe age when the reline occurred plus the reline life.
- The relining of pipes was valued at reline rates and depreciated over the reline life. The reline fair value was based on age.

2(b) Water and Sewerage Infrastructure – Sensitivity of valuation to unobservable inputs

The method used to value councils' water and sewerage assets utilises a number of inputs that require judgement and are therefore classed as unobservable. While these judgements are made with the greatest care, and based upon years of experience, different judgements could result in a different valuation. The table below summarises the effect that changes in the most significant unobservable inputs would have on the valuation.

Significant unobservable input	Range of inputs	Relationship of unobservable inputs to fair value
Number of Labour hours	5-100hrs/linear metre or sqm	The higher the labour hours, the higher the fair value
Standard material usage quantities	Varies depending upon the type of material	The higher the usage quantities, the higher the fair value
Condition rating (useful life)	1 – 5 as specified above	The higher the condition rating, the lower the fair value
Remaining useful life	5-100 years	The longer the remaining useful life, the higher the fair value.
Residual value	0-40% (by component)	The higher the residual value the higher the fair value.

(III) Changes in Fair Value Measurements using significant unobservable inputs (level 3)

The changes in level 3 assets with recurring fair value measurements are detailed in note 14 (property, plant and equipment). There have been no transfers between level 1, 2 or 3 measurements during the year.

(iv) Valuation Processes

Council's valuation policies and procedures are set within the Hinchinbrook Shire Asset Management policy and are developed with reference to the Australian Accounting Standards. Valuation methods are reviewed annually to ensure they remain in compliance with the relevant legislative authorities.

Council's policy for the valuation of property, plant and equipment is disclosed at note 1(n)(iii).

	2014 \$	2013 \$
15. Trade and other payables		
Current		
Creditors and accruals	5,301,474.68	6,251,475.15
Annual leave	1,024,988.27	1,101,095.94
Rostered days off	61,400.82	52,475.17
Time in lieu	29,641.63	15,547.29
	6,417,505.40	7,420,593.55
Non-current		
Annual leave	400,809.73	666,704.72
16. Provisions		
Current		
Long service leave	368,067.00	254,479.00
Other	125,000.00	-
	493,067.00	254,479.00
Non-Current		
Ingham Landfill Refuse Restoration	679,543.59	662,323.19
Taylors Beach Landfill Refuse Restoration	220,295.54	214,713.00
Forrest Beach Landfill Refuse Restoration	140,627.32	137,063.66
Lucinda Landfill Refuse Restoration	104,903.28	102,244.91
Warrens Hill Landfill Refuse Restoration	580,239.88	546,163.72
Long Service Leave	1,717,562.28	1,795,236.32
	3,443,171.89	3,457,744.80
Ingham Landfill Refuse Restoration		
Balance at beginning of financial year	662,323.19	641,164.75
Increase in provision due to revised estimate of works	17,220.40	21,158.44
Balance at end of financial year	679,543.59	662,323.19
This is based on an estimate to undertake remediation works at this closed landfill site. Council is continuing monitoring and testing of the site. The remediation works are not planned to be commenced within the next 10 years and Council is continuing to investigate options for remediation works.		
Taylors Beach Landfill Refuse Restoration		
Balance at beginning of financial year	214,713.00	207,853.82
Increase in provision due to revised estimate of works	5,582.54	6,859.18
Balance at end of financial year	220,295.54	214,713.00
This is based on an estimate to undertake remediation works at this closed landfill site. Council is continuing monitoring and testing of the site. The remediation works are not planned to be commenced within the next 10 years.		

	2014 \$	2013 \$
Forrest Beach Landfill Refuse Restoration		
Balance at beginning of financial year	137,063.66	132,685.05
Increase in provision due to revised estimate of works	3,563.66	4,378.61
Balance at end of financial year	<u>140,627.32</u>	<u>137,063.66</u>

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

Lucinda Landfill Refuse Restoration		
Balance at beginning of financial year	102,244.91	98,978.62
Increase in provision due to revised estimate of works	2,658.27	3,266.29
Balance at end of financial year	<u>104,903.18</u>	<u>102,244.91</u>

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

Warrens Hill Landfill Refuse Restoration		
Balance at beginning of financial year	546,163.72	614,541.87
Increase in provision due to unwinding of discount	12,611.13	31,826.47
Increase (decrease) in provision due to change in discount rate	109,537.78	(55,673.00)
Increase (decrease) in provision adjusted to Asset Revaluation Surplus	(88,072.76)	(44,531.62)
Balance at end of financial year	<u>580,239.88</u>	<u>546,163.72</u>

This is the present value of the estimated cost of restoring the refuse disposal site to a useable state at the end of its useful life. The projected cost is \$1,598,564 and this cost is expected to be incurred in 2037 after closing the site that year.

Long service leave		
Balance at beginning of financial year	2,049,715.32	2,021,924.55
Long service leave entitlement arising	246,374.47	363,511.39
Long service entitlement extinguished	(62,171.21)	(47,453.40)
Long service entitlement paid	(148,289.30)	(288,267.22)
Balance at end of financial year	<u>2,085,629.28</u>	<u>2,049,715.32</u>

17. Other Liabilities

Current

Unearned revenue	<u>69,211.16</u>	<u>45,573.86</u>
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18. Asset Revaluation Surplus

Movements in the asset revaluation surplus were as follows:

	2014	2013
	\$	\$
Balance at beginning of financial year	94,812,115.44	152,561,366.71
Net adjustment to capital non-current assets at end of period to reflect a change in fair value:		
Buildings	8,057,540.56	(430,241.30)
Road and bridge network	(4,048,783.16)	(58,597,144.63)
Water	-	(28,220.40)
Sewerage	-	1,002,358.37
Land	-	259,465.07
Change in value of rehabilitation of land	88,072.66	44,531.62
Balance at end of financial year	98,908,945.50	94,812,115.44

Asset revaluation surplus analysis

The closing balance of the asset revaluation surplus comprises the following asset categories:

Land and improvements	3,543,187.09	3,455,114.43
Buildings	11,394,511.01	3,336,970.45
Road, drainage and bridge network	73,634,919.72	77,683,702.88
Water	5,388,884.18	5,388,884.18
Sewerage	4,947,443.50	4,947,443.50
	98,908,945.50	94,812,115.44

19. Commitments for Expenditure

Contractual commitments at balance date but not recognised in the financial statements are payable as follows:

	2014 \$	2013 \$
Contract for refuse disposal over 11 years expires 30 June 2016	695,911.94	686,247.34
NDRRA Works 11/48 Geotechnical Services	-	1,969,357.40
NDRRA Works 11/81 Reconstruction Hawkins Creek Road	-	381,668.59
NDRRA Works 12/21 Minor Rehabilitation Works	402,314.97	877,595.76
NDRRA Works 12/22 Minor Pavement Repairs	-	237,258.80
NDRRA Works 13/01 Traffic Control	-	1,540,114.18
NDRRA Works 13/03 Ingham Aerodrome Pavement Rehabilitation	-	96,305.53
NDRRA Works 11/67 - Urban Road Reconstruction	-	86,138.12
NDRRA Works 11/74 Laffey's and Pettits Roads Repairs	-	76,826.39
NDRRA Works 11/81 Reconstruction Hawkins Creek Road	-	890,560.03
NDRRA Works 12/11 Pavement Repairs to Pump Station Road	-	187,333.08
NDRRA Works 12/12 Pavement Repairs to Legges and Mandam Roads	-	522,905.56
NDRRA Works 12/18 Pavement Repairs to Morehead Street	-	43,247.68
NDRRA Works 12/19 Abswolds and Elphinstone Pocket Road	-	49,982.50
NDRRA Works 12/24 Various Roads and Streets Pavement Rehabilitation	-	920,503.28
NDRRA Works 12/25 Yanks Jetty Repairs	80,322.93	637,946.00
NDRRA Works 11/85 Abergowrie, Lannercost Ext & Wallaman Falls Road	-	705,630.83
NDRRA Works 12/26 Repairs to Various Roads and Streets Pavement Rehabilitation	196,266.18	-
NDRRA Works 13/02 Von Alpin and Yeldham Street Pavement Rehabilitation	82,996.16	-
NDRRA Works 13/08 Rehabilitation Multiple Streets and Roads	212,464.12	-
NDRRA Works 13/29 Warrens Hill Road	280,759.00	-
NDRRA Works 13/38 Bosworths Road Pavement Rehabilitation	147,903.99	-
NDRRA Works 13/39 Rehabilitation Multiple Street and Roads	51,269.49	-
NDRRA Works 13/44 Pavement Mount Fox Road Michael Creek Causeway Rehabilitation	450,802.60	-
NDRRA Works 13/53 Soil Testing	238,538.00	-
NDRRA Works 14/06 Rehabilitation Multiple Streets and Roads	1,379,219.18	-
One Council Implementation Project - Time and Materials	922,586.00	543,254.50
Water Flouridation	-	68,712.01
Hawkins Creek Culvert	8,027.00	-
	4,051,154.65	10,521,587.58

	2014 \$	2013 \$
20. Contingent Liabilities		
Details and estimates of maximum amounts of contingent liabilities are as follows:		
<u>Local Government Workcare</u>		
The Hinchinbrook Shire Council is a member of the Queensland local government worker's compensation self-insurance scheme, Local Government Workcare. Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self insurance licence be cancelled and there was insufficient funds available to cover outstanding liabilities. Only the Queensland Government's workers compensation authority may call on any part of the guarantee should the above circumstance arise.		
The Council's maximum exposure to the bank guarantee is:	216,182.84	203,172.88
<u>Local Government Mutual</u>		
The Hinchinbrook Shire Council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or being unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect of any year that a deficit arises.		
As at 30 June 2013 the financial statements reported an accumulated surplus and it is not anticipated any liability will arise.		
21. Superannuation		
The Hinchinbrook Shire Council contributes to the Local Government Superannuation Scheme (Qld) (the scheme). The scheme is a Multi-employer Plan as defined in the Australian Accounting Standard AASB119 Employee Benefits.		
The amount of superannuation contributions paid by the Council to the scheme in this period for the benefit of employees and Councillors was:	1,658,308.82	1,573,284.16

2014	2013
\$	\$

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

The scheme has three elements referred to as:

The City Defined Benefits Fund (CDBF) which covers former members of the City Super Defined Benefits Fund

The Regional Defined Benefits Fund (Regional DBF) which covers defined benefit fund members working for regional local governments; and

The Accumulation Benefits Fund (ABF)

The ABF is a defined contribution scheme as defined in AASB 119. Council has no liability to or interest in the ABF other than the payment of the statutory contributions as required by the *Local Government Act 2009*.

Council does not have any employees who are members of the CDBF and, therefore, is not exposed to the obligations, assets or costs associated with that fund.

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

The funding policy adopted in respect of the Regional DBF is directed at ensuring that the benefits accruing to members and beneficiaries are fully funded as they fall due."

To ensure the ongoing solvency of the Regional DBF, the scheme's trustee can vary the rate of contributions from relevant local government employers subject to advice from the scheme's actuary. As at the reporting date, no changes had been made to prescribed employer contributions which remain at 12% of employee assets and there are no known requirements to change the rate of contributions.

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

As at the reporting date, the assets of the scheme are sufficient to meet the vested benefits.

The most recent actuarial assessment of the scheme was undertaken as at 1 July 2012. The actuary indicated that "the Regional DBF is currently in a satisfactory but modest financial position and remains vulnerable to adverse short and medium term experience."

Following the previous actuarial assessment in 2009, councils were advised by the trustee of the scheme, following advice from the scheme's actuary, that additional contributions may be imposed in the future at a level necessary to protect the entitlements of Regional DBF members. In the 2012 actuarial report the actuary has recommended no change to the employer contribution levels at this time.

Under the *Local Government Act 2009* the trustee of the scheme has the power to levy additional contributions on councils which have employees in the Regional DBF when the actuary advises such additional contributions are payable - normally when the assets of the DBF are insufficient to meet members' benefits.

There are currently 72 entities contributing to the Regional DBF plan and any changes in contribution rates would apply equally to all 72 entities. Hinchinbrook Shire Council made less than 4% of the total contributions to the plan in the 2013-14 financial year.

The next actuarial investigation will be conducted as at 1 July 2015.

22. Joint Venture

(a) Herbert Resource Information Centre

The Council has a one fifth share (2012 - one sixth share) joint venture interest in Herbert Resource Information Centre, the principal activity is a GIS facility providing improved access to a range of information to organisations and individuals to assist better resource planning and management in the Herbert River Catchment.

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

	2014 \$	2013 \$
Share of joint venture revenue, expenses:		
Ordinary revenues	148,563.54	156,020.71
Ordinary expenses	(181,186.05)	(146,658.74)
Share of net result	(32,622.51)	9,361.97
Share of joint venture assets and liabilities:		
Assets		
Cash	118,333.60	126,622.19
Debtors	27,825.40	18,279.16
Property Plant and Equipment	15,998.80	20,643.93
Liabilities		
Leave Liabilities	24,774.80	19,970.28
Creditors & accruals	36,225.80	11,795.28
Net assets	101,157.20	133,779.72

(b) Hinchinbrook Community Wetlands

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

Ordinary revenues	15,000.00	12,500.00
Ordinary expenses	(78,169.54)	(33,222.96)
Net result	(63,169.54)	(20,722.96)
Sewerage Infrastructure Assets 50% only	535,433.95	544,652.55

23. Trust Funds

Trust funds held for outside parties

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

205,792.52	235,763.04
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The Hinchinbrook Shire Council performs only a custodial role in respect of these monies. As these funds cannot be used by the Council, they are not brought to account in these financial statements.

	2014 \$	2013 \$
24. Reconciliation of net result for the year to Net Cash Inflow		
(Outflow) from Operating Activities		
Net Result	(10,671,379.70)	(3,034,042.96)
Non-cash operating items :		
Depreciation and amortisation	9,381,996.76	8,756,673.30
Contributed Assets	-	(666,025.06)
Increase (decrease) in provision to Asset Revaluation Surplus	(88,072.76)	44,531.62
Landfill remediation provisions discount rate adjustment	109,537.78	-
Prior year Work In Progress adjustment	10,923,070.66	-
	9,655,152.74	8,135,179.86
Investing and development activities :		
Net (profit) loss on disposal of non current assets	909,359.93	4,267,875.57
Changes in operating assets and liabilities :		
(Increase) decrease in receivables	5,135,149.21	20,767,196.79
(Increase) decrease in inventories	(4,008.25)	(4,650.94)
Increase (decrease) in creditors and accruals	(1,214,271.87)	(4,695,706.39)
Increase (decrease) in provisions	224,015.08	(4,924.86)
Increase (decrease) in other liabilities	23,637.30	(19,921.68)
	4,164,521.47	16,041,992.92
Net cash inflow from operating activities	14,729,034.14	25,411,005.39

25. Financial Instruments

Hinchinbrook Shire Council has exposure to the following risks arising from financial instruments:

- credit risk
- liquidity risk
- market risk

This note provides information (both qualitative and quantitative) to assist statement users evaluate the significance of financial instruments on the Council's financial position and financial performance, including the nature and extent of risks and how the Council manages these exposures.

Financial risk management

Hinchinbrook Shire Council is responsible for the establishment and oversight of the risk management framework, together with developing and monitoring risk management policies.

Council's management approves policies for overall risk management, as well as specifically for managing credit, liquidity and market risk.

The Council's risk management policies are established to identify and analyse the risks faced, to set appropriate limits and controls and to monitor these risks and adherence against limits. The Council aims to manage volatility to minimise potential adverse effects on the financial performance of the Council.

Hinchinbrook Shire Council does not enter into derivatives.

Credit Risk

Credit risk is the risk of financial loss if a counterparty to a financial instrument fails to meet its contractual obligations. These obligations arise principally from the Council's investments and receivables from customers.

Exposure to credit risk is managed through regular analysis of credit counterparty ability to meet payment obligations. The carrying amount of financial assets represents the maximum credit exposure.

Investments in financial instruments are required to be made with Queensland Treasury Corporation (QTC) or similar state/commonwealth bodies or financial institutions in Australia, in line with the requirements of the Statutory Bodies Financial Arrangements Act 1982.

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

The following table represents the maximum exposure to credit risk based on the carrying amounts of the financial assets at the end of the reporting period:

Financial Asset	30/06/2014	30/06/2013
Cash and Cash equivalents - QTC	13,800,000	11,500,000
Cash and Cash equivalents - Bank	2,897,273	3,943,010
Cash and Cash equivalents - Other	1,540	1,640
Receivables - Rates	944,709	771,321
Receivables - Other	1,416,570	6,606,942
Total	19,060,092	22,822,914
Other Credit Exposures		
Guarantee	216,183	203,173

Cash and cash equivalents

The Council may be exposed to credit risk through its investments in the QTC Cash Fund. The QTC Cash Fund is an asset management portfolio that invests with a wide range of high credit rated counterparties. Deposits with the QTC Cash Fund are capital guaranteed.

Other investments are held with the Commonwealth Bank which is rated AA- based on Standard and Poors rating agency ratings and whilst not capital guaranteed the likelihood of credit failure is assessed as remote.

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

Trade and other receivables

In the case of rate receivables, the Council has the power to sell the property to recover defaulted amounts. In effect this power protects the Council against credit risk in the case of defaults.

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

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

30 June 2014	Fully Performing	<30 Days	30-60 Days	>60 Days	Total
Receivables	2,113,681	-	29,775	268,082	2,411,538
Less Impairment	-	-	-	(50,259)	(50,259)
Net Receivables	2,113,681	-	29,775	217,823	2,361,279

30 June 2013	Fully Performing	<30 Days	30-60 Days	>60 Days	Total
Receivables	6,155,455	490,736	28,894	754,767	7,429,852
Less Impairment	-	-	-	(51,588)	(51,588)
Net Receivables	6,155,455	490,736	28,894	703,179	7,378,264

Liquidity Risk

Liquidity risk is the risk that the Council will encounter difficulty in meeting obligations associated with its financial liabilities that are settled by delivering cash or another financial asset.

Hinchinbrook Shire Council is exposed to liquidity risk through its normal course of business.

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

The following table sets out the liquidity risk of financial liabilities held by the Council. It represents the remaining contractual cashflows of financial liabilities at the end of the reporting period:

Financial Liabilities	0-1 Year	1-5 Years	Over 5 years	Total
2014				
Trade and Other Payables	5,490,644	-	-	5,490,644
2013				
Trade and Other Payables	6,297,049	-	-	6,297,049

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

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

	2014	2013
	\$	\$
Bank overdraft facility	150,000	150,000

Market risk

Market risk is the risk that changes in market prices, such as interest rates, will affect the Council's income or the value of its holdings of financial instruments.

Interest rate risk

Hinchinbrook Shire Council is exposed to interest rate risk through investments with QTC and other financial institutions.

Sensitivity

Sensitivity to interest rate movements is shown for variable financial assets and liabilities on the carrying amount at reporting date.

The following interest rate sensitivity analysis depicts what effect a reasonably possible change in interest rates (assumed to be 1%) would have on the profit and equity, based on the carrying values at the end of the reporting period. The calculation assumes that the change in interest rates would be held constant over the period.

	Net Carrying Amount	Profit	Equity
2014			
Financial Assets	16,698,813	166,988	166,988
Financial Liabilities	-	-	-
2013			
Financial Assets	15,444,650	154,447	154,447
Financial Liabilities	-	-	-

Fair value

The fair value of trade and other receivables and payables is assumed to approximate the value of the original transaction less any allowance for impairment.

26. National Competition Policy

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

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

(a) Roads business activity means

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

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

(b) Business activity means

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

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

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

These business activities are referred to as type 3 activities.

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

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

Water

Sewerage

Waste Management

Building Certification

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

	Water	Sewerage	Waste Management	Building Certification
	Actual \$	Actual \$	Actual \$	Actual \$
Revenue for services provided to the Council	185,268.00	23,333.00	337,432.00	-
Revenue for services provided to external clients	3,358,414.00	2,211,061.00	2,435,602.00	79,494.00
* Community service obligations	251,719.00	162,243.00	103,353.00	21,439.00
	3,795,401.00	2,396,637.00	2,876,387.00	100,933.00
Less: Expenditure	(2,530,681.00)	(1,816,897.00)	(2,557,757.00)	(141,323.00)
Surplus/(Deficiency)	1,264,720.00	579,740.00	318,630.00	(40,390.00)

Community Service Obligations

Water Supply - Fire Services & Access Concessions	251,719.00			
Sewerage Access Concessions		162,243.00		
Collection of street litter			103,353.00	
Building Certification - High Level Admin Support				21,439.00

QAO
certified statements

HINCHINBROOK SHIRE COUNCIL

MANAGEMENT CERTIFICATE

For the year ended 30 June 2014

These general purpose financial statements have been prepared pursuant to sections 176 and 177 of the Local Government Regulation 2012 (the Regulation) and other prescribed requirements.

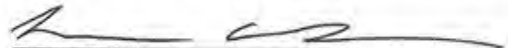
In accordance with section 212(5) of the Regulation we certify that:

- (i) the prescribed requirements of the Local Government Act 2009 and Local Government Regulation 2012 for the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) the general purpose financial statements, as set out on pages 3 to 46, present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.



MR Bow
Mayor

Date: 24/10/2014



LE Mash
Chief Executive Officer

Date: 24/10/2014

INDEPENDENT AUDITOR'S REPORT

To the Mayor of Hinchinbrook Shire Council.

Report on the Financial Report

I have audited the accompanying financial report of Hinchinbrook Shire Council, which comprises the statement of financial position as at 30 June 2014, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and certificates given by the Mayor and Chief Executive Officer.

The Council's Responsibility for the Financial Report

The Council is responsible for the preparation of the financial report that gives a true and fair view in accordance with prescribed accounting requirements identified in the *Local Government Act 2009* and *Local Government Regulation 2012*, including compliance with Australian Accounting Standards. The Council's responsibility also includes such internal control as the Council determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

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

Independence

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

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

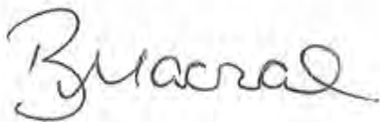
Opinion

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

- (a) I have received all the information and explanations which I have required; and
- (b) in my opinion -
 - (i) the prescribed requirements in relation to the establishment and keeping of accounts have been complied with in all material respects; and
 - (ii) the financial report presents a true and fair view, in accordance with the prescribed accounting standards, of the financial performance and cash flows of Hinchinbrook Shire Council for the financial year 1 July 2013 to 30 June 2014 and of the financial position as at the end of that year.

Other Matters - Electronic Presentation of the Audited Financial Report

Those viewing an electronic presentation of these financial statements should note that audit does not provide assurance on the integrity of the information presented electronically and does not provide an opinion on any information which may be hyperlinked to or from the financial statements. If users of the financial statements are concerned with the inherent risks arising from electronic presentation of information, they are advised to refer to the printed copy of the audited financial statements to confirm the accuracy of this electronically presented information.



B MACRAE FCPA
(as Delegate of the Auditor-General of Queensland)



Queensland Audit Office
Brisbane

HINCHINBROOK SHIRE COUNCIL

CURRENT-YEAR FINANCIAL SUSTAINABILITY STATEMENT

For the year ended 30 June 2014

Measures of Financial Sustainability

Council's performance at 30 June 2014 against key financial ratios and targets:

	How the measure is calculated	Actual	Target
Operating surplus ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	-9%	Between 0% and 10%
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	120%	Greater than 90%
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items)	-18%	Not greater than 60%

*Increased deficit due to expenditure on NDRRA asset restorations and outstanding subsidy revenue

Note 1 - Basis of Preparation

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the Local Government Regulation 2012 and the Financial Management (Sustainability) Guideline 2013. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements for the year ended 30 June 2014.

HINCHINBROOK SHIRE COUNCIL

CURRENT-YEAR FINANCIAL SUSTAINABILITY STATEMENT

For the year ended 30 June 2014

Certificate of Accuracy

For the year ended 30 June 2014

This current-year financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the regulation).

In accordance with Section 212(5) of the Regulation we certify that this current-year financial sustainability statement has been accurately calculated.



Mayor

MR Bow

Date: 24/10/2014



Chief Executive Officer

LE Mash

Date: 24/10/2014

INDEPENDENT AUDITOR'S REPORT

To the Mayor of Hinchinbrook Shire Council

Report on the Current-Year Financial Sustainability Statement

I have audited the accompanying current-year financial sustainability statement, which is a special purpose financial report of Hinchinbrook Shire Council for the year ended 30 June 2014, comprising the statement and explanatory notes, and certificates given by the Mayor and Chief Executive Officer.

The Council's Responsibility for the Current-Year Financial Sustainability Statement

The Council is responsible for the preparation and fair presentation of the current-year financial sustainability statement in accordance with the *Local Government Regulation 2012*. The Council's responsibility also includes such internal control as the Council determines is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

My responsibility is to form an opinion as to whether the statement has been accurately calculated based on the Council's general purpose financial report. My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the Council's future sustainability.

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

Independence

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

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

Opinion

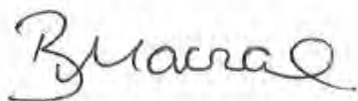
In accordance with s.212 of the *Local Government Regulation 2012*, in my opinion, in all material respects, the current-year financial sustainability statement of Hinchinbrook Shire Council, for the year ended 30 June 2014, has been accurately calculated.

Emphasis of Matter – Basis of Accounting

Without modifying my opinion, attention is drawn to Note 1 which describes the basis of accounting. The current-year financial sustainability statement has been prepared in accordance with the *Financial Management (Sustainability) Guideline 2013* for the purpose of fulfilling the Council's reporting responsibilities under the *Local Government Regulation 2012*. As a result, the statement may not be suitable for another purpose.

Other Matters - Electronic Presentation of the Audited Statement

Those viewing an electronic presentation of this special purpose financial report should note that audit does not provide assurance on the integrity of the information presented electronically and does not provide an opinion on any information which may be hyperlinked to or from the financial statements. If users of the financial statements are concerned with the inherent risks arising from electronic presentation of information, they are advised to refer to the printed copy of the audited financial statements to confirm the accuracy of this electronically presented information.



B MACRAE FCPA
(as Delegate of the Auditor-General of Queensland)



Queensland Audit Office
Brisbane

HINCHINBROOK SHIRE COUNCIL **LONG-TERM FINANCIAL SUSTAINABILITY STATEMENT** **For the year ended 30 June 2014**

Measures of Financial Sustainability	Measure	Target	Actuals at	30 June	30 June	30 June	30 June	30 June	30 June	30 June	30 June	30 June	30 June
			30 June	2015	2016	2017	2018	2019	2020	2021	2022	2023	
Council													
Operating surplus ratio	Net result divided by total operating revenue	Between 0% and 10%	-9%	22%	-9%	-8%	-6%	-5%	-4%	-3%	-1%	0%	
			120%	356%	77%	74%	72%	69%	67%	66%	64%	62%	
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	Greater than 90%											
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue	Not greater than 60%	-18%	-41%	-29%	-21%	-15%	-11%	-10%	-11%	-14%	-18%	

Hinchinbrook Shire Council's Financial Management Strategy

Council measures revenue and expenditure trends over time as a guide to future requirements and to make decisions about the efficient allocation of resources to ensure the most effective provision of services. Council ensures that its financial management strategy is prudent and that its long-term financial forecast shows a sound financial position whilst also being able to meet the community's current and future needs.

HINCHINBROOK SHIRE COUNCIL

LONG-TERM FINANCIAL SUSTAINABILITY STATEMENT

For the year ended 30 June 2014

Certificate of Accuracy

For the long-term financial sustainability statement prepared as at 30 June 2014

This long-term financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the regulation).

In accordance with Section 212(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.



Mayor
MR Bow

Date: 24/10/2014



Chief Executive Officer
LE Mash

Date: 24/10/2014

1. PURPOSE

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

2. SCOPE

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

3. RESPONSIBILITY

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

4. DEFINITIONS

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

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

5. POLICY

5.1 General Principles

The general principles of revenues set by Council are:

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

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

Form Number:

Authorised By: Finance Manager

Document Maintained By: Financial Services

Version No: 5.0

Initial Date of Adoption: [10th August, 2009]

Current Version Adopted: [25th June, 2013]

Next Review Date: [June 2014]

5.2 Principles used for the levying of rates and charges

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

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

When levying the rates and charges, the council will:

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

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, including by:

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

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

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

The purpose of these concessions is to:

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

5.5 Setting of cost-recovery fees

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

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

5.6 Funding of new development

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

Council will be guided by the following principles:

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

6. LEGAL PARAMETERS

Local Government Act 2009

Local Government Regulation 2012

7. ASSOCIATED DOCUMENTS

Annual Budget

Rate Rebates & Remissions Policy 2013/2014

Water Leak Relief Policy

Revenue Statement 2013/2014

1. OVERVIEW

This statement outlines and explains the revenue raising measures adopted by the Hinchinbrook Shire Council in preparation of its budget for the 2013/2014 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

Finance Manager

3. GENERAL RATING

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

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

Differential rating provides equity through recognising:

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

In relation to the table below:-

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

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

Policy Number:

Authorised By: Finance Manager

Document Maintained By: Financial Services

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Initial Date of Adoption: [30th June, 2010]

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Next Review Date: [June 2014]

Column 1 - Category (section 81)	Column 2 - 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 \$40,000.	Land having the land use codes of 01, 02, 04, 05, 06, 08, 09 or 72.	2.727	800	No Limit
2. Residential B	Land used, or capable of being used for purpose of a single residential dwelling, which has a rating valuation between \$40,001 and \$100,000.	Land having the land use codes of 01, 02, 04, 05, 06, 08, 09 or 72.	1.253	1,091	No Limit
3. Residential C	Land used, or capable of being used for purpose of a single residential dwelling, which has a rating valuation greater than \$100,000.	Land having the land use codes of 01, 02, 04, 05, 06, 08, 09 or 72.	0.962	1,253	No Limit
4. Multi Unit Residential - A	Land used, or capable of being used, for the purpose of multiple residential units (2 or 3 flats).	Land having the land use code of 3.	1.100	1,386	No Limit
5. Multi Unit Residential - B	Land used, or capable of being used, for the purpose of multiple residential units (4 or 5 flats).	Land having the land use code of 3.	1.290	1,754	No Limit
6. Multi Unit Residential - C	Land used, or capable of being used, for the purpose of multiple residential units (6 or more flats).	Land having the land use code of 3.	1.310	2,017	No Limit
7. Community Purposes	Land used for community purposes, including as a sports club or facility, cemetery, library, educational facility, religious institution, showground, racecourse, airfield, park, garden or for Commonwealth, State or local government purposes.	Land having the land use codes of 48, 50-59.	0.916	1,418	No Limit
8. Commercial A	Land used for commercial purposes, which has a rating valuation of less than \$1,250,000 other than land included in category 10.	Land having the land use codes of 01, 04, 07, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 41, 42, 43, 44, 45, 46, 47, 49, 91, 92, 96, 97 or 99.	1.393	1,391	No Limit
9. Commercial B	Land used for commercial purposes, which has a rating valuation greater than or equal to \$1,250,000 other than land included in category 10.	Land having the land use codes of 01, 04, 07, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 41, 42, 43, 44, 45, 46, 47, 49, 91, 92, 96, 97 or 99.	0.876	13,905	No Limit
10. Drive-In	Land used for the purposes of a	Land having the	3.478	30,000	No Limit

Column 1 - Category (section 81)	Column 2 - 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)
Shopping Centre	shopping centre with a gross floor area greater than 3,500 sq. metres.	land use code of 16.			
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.	1.352	1,445	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.	3.600	7,000	No Limit
13. Island Land	Land located on Pelorus Island or Orpheus Island.		2.010	1,418	No Limit
14. Harbour Industries	Land used for the purpose of harbour industries including a bulk sugar terminal with a land area greater than 5 hectares.	Land having the land use code of 39.	4.920	55,000	No Limit
15. Sugar Mills	Land used for the purposes of sugar milling operations.	Land having the land use code of 35.	15.99	110,000	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.	3.040	1,418	10%
17. Sugar Cane and Forestry B	Land used for the purposes of growing sugar cane, or for forestry or logging, where the valuation per hectare of the land is between \$1,400 and \$2,130.	Land having the land use code of 75 or 88.	3.770	1,418	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.	4.230	1,418	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.	1.268	1,485	No Limit
20. Other Land	Land not included in any of the above categories		1.268	1,485	No Limit

For avoidance of doubt:-

(a) Council delegated to the CEO 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 CEO may have regard to the guidance provided by the Column 3 of the table above.

(b) The reference to “land use codes” in Column 3 of the table above is a reference to the land use codes produced from time to time, by the Department of Natural Resources and Mines.

4 LIMITATION ON INCREASES IN RATES & CHARGES

As identified in Column 6 of the table above, Council has decided to apply capping to all Cane/Forestry lands which ensures that lands categorised as Category 16, Category 17 and Category 18 as at 1 July 2013 will not exceed the amount of general rates levied for the property for the previous year plus a percentage increase resolved by Council. This is subject to a minimum rate for each category and the provisions set out below.

Provisions for capping of general rates

- a) Capping will apply to any land categorised as Cane/Forestry Category 16, Category 17 and Category 18. The concession is not available retrospectively and will only apply from the beginning of a financial year.
- b) Capping will cease to apply on or before 1 July 2014, where ownership of any land to which capping previously applied, is transferred on or after 1 July 2013. Land which is sold during 2013/14 is not eligible for capping in 2014/15. The new owner would be eligible from 1 July 2015.
- c) The purchaser of any uncapped land during 2013/14 will not be eligible for capping until 1 July 2015.

5 SEPARATE CHARGES

Waste Management Levy

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

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

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

The terms of the resolution are as follows:

That in accordance with section 103 of the Local Government Regulation 2012, a separate charge, to be known as a Waste Management Levy, of \$154.35 gross per annum be levied equally on all rateable land.

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

6 SPECIAL CHARGES

Crystal Creek Rural Fire Brigade – Special Charge

Council considers that each parcel of rateable land identified on Crystal Creek Rural Fire Brigade Map ref R12-512 ID. 0435 (produced 09/08/2012 by the Queensland Rural Fire Services) will specially benefit to the same extent from the purchase and maintenance of equipment by the Crystal Creek Rural Fire Brigade.

The Brigade has advised Council that the total cost of implementing the Plan for 2013/2014 budget is \$3,443.00 and has requested Council to levy each parcel of rateable land an amount of \$30 per annum. This charge will raise \$2,520 per annum to be contributed to the Crystal Creek Rural Fire Brigade.

Discount is not applicable to the Crystal Creek Rural Fire Special Charge.

Bambaroo Rural Fire Brigade – Special Charge

Council considers that each parcel of rateable land identified on Bambaroo Rural Fire Brigade Map ref R09-313 ID. 0712 (produced 13/05/2009 by the Queensland Fire & Rescue Services – GIS Unit) will specially benefit to the same extent from the purchase and maintenance of equipment by the Bambaroo Rural Fire Brigade.

The Brigade has advised Council that the cost of implementing the Plan for 2013/2014 budget is approximately \$4,428 for operational expenses and a longer term plan to acquire a shed and has requested Council to levy each parcel of rateable land an amount of \$30 per annum. This charge will raise \$3,570 per annum to be contributed to the Bambaroo Rural Fire Brigade.

Discount is not applicable to the Bambaroo Rural Fire Special Charge.

Seymour Rural Fire Brigade – Special Charge

Council considers that each parcel of rateable land identified on Seymour Rural Fire Brigade Map ref R12-512 ID. 1671 (produced 09/08/2012 by the Queensland Rural Fire Services) will specially benefit to the same extent from the purchase and maintenance of equipment by the Seymour Rural Fire Brigade.

The Brigade has advised Council that the cost of implementing the Plan for the next year is likely to cost \$3,750 for operational costs and with the plan that unused funds be set aside for a replacement vehicle and has requested Council to levy each parcel of rateable land an amount of \$30 per annum for at least the next year. This charge will raise \$4,740 per annum to be contributed to the Seymour Rural Fire Brigade.

Discount is not applicable to the Seymour Rural Fire Special Charge.

Stone River Rural Fire Brigade – Special Charge

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

The Brigade has advised Council that the cost of implementing the Plan for the next year is likely to cost \$6,930 for operational costs and has requested Council to levy each parcel of rateable land an amount of \$30 per annum for at least the next year. This charge will raise \$4,950 per annum to be contributed to the Stone River Rural Fire Brigade.

Discount is not applicable to the Stone River Fire Special Charge.

7 UTILITY CHARGES

Water Charge

Hinchinbrook Shire Council aims to:-

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

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

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

Discount is not applicable to the Water Consumption Charge.

Consumption Readings and Charge

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

Consumption Charges for Water Consumed in the 2012/2013 Financial Year:

Water consumed prior to May/June 2013 reading will be deemed to have been consumed in the 2012/2013 financial year and a consumption charge shall apply based on the charge made at the Budget Meeting for the 2012/2013 financial year.

Consumption Charges for Water Consumed in the 2013/2014 Financial Year:

A Consumption Charge of 88 cents per kilolitre (discount for early payment shall not apply) levied on the metered water consumption for all properties in the supply area for water consumption notices issued October/November 2013 (half year reading) and May/June 2014 (year end reading).

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

Base Charge

A Base Charge Component of \$374.20 Gross per annum for which the adopted discount for early payment of rates shall apply, shall be levied as follows:-

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

Each water meter connection according to the following sizes:-

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

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

Each separate residential use	=	One Base Charge per use
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The same charging structure shall be levied and be payable whether any structure or building is actually in occupation or not.

Base Charge for land being used for specific purposes

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

(a) Recreation/Sporting /Charitable Consumer

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

(b) Schools

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

(c) *Domestic Properties*

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

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

(d) *Fire Fighting Services*

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

(e) *Cane Farms*

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

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

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

Special Agreements or Arrangements

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

Council has entered into the following special agreements:-

- | | |
|--|--------------------------|
| L1-2 RP745005 Parish of Cordelia | 2 Vacant parcels of land |
| <ul style="list-style-type: none">• No charge for this land while the Land remains with the current Ownership details. The Owners previously donated land to Council in the vicinity of the Memorial Gardens. | |
| L7 RP804431 Parish of Cordelia | 1 parcel of land |
| <ul style="list-style-type: none">• Council negotiations to acquire a Grazing Land Drainage Easement within this land resulted in no water charges to this land. | |
| Valuation 363/0 Farm | 10 parcels of land |
| <ul style="list-style-type: none">• Property No. 102361• Council negotiations to acquire a Lease over the Mona Road Boatramp resulted in a 50mm water connection being installed with no base charge being charged. Charges would have been based on 20mm due to larger service required for distance to supply.(consumption is charged). | |

Accounts

(a) Meter Reading and Billing Frequency

Each Yearly Rate Notice shall include the Base Charge Component.

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

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

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

(b) *Minimum Account Billing*

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

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

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

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

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

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

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

Separate Meter Installations

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

Sewerage Charge

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

The sewerage charge, unit basis of charging and the various principles and classification of uses adopted for the Ingham Sewerage Scheme shall also apply to the several properties connected to the Lucinda Sewerage Treatment Plant. The list of land uses and the applicable number of units is detailed below.

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

The amount of the charge referred to in the preceding paragraph shall be \$109.60 per unit, per annum if the particular premises are provided with sewerage or the Council is agreeable to accept sewage from such premises.

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

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

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

Special Agreements

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

Council has entered into the following special agreements:-

L1-2 RP745005 Parish of Cordelia

2 Vacant parcels of land

- No charge for this land while the land remains with the current ownership details. The owners previously donated land to Council in the vicinity of the Memorial Gardens.

L10 I22459 Parish of Trebonne

1 vacant parcel of land

- Council agreed as part of the Negotiation of sewerage extension to Dickson St, Ingham to not charge sewerage charges to this property as it cannot be sold separately and is physical access to L2 RP717328.

Land Uses & applicable number of units

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

Charging methodology applicable to specific land uses

Cane Farms

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

Separate Parcels of land with no access

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

Cleansing Utility Charge

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

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

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

In the defined waste collection area, the following domestic waste collection charges shall apply for the 2013/14 financial year:

- (i) Rateable land – A charge of \$242.55 per annum for the provision of a 240 litre “Mobile Garbage Bin” of a domestic waste collection service per week and a 240 litre “Mobile Garbage Bin” recyclable waste collection service per fortnight;
- (ii) Non-Rateable land – 1st service – \$396.90 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 - \$242.55 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 \$195.96 per annum.
An additional fortnightly 240 litre recyclable waste collection service will be provided at a charge of \$46.59 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, 2013; or
- A regular cleansing service is ordered by the Council or the Authorised Officer to be provided to that land; or
- The Council is requested to provide a regular cleansing service to that land by the owner or occupier; or
- There is a building on such land being rateable land, which in the opinion of the Council or Authorised Officer is adapted for use or occupation.

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

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

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

8 COST-RECOVERY AND OTHER FEES AND CHARGES

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

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

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

9 ISSUE OF NOTICES

Notices for the 2013/2014 financial year will be issued annually.

10 DISCOUNT FOR PROMPT PAYMENT

Supplementary Levy

In accordance with the provisions of section 130 of the *Local Government Regulation 2012*, Council resolves that a discount of fifteen percent (15%) be allowed to any person liable to pay rates and charges, excepting water consumption charges and special charges, who pays the whole of such rates and charges within thirty (30) days after notice is given.

Main Levy

In accordance with the provisions of section 130 of the *Local Government Regulation 2012*, Council resolves that a discount of fifteen percent (15%) be allowed to any person liable to pay rates and charges, excepting water consumption charges and special charges, who pays the whole of such rates and charges on or before 30 August 2013.

Discount on payment of rates by instalments

In accordance with section 129(5) of the *Local Government Regulation 2012*, Council will allow a discount of ten percent (10%) to any person liable to pay rates and charges, excepting water consumption charges and special charges, who pays the rates and charges within the terms and conditions of the instalment arrangement with discount.

A discount on rates paid by instalment is only available with respect to the main levy notice issued by Council. No discount is available if a ratepayer chooses to pay a subsequently issued rates notice by way of instalment.

Discount allowed where payment received after discount due date

In accordance with the provisions of section 130(10) of the *Local Government Regulation 2012* Council will allow a discount to ratepayer who pays rates after the due date for payment in the following circumstances:-

- (a) Payments received through the mail via Australia Post provided the envelope or other package in which the payment is enclosed is clearly marked to show that the payment was posted prior to the normal discount closing date; and
- (b) Situations of flooding or other natural disaster in which case Council will determine what further period of discount will be allowed to ensure that ratepayers are not prevented by circumstances beyond their control to make payment and obtain discount.

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

11 PAYING RATES AND CHARGES BY INSTALMENT

Payment by instalment with discount – Main Levy only

In accordance with the provisions of section 129 of the *Local Government Regulation 2012* Council resolves to accept payment of rates levied at the time of the annual main rate levy by instalments in accordance with the following terms and conditions:-

1. Fifty percent (50%) of the total current gross rates and any outstanding arrears must be paid on or before 30 September, 2013 for which ten percent (10%) discount will be granted on 50% of current rates for which discount is applicable; and
2. The balance fifty percent (50%) of the total current rates must be paid on or before 1 March, 2014 for which ten percent (10%) discount will be granted on 50% of current rates and charges for which discount is applicable.
3. In accordance with section 132(1)(a)(i) of the *Local Government Regulation 2012*, should the ratepayer default by not making the balance 50% payment on or before 1 March, 2014 then the unpaid instalment becomes an overdue rate as from 2 March in that year.
4. Council will record the property as being included in the instalment arrangement if payment of an amount equal to or greater than the instalment amount payable within the dates detailed above is received.

Instalment – Arrangement to Pay – Main levy or Supplementary Levy with due date on or before 31st December, 2013

1. All rates and charges in arrears as at the time of issue of the 2013/2014 annual main rate levy must be paid in full and a signed agreement must be received by Council on or before 31 December 2013.
2. Payments must be structured and made to reduce the amount of current overdue rates as at 31 March 2014 to 50% or less of current financial year rates;
3. Payments must be structured and made to clear the remaining 50% or less of current overdue rates on or before 30 June 2014.

Instalment – Arrangement to Pay – Supplementary Levy due date after Main Levy Due Date

1. All rates and charges in arrears must be paid in full and a signed agreement must be received by Council on or before the Supplementary Due Date.
2. Payment must be structured and made to clear all current rates and charges on or before 30 June 2014.

12 INTEREST ON OVERDUE RATES AND CHARGES

Due Date

The main levy due date is 31 December 2013.

For supplementary levies the due date is:-

- (a) notices issued after 1 May 2013 the due date is 31 December, 2013
- (b) notices issued between 2 November 2013 and 1 May 2014 the due date is sixty (60) days from the date of issue
- (c) notices issued between 2 May 2014 and 30 June 2014 the due date is 31 December, 2014.

Amounts unpaid after the due date become overdue rates and charges.

Pursuant to section 133 of the *Local Government Regulation 2012*, Council will charge interest on overdue rates and charges at the rate of 11% per annum compounding on daily balances.

13 RATING CONCESSIONS/REMISSIONS

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

14 RECOVERY OF OVERDUE RATES AND CHARGES

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

1. Policy Statement

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

2. Scope

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

3. Responsibility

Responsible Officer: Finance Manager

4. Definitions

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

5. Policy

Crystal Creek Fire Brigade Service

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

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

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

Policy Number:

Authorised By: Finance Manager

Document Maintained By: Financial Services

Version No: 5.0

Initial Date of Adoption: [29th August, 2008]

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Next Review Date: [June 2014]

Cost of implementing this overall plan

The Brigade has advised Council that the cost of implementing the Plan for 2013/2014 budget is \$3,443.00 and has requested Council to levy each parcel of rateable land an amount of \$30 per annum. This charge will raise \$2,520 per annum to be contributed to the Crystal Creek Rural Fire Brigade.

Estimated time for implementing this overall plan

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

6. Legal Parameters

Local Government Regulation 2012
Management of Rural Fire Brigades in Queensland

7. Associated Documents

Crystal Creek Rural Fire Annual Plan
2013-2014 Revenue Statement

1. Policy Statement

The annual implementation plan recognises that the Crystal Creek Rural Fire Brigade Services are an ongoing service that will not be implemented in one financial year; and states the cost of implementing this plan in 2013/2014.

2. Scope

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

3. Responsibility

Responsible Officer: Finance Manager

4. Definitions

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

5. Policy

Overall Plan Connection

Council has by resolution on 25th June, 2013 adopted an overall plan for the implementation of Rural Fire Brigade Services by the Crystal Creek Rural Fire Brigade. Implementation of the overall plan is an ongoing process and in accordance with the provisions of Section 94 Part 6 of the Local Government Regulation 2012 Council must adopt an annual implementation plan where the proposed service will not be implemented in one year.

Cost of implementing this annual plan

The Brigade has advised Council that the cost of implementing the Plan for 2013/2014 budget is \$3,443.00 and has requested Council to levy each parcel of rateable land an amount of \$30 per annum. This charge will raise \$2,520 per annum from Hinchinbrook Shire properties to be contributed to the Crystal Creek Rural Fire Brigade.

6. Legal Parameters

Local Government Regulation 2012
Management of Rural Fire Brigades in Queensland

7. Associated Documents

Crystal Creek Rural Fire Overall Plan
2013-2014 Revenue Statement

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Policy Number:

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Document Maintained By: Financial Services

Version No: 5.0

Initial Date of Adoption: [29th August, 2008]

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Next Review Date: [June 2014]

1. Policy Statement

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

2. Scope

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

3. Responsibility

Responsible Officer: Finance Manager

4. Definitions

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

5. Policy

Bambaroo Fire Brigade Service

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

- ❖ To have a brigade meeting before the start to our fire season.
- ❖ To keep in touch with fellow brigade members throughout the year.
- ❖ To discuss fire hazards before the season so the hazard reduction scheme is effective.
- ❖ To work together & liaise with Qld transport, main roads, Police & members of the community.
- ❖ To acquire leased land in Bambaroo so the brigade can erect a new fire shed to house the fire truck and equipment. This will be used as the base communication.
- ❖ Training for updating and teaching of level one training and road incident management course (Road Accident Rescue).
- ❖ To have a community meeting to discuss levies, maintenance and service for the vehicle. Safety equipment which is needed to keep the brigade going.

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Next Review Date: [June, 2014]

Cost of implementing this overall plan

The Brigade has advised Council that the cost of implementing the Plan for the next year is likely to cost \$4,428 for operational costs and a longer term plan to acquire a shed. The Brigade has requested Council to levy each parcel of rateable land an amount of \$30 per annum for at least the next year. This charge will raise \$3,570 per annum to be contributed to the Bambaroo Rural Fire Brigade.

Estimated time for implementing this overall plan

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

6. Legal Parameters

Local Government Regulation 2012
Management of Rural Fire Brigades in Queensland

7. Associated Documents

Bambaroo Rural Fire Annual Plan
2013-2014 Revenue Statement

1. Policy Statement

The annual implementation plan recognises that the Bambaroo Rural Fire Brigade Services are an ongoing service that will not be implemented in one financial year; and states the cost of implementing this plan in 2013/2014.

2. Scope

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

3. Responsibility

Responsible Officer: Finance Manager

4. Definitions

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

5. Policy

Overall Plan Connection

Council has by resolution on 25th June, 2013 adopted an overall plan for the implementation of Rural Fire Brigade Services by the Bambaroo Rural Fire Brigade. Implementation of the overall plan is an ongoing process and in accordance with the provisions of Section 94 Part 6 of the Local Government Regulation 2012 Council must adopt an annual implementation plan where the proposed service will not be implemented in one year.

6. *Cost of implementing this annual plan*

The Brigade has advised Council that the cost of implementing the Plan for the next year is likely to cost \$4,428 for operational costs with a longer term plan to acquire a shed. The Brigade has requested Council to levy each parcel of rateable land an amount of \$30 per annum for at least the next year. This charge will raise \$3,570 per annum to be contributed to the Bambaroo Rural Fire Brigade.

7. Legal Parameters

Local Government Regulation 2012
Management of Rural Fire Brigades in Queensland

8. Associated Documents

Bambaroo Rural Fire Overall Plan
2013-2014 Revenue Statement

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Next Review Date: [June, 2014]

1. Policy Statement

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

2. Scope

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

3. Responsibility

Responsible Officer: Finance Manager

4. Definitions

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

5. Policy

Seymour Fire Brigade Service

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

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

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Version No: 5.0

Initial Date of Adoption: [10th August, 2009]

Current Version Adopted: [25th June, 2012]

Next Review Date: [June, 2014]

Cost of implementing this overall plan

The Brigade has advised Council that the cost of implementing the Plan for the next year is likely to cost \$3,750 for operational costs, unused funds will be set aside of towards a replacement vehicle. The Brigade has requested Council to levy each parcel of rateable land an amount of \$30 per annum for at least the next year. This charge will raise \$4,860 per annum to be contributed to the Seymour Rural Fire Brigade.

Estimated time for implementing this overall plan

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

6. Legal Parameters

Local Government Regulation 2012
Management of Rural Fire Brigades in Queensland

7. Associated Documents

Seymour Rural Fire Annual Plan
2012-2013 Revenue Statement

1. Policy Statement

The annual implementation plan recognises that the Seymour Rural Fire Brigade Services are an ongoing service that will not be implemented in one financial year; and states the cost of implementing this plan in 2013/2014.

2. Scope

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

3. Responsibility

Responsible Officer: Finance Manager

4. Definitions

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

5. Policy

Overall Plan Connection

Council has by resolution on 25th June, 2013 adopted an overall plan for the implementation of Rural Fire Brigade Services by the Seymour Rural Fire Brigade. Implementation of the overall plan is an ongoing process and in accordance with the provisions of Section 94 Part 6 of the Local Government Regulation 2012 Council must adopt an annual implementation plan where the proposed service will not be implemented in one year.

Cost of implementing this annual plan

The Brigade has advised Council that the cost of implementing the Plan for 2013/2014 budget is approximately \$3,750 for operational expenses and has requested Council to levy each parcel of rateable land an amount of \$30 per annum. This charge will raise \$4,740 per annum to be contributed to the Seymour Rural Fire Brigade.

6. Legal Parameters

Local Government Regulation 2012
Management of Rural Fire Brigades in Queensland

7. Associated Documents

Seymour Rural Fire Overall Plan
2013-2014 Revenue Statement

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Next Review Date: [June, 2014]

1. Policy Statement

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

2. Scope

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

3. Responsibility

Responsible Officer: Finance Manager

4. Definitions

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

5. Policy

Stone River Fire Brigade Service

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

- ❖ Operational Expenditure
- ❖ Vehicle Maintenance
- ❖ Equipment Purchases
- ❖ Future replacement of Appliance

Cost of implementing this overall plan

The Brigade has advised Council that the cost of implementing the Plan for the next year is likely to cost \$6,930 for operational costs. The Brigade has requested Council to levy each parcel of rateable land an amount of \$30 per annum for at least the next year. This charge will raise \$4,950 per annum to be contributed to the Stone River Rural Fire Brigade.

Estimated time for implementing this overall plan

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

6. Legal Parameters

Local Government Regulation 2012
Management of Rural Fire Brigades in Queensland

7. Associated Documents

Stone River Rural Fire Annual Plan
2013-2014 Revenue Statement

1. Policy Statement

The annual implementation plan recognises that the Stone River Rural Fire Brigade Services are an ongoing service that will not be implemented in one financial year; and states the cost of implementing this plan in 2013/2014.

2. Scope

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

3. Responsibility

Responsible Officer: Finance Manager

4. Definitions

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

5. Policy

Overall Plan Connection

Council has by resolution on 25th June, 2013 adopted an overall plan for the implementation of Rural Fire Brigade Services by the Stone River Rural Fire Brigade. Implementation of the overall plan is an ongoing process and in accordance with the provisions of Section 94 Part 6 of the Local Government Regulation 2012 Council must adopt an annual implementation plan where the proposed service will not be implemented in one year.

Cost of implementing this annual plan

The Brigade has advised Council that the cost of implementing the Plan for 2013/2014 budget is approximately \$6,930 for operational expenses. The Brigade has requested Council to levy each parcel of rateable land an amount of \$30 per annum. This charge will raise \$4,950 per annum to be contributed to the Stone River Rural Fire Brigade.

6. Legal Parameters

Local Government Regulation 2012
Management of Rural Fire Brigades in Queensland

7. Associated Documents

Seymour Rural Fire Overall Plan
2013-2014 Revenue Statement

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

Policy Number:

Authorised By: Finance Manager

Document Maintained By: Financial Services

Version No: 2.0

Initial Date of Adoption: [20th September, 2012]

Current Version Adopted: [25th June, 2013]

Next Review Date: [June, 2014]

1. Purpose

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

2. Background

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

- Pay in full by discount due date and receive fifteen percent (15%) discount
- Pay by instalment by the discount due date with ten percent (10%) discount
- Arrangement to Pay agreement by the due date 31st December 2013

Council has an obligation to ensure rates and charges are recovered as provided under the *Local Government Regulations 2012*. The Principles used for recovery of rates and charges are set out in Council's Revenue Policy.

3. Policy

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

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

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

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

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

Policy Number:

Authorised By: Finance Manager

Document Maintained By: Financial Services

Version No: 5.0

Initial Date of Adoption: [10th August, 2009]

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Next Review Date: [June 2014]

1. PURPOSE

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

2. SCOPE

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

3. RESPONSIBILITIES

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

4. POLICY

A. Pensioner Concession

Scope

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

Conditions of Eligibility

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

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

Calculation of Concession

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

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

Application process

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

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

B. Not for Profit / Charitable Organisations Concessions

Scope

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

Conditions of Eligibility

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

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

(e) not be an organisation which:-

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

Calculation of concession

General Rate

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

Cleansing Utility Charge

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

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

Waste Management Levy

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

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

Application process

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

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



APPLICATION FOR RATE BASED ASSISTANCE FOR NOT FOR PROFIT COMMUNITY, RECREATION AND SPORTING ORGANISATIONS

RATES DEPARTMENT
PO BOX 366
Ingham QLD 4850
Telephone: (07) 4776 4623
Facsimile: (07) 4776 3233
council@hinchinbrook.qld.gov.au

Name of organisation: _____

Location of property: _____

Primary purpose: _____

How long has the organisation been operating: _____

Number of people organisation services: _____

Community Organisations

Does your organisation rely mainly on volunteer labour? _____

Number of paid staff: _____ Number of volunteer staff: _____

Sporting and Recreation Organisations

Does your organisation undertake activities for the benefit of only juniors? _____

Does your organisation charge entrance fees for viewing or participating? _____

All Organisations

Please detail profit activities carried out including player and admission fees:

Does your organisation / club / premises hold a license to sell liquor? (if yes please give details)

Provide details of any commercial fees charged for services: _____

Please provide reasons your organisation requires financial assistance:

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

Form Number:

Authorised By: Finance Manager

Document Maintained By: Finance Services

Version No: 1

Current Version Date: 01/07/2011

Implementation Date: 01/07/2011

Contact person's name:
Contact person's position:
Contact details:	Home..... Work..... Mobile..... Fax..... Email.....
Postal address of contact person:
EFT details of organisation:	Name of bank..... Name of account..... BSB number..... Account number.....

IMPORTANT - PLEASE PROVIDE THE SUPPORTING INFORMATION:

- Income tax exemption.
- The constitution of the organisation; the constitution must clearly state prohibitions on any member of the organisation making a private profit or gain either from ongoing operations of the organisation or as a result of distribution of assets if the organisation is wound up.
- Audited financial statements for the two previous years.
- Any other relevant information supporting that the organisation is a not for profit entity or otherwise exists for a public purpose.

Completed applications addressed to the Chief Executive Officer, Hinchinbrook Shire Council are to be lodged with Council by delivery to the Council Office at 25 Lannercost Street, Ingham or by posting to PO Box 366, Ingham, QLD 4850.

Your application will be kept on Council's records and you will not be required to reapply each year. You will be required to advise Council if your circumstances change in relation to the eligibility criteria of the policy.

I / We _____ do solemnly and sincerely declare that the information set forth herein has been truthfully and correctly supplied by me / us and I / we make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the "Oaths Act 1867".

Signed: _____ Date: _____

1. PURPOSE

To facilitate an effective and efficient means for Council to provide relief to ratepayers by partially remitting water consumption charges in cases of financial hardship resulting from an undetectable water leak which has occurred on a ratepayers property.

2. SCOPE

This policy outlines the principles which Council will use when applying relief to ratepayers who experience an undetectable water leak on their property which results in an increase in their water consumption charges.

3. RESPONSIBILITIES

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

4. POLICY

4.1 Criteria for granting relief as a result of a water leak:

The eligibility of a ratepayer, as defined in this policy, to receive water leak relief from Council will be determined in terms of the following criteria:

- 4.1.1** The ratepayer applying for relief from water consumption charges must be responsible for the payment of the water consumption charges.
- 4.1.2** The water leak that was repaired must have resulted from a break or other fault in a fixture, fitting, pipe or other plumbing within a premises that was not reasonably foreseeable or detectable resulting in unintentional loss of water within the premises.
- 4.1.3** As Water Leak Relief is permitted in terms of the 'Hardship' provision of the Local Government Act, relief may only be provided if a water leak causes water consumption to increase by over 50 kilolitres above normal consumptions as indicated in section 4.1.4.
- 4.1.4** Where the criteria in section 4.1.3 applies, Water Leak Relief of 50% may be applied to the difference between the water consumption of the applicable billing period and the water consumed during the same billing period in the immediately preceding financial year, which is indicative of the ratepayer's normal consumption, multiplied by the current water tariff.

- 4.1.5** In the case of an eligible pensioner, who is the holder of a valid Pensioner Concession Card or a Not-For-Profit/Charitable Organisation, relief of 100% may be applied to the difference between the water consumption for the applicable billing period and the water consumed for the applicable billing period and the water consumed during the same billing period in the immediately preceding financial year, which is indicative of the ratepayer's normal consumption, multiplied by the current water tariff.
- 4.1.6** Water Leak Relief is not applicable to commercial or industrial ratepayers as defined by Council's current commercial or industrial General Rating Categories.
- 4.1.7** Relief be capped at \$500 per property per financial year to limit Council's financial commitment to a reasonable level and the ratepayer has not received Water Leak Relief in the past 3 years.
- 4.1.8** A ratepayer must have a water leak repaired by a registered plumber, or must have the repair sited and confirmed by a registered plumber, within fourteen (14) working days of the ratepayer becoming aware of the leak, or of being advised by Council of a potential water leak, whichever occurs sooner, unless there are compelling reasons why this timeframe cannot be achieved, to limit the loss of this precious commodity due to a water leak.
- 4.1.9** Ratepayers must apply to Council for water leak relief by completing Council's prescribed application form, within thirty (30) days of having the leak repaired or from the date of the Council letter advising them of high water consumption which could indicate a leak, unless there are compelling reasons why this timeframe cannot be achieved. The application must be accompanied by either an account from a Registered Plumber providing details of the water leak that was repaired, or by a letter from a Registered Plumber providing details of the water leak that was repaired and confirming that the leak has been repaired correctly.
- 4.1.10** 'Compelling reasons' indicated in section 4.1.8 and 4.1.9 of this Policy shall exclude circumstances where ratepayers are unable to contact a plumber, or experience a delay in receiving the plumbers account, or have failed to advise Council of a change of address thus delaying the receipt of a high consumption letter, or where a ratepayer's Property Agent did not advise them about a potential water leak.

The following common circumstances are considered to be 'compelling reasons' which prevent the repair of a water leak or the submission of a water leak relief application within the time frame stipulated in the Policy:

- Medical reasons where medical evidence can be produced to state illness, which either housebound or hospitalised the applicant. Such evidence is to be supported by a statutory declaration declaring that the applicant had no one during the period that could act for them or conduct their business affairs.

- Infirmary of the ratepayer which prevented them from discovering a leak or making an application with the specified timeframe.
- Natural disaster, such as extensive flooding, which disrupted normal business and prevented normal action from being taken.
- Absence from the property for reasons such as overseas holiday where ratepayers were not aware of a leak and were not capable of submitting an application within the specified timeframes.

4.2 Administrative Procedure

4.2.1 If Council staff become aware of a potential water leak before the ratepayer, a letter be sent to the ratepayer concerned within ten (10) working days:

- Advising them of the existence of a potential water leak;
- Requesting that they investigate the possibility of a leak and, if the leak is confirmed, they have it repaired, and;
- Offering assistance, on completion of an application by the ratepayer, by way of a partial remission of the water charges resulting from the leak.

4.2.2 If the ratepayer becomes aware of the water leak before Council, and contacts Council to discuss it, the same advice/assistance be offered as noted in 4.2.1 above.

4.2.3 A ratepayer who has experience a water leak be made aware of the possibility of submitting a Water Leak Relief Application Form to Council for assistance.

4.2.4 The Water Leak Relief Application Form be completed by the ratepayer and returned to Council within thirty (30) days from the date on which the ratepayer has the leak repaired, together with an account or a letter from a registered plumber, confirming that a water leak did occur and have been repaired and giving details of the water leak.

4.3 The quantum of water leak relief to be provided:

Provided the ratepayer takes prompt action and has the water leak repaired within fourteen (14) working days of becoming aware of it, or of being advised by Council of a potential water leak, whichever occurred sooner, and applied to Council on the prescribed application form, Council may write-off 50%, or 100% in the case of eligible pensioners or Not-For-Profit/Charitable Organisations, of the difference between the water consumption charges for the applicable billing period and the water consumed during the same billing period in the immediately preceding financial year, which is indicative of the ratepayer's normal consumption, multiplied by the current water tariff.

An example to illustrate this as follows:

Leak consumption for the half-year ended 31 December 2013	=500 KL
Less: Normal consumption for half-year ended 31 December 2012	<u>=200 KL</u>
	<u>=300KL</u>
50% of Increase in Water Consumption as a result of water leak	=150 KL
Relief to be provided = 150 Kilolitres x \$0.84 per Kilolitre	=\$126.00

5. LEGAL PARAMETERS

Local Government Regulation 2012

6. ASSOCIATED DOCUMENTS

2013-2014 Revenue Statement
Water Leak Relief Application Form

1. Ratepayer's name: _____
2. Property Address where leak occurred: _____
3. Is the property where the leak occurred rented: Yes ☐ No ☐
4. Ratepayer's postal address (if different from above): _____

5. Ratepayer's email address: _____
6. Ratepayer's contact telephone number: _____
7. Date advised by Council of potential leak (if applicable): _____
8. Date on which ratepayer first became aware of the leak: _____
9. Date on which the leak was repaired: _____
10. Any additional relevant information: _____

CHECK LIST TO CONFIRM THAT YOU MAY QUALIFY FOR RELIEF:

Please tick the following boxes if they apply to your application. If these boxes are not ticked or are not application to your application, it will not comply with Council's Policy and will be rejected.

- ☐ The water leak was repaired within 14 working days of the ratepayer becoming aware of it.
- ☐ The application is being submitted to Council within 30 days of the leak being repaired.
- ☐ The water leak was repaired, or the repair was sighted and confirmed, by a registered plumber.
- ☐ A copy of the Plumbers Invoice/Letter is attached, showing the date and details of the repair.
- ☐ You have not received Water Leak Relief in the past 3 years.

I **certify that** I have read Council's Policy/Procedure for granting Water Leak Relief, detailed on the back of this application form, and affirmed that all information provided is true and correct.

Date of Application

Ratepayer's Signature

COUNCIL PROCEDURE FOR GRANTING WATER LEAK RELIEF

1. Criteria for granting relief as a result of a water leak

The eligibility of a ratepayer, as defined in Council's Water Leak Relief Policy, to receive water leak relief from Council, will be determined in terms of the following criteria:

- 1.1 The ratepayer applying for relief from water consumption charges must be responsible for the payment of the water consumption charges.
- 1.2 Ratepayers must apply to Council for water leak relief on the prescribed application form, which must be accompanied by an account or letter from a registered Plumber, providing details of the water leak that was repaired.
- 1.3 The water leak that was repaired must have resulted from a break or other fault in a fixture, fitting, pipe or other plumbing within a property that was not reasonably foreseeable or detectable resulting in unintentional loss of water within the property.
- 1.4 Relief excludes water leaks in buildings.
- 1.5 A Water Leak Relief Application Form must be completed by the ratepayer and returned to Council within **thirty (30) days** from the date on which the ratepayer becomes aware of the leak, or from the date they are advised by Council of a potential water leak, whichever occurs sooner, together with an account or letter from a registered plumber, confirming that a water leak did occur and has been repaired and giving details of the leak.

2. The quantum of water leak relief to be provided if criteria are met:

The Ratepayer needs to take **prompt action** and have the water leak repaired within **fourteen (14) working days** of becoming aware of it or of being advised of a potential leak by Council, whichever occurs sooner. The ratepayer must then apply to Council on the prescribed application form within 30 days of having the leak repaired or being advised by Council of a potential leak. Council may write-off 50%, or 100% in the case of eligible pensioners/Not-For-Profit Organisation, of the difference between the water consumption charges for the applicable billing period and the water consumed during the same billing period in the immediately preceding financial year, which is indicative of the ratepayer's normal consumption, multiplied by the current water tariff.

Leak consumption for the half-year ended 31 st December 2013 =	500 KL
Less normal consumption for half-year 31 st December 2012 =	<u>200 KL</u>
	<u>300 KL</u>
50% of Increase in Water Consumption as a result of water leak =	150 KL
Relief to be provided = 150 Kilolitres x \$0.84 per Kilolitre =	\$126.00

Purpose

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

Background

Legislation requires the policy to include;

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

Policy

There are no planned borrowings in 2013-2014 or during the next nine (9) financial years.

Short Term Finance

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

Council also has Treasury approval for a working capital facility to the value of \$5,000,000 with approval of an additional \$10,000,000 to a maximum of \$15,000,000 subject to approval at each \$5,000,000 step. The purpose of this approval is to minimise risk to Council's cash flow with the significant restoration of asset resulting from Cyclone Tasha, Yasi and associated events, 2012 and 2013 natural disaster events. The approval of this facility expires 30 June 2013 however Council has requested approval of an extension to 31 March 2014.

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Next Review Date: [June, 2014]

1. Policy Statement

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

2. Scope

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

3. Responsibility

Finance Manager is responsible for ensuring that this policy is understood and followed.

4. Definitions

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

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

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

5. Policy

Investment Risk Philosophy

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

Objective

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

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Initial Date of Adoption: [20th September 2012]

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Next Review Date: [June 2014]

Prudent Person Standard

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

Range of Investments

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

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

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

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

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

Assessment of Surplus Cash Balance

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

Credit Risk Guidelines

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

Table A.

Table A:

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

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

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

Table A: Credit Risk Guidelines

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

Quotations and Fair Value

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

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

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

Terms to maturity

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

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

Reporting requirements

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

6. Legal Parameters

Statutory Bodies Financial Arrangements (SBFA) Act 1982.

Statutory Bodies Financial Arrangements (SBFA) Regulation 2007.

Local Government Regulation 2012.

7. Associated Documents

Investment Procedure.

Procedure:

The Finance Officer responsible for reconciling the bank statement each day will monitor the balance of the Commonwealth Bank Business Online Saver Account to ensure that the minimum balance is being held and that when the balance is greater than \$1 million the Accountant/Finance Manager is advised.

The Finance Officer checks each day the outflows from Payroll/Creditors and expected receipts to maintain a minimum balance in the Council's consolidated account. This account has a \$150,000 overdraft facility however the target is to have a nil balance each day. Finance Officer moves funds required or surplus funds for the day between the Commonwealth Bank Business Online Saver Account and the Consolidated Account.

Should the Accountant/Finance Manager decide to take advantage of any special rates with the Commonwealth Bank Business Online Saver facility where a higher interest rate applies based on having a higher minimum value on call for a period of time, the details will be provided to the Finance Officer to maintain those minimum balances to ensure the special rate is achieved. The normal conditions of advising the Accountant/Finance Manager of balances greater than \$1 million will apply either at the end of the special rate period or when the Accountant/Finance Manager authorise to invest the funds elsewhere.

The Accountant/Finance Manager will be responsible for determining the value of funds to be invested, the term and the successful financial institution. This will be done taking into account the outlook regarding interest rates, Council's future cash flow needs and the credit risk guidelines. The fair value calculation provided by QTC may be used to assist with the evaluation of the successful financial institution.

The Finance Officer will source the interest rates on behalf of the Accountant/Finance Manager from the direction provided regarding terms to be considered and the value to be invested.

The Finance Officer will monitor the investments to ensure that the funds are direct deposited to Council's consolidated account at maturity date. This is the preferred process with a new investment being processed where the funds remain surplus to Council's needs and available to re-invest. However, the Accountant/Finance Manager may authorise the rollover of an investment with a financial institution where the evaluation of the investment determines there are benefits to Council in doing so.

The Finance Officer will maintain the Investment Register for term investments. This is checked by the Accountant/Finance Manager on a monthly basis as part of the bank reconciliation process. A report will be provided to Council meetings attached to the Financial Report showing the long term rating of the financial institution, the value of the investment, the term, the interest rate with a subtotal grouped on the basis of the Table A in the Investment Policy.

Any breaches of the Investment Policy are to be reported to the Finance Manager and the Chief Executive Officer and rectified within 24 hours of the breach occurring. The breach will also be reported on the Investment Report prepared for that month.

Where Council holds an investment that is downgraded below the minimum acceptable rating level, as prescribed under regulation for the investment arrangement, Council shall within 28 days after the change becomes known to the local government, either obtain Treasurer's approval for continuing with the investment arrangement or sell the investment arrangement (including, for example, withdrawing a deposit).

New investment products are required to be approved by the Finance Manager.

The Finance Officer shall prepare and maintain a list of the approved banks and credit unions and their relevant contact names and details.

The Finance Officer is required to ensure the required written confirmation by the broker/dealer/bank is received and is stored in Council's Document Management System.

The Investment Policy is to be reviewed by the Finance Manager on an annual basis.

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Next Review Date: June 2014

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

Section 1: Policy for Identifying Business Activities

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

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

The following business activities are identified as business activities in 2013/14:

- Water Supply
- Sewerage
- Waste Management
- Building Certification

Council is committed to applying the Code of Competitive Conduct to the above business activities in 2013/14¹. This means that the pricing practices for each business activity will comply with the principles of full cost pricing such that total revenue, inclusive of community service obligations (CSOs) and net of any advantages and disadvantages of public ownership, should cover the following cost elements:

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

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

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

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Section 2: Competitive Neutrality Complaints Process

Where the Code of Competitive Conduct is applied to a business activity, the *Local Government Act 2009* requires Council to establish a complaints mechanism to deal with any complaints about whether the activity is being run in accordance with the requirements of the Code. The complaints mechanism is intended to provide both Council and complainants with some degree of certainty about the status and treatment of complaints over competitive neutrality.

A competitive neutrality complaints process exists for all of Council's nominated business activities. No complaints were received in 2013/14.

Section 3: Responsibility for Day-to-Day Operation of Business Activities

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

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

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

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

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

Section 4: Statement of Activities to Which Competition Reforms Apply

Provided in the table below are the results of the full cost pricing analysis for Council's business activities for the 2013/14 year.

Statement of Activities to Which Competition Reforms Apply

2013/14 Actual	Water Supply (\$)	Sewerage (\$)	Waste Management (\$)	Building Certification (\$)
Revenues for services provided to the Council	185,268	23,333	337,432	-
Revenues for services provided to external clients	3,358,414	2,211,061	2,435,602	79,494
Community service obligations	251,719	162,243	103,353	21,439
Total revenue	3,795,401	2,396,637	2,876,387	100,933
Less: Total expenditure	(2,530,681)	(1,916,897)	(2,557,757)	(141,323)
Surplus/(deficit)	1,264,720	579,740	318,630	(40,390)
<u>List of Community Service Obligations</u>				
Water Fire Services & Access Concessions	251,719			
Sewerage Access Concessions		162,243		
Waste - Collection of Street Litter			103,353	
Building Certification – Generic customer service costs unable to be recovered				21,439

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

Section 5: Management Reporting and Performance Measurement

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

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

Summary of Financial & Non-Financial Key Performance Indicators (KPIs) for Council Business Activities, 2013/14 Actual

Business Activity	Financial KPIs					Non-Financial KPIs																					
	EBIT	NPAT	Overheads/ Expenditure	Return on Capital (pre-tax)	Return on Turnover																						
Water Supply	1,264,720	694,720	Actual = 19.06% Industry = 10-20%	Actual = 13.28% Target = 8.55%	-	Residential charge at 300kL = \$570 (industry = \$863) Water quality tests meet standards (target = >98%) Residential charge = \$652 (industry = \$574) Odour complaints / 1,000 connections (target = <10) Blockage complaints / 1,000 connections (target = <5) Available airspace at Warrens Hill Refuse Tip - target 615,000m3																					
Sewerage	579,740	431,125	Actual = 18.23% Industry = 10-20%	Actual = 10.76% Target = 8.55%	-																						
Waste Management	318,630	223,539	Actual = 18.39% Industry = 7.5-15%	Actual = 14.48% Target = 8.87%	-																						
Building Certification	(40,390)	(40,390)	Actual = 19.93% Industry = 15-25%		Forecast=-28.58% Target = 10%	Number of certifications undertaken in Shire Achieved = 121																					
						<table><tr><td>New Dwellings</td><td>19</td><td>25</td></tr><tr><td>Class 10a (Sheds etc)</td><td>45</td><td>40</td></tr><tr><td>Alterations & Additions</td><td>44</td><td>40</td></tr><tr><td>Shop Fit Out</td><td>1</td><td>2</td></tr><tr><td>Commercial Alterations & New</td><td>2</td><td>2</td></tr><tr><td>Removal / Demolition</td><td>4</td><td>10</td></tr><tr><td>Swimming Pools</td><td>6</td><td>5</td></tr></table>	New Dwellings	19	25	Class 10a (Sheds etc)	45	40	Alterations & Additions	44	40	Shop Fit Out	1	2	Commercial Alterations & New	2	2	Removal / Demolition	4	10	Swimming Pools	6	5
New Dwellings	19	25																									
Class 10a (Sheds etc)	45	40																									
Alterations & Additions	44	40																									
Shop Fit Out	1	2																									
Commercial Alterations & New	2	2																									
Removal / Demolition	4	10																									
Swimming Pools	6	5																									

Section 6: Dividend Policy

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

Section 7: Community Service Obligation Policy

Community Service Obligations (CSOs) arise when Council specifically requires a business activity to carry out activities relating to outputs or inputs which it would not elect to do on a commercial basis or, alternatively, would only provide at higher prices. Pursuant to the requirements of the *Local Government (Beneficial Enterprises and Business Activities) Regulation*, CSOs are funded by the general fund and provided as revenue to the business activity to which they relate.

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

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

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

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

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

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

CSO Description	Actual 2013/14
Water Supply Fire service & Water Access Concessions	251,719
Sewerage Sewerage Access Concessions	162,243
Waste Management Collection of Street Litter	103,353
Building Certification Generic Customer Service Costs unable to be recovered	21,439

Section 8: Policy for Determining Internal Service Charges

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

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

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

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

Section 9: Tax Equivalent Policy

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

Section 10: Other Competitive Neutrality Adjustment Policy

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

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

Section 11: Return of Capital Policy

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

Section 12: Return on Capital Policy

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

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

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

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

Summary of 2013/14 Return on Capital Components for Council's Business Activities

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

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

Section 13: Two-Part Water Tariffs

Universal metering exists for all water schemes in Hinchinbrook Shire. An effective two-part tariff exists which covers connections in all three water supply schemes. Consumption charges are applied to all usage. Council is committed to ensuring that its two-part water tariff is structured in a manner consistent with marginal cost pricing and its demand management objectives.

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

The Council resolves, pursuant to Section 48 of the *Local Government Act 2009*, to establish a process for resolving complaints by affected persons about failure to comply with the competitive neutrality principles applying to any business activity to which the Code of Competitive Conduct is applied.

The Council also resolves, in accordance with the requirements of the *Local Government (Beneficial Enterprises and Business Activities) Regulation*, that the complaint process includes the following elements:

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

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

- (i) Where the Council has made a decision on a report by the referee, to record the resolution incorporating the decision, the date of the resolution and any directions to implement the decision that are given to any business activity in accordance with the requirements of the *Local Government (Beneficial Enterprises and Business Activities) Regulation*; and
 - (j) Where the Council has advised relevant persons of its decision, to record the notification issued by the Council in accordance with the requirements of the *Local Government (Beneficial Enterprises and Business Activities) Regulation*.
- 6.0 The Chief Executive Officer shall ensure that all relevant information is provided to applicants on how to make a complaint about competitive neutrality of any business activity.
- 7.0 A complainant may provide any additional information he/she thinks appropriate to the referee without the referee requesting such information.



HINCHINBROOK
SHIRE COUNCIL

2013/2014 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2013/2014
Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
COMMUNITY SERVICES					
ART & CULTURAL EXHIBITIONS					
Sale of Items from Exhibitions-Council Commission			Per Item	Y	20%
LIBRARY					
Joining Fee - Ingham and Halifax Libraries					No charge
Local history index printout			Per A4 page	Y	\$0.30
Local history / Family history search			Per request	Y	\$20.00
Local history / Family history search			each hour thereafter	Y	\$10.00
A4 Black & White photocopy/internet printouts			Per page	Y	\$0.30
A3 Black & White photocopy/internet printouts			Per page	Y	\$0.55
A4 Colour photocopy /internet printouts			Per page	Y	\$2.30
A3 Colour photocopy/internet printouts			Per page	Y	\$2.75
Library Book/DVD/CD Replacement			Per item	Y	value of item + 10%



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2013/2014 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

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1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
COMMUNITY SERVICES					
LIBRARY					
Sale Of Bags			Per bag	Y	\$5.00
Sale of DVD - Our Town, Our History, Our Future			Per DVD		\$10.00
Laminating A4			Per Page	Y	\$0.80
Laminating A3			Per Page	Y	\$1.50
Inter-Library Loans (only if charged by lending Library)				Y	Loan charge + 10%



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1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
COMMUNITY SERVICES					
KELLY THEATRE					
A bond will be charged and will be refunded if the Kelly Theatre is left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.					
Bond				Nil	\$342.00
Hire			Per day	Y	\$217.00
Other fees and charges are payable to the Lessee					
SHIRE HALL					
A bond will be charged and will be refunded if the Shire Hall is left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.					
Bond					
Private Events, e.g. Weddings				Nil	\$475.00
Public Events e.g. paid entry public events				Nil	\$580.00
Auditorium					
Friday/Saturday Nights			Full hall	Y	\$672.00
Weekdays/Nights			Full hall	Y	\$588.00



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Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
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1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
COMMUNITY SERVICES					
SHIRE HALL					
Preparation Day/Night before					
Friday/Saturday Nights			Full hall	Y	\$414.00
Weekdays/Nights			Full hall	Y	\$296.00
Bar					
Bar			Full hire	Y	\$63.00
Kitchen (including cold room)			Full hire	Y	\$119.00
Crockery, cutlery & dishwasher			Full hire	Y	\$158.00
Stage			Full hire	Y	\$58.00
Seating for concerts			Per 100 chairs	Y	\$56.00



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2013/2014 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

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Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
COMMUNITY SERVICES					
SHOWGROUNDS- INGHAM					
Cleaning is the responsibility of the person using the grounds, however, a cleaning charge will be made if the grounds require cleaning by the Council.					
A bond will be charged and will be refunded if the Showgrounds are left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.					
Bond					
Pavilion				Nil	\$310.00
Showgrounds including oval for Minor Events				Nil	\$310.00
Showgrounds for Major Events e.g. Car Show, AIF & Circus				Nil	\$1,650.00
Seasonal use of showgrounds including use of dressing sheds - Sporting Clubs				Nil	\$550.00



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2013/2014 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

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1st April to 30th June - one quarter of the annual fee					
COMMUNITY SERVICES					
SHOWGROUNDS- INGHAM					
Ground/Amenities Hire					
Ground Hire			Full day	Y	\$165.00
Ground Hire			Per hour	Y	\$16.50
Ground Hire - Circus			Per day	Y	\$370.00
Ground Hire - primary schools sports					No Charge
Refreshment Booth - Canteen			Day or night	Y	\$100.00
Main Oval Lights - "Training" Level (50% Lighting)			Per hour	Y	\$13.80
Main Oval Lights - "Practice" Level (75% Lighting)			Per hour	Y	\$21.80
Main Oval Lights - "Game Night" Level (100% Lighting)			Per hour	Y	\$28.30
Club Room (four rooms available)			Per each for 1st day	Y	\$17.50
Club Room (four rooms available)			Per each per extra day	Y	\$11.30
Horse or Cattle stalls (with an associated event only)			Minimum period 1 week	Y	\$62.00
Auction Sale			Yard charge per head	Y	\$3.80
Camping with an associated event day without power (Poultry Club not to be charged)			Per day	Y	\$70.00
Camping with an associated event day with power			Per day	Y	\$80.00
Canine Pavilion (Bar) Western Side			Per day	Y	\$130.00



HINCHINBROOK
SHIRE COUNCIL

2013/2014 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2013/2014
Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
COMMUNITY SERVICES					
SHOWGROUNDS- INGHAM					
Pavilion					
Minimum charge				Y	\$23.50
Juniors			Per hour	Y	\$23.50
Seniors			Per hour	Y	\$41.00
Day Hire (including spotlights)			Per day	Y	\$298.00
Cover area near Pavilion - Limited availability					
Minimum charge				Y	\$8.70
Hire			Per hour	Y	\$8.70
Hire			Per day	Y	\$98.00



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COMMUNITY SERVICES					
SHOWGROUNDS- HALIFAX					
Cleaning is the responsibility of the person using the grounds/hall, however, a cleaning charge will be made if the grounds/hall requires cleaning by the Council.					
A bond will be charged and will be refunded if the Showgrounds/Hall are left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.					
Bond					
Showgrounds				Nil	\$310.00
Hall				Nil	\$310.00
Grounds					
Grounds-Intertown football			Daily	Y	\$160.00
Hall Hire					
Hire - Limited hours of use available			Per day/ evening	Y	\$190.00
Minor use			Max of 6 hours	Y	\$105.00
Minor use - Small (<20 persons) Regular Group Meeting			Less than 2 hours	Y	\$11.40



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1st April to 30th June - one quarter of the annual fee					
COMMUNITY SERVICES					
TYTO CONFERENCE CENTRE					
A bond will be charged and will be refunded if the Meeting Room/Hall are left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.					
Bond					
Meeting Room - 1, 2 or 3			1 Room only	Nil	\$195.00
Hall or Multiple Rooms				Nil	\$390.00
Auditorium					
Meeting Room 1			1/2 Day (3 hrs)	Y	\$82.00
Meeting Room 1			Full Day	Y	\$159.00
Meeting Room 2			1/2 Day (3 hrs)	Y	\$82.00
Meeting Room 2			Full Day	Y	\$158.00
Meeting Room 3			1/2 Day (3 hrs)	Y	\$120.00
Meeting Room 3			Full Day	Y	\$233.00
Hall			1/2 Day (3 hrs)	Y	\$160.00
Hall			Full Day	Y	\$310.00
Hall, Meeting Rooms 1, 2, 3 & Open Area			1/2 Day (3 hrs)	Y	\$395.00
Hall, Meeting Rooms 1, 2, 3 & Open Area			Full Day	Y	\$780.00
Preparation Day/Night before-Hall, meeting rooms 1,2,3 & Open area			8am - 4pm	Y	\$380.00
Open Area			1/2 Day (3 hrs)	Y	\$23.00
Open Area			Full Day	Y	\$46.00



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1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
COMMUNITY SERVICES					
TYTO CONFERENCE CENTRE					
Computer Training Room			9am - 5pm		
Option One - Includes 5 training computers, Wi-Fi internet, Tables and Chairs, Data projector, Screen, Use of tea making facilities, Air-Con, Hirers set up computers for			1/2 Day (4 hrs)	Y	\$118.00
			Full Day	Y	\$255.00
Option Two - Includes tables and chairs, Data projector, Screen, Use of tea making facilities, Air-Con.			1/2 Day (4 hrs)	Y	\$61.50
			Full Day	Y	\$117.50
Tyto Restaurant					
Bond				Nil	\$380.00
Hire			First Day	Y	\$385.00
Hire - For each subsequent day			Each Subsequent Day	Y	\$275.00
Weekly Hire Fee to be negotiated with CEO					



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1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
DEVELOPMENT & PLANNING SERVICES					
MATERIAL CHANGE OF USE					
Code Assessment Application for Preliminary or Development Approval					
Development <\$100K	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$950.00
Development >\$100K and up to \$500K	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$1,190.00
Code assessment involving development work >\$500K	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$2,375.00
MCU - Code assessment where use is commencing in an existing development	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$300.00
Code Assessment Application not involving an MCU					
Self assessable use or work requiring code assessment	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$600.00
Impact Assessment (Advertising required)					
Development <\$100K	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$1,180.00
Development >\$100K and up to \$500K	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$2,365.00
Development >\$500K <\$1M	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$3,540.00
Major Development >\$1M value	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$5,910.00
Major Development >\$1M on land that is inconsistent with zoning (by negotiation with applicant but minimum charge)	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$8,890.00
TOWN PLANNING NOTICES - FEES FOR COUNCIL TO PREPARE, LODGE AND SERVE					
Notice in newspaper		Sustainable Planning Act, 2009 s.260		Y	\$245.00
Notice to adjoining owner/s & copy of land notice		Sustainable Planning Act, 2009 s.260		Y	\$130.00
Additional land notice		Sustainable Planning Act, 2009 s.260	Per laminated copy	Y	\$62.00



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1st April to 30th June - one quarter of the annual fee					
DEVELOPMENT & PLANNING SERVICES					
OPERATIONAL WORK REQUIRING ASSESSMENT AGAINST THE PLANNING SCHEME					
Application Fee	97(2)(a)	Sustainable Planning Act, 2009 s.260	Per application	Nil	\$235.00
Scrutiny Fee for Approval of Engineering Plans				Nil	2% of agreed estimated costs [Calculated from estimated costs including GST] as provided by the Developer
BUILDING WORK NOT ASSOCIATED WITH AN MCU AND REQUIRING ASSESSMENT AGAINST THE PLANNING SCHEME (BWAP)					
Assessment Triggers					
Siting Relaxations [with the exception of residential siting relaxations - please refer to Technical Services - Building]	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$150.00
Building works not associated with an MCU and requiring assessment against the planning scheme (BWAP)	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$150.00
*Cultural Heritage (Table 10 of Hinchinbrook Shire Planning Scheme)	97(2)(a)	Sustainable Planning Act, 2009 s.260	First trigger	Nil	\$230.00
*Conservation and Biodiversity Area (Table 12 of Hinchinbrook Shire Planning Scheme)	97(2)(a)	Sustainable Planning Act, 2009 s.260	Each additional trigger	Nil	\$120.00
*Extractive Industry Resource Area (Table 12 of Hinchinbrook Shire Planning Scheme)	97(2)(a)				
*High Hazard Floodway (Table 12 of Hinchinbrook Shire Planning Scheme)	97(2)(a)				
*Mount Cordelia Resource Area (Table 12 of Hinchinbrook Shire Planning Scheme)	97(2)(a)				
*Acid Sulphate Soils (Table 12 of Hinchinbrook Shire Planning Scheme)	97(2)(a)				
(*A fee applies if one or more of the above are achieved)					

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DEVELOPMENT & PLANNING SERVICES					
CHANGE TO EXISTING DEVELOPMENT APPROVAL					
Extend development approval currency period	97(2)(a)			Nil	\$140.00
Request to change or cancel conditions	97(2)(a)			Nil	\$400.00
Request to change development approval	97(2)(a)				\$475.00
Request to change development approval - development >\$1m	97(2)(a)				as determined by the CEO
Unusual request requiring additional resources	97(2)(a)				as determined by the CEO
Concurrence Agency Assessment				Nil	\$590.00
Compliance Assessment				Nil	\$590.00
Compliance Inspection					
Re-inspection fee				Nil	\$108.00
RECONFIGURING A LOT					
State Govt Split Valuation Issue Fee - payable at time of lodging survey plan for Council sealing (This fee is subject to change by State Government)			Per lot	Y	\$31.00
Application for access easement	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$238.00
Application for amalgamation of land or lots (Building Units & Group Titles Development)	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$124.00
Application for reconfiguration of lot (Re-arrangement of boundaries)	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$600.00
Application fee for reconfiguring a lot with no road opening	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$600.00
Application fee for reconfiguring a lot with road opening	97(2)(a)	Sustainable Planning Act, 2009 s.260	Per Application	Nil	\$600.00
	97(2)(a)	Sustainable Planning Act, 2009 s.260	Per lot		\$180.00

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1st April to 30th June - one quarter of the annual fee					
DEVELOPMENT & PLANNING SERVICES					
RECONFIGURING A LOT					
Scrutiny Fee for Approval of Engineering Plans				Nil	2% of agreed estimated costs [Calculated from estimated costs including GST] as provided by the Developer
Maintenance Bond for Operational Works				Nil	5% of the value of civil works [Calculated from estimated costs excluding GST] as provided by the Developer.
Application fee for reconsult to plan of survey where previous consent has lapsed	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$52.00
Headworks Contribution					
Sewerage Headworks contribution	97(2)(a)		Per additional lot	Nil	See Infrastructure Charges Resolution 2013
Water Headworks contribution	97(2)(a)		Per additional lot	Nil	See Infrastructure Charges Resolution 2013
Public Open Space & Recreation Infrastructure Service Contribution	97(2)(a)		Per additional lot	Nil	See Infrastructure Charges Resolution 2013



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1st April to 30th June - one quarter of the annual fee					
DEVELOPMENT & PLANNING SERVICES					
SALE OF COPIES OF TOWN PLANNING SCHEME					
Certified (hard) copy of town planning scheme, policies & maps	97(2)(c)	Sustainable Planning Act, 2009 s.724	A4 Colour	Nil	\$165.00
Certified (hard) copy of town planning scheme, policies & maps	97(2)(c)	Sustainable Planning Act, 2009 s.724	A3 Colour	Nil	\$205.00
Non certified CD copy of town planning scheme, policies & maps	97(2)(c)	Sustainable Planning Act, 2009 s.724		Nil	\$30.00
Scheme maps	97(2)(c)	Sustainable Planning Act, 2009 s.724	Per copy - A4	Nil	\$0.30
Scheme maps	97(2)(c)	Sustainable Planning Act, 2009 s.724	Per copy - A3	Nil	\$0.55
TOWN PLAN - SHIRE (SUSTAINABLE PLANNING ACT)					
Town Planning Certificate					
Limited Certificate Fee	97(2)(a)	Sustainable Planning Act, 2009 s.737		Nil	\$54.00
Standard Certificate Fee	97(2)(a)	Sustainable Planning Act, 2009 s.737		Nil	\$264.00
Full Town Plan Certificate Fee	97(2)(a)	Sustainable Planning Act, 2009 s.737		Nil	\$430.00
Tourism					
TYTO INTEPRETIVE CENTRE					
Brochure Display			Per Year	Y	\$55.00



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HEALTH & ENVIRONMENT SERVICES					
ANIMALS					
NEW OR RENEWAL OF DOG REGISTRATION FEES - ANIMALS KEPT IN SCHEDULED TOWNSHIP AREAS					
Renewal of registration for entire dogs over 3 months of age - DISCOUNTED PERIOD FOR FORTHCOMING FINANCIAL YEAR	97(2)(a)	Local Law 2	Up to and including 31st July	Nil	\$61.00
Renewal of registration for desexed dogs over 3 months of age - DISCOUNTED PERIOD FOR FORTHCOMING FINANCIAL YEAR	97(2)(a)	Local Law 2	Up to and including 31st July	Nil	\$17.00
Any dog under the age of 3 months at the time of registration - written proof may be required			Once off only	Nil	\$0.00
Where owner acquire a dog or move to the shire (with no proof of current dog registration) the fee is pro-rated.					
All entire dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	1st quarter - July to September inclusive	Nil	\$90.00
All entire dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	2nd quarter - October to December inclusive	Nil	\$67.50
All entire dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$45.00
All entire dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	4th quarter - April to June inclusive	Nil	\$22.50



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1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
ANIMALS					
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	1st quarter - July to September inclusive	Nil	\$34.00
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	2nd quarter - October to December inclusive	Nil	\$25.50
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$17.00
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	4th quarter - April to June inclusive	Nil	\$8.50
NEW OR RENEWAL OF CAT REGISTRATION FEES - ANIMALS KEPT IN SCHEDULED TOWNSHIP AREAS					
Renewal of registration for entire cats over 3 months of age - DISCOUNTED PERIOD FOR FORTHCOMING FINANCIAL YEAR	97(2)(a)	Local Law 2	Up to and including 31st July	Nil	\$14.00
Renewal of registration for desexed cats over 3 months of age - DISCOUNTED PERIOD FOR FORTHCOMING FINANCIAL YEAR	97(2)(a)	Local Law 2	Up to and including 31st July	Nil	\$9.00
Any cat under the age of 3 months at the time of registration - written proof may be required			Once off only	Nil	\$0.00



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1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
ANIMALS					
Where owner acquire a cat or move to the shire (with no proof of current cat registration) the fee is pro-rated.					
All entire cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	1st quarter - July to September inclusive	Nil	\$23.00
All entire cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	2nd quarter - October to December inclusive	Nil	\$17.25
All entire cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$11.50
All entire cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	4th quarter - April to June inclusive	Nil	\$5.75



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1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
ANIMALS					
All desexed cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	1st quarter - July to September inclusive	Nil	\$14.00
All desexed cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	2nd quarter - October to December inclusive	Nil	\$10.50
All desexed cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$7.00
All desexed cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	4th quarter - April to June inclusive	Nil	\$3.50
NEW OR RENEWAL OF DOG REGISTRATION FEES - ANIMALS KEPT OUTSIDE SCHEDULED TOWNSHIP AREAS					
Renewal of registration for entire dogs over 3 months of age - DISCOUNTED PERIOD FOR FORTHCOMING FINANCIAL YEAR	97(2)(a)	Local Law 2	Up to and including 31st July	Nil	\$39.00
Renewal of registration for desexed dogs over 3 months of age - DISCOUNTED PERIOD FOR FORTHCOMING FINANCIAL YEAR	97(2)(a)	Local Law 2	Up to and including 31st July	Nil	\$11.00
Any dog under the age of 3 months at the time of registration - written proof may be required			Once off only	Nil	\$0.00



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1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
ANIMALS					
Where owner acquire a dog or move to the shire (with no proof of current dog registration) the fee is pro-rated.					
All entire dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	1st quarter - July to September inclusive	Nil	\$56.00
All entire dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	2nd quarter - October to December inclusive	Nil	\$42.00
All entire dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$28.00
All entire dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	4th quarter - April to June inclusive	Nil	\$14.00
All entire dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	2nd quarter - July to September inclusive	Nil	\$0.00

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HEALTH & ENVIRONMENT SERVICES					
ANIMALS					
NEW OR RENEWAL OF DOG REGISTRATION FEES - ANIMALS KEPT OUTSIDE SCHEDULED TOWNSHIP AREAS					
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	1st quarter - July to September inclusive	Nil	\$23.00
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	2nd quarter - October to December inclusive	Nil	\$17.25
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$11.50
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	4th quarter - April to June inclusive	Nil	\$5.75
NEW OR RENEWAL OF CAT REGISTRATION FEES - ANIMALS KEPT OUTSIDE SCHEDULED TOWNSHIP AREAS					
Renewal of registration for entire cats over 3 months of age - DISCOUNTED PERIOD FOR FORTHCOMING FINANCIAL YEAR	97(2)(a)	Local Law 2	Up to and including 31st July	Nil	\$9.00
Renewal of registration for desexed cats over 3 months of age - DISCOUNTED PERIOD FOR FORTHCOMING FINANCIAL YEAR	97(2)(a)	Local Law 2	Up to and including 31st July	Nil	\$7.00
Any cat under the age of 3 months at the time of registration - written proof may be required			Once off only	Nil	\$0.00



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1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
ANIMALS					
Where owner acquire a cat or move to the shire (with no proof of current cat registration) the fee is pro-rated.					
All entire cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	1st quarter - July to September inclusive	Nil	\$18.00
All entire cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	2nd quarter - October to December inclusive	Nil	\$13.50
All entire cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$9.00
All entire cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	4th quarter - April to June inclusive	Nil	\$4.50

2013/2014 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2013/2014
Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
ANIMALS					
All desexed cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	1st quarter - July to September inclusive	Nil	\$9.00
All desexed cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	2nd quarter - October to December inclusive	Nil	\$6.75
All desexed cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$4.50
All desexed cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	4th quarter - April to June inclusive	Nil	\$2.25
Initial registration of animal which currently is registered with any other Local Government within Australia (Does NOT apply to a Regulated Dog). Production of proof of previous registration is required.					\$0.00
Renewal of registration for any dog that has been declared as being a Regulated Dog - Dangerous type	97(2)(a)	Local Law 2		Nil	\$200.00
Renewal of registration for any entire dog that has been declared as being a Regulated Dog - Menacing type	97(2)(a)	Local Law 2		Nil	\$200.00
Renewal of registration for any desexed dog that has been declared as being a Regulated Dog - Menacing type	97(2)(a)	Local Law 2		Nil	\$170.00
Renewal of registration for any dog that has been declared as being a Regulated Dog - Restricted type	97(2)(a)	Local Law 2			\$140.00



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	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2013/2014
Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
ANIMALS					
Transfer of current registration from one animal to another when original animal becomes deceased and the owner acquires another same type of animal within the current financial year			Each	Nil	\$12.00
Guide Dog/Hearing Dog	97(2)(a)	Local Law 2			Exempt from charge
Any obedience trained dog that has written certification from an accredited and recognised animal trainer	97(2)(a)	Local Law 2			50% of normal fee
Any dog where an Obedient certificate has been issued by an Approved Trainer recognised by Council.	97(2)(a)	Local Law 2			50% of normal fee
Replacement of registration tag	97(2)(a)	Local Law 2	Each	Nil	\$9.00
Animal Impounding					
Prescribed infringement notice may be issued for alleged breach	97(2)(d)	Local Law 7		Nil	As prescribed
When fine not paid (SPER Lodgement)					As prescribed
Reminder letters for unpaid infringement notices				Nil	\$21.00
Release fee for impounded dog	97(2)(d)	Local Law 7		Nil	\$50.00
Sustenance fee for dogs for each night spent impounded (Monday-Friday)	97(2)(d)	Local Law 7	per night	Nil	\$17.00
Sustenance fee for dogs for each night spent impounded (Saturday, Sunday & Public Holidays)	97(2)(d)	Local Law 7	per night	Nil	\$34.00
Release fee for other impounded animals (eg Cattle) including all costs associated with impoundment	97(2)(d)	Local Law 7		Nil	At Cost



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	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2013/2014
Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
Miscellaneous					
Pick up and disposal of deceased animals			per annum	Y	\$360.00
Pick up and disposal of deceased animals			per service	Y	\$35.00
Licence/Permits to keep animal/s as may be required by Animal Management (Cats & Dogs) Act 2008 or Local Law relating to the keeping or controlling animals	97(2)(d)	Local Law 2	1st quarter - July to September inclusive	Nil	\$90.00
Licence/Permits to keep animal/s as may be required by Animal Management (Cats & Dogs) Act 2008 or Local Law relating to the keeping or controlling animals	97(2)(d)	Local Law 2	October to December inclusive	Nil	\$67.50
Licence/Permits to keep animal/s as may be required by Animal Management (Cats & Dogs) Act 2008 or Local Law relating to the keeping or controlling animals	97(2)(d)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$45.00
Licence/Permits to keep animal/s as may be required by Animal Management (Cats & Dogs) Act 2008 or Local Law relating to the keeping or controlling animals	97(2)(d)	Local Law 2	4th quarter - April to June inclusive	Nil	\$22.50
Hire of Electronic Barking Collar per day			per day	Y	\$3.50
Hire of Electronic Barking Collar - Conditional refundable bond				Nil	\$130.00
Hire of Cat or Dog Trap per day			per week or part thereof	Y	\$11.50
Hire of Cat or Dog Trap - Conditional refundable bond				Nil	\$60.00



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	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2013/2014
Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
Wild Dog/Pig Baiting					
Doggone - 12 bait trays			thereof	Y	\$25.75
Doggone - 72 bait farm pack			per farm pack	Y	\$149.35
			per tub	Y	
Doggone - 100 bait tub			per tub		\$151.25
Doggone - 250 bait tub			per tub	Y	\$365.65
Pigout - 64 free feed tub			per tub	Y	\$200.85
Pigout - 64 bait tub			per tub	Y	\$236.90
Miscellaneous Pest Management Services			per hour	Y	\$85.50



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	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2013/2014
Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
CEMETERIES					
*Reserved plots - Once reserved only additional cost in the future will be the actual cost for a burial in an unreserved plot less the reservation fee paid.					
Unreserved inground burials in religious denomination areas including Catholic, Anglican, Uniting & Lutheran Divisions prohibited, except where a concrete slab over the plot is constructed no later than two years after interment.					
NEW INGHAM CEMETERY					
RSL Division					
Unreserved & Reserved Plot				Y	\$1,200.00
Single inground for ashes including interment fee				Y	\$660.00
Lawn Division					
Unreserved & Reserved Plot				Y	\$1,200.00
Child under 5 years including stillborn				Y	\$875.00
Single inground for ashes including interment fee				Y	\$660.00
Beam Division					
Unreserved & Reserved Plot				Y	\$1,200.00
Child under 5 years including stillborn				Y	\$875.00
Single inground for ashes including interment fee				Y	\$660.00
Catholic, Anglican, Lutheran & Uniting, Non-Denominational					
Unreserved & Reserved Plot				Y	\$1,200.00
Child under 5 years including stillborn				Y	\$875.00
Single inground for ashes including interment fee				Y	\$660.00



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	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2013/2014
Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
CEMETERIES					
Inground Burials					
Catholic, Anglican, Lutheran & Uniting, Non-Denominational					
Unreserved & Reserved Plot				Y	\$1,200.00
Child under 5 years including stillborn				Y	\$875.00
Single inground for ashes including interment fee				Y	\$660.00
A bond is to be paid upon burial which will be refunded if a cement slab is laid over the entire grave plot. Alternatively, the bond will be used by Council to construct the slab if not completed within two year time frame.				Nil	\$725.00
Inground Burials-Weekend & Public Holidays					
Catholic, Anglican, Lutheran & Uniting, Non-Denominational					
Unreserved & Reserved Plot				Y	\$2,400.00
Child under 5 years including stillborn				Y	\$1,750.00
Single inground for ashes including interment fee				Y	\$1,320.00
A bond is to be paid upon burial which will be refunded if a cement slab is laid over the entire grave plot. Alternatively, the bond will be used by Council to construct the slab if not completed within two year time frame.				Nil	\$725.00
Discounted Plots					
Single plot in older Division used for interment in a vault only				Y	\$310.00



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	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2013/2014
Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
CEMETERIES					
Columbarium Wall (Council)					
Single Niche				Y	\$240.00
Double Niche				Y	\$480.00
Columbarium Wall (RSL)					
Single Niche				Y	\$30.00
Reservations					
Land for grave - single plot				Y	\$1,200.00
Land for grave - 2 plots side by side				Y	\$2,400.00
Land for grave - 3 plots side by side				Y	\$3,600.00
Columbarium Wall (Council) - Single Niche				Y	\$240.00
Columbarium Wall (Council) - Double Niche				Y	\$480.00
Second Interment (Reopening of Plots)					
Inground burials					
Adult				Y	\$1,200.00
Child under 5 years including stillborn				Y	\$875.00
Single inground for ashes including interment fee				Y	\$220.00
A bond is to be paid upon burial which will be refunded if a cement slab is laid over the entire grave plot. Alternatively, the bond will be used by Council to construct the slab if not completed within two year time frame.				Nil	\$725.00



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2013/2014 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

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Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
CEMETERIES					
Reopening of vault					
Interment of ashes only				Y	\$185.00
Exhumations					
Exhumation Inground					
Exhumation (if conducted by Council Staff)				Y	At cost
Exhumation (if conducted by others under Council supervision)				Y	\$415.00
Exhumation Vault					
Exhumation (if conducted by Council Staff)				Y	At cost
Exhumation (if conducted by others under Council supervision)				Y	\$415.00



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	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2013/2014
Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
HALIFAX CEMETERY					
Lawn Division					
Unreserved & Reserved Plot				Y	\$1,200.00
Child under 5 years including stillborn				Y	\$875.00
Single inground for ashes including interment fee				Y	\$660.00
Beam Division (IF/WHEN CONSTRUCTED)					
Unreserved & Reserved Plot				Y	\$1,200.00
Child under 5 years including stillborn				Y	\$875.00
Single inground for ashes including interment fee				Y	\$660.00
Vaults					
Catholic, Anglican, Lutheran & Uniting, Non-Denominational					
Unreserved & Reserved Plot				Y	\$1,200.00
Child under 5 years including stillborn				Y	\$875.00
Single inground for ashes including interment fee				Y	\$660.00
Inground Burials					
Catholic, Anglican, Lutheran & Uniting, Non-Denominational					
Unreserved & Reserved Plot				Y	\$1,200.00
Child under 5 years including stillborn				Y	\$875.00
Single inground for ashes including interment fee				Y	\$660.00



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Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
HALIFAX CEMETERY					
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	\$725.00
Inground Burials-Weekend & Public Holidays					
Catholic, Anglican, Lutheran & Uniting, Non-Denominational					
Unreserved inground burials in religious denomination areas including Catholic, Anglican, Uniting & Lutheran Divisions prohibited, except where a concrete slab over the plot is constructed no later than two years after interment.					
Unreserved & Reserved Plot				Y	\$2,400.00
Child under 5 years including stillborn				Y	\$1,750.00
Single inground for ashes including interment fee				Y	\$1,320.00
A bond is to be paid upon burial which will be refunded if a cement slab is laid over the entire grave plot. Alternatively, the bond will be used by Council to construct the slab if not completed within two year time frame.				Nil	\$725.00



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2013/2014 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2013/2014
Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
CEMETERIES					
Columbarium Wall (Council)					
Single Niche				Y	\$240.00
Double Niche				Y	\$480.00
Discounted Plots					
Single plot in older Division used for interment in a vault only				Y	\$310.00
Reservations					
Land for grave - single plot				Y	\$1,200.00
Land for grave - 2 plots side by side				Y	\$2,400.00
Land for grave - 3 plots side by side				Y	\$3,600.00
Second Interment (Reopening of Plots)					
Inground burials					
Adult				Y	\$1,200.00
Child under 5 years including stillborn				Y	\$875.00
Single inground for ashes including interment fee				Y	\$660.00
Reopening of vault					
Interment of ashes only				Y	\$185.00
Exhumations					
Exhumation Inground					
Exhumation (if conducted by Council Staff)				Y	At cost
Exhumation (if conducted by others under Council supervision)				Y	\$415.00
Exhumation Vault					
Exhumation (if conducted by Council Staff)				Y	At cost
Exhumation (if conducted by others under Council supervision)				Y	\$415.00



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2013/2014 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2013/2014
Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
NEW INGHAM CEMETERY & HALIFAX CEMETERY					
Inground Interment Fee					
Inground interments unless specified				Y	\$240.00
Inground interments when conducted at weekends or public holidays unless specified				Y	\$480.00
Monuments					
For permission to erect headstone, tomb, tablet, monument or railing				Y	\$90.00
Search Fees and Register Charges					
Complete copy of cemetery register in alphabetical order				Y	At cost
Hire of Shelter					
Monday to Friday ONLY			One per funeral	Y	\$75.00
Monday to Friday ONLY			Both per funeral	Y	\$115.00
Weekends and Public Holidays			One per funeral	Y	\$150.00
Weekends and Public Holidays			Both per funeral	Y	\$230.00



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Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
ERA Licencing					
NOT FOR PROFIT COMMUNITY AND CHARITABLE ORGANISATIONS ARE NOT CHARGED FOR LICENCING & REGISTRATION					
ERA 6 - Manufacturing 1000 tonne or more of asphalt in a year		s.117, Env. Prot. Reg. 2008	Yearly	Nil	\$3,808.00
ERA 12 - Plastic Product Manufacturing in a year a total of 50 tonne or more of plastic product other than for ERA 12 (2) 2		s.117, Env. Prot. Reg. 2008	Yearly	Nil	\$3,332.00
ERA 12 - Plastic Product Manufacturing in a year a total of 5 tonne or more of foam, composite plastics or rigid fibre-reinforced plastics		s.117, Env. Prot. Reg. 2008	Yearly	Nil	\$6,426.00
ERA 19 - Metal Forming		s.117, Env. Prot. Reg. 2008	Yearly	Nil	\$119.00
ERA 20 - Metal Recovery - recovering less than 100 tonne of metal in a day		s.117, Env. Prot. Reg. 2008	Yearly	Nil	\$119.00
ERA 20 - Metal Recovery - recovering more than 100 tonne of metal in a day or 10000 tonne of metal in a year without using a fragmentiser		s.117, Env. Prot. Reg. 2008	Yearly	Nil	\$2,261.00
ERA 38 - Surface Coating - anodising, electroplating, enamelling or galvanising using, in a year, the following quantity of surface coating materials - 1-100 tonne		s.117, Env. Prot. Reg. 2008	Yearly	Nil	\$1,190.00
ERA 49 - Boat Maintenance or Repair at a boat maintenance facility		s.117, Env. Prot. Reg. 2008	Yearly	Nil	\$505.75
ERA 61 - Waste Incineration and Thermal Treatment - incinerating waste vegetation, clean paper or cardboard		s.117, Env. Prot. Reg. 2008	Yearly	Nil	\$119.00
Late payment fee		Sched. 10, Env. Prot. Reg. 2008	Per occurrence	Nil	\$110.40



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Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
Food Business Licencing					
Food business licence - low risk		s.85 Food Act 2006	Yearly	Nil	\$210.00
Food business licence - medium risk		s.85 Food Act 2006	Yearly	Nil	\$270.00
Food business licence - high risk		s.85 Food Act 2006	Yearly	Nil	\$370.00
Food business licence - temporary single event		s.85 Food Act 2006	Per event	Nil	\$45.00
Food business licence - temporary multi event		s.85 Food Act 2006	Yearly	Nil	\$95.00
Footpath use for Commercial Purposes (outdoor dining)					
Renewable Licence	97(2)(a)		Yearly	Nil	\$175.00
Miscellaneous- Food Businesses					
Health Search (Physical inspection and file search for a licensed premise when it is requested by a prospective buyer. Includes a report on the premises condition.)	97(2)(a)			Y	\$280.00
Plan assessment				Y	\$230.00
Re-inspection fee (non-compliance/improvement)	97(2)	S31 Food Act 2006	Per occurrence	Y	\$120.00
Inspection fee - justified complaint	97(2)	S31 Food Act 2006	Per occurrence	Y	\$120.00
Licence restoration fee	97(2)(a)	s.73 Food Act 2006	Per occurrence	Nil	\$80.00



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Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
Licencing - Miscellaneous					
Skin penetration	97(2)(a)	Public Health (Infection Control for PAS) Act 2003	Yearly	Nil	\$250.00
Temporary Home including one inspection	97(2)(a)		Per occurrence	Nil	\$210.00
Licensing - Administration					
New application processing	97(2)(a)		Per occurrence	Nil	\$290.00
Amendment of food licence	97(2)(a)		Per occurrence	Nil	\$110.00
Replacement Licence or Registration Certificate	97(2)(a)		Per occurrence	Nil	\$30.00
MISCELLANEOUS					
Fines for Non Compliance					
Infringement Notice	97(2)(d)			Nil	As prescribed by legislation
When fine not paid (SPER Lodgement)				Nil	As prescribed by legislation
Reminder letters for unpaid infringement notices				Nil	\$21.00
Miscellaneous Environmental Health Service Fee			Per hour	Y	\$125.00
Bond - hire of wheelie bins for community events			per occurrence		\$210.00



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Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
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1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
APPLICATION FOR APPROVALS UNDER LOCAL LAW					
Application for Approvals issued under a Local Law not otherwise specified	97(2)(d)			Nil	\$210.00
OVERGROWN ALLOTMENT					
Infringement Notice	97(2)(d)	Local Law 13		Nil	As prescribed by legislation
When fine not paid (SPER Lodgement)				Nil	At cost
Reminder letters for unpaid infringement notices				Nil	\$21.00
REGULATED PARKING					
Infringement Notice	97(2)(d)	Local Law 12		Nil	As prescribed by legislation
When fine not paid (Registration Search)				Nil	At cost
When fine not paid (SPER Lodgement)				Nil	At cost
Reminder letters for unpaid infringement notices				Nil	\$21.00
Use of parking bay for building work etc	97(2)(a)	Local Law 12	Per day	Nil	\$7.25



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	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2013/2014
Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
WASTE DISPOSAL FEE					
Recyclables					No charge
Butcher's Waste - prepaid quarterly payment	97(2)(a)	Waste Reduction and Recycling Act 2011	per quarter	Y	\$160.00
Commercial & Industrial Waste (C&I)	97(2)(a)	S369 Environmental Protection Act S37 Waste Reduction and Recycling Act 2011	Per tonne	Y	\$66.00
Commercial Waste (general mixed waste)	97(2)(a)	Waste Reduction and Recycling Act 2011	Min charge	Y	\$8.00
			Per tonne	Y	\$66.00
Commercial - Construction and Demolition Waste (C&D)	97(2)(a)	S369 Environmental Protection Act S37 Waste Reduction and Recycling Act 2011	Per tonne	Y	\$66.00
Commercial - Clean concrete	97(2)(a)	S369 Environmental Protection Act S37 Waste Reduction and Recycling Act 2011	Per tonne	Y	\$16.50
Commercial - Greenwaste	97(2)(a)	S369 Environmental Protection Act S37 Waste Reduction and Recycling Act 2011	Per tonne	Y	\$46.00
Regulated Waste - low hazard	97(2)(a)	S369 Environmental Protection Act S37 Waste Reduction and Recycling Act 2011	Per tonne	Y	\$66.00
Domestic - construction and demolition waste (mixed)	97(2)(a)	S369 Environmental Protection Act	Per ute/trailer	Y	\$8.00
Domestic waste (general)	97(2)(a)	S369 Environmental Protection Act	Per ute/trailer	Y	\$8.00
Domestic - Clean concrete	97(2)(a)	S369 Environmental Protection Act	Per ute/trailer	Y	\$8.00
Domestic - Greenwaste	97(2)(a)	S369 Environmental Protection Act	Per ute/trailer		\$5.00



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1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
WASTE DISPOSAL FEE					
Waste transported in vehicles over 1 ton payload will be weighed and charged at the corresponding commercial fee regardless of its source	97(2)(a)	S369 Environmental Protection Act			
Free Mulch is limited to domestic quantities, being up to 1 ton (ie ute/trailer load). Larger quantities will be considered commercial and charged at the rate of \$12.00 per cubic metre (equivalent to \$36/ton) regardless whether loaded or not.	97(2)(a)	S369 Environmental Protection Act			
Sale of Mulch-(Self Load trailer)	97(2)(a)	S369 Environmental Protection Act	Per cubic metre	Y	free
Sale of Mulch (Warrens Hill Only, loaded by Council)	97(2)(a)	S369 Environmental Protection Act	Per cubic metre	Y	\$13.50
Special Disposal - eg asbestos (commercial and domestic)					
- Handling fee	97(2)(a)	S369 Environmental Protection Act	Each occurrence	Y	\$98.00
- Disposal fee	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	\$66.00
Cleanfill	97(2)(a)	S369 Environmental Protection Act			
Commercial - car bodies	97(2)(a)	S369 Environmental Protection Act	Per car body		\$40.00
Domestic - car bodies	97(2)(a)	S369 Environmental Protection Act	Per car body		No charge
Metal	97(2)(a)	S369 Environmental Protection Act			No charge
Waste oil	97(2)(a)	S369 Environmental Protection Act			No charge
Gas cylinders (empty)	97(2)(a)	S369 Environmental Protection Act			No charge
Batteries	97(2)(a)	S369 Environmental Protection Act			No charge



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HEALTH & ENVIRONMENT SERVICES					
WASTE DISPOSAL FEE					
Waste disposal fees for Tyres from Commercial/Industrial and Domestic Sources					
Motorbike			Per tyre	Y	\$4.00
Passenger Car			Per tyre	Y	\$7.50
Light Truck			Per tyre	Y	\$10.50
Truck			Per tyre	Y	\$24.00
Super Single			Per tyre	Y	\$60.00
Tractor					
- up to 1000mm			Per tyre	Y	\$92.00
- 1000mm to 2000mm			Per tyre	Y	\$162.00
Earthmoving					
- up to 1000mm			Per tyre	Y	\$130.00
- 1000mm to 1500mm			Per tyre	Y	\$280.00
- 1500mm to 2000mm			Per tyre	Y	\$550.00
- Greater than 2000mm			Per tyre	Y	POA
Other tyres			Per tyre	Y	POA
Various Scrap Rubber			Per tyre	Y	POA
WASTE MANAGEMENT FEE					
Approval to perform waste management works	97(2)(c)			Nil	\$50.00

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1st April to 30th June - one quarter of the annual fee					
CORPORATE SERVICES					
FINANCIAL REPORTS					
Annual Report/Financial Statements	97(2)(c)	S. 104 (3) Local Government Act 2009		Nil	\$25.00
CORPORATE PLAN					
Hinchinbrook Shire Council Corporate Plan 2010 - 2014	97(2)(c)	S. 104 (3) Local Government Act 2009		Nil	\$10.00
RIGHT TO INFORMATION (RTI)					
*Application Fee	97(2)(c)	S.8 Freedom of Information		Nil	\$40.50
A4 Black & White photocopy			Per page	Nil	\$0.20
Processing Charge			Per 15 mins - where applicable	Nil	\$6.25
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					

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1st April to 30th June - one quarter of the annual fee					
CORPORATE SERVICES					
GIS MAPPING PRODUCTS					
A4 - Black and White			Per page	Y	\$24.00
A4 - Colour			Per page	Y	\$40.00
A3 - Black and White			Per page	Y	\$24.50
A3 - Colour			Per page	Y	\$67.50
A2 - Black and White			Per page	Y	\$42.00
A2 - Colour			Per page	Y	\$83.50
A1 - Black and White			Per page	Y	\$48.00
A1 - Colour			Per page	Y	\$141.00
A0 - Black and White			Per page	Y	\$134.50
A0 - Colour Orthophoto including design			Per page	Y	\$256.50
Special Projects - Including Banners etc			Per page	Y	\$525.50
PRINTING OF PLANS FOR COMMERCIAL CLIENTS - ELECTRONIC FILE SUPPLIED AS DWG, DXF, JPEG, TIFF or PDG					
A3 - Including Colour Vectors			Per page	Y	\$28.00
A2 - Including Colour Vectors			Per page	Y	\$43.00
A1 - Including Colour Vectors			Per page	Y	\$48.00
A0 - Including Colour Vectors			Per page	Y	\$134.50
Available products recommended in colour: Flood, Cemetery, Town Plan Zone Maps					
Copy of extract from Hinchinbrook Shire Council's Road and Street Register	97(2)(c)	S. 14 (3) Local Government Regulation 2012		Y	\$72.50
100 Year ARI Flood Certificate/Storm Surge Certificate				Y	\$35.00



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1st April to 30th June - one quarter of the annual fee					
CORPORATE SERVICES					
LOCAL LAWS AND POLICIES					
Proposed and adopted local laws and local law policies	97(2)(c)	S. 14 (3) Local Government Regulation 2012	Per page	Nil	\$0.30
PHOTOCOPYING - GENERAL					
A4 Black & White Photocopy			Per single sided sheet	Y	\$0.30
A3 Black & White Photocopy			Per single sided sheet	Y	\$0.55
A4 Colour Photocopy			Per single sided sheet	Y	\$2.30
A3 Colour Photocopy			Per single sided sheet	Y	\$2.75
POLICIES AND INFORMATION - COUNCIL					
Copy of Policy/Information	97(2)(c)	Various sections Local Government Act	Per page	Nil	\$0.30
PROPERTY DATA INFORMATION SERVICE					
Verbal Property/Rate information			Per year	Nil	\$300.00



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1st April to 30th June - one quarter of the annual fee					
CORPORATE SERVICES					
RATE BOOK INSPECTION					
Full Search - 5 day turn around	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per property	Nil	\$83.00
Urgent Full Rate Search - 2 day turn around	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per property	Nil	\$125.00
Limited Search - 5 day turn around	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per property	Nil	\$50.00
Urgent Limited Search - 2 day turn around	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per property	Nil	\$74.00
RATE BOOK INSPECTION					
Copy of current Rate/Water Notice - Pay in advance	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per notice	Nil	\$5.50
Copy of current Rate/Water Notice - Debited to Account	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per notice	Nil	\$17.00
Copy of Rate Information (per year)	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per hour	Nil	\$51.00



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Provision of Local Law 1 (25.2)					
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1st April to 30th June - one quarter of the annual fee					
CORPORATE SERVICES					
Change of Ownership Fee (see below for exemptions)					
	97(2)(b)		Per Transfer	Nil	\$45.00
Recording a Change of Ownership The types of change of ownership dealings which qualify the purchaser/s for an exemption from the charge are listed below (a) to (l) (a) Purchases made in respect of first home transfer, only, as indicated on the Form OSR-D2.1 (Home/First Home Transfer Duty Concession) or purchases made in respect of Constructing and occupying your first home, only, as indicated on the Form OSR-D2.7 (Transfer duty concession first home vacant land); (b) Change of name on title deed as a result of marriage or deed poll; (c) Transfer to, or inclusion of a spouse/de facto/partner as a result of an amalgamation or separation of assets on the principal place of residence; (d) Transmission to surviving joint tenant/s on death of other joint tenant/s; (e) A residential transfer involving a natural person/s, only, where no money is exchanged; (f) A residential transfer involving a natural person/s, only, as a result of a gift or through natural love and affection; (g) A residential transfer by consent/direction. (Please provide copies of Forms 18 and 20 from the Department of Environment and Resources Management); (h) Fixing error in an earlier conveyance; (i) 'Pursuant to a will' or intestacy; (j) Public Trustee/Other – (1) recording a death of an owner/joint owner or a property (adding 'Estate of'), (2) transmission to 'as Personal Representative', (3) transmission by death 'Pursuant to a will' to a spouse; (k) Transfers of occupancy from long-term leases to freehold title of their units for residents of Retirement Villages registered as such with the Queensland Justice Department; (l) ALL purchases made by – (1) Hinchinbrook Shire Council; (2) The Crown in right of the State of Queensland, the Commonwealth, another State or a Territory or any body representing the Crown in any of those capacities. Exemption from the charge, in particular dealing (a), must be established by the purchaser or his Agent by presenting one of the following documents (or a copy of) to the Council for assessment and audit purposes. (1) A copy of Form OSR-D2 (Home/First Home Transfer Duty Concession) which has been lodged with Office of State Revenue indicating First Home Transfer or; (2) A copy of the Form OSR-2.7 (transfer duty concession first home vacant land) which has been lodged with Office of State Revenue indicating Constructing and occupying your first home or; (3) A Statutory Declaration witnessed by a Justice of the Peace, Commissioner for Declarations or a Solicitor declaring the purchase was a first home transfer. Note, the following dealings are NOT EXEMPT from the charge (1) Purchases made in respect of home transfer; (2) Purchases made in respect of vacant land; (3) Purchases made in the name of a Trust, a Firm, a Company and non-owner occupied property; (4) Purchases not included under (a) to (l) above.					
Dishonour Fees - Cheque & Direct Debit			Per cheque/ direct debit	Y	\$18.00

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1st April to 30th June - one quarter of the annual fee					
INFRASTRUCTURE MANAGEMENT					
BUILDING BOND					
Bond - Building (Refundable on completion to Building Certifier's requirements. Request for refund must be submitted in writing to Council's Chief Executive Officer.)			Per application	Nil	\$7,665.00
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	\$3,000.00
Please note:- Building Application fees, Plumbing Application fees and Relocation - Route Inspection Fee are additional to bond charges listed above.					
BUILDING RELATED APPLICATIONS					
Relocation - Route Inspection (Not refundable)			Up to & including 10kms	Y	\$245.00
Relocation - Route Inspection (Not refundable)			Over 10kms	Y	\$305.00
BUILDING RECORD SEARCH					
- Domestic	97(2)(c)	Public Records Act 2002		Nil	\$50.00
- Commercial	97(2)(c)	Public Records Act 2002		Nil	\$73.00
Priority Building Record Search (Report provided same day)					
- Domestic	97(2)(c)	Public Records Act 2002		Nil	\$73.00
- Commercial	97(2)(c)	Public Records Act 2002		Nil	\$123.00



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INFRASTRUCTURE MANAGEMENT					
Building Record Search incurs an additional fee if inspections are required to provide information due to insufficient records.	97(2)(c)	Public Records Act 2002		Y	POA
COPY OF MONTHLY BUILDING STATISTICS			Per annum	Y	\$127.00
BSA CONTRACT SALES			Per contract	Y	\$13.00
RESIDENTIAL SITING RELAXATION				Nil	\$149.00
BUILDING LODGEMENT FEES					
- Class 1 (and all other classes)				Nil	\$95.00
BUILDING CERTIFICATION FEES					
New Houses – consisting of one (1) storey, block, concrete slab, pre-constructed / transportable			First 100 sqm	Y	\$1,158.00
			sqm after that	Y	\$2.60
New Houses – consisting of two (2) storey (any material), timber			First 100 sqm	Y	\$1,448.00
			sqm after that	Y	\$2.60
Relocated Houses – low set			First 100 sqm	Y	\$1,158.00
			sqm after that	Y	\$2.60
Relocated Houses – two (2) storey			First 100 sqm	Y	\$1,448.00
			sqm after that	Y	\$2.60
Duplex / Dual Occupancy (Class 1a only)			First Unit	Y	@ House Fee
			Second unit	Y	@ 70% of first unit cost
			Minimum cost	Y	\$1,920.00
Units – Refer to Commercial Price					
House Additions, and Enclosing Underneath as Habitable Area (includes fully enclosed garages attached to the existing house)			First 100 sqm	Y	\$1,158.00
			sqm after that	Y	\$2.60
House Additions - Minor - Structural				Y	\$679.00
Enclosing Under – Non-Habitable				Y	\$522.00

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INFRASTRUCTURE MANAGEMENT					
Decks, Verandahs, Patios (Class 1a – attached to dwelling – not enclosed) (Enclosed – refer to house additions)				Y	\$551.00
Demolitions and / or Removal – Free Standing House or Shed				Y	\$522.00
Re-roofing - Residential up to 300m ²				Y	\$522.00
Re-roofing – Residential over 300m ² or Commercial				Y	\$637.00
Raising and Restumping				Y	\$581.00
Construction or Removal of Partitions – Residential (Non structural alterations)				Y	\$406.00
Residential Shade Structures (Pergola, Pool Shade Structure – Non solid roof)				Y	\$406.00
Gazebos (Solid roof)				Y	\$551.00
Masonry Block Sheds			First 100 sqm	Y	\$1,043.00
			sqm after that	Y	\$2.60
Pre-fabricated Metal Garden Sheds, Lawn Lockers (up to 10m ²)				Y	\$406.00
Garages, Sheds, Carports (Class 10a – stand alone structures)			First 100 sqm	Y	\$523.00
			sqm after that	Y	\$2.60
DISCONTINUED PERMITS					
Dwellings and Dwelling Extensions				Y	\$537.00
Sheds, Carports, Simple Awnings etc				Y	\$375.00
Swimming Pools				Y	\$384.00
Verandah, Decking Extensions etc				Y	\$333.00
Commercial Building Works – Class 2 to 9				Y	POA
SWIMMING POOLS					
Swimming Pools & Spas – Above Ground				Y	\$464.00
Swimming Pools & Spas – In Ground				Y	\$753.00
Swimming Pool Compliance Inspections / Pool Safety Certificate Fee [Includes two (2) inspections only]			2 inspections only		\$380.00



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INFRASTRUCTURE MANAGEMENT					
Fences of Open Construction Over 2m				Y	\$406.00
Retaining Walls (Masonry block / concrete)				Y	\$591.00
Signs – Engineered				Y	\$609.00
Signs – Not Engineered				Y	\$435.00
Commercial Building Works – Class 2 to 9			Minimum cost \$900	Y	POA
Commercial Shade Structures (Smokers Area)			First 100 sqm	Y	\$579.00
			sqm after that	Y	\$2.60
Construction or Removal or Partitions – Commercial (including Shop Fit Out) (Non structural alterations)				Y	\$523.00
Amended plans (Minor)				Y	\$85.00
Amended plans (Major)				Y	POA
Temporary Occupancy - to reside in a caravan (Council approval required)- maximum 2 years			Per year	Nil	\$174.00
Application to reside in Class 10a - valid 3 months only - pending written permission from HSC granted				Nil	\$139.00
Final inspection of HSC building permit				Y	\$232.00
Change of Classification - Class 10a to 1a				Y	\$718.00
Change of Classification - all other classes			POA Minimum cost	Y	\$486.00
PLUMBING AND DRAINAGE - DOMESTIC SEWERED AREA INSTALLATIONS APPLICATIONS FOR COMPLIANCE ASSESSMENT					



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INFRASTRUCTURE MANAGEMENT					
DWELLING - <u>New</u> - Regulated Work - Drainage Plan Required					
Approval of Application for Compliance Assessment, Plans and Inspections (Fee for inspections allows no > 5 inspections per Permit)	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$630.00
DWELLING - <u>Existing</u> - Alterations and Additions - Regulated Work - Drainage Plan Required					
Approval of Application for Compliance Assessment, Plans and Inspections (Fee for inspections allows no > 5 inspections per Permit)	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$510.00
DWELLING - <u>Existing</u> - Lesser Regulated Works - No Drainage Plan Required					
DWELLING - <u>Existing</u> - Lesser Regulated Works - Capping off Sewer Connections					
Approval of Application for Compliance Assessment and one (1) inspection only (Capping off sewer connections for demolition/removal of dwellings & change to existing fixtures without change to drainage connections) - No Drainage Plan Required	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$171.00
CLASS 10a - NEW SANITARY INSTALLATION					
Approval of Application for Compliance Assessment, Plans and Inspections - no more than 3 fixtures	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$630.00



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1st April to 30th June - one quarter of the annual fee					
INFRASTRUCTURE MANAGEMENT					
PLUMBING AND DRAINAGE - DOMESTIC NON-SEWERED AREA INSTALLATIONS APPLICATIONS FOR COMPLIANCE ASSESSMENT					
DWELLING - New - Regulated Work - Drainage Plan Required					
Approval of Application for Compliance Assessment, Plans and Inspections (Fee for inspections allows no > 5 inspections per Permit)	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$630.00
DWELLING - Existing - Alterations and Additions - Regulated Work - Drainage Plan Required					
Approval of Application for Compliance Assessment, Plans and Inspections (Fee for inspections allows no > 5 inspections per Permit)	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$510.00
PLUMBING AND DRAINAGE - DOMESTIC					
NON - SEWERED AREA INSTALLATIONS					
DWELLING - Existing - Lesser Regulated Works - No Drainage Plan Required					
Add New - Replacement of Septic trenches (redrain) 1 inspection and plan					\$230.00
CLASS 10a - NEW SANITARY INSTALLATION					
Approval of Application for Compliance Assessment, Plans and Inspections - no more than 3 fixtures	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$630.00



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	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2013/2014
Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
INFRASTRUCTURE MANAGEMENT					
PLUMBING AND DRAINAGE - DOMESTIC SEWERED OR NON-SEWERED AREA INSTALLATIONS APPLICATIONS FOR COMPLIANCE ASSESSMENT					
BACKFLOW PREVENTION DEVICES					
DOMESTIC ALTERATIONS AND ADDITIONS					
BACKFLOW APPLICATION - includes application fee and one (1) inspection per device	97(2)(a)	S. 572 Water Act 2000, S53 Standard Water Supply Law	Per device	Nil	\$98.50
Per additional device on the same applications - includes approval and one (1) inspection only	97(2)(a)	S. 572 Water Act 2000, S53 Standard Water Supply Law	Per additional device	Nil	\$67.50
BACKFLOW ANNUAL LICENCE & INSPECTION / PROPERTY	97(2)(a)	S. 572 Water Act 2000, S53 Standard Water Supply Law	Annual	Nil	\$46.50
Late/overdue fee for overdue test report				Nil	\$67.50
REFUNDS Application for Compliance Assessment					
Prior to issue of permit - plumbing/drainage work not proceeding				Nil	75%
After issue of permit - no inspections carried out				Nil	50%
After inspections of plumbing/drainage work have been carried out					No Refund
PLANS					
Submit Amended Plans				Nil	\$50.00
Copy of As-constructed Drainage Plan				Nil	\$20.00



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	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2013/2014
Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
INFRASTRUCTURE MANAGEMENT					
INSPECTIONS					
Re-inspection of any plumbing and/or drainage defects or when plumbing and/or drainage works not in sufficient state of readiness when call for by plumbers.	97(2)(a)	Plumbing & Drainage Act 2002	Per inspection	Nil	\$98.50
After hours inspection	97(2)(a)	Plumbing & Drainage Act 2002	Per inspection	Nil	\$174.00
[HSTP] HOUSEHOLD SEWERAGE TREATMENT PLANT APPLICATIONS					
Approval of Application for Compliance Assessment and Inspections	97(2)(a)	Plumbing & Drainage Act 2002	Per HSTP	Nil	\$98.50
Annual Licence & Inspection Fee	97(2)(a)	Plumbing & Drainage Act 2002	Annual	Nil	\$65.00
BUILDING OVER SEWERS - Physical Inspections required in relation to requests for approval of building over sewers					
			Per inspection	Nil	\$98.50
PLUMBING AND DRAINAGE - COMMERCIAL SEWERED AREA INSTALLATIONS APPLICATIONS FOR COMPLIANCE ASSESSMENT					



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	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2013/2014
Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
INFRASTRUCTURE MANAGEMENT					
COMMERCIAL - <u>New</u> - Regulated Work - Drainage Plan Required					
NEW - REGULATED WORK - Drainage Plan Required					
Approval of Application for Compliance Assessment, Plans and Inspections	97(2)(a)	Plumbing & Drainage Act 2002	Per fixture	Nil	\$98.50
			Minimum	Nil	\$111.50
COMMERCIAL - <u>Existing</u> - Alterations and Additions - Regulated Work - Drainage Plan Required					
Approval of Application for Compliance Assessment, Plans and Inspections	97(2)(a)	Plumbing & Drainage Act 2002	Per fixture	Nil	\$98.50
			Minimum	Nil	\$295.00
COMMERCIAL - <u>Existing</u> - Lesser Regulated Works - No Drainage Plan Required					
Approval of Application for Compliance Assessment and one (1) inspection only (Includes plumbing & drainage works such as installation of solar water heaters)	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$168.00



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	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2013/2014
Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
INFRASTRUCTURE MANAGEMENT					
PLUMBING AND DRAINAGE - COMMERCIAL NON-SEWERED AREA INSTALLATIONS APPLICATIONS FOR COMPLIANCE ASSESSMENT					
COMMERCIAL - <u>New</u> - Regulated Work - Drainage Plan Required					
NEW - REGULATED WORK - Drainage Plan Required					
Approval of Application for Compliance Assessment, Plans and Inspections	97(2)(a)	Plumbing & Drainage Act 2002	Per fixture	Nil	\$98.50
			Minimum	Nil	\$295.00
COMMERCIAL - <u>Existing</u> - Alterations and Additions - Regulated Work - Drainage Plan Required					
Approval of Application for Compliance Assessment, Plans and Inspections	97(2)(a)	Plumbing & Drainage Act 2002	Per fixture	Nil	\$98.50
			Minimum	Nil	\$295.00
COMMERCIAL - <u>Existing</u> - Lesser Regulated Works - No Drainage Plan Required					
Approval of Application for Compliance Assessment and one (1) inspection only (Includes plumbing & drainage works such as installation of solar water heaters)	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$168.00



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	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2013/2014
Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
INFRASTRUCTURE MANAGEMENT					
PLUMBING AND DRAINAGE - COMMERCIAL SEWERED OR NON-SEWERED AREA INSTALLATIONS APPLICATIONS FOR COMPLIANCE ASSESSMENT					
BACKFLOW PREVENTION DEVICES					
COMMERCIAL ALTERATIONS AND ADDITIONS					
BACKFLOW APPLICATION - includes application fee and one (1) inspection per device			Per device	Nil	\$98.50
Per additional device on the same applications - includes approval and one (1) inspection only			Per additional device		\$67.50
BACKFLOW ANNUAL LICENCE & INSPECTION / PROPERTY	97(2)(a)		Annual	Nil	\$47.00
Late/overdue fee for overdue test report				Nil	\$67.50
REFUNDS Application for Compliance Assessment					
Prior to issue of permit - plumbing/drainage work not proceeding				Nil	75%
After issue of permit - no inspections carried out				Nil	50%
After inspections of plumbing/drainage work have been carried out					No refund



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	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2013/2014
Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
INFRASTRUCTURE MANAGEMENT					
PLANS					
Submit Amended Plans	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$50.00
Copy of As-constructed Drainage Plan				Nil	\$20.00
INSPECTIONS					
Re-inspection of any plumbing and/or drainage defects or when plumbing and/or drainage works not in sufficient state of readiness when call for by plumbers.	97(2)(a)	Sustainable Planning Act, 2009 s.260	Per inspection	Nil	\$98.50
After hours inspection	97(2)(a)	Sustainable Planning Act, 2009 s.260	Per inspection	Nil	\$174.00
[HSTP] HOUSEHOLD SEWERAGE TREATMENT PLANT APPLICATIONS					
Approval of Application for Compliance Assessment and Inspections	97(2)(a)	Plumbing & Drainage Act 2002	Per HSTP	Nil	\$98.50
Annual Licence & Inspection Fee	97(2)(a)	Plumbing & Drainage Act 2002	Annual	Nil	\$65.00
BUILDING OVER SEWERS - Physical Inspections required in relation to requests for approval of building over sewers					
	97(2)(a)	Sustainable Planning Act, 2009 s.260	Per inspection	Nil	\$98.00
WATER SUPPLY					
Provision of New Service (Connection)					
- 20NB diameter	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	\$625.00
- Larger (Deposit of estimated cost required with application)	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	At Cost

2013/2014 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

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Provision of Local Law 1 (25.2)					
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
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1st April to 30th June - one quarter of the annual fee					
INFRASTRUCTURE MANAGEMENT					
Separate connections are to be installed for multiple residences					
Repair Broken Service (Damage outside yard)	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	
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	\$31.00
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	\$62.00
Metered hydrant Stems - Bond (refundable) to be paid upfront				Nil	\$280.00
Measured supply through Metered Hydrant	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law	Min Charge	Nil	\$57.00
Measured supply through Metered Hydrant >45KL	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law	Per k/l	Nil	\$1.20
WATER SAMPLES					
Taking each sample and having tested					
- Standard Water Analysis			Each	Y	\$150.00
- Bacterial Test			Each	Y	\$83.00
WATER LOCATION					
Search Fee				Y	\$50.00
Location			Per 15 minutes	Y	\$16.50



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1st April to 30th June - one quarter of the annual fee					
INFRASTRUCTURE MANAGEMENT					
TRADE WASTE					
Application for licence to discharge Trade waste	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	\$200.00
Annual renewal of Permit to discharge Trade waste				Nil	\$90.00
Waste delivered to Ingham Plant			Per kl	Nil	\$11.50
PLAIN PAPER PLAN COPIES					
A1			Min charge	Y	\$16.00
			per sheet	Y	\$5.20
A2			Min charge	Y	\$16.00
			per sheet		\$5.00
A3			Min charge	Y	\$16.00
			per sheet		\$4.50
A4			Min charge	Y	\$16.00
			per sheet		\$4.20
A0			Min charge	Y	\$16.00
			per sheet	Y	\$5.50
Colour copying based on quotation for each copy.					
Scanning costs			Min Charge	Y	\$16.00
			Per Sheet	Y	\$4.30
			Plus CD	Y	\$1.05



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1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
INFRASTRUCTURE MANAGEMENT					
AERODROME					
Landing Fees - Commercial per Business			Per annum	Y	\$856.40
Landing Fees - Recreational per entity			Per annum	Y	\$611.70
Landing Fees - Private per entity			Per annum	Y	\$611.70
Landing Fees Private/Recreational - Irregular per Aircraft			Per landing	Y	Nil
Landing Fees Commercial - Irregular Usage per Aircraft			Per landing	Y	\$10.30
Landing Fees Commercial - Irregular Usage per Aircraft			Per day	Y	\$20.45
FOOTPATH CONSTRUCTION - COMMERCIAL PREMISES					
Council contribution is calculated on 50/50 basis up to maximum amount of \$79.85/m2 for footpath improvement works. Following satisfactory completion of works & on sighting relevant receipts & receiving tax invoice, Council will forward its contribution.			Per square metre	Y	\$84.30
ROAD WORK PERMIT					
Application for Road Work Permit			Per Permit	Y	\$43.85
HIRE OF EQUIPMENT					
A minimum charge of \$20 will apply					
- Barricade Webbing			Per day / per roll	Y	\$24.95
- Barricade Boards			Per day / each	Y	\$24.95
- Barrier lamps			Per day	Y	\$5.25
- Bollards			Per day / each	Y	\$5.25
- Delineators			Per day	Y	\$4.15
- Multi-user Road Signs			Per week	Y	\$49.35
- Road Signs			Per week	Y	\$18.30



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1st October to 31st December - three quarters of the annual fee					
1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
INFRASTRUCTURE MANAGEMENT					
HIRE OF MOBILE TOILETS					
- Mobile Toilet Hire Fee (Please note that the Service Fee listed below is to be added to the total charge for Mobile Toilet Hire Fee - eg 1 day Mobile Toilet Hire = \$30.50 + \$83.50 = \$114.00)			Per Mobile Toilet hire/day	Y	\$30.50
- Mobile Toilet Service Fee			Per Mobile Toilet hire	Y	\$83.50
- Additional Mobile Toilet Service Fee			Per service	Y	\$83.50
- Mobile Toilet - Bond (refundable) to be paid upfront				Nil	\$114.30
Please Note: Not for Profit Community and Charitable Organisations are not charged for the Hire of Mobile Toilet/s					
SALE OF MATERIAL					
Residential Invert Construction			Per metre	Y	\$324.95
Commercial Invert Construction			Per metre	Y	\$354.70



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1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
INFRASTRUCTURE MANAGEMENT					
RURAL NUMBERING FOR NUMBERS ALREADY ALLOCATED					
White on Black Rural Numbering Sticker			Each	Y	\$2.50
1 digit module			Each	Y	\$14.00
2 digit module			Each	Y	\$15.50
3 digit module			Each	Y	\$17.00
4 digit module			Each	Y	\$18.50
5 digit module			Each	Y	\$20.00
1 x star picket post			Each	Y	\$6.00
Installation costs			Each	Y	\$30.60
LICENCES AND REGISTRATIONS					
Grids & Public Gates	97(2)(a)	Local Law 3	Annual	Nil	\$153.50
Irrigation Pipe under/on Road			Annual	Y	\$153.50
TRACKED CANE HARVESTING EQUIPMENT TO CROSS OR TRAVERSE COUNCIL'S ROADS					
Application for Approval for Tracked Cane Harvesting Equipment to Cross or Traverse Council's Roads				Nil	\$110.00
Renewal for Approval for Tracked Cane Harvesting Equipment to Cross or Traverse Council's Roads			Renewal	Nil	\$36.50
YANK'S JETTY					
Usage Charge - Commercial Vessels Only			Per head per visit	Nil	\$3.00