



# BUDGET 2020-2021



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## Purpose of Meeting

In accordance with the provisions of the *Local Government Act 2009* and the *Local Government Regulation 2012*, the Council will adopt its Budget for the 2020-21 Financial Year.

Council will consider at the Budget Meeting, documents providing details of the Council's financial operations and financial position for the previous financial year, the 2020-21 Operational Plan, 2020-21 Fees and Charges, 2020-21 financial year and for the two forecast years for 2021-22 and 2022/23; relevant measures of financial sustainability for the financial years 2020-21 to 2029-30 and the long-term forecast covering the period 2020-21 to 2029-30.



# **1.0 Agenda - Business Items and Recommendations**



## **SPECIAL BUDGET MEETING AGENDA**

**MONDAY  
29 JUNE 2020  
at 9.00AM**

PRESENT -

APOLOGY -

BUSINESS

1. MAYOR'S 2020-2021 BUDGET ADDRESS

Recommended - That the Mayor's 2020-2021 Budget Address be received and its contents noted.

2. ADOPTION OF 2020-2021 OPERATIONAL PLAN

Recommended - That pursuant to Section 174(1) of the Local Government Regulation 2012, Council adopt the Operational Plan for the 2020-2021 financial year as attached.

3. STATEMENT OF ESTIMATED FINANCIAL POSITION

Recommended - That in accordance with Section 205 of the Local Government Regulation 2012, the statement of financial operations (statement of income and expenditure) and statement of financial position of the Council in respect of the 2019-2020 financial year ("the Statement of Estimated Financial Position") be received and its contents noted.

4. ADOPTION of CONCESSIONS for the 2020-2021 FINANCIAL YEAR

Recommended - That:

- A. In accordance with Section 120 of the Local Government Regulation 2012 and as set out in Council's Rates and Concessions Policy 2020-2021, Council may grant a concession for the General Rates component for a two (2) year period for the construction of a new residential dwelling approved for construction after 1 July 2019; and
- B. In accordance with Section 122 of the Local Government Regulation 2012 concessions will be granted to ratepayers based on the details outlined in Section 13 of the Revenue Statement and as detailed in the Rate Rebate and Concession Policy.

5. PAYMENT of RATES and CHARGES

Recommended - That in accordance with Section 107 of the Local Government Regulation 2012, Council Rate Notices will be issued by instalments twice annually. The first Rate Notice will be issued no later than August for the period 1 July 2020 to 31 December 2020 with the due date being sixty (60) days from the date of issue of the rate notice. The second Rate Notice to be issued no later than February 2020 for the period 1 January 2021 to 30 June 2021 with the due date being sixty (60) days from the date of issue of the rate notice.

6. ADOPTION of TIMELY RATES PAYMENT INCENTIVE SCHEME

Recommended - That pursuant to Section 131 of the *Local Government Regulation 2012* a Timely Rates Payment Incentive Scheme will apply as set out in Section 16 of the Revenue Statement.

7. INTEREST on OVERDUE RATES and CHARGES

Recommended - That in accordance with Section 133 of the Local Government Regulation 2012 and as set out in the Revenue Statement at Section 12, Council resolves that interest is payable on overdue rates and charges at the percentage of 8.53%.

8. ADOPTION of BUDGET

Recommended - That in accordance with Sections 169 and 170 of the Local Government Regulation 2012, the Budget for 2020-2021 with 2021-2022 and 2022-2023 as presented incorporating the following attached documents be adopted:

- Statement of Income and Expenditure;
- Statement of Financial Position;
- Cash Flow Statement;
- Statement of Changes in Equity;
- Capital Expenditure Projects 2020-2021;
- Long Term Financial Forecast;
- The Revenue Statement and Policy;
- The relevant measures of financial sustainability; and
- The total value of change in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the 2019-2020 Budget, expressed as a percentage, is a 0.001% change.

9. ADOPTION of DIFFERENTIAL GENERAL RATES for the 2020-2021 FINANCIAL YEAR

Recommended - That

- A. Pursuant to Section 81 of the Local Government Regulation 2012, the categories in to which rateable land is categorised, the description of those categories and, pursuant to Sections 81(4) and 81(5) of the Local Government Regulation 2012, the method by which land is to be identified and included in its appropriate category is as follows:

Category (Section 81)	Description (Section 81)	Identification (Sections 81(4) and 81(5))
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 \$19,999.	Land having the land use codes of 01, 02, 04, 05, 06, 08, 09 or 72.
2. Residential B	Land used, or capable of being used for purpose of a single residential dwelling, which has a rating valuation between \$20,000 and \$76,999.	Land having the land use codes of 01, 02, 04, 05, 06, 08, 09 or 72.
3. Residential C	Land used, or capable of being used for purpose of a single residential dwelling, which has a rating valuation greater than \$77,000.	Land having the land use codes of 01, 02, 04, 05, 06, 08, 09 or 72.
4. Multi Unit Residential – A	Land used, or capable of being used, for the purpose of multiple residential units (2 or 3 flats).	Land having the land use code of 03.



Category (Section 81)	Description (Section 81)	Identification (Sections 81(4) and 81(5))
5. Multi Unit Residential – B	Land used, or capable of being used, for the purpose of multiple residential units (4 or 5 flats).	Land having the land use code of 03.
6. Multi Unit Residential – C	Land used, or capable of being used, for the purpose of multiple residential units (6 or more flats).	Land having the land use code of 03.
7. Community Purposes	Land used for community purposes, including as a sports club or facility, cemetery, library, educational facility, religious institution, showground, racecourse, airfield, park, garden or for Commonwealth, State or local government purposes.	Land having the land use codes of 48, 50-59, 96, 97 or 99.
8. Commercial A	Land used for commercial purposes, which has a rating valuation of less than \$1,250,000 other than land included in category 10.	Land having the land use codes of 01, 04, 07, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 41, 42, 43, 44, 45, 46, 47, 49, 91 or 92.
9. Commercial B	Land used for commercial purposes, which has a rating valuation greater than or equal to \$1,250,000 other than land included in category 10.	Land having the land use codes of 01, 04, 07, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 41, 42, 43, 44, 45, 46, 47, 49, 91 or 92.
10. Drive-In Shopping Centre	Land used for the purposes of a shopping centre with a gross floor area greater than 3,500 sq. metres.	Land having the land use code of 16.
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.
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.
13. Island Land	Land located on Pelorus Island or Orpheus Island.	
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.

Category (Section 81)	Description (Section 81)	Identification (Sections 81(4) and 81(5))
15. Sugar Mills	Land used for the purposes of sugar milling operations.	Land having the land use code of 35.
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.
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.
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.
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.
20. Other Land	Land not included in any of the above categories	

- B. Council delegates to the Chief Executive Officer the power, pursuant to Sections 81(4) and 81(5) of the Local Government Regulation 2012, to identify the rating category to which each parcel of rateable land belongs.
- C. Pursuant to Section 94 of the *Local Government Act 2009* and Section 80 of the Local Government Regulation 2012, the differential general rate to be made and levied for each differential general rate category and pursuant to Section 77 of the Local Government Regulation 2012, the minimum general rate to be made and levied for each differential general rate category is as per below and as set out in the Revenue Statement Section 3.

Column 1 - Category (section 81)	Column 4 - Rate in the \$ (section 80)	Column 5 - Minimum General Rate (\$) (section 77)	Column 6 - Limitation (cap) (section 116)
1. Residential A	3.905	626.30	No Limit
2. Residential B	1.566	1,014.60	No Limit
3. Residential C	1.255	1,195.70	No Limit
4. Multi Unit Residential – A	1.395	1,317.90	No Limit
5. Multi Unit Residential – B	1.736	1,666.50	No Limit

Column 1 - Category (section 81)	Column 4 - Rate in the \$ (section 80)	Column 5 - Minimum General Rate (\$) (section 77)	Column 6 - Limitation (cap) (section 116)
6. Multi Unit Residential – C	1.972	1,915.60	No Limit
7. Community Purposes	1.176	1,348.30	No Limit
8. Commercial A	1.857	1,322.60	No Limit
9. Commercial B	0.955	12,981.20	No Limit
10. Drive-In Shopping Centre	2.257	15,505.00	No Limit
11. Industrial	1.853	1,374.30	No Limit
12. Quarries	3.356	6,635.40	No Limit
13. Island Land	2.117	1,348.30	No Limit
14. Harbour Industries	5.306	52,101.00	No Limit
15. Sugar Mills	10.701	104,196.80	No Limit
16. Sugar Cane and Forestry A	2.328	1,345.90	10%
17. Sugar Cane and Forestry B	2.986	1,345.90	10%
18. Sugar Cane and Forestry C	3.191	1,345.90	10%
19. Other Rural Land	1.037	1,411.60	No Limit
20. Other Land	1.037	1,411.60	No Limit

10. ADOPTION of SEPARATE WASTE MANAGEMENT LEVY CHARGES for the 2020-2021 FINANCIAL YEAR

Recommended - That in accordance with Section 103 of the Local Government Regulation 2012 a separate charge (Waste Management Levy) is adopted as outlined in Section 5 of the Revenue Statement.

11. ADOPTION of UTILITY CHARGES for the 2020-2021 FINANCIAL YEAR

Recommended - That in accordance with Section 99 of the Local Government Regulation 2012, Utility Charges are adopted as outlined in Section 7 of the Revenue Statement.

12. ADOPTION of WATER METER READINGS for the 2020-2021 FINANCIAL YEAR

Recommended - That in accordance with Section 102 of the Local Government Regulation 2012 and as outlined in Section 7 of the Revenue Statement, water meters are read twice per year October / November / December (half year reading) and May / June (end of year reading).

13. ADOPTION of INCREASE LIMIT on RATES and CHARGES for the 2020-2021 FINANCIAL YEAR

Recommended - That in accordance with Section 116 of the *Local Government Regulation 2012* a limit will apply to the increase in rates and charges as outlined in Section 3 and Section 4 of the Revenue Statement.

14. ADOPTION of SPECIAL CHARGE POLICIES for the 2020-2021 FINANCIAL YEAR

Recommended - That in accordance with Section 94 Local Government Regulation 2012 that special rates and charges as outlined in Section 6 of the Revenue Statement and the following related detailed Policies be adopted:

- Special Charge – Bambaroo Rural Fire Brigade Overall Plan 2020-2021;
- Special Charge – Bambaroo Rural Fire Brigade Area - Map;
- Special Charge – Brown Lane Special Rate Overall Plan 2020-2021;
- Special Charge – Crystal Creek Rural Fire Brigade Overall Plan 2020-2021;
- Special Charge – Crystal Creek Rural Fire Brigade Area - Map;
- Special Charge – Seymour Rural Fire Brigade Overall Plan 2020-2021;
- Special Charge – Seymour Rural Fire Brigade Area - Map;
- Special Charge – Stone River Rural Fire Brigade Overall Plan 2020-2021;
- Special Charge – Stone River Rural Fire Brigade Area – Map;
- Special Charge – Toobanna River Rural Fire Brigade Overall Plan 2020-2021; and
- Special Charge – Toobanna River Rural Fire Brigade Area – Map.

15. BUSINESS ACTIVITIES POLICY

Recommended - That Council's Business Activities Policy as attached be adopted.

16. DEBT POLICY

Recommended - That in accordance with Section 192 of the Local Government Regulation 2012 Council's Debt Policy as attached be adopted.

17. ENTERTAINMENT and HOSPITALITY POLICY

Recommended - That in accordance with Section 196 of the Local Government Regulation 2012 Council's Entertainment and Hospitality Policy as attached be adopted.

18. FINANCIAL HARDSHIP POLICY

Recommended - That Council's Financial Hardship Policy as attached be adopted.

19. FRAUD and CORRUPTION PREVENTION POLICY

Recommended - That Council's Fraud and Corruption Prevention Policy as attached be adopted.

20. INVESTMENT POLICY

Recommended - That in accordance with Section 191 of the Local Government Regulation 2012 Council's Investment Policy as attached be adopted.

21. RATE REBATES and CONCESSION POLICY

Recommended - That Council's Rate Rebates and Concession Policy as attached be adopted.

22. RATE RECOVERY POLICY

Recommended - That Council's Rate Recovery Policy as attached be adopted.

23. RELATED PARTY TRANSACTION POLICY

Recommended - That Council's Related Party Transaction Policy as attached be adopted.

24. REVENUE POLICY

Recommended - That in accordance with Section 193 of the Local Government Regulation 2012 the Revenue Policy as attached be adopted.

25. REVENUE STATEMENT

Recommended - That in accordance with Section 172 of the Local Government Regulation 2012 the Revenue Statement as attached be adopted.

26. 2020-2021 FEES and CHARGES

Recommended - That Council adopt the 2020-2021 Fees and Charges schedule as presented to take effect from 1 July 2020.

Alan Rayment  
CHIEF EXECUTIVE OFFICER

# **2.0**

## **2020-2021**

### **Mayor's Budget Address**

## Mayor's Budget Address 2020-2021 - Managing for Sustainability

It is an honour for me to present the 2020-2021 Hinchinbrook Shire Council Budget, my fifth Budget as Mayor and the first for this new term of Council.

Whilst all Budgets are challenging, given the ever growing demand on our services as Council responds to the needs of our community, this year has presented more difficulties due to the unprecedented times we are in – the unique and extraordinary economic challenges brought about by COVID-19. As a Council we acknowledge many businesses and individuals in our community have been affected by significant loss of income and loss of jobs and this has weighed heavily on Council's considerations.

Our Budget reflects the need to urgently address that situation by the promotion of works and projects that will not only maintain Council jobs, but also create short term jobs, and assist to establish industry for long term job sustainability throughout the Shire.

This Budget also reflects our ongoing commitment and dedication to diversification of our economic base, and to the introduction of processes enabling us to operate as a simpler, faster, improved Council and continuation of our election promises that we would ensure sound financial management and reduce unnecessary spending.

The total Operating Budget for the year has been allocated at \$36 million with an anticipated positive outcome being achieved at year end with an additional \$23.9 million for Capital Works projects.

Today's Budget, while driving job creation, acknowledges that our community needs time to get back on its feet. To assist with this aspect and that of COVID-19 recovery efforts, Council has plans to implement the following:

1. No overall increase to Council rates and charges. Individual property owners may experience minor increases, or in some cases reductions to rates and charges paid last year. That outcome is because of movements in their individual property valuations and not because of any overall rate increase;
2. Extend the time period for payment of rates from the normal 30 days to 60 days;
3. Introduction of a Hardship Policy in order to assist Council assess financial assistance for applicants on an individual basis;
4. Normal charges on businesses, such as food licensing and trade waste fees, will be waived for the current financial year; and
5. Extension of the Policy waiving of General Rates for construction of new houses for a two year period.

This situation has been achieved due to the ongoing vigilance of Council towards cost savings and efficiencies. It has not been easy, with costs to Council continuing to rise, for example, rising insurance costs as insurance companies bring to account floods, fires and other disasters across Australia and internationally. We are also mindful of the ever growing cost of dealing with waste, such as waste levies and more particularly the full cost of waste collection and disposal. Whilst significant, these increases are coupled with increasing utility and licensing costs and the need to ensure that we maintain our community assets.

Council's Operational Budget forms a significant component of the organisations operations as it

establishes Council’s fundamental services throughout the Shire. It is important to acknowledge that the Operational Budget totals \$26.2 million. Within the Operational Budget a wide range of services are provided such as, but not limited to the following:

	\$
Road Management Services	2,868,635
Waste Management Services	2,850,839
Water Services	1,792,031
Public Open Spaces Services	1,748,026
Facilities Management Services	1,683,556
Community Development Services	1,597,564
Information Services	1,334,340
TYTO Community Centre	1,297,824
Sewerage Services	1,286,418
Asset Management Services	1,173,565
Regulatory and Cemetery Services	1,030,237
Biosecurity Services	817,193
State Controlled Roads Maintenance	683,370
Town Planning Services	556,332

Additional community allocations have also been made towards the following projects:

- A. Cemetery revitalisation works - \$75,000;
- B. Installation of disabled access to the Shire Hall Stage - \$23,000;
- C. Preservation for library special collections - \$45,000;
- D. Disabled parking along Lannercost Street - \$15,000;
- E. Development of an exercise circuit for health and wellbeing activities - \$55,000; and
- F. Taylors Beach dredging - \$125,000.

Allowance has also been made to continue investigating planning and development work for a number of key projects towards achieving diversification, such as aquaculture development areas, grain storage and treatment facilities, and visitor interests such as mountain biking and motor sports.

The sum of \$150,000 has been allocated for Community Activity Grants as funding for community organisations to continue delivering recreational and social wellbeing opportunities throughout the year. Allowance has also been made for the employment of a Youth Development Officer to deliver youth strategies and assistance while continuing our Ageing in Place Strategies for development of opportunities in those contrasting demographics.

Expenditure this year invests heavily in rehabilitating and improving essential areas of our Shire including our roads, drainage, water and sewerage and our open spaces with a view to not only improving the amenity for our community, but also towards ensuring we are attractive as a visitor destination of choice. We live in a unique and beautiful part of the world and we need to capitalise on the benefits of sharing our uniqueness with the world to ensure a sustainable future.

Council will continue with its pensioner discount, with eligible homeowners able to receive a 20% rebate up to \$200 off their rates bill annually.



Combined with the Queensland Government contribution of \$200, this provides financial relief to many of our residents. It supports the most vulnerable in our Shire and it has been a long-standing position of Council to support our Seniors. Our Seniors make a significant contribution to our community through volunteering for many important community organisations such as Meals on Wheels and the Visitor Information Centre.

To ensure employment opportunities, this year's Budget will see a Capital Works Program of \$23.9 million delivered with \$13 million invested in roads, bridges, drainage and related infrastructure, \$4.3 million targeting land improvements, such as pathways and parks, \$1.5 million in water and sewerage works, a further \$3.2 million focussed on refurbishing waste facilities, and \$1.3 million supporting plant, equipment and information technology. Details as follows:

	\$
Disaster Relief Road Works (NDRRA)	10,857,901
Warrens Hill Landfill Rehabilitation	3,174,000
Road Rebuild and Reconstruction Program	2,601,323
Economic Development Projects	2,100,000
Car Park Enhancement at Dungeness	1,190,000
Plant, Equipment, Tools and Fleet Replacement	787,000
Electronic Water Meters	650,000
Sewerage for Forrest Beach RV Park	550,000
Footpath and Shared Pathway Refurbishment	378,000
Buildings and Facilities Refurbishment	375,000
Water and Sewerage Reticulation System Works	340,000
Communication and Technology Replacement and Enhancement	289,000
Parks and Open Spaces Renewal Program	250,000
Safety and Amenity Improvement Program	213,000
Ingham CBD Revitalisation Program	155,000
Preservation of Library Special Collection	45,000

It is also important to acknowledge that these projects will be implemented in suitably sized contracts to enable our local contractors and businesses the opportunity to undertake the works. Council understands the need to pursue economic development projects in addition to economic diversification activities and as such is extremely mindful to support local business stimulus whenever possible.

The Electronic Water Meter Program will include the continuation of upgrades to our water meter readings by the installation of the new smart meters, enabling electronic metering to occur. Electronic metering will ensure that residents have an opportunity to self-assess in order to be protected against shock excess water bills from concealed leaks, and general cost savings to Council from better water security and control.

The task of undertaking capping, profiling, drainage and emissions control works to existing and historical refuse disposal cells, some nearing 100 years old, has fallen upon our generation and Council has committed \$3.2 million in this year's program as the base line start to additional works in future years to an estimated value of a further \$3.1 million, with these initial works being complete in 2023.

Council continues to seek funding opportunities and will receive \$2.4 million under the 2019-2021 Works for Queensland Program and a further \$1.74 million under the 2020-2021 COVID Works for Queensland Program. The State Government support of this program is acknowledged. It is exciting

to advise that this funding will be spent on initiatives that will add improvements to the liveability and functionality for our community members and visitors. Whilst utilising external funding to make a real difference to the respective parts of the Shire, Council was also mindful to commit to projects that could predominantly be implemented by local contractors thus ensuring the majority of business activities remain local.

Details of the following projects are scheduled:

	\$
Borello Park, Lucinda – Landscape enhancement, construction of formed connecting paths, shade and information shelter and ancillary furniture and Lions Park, Lucinda – Landscape enhancement	640,000
Taylor's Beach – playground enhancement, landscape enhancement and construction of formed connecting paths	450,000
Forrest Beach – seating and information shelter, landscape enhancement and construction of formed connecting paths	450,000
Ingham – scope priority works enhancement focused on older children (i.e. pump track at Garbutt Park or Adventure play at TYTO)	240,000
Rotary Park – landscape enhancement, playground enhancement, connecting formed paths, ancillary furniture	220,000
Kelly Theatre – installation of solar power, foyer renovation including amenities	100,000
Trebonne – connecting formed paths to complete pathway links	100,000
IT Infrastructure Upgrade	100,000
Halifax – seating shelter, connecting formed paths, ancillary furniture	100,000
	2,400,000
Dungeness – development of enhanced car park facilities at the Dungeness Boat Ramp	1,190,000
Forrest Beach – installation of a small sewerage plant for the Recreational Vehicle Park	550,000
	1,740,000

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

I would like to acknowledge and thank for all the work our Chief Executive Officer Alan Rayment, the Directors and staff involved have put into this Budget. It has been a tremendous effort and the manner in which it was undertaken certainly made the job easier for the Council. On behalf of Council thank you sincerely for that effort.

Councillor R Jayo  
MAYOR  
29 June 2020

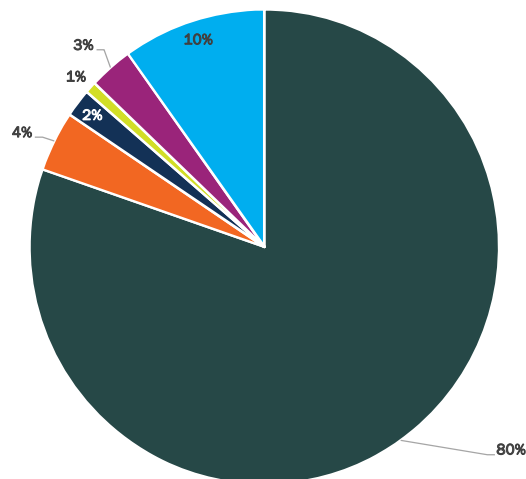


# **3.0**

## **2020-2021 Budget at a Glance**

### Operating Revenue 2020-2021 Budget - \$31 Million

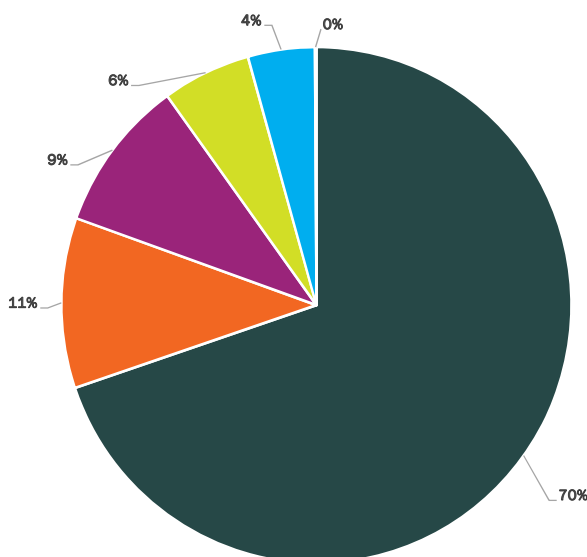
- Net rates, levies and charges 80%
- Fees and charges 4%
- Interest received 2%
- Rental income 1%
- Sales revenue 3%
- Grants and subsidies 10%



### Gross Rates and Charges Revenue 2020-2021 Budget

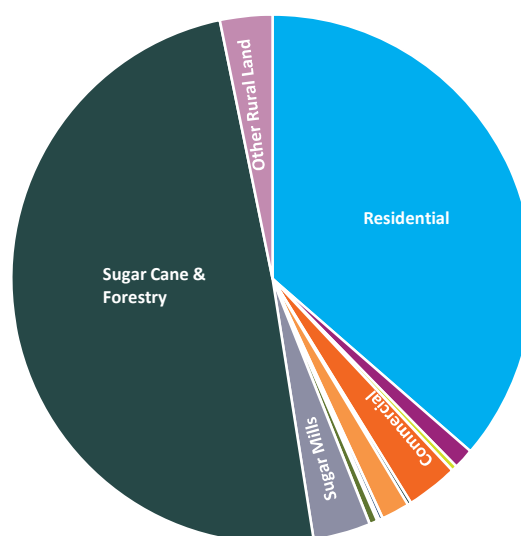
- General rates 70%
- Sewerage utility charge 11%
- Water utility charge 10%
- Cleansing utility charges 6%
- Waste management 4%
- Rural fire brigade special rate 0.1%

The change in gross rates and utility charges between 2019-2020 budget and 2020-2021 budget is 0%.

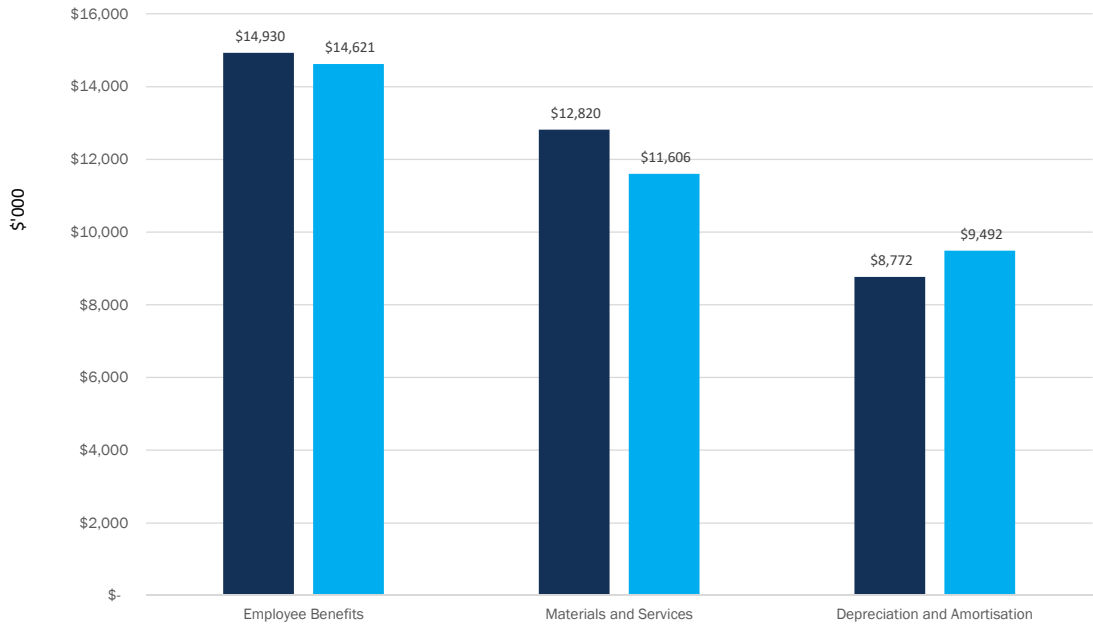


### Gross General Rate by Category 2020-2021 Budget

- Category 1 to 3 - Residential 36.3%
- Category 4 to 6 - Multi Unit Residential 1.3%
- Category 7 - Community Purposes 0.3%
- Category 8 to 9 - Commercial 3.2%
- Category 10 - Drive-In Shopping Centre 0.2%
- Category 11 - Industrial 1.7%
- Category 12 - Quarries 0.2%
- Category 13 - Island Land 0.1%
- Category 14 - Harbour Industries 0.5%
- Category 15 - Sugar Mills 3.6%
- Category 16 to 18 - Sugar Cane & Forestry 49.3%
- Category 19 - Other Rural Land 3.3%



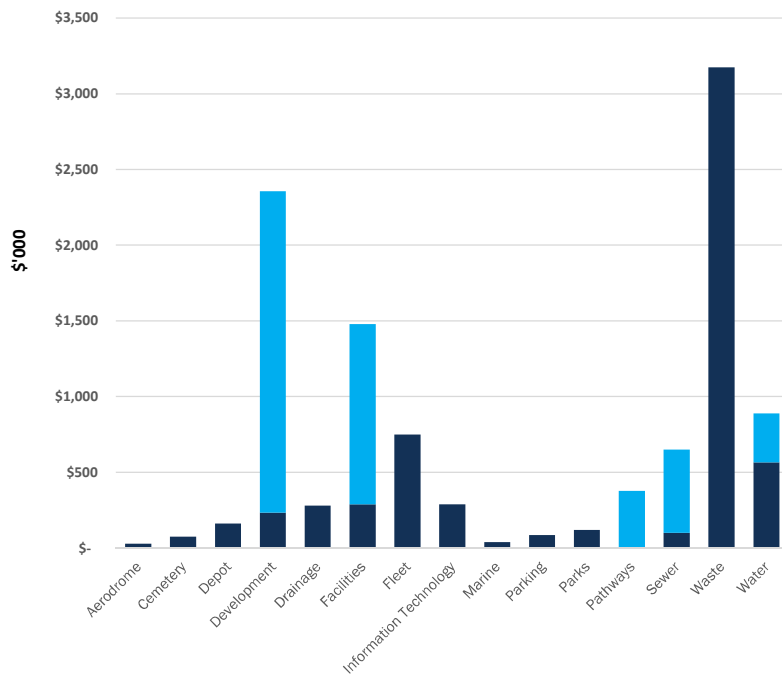
## Operating Expenditure Budget 2020-2021 and Revised Budget 2019-2020



■ 2019-2020 Operating Expenditure Revised Budget \$36.5 million ■ 2020-2021 Operating Expenditure Budget \$35.7 million

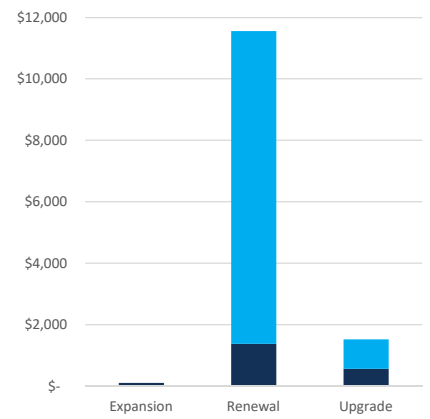
## Capital Expenditure 2020-2021 Budget - \$24 million

### Council Assets Excluding Roads \$10.8 million



■ Council Funded \$6.2 million ■ Grant & Subsidy Funded \$4.6 million

### Roads - \$13.2 million



■ Grant & Subsidy Funded \$11.1 million  
■ Council Funded \$2.1 million

# 4.0 2020-2021 Financial Reports

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

	<b>Original Budget 2019-20 \$000</b>	<b>Revised Budget 2019-20 \$000</b>	<b>Budget 2020-21 \$000</b>	<b>Forecast 2021-22 \$000</b>	<b>Forecast 2022-23 \$000</b>
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Gross Rates, Levies and Charges	25,319	25,319	25,271	25,776	26,292
Discounts and Remissions	(345)	(345)	(325)	(332)	(338)
Net Rates, Levies and Charges	24,974	24,974	24,946	25,444	25,954
Contributions from Developers	5	5	-	5	5
Fees and Charges	1,427	1,427	1,280	1,299	1,318
Interest Received	734	734	594	594	600
Rental Income	131	131	247	252	257
Sales Revenue	941	941	932	951	970
Other Income	127	127	36	37	38
Grants and Subsidies	3,103	3,293	2,714	2,500	2,500
Grants and Subsidies DRFA	1,175	1,175	350	-	-
<b>Total Operating Revenue</b>	<b>32,617</b>	<b>32,806</b>	<b>31,099</b>	<b>31,082</b>	<b>31,642</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Benefits	(14,934)	(14,930)	(14,621)	(14,840)	(15,063)
Materials and Services	(12,630)	(12,820)	(11,542)	(11,199)	(11,367)
Finance Costs	(24)	(24)	(21)	(24)	(24)
Depreciation and Amortisation	(8,600)	(8,772)	(9,942)	(9,492)	(9,492)
<b>Total Operating Expenses</b>	<b>(36,188)</b>	<b>(36,546)</b>	<b>(35,658)</b>	<b>(35,555)</b>	<b>(35,946)</b>
<b>Net Operating Result Profit/(Loss)</b>	<b>(3,571)</b>	<b>(3,740)</b>	<b>(4,559)</b>	<b>(4,473)</b>	<b>(4,304)</b>
<b>Capital Revenue</b>					
Grants and Subsidies	5,657	5,978	15,624	1,000	1,020
Contributions from Developers	4	4	4	4	4
<b>Total Capital Revenue</b>	<b>5,661</b>	<b>5,982</b>	<b>15,628</b>	<b>1,004</b>	<b>1,024</b>
<b>Capital Income/(Expense)</b>	<b>14</b>	<b>14</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Result</b>	<b>2,104</b>	<b>2,256</b>	<b>11,069</b>	<b>(3,469)</b>	<b>(3,280)</b>
<b>Movement in Asset Revaluation Reserve</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Comprehensive Income</b>	<b>2,104</b>	<b>2,256</b>	<b>11,069</b>	<b>(3,469)</b>	<b>(3,280)</b>

**Rates, Levies and Charges**

Rates, levies and charges include amounts invoiced for general rates, sewerage, water, water consumption, waste management and cleansing. The total change in gross rates and utility charges between 2019-2020 Budget and 2020-2021 Budget is 0%



**HINCHINBROOK SHIRE COUNCIL  
STATEMENT OF FINANCIAL POSITION**

	<b>Original Budget 2019-20 \$000</b>	<b>Revised Budget 2019-20 \$000</b>	<b>Budget 2020-21 \$000</b>	<b>Forecast 2021-22 \$000</b>	<b>Forecast 2022-23 \$000</b>
<b>Assets</b>					
<b>Current Assets</b>					
Cash and Cash Equivalents	22,005	22,315	19,171	15,210	11,023
Trade and Other Receivables	3,262	3,262	3,262	3,262	3,262
Inventories	390	390	390	390	390
	25,657	25,967	22,823	18,862	14,675
<b>Non Current Assets</b>					
Property, Plant and Equipment	312,151	326,753	340,966	341,458	342,365
	312,151	326,753	340,966	341,458	342,365
<b>Total Assets</b>	<b>337,808</b>	<b>352,720</b>	<b>363,789</b>	<b>360,320</b>	<b>357,040</b>
<b>Liabilities</b>					
<b>Current Liabilities</b>					
Trade and Other Payables	3,344	2,500	2,500	2,500	2,500
Provisions	2,047	2,227	2,227	2,227	2,227
	5,391	4,727	4,727	4,727	4,727
<b>Non-Current Liabilities</b>					
Provisions	5,175	6,387	6,387	6,387	6,387
	5,175	6,387	6,387	6,387	6,387
<b>Total Liabilities</b>	<b>10,566</b>	<b>11,114</b>	<b>11,114</b>	<b>11,114</b>	<b>11,114</b>
<b>Net Community Assets</b>	<b>327,242</b>	<b>341,606</b>	<b>352,675</b>	<b>349,206</b>	<b>345,926</b>
<b>Community Equity</b>					
Asset Revaluation Surplus	158,024	174,006	174,006	174,006	174,006
Retained Surplus/(Deficiency)	169,218	167,600	174,621	175,200	171,920
<b>Total Community Equity</b>	<b>327,242</b>	<b>341,606</b>	<b>352,627</b>	<b>349,206</b>	<b>345,926</b>

**HINCHINBROOK SHIRE COUNCIL  
CASH FLOW STATEMENT**

	Original Budget 2019-20 \$000	Revised Budget 2019-20 \$000	Budget 2020-21 \$000	Forecast 2021-22 \$000	Forecast 2022-23 \$000
<b>Cash flows from operating activities</b>					
Receipts from customers	34,003	32,072	30,506	30,489	31,042
Payments to suppliers and employees	(27,588)	(27,774)	(26,166)	(26,064)	(26,455)
Interest received	734	734	594	594	600
<b>Net cash inflow (outflow) from operating activities</b>	<b>7,149</b>	<b>5,032</b>	<b>4,934</b>	<b>5,019</b>	<b>5,187</b>
<b>Cash flows from investing activities</b>					
Capital grants, subsidies, contributions and donations	5,662	5,982	15,628	1,004	1,024
Payments for property, plant and equipment	(19,557)	(16,495)	(23,956)	(9,984)	(10,398)
Allowance for further capital carry overs	(500)	(500)	-	-	-
Proceeds from sale of property plant and equipment	180	180	250	-	-
<b>Net cash inflow (outflow) from investing activities</b>	<b>(14,215)</b>	<b>(10,833)</b>	<b>(8,078)</b>	<b>(8,980)</b>	<b>(9,374)</b>
<b>Net increase (decrease) in cash and cash equivalent held</b>	<b>(7,067)</b>	<b>(5,801)</b>	<b>(3,144)</b>	<b>(3,961)</b>	<b>(4,187)</b>
<b>Cash and cash equivalents at beginning of the financial year</b>	<b>29,072</b>	<b>28,116</b>	<b>22,315</b>	<b>19,171</b>	<b>15,210</b>
<b>Cash and cash equivalents at end of the financial year</b>	<b>22,005</b>	<b>22,315</b>	<b>19,171</b>	<b>15,210</b>	<b>11,023</b>

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

	Original Budget 2019-20 \$000	Revised Budget 2019-20 \$000	Budget 2020-21 \$000	Forecast 2021-22 \$000	Forecast 2022-23 \$000
<b>Total equity movement</b>					
Balance at beginning of period	325,138	339,350	341,606	352,675	349,206
Net result for the period	2,104	2,256	11,069	(3,469)	(3,280)
Revaluations/transfers	-	-	-	-	-
Total comprehensive income for the year	2,104	2,256	11,069	(3,469)	(3,280)
<b>Balance at end of period</b>	<b>327,242</b>	<b>341,606</b>	<b>352,675</b>	<b>349,206</b>	<b>345,926</b>
<b>Retained surplus/(deficit) movement</b>					
Balance at beginning of period	167,115	165,344	167,600	178,669	175,200
Net result for the period	2,104	2,256	11,069	(3,469)	(3,280)
<b>Balance at end of period</b>	<b>169,219</b>	<b>167,600</b>	<b>178,669</b>	<b>175,200</b>	<b>171,920</b>
<b>Asset revaluation surplus movement</b>					
Balance at beginning of period	158,024	174,006	174,006	174,006	174,006
Revaluations/transfers	-	-	-	-	-
<b>Balance at end of period</b>	<b>158,024</b>	<b>174,006</b>	<b>174,006</b>	<b>174,006</b>	<b>174,006</b>

**HINCHINBROOK SHIRE COUNCIL  
CAPITAL EXPENDITURE PROJECTS 2020-2021**

Bid Number	Portfolio	Category	Project Title	Project Type	Council Funded (\$)	Grant & Subsidy Funded (\$)	Total (\$)
BID00001	IUS	Aerodrome	Ingham Aerodrome Aircraft Tiedowns	New	30,000	-	30,000
BID00005	IUS	Drainage	Kerb and Channel Renewal Program	Renewal	200,000	-	200,000
BID00007	IUS	Drainage	Kerb Inlet Upgrade Program	Upgrade	20,000	-	20,000
BID00011	IUS	Development	Local Roads and Community Infrastructure Project	Renewal	-	378,000	378,000
BID00016	M&CEO	Development	Works for Queensland 2019-2021 - Development Program	Upgrade	-	2,100,000	2,100,000
BID00023	IUS	Roads	Road Seal Extension - Morehead Street	Expansion	113,000	-	113,000
BID00094	IUS	Parking	Parking Renewal Program	Renewal	70,000	-	70,000
BID00096	IUS	Roads	Annual Bitumen Reseal Program	Renewal	300,000	-	300,000
BID00098	IUS	Roads	Sealing Turnout Program	Upgrade	50,000	-	50,000
BID00099	IUS	Roads	Pavement Renewal Program	Renewal	115,000	-	115,000
BID00101	IUS	Roads	Safety and Amenity Improvement Program	Upgrade	20,000	-	20,000
BID00102	IUS	Roads	Transport Infrastructure Development Scheme (TIDS)	Upgrade	500,000	575,000	1,075,000
BID00107	IUS	Roads	Road Reconstruction Works - Heard Street	Renewal	90,000	-	90,000
BID00128	IUS	Fleet	Fleet Replacement Program	Renewal	750,000	-	750,000
BID00139	IUS	Water	Installation of New Water Connections	Expansion	30,000	-	30,000
BID00141	IUS	Water	Automatic Water Meter Reading Equipment Installation	Upgrade	325,000	325,000	650,000
BID00144	IUS	Water	Water Main Refurbishment Program	Renewal	150,000	-	150,000
BID00151	IUS	Water	Fire Hydrant Refurbishment Program	Renewal	25,000	-	25,000
BID00152	IUS	Water	Water Main Valve Replacement Program	Renewal	15,000	-	15,000
BID00175	IUS	Sewer	General Sewerage Pump Replacement	Renewal	25,000	-	25,000
BID00188	IUS	Depot	Works Depot Security Upgrade - Stage 2 of 2	Upgrade	125,000	-	125,000
BID00208	IUS	Drainage	Rural Drainage Renewal Program	Renewal	60,000	-	60,000
BID00220	IUS	Waste	Warrens Hill Waste Facility - Landfill Capping	Opex Project	3,000,000	-	3,000,000
BID00237	CDS	Development	Hinchinbrook Way Signage	Renewal	40,000	-	40,000
BID00248	IUS	IT	Implementation of Technology One Strategic Asset Management System	Upgrade	175,000	-	175,000
BID00252	IUS	Facilities	Replace remaining rails of the outside cattle yards	Renewal	15,000	-	15,000
BID00287	CDS	Development	CBD Revitalisation Stage 2 of 4	Expansion	115,000	-	115,000
BID00298	IUS	Roads	Insitu Stabilisation Program	Renewal	200,000	-	200,000
BID00304	IUS	Facilities	Lannercost Street Office Ventilation	Renewal	250,000	-	250,000
BID00312	IUS	Water	Renewal of Existing Water Connections	Renewal	20,000	-	20,000
BID00313	IUS	Depot	Workshop Fixed Tool Replacement	Renewal	25,000	-	25,000

Bid Number	Portfolio	Category	Project Title	Project Type	Council Funded (\$)	Grant & Subsidy Funded (\$)	Total (\$)
BID00314	CFS	IT	Replacement of Emergency Content Noticeboards (ECNx2)	Renewal	26,000	-	26,000
BID00318	CFS	IT	Replace existing Uninterrupted Power Supply (UPS) at Lannercost Street Server Room	Renewal	48,000	-	48,000
BID00322	IUS	Parks	Parks and Open Spaces Renewal Program	Renewal	120,000	-	120,000
BID00325	IUS	Sewer	Sewerage Pump Station - Design and Tender	Renewal	75,000	-	75,000
BID00342	CFS	IT	Implementation of Cisco Meraki (Wireless Infrastructure)	Renewal	40,000	-	40,000
BID00353	CFS	Depot	Small Plant and Equipment Replacement	Renewal	12,000	-	12,000
BID00355	IUS	Facilities	Supply of Portable Wheelchair Lift - Shire Hall	New	23,000	-	23,000
BID00358	IUS	Marine	Marine Infrastructure Renewal Program	Renewal	40,000	-	40,000
BID00368	IUS	Waste	Warrens Hill Waste Facility - Stormwater and Leachate Management System	Expansion	175,000	-	175,000
BID00369	IUS	Roads	Roads to Recovery Funding Program	Upgrade	-	378,323	378,323
BID00370	IUS	Parking	Lannercost Street Disabled Parking Bay (NAB)	Upgrade	15,000	-	15,000
BID00372	CDS	Development	Special Collection Preservation	Renewal	25,000	20,000	45,000
BID00384	CDS	Development	Exercise Circuit	New	55,000	-	55,000
BID00385	CDS	Cemetery	Cemetery Revitalisation Programme	Renewal	75,000	-	75,000
BID00386	IUS	Roads	NDRRA/DRFA REPA Program	Renewal	-	7,907,939	7,907,939
BID00387	IUS	Roads	DRFA Betterment and Resilience Program	Renewal	679,320	2,270,642	2,949,962
BID00388	IUS	Sewer	Forrest Beach Caravan Park Sewerage W4Q COVID19	New	-	550,000	550,000
BID00389	IUS	Facilities	Dungeness Car Park W4Q COVID19	New	-	1,190,000	1,190,000
				<b>TOTALS</b>	<b>8,261,320</b>	<b>15,694,904</b>	<b>23,956,224</b>

#### DOCUMENT HISTORY AND STATUS

Action		Name		Position	Signed	Date
		Alan Rayment		CEO		29/06/2020
Version:	2	Document Number:	BUD-202021.01	Current Version Adopted:		29/06/2020
Maintained By:		Corporate and Financial Services		Next Review Date:		30/06/2020

# HINCHINBROOK SHIRE COUNCIL LONG TERM FINANCIAL FORECAST

	Original Budget 2019-20 \$000	Revised Budget 2020-21 \$000	Forecast 2021-22 \$000	Forecast 2022-23 \$000	Forecast 2023-24 \$000	Forecast 2024-25 \$000	Forecast 2025-26 \$000	Forecast 2026-27 \$000	Forecast 2027-28 \$000	Forecast 2028-29 \$000	Forecast 2029-30 \$000
<b>Income and Expenditure</b>											
<b>Operating income</b>	32,617	31,099	31,082	31,642	32,274	32,920	33,578	34,250	34,935	35,634	36,346
<b>Operating expenditure</b>											
Employee costs	(14,934)	(14,621)	(14,840)	(15,063)	(15,289)	(15,518)	(15,751)	(15,987)	(16,227)	(16,470)	(16,717)
Materials and services	(12,654)	(11,545)	(11,224)	(11,392)	(11,563)	(11,736)	(11,912)	(12,091)	(12,272)	(12,456)	(12,643)
Depreciation	(8,600)	(9,492)	(9,492)	(9,492)	(9,492)	(9,492)	(9,492)	(9,492)	(9,492)	(9,492)	(9,492)
	(36,188)	(35,658)	(35,556)	(35,947)	(36,344)	(36,746)	(37,155)	(37,570)	(37,991)	(38,418)	(38,852)
<b>Total operating expenditure</b>	<b>(3,571)</b>	<b>(4,559)</b>	<b>(4,474)</b>	<b>(4,305)</b>	<b>(4,070)</b>	<b>(3,826)</b>	<b>(3,577)</b>	<b>(3,320)</b>	<b>(3,056)</b>	<b>(2,784)</b>	<b>(2,506)</b>
<b>Operating surplus/(deficit)</b>											
Capital grants and subsidies	5,661	15,628	1,004	1,024	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Capital income/(expenses)	14	-	-	-	-	-	-	-	-	-	-
<b>Net result</b>	<b>2,104</b>	<b>11,069</b>	<b>(3,470)</b>	<b>(3,281)</b>	<b>(2,570)</b>	<b>(2,326)</b>	<b>(2,077)</b>	<b>(1,820)</b>	<b>(1,556)</b>	<b>(1,284)</b>	<b>(1,006)</b>
Movement in asset revaluation reserve	-	-	-	-	-	-	-	-	-	-	-
<b>Total comprehensive income</b>	<b>2,104</b>	<b>11,069</b>	<b>(3,470)</b>	<b>(3,281)</b>	<b>(2,570)</b>	<b>(2,326)</b>	<b>(2,077)</b>	<b>(1,820)</b>	<b>(1,556)</b>	<b>(1,284)</b>	<b>(1,006)</b>
<b>Cash Flow</b>											
Operating revenue	34,737	31,099	31,082	31,642	32,274	32,920	33,578	34,250	34,935	35,634	36,346
Capital revenue	5,662	15,628	1,004	1,024	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Proceeds from sale of assets	180	250	-	-	-	-	-	-	-	-	-
Operating expenditure excluding depreciation	(27,588)	(26,166)	(26,064)	(26,455)	(26,851)	(27,254)	(27,663)	(28,078)	(28,499)	(28,927)	(29,360)
Capital expenditure	(19,557)	(23,956)	(9,984)	(10,398)	(7,120)	(7,524)	(7,415)	(7,672)	(7,936)	(8,207)	(8,486)
Allowance for capital carry overs	(500)	-	-	-	-	-	-	-	-	-	-
Bank increase/(decrease)	(7,066)	(3,145)	(3,962)	(4,187)	(197)	(358)	0	0	0	0	0
<b>Bank balance at end of year</b>	<b>22,005</b>	<b>22,315</b>	<b>19,171</b>	<b>11,021</b>	<b>10,825</b>	<b>10,467</b>	<b>10,467</b>	<b>10,467</b>	<b>10,467</b>	<b>10,467</b>	<b>10,467</b>

## HINCHINBROOK SHIRE COUNCIL LONG TERM FINANCIAL FORECAST CONT.

	Original Budget	Revised Budget	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
<b>Statement of Comprehensive Income</b>													
Operating revenue (excluding capital grants)	32,617	32,806	31,099	31,642	31,082	31,642	32,274	32,920	33,578	34,250	34,935	35,634	36,346
Depreciation	(8,600)	(8,772)	(9,492)	(9,492)	(9,492)	(9,492)	(9,492)	(9,492)	(9,492)	(9,492)	(9,492)	(9,492)	(9,492)
Operating result (excluding capital)	(3,571)	(3,740)	(4,559)	(4,305)	(4,474)	(4,305)	(4,070)	(3,826)	(3,577)	(3,320)	(3,056)	(2,784)	(2,506)
<b>Financial Position</b>													
Current assets	25,657	25,967	22,823	14,675	18,862	14,675	14,675	14,675	14,675	14,675	14,675	14,675	14,675
Non-current assets	312,151	326,753	340,966	342,365	341,458	342,365	339,992	338,024	335,947	334,126	332,570	331,284	330,278
<b>Total assets</b>	<b>337,808</b>	<b>352,720</b>	<b>363,789</b>	<b>357,040</b>	<b>360,320</b>	<b>357,040</b>	<b>354,667</b>	<b>352,699</b>	<b>350,622</b>	<b>348,801</b>	<b>347,245</b>	<b>345,959</b>	<b>344,953</b>
Liabilities	10,566	11,114	11,114	11,114	11,114	11,114	11,114	11,114	11,114	11,114	11,114	11,114	11,114
Equity	327,242	341,606	352,675	345,926	349,206	345,926	343,553	326,910	324,833	323,012	321,456	320,170	319,164

### Measures of Financial Sustainability

#### **Operating surplus ratio**

Target 0% to 10%

Net operating result divided by total operating revenue

(10.9%) (11.4%) (14.7%) (13.6%) (12.6%) (11.6%) (10.7%) (8.7%) (7.8%) (6.9%)

#### **Asset sustainability ratio**

Target greater than 90%

Capital expenditure on the replacement of assets (renewals) divided by depreciation expense

70% 108% 227% 99% 68% 71% 70% 73% 75% 78% 80%

#### **Net financial liabilities ratio**

Target not greater than 60%

Total liabilities less current assets divided by total operating revenue

(46%) (45%) (38%) (11%) (11%) (11%) (10%) (10%) (10%) (10%) (10%)





# 5.0

## 2020-2021 Special Rates and Charges

Bambaroo Rural Fire Brigade Overall Plan 2020-2021
Bambaroo Rural Fire Brigade Area - Map
Brown Lane Special Rate Overall Plan 2020-2021
Crystal Creek Rural Fire Brigade Overall Plan 2020-2021
Crystal Creek Rural Fire Brigade Area - Map
Seymour Rural Fire Brigade Overall Plan 2020-2021
Seymour Rural Fire Brigade Area - Map
Stone River Rural Fire Brigade Overall Plan 2020-2021
Stone River Rural Fire Brigade Area - Map
Toobanna Rural Fire Brigade Overall Plan 2020-2021
Toobanna Rural Fire Brigade Area - Map

## 1. Key Activities

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

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

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

The special rate will apply to all rateable land situated within the area identified on the map numbered 2020/3.

## 3. Cost of implementing this Overall Plan

The Brigade has advised Council that the cost of implementing the Overall Plan for 2020-2021 is likely to cost \$5,315 for operational costs. Unused funds will be set aside towards future building and maintenance repairs.

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

## 4. Estimated time for implementing this Overall Plan

This Overall Plan covers the 2020-2021 financial year. It is reviewed, and updated as required, on an annual basis.

## 5. Legal Parameters

*Local Government Act 2009*

*Local Government Regulation 2012*

*Fire and Emergency Services Act 1990*

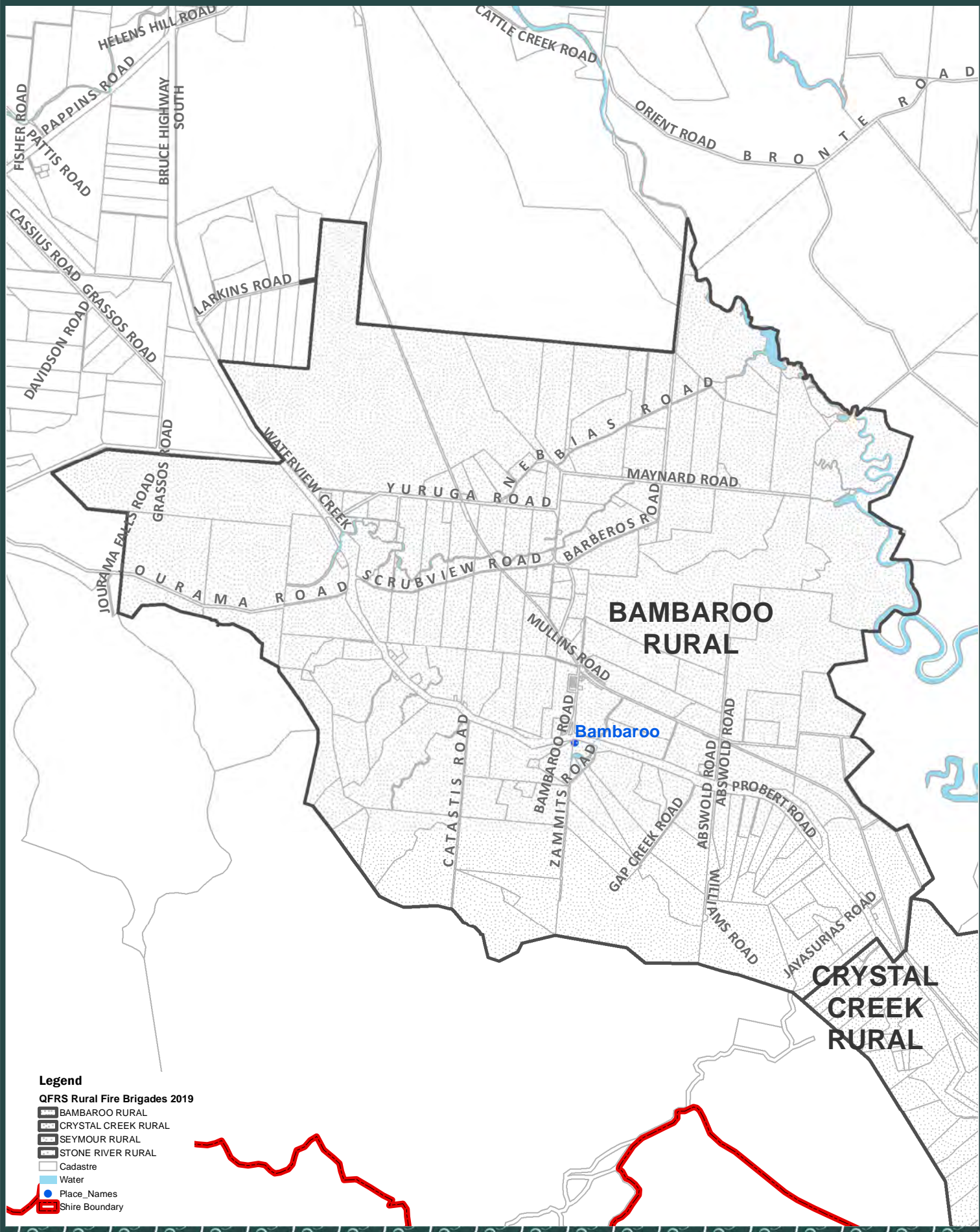
## 6. Associated Documents

2020-2021 Revenue Statement

Bambaroo Rural Fire Brigade Area Map 2020/3









DOCUMENT HISTORY AND STATUS					
Action	Name	Position	Signed	Date	
Approved by Council	Alan Rayment	CEO		29/06/2020	
Policy Version	11	Initial Version Adopted	31/08/2011	Current Version Adopted	29/06/2020
Maintained By	Corporate and Financial Services		Next Review Date	30/06/2021	
File Location	<a href="E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents">E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents</a>				





**Legend**

**QFRS Rural Fire Brigades 2019**

-  BAMBAROO RURAL
-  CRYSTAL CREEK RURAL
-  SEYMOUR RURAL
-  STONE RIVER RURAL
-  Cadastre
-  Water
-  Place Names
-  Shire Boundary



**Data Sources & Acknowledgements**

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**Bambaroo Rural Fire Brigade Area - June 2020/3**



0 287.5 575 1,150 1,725 Meters 1:74,508

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**1. Description of Facility to which Overall Plan applies**

This overall plan applies to the construction of Brown Lane as a rear access to the benefitted properties. The construction provides a sealed access with entrance from Euclid Street, culminating in a circular cul-de-sac with the total area of the new road comprising 442m<sup>2</sup>.

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

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

Lot 1110, SP 272679, Parish Trebonne

Lot 11, SP 288756, Parish Trebonne

Lot 12, I 22433, Parish Trebonne

**3. Estimated Cost for implementing the Overall Plan**

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

**4. Estimated time for implementing this Overall Plan**

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

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

**5. Legal Parameters**

Local Government Act 2009

Local Government Regulation 2012

**6. Associated Documents**

2020-2021 Revenue Statement

DOCUMENT HISTORY AND STATUS				
Action	Name	Position	Signed	Date
Approved by Council	Alan Rayment	CEO		29/06/2020
Policy Version	9	Initial Version Adopted	10/08/2009	Current Version Adopted
Maintained By	Corporate and Financial Services		Next Review Date	30/06/2021
File Location	<a href="E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents">E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents</a>			



**1. Key Activities**

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

- To present “Fire Ed” (primary school package) to educate children at Mutarnee State Primary School;
- To evaluate fire hazards before the fire season for the implementation of effective hazard reduction schemes;
- Enhance liaison with/and local hazard reductions plans with the following agencies: Queensland National Parks and Wildlife, Department of Agriculture and Fisheries, Queensland Rail, Department of Transport and Main Roads, Hinchinbrook Shire Council and Townsville City Council;
- Train all members in Level 1 firefighting on a yearly basis; and
- Have an annual community meeting to discuss the collection of public monies and their use for such items as: fuel, tyres, batteries, safety equipment and equipment maintenance etc.

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

The special rate will apply to all rateable land situated within the area identified on the map numbered 2020/4.

**3. Cost of implementing this Overall Plan**

The Brigade has advised Council that the cost of implementing the Plan for 2020-2021 is approximately \$2,000 for operational costs. Unused funds will be set aside towards future building and maintenance repairs as well as a longer-term plan for a vehicle replacement.

The Brigade has requested Council to levy each parcel of rateable land an amount of \$10 per annum for at least the next year. This charge will raise \$1,000 per annum to be contributed to the Crystal Creek Rural Fire Brigade.

**4. Estimated time for implementing this Overall Plan**

This Overall Plan covers the 2020-2021 financial year. It is reviewed, and updated as required, on an annual basis.

**5. Legal Parameters**

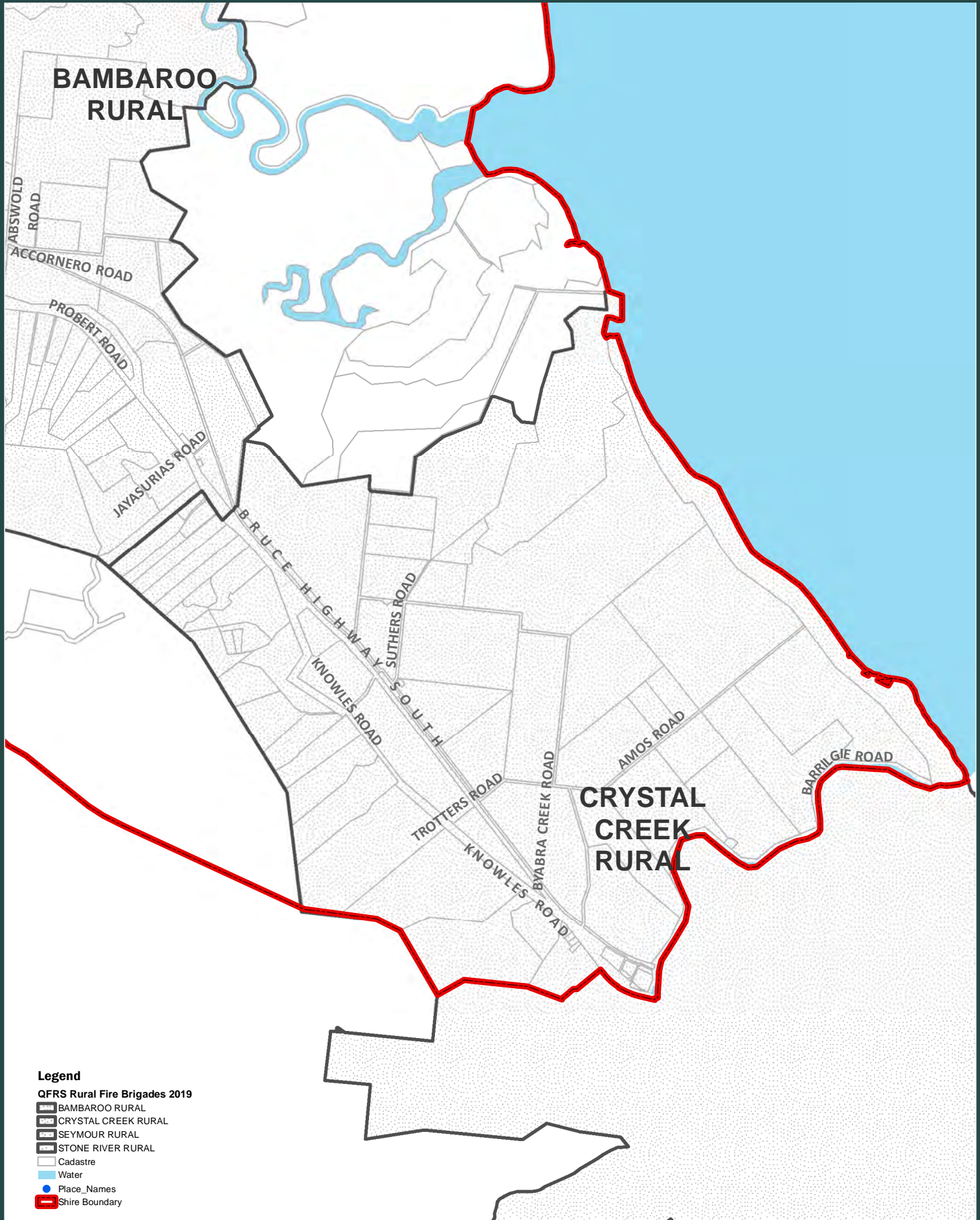
- Local Government Act 2009*
- Local Government Regulation 2012*
- Fire and Emergency Services Act 1990*

**6. Associated Documents**

- 2020-2021 Revenue Statement
- Crystal Creek Rural Fire Brigade Area Map 2020/4

DOCUMENT HISTORY AND STATUS					
Action	Name	Position	Signed	Date	
Approved by Council	Alan Rayment	CEO		29/06/2020	
Policy Version	11	Initial Version Adopted	31/08/2011	Current Version Adopted	29/06/2020
Maintained By	Corporate and Financial Services		Next Review Date	30/06/2021	
File Location	<a href="E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents">E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents</a>				





**Legend**

**QFRS Rural Fire Brigades 2019**

- BAMBAROO RURAL
- CRYSTAL CREEK RURAL
- SEYMOUR RURAL
- STONE RIVER RURAL
- Cadastral
- Water
- Place Names
- Shire Boundary

**Data Sources & Acknowledgements**

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**Crystal Creek Rural Fire Brigade Area - June 2020/4**



0 230 460 920 1,380 1,840 Meters 1:59,873

## 1. Key Activities

The Seymour Rural Fire Brigade (RFB) area is located at the northern end of the Hinchinbrook Shire and is bordered by Girringun National Park to the northwest, the Seymour River to the east and the Herbert River to the south. The Brigade's key activities/services include:

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

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

The special rate will apply to all rateable land situated within the area identified on the map numbered 2020/2.

## 3. Cost of implementing this Overall Plan:

The Brigade has advised Council that the cost of implementing the Plan for 2020-2021 is likely to cost \$1,696 for operational costs. Unused funds will be set aside towards the longer-term plan to build a new Fire Station.

The Brigade has requested Council to levy each parcel of rateable land an amount of \$40 per annum for at least the next year. This charge will raise \$7,570 per annum to be contributed to the Seymour Rural Fire Brigade.

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

This Overall Plan covers the 2020-2021 financial year. It is reviewed, and updated as required, on an annual basis.

## 5. Legal Parameters

*Local Government Act 2009*

*Local Government Regulation 2012*

*Fire and Emergency Services Act 1990*

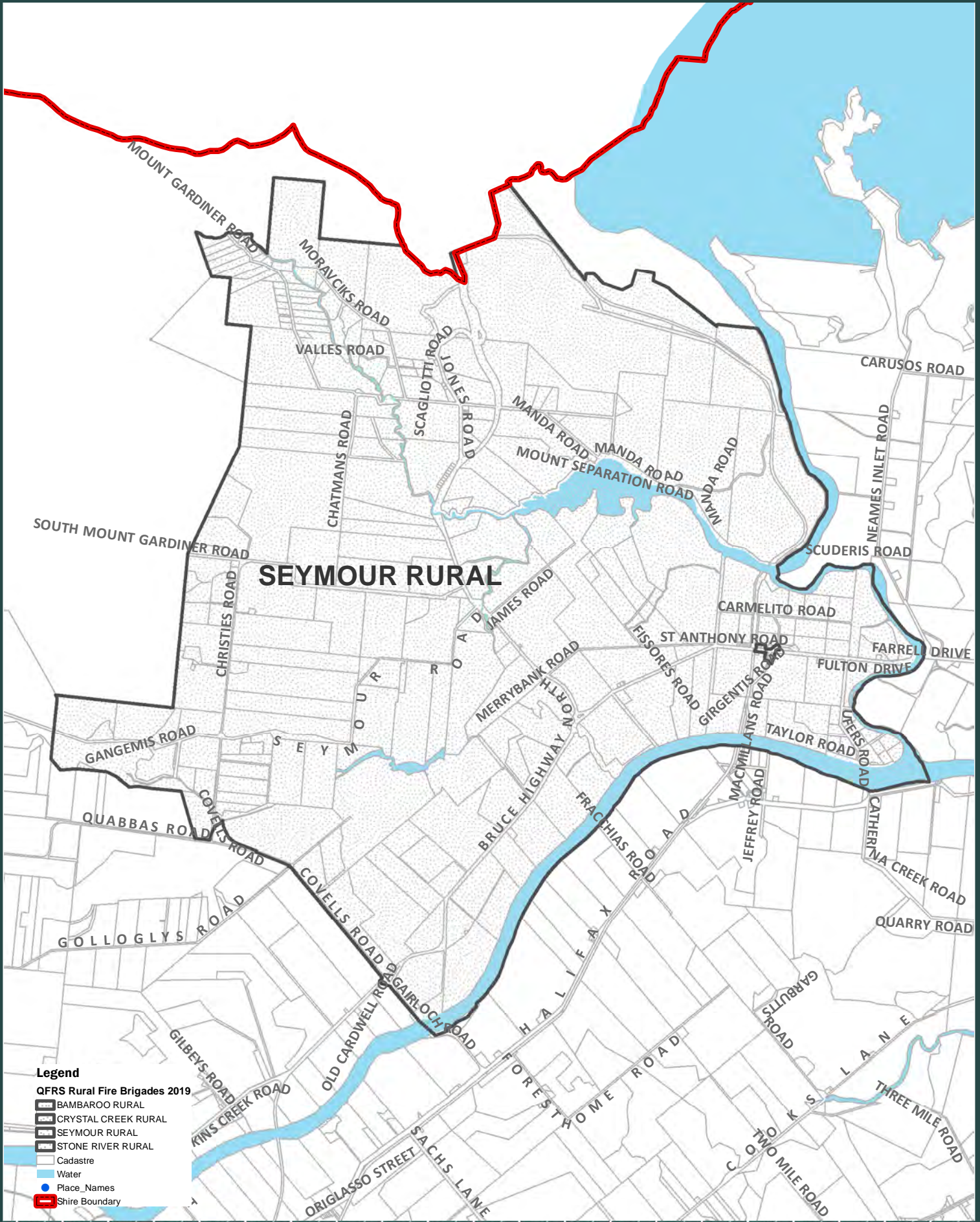
## 6. Associated Documents

2020-2021 Revenue Statement

Seymour Rural Fire Brigade Area Map 2020/2

DOCUMENT HISTORY AND STATUS					
Action	Name	Position	Signed	Date	
Approved by Council	Alan Rayment	CEO		29/06/2020	
Policy Version	11	Initial Version Adopted	10/08/2011	Current Version Adopted	29/06/2020
Maintained By	Corporate and Financial Services		Next Review Date	30/06/2021	
File Location	<a href="E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents">E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents</a>				





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**Seymour Rural Fire Brigade Area - June 2020/2**



0 235 470 940 1,410 1,60,756  
 Meters 1:60,756



## 1. Key Activities

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

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

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

The special rate will apply to all rateable land situated within the area identified on the map numbered 2020/1.

## 3. Cost of implementing this Overall Plan

The Brigade has advised Council that the cost of implementing the Plan for 2020-2021 is likely to cost \$1,965 for operational costs. Unused funds will be set aside towards future building and maintenance repairs as well as a longer term plan to build a concrete driveway and shed loft.

The Brigade has requested Council to levy each parcel of rateable land an amount of \$30 per annum for at least the next year. This charge will raise \$5,460 per annum to be contributed to the Stone River Rural Fire Brigade.

## 4. Estimated time for implementing this Overall Plan

This Overall Plan covers the 2020-2021 financial year. It is reviewed, and updated as required, on an annual basis.

## 5. Legal Parameters

*Local Government Act 2009*

*Local Government Regulation 2012*

*Fire and Emergency Services Act 1990*

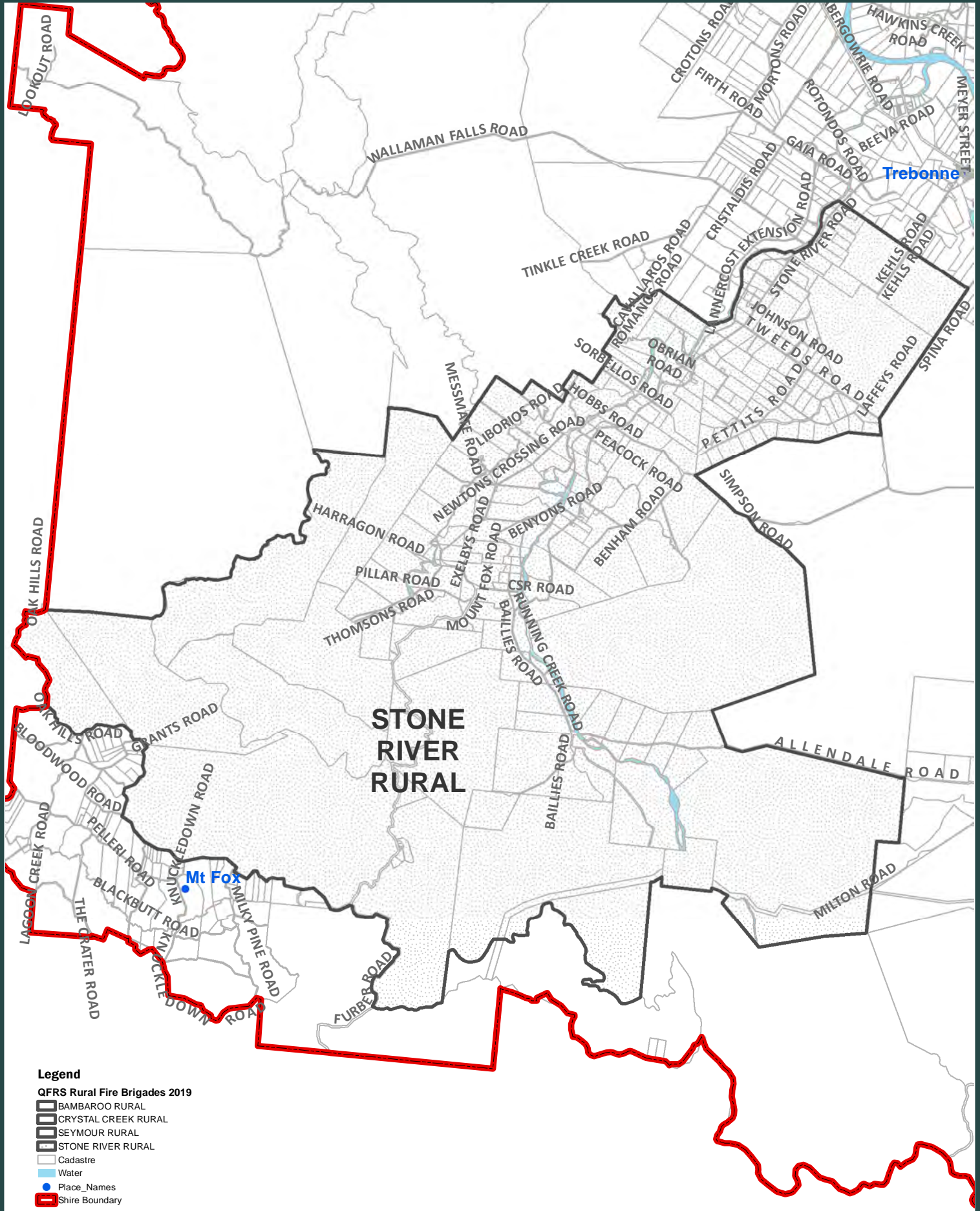
## 6. Associated Documents

2020-2021 Revenue Statement

Stone River Rural Fire Brigade Area Map 2020/1

DOCUMENT HISTORY AND STATUS				
Action	Name	Position	Signed	Date
Approved by Council	Alan Rayment	CEO		29/06/2020
Policy Version	11	Initial Version Adopted	10/08/2011	Current Version Adopted
Maintained By	Corporate and Financial Services		Next Review Date	30/06/2021
File Location	<a href="E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents">E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents</a>			





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**Stone River Rural Fire Brigade Area - June 2020/1**



0 550 1,100 2,200 3,300 Meters 1:155,000

## 1. Key Activities

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

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

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

The special rate will apply to all rateable land situated within the area identified on the map numbered 2020/5.

## 3. Cost of implementing this Overall Plan

The Brigade has advised Council that the cost of implementing the Overall Plan for 2020-2021 is likely to cost \$5,500 for operational costs. Unused funds will be set aside towards future building and maintenance repairs.

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

## 4. Estimated time for implementing this Overall Plan

This Overall Plan covers the 2020-2021 financial year. It is reviewed, and updated as required, on an annual basis.

## 5. Legal Parameters

*Local Government Act 2009*

*Local Government Regulation 2012*

*Fire and Emergency Services Act 1990*

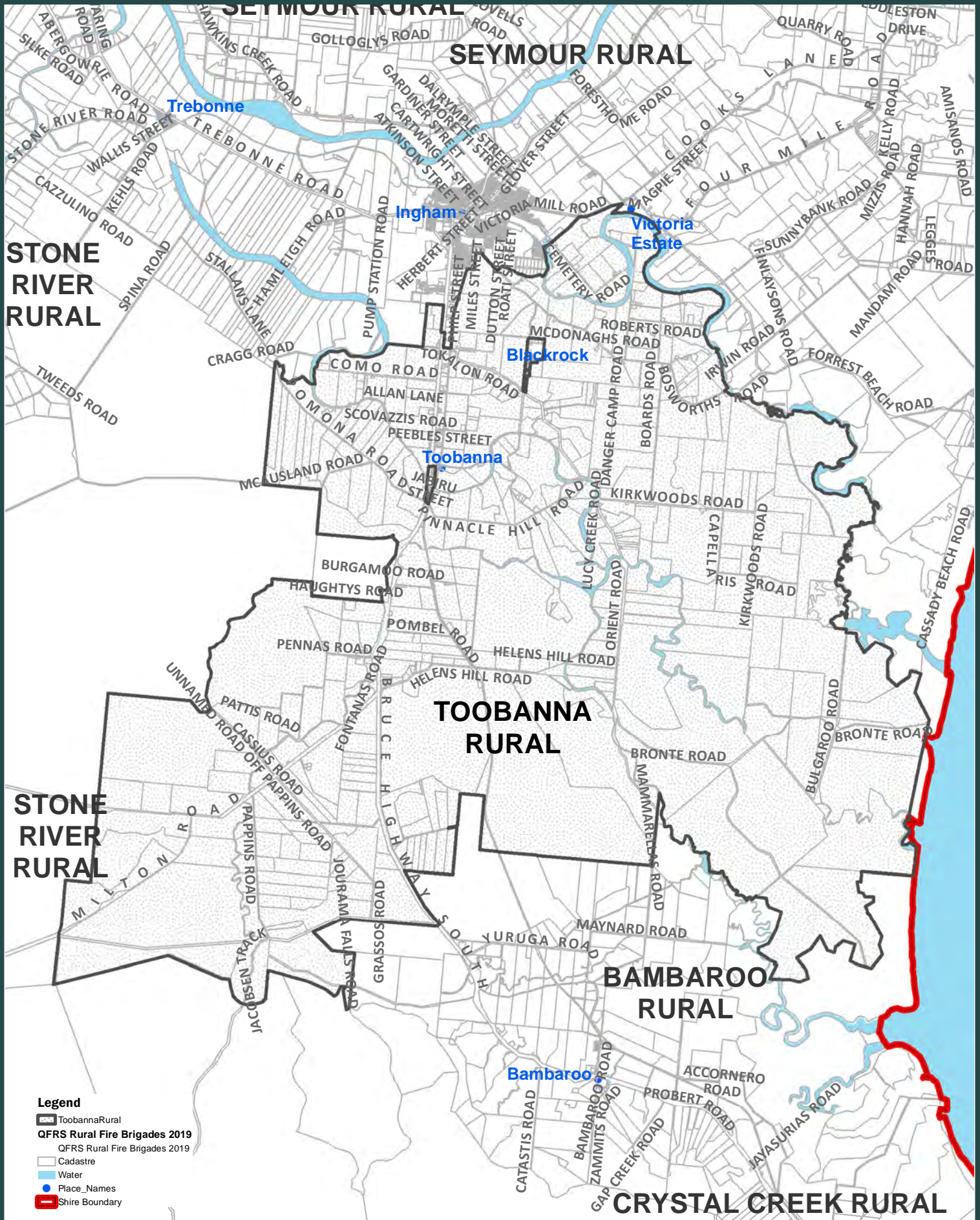
## 6. Associated Documents

2020-2021 Revenue Statement

Toobanna Rural Fire Brigade Area Map 2020/5

DOCUMENT HISTORY AND STATUS				
Action	Name	Position	Signed	Date
Approved by Council	Alan Rayment	CEO		29/06/2020
Policy Version	3	Initial Version Adopted	29/06/2017	Current Version Adopted
Maintained By	Corporate and Financial Services		Next Review Date	30/06/2021
File Location	<a href="E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents">E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents</a>			





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**Toobanna Rural Fire Brigade Area - June 2020/5**



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

1:136,384

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# 6.0

## 2020-2021 Policy Documents

Business Activities Policy  
Debt Policy  
Entertainment and Hospitality Policy  
Financial Hardship Policy  
Fraud and Corruption Prevention Policy  
Investment Policy  
Rate Rebate and Concession Policy  
Rate Recovery Policy  
Related Party Transactions Policy  
Revenue Policy  
Revenue Statement

## 1. Policy for Identifying Business Activities

Activities of Council will be identified as business activities if:

- They trade in goods and services to clients that could potentially be delivered by a private sector firm for the purposes of earning profits in the absence of Council's involvement; and
- The activities are deemed to be significant under the relevant legislation and/or regulations.

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

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

No business activities have been identified for 2020-2021.

## 2. Competitive Neutrality Complaints Process

Where business activities have been identified in accordance with Section 1, the Code of Competitive Conduct (the Code) is applied to those activities. Where the Code is applied to a business activity, the *Local Government Act 2009* requires Council to establish a complaints mechanism to deal with any complaints about whether the activity is being run in accordance with the requirements of the Code. The complaints mechanism is intended to provide both Council and complainants with some degree of certainty about the status and treatment of complaints over competitive neutrality.

No business activities were identified by Council during the 2019-2020 financial year and no related complaints were received.

DOCUMENT HISTORY AND STATUS				
Action	Name	Position	Signed	Date
Approved by Council	Alan Rayment	CEO		29/06/2020
Policy Version	4	Initial Version Adopted	30/06/2015	Current Version Adopted
Maintained By	Corporate and Financial Services		Next Review Date	30/06/2021
File Location	<a href="E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents">E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents</a>			



## 1. Policy Statement

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

### Background

Legislation requires the policy to include:

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

## 2. Policy

There are no planned borrowings in 2020-2021 or during the next nine (9) years.

### Short-Term Finance

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

DOCUMENT HISTORY AND STATUS				
Action	Name	Position	Signed	Date
Approved by Council	Alan Rayment	CEO		29/06/2020
Policy Version	11	Initial Version Adopted	10/08/2008	Current Version Adopted
Maintained By	Corporate and Financial Services		Next Review Date	30/06/2021
File Location	<a href="E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents">E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents</a>			



## 1. Policy Statement

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

## 2. Scope

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

## 3. Responsibility

3.1 The Mayor, Executive Team, managers and supervisors are responsible for ensuring that this Statutory Policy is understood and adhered to by all Hinchinbrook Shire Council Councillors, employees and other persons/organisations representing Hinchinbrook Shire Council.

3.2 All Hinchinbrook Shire Council Councillors, employees and other persons/organisations representing Hinchinbrook Shire Council have a responsibility for complying with this Policy and for seeking guidance from a more senior officer on any related matter.

## 4. Definitions

### Entertainment and Hospitality

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

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

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

## 5. Policy

### 5.1 Entertainment and Hospitality Expenditure

All Entertainment and Hospitality Expenditure must:

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



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

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

## **5.2 Accepting Hospitality**

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

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

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

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

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

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

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

## **5.3 Other**

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

including alcoholic beverages in accordance with conditions of the Drug and Alcohol Management Procedure.

## 6. Legal Parameters

*Local Government Act 2009*

*Local Government Regulations 2012 (S196)*

*Fringe Benefits Tax Assessment Act 1986*

## 7. Associated Documents

Drug and Alcohol Management Procedure

Procurement Policy

Procurement Procedure

Purchasing Card Policy

Purchasing Card Procedure

DOCUMENT HISTORY AND STATUS					
Action	Name	Position	Signed	Date	
Approved by Council	Alan Rayment	CEO		29/06/2020	
Policy Version	3	Initial Version Adopted	30/06/2015	Current Version Adopted	29/06/2020
Maintained By	Corporate and Financial Services		Next Review Date	30/06/2021	
File Location	<a href="E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents">E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents</a>				



## 1. Policy Statement

This policy has been established to facilitate a consistent approach to assist property owners and business owners who may experience difficulty paying their rates and/or charges due to hardship, and to encourage those experiencing hardship to access support services earlier.

## 2. Scope

This policy applies to all ratepayers in the Hinchinbrook Shire Council region and also extends to local businesses within Council's boundaries

## 3. Responsibility

Corporate and Financial Services shall be responsible for the application of this policy.

## 4. Definitions

**Business Owner** means the person/s who have full legal responsibility for a business located within the Hinchinbrook Shire Council boundaries. It can be an individual or group that owns the assets of the business and profits from them.

**Chronic Illness** means an illness that is permanent or lasts longer than three (3) months ([www.health.gov.au](http://www.health.gov.au)).

**Death of a Partner** means the death of a member of a couple (married, registered relationship or defacto relationship).

**Financial Hardship for a Property Owner** means an inability to meet basic requirements (including food, clothing, medicine, accommodation, and children's education). This hardship may occur as a result of chronic illness, long-term unemployment or costs and/or loss of income associated with the death of a partner or other extenuating circumstances.

**Financial Hardship for a Business Owner** means loss of income due to unavoidable circumstances. This hardship may occur as a result of forced closure due to government directive (eg pandemic) or government interference with the running of their business (eg long term roadworks cutting the ability for customers to frequent the business).

**Long-Term Unemployment** means unemployed for 52 weeks or more.

**Property Owner** means the 'owner of the land' as defined under the Local Government Act 2009.

**Residential Property** means property that has as its primary use, use for residential purposes as per Council's land use classification.

## 5. Policy

### 5.1 Background

Council may provide support to Property Owners and Business Owners who may be experiencing hardship and are unable to meet a realistic payment arrangement for the rates and charges levied against a property or business.

Where a Property Owner or Business Owner can show that maintaining a realistic payment arrangement would entail genuine hardship due to a loss the Property Owner or Business Owner has suffered, Council seeks to provide a framework for assistance deemed appropriate to the circumstances experienced.

Hardship relief provided under this policy does not forgo Council's normal debt recovery action, including Council's ability to sell land for arrears of rates.

Under section 120(1)(c) of the Local Government Regulation 2012, Council may grant a concession if it is satisfied that "the payment of rates and/or charges will cause hardship to the landowner". Council has determined it may grant such a concession for rates and/or charges relief as set out in this Policy.

## **5.2 Criteria for Providing Assistance**

Council may consider an application for rates and/or charges relief under this Policy on a property where:

- The Property Owner is unable to maintain payment arrangements in accordance with Council's Rates Recovery Policy;
- The Property Owner is experiencing genuine hardship such as:
  - less than two weeks of available funds equivalent to the maximum rate of income support payment provided by the Department of Human Services for Crisis Payments (evidence must be provided by the Department of Human Services); or
  - long term unemployment; or
  - suffering from a chronic or terminal illness which prevents them from seeking employment and reduces their income (evidence must be provided from medical practitioner or hospital facility); or
  - unexpected expenses incurred and reduction or loss of family income as a result of the death of a partner.
- An application is made to Council for the relief of rates and/or charges by the Property Owner;
- The application needs to demonstrate severe and/or unusual hardship; and
- The applicant will need to complete a budget planner as per ASIC's Moneysmart website <https://www.moneysmart.gov.au/tools-and-resources/calculators-and-apps/budgetplanner> (except in the case of chronic or terminal illness)

Council may consider an application for rates and charges relief under this Policy for a Local Business where:

- The business is located within Council's boundaries;
- The business owner is experiencing genuine financial hardship, such as there has been a loss of income greater than 30% on the same period during the previous financial year;
- An application is made to Council for the relief of rates and/or charges by the Business Owner; and
- The application must demonstrate severe and/or unusual hardship.

## **5.3 Types of Relief which may be Applied**

The Chief Executive Officer, or delegate, may grant relief under this policy to a Property Owner or Business Owner by one or more of the following:

- an agreed payment plan outside the current debt recovery action;
- subject to satisfactory completion of an agreed payment plan and/or repayment of all outstanding rates and/or charges:
  - reimbursement of interest charges against the property that have accrued prior to the completion of an agreed payment plan; and

- withholding of further legal action and associated costs to recover outstanding rates and charges.
- Relief is also provided where a ratepayer experiences an undetectable and unexpected water leak as per Council's Water Leak Relief Policy.

#### **5.4 Lodging a Request for Relief**

The Property Owner/Business Owner is required to complete and submit an application form which will include details and proof of the cause of Hardship, and the actions which the Property Owner/Business Owner has taken to alleviate the situation and seek assistance.

#### **5.5 Assessment and Approval of Application**

Any application made for a rates and/or charges relief due to Hardship may be approved by the Chief Executive Officer, Director Corporate and Financial Services or Finance Manager.

#### **5.6 Support Agencies**

Where necessary Council will, refer the Property Owner/Business Owner to an appropriate Financial Support provider.

#### **5.7 Supporting Documentation**

It is the applicant's responsibility to provide sufficient supporting information to enable an assessment to be made as to the severity of the financial hardship being experienced. Officers may request additional information to assist with this assessment outside of that provided for below.

The following documentation may be requested to assist Council when assessing a Property Owners eligibility for hardship relief:

- Pay slips (two (2) recent pay slips);
- Tax Return (if self-employed);
- Centrelink statements;
- Employment separation certificate;
- Medical certificate and/or letter from medical practitioner or hospital facility;
- Property sales agency agreement (if you are intending to sell a property to repay your debt);
- Any written advice of current hardship arrangements with lenders/creditors;
- Budget planner from ASIC Moneysmart website;
- Other documentation considered necessary to make an assessment.

The following documentation may be requested to assist Council when assessing a Business Owners eligibility for hardship relief:

- Business Activity Statements for the last 3 years;
- Profit and Loss Statements for the last 3 financial years;
- Current Balance Sheet; and
- Any written advice of current hardship arrangements with lenders/creditors;
- Other documentation considered necessary to make an assessment.

## 5.8 Dispute or Failure to Comply

If a Property Owner or Business Owner:

- does not respond to Council's offer of relief within 20 business days of the date printed on the offer; or
- fails to wholly comply with Council's offer of relief; or
- fails to comply with the requirements of the agreed payment plan once entered into,

Council may continue with normal debt recovery action, including the application of interest, and legal charges where applicable.

However, prior to implementing debt recovery action, if the Property Owner is on a payment plan, Council will first liaise with the property owner to rectify the defaulted payments within ten (10) business days from notification of the breach. In the event that the applicant defaults on the agreed payment plan on two (2) occasions the plan will be cancelled, and collection action will recommence.

If a Property Owner or Business Owners is unsatisfied with the outcome of their application under this policy, they may seek a review of the decision.

## 6 Legal Parameters

*Local Government Act 2009*  
*Information Privacy Act 2009*

## 7 Associated Documents

*Human Rights Act 2019*  
 Revenue Policy  
 Revenue Statement  
 Rate Rebates and Concessions Policy  
 Rates Recovery Policy  
 Water Leak Relief Policy

DOCUMENT HISTORY AND STATUS				
Action	Name	Position	Signed	Date
Approved by Council	Alan Rayment	CEO		29/06/2020
<b>Policy Version</b>	1	<b>Initial Version Adopted</b>	<b>Current Version Adopted</b>	29/06/2020
<b>Maintained By</b>	Corporate and Financial Services		<b>Next Review Date</b>	29/06/2020
<b>File Location</b>	<a href="#">E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents</a>			



## 1. Policy Statement

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

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

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

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

## 2. Scope

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

## 3. Responsibility

The CEO is responsible for:

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

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

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

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

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

Directors are responsible for:

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

Employees and representatives are responsible for:

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

#### 4. Definitions

To assist in interpretation, the following definitions shall apply:

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

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

**Council** means Hinchinbrook Shire Council.

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

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



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

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

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

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

## 5. Policy

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

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

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

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

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

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

## **6. Disclosure**

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

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

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

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

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

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

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

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

## **7. Related Procedures**

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

## **8. Other: Investigations**

In all cases confidentiality and natural justice will be maintained.

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

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

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

## 9. Legal Parameters

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

## 10. Associated Documents

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

DOCUMENT HISTORY AND STATUS				
Action	Name	Position	Signed	Date
Approved by Council	Alan Rayment	CEO		29/06/2020
Policy Version	4 Initial Version Adopted	23/02/2016	Current Version Adopted	29/06/2020
Maintained By	Corporate and Financial Services		Next Review Date	30/06/2021
File Location	<a href="E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents">E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents</a>			



## 1. Policy Statement

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

## 2. Scope

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

## 3. Responsibility

The Director Corporate and Financial Services is responsible for ensuring that this policy is understood and followed.

## 4. Definitions

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

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

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

## 5. Policy

### 5.1 Investment Risk Philosophy

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

### 5.2 Objective

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

### 5.3 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.

#### **5.4 Range of Investments**

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

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

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

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

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

#### **5.6 Credit Risk Guidelines**

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

**Table A:**

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

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

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

#### Table A: Credit Risk Guidelines

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

This information should be available from the relevant financial institution web site.

### 5.7 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.

### 5.8 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.

### 5.9 Reporting requirements

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

## 6. Legal Parameters

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

## 7. Associated Documents

Investment Procedure

DOCUMENT HISTORY AND STATUS				
Action	Name	Position	Signed	Date
Approved by Council	Alan Rayment	CEO		29/06/2020
Policy Version	7 Initial Version Adopted	20/09/2012	Current Version Adopted	29/06/2020
Maintained By	Corporate and Financial Services		Next Review Date	30/06/2021
File Location	<a href="E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents">E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents</a>			



## 1. Policy Statement

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

## 2. Scope

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

## 3. Responsibility

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

## 4. Policy

### 4.1 Pensioner Concession

#### Scope

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

#### Conditions of Eligibility

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

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

#### Calculation of Concession

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

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



## Application process

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

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

## 4.2 Not for Profit / Charitable Organisations Concessions

### Scope

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

### Conditions of Eligibility

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

- (a) Be located within the Hinchinbrook Shire area;
- (b) Have most of its members reside within Hinchinbrook Shire area;
- (c) Exist primarily to undertake community service activities and rely mainly on volunteer labour, or 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 organisation 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 rate payable by that organisation.

#### Cleansing Utility Charge

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

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

### **Waste Management Levy**

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

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

### **Application process**

The eligibility of all applicants will be verified prior to rates and charges being levied each year. Organisations that are not automatically provided with a concession, and who believe they meet the relevant criteria, may apply for approval at any time.

## **4.3 Application for Rate Relief**

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

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

## **4.4 Application for General Rate Concession on New Residential Dwellings**

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

- (a) Construction is for a new residential dwelling;
- (b) The construction of a new dwelling must have been approved for construction after 1 July 2019 and completed (Form 21 issued) prior to an application being made for the remission of general rates. An application must be lodged within six (6) months of the building works being completed;



- (c) A development permit for building works has been approved and a Final Inspection Certificate (Form 21) under the *Building Act 1974* issued;
- (d) Construction must commence after 1 July 2019;
- (e) Construction must be completed and Final Inspection Certificate (Form 21) issued before an application is lodged for consideration; and
- (f) Application for the general rates concession must be made on the approved form.

The maximum period of granted remission of General Rates component only will apply for two (2) years from the first day of the next billing period after the date of the Final Inspection Certificate (Form 21) under the *Building Act 1974* and upon approval of the Application for General Rate Concession on New Residential Dwellings form.

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

## 5. Legal Parameters

*Local Government Act 2009*

Local Government Regulation 2012

## 6. Associated Documents

DOCUMENT HISTORY AND STATUS				
Action	Name	Position	Signed	Date
Approved by Council	Alan Rayment	CEO		29/06/2020
Policy Version	9	Initial Version Adopted	31/08/2011	Current Version Adopted
Maintained By	Corporate and Financial Services		Next Review Date	30/06/2021
File Location	<a href="E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents">E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents</a>			



## 1. Policy Statement

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

## 2. Scope

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

## 3. Responsibility

The Director of Corporate and Financial Services is responsible for the implementation and maintenance of this Policy.

## 4. Definitions

**Rates and charges** are defined in s91 of the *Local Government Act 2009*. Without limiting the detail of the legislation, rates and charges are levies that a local government imposes on land and for a service, facility or activity that is supplied or undertaken by the local government or someone on behalf of the local government.

**Overdue rates and charges** are defined in s132 of the *Local Government Regulation 2012*. Without limiting the detail of the legislation, overdue rates and charges are rates and charges that are not paid by the due date for payment stated in the rate notice. The rates or charges become overdue on the day after the due date for payment of the rates or charges.

## 5. Policy

### 5.1 Safeguarding Council's and the Community's Interests

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

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

### 5.2 Rates and Charges

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

## Steps

### *Overdue Reminder Letter*

Council will issue an overdue reminder letter if:

- Seven (7) days after the due date on the rates notice the ratepayer has \$20.00 or more in rates or charges owing to Council; and
- A current payment plan has not been entered into; and
- No other recovery action has been commenced.

### *Overdue Reminder Phone Call*

Council Financial Services and Administration staff will attempt to make one overdue reminder phone call if:

- A phone number for the ratepayer is held on file;
- Seven (7) days after the due date on the overdue reminder letter the ratepayer has \$1,000.00 or more in rates or charges owing to Council;
- A current payment plan has not been entered into; and
- No other recovery action has been commenced.

### *Demand Letter*

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

- Seven (7) days after an overdue reminder phone call the ratepayer has \$1,000.00 or more in rates or charges owing to Council;
- A current payment plan has not been entered into; and
- No other recovery action has been commenced.

### *Claim and Statement of Claim*

The usual practice of Council is that legal action will be commenced if:

- Seven (7) days after expiry of the demand letter, the amount referred to in the letter has not been paid;
- The ratepayer has \$1,000.00 or more in rates or charges owing to Council; and
- There is no current payment plan to pay the outstanding rates, or the payment plan has not been adhered to.

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

### *Pre-Judgement Letter*

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

- Have made no contact or have failed to abide by a payment commitment after being served with the Claim; and/or

- Seven (7) days have passed after the 28-day waiting period after service of Claim has expired.

#### *Default Judgement*

Default judgements are issued in Court against those rate payers who have not responded to the Pre-Judgement Letter or have failed to abide by payment commitments from the Pre-Judgement letter.

#### *Post Judgement Warning Letter*

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

#### *Enforcement of Default Judgement*

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

#### *Properties with a Payment Plan*

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

- The ratepayer has not fully complied with the terms of the agreed payment plan; and
- The ratepayer has \$1,000.00 or more in rates or charges owing to Council.

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

#### *Sale of Land - Residential*

Where rates and charges remain unpaid for three (3) years and no approved payment plan exists, Council may, by resolution, commence proceedings to sell the property subject to and by virtue of its powers under the *Local Government Act 2009* and *Local Government Regulation 2012*.

#### *Sale of Land – Vacant Land and Commercial Property*

Where rates and charges remain unpaid on vacant land or land used solely for commercial purpose for one (1) year or more and no approved payment plan exists, and judgment has been obtained, Council may, by resolution, commence proceedings to sell the property subject to and by virtue of its powers under the *Local Government Act 2009* and *Local Government Regulation 2012*.

In recognition of individual privacy and to ensure all rate payers are treated consistently, the list of properties which Council resolves to commence land sale for rates and/or charges will be identified by the property number, property location, and real property description only.

#### *Costs*

Council will attempt to recover all legal costs incurred for undertaking recovery action for rates and charges from the ratepayer which may include Council making an application to the court to formalise a costs order.

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

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

#### 5.4 Agreed Payment Plan

Council may grant a payment plan for the payment of rates and charges. There is no limitation of the scope of the payment plan that can be provided by the Local Government Act 2009. However, due to practical and economic reasons, Council has determined arrangements, should be sufficient to service rates arising in the current financial period and interest accrued, plus a minimum of 20% of the rates in arrears. A financial period represents a half year from 1 July to 31 December or 1 January to 30 June.

All payment plans will be confirmed in writing. Failure to meet the agreed payments will result in a broken payment letter being forwarded to the rate payer. The broken arrangement letter should allow the ratepayer up to seven (7) days in which to bring the payment plan back into order. If the plan is not brought into order, the arrangement will be cancelled. In particular circumstances, legal recovery action may commence immediately in the event of default by the ratepayer.

#### 5.5 Pensioners

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

### 6. Legal Parameters

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

### 7. Associated Documents

Revenue Statement  
Financial Hardship Policy

DOCUMENT HISTORY AND STATUS				
Action	Name	Position	Signed	Date
Approved by Council	Alan Rayment	CEO		29/06/2020
Policy Version	4	Initial Version Adopted	30/06/2015	Current Version Adopted
Maintained By	Corporate and Financial Services		Next Review Date	30/06/2021
File Location	<a href="E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents">E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents</a>			



## 1. Policy Statement

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

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

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

## 2. Scope

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

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

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

This Policy applies to all those individuals who are either:

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

## 3. Responsibility

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

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

The Grants and Governance Officer is to ensure that all formal records associated with this Policy that they maintain are kept in a confidential manner.

KMP are responsible for advising the Grants and Governance Officer in writing, on a timely basis, of all relevant RPTs.

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

## 4. Definitions

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



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

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

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

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

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

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

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

## 5. Policy

The Grants and Governance Officer shall maintain a register of KMP for each financial year.

The Finance Manager will ensure disclose RPT details in each year's annual financial statements.

All KMP shall advise the Grants and Governance Officer of their respective RPTs throughout each financial year.

## 6. Disclosure

- The total remuneration paid to KMP must be disclosed; and

- Generally, Council is only required to disclose any other related party transaction where the transaction is material either in nature or size. For the purposes of this Policy, Council considers that ALL related party transactions are material, regardless of their size.

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

### Subsidiaries

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

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

### Key Management Personnel

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

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

### Transactions With Other Related Parties

Total amounts paid to other related parties:

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

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

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

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

### Outstanding Balances

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

### Loans and Guarantees to/from related parties

Details of any such loan and/or guarantee.

### Commitments to/from related parties

Details of any such commitment.

## 7. Legal Parameters

*Local Government Act 2009*

*Local Government Regulations 2012 (S196)*

*Fringe Benefits Tax Assessment Act 1986*

## 8. Associated Documents

Drug and Alcohol Management Procedure

Procurement Policy

Procurement Procedure

Purchasing Card Policy

Purchasing Card Procedure

DOCUMENT HISTORY AND STATUS				
Action	Name	Position	Signed	Date
Approved by Council	Alan Rayment	CEO		29/06/2020
Policy Version	3	Initial Version Adopted	01/08/2016	Current Version Adopted
Maintained By	Corporate and Financial Services		Next Review Date	30/06/2021
File Location	<a href="E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents">E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents</a>			



## 1. Policy Statement

The Revenue Policy provides the parameters under which Council develops its Annual Budget.

## 2. Scope

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

## 3. Responsibility

Councillors, the Chief Executive Officer, the Director of Corporate and Financial Services and the Finance Manager are responsible for ensuring that this Policy is understood and followed.

## 4. Definitions

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

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

## 5. Policy

### 5.1 General Principles

The general principles of revenue set by Council are:

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

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

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

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

When levying the rates and charges, Council will:

1. Have regard to its long-term financial forecast;

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

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

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

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

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

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

The purpose of these concessions is to:

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

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

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

## 5.6 Funding of new development

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

## 6. Legal Parameters

*Local Government Act 2009*

*Local Government Regulations 2012*

*Land Valuation Act 2020*

*Magistrates Courts Act 1921*

*Sustainable Planning Act 2009*

## 7. Associated Documents

Revenue Statement

DOCUMENT HISTORY AND STATUS				
Action	Name	Position	Signed	Date
Approved by Council	Alan Rayment	CEO		29/06/2020
Policy Version	4	Initial Version Adopted	30/06/2015	Current Version Adopted
Maintained By	Corporate and Financial Services		Next Review Date	30/06/2021
File Location	<a href="E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents">E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents</a>			



## 1. Policy Statement

This statement outlines and explains the revenue raising measures adopted by the Hinchinbrook Shire Council in preparation for its budget for the 2020-2021 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

The Finance Manager is responsible for policy compliance.

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

## 3. General Rating

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

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

Differential rating provides equity through recognising:

- Significant variation in valuations and level of rating in the same classes of land resulting from the revaluation of the local government area;
- 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;
- The use of land in so far as it relates to the extent of utilisation of Council's services; and
- Relative valuations as between different types of land.

In relation to the table below:

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

Rating Category (section 81)	Rating Category Description (section 81)	Identification (sections 81(4) and 81(5))	Rate in the \$ (section 80)	Minimum General Rate (\$) (section 77)	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 \$19,999.	Land having the land use codes of 01, 02, 04, 05, 06, 08, 09 or 72.	3.905	626.30	No Limit
2. Residential B	Land used, or capable of being used for purpose of a single residential dwelling, which has a rating valuation between \$20,000 and \$76,999.	Land having the land use codes of 01, 02, 04, 05, 06, 08, 09 or 72.	1.566	1,014.60	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 \$77,000.	Land having the land use codes of 01, 02, 04, 05, 06, 08, 09 or 72.	1.255	1,195.70	No Limit
4. Multi Unit Residential – A	Land used, or capable of being used, for the purpose of multiple residential units (2 or 3 flats).	Land having the land use code of 03.	1.395	1,317.90	No Limit
5. Multi Unit Residential – B	Land used, or capable of being used, for the purpose of multiple residential units (4 or 5 flats).	Land having the land use code of 03.	1.736	1,666.50	No Limit
6. Multi Unit Residential – C	Land used, or capable of being used, for the purpose of multiple residential units (6 or more flats).	Land having the land use code of 03.	1.972	1,915.60	No Limit
7. Community Purposes	Land used for community purposes, including as a sports club or facility, cemetery, library, educational facility, religious institution, showground, racecourse, airfield, park, garden or for Commonwealth, State or local government purposes.	Land having the land use codes of 48, 50,-59, 96, 97 or 99.	1.176	1,348.30	No Limit
8. Commercial A	Land used for commercial purposes, which has a rating valuation of less than \$1,250,000 other than land included in category 10.	Land having the land use codes of 01, 04, 07, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 41, 42, 43, 44, 45, 46, 47, 49, 91 or 92.	1.857	1,322.60	No Limit
9. Commercial B	Land used for commercial purposes, which has a rating valuation greater than or equal to \$1,250,000 other than land included in category 10.	Land having the land use codes of 01, 04, 07, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 41,	0.955	12,981.20	No Limit



Rating Category (section 81)	Rating Category Description (section 81)	Identification (sections 81(4) and 81(5))	Rate in the \$ (section 80)	Minimum General Rate (\$) (section 77)	Limitation (cap) (section 116)
		42, 43, 44, 45, 46, 47, 49, 91 or 92.			
10. Drive-In Shopping Centre	Land used for the purposes of a shopping centre with a gross floor area greater than 3,500 sq. metres.	Land having the land use code of 16.	2.257	15,505.00	No Limit
11. Industrial	Land used for industrial purposes other than land included in category 12, 14 and 15.	Land having the land use codes of 01, 04, 28, 29, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40.	1.853	1,374.30	No Limit
12. Quarries	Land used for the purpose of extractive industries or quarrying licensed for more than 5,000 tonnes of material other than land included in category 11.	Land having the land use code of 40.	3.356	6,635.40	No Limit
13. Island Land	Land located on Pelorus Island or Orpheus Island.		2.117	1,348.30	No Limit
14. Harbour Industries	Land used for the purpose of harbour industries including a bulk sugar terminal with a land area greater than 5 hectares.	Land having the land use code of 39.	5.306	52,101.00	No Limit
15. Sugar Mills	Land used for the purposes of sugar milling operations.	Land having the land use code of 35.	10.701	104,196.80	No Limit
16. Sugar Cane and Forestry A	Land used for the purposes of growing sugar cane, or for forestry or logging, where the valuation per hectare of the land is less than \$1,400.	Land having the land use code of 75 or 88.	2.328	1,345.90	10%
17. Sugar Cane and Forestry B	Land used for the purposes of growing sugar cane, or for forestry or logging, where the valuation per hectare of the land is between \$1,400 and \$2,130.	Land having the land use code of 75 or 88.	2.986	1,345.90	10%
18. Sugar Cane and Forestry C	Land used for the purposes of growing sugar cane, or for forestry or logging, where the valuation per hectare of the land is greater than \$2,130.	Land having the land use code of 75 or 88.	3.191	1,345.90	10%
19. Other Rural Land	Land used for rural purposes, other than land included in category 16, 17, or 18.	Land having the land use codes of 60, 61, 64, 65, 66, 67, 68, 69, 70, 71, 73, 74, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 89, 90, 93, 94, 95.	1.037	1,411.60	No Limit



Rating Category (section 81)	Rating Category Description (section 81)	Identification (sections 81(4) and 81(5))	Rate in the \$ (section 80)	Minimum General Rate (\$) (section 77)	Limitation (cap) (section 116)
20. Other Land	Land not included in any of the above categories		1.037	1,411.60	No Limit

For avoidance of doubt:

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

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

As identified in Column 6 of the table above, Council has decided to apply capping to all Cane/Forestry lands which ensures that lands categorised as Category 16, Category 17 and Category 18 as at 1 July 2020 will not exceed the amount of general rates levied for the property for the previous year plus a percentage increase resolved by Council. This is subject to a minimum rate for each category and the provisions set out below.

##### Provisions for capping of general rates

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

#### 5. Separate Charges

##### Waste Management Levy

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

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

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

The terms of the resolution are as follows:



- That in accordance with section 103 of the Local Government Regulation 2012, a separate charge, to be known as a Waste Management Levy, of \$154.10 gross per annum be levied equally on all rateable land.
- It is considered to be more appropriate to raise funds by a separate charge rather than from general funds to ensure the community is aware of the Council's commitment to providing a waste management service that meets a high standard of environmental duty and care and best practice now required. The Council also considers that the benefit is shared by all parcels of land, regardless of their value.

## 6. Special Charges

### Construction of Brown Lane – Special Rate

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

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

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

This Special Charge will cease 2036/2037.

### Bambaroo Rural Fire Brigade – Special Charge

Council considers that each parcel of rateable land identified on Bambaroo Rural Fire Brigade Area Map 2020/3 will specially benefit to the same extent from the purchase and maintenance of equipment by the Bambaroo Rural Fire Brigade.

The Brigade has advised Council that the cost of implementing the Plan for 2020-2021 budget is approximately \$5,315 for operational costs and with the plan that unused funds be set aside towards future building and maintenance repairs. The Brigade has requested Council to levy each parcel of rateable land an amount of \$30 per annum. This charge will raise \$3,660 per annum to be contributed to the Bambaroo Rural Fire Brigade.

### Crystal Creek Rural Fire Brigade – Special Charge

Council considers that each parcel of rateable land identified on Crystal Creek Rural Fire Brigade Area Map 2020/4 will specially benefit to the same extent from the purchase and maintenance of equipment by the Crystal Creek Rural Fire Brigade.

The Brigade has advised Council that the total cost of implementing the Plan for 2020-2021 budget is \$2,000 for operational costs. Unused funds will be set aside towards future building and maintenance repairs as well as a longer term plan for a vehicle replacement. The Brigade has requested Council to levy each parcel of rateable land an amount of \$10 per annum. This charge will raise \$1,000 per annum to be contributed to the Crystal Creek Rural Fire Brigade.

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

Council considers that each parcel of rateable land identified on Seymour Rural Fire Brigade Area Map 2020/2 will specially benefit to the same extent from the purchase and maintenance of equipment by the Seymour Rural Fire Brigade.

The Brigade has advised Council that the cost of implementing the Plan for 2020-2021 budget is approximately \$1,696 for operational costs and with the plan that unused funds will be set aside towards the longer-term plan to build a new Fire Station. The Brigade has requested Council to levy each parcel of rateable land an amount of \$40 per annum. This charge will raise \$7,570 per annum to be contributed to the Seymour Rural Fire Brigade.

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

Council considers that each parcel of rateable land identified on Stone River Rural Fire Brigade Area Map 2020/1 will specially benefit to the same extent from the purchase and maintenance of equipment by the Stone River Rural Fire Brigade.

The Brigade has advised Council that the cost of implementing the Plan for 2020-2021 budget is approximately \$1,965 for operational costs. Unused funds will be set aside towards future building and maintenance repairs as well as a longer term plan to build a concrete driveway and shed loft. The Brigade has requested Council to levy each parcel of rateable land an amount of \$30 per annum. This charge will raise \$5,460 per annum to be contributed to the Stone River Rural Fire Brigade.

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

Council considers that each parcel of rateable land identified on Toobanna Rural Fire Brigade Area Map 2020/5 will specially benefit to the same extent from the purchase and maintenance of equipment by the Toobanna Rural Fire Brigade.

The Brigade has advised Council that the cost of implementing the Plan for 2020-2021 budget is approximately \$5,500 for operational costs and with the plan that unused funds be set aside for future building and maintenance repairs. The Brigade has requested Council to levy each parcel of rateable land an amount of \$20 per annum. This charge will raise \$6,760 per annum to be contributed to the Toobanna Rural Fire Brigade.

## **7. Utility Charges**

### **Water Charge**

Hinchinbrook Shire Council aims to:

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

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

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

Consumption Readings and Charge

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

Consumption Charges for Water Consumed in the 2020-2021 Financial Year:

A Consumption Charge of \$1.03 per kilolitre shall apply on the metered water consumption for all properties in the supply area. For any rate assessment with more than one (1) meter, consumption charges shall be calculated individually on the basis of water consumption of each meter with a minimum charge of \$5.00 applying to each meter on the rateable property.

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

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

Base Charge

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

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

Each water meter connection according to the following sizes:

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

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

Each separate residential use	=	One Base Charge per use
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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 (e.g. 25mm service required due to distance of property from main) are to be charged the equivalent of a 20 mm connection base charge. Where more than one domestic property is serviced by one meter, the base charge shall be the residential 20mm base charge multiplied by the number of domestic properties serviced (regardless of the meter size actually used which may be larger than 20mm in size due to the provision of more than 1 service).

(d) *Fire Fighting Services*

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

(e) *Cane Farms*

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

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

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

### Special Agreements or Arrangements

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

Council has entered into the following special agreements:

L7 RP804431 Parish of Cordelia

1 parcel of land

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

Valuation 363/0 Farm

9 parcels of land

- Property No 107354
- Council negotiations to acquire a Lease over the Mona Road Boat ramp resulted in a 50mm water connection being installed with no base charge being charged. Charges would have

been based on 20mm due to larger service required for distance to supply (consumption is charged).

## Accounts

(a) *Meter Reading and Billing Frequency*

Each Half Yearly Rate Notice shall include the Base Charge Component.

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

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

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

(b) *Minimum Account Billing*

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

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

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

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

(d) *Water Usage Through Leaks or Damaged Infrastructure*

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

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

### Separate Meter Installations

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

### **Sewerage Charge**

The sewerage charge is levied on a unit basis and is priced to recover the costs of constructing, operating, maintaining and managing the 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 \$110.50 per unit, per annum if the particular premises are provided with sewerage or the Council is agreeable to accept sewage from such premises.

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

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

Where the use of any structure within the sewerage area does not, in the opinion of Council, properly accord with a use listed in Schedule 1 below, Council shall by resolution determine the units of sewerage charge applicable thereto as in its discretion it thinks fair and reasonable according to the circumstances of use.

### **Special Agreements**

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

Council has entered into the following special agreements:

L10 I22459 Parish of Trebonne

1 vacant parcel of land

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



Schedule 1: Land Uses & applicable number of units

<u>Use to Which Land is Put Whether Occupied or Not</u>	<u>Number of Units</u>
Aged Persons Complex - per bed	2
Ambulance Station Complex	30
Caravan Park	22
Child Day Care Centre/Kindergarten/Respite Centre	14
Church/Hall or Welfare Club	6
Court House	30
Closed Processing Plant	20
Canossa Home	168
Dwelling House	7
Fire Station Complex	30
Flats - each	7
Forestry Administration Centre	30
Hall (AAFC Cadets)	10
Hospital	200
Hotel/Tavern	60
Hotel Accommodation/Backpackers - per room	0.5
Ingham TAFE/Library Complex	75
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	60
Police Station Complex	30
Processing/Packaging Plant	50
Rooming House	9
Railway	30
Recreation/Sporting Club	10
Restaurant	14
Racecourse	13
Sawmill - small	22
Sawmill - large	44
School	
Under 30 pupils	25
30 but under 100 pupils	50
100 but under 400 pupils	75
400 or greater than pupils	100
Self-Contained Single Bed-Room Accommodation Unit	5
Shop or Office	7
Service Station	10
Supermarket - medium	20
Supermarket - large	60
Theatre	22
Vacant Lot of Land	5
Use Not Otherwise Listed	7

(subject to Council resolving to apply a specific alternative, as per 'Sewerage Charges' above)

**Charging methodology applicable to specific land uses**

*Cane Farms*

Land, whether occupied or unoccupied, which is used for sugar cane growing as a cane farm shall be assessed as one separate parcel of land for the purposes of calculating sewerage charges where the separate parcels of land contained within the farm are on one rate assessment.



Provided further that each separate connection to the said land or additional residence shall be charged based on the additional applicable sewerage units

*Separate Parcels of land with no access*

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

### Cleansing Utility Charge

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

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

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

In the defined waste collection area, the following domestic waste collection charges shall apply for the 2020-2021 financial year:

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

Additional services - \$242.20 per annum for the provision of a 240 litre “Mobile Garbage Bin” domestic waste collection service per week and a 240 litre “Mobile Garbage Bin” recyclable waste collection service per fortnight;

- (iii) Additional Services –

An additional weekly 240 litre domestic waste collection service only will be provided at a charge of \$191.95 per annum.

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

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

- A regular cleansing service was being provided to that land at 1 July 2020; or
- A regular cleansing service is ordered by the Council or the Authorised Officer to be provided to that land; or

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

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

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

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

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

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

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

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

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

In accordance with Section 107 of the Local Government Regulation 2012, Council Rate Notices will be issued by instalments twice annually. The first Rate Notice will be issued no later than August for the period 1 July 2020 to 31 December 2020. The second Rate Notice will be issued no later than February 2021 for the period 1 January 2021 to 30 June 2021.

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

Unless otherwise determined by Council, Rates and charges must be paid by the Due Date, with the Due Date being 30 September 2020 and 31 March 2021.

## **11. Periodic Payments**

### **In arrears**

Council will allow landowners who are unable to pay their rates by the due date to enter into an arrangement to make periodic payments in arrears, in accordance with the conditions of the "Rate

Recovery Policy” or “The Financial Hardship Policy”, following the levy of the rates and charges. Such arrangements are to be approved by the Chief Executive Officer or delegate, with no legal recovery action being taken while the arrangement is being maintained.

### **In advance**

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

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

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

The rate of interest to be charged on overdue rates and charges shall be 8.53% compound interest charged at daily rests. The interest rate will be the maximum rate prescribed in the *Local Government Regulation 2012*.

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

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

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

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

## **15. Virtual Waste Disposal Vouchers**

Every household within Hinchinbrook Shire is entitled to four (4) domestic virtual waste disposal vouchers each financial year. Virtual Vouchers entitle households to dispose free of charge each financial year four loads of domestic waste (general or green waste only) brought in vehicles with a payload not exceeding one tonne and the weight of the waste does not exceed 500kg per load per voucher. Residents are able to access their vouchers by showing their proof of residential address when visiting local waste facilities.

Domestic virtual waste disposal vouchers can be used by commercial operators on behalf of residents who are entitled to the vouchers under the following conditions:

- Evidence is provided of the approval from the entitled resident that the commercial operator is disposing of waste on their behalf;
- The weight of the waste does not exceed 500kg per load per voucher;
- Upon inspection by the weighbridge operator the waste is deemed to be of a domestic nature; and
- The allocation of the domestic virtual waste disposal vouchers each financial year does not exceed four (4) for the household.

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

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

## 16. Timely Rates Payment Incentive Scheme

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

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

Eligible ratepayers will be automatically entered into the draw.

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

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

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

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

DOCUMENT HISTORY AND STATUS				
Action	Name	Position	Signed	Date
Approved by Council	Alan Rayment	CEO		29/06/2020
Policy Version:	10	Initial Version Adopted	30 June 2010	Current Version Adopted:
Maintained By:	Corporate and Financial Services	Next Review Date:		30/06/2021
File Location:	<a href="E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents">E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents</a>			



# **7.0**

## **2020-2021**

### **Fees and Charges**

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# **Community Services and Facilities**

<b>COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES</b>	<b>Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed</b>	<b>Provision of Local Government Act</b>	<b>Unit</b>	<b>GST</b>	<b>2020-2021</b>
<b>Provision of Local Law 1 (25.2)</b>					
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:					
<b>1 October to 31 December - three quarters of the annual fee</b>					
<b>1 January to 31 March - one half of the annual fee</b>					
<b>1 April to 30 June - one quarter of the annual fee</b>					
<b>TYTO</b>					
<b>TYTO REGIONAL ART GALLERY</b>					
Sale of Items from Exhibitions - Council Commission			Per Item	Y	\$0.20
Sale of Items from Merchandise - Council Commission			Per Item	Y	\$0.20
<b>HINCHINBROOK SHIRE LIBRARY inc Halifax Sub Branch</b>					
Joining Fee - Ingham and Halifax Libraries					No charge
Local history index printout			Per A4 page	Y	As per charges for photocopy/ printout below
Local history / Family history search (charge is for non-residents. No charge applies for local residents however, thime constraints still apply.)			Per hour of research	Y	\$20.00
A4 Black & White photocopy / internet printouts			Per page	Y	\$0.10
A3 Black & White photocopy / internet printouts			Per page	Y	\$0.25
A4 Colour photocopy / internet printouts			Per page	Y	\$0.50
A3 Colour photocopy / internet printouts			Per page	Y	\$0.90
Library Book / DVD / CD Replacement			Per item	Y	Value of item + 10%
Laminating A4			Per page	Y	\$1.00
Laminating A3			Per page	Y	\$1.60
Inter-Library Loans (only if charged by lending library)				Y	Loan charge + 10%
Sale of The Herbert River Story Book - Retail			Per book	Y	\$25.00
<b>HINCHINBROOK VISITOR INFORMATION LOUNGE inc Wetlands</b>					
Brochure Display - Non Local			Per Year	Y	\$495.00
Book Easy			Per Product	Y	At Cost +15%
Sale of Items - Local Merchandise - Council Commission			Per item	Y	Commission of 15%
<b>TYTO CONFERENCE AND EVENT CENTRE</b>					
<b>A bond will be charged and will be refunded if the Meeting Room / Area is left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.</b>					
Includes tables and chairs, data projector, screen, whiteboard and Wi-Fi.					
<b>Conference and Events Centre - All Rooms</b>					
Commercial Rate - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$900.00
Commercial Rate - Half Day			4 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$450.00

<b>COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES</b>	<b>Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed</b>	<b>Provision of Local Government Act</b>	<b>Unit</b>	<b>GST</b>	<b>2020-2021</b>
Not for Profit - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$450.00
Not for Profit - Half Day			4 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$225.00
Bond (Payable on all facility hire where Council staff are not part of standard operational functions)				Nil	\$500.00
<b>Jacana Room</b>					
Commercial Rate - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$350.00
Commercial Rate - Half Day			4 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$175.00
Not for Profit - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$175.00
Not for Profit - Half Day			4 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$87.50
Bond (Payable on all facility hire where Council staff are not part of standard operational functions)				Nil	\$250.00
<b>Whistler Room or Monarch Room</b>					
Commercial Rate - Full Day			8 Hours within Standard Start/ Finish times 6.00am - 6.00pm	Y	\$180.00
Commercial Rate - Half Day			4 Hours within Standard Start/ Finish times 6.00am - 6.00pm	Y	\$90.00
Not for Profit - Full Day			8 Hours within Standard Start/ Finish times 6.00am - 6.00pm	Y	\$90.00
Not for Profit - Half Day			4 Hours within Standard Start/ Finish times 6.00am - 6.00pm	Y	\$45.00
Bond (Payable on all facility hire where Council staff are not part of standard operational functions)				Nil	\$250.00
<b>Jabiru Room</b>					
Commercial Rate - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$250.00

<b>COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES</b>	<b>Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed</b>	<b>Provision of Local Government Act</b>	<b>Unit</b>	<b>GST</b>	<b>2020-2021</b>
Commercial Rate - Half Day			4 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$125.00
Not for Profit - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$125.00
Not for Profit - Half Day			4 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$62.50
Bond (Payable on all facility hire where Council staff are not part of standard operational functions)				Nil	\$250.00
<b>Garden Terrace</b>					
Commercial Rate - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$55.00
Commercial Rate - Half Day			4 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$28.00
Not for Profit - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$28.00
Not for Profit - Half Day			4 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$14.00
Bond (Payable on all facility hire where Council staff are not part of standard operational functions)				Nil	\$0.00
<b>Wagtail Room</b>					
Commercial Rate - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$125.00
Commercial Rate - Half Day			4 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$62.50
Not for Profit - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$62.50
Not for Profit - Half Day			4 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$32.00
Bond (Payable on all facility hire where Council staff are not part of standard operational functions)				Nil	\$250.00
<b>TYTO OFFICES</b>					
Office 1 - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$125.00
Start Up Business Rate - Short Term Hire			Weekly rate for a duration of 6 months or less	Y	\$192.50
Start Up Business Rate - Short Term Hire			Monthly rate for a duration of 6 months or less	Y	\$330.00

<b>COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES</b>	<b>Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed</b>	<b>Provision of Local Government Act</b>	<b>Unit</b>	<b>GST</b>	<b>2020-2021</b>
Office 2 - Full Day			9 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$125.00
Short term hire of TYTO Offices 1 & 2 for the use of the office space for the period after the initial 6 month and less than 24 months.			Per month	Y	\$550.00
Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Nil	\$250.00
<b>TYTO ADDITIONAL ITEMS</b>					
Tea / Coffee / Water Station per person			Per person	Y	\$4.50
Equipment and Decor Hire - This service can be sourced by event staff with a percentage commission applicable for the service.					
Residential Rates - 35% off Commercial rate					
E&O - Errors and omissions allows for charges to be presented that were not outlined in the original quote but have been added via the client thereafter.					
Event Co-ordinator 20% of final quote - this does not include staff labour. Includes the event administrative coordination.					
Preparation / packup - Fees calculated on a pro rata basis from full day pricing up to 50% of full day, thereafter fee is a flat 50% of Full Day rate					
<b>TYTO VENUE HIRE</b>					
<b>Amphitheatre or Art Gallery Forecourt</b>			Daily Rate - 24 hour access		
Commercial Rate				Y	\$300.00
Not for Profit Rate (application to be submitted on NFP letterhead and approved by Director Community and Development Services)				Y	\$150.00
Bond (Payable on all facility hire where Council staff are not part of standard operational functions)				Y	\$250.00
<b>Double Daw Creative Studio</b>			Daily Rate Standard Start & Finish times 6.00am-6.00pm		
Commercial Rate				Y	\$250.00
Not for Profit Rate (application to be submitted on NFP letterhead and approved by Director Community and Development Services)				Y	\$125.00
Bond (Payable on all facility hire where Council staff are not part of standard operational functions)				Y	\$250.00
<b>Piazza</b>			Daily Rate - 24 hour access, exclusive use for the hire period		
Commercial Rate				Y	\$300.00
Not for Profit Rate (application to be submitted on NFP letterhead and approved by Director Community and Development Services)				Y	\$150.00
Bond (Payable on all facility hire where Council staff are not part of standard operational functions)				Y	\$250.00
<b>TYTO Parklands Feature Event - Events with over 500 attendees</b>			Daily Rate - 24 hour access		
Commercial Rate				Y	\$1,000.00
Not for Profit Rate (application to be submitted on NFP letterhead and approved by Director Community and Development Services)				Y	\$500.00

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2020-2021
Bond (Payable on all facility hire where Council staff are not part of standard operational functions)				Y	\$1,000.00
<b>TYTO Parklands Major Event - Events with 200 - 500 attendees</b>			Daily Rate - 24 hour access		
Commercial Rate				Y	\$700.00
Not for Profit Rate (application to be submitted on NFP letterhead and approved by Director Community and Development Services)				Y	\$350.00
Bond (Payable on all facility hire where Council staff are not part of standard operational functions)				Y	\$1000.00
<b>TYTO Parklands Minor Event - Events with up to 200 attendees</b>			Daily Rate - 24 hour access		
Commercial Rate				Y	\$500.00
Not for Profit Rate (application to be submitted on NFP letterhead and approved by Director Community and Development Services)				Y	\$250.00
Bond (Payable on all facility hire where Council staff are not part of standard operational functions)				Y	\$500.00
<b>TYTO - The Paper Grove</b>			Daily Rate - 24 hour access		
Commercial Rate				Y	\$300.00
Not for Profit Rate (application to be submitted on NFP letterhead and approved by Director Community and Development Services)				Y	\$150.00
Bond (Payable on all facility hire where Council staff are not part of standard operational functions)				Y	\$500.00
<b>TYTO Wetlands</b>			Daily Rate - 24 hour access		
Commercial Rate				Y	\$300.00
Not for Profit Rate (application to be submitted on NFP letterhead and approved by Director Community and Development Services)				Y	\$150.00
Bond (Payable on all facility hire where Council staff are not part of standard operational functions)				Y	\$250.00
<b>TYTO Restaurant</b>					
<i>50% deposit required at time of booking</i>					
Function *Preparation day, full day & night hire and clean up day (Fri, Sat & Sun only)				Y	\$805.00
Full Day hire - 6 hours or more				Y	\$384.00
Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	\$1,500.00
<b>COMMUNITY FACILITIES</b>					
<b>SHIRE HALL</b>					
<b>Bond</b>					
Bond Fee - Shire Hall				Nil	\$2,000.00
Bond Fee - Council Chambers				Nil	\$250.00
Bond Fee - Hinchinbrook Meeting Room				Nil	\$250.00
<b>Auditorium</b>					
<i>Items marked with an asterisk require a 50% non-refundable booking fee paid upon lodging an application form. Cancellations due to weather may be entitled to a full refund.</i>				Y	

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2020-2021
*Function - Preparation Day, Full Day & Night Hire and Clean up day (Fri/Sat/Sun) - this package combines all Shire Hall hire fees except for the bar.			Fullhireexcluding bar	Y	\$1,073.00
*Full Day Hire (6hrs or more)			Fullhireexcluding bar	Y	\$512.00
*Half Day Hire (Less than 6hrs)			Fullhireexcluding bar	Y	\$332.00
Seating (per 100 chairs) - Seating set up by Council prior to the event			Per 100 chairs	Y	\$48.00
*Preparation Day/Night before			Fullhireexcluding bar	Y	\$348.00
Bar in conjunction with auditorium hire			Full hire		\$53.00
Bar in conjunction with auditorium hire			Less than 6 hours		\$35.00
Kitchen only (hire includes crockery, cutlery, dishwasher and refrigeration)			Full Hire		\$233.00
Kitchen only (hire includes crockery, cutlery, dishwasher and refrigeration)			Less than 6 hours		\$152.00
<b>SHOWGROUNDS - INGHAM</b>					
<b>Bond</b>					
Pavilion and Multi-purpose Sports Arena			Per Occurance	Nil	\$500.00
Showgrounds including oval for Minor Events			Per Occurance	Nil	\$500.00
Showgrounds for Major Events e.g. Car Show, AIF & Circus			Per Occurance	Nil	\$2,000.00
Seasonal use of showgrounds including use of dressing sheds - Sporting Clubs			Per Occurance	Nil	\$500.00
<b>Eastern Side of Ingham Showgrounds</b>					
<i>Items marked with an asterisk require a 50% non-refundable booking fee paid upon lodging an application form. Cancellations due to weather may be entitled to a full refund.</i>					
*Oval 1 (No lighting)			Per day - part thereof	Y	\$93.00
Lighting for Oval 1 - Training 50% Lighting			Per hour	Y	\$15.50
Lighting for Oval 1 - Practice 75% Lighting			Per hour	Y	\$24.50
Lighting for Oval 1 - Game Night 100% Lighting			Per hour	Y	\$32.00
*Multi-purpose Sports Arena			Per day - part thereof	Y	\$184.50
<i>**Ground Hire - per day or part thereof Grounds outside Oval 1 and Multi-purpose Sports Arena"</i>			Per day - part thereof	Y	\$51.00
Club Room			Per room per day - part thereof	Y	\$8.00
*Canteen			Per day - part thereof	Y	\$56.00
Horse or Cattle stalls (with an associated event only)			Per day - part thereof	Y	\$35.00
Auction Sale (Not part of any major event)			Per head	Y	\$4.50
Camping - with an associated event only			Per day - part thereof	Y	\$45.00
Traveller camping with working animals			Per night - part thereof		\$15.00



COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2020-2021
"Shoulder Period Fee - per day (Access to the Showgrounds on the days prior and post the major event)"			Per day - part thereof	Y	\$16.00
Seasonal use of showgrounds including use of dressing sheds - Sporting Clubs			Per season	Y	\$615.50
All inclusive use of Eastern Side of Ingham Showgrounds (Oval 1, Multi-Purpose Sports Arena and Ground Hire)			Per day - part thereof	Y	\$225.00 plus electricity
<b>Western Side of Ingham Showgrounds</b>					
* Items marked with an asterisk require a 50% non-refundable booking fee paid upon lodging an application form. Cancellations due to weather may be entitled to a full refund.				Y	
<b>Pavilion</b>					
*Pavilion per day (incl. kitchen & mezzanine floor)			Per day - part thereof	Y	\$167.00
Pavilion per hour (up to 3 hours)			Per hour	Y	\$23.00
Mezzanine Floor			Per hour	Y	\$5.00
<b>Pavilion Shed - Limited availability</b>					
All inclusive use of Western Side of Ingham Showgrounds (Pavilion, Storage Shed, Ground Hire)			Per day - part thereof	Y	\$225 plus electricity
Pavilion shed per day			Per day	Y	\$55.00
Pavilion shed per hour			Per hour	Y	\$5.00
Hire for range of hours 13-40 hrs per week			Per week	Y	\$35.00
<b>HINCHINBROOK MEETING PLACE</b>					
Cleaning is the responsibility of the person using the facility, however, a cleaning charge will be made if the facilities require cleaning by the Council.					
A bond will be charged and will be refunded if the Meeting Place is left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.					
Items marked with an asterisk require a 50% non-refundable booking fee paid upon lodging an application form. Cancellations due to weather may be entitled to a full refund.					
Bond			Per occurrence	Nil	\$250.00
Hall			Per hour	Y	\$20.00
*Hall			Per day	Y	\$89.00
Hall - Minor use < 20 persons - regular group meeting			Per hour	Y	\$10.00
Office			Per hour	Y	\$10.00
Grounds			Per hour	Y	\$14.00
*Grounds			Per day	Y	\$83.00
<b>SHOWGROUNDS - HALIFAX</b>					
Cleaning is the responsibility of the person using the grounds/hall, however, a cleaning charge will be made if the grounds/hall requires cleaning by the Council.					
A bond will be charged and will be refunded if the Showgrounds/Hall are left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.					

<b>COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES</b>	<b>Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed</b>	<b>Provision of Local Government Act</b>	<b>Unit</b>	<b>GST</b>	<b>2020-2021</b>
<i>Items marked with an asterisk require a 50% non-refundable booking fee paid upon lodging an application form. Cancellations due to weather may be entitled to a full refund.</i>					
Bond					
Showgrounds			Per occurrence	Nil	\$250.00
Hall			Per occurrence	Nil	\$250.00
<b>Grounds</b>					
Oval			Daily	Y	\$90.00
<b>Hall Hire</b>					
*Hire - Limited hours of use available			Per day/ evening	Y	\$160.00
Minor use			Max of 6 hours	Y	\$89.00
Minor use - Small (<20 persons) Regular Group Meeting			Less than 2 hours	Y	\$10.00
<b>COMMUNITY FACILITIES - MISCELLANEOUS</b>					
Bond - Wheelie Bins for Community Events			Per occurrence		\$230.00
Bond - Temporary Power Boxes			Per occurrence		\$300.00
Bond - Curley Bells			Per occurrence		\$300.00

# Corporate Services

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2020-2021
<b>FINANCIAL REPORTS</b>					
Annual Report/Financial Statements	97(2)(c)	S.104 (3) Local Government Act 2009		Nil	\$34.00
<b>CORPORATE PLAN</b>					
Hinchinbrook Shire Council Corporate Plan 2014 - 2019	97(2)(c)	S.104 (3) Local Government Act 2009		Nil	\$20.00
<b>RIGHT TO INFORMATION (RTI)</b>					
*Application Fee	97(2)(c)	S.8 Freedom of Information		Nil	\$50.80
A4 Black & White photocopy			Per page	Nil	\$0.25
Processing Charge			Per 15 mins - where applicable	Nil	\$7.85
Accessing Charge				Nil	Actual cost incurred by Council - where applicable
*RTI fees may be amended from time to time to comply with legislative changes as they occur - refer to RTI Regulation 2009					
<b>COUNCIL POLICIES AND LOCAL LAWS</b>					
Proposed and adopted local laws and local law policies	97 (2) (c)	S.14 (3) Local Government Regulation 2012	Per Page	Nil	\$0.40
Copy of Policy/Information	97 (2) (c)	Various sections of Local Government Act	Per Page	Nil	\$0.40
<b>PHOTOCOPYING/PRINTING</b>					
<b>General</b>					
A4 Black and White Photocopy			Per single sided sheet	Y	\$0.40
A3 Black and White Photocopy			Per single sided sheet	Y	\$0.70
A4 Colour Photocopy			Per single sided sheet	Y	\$2.60
A3 Colour Photocopy			Per single sided sheet	Y	\$3.10
<b>Large Format</b>					
Plans - Print/Copy (A2, A1, A0)			Minadmin charge	Y	\$6.20
			Per sheet	Y	\$0.80
Posters - Print/Copy (A2, A1, A0)			Minadmin charge	Y	\$6.20
			Per sheet	Y	\$0.80
Scanning to electronic file			Minadmin charge per sheet	Y	\$6.20
<b>GIS GENERATED CUSTOMISED MAPPING PRODUCTS</b>					
Standard Customised Mapping products					
Cadastral Mapping (Cadastral, Property)					
Contour Mapping (0.25m Contours)					
Historical Flood (Data 1967 onwards)					
Zoning					

<b>COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES</b>	<b>Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed</b>	<b>Provision of Local Government Act</b>	<b>Unit</b>	<b>GST</b>	<b>2020-2021</b>
Aerial Photography (Dated October 2018)					
Paper Size					
A0			Per page	Y	\$40.00
A1			Per page	Y	\$30.00
A2			Per page	Y	\$20.00
A3			Per page	Y	\$15.00
A4			Per page	Y	\$10.00
Copy of extract from Hinchinbrook Shire Council's Road and Street Register	97(2)(c)	S.14 (3) Local Government Regulation 2012		Y	\$81.45
100 Year ARI Flood Certificate/Storm Surge Certificate				Y	\$40.00
<b>PROPERTY DATA INFORMATION SERVICE</b>					
Verbal Property/Rate Information			Per Year	Nil	\$345.00
<b>RATE BOOK INSPECTION</b>					
Full Search - 5 day turn around	97 (2) (c)	S.155 (1) Local Government Regulation 2012	Per Property	Nil	\$100.00
Urgent Full Rate Search - 2 day turn around	97 (2) (c)	S.155 (1) Local Government Regulation 2012	Per Property	Nil	\$150.00
Limited Search - 5 day turn around	97 (2) (c)	S.155 (1) Local Government Regulation 2012	Per Property	Nil	\$60.00
Urgent Limited Search - 2 day turn around	97 (2) (c)	S.155 (1) Local Government Regulation 2012	Per Property	Nil	\$90.00
Copy of Current Rate/Water Notice - Pay in advance	97 (2) (c)	S.155 (1) Local Government Regulation 2012	Per Notice	Nil	\$6.00
Copy of Current Rate/Water Notice - Debited to account	97 (2) (c)	S.155 (1) Local Government Regulation 2012	Per Notice	Nil	\$25.00
Copy of Rate Information (per year)	97 (2) (c)	S.155 (1) Local Government Regulation 2012	Per Hour	Nil	\$60.00
Dishonour Fees - Cheque and Direct Debit			Per Cheque/Direct Debit	Y	\$25.00
Change of Ownership Fee (see below for exemptions)	97 (2) (b)		Per Transfer	Nil	\$55.00

**Recording a Change of Ownership Exemptions:**

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 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 copy of) to the Council for assessment and audit purposes.
- (1) 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 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.
  - (4) Purchases not included under (a) to (l) above.

# **Development and Planning Services**

<b>COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES</b>	<b>Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed</b>	<b>Provision of Local Government Act</b>	<b>Unit</b>	<b>GST</b>	<b>2020-2021</b>
<b>TOWN PLANNING SERVICES</b>	S.284(c)	Planning Act, 2016; Planning Regulations 2017			
<b>LAND USE APPLICATIONS</b>					
<b>MATERIAL CHANGE OF USE</b>					
<b>Code Assessment Application for Preliminary or Development Approval</b>					
Code Assessment Material Change of Use (Development permit for preliminary approval) - ALL USES*				Nil	\$1,272.00
MCU - Code assessment where use is commencing in an existing development				Nil	\$360.00
<b>IMPACT ASSESSMENT (ADVERTISING REQUIRED)</b>					
Impact Assessment Material Change of Use				Nil	\$2,545.00
Impact Assessment Material Change of Use - undefined use, inconsistent with the Planning Scheme or a proposal requiring external resources for assessment				Nil	POA
<b>OPERATIONAL WORK REQUIRING ASSESSMENT AGAINST THE PLANNING SCHEME</b>					
Application Fee			Per application	Nil	\$285.00
Maintenance Bond for Operational Works				Nil	2% of agreed estimated costs (calculated from estimated costs including GST) as provided by the developer
<b>RECONFIGURING A LOT</b>					
Application for access easement				Nil	\$287.00
Application for amalgamation of land or lots (Building Units & Group Titles Development)				Nil	\$153.00
Application for reconfiguration of lot			Per application	Nil	\$725.00
			Each lot (with road opening)		\$219.00
<b>BUILDING WORK NOT ASSOCIATED WITH AN MCU AND REQUIRING ASSESSMENT AGAINST THE PLANNING SCHEME (BWAP)</b>					
Code Assessment Material Change of Use (Development permit or preliminary approval) - Dwelling House				Nil	\$175.00
<b>CHANGE TO EXISTING DEVELOPMENT APPROVAL</b>					
Minor Change to a development approval		s81 Planning Act 2016		Nil	50% of the original development application fee
"Other" change to a development approval that involved code assessment		s82 Planning Act 2016			\$1,272.00
"Other" change to a development approval that involved impact assessment		s82 Planning Act 2016	Determined by CEO		\$2,545.00
Written town planning advice / assessment (Exemption certificates, specific advice or confirmation about particular matters)			Determined by CEO		POA
Concurrence Agency Assessment / Compliance Assessment			Concurrence Referral	Nil	\$702.00



<b>COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES</b>	<b>Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed</b>	<b>Provision of Local Government Act</b>	<b>Unit</b>	<b>GST</b>	<b>2020-2021</b>
<b>LAND USE COMPLIANCE INSPECTIONS</b>					
Compliance Assessment (eg confirmation of compliance with conditions of approval, or that a use meets accepted development criteria)			Internal Referral	Nil	\$702.00
Re-inspection fee			After first inspection	Nil	\$132.00
<b>PLAN OF SURVEY APPLICATIONS</b>					
State Govt Split Valuation Issue Fee - payable at time of lodging survey plan for Council sealing			Per lot	Y	As per DNRM&E Fees
Survey Plan Endorsement (including initial compliance inspection)				Nil	\$62.00
Application fee for re-consent to plan of survey where previous consent has lapsed				Nil	\$62.00
<b>ADOPTED INFRASTRUCTURE CHARGES</b>					
Roads, Stormwater, Water, Sewer and Parks and Open Spaces				Nil	AICR No. 1-2018
Variation Request		s50 (3) of the Planning Act 2016			POA
<b>PLANNING GENERAL</b>					
<b>TOWN PLANNING CERTIFICATE</b>					
Limited Certificate Fee				Nil	\$67.00
Standard Certificate Fee				Nil	\$321.00
Full Town Plan Certificate Fee				Nil	\$515.00
<b>SALE OF COPIES OF TOWN PLANNING SCHEME</b>	<b>s.97(2)(e)</b>	<b>Local Government Act 2009, Public Records Act 2002</b>			
Certified (hard) copy of town planning scheme, policies & maps			A4 Colour	Nil	\$198.00
Non certified CD copy of town planning scheme, policies & maps				Nil	\$35.00
<b>BUILT ENVIRONMENT SERVICES</b>	<b>s.97(2)(e)</b>	<b>Planning Act, 2016; Planning Regulations 2017</b>			
<b>REFERRAL AGENCY RESPONSE SITING APPLICATIONS</b>					
Referral Agency Assessment (Against QDC or alternative provisions, such as a siting assessment)				Nil	\$173.00
<b>RELOCATION OF HOUSE</b>					
<b>Building Bond</b>					
Bond - Building (Refundable once a Form 21 has been issued by the building certifier. Request for refund must be submitted in writing to Council's Chief Executive Officer.)			Per application	Nil	\$25,000.00
<b>Route Bond</b>					
Relocation - Route Inspection (Not refundable)			Up to & including 10kms	Y	\$295.00
Relocation - Route Inspection (Not refundable)			Over 10kms	Y	\$356.00

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2020-2021
Bond - Route (Refundable once approval has been provided in writing by the Works Engineer. Request for refund must be submitted in writing to Council's Chief Executive Officer.)			Per application	Nil	\$5,000.00
<b>Please note: Building Application fees, Plumbing Application fees and Relocation - Route Inspection Fee re additional to bond charges listed above.</b>					
<b>BUILDING LODGEMENT FEES</b>					
All Classifications				Nil	\$112.00
Extend development approval currency period	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$168.00
<b>BUILDING CERTIFICATION FEES</b>					
"New Dwelling - House Additions, and Enclosing Underneath as Habitable Area (includes fully enclosed garages attached to the existing house)			First 100 sqm	Y	\$1,345.00
			sqm after that	Y	\$3.20
Duplex / Dual Occupancy / Units			First unit	Y	\$1,345.00
			Second unit @70% of first unit	Y	\$946.00
			Minimum cost	Y	\$2,240.00
House Additions - Minor - Structural				Y	\$789.00
Enclosing Under - Non-Habitable				Y	\$610.00
Decks, Verandahs, Patios (attached to dwelling - not enclosed) (Enclosed - refer to house additions)				Y	\$642.00
Demolitions and / or Removal - Free Standing House or Shed				Y	\$270.00
Re-roofing				Y	\$610.00
Raising and Restumping				Y	\$682.00
Construction or Removal of Partitions - (Domestic non structural alterations) and Construction, removal of partitions and residential shade structures (pergola, pool shade structure, domestic non structural alterations)				Y	\$478.00
Gazebos (Solid roof)				Y	\$642.00
Masonry Block Sheds			First 100 sqm	Y	\$1,220.00
			Sqm after that	Y	\$3.20
Open Carports				Y	\$479.00
Garages, Sheds (stand alone structures)			First 100 sqm	Y	\$611.00
			Sqm after that	Y	\$3.20
Fences of Open Construction Over 2m					\$479.00
Retaining Walls (Masonry block/concrete)					\$692.00
Signs					\$712.00
Commercial Building Works - Class 2 to 9					POA
Commercial Shade Structures			First 100 sqm		\$682.00
			Sqm after that		\$3.20
Construction or Removal of Partitions - Commercial (including Shop Fit-Out)					\$611.00
Amended Plans					\$102.00
Change of Classification - Commercial					POA

<b>COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES</b>	<b>Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed</b>	<b>Provision of Local Government Act</b>	<b>Unit</b>	<b>GST</b>	<b>2020-2021</b>
Change of Classification - Class 1a to 10a					\$585.00
Change of Classification - Class 10a to 1a					\$940.00
Improvements Status Inspection					\$112.00
<b>FINALISATION OF DISCONTINUED PERMITS</b>					
Dwellings and Dwelling Extensions				Y	\$632.00
Sheds and Garages				Y	\$438.00
Swimming Pools				Y	\$448.00
Verandah and Carports				Y	\$392.00
Commercial Building Works – Class 2 to 9				Y	POA
<b>SWIMMING POOLS</b>					
Swimming Pools & Spas – Above Ground				Y	\$530.00
Swimming Pools & Spas – In Ground				Y	\$865.00
Swimming Pool Compliance Inspections / Pool Safety Certificate Fee [Includes two (2) inspections only]			2 inspections only		\$400.00
<b>BUILDING INSPECTIONS - PRIVATE CERTIFICATION</b>					
PRIVATE CERTIFIERS requested Inspections					\$260.00
Reinspection Failed Building work					\$110.00
<b>BUILDING GENERAL</b>					
<b>Building Record Search</b>					
- Domestic	97(2)(c)	Public Records Act 2002		Nil	\$87.50
- Commercial	97(2)(c)	Public Records Act 2002		Nil	\$105.00
- Priority Domestic	97(2)(c)	Public Records Act 2002		Nil	\$127.50
- Priority Commercial	97(2)(c)	Public Records Act 2002		Nil	\$145.00
Building Record Search incurs an additional fee if inspections are required to provide information due to insufficient records.	97(2)(c)	Public Records Act 2002		Y	POA
Scrutiny Fee for Approval of Engineering Plans				Nil	POA
Copy of Monthly Building Statistics			Per annum	Y	\$152.00
<b>PLUMBING SERVICES</b>					
<b>Dwelling and Shed</b>					
Approval of Application for Compliance Assessment, Plans and Inspections (Fee for inspections allows no > 5 inspections per Permit)	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$728.00
<b>Dwelling - Existing - Lesser Regulated Works - No Drainage Plan Required</b>					
Approval of Application for Compliance Assessment and one (1) inspection only (Capping off sewer connections for demolition / removal of dwellings and change to existing fixtures without change to drainage connections) - No Drainage Plan Required	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$205.00
Replacement of Septic trenches (redrain) 1 inspection and plan					\$270.00
<b>Backflow Prevention Devices</b>					
NEW BACKFLOW APPLICATION - includes application fee and one (1) inspection per device	97(2)(a)	S. 572 Water Act 2000, S53 Standard Water Supply Law	Per device	Nil	\$112.00

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2020-2021
Per additional NEW device on the same applications - includes approval and one (1) inspection only	97(2)(a)	S. 572 Water Act 2000, S53 Standard Water Supply Law	Per additional device	Nil	\$112.00
Backflow annual licence and inspection (per device) - <b>Please note: There is no fee charged for the 2020-2021 Year, providing community support to those affected by the COVID-19 pandemic</b>	97(2)(a)	S. 572 Water Act 2000, S53 Standard Water Supply Law	Annual	Nil	\$0.00
Late / overdue fee for overdue test reports (per property)				Nil	\$82.00
<b>Plumbing Plans</b>					
Submit Amended Plans				Nil	\$62.00
Copy of As-constructed Drainage Plan				Nil	\$26.00
Onsite inspection to ascertain As Constructed Sewer Location				Nil	\$70.00
<b>Plumbing Inspections</b>					
Re-inspection of any plumbing and / or drainage defects or when plumbing and/or drainage works not in sufficient state of readiness when called for by plumbers.	97(2)(a)	Plumbing & Drainage Act 2002	Per inspection	Nil	\$112.00
After hours inspection	97(2)(a)	Plumbing & Drainage Act 2002	Per inspection	Nil	\$205.00
<b>Household Sewerage Treatment Plant Applications</b>					
Approval of Application for Compliance Assessment and Inspections	97(2)(a)	Plumbing & Drainage Act 2002	Per HSTP	Nil	\$112.00
Annual Licence & Inspection Fee	97(2)(a)	Plumbing & Drainage Act 2002	Annual	Nil	\$112.00
<b>Building Over/Near Sewers</b>					
Inspections required in relation to requests for approval of building over or close to sewers			Per inspection	Nil	\$112.00
<b>COMMERCIAL - New</b>					
Application for Compliance Assessment, Plans and Inspections	97(2)(a)	Plumbing & Drainage Act 2002	Per fixture	Nil	\$112.00
Minimum Charge	97(2)(a)	Plumbing & Drainage Act 2002	Minimum	Nil	\$342.00
<b>COMMERCIAL - Existing - Alterations and Additions</b>					
Approval of Application for Compliance Assessment, Plans and Inspections	97(2)(a)	Plumbing & Drainage Act 2002	Per fixture	Nil	\$112.00
<b>LAND DEALINGS SERVICES</b>					
<b>TRUSTEE PERMIT, TRUSTEE LEASE, LEASE AND LICENCE AGREEMENT APPLICATIONS</b>					
Standard Fee		Land Act 1994, Land Regulations 2009	Standard	Nil	\$270.00
			Year to Year		\$110.00
Legal Costs		Land Act 1994, Land Regulations 2009		Nil	\$468.00

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2020-2021
<b>PERMITS / LEASES</b>					
Fishing Huts Purposes					\$702.00
Agriculture Purposes: Grazing					\$392.00
Agriculture Purposes: Cane					\$980.00
Commercial Purposes: Not for Profit Sporting or Other Club or Organisation					\$20.00
Telecommunications Purposes: Community not for Profit					\$200.00
Telecommunications Purposes: Commercial			Per annum		\$14,355.00
Aerodrome: Hanger Site			m <sup>2</sup>		\$0.30
Commercial: Yanks Jetty			Per annum		\$3,870.00
Commercial Purposes: TYTO Office Space			m <sup>2</sup>		\$31.00
Other Purposes					POA
<b>REFUNDS</b>					
<b>Refunds - Application for Compliance Assessment</b>					
Prior to issue of permit - Building Work not proceeding			% of fee	Nil	75%
After issue of permit - no inspections carried out			% of fee	Nil	50%
After inspections of Building Work have been carried out			No refund		No Refund
<b>Refunds - Land Use Applications</b>					
Application submitted but not processed			% of fee	Nil	75%
Application processed			% of fee	Nil	60%
Application at Information & Referral Stage			% of fee	Nil	40%
Application at Notification Stage			% of fee	Nil	20%
Application at Decision Making Stage			No refund		No refund
<b>Refunds - Development and Planning Services - Fast Tracking</b>					
Building Applications			Standard fee + 60%		Standard fee + 60%
Plumbing Applications			Standard fee + 60%		Standard fee + 60%
Planning Applications			Standard fee + 60%		Standard fee + 60%

# **Compliance, Regulation and Waste**

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2020-2021
<b>ANIMAL MANAGEMENT</b>					
<b>Dog Registration</b>					
<b>Note: If Animal Registration fees are paid within the first thirty (30) days of the registration period, a discount of 50% of the fee will apply.</b>					
Under the age of 3 months at the time of registration - written proof may be required	97 (2) (a)	AM(C&D) Act 2008	Once off only	Nil	Free
Desexed and microchipped	97 (2) (a)	AM(C&D) Act 2008	Per dog/per year		\$20.00
Desexed no microchip	97 (2) (a)	AM(C&D) Act 2008	Per dog/per year		\$120.00
Entire	97 (2) (a)	AM(C&D) Act 2008	Per dog/per year		\$120.00
Assistance or Working Dog in accordance with Animal Management (Cats & Dogs) Act 2008 - written proof may be required	97 (2) (a)	AM(C&D) Act 2008	Per dog/per year		Free
Declared Dangerous or Menacing dog	97 (2) (a)	AM(C&D) Act 2008	Per dog/per year		\$400.00
Replacement registration tag	97 (2) (d)		Each	Nil	\$10.00
<b>Animal Impounding</b>					
Release fee - first impoundment (dog microchipped and registered)	97 (2) (d)		Each		Free
Release fee - first impoundment (dog not microchipped or registered; or cat )	97 (2) (d)		Each		\$120.00
Release fee - second impoundment (dog or cat)	97 (2) (d)		Each		\$200.00
Release fee - third and subsequent impoundment (dog or cat)	97 (2) (d)		Each		\$300.00
Release fee - all other animals (e.g. Cattle) including all associated costs with impoundment	97 (2) (d)		Each		Cost + 10%
Daily sustenance fee (week day)	97 (2) (d)		Per day/per animal		\$20.00
Daily sustenance fee (weekend or public holiday)	97 (2) (d)		Per day/per animal		\$40.00
<b>Animal Management - Miscellaneous</b>					
Self-surrender (dog or cat)		262 (3) (c)	Per animal		Free
Permit to keep animals as may be required by the Animal Management (Cats and Dogs) Act 2008 related to keeping or controlling animals	97 (2) (d)		Per year		\$154.00
Permit to keep animals as may be required by the Animal Management (Cats and Dogs) Act 2008 related to keeping or controlling animals - Breeder up to 12 animals	97 (2) (d)		Per year		\$205.00
Hire of cat or dog trap		262 (3) (c)	Per week or part thereof		\$15.00
Hire of cat or dog trap - conditional refundable bond		262 (3) (c)	Per trap		\$65.00
<b>FOOD BUSINESS LICENSING</b>					
<b>Not for Profit Community and Charitable Organisations are not charged licensing Fees</b>					
<b>Licensing Renewal Fees will not be charged for the 2020-2021 Year, providing community support to local businesses affected by the COVID-19 pandemic.</b>					
NEW Food business licence - low risk		s.85 Food Act 2006	Yearly	Nil	\$235.00
NEW Food business licence - medium risk		s.85 Food Act 2006	Yearly	Nil	\$300.00

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2020-2021
NEW Food business licence - high risk		s.85 Food Act 2006	Yearly	Nil	\$410.00
Food business licence - temporary single event		s.85 Food Act 2006	Per event	Nil	\$55.00
Food business licence - temporary multi event		s.85 Food Act 2006	Yearly	Nil	\$105.00
Food business licence - provisional		s.85 Food Act 2006	3 months	Nil	\$105.00
<b>Miscellaneous - Food Businesses</b>					
Health Search (Physical inspection, file search and report for a licenced premises when requested by a prospective buyer).	97(2)(a)			Y	\$315.00
Plan assessment		262 (3) (c)	Each	Y	\$255.00
Reinspection / Justified Complaint	97(2)	S31 Food Act 2006	Per hour or part thereof	Y	\$140.00
Licence restoration fee (within 60 days of licence lapse)	97(2)(a)	s.73 Food Act 2006	Per occurrence	Nil	\$90.00
Other Business Licencing - Miscellaneous					
Personal appearances business licence	97(2)(a)	Public Health (Infection Control for PAS) Act 2003	Yearly	Nil	\$280.00
Consultancy fee			Per hour or part thereof	Y	\$110.00
<b>Licensing - Administration</b>					
Application Fee	97(2)(a)		Per occurrence	Nil	\$325.00
Amendment of licence / approval	97(2)(a)		Per occurrence	Nil	\$100.00
Replacement licence / approval	97(2)(a)		Per occurrence	Nil	\$15.00
Reminder letter		262 (3) (c)			\$25.00
<b>LOCAL LAWS REGULATORY SERVICES</b>					
<b>Overgrown Allotment</b>					
Administration fee		262 (3) (c)	Per event		\$110.00
Contractor's fee		262 (3) (c)	Per event		Cost + 10%
<b>Abandoned Vehicles</b>					
Administration fee		262 (3) (c)	Per event		\$110.00
Towing contractor's fee		262 (3) (c)	Per event		cost + 10%
<b>Miscellaneous - Local Laws</b>					
Application for Approvals issued under a Local Law not otherwise specified	97(2)(d)			Nil	\$230.00
Temporary Home including one inspection	97(2)(a)		Per occurrence	Nil	\$235.00
Temporary Occupancy - with Council building approval to reside in a caravan/other - maximum 2 years			Per year	Nil	\$150.00
Application to reside in Class 10a - valid 3 months only - pending building approval application decision				Nil	\$150.00
Use of parking bay for ticket sellers, building work as considered appropriate	97(2)(a)		Per day	Nil	\$10.00
<b>TRADE WASTE</b>					
Application for licence to discharge Trade Waste	97 (2) (a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	



COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2020-2021
Annual renewal of Permit to discharge Trade Waste				Nil	
<b>BIOSECURITY MATTERS</b>					
<b>Baits</b>					
Doggone - 12 bait trays			Per tray or part thereof	Y	\$31.50
Doggone - 72 bait farm pack		262 (3) (c)	Per farm pack	Y	\$188.00
Doggone - 100 bait tub		262 (3) (c)	Per tub		\$220.00
Doggone - 250 bait tub		262 (3) (c)	Per tub	Y	\$520.00
Sale of Bananas for Feral Pig Bait			Per 200 litre drum	Nil	\$16.50
<b>Miscellaneous - Biosecurity Matters</b>					
Pick up and disposal of deceased animals		262 (3) (c)	Per service	Y	\$73.00
No Moz pellets		262 (3) (c)	Per packet	Y	\$10.00
Dingo bounty (remittance)		262 (3) (c)	Per scalp	Nil	\$30.00
<b>CEMETERIES</b>					
*Reserved plots - Once reserved no additional plot charges are payable in the future.					
Unreserved inground burials in religious denomination areas including Catholic, Anglican, Uniting & Lutheran Divisions prohibited, except where a concrete slab over the plot is constructed no later than two years after interment.					
A bond is to be paid upon burial which will be refunded if a cement slab is laid over the entire grave plot. Alternatively, the bond will be used by Council to construct the slab if not completed within two year time frame.				Nil	\$800.00
<b>Reservations</b>					
Burial Plot		262 (3) (c)	Each	Y	\$1,400.00
Burial Plot (child under 5 years including stillborn)		262 (3) (c)	Each	Y	\$970.00
Columbarium Niche - Single (Council wall)		262 (3) (c)	Each	Y	\$265.00
Columbarium Niche - Double (Council wall)		262 (3) (c)	Each	Y	\$530.00
Columbarium Niche (RSL wall)		262 (3) (c)	Each	Y	\$35.00
Mausoleum Vault		262 (3) (c)	Each	Y	\$7,855.00
Single Plot in older division used for interment in vault only		262 (3) (c)	Each	Y	\$325.00
<b>Interments (includes shelter and chairs)</b>					
Inground Burial		262 (3) (c)	Each	Y	\$750.00
Inground Burial (child under 5 years including stillborn)		262 (3) (c)	Each	Y	\$400.00
Above Ground Vault		262 (3) (c)	Each	Y	\$300.00
Ashes (Columbarium / Vault / Inground)		262 (3) (c)	Each	Y	\$210.00
Columbarium Ashes (RSL wall)		262 (3) (c)	Each	Y	\$205.00
Mausoleum Vault		262 (3) (c)	Each	Y	\$300.00
<b>Weekend and Public Holiday Interment - double the value of standard fee</b>					
<b>Miscellaneous - Cemeteries</b>					
Application to erect headstone, tomb, tablet, monument or railing		262 (3) (c)	Per item	Y	\$100.00
Cleaning Bond deposit		262 (3) (c)	Per application	N	\$500.00
Bond for inground burial concrete slab (to be placed within 2 years of burial)		262 (3) (c)	Per burial	N	\$800.00

<b>COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES</b>	<b>Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed</b>	<b>Provision of Local Government Act</b>	<b>Unit</b>	<b>GST</b>	<b>2020-2021</b>
Burial records search		262 (3) (c)	Per name	Y	\$20.00
Complete copy of cemetery burial register in alphabetical order		262 (3) (c)	Per cemetery	Y	\$50.00
Surrender of reservation		262 (3) (c)	Per reservation	N	Refund 75% of reservation fee paid
Exhumation		262 (3) (c)	Each	Y	Cost + 10%
<b>WASTE DISPOSAL</b>					
<b>Mixed loads will be charged at the rate for the highest fee item</b>					
<b>Note: Commercial Waste will not be accepted at Halifax Waste Transfer Station. Recyclable items ONLY to be accepted.</b>					
<b>Note: Free waste disposal vouchers will not be accepted for commercial waste disposal. Free waste disposal vouchers are strictly for domestic use ONLY.</b>					
<b>Note: Operation gate fee to be exempt if there is a State Government Waste Levy.</b>					
<b>COMMERCIAL CUSTOMERS</b>					
Car Bodies - Commercial		92(4)(a)	Per car body	Y	\$60.00
Clean Concrete - Commercial		92(4)(a)	Per tonne	Y	\$55.50
<b>Commercial and Industrial Waste &lt; 1 Tonne</b>					
Car Load - Commercial			Per load	Y	\$16.50
Van / Ute Load - Commercial			Per load	Y	\$34.00
Car with Trailer - Commercial			Per load	Y	\$44.50
Van / Ute with Trailer - Commercial			Per load	Y	\$68.00
<b>Commercial and Industrial Waste &gt; 1 Tonne</b>					
Commercial and Industrial Waste > 1 Tonne		92(4)(a)	Per tonne	Y	\$175.50
Construction and Demolition Waste		92(4)(a)	Per tonne	Y	\$175.50
<b>Green Waste Commercial &lt; 1 tonne</b>					
Car Load - Commercial			Per load	N	\$4.00
Van / Ute - Commercial			Per load	N	\$7.00
Car with Trailer - Commercial			Per load	N	\$10.00
Van / Ute with Trailer - Commercial			Per load	N	\$10.00
<b>Green Waste Commercial &gt; 1 tonne</b>					
Green Waste > 1 tonne		92(4)(a)	Per tonne	Y	\$50.00
<b>REGULATED WASTE</b>					
Asbestos containing materials - lawfully managed and not mixed with levyable waste			Per tonne	Y	\$150.00
Asbestos containing materials - mixed with levyable waste but not other regulated waste			Per tonne	Y	\$238.00
Asbestos containing materials - mixed with other regulated levyable waste				Nil	Not Accepted
Regulated Waste - Handling Fee		92(4)(a)	Per occurrence	Y	\$107.00
<b>DOMESTIC CUSTOMERS</b>					
Clean Concrete - Domestic		92(4)(a)	Per tonne	Y	\$25.00
Mattresses (any size)		92(4)(a)	Each	Y	\$35.00
Car Bodies - Domestic		92 (4)(a)	Per car body	N	\$20.00
<b>General Waste - Self Haul &lt; 1 tonne</b>					
Car Load - Domestic			Per load	N	\$4.00

<b>COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES</b>	<b>Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed</b>	<b>Provision of Local Government Act</b>	<b>Unit</b>	<b>GST</b>	<b>2020-2021</b>
Van / Ute - Domestic			Per load	N	\$10.00
Car with Trailer - Domestic			Per load	N	\$10.00
Van / Ute with trailer - Domestic			Per load	N	\$10.00
<b>General Waste - Self Haul &gt; 1 tonne</b>					
General Waste - Self Haul > 1 tonne		92(4)(a)	Per tonne	N	\$80.00
<b>Green Waste - Self Haul &lt; 1 tonne</b>					
Car Load - Domestic			Per load	N	\$4.00
Van / Ute - Domestic			Per load	N	\$7.00
Car with Trailer - Domestic			Per load	N	\$7.00
Van / Ute with trailer - Domestic			Per load	N	\$7.00
<b>Green Waste - Self Haul &gt; 1 tonne</b>					
Green Waste - Self Haul > 1 tonne		92(4)(a)	Per tonne	N	\$50.00
<b>FREE DISPOSAL</b>					
<b>Note: Free waste disposal days will coincide with waste levy exemptions for serious local events or declared disasters, where approved by the State Government.</b>					
Hydrocarbon Waste (Oil and Filters)		92(4)(a)	Per litre	N	\$0.00
Batteries		92(4)(a)	Each	N	\$0.00
Clean Fill - Commercial		92(4)(a)	Per tonne	N	\$0.00
Free Dump Day - Domestic		92(4)(a)	Per load	N	\$0.00
Gas Bottles		92(4)(a)	Each	N	\$0.00
Recyclable Materials		92(4)(a)	Each	N	\$0.00
Scrap Metal		92(4)(a)	Per load	N	\$0.00
E-Waste		92(4)(a)	Per load	N	\$0.00
<b>WHITE GOODS DEGASSING</b>					
Fridge		92(4)(a)	Each	N	\$7.50
Air-conditioner		92(4)(a)	Each	N	\$9.50
<b>WASTE LEVY EXEMPT</b>					
Waste exempt by Declaration		92(4)(a)	Per tonne	Y	\$87.50
Waste from organised community event with levy exemption approval		92(4)(a)	Per load	N	\$0.00
Waste From Charities with levy exemption approval		92(4)(a)	Per load	N	\$0.00
<b>TYRES</b>					
Tyres - Passenger Car		92(4)(a)	Per tyre	N	\$11.00
Tyres - Passenger car on rim or contaminated		92(4)(a)	Per tyre	N	\$16.50
Tyres - Light Truck		92(4)(a)	Per tyre	N	\$11.00
Tyres - Light Truck on rim or contaminated		92(4)(a)	Per tyre	N	\$31.50
Tyres - Truck (including bobcat and forklift)		92(4)(a)	Per tyre	N	\$26.50
Tyres - Truck on rim or contaminated		92(4)(a)	Per tyre	N	\$64.00
Tyres - Motor Cycle		92(4)(a)	Per tyre	N	\$6.00
Tyres - Motor Cycle on rim or contaminated		92(4)(a)	Per tyre	N	\$10.50
Tyres - Tractor Up to 1000mm		92(4)(a)	Per tyre	N	\$121.50
Tyres - Tractor 1000mm to 2000mm		92(4)(a)	Per tyre	N	\$210.00
Tyres - Other		92(4)(a)	Per tyre	N	POA
<b>Halifax Transfer Station - Domestic prices as above. No Commercial Waste Except Recyclable Items.</b>					

# **Infrastructure and Utility Services**

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2020-2021
<b>INFRASTRUCTURE MANAGEMENT</b>					
<b>WATER SUPPLY</b>					
Provision of New Service (Connection)					
- 20NB diameter	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	\$750.00
- Larger (Deposit of estimated cost required with application)	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	At Cost
<b>Separate connections are to be installed for multiple residences</b>					
Relocate Water Meter	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	At Cost
Interim Reading of Water Meter	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	\$36.00
Testing Water Meter Fee - Request by owner (fee refundable if meter faulty)	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	\$70.00
Metered hydrant Stems - Bond (refundable) to be paid upfront				Nil	\$315.00
Measured supply through Metered Hydrant	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law	Min Charge	Nil	\$65.00
Measured supply through Metered Hydrant > 45KL	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law	Per k/l	Nil	\$1.45
<b>WATER SAMPLES</b>					
Taking each sample and having tested					
- Standard Water Analysis			Each	Y	\$166.00
- Bacterial Test			Each	Y	\$94.00
<b>WATER LOCATION</b>					
Search Fee				Y	\$57.00
Location			Per 15 minutes	Y	\$19.00
<b>TRADE WASTE</b>					
Waste delivered to Ingham Plant			Per kl	Nil	\$15.00
<b>AERODROME</b>					
Landing Fees - Commercial per Business			Per annum	Y	\$980.00
Landing Fees - Recreational per entity			Per annum	Y	\$700.00
Landing Fees - Private per entity			Per annum	Y	\$700.00
Landing Fees Private / Recreational - Irregular per Aircraft			Per landing	Y	Nil

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2020-2021
Landing Fees Commercial - Irregular Usage per Aircraft			Per landing	Y	Nil
Landing Fees Commercial - Irregular Usage per Aircraft			Per day	Y	Nil
Bond			Per occurrence	N	\$500.00
Short term hire fee per week			Per week	Y	\$50.00
Monthly hire fee (Hire of space for no longer than six (6) months per organisation or individual)			Per month	Y	\$100.00
<b>FOOTPATH CONSTRUCTION - COMMERCIAL PREMISES</b>					
Council contribution is calculated on 50/50 basis up to maximum amount of \$90/m <sup>2</sup> for footpath improvement works. Following satisfactory completion of works & sighting relevant receipts & receiving tax invoice, Council will forward its contribution.			Per square metre	Y	\$90.00
<b>ROAD WORK PERMIT</b>					
Application for Private Works in a Road Reserve Permit			Per Permit	Y	\$50.00
Bond - Route (HSC Works Manager & Design Technical Assistant must be notified at least 24 hours prior to the structure being removed/relocated. Cost of any damage to Council's infrastructure resulting from removal / relocation will be deducted from the Route Bond. The remainder of bond will be refunded when the structure has been made safe or left the Shire. Request for refund must be submitted in writing to Council's Chief Executive Officer.)			Per application	Nil	\$5,000.00
<b>Please note: Building Application fees, Plumbing Application fees and Relocation - Route Inspection Fee are additional to bond charges listed above.</b>					
<b>GATE OR GRID PERMIT</b>					
Application for a Gate or Grid Permit			Per application		\$370.00
<b>HIRE OF EQUIPMENT</b>					
<b>A minimum charge of \$20 will apply</b>					
- Barricade Webbing			Per day / per roll	Y	\$30.00
- Barricade Boards			Per day / each	Y	\$30.00
- Barrier lamps			Per day	Y	\$6.00
- Bollards			Per day / each	Y	\$6.00
- Delineators			Per day	Y	\$5.00
- Multi-user Road Signs			Per week	Y	\$60.00
- Road Signs			Per week	Y	\$25.00
<b>HIRE OF MOBILE TOILETS</b>					
"- Mobile Toilet Hire Fee (Please note that the Service Fee listed below is to be added to the total charge for Mobile Toilet Hire Fee - eg 1 day Mobile Toilet Hire = \$35.00 + \$95.00 = \$130.00) "			Per Mobile Toilet hire/day	Y	\$35.00
- Mobile Toilet Service Fee			Per Mobile Toilet hire	Y	\$95.00
- Additional Mobile Toilet Service Fee			Per service	Y	\$95.00
- Mobile Toilet - Bond (refundable) to be paid upfront				Nil	\$250.00
<b>Please Note: Not for Profit Community and Charitable Organisations are not charged for the Hire of Mobile Toilet/s</b>					

<b>COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES</b>	<b>Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed</b>	<b>Provision of Local Government Act</b>	<b>Unit</b>	<b>GST</b>	<b>2020-2021</b>
<b>RURAL NUMBERING FOR NUMBERS ALREADY ALLOCATED</b>					
White on Black Rural Numbering Sticker			Each	Y	\$2.75
1 digit module			Each	Y	\$15.35
2 digit module			Each	Y	\$17.00
3 digit module			Each	Y	\$18.65
4 digit module			Each	Y	\$20.30
5 digit module			Each	Y	\$22.00
1 x star picket post			Each	Y	\$6.90
Installation costs			Each	Y	\$35.25

# **8.0**

## **2020-2021**

### **Operational Plan**





# **OPERATIONAL PLAN 2020-2021**

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# Introduction

The *Operational Plan* is a major planning document within Council's corporate planning framework and outlines the significant activities and key operational activities that Council will deliver in 2020-2021.

The plan complies with the *Local Government Regulation 2012* which requires councils to prepare and adopt an Operational Plan for each financial year, which must:

- A) Be consistent with the annual budget; and
- B) State how Council will:
  - Progress the implementation of the 5 year *Corporate Plan* during the period of the annual Operating Plan; and
  - Manage operational risk.



Each area of operation performs day to day activities aligned with policies, procedures, activity specific plans and processes designed to ensure that services are delivered in accordance with the direction set by Councillors and in some instances governed by legislation. Quarterly activity reporting to Council is made with reference to the *Operational Plan*.

# Strategic Direction

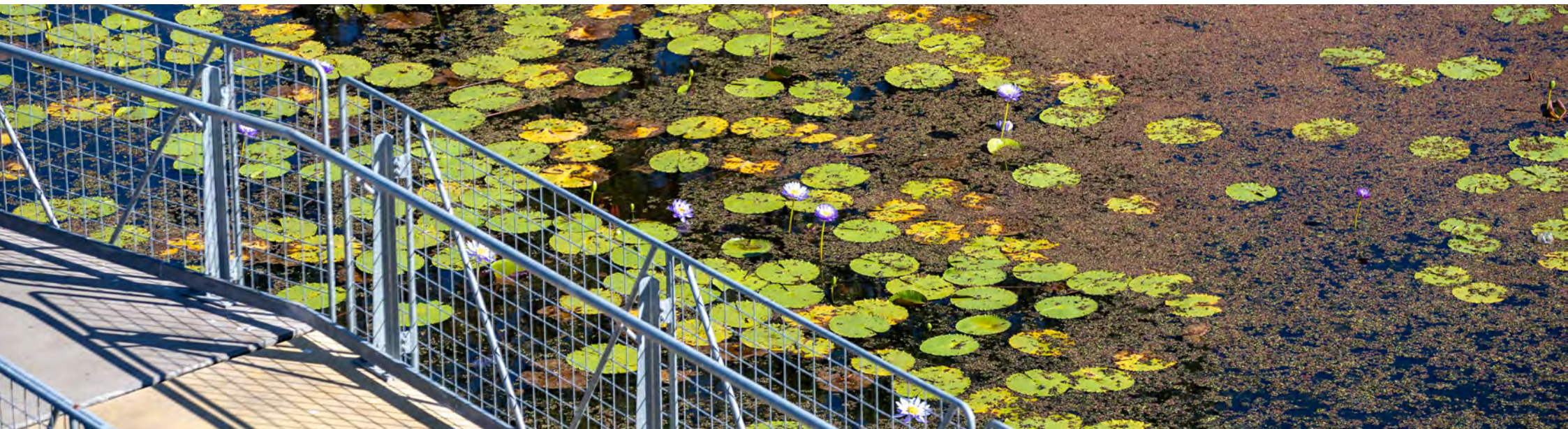
Through discussion, consultation and community engagement Council has determined a number of strategic directions that will be pursued over the next five years.

The 2014-2020 Strategic Directions as established by Council and documented in the *2014-2020 Corporate Plan* are:

1. Fiscally responsive and responsible management of public infrastructure and assets;
2. Responsive and responsible management of land;
3. Responsive and responsible local representation;
4. Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire; and
5. Council's role in creating and supporting the economic prosperity of our Shire.

With a genuine desire to deliver on these strategic directions, to essentially turn words into actions, Council has determined an appropriate level of involvement for Council, how Council will be involved and what will be seen as the measure of success.

The *Operational Plan* now details specific actions and activities that will be undertaken in 2020-2021 to address the strategic priorities as set by Council.



# Overview of Organisational Functions

## Mayor and CEO Office

- Mayor and CEO Support
- Executive Support
- Administration Assistance
- Media and Communications
- Corporate Branding
- Legal Services
- Elected Members Support
- Strategic Human Resources
- Strategic Workplace Health and Safety
- Grants
- Governance
- Corporate Support
- Disaster and Emergency Management
- Community Communications
- Stakeholder Communications
- Counter Disaster Operations
- Call Centre Management
- Support and Training Administration
- Strategic Economic Projects
- Strategic Development Projects
- Regional Planning
- Town Plan Compilation

## Community and Development Services

- Business Engagement
- Major Events and Activities Development
- Community Support
- Festivals
- Conferences
- Tourism Marketing
- Community Activity Grants
- Local Tourism Product Development
- Tourism and Visitor Information
- Tourism Development Liaison
- Local Tourism Product Support
- Marketing Distribution
- Marketing of Special Assets
- Art Gallery Operations
- Library Services
- Cultural Events
- TYTO Precinct Management
- Regional Arts Development Fund (RADF)
- Community Events
- Sexton/Attendant Services
- Custodian of all Shire Cemeteries
- Undertaker Facilitation
- Youth Development Support
- Youth Engagement and Strategic Planning
- Ageing in Place
- Aged and Youth Aged Services

## Corporate and Financial Services

- Financial Services and Audit Management
- Accounts Payable and Receivable
- Financial and Management Accounting
- Insurance Management
- Rating
- Treasury
- Corporate Financial Governance
- Financial Asset Management
- Budget Reporting
- Debtor Management
- Long Term Financial Planning
- Rural and Urban Addressing Database
- Procurement Services and Administration
- Stores and Inventory Control
- Buy Local Support
- Contract Development and Management
- Safe Handling of Material
- Purchase and Order Control
- Information Technology
- Telecommunications Network
- Corporate System Support
- Employee Operational Aspects
- Enterprise Bargaining
- Health and Wellbeing Program
- Human Resources
- Industrial Relations
- Training, Learning and Development
- Performance Management
- Workers Compensation and Rehabilitation
- Workplace Health and Safety Mgt
- Workplace Health and Safety Training
- Payroll Services
- Administration Services
- Records Management
- Right to Information Requests
- Public Information
- Storage and Control of Council's Records
- Planning and Development
- Planning and Development Applications
- Corporate Support
- Building Liaison and Investigations
- Building Certification
- Business Licensing
- Land Dealings and Leases
- Local Laws and Public Health
- Regulatory Enforcement
- Road Regulatory Services
- Plumbing/Drainage Compliance

## Infrastructure and Utility Services

- Civil Construction and Maintenance
- Drainage Operations
- Roadside Mowing and Maintenance
- Plant and Fleet Operations
- Workshop Operations
- Martin Street Depot Operations
- Aerodrome Operations
- Road Maintenance Performance Contract (RMPC)
- Flood Damage Reconstruction Works
- Survey and Design Services
- Facilities Maintenance
- Built Infrastructure and Construction
- Community Buildings Asset Management
- Facilities Asset Management
- Cleaning Services
- Regulatory Road Signage
- Asset Strategic Planning
- Asset Management and Implementation
- Road Compliance/Engineering Advice
- Radio Communication
- Rural and Urban Addressing
- Spatial Services
- Flood Damage Reconstruction
- Water and Sewerage Management
- Water and Sewerage Treatment
- Water and Sewerage Reticulation
- Recycling and Waste Operations
- Warrens Hill Waste Management Facility
- Expired Waste Sites Management
- Environmental Strategic Planning
- Environmental Waste Compliance
- River Height and Rainfall Gauge
- Horticulture Services
- Biosecurity Services
- Public Spaces Management
- Parks Beautification and Enhancement
- Parks and Gardens Development
- Public Signage Operations
- Pest Management
- Natural Resource Management
- Nursery and Revegetation
- Feral and Noxious Pests
- Vector Control

# Key Activities in 2020-2021

The 2020-2021 key activities and their fit within and influence on the Strategic Directions as established by Council are summarised as follows:

KEY ACTIVITIES	Strategic Directions As detailed in the 2014-2020 Corporate Plan	One Fiscally responsive and responsible management of public infrastructure and assets	Two Responsive and responsible management of land	Three Responsive and responsible local representation	Four Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire	Five Council's role in creating and supporting the economic prosperity of our Shire
	<b>Shared Footpaths</b> Program to improve pedestrian comfort, safety and promote healthy active living. Footpaths associated with Works for Queensland located at Halifax, Taylors Beach, Lucinda and Forrest Beach.	✓	✓		✓	✓
	<b>Bridge Rehabilitation Program</b> • Waterview Creek Bridge: and • Lannercost Extension Bridge.	✓	✓		✓	✓
	<b>Community Shed and Progress Association Meetings</b> Community meetings with Councillors and senior officers.			✓	✓	✓
	<b>Buy Local Preference Policy</b> Procurement Policy with a buy local preference, increasing support for local and regional business.			✓	✓	✓
	<b>Hinchinbrook Way</b> Develop a comprehensive marketing campaign incorporating <i>Hinchinbrook Way</i> , and continuation of CBD revitalisation program.			✓	✓	✓
	<b>Biosecurity Plan</b> Review and implementation of key pest and weed management strategies.		✓		✓	✓
	<b>Water Security</b> Implementation of Water Security Project.				✓	
	<b>Betterment Program</b> Orient Road, Atkinson Pocket Road, Seymour Road, Abergowrie Road, Baillies Road, Barbagallos Road, Covells Road, Yuruga Road and Menzies Street.	✓				✓

KEY ACTIVITIES	<b>Strategic Directions</b> As detailed in the 2014-2020 Corporate Plan	<b>One</b> Fiscally responsive and responsible management of public infrastructure and assets	<b>Two</b> Responsive and responsible management of land	<b>Three</b> Responsive and responsible local representation	<b>Four</b> Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire	<b>Five</b> Council's role in creating and supporting the economic prosperity of our Shire
	<b>Rates and Charges Initiative</b> To support the growth of the community and assistance for ratepayers and businesses in need.			✓	✓	✓
	<b>Investment in systems</b> Focus on generating system and technology efficiencies to enable a more customer centric approach to activities.	✓			✓	✓
	<b>Water Security</b> Implementation of automatic meters.				✓	
	<b>Waste Management</b> <ul style="list-style-type: none"> <li>Landfill remediation and capping of cell 1;</li> <li>Design of cell 3 of the leachate management system; and</li> <li>Renewal of commercial agreements for waste collection services.</li> </ul>	✓			✓	
	<b>NDRRA and DRFA</b> Recovery and reconstruction of essential infrastructure damaged from natural disasters. Primarily roads and bridges.	✓				✓
	<b>Capital Works Construction Program</b> Focus on renewal of existing assets and infrastructure, including the construction of new recreational infrastructure.	✓	✓		✓	✓
	<b>Economic Development and Foreshores</b> <ul style="list-style-type: none"> <li>Enhancement of foreshore areas at Lucinda, Taylors Beach, Forrest Beach, and recreational services in Rotary Park;</li> <li>Dungeness Carpark Enhancement; and</li> <li>Taylors Beach Dredging.</li> </ul>	✓	✓		✓	✓
	<b>Stormwater Drainage</b> Programmed maintenance and Works.	✓	✓	✓		





# Understanding the Operational Plan



## How to read the Operational Plan

Council's Operational Plan outlines the actions and activities that will be undertaken during the fiscal year in order to achieve Council's strategic goals and objectives as outlined in the Corporate Plan. Below is a guide to reading the tables which are found within the Operational Plan.

This number relates to the strategic direction within the Corporate Plan.

This is the strategic direction as outlined in the Corporate Plan.

This is the proposed action to be undertaken as outlined in the Corporate Plan.

These numbers relate to the actions that will be undertaken in order to achieve each strategic direction.

This is the action that will be undertaken in the 2019-2020 financial year in order to achieve each strategic direction.

This is the Lead officer that will manage the action and/or activity.

Corporate Plan Strategies	Proposed Actions over 2014-2020	2019-2020 Action and Measure	Lead
1.1 Plan and execute timely preventative maintenance regimes that extend the useful life of roads, water and sewerage network infrastructure in a cost effective manner	Continued refinement of long term asset management plans	1.1.1 Integration of long term asset management plans within the Long Term Financial Plan.	ISD
		1.1.2 Implementation of revised Asset Capitalisation Policy.	ISD
		1.1.3 Completion of hierarchy and service level discussion by 31 December 2020.	ISD
		1.1.4 Execution of all remaining 2019 NDRRA Flood Damage Emergent Works and REPA Construction Projects.	ISD
		1.1.5 Review and update the Infrastructure Maintenance Annual Schedule.	ISD
		1.1.6 Complete respective drain profiling improvements associated with the drainage of Dalrymple Road by December 2019.	ISD
		1.1.7 Complete installation of the Automatic Meter Reading Equipment and Roll out of project.	ISD
	Development of a roads hierarchy and associated service levels		

Lead Abbreviations listed below.

## Lead Abbreviations

<b>CEO</b>	Chief Executive Officer
<b>DCDS</b>	Director Community and Development Services
<b>DCFS</b>	Director Infrastructure and Utility Services
<b>DIUS</b>	Director Infrastructure and Utility Services
<b>FM</b>	Finance Manager
<b>HRM</b>	Human Resources Manager
<b>OMC</b>	Office of the Mayor and Chief Executive Officer
<b>PSBM</b>	Public Spaces and Biosecurity Manager
<b>RSM</b>	Regulatory Services Manager
<b>USM</b>	Utilities Services Manager
<b>WHSC</b>	Work Health and Safety Officer

# Strategic Direction One

## Fiscally Responsive and Responsible Management of Public Infrastructure and Assets

Hinchinbrook Shire Council builds, owns and funds the maintenance of infrastructure that it sees as a benefit to the community. In some areas Council is the only entity that will perform the function of providing public infrastructure. Council provides public infrastructure on the basis that it is an asset to the community, that the community values the provision of this infrastructure and that the infrastructure provides a contribution to the community that is tangible, vital and essential.

Council is committed to supplying infrastructure in an efficient and coordinated manner that provides consistent delivery of services and is seen as value for money by the users of such infrastructure. Further, Council considers infrastructure provision with regard to the impacts on the natural environment, the value add of the amenity to existing infrastructure, and health and safety of the community.

Council will ensure a coordinated and integrated approach to infrastructure planning, implementation, maintenance and renewal. Public infrastructure and assets provided by Council can include:

- Road and drainage network;
- Water and sewerage network;
- Waste management and transfer station facilities;
- Hinchinbrook Aquatic Centre;
- TYTO Precinct;
- Parks, gardens and reserves with pathways, structures, playgrounds, fitness equipment and picnic facilities;
- Marine recreational infrastructure - boat ramps, jetties and fishing platforms; and
- Buildings, like the Shire Hall, smaller community halls and the Kelly Theatre.

Corporate Plan Strategies		Proposed Actions over 2014-2020	2020-2021 Action and Measure		Lead
1.1	Plan and execute timely preventative maintenance regimes that extend the useful life of roads, water and sewerage network infrastructure in a cost effective manner.	Continued refinement of long term asset management plans.	1.1.1	Integration of long term asset management plans within the Long Term Financial Plan.	FM
			1.1.2	Implementation of revised Asset Capitalisation Policy.	DCFS
		Development of a roads hierarchy and associated service levels.	1.1.3	Completion of hierarchy and service level assessment by 31 December 2020.	DIUS
		Planned preventative maintenance regimes are comprehensive in nature and costed for inclusion in ten year forward budgets.	1.1.4	Execution of all remaining 2019 NDRRA Flood Damage Emergent Works and REPA Construction Projects.	DIUS
			1.1.5	Review and update the Infrastructure Maintenance Annual Schedule.	DIUS
			1.1.6	Implement Programmed Drainage Maintenance Schedule throughout Shire, including Lucinda, Forrest Beach and Trebonne. Provide a completion report to Council of works undertaken.	DIUS

Corporate Plan Strategies		Proposed Actions over 2014-2020	2020-2021 Action and Measure		Lead
1.1	Plan and execute timely preventative maintenance regimes that extend the useful life of roads, water and sewerage network infrastructure in a cost effective manner.	Planned preventative maintenance regimes are comprehensive in nature and costed for inclusion in ten year forward budgets.	1.1.7	Complete installation of the Automatic Meter Reading Equipment and Roll out of project.	USM
			1.1.8	Undertake the refinement of long term Asset Management Plans to ensure correct financial reflection of Asset Management Plan activities.	DIUS
			1.1.9	Complete Annual Bitumen and Reseal Program.	DIUS
			1.1.10	Engage temporary design service personnel to complete preliminary design on proposed capital works projects 2021-2022 by March 2021.	DIUS
			1.1.11	Complete construction of resilience and betterment programs for Orient Road, Atkinson Pocket Road, Seymour Road, Abergowrie Road, Baillies Road, Barbagallos Road, Covells Road, Yuruga Road and Menzies Street.	DIUS
			1.1.12	Completion of 100% of TIDS Road Construction Program.	DIUS
			1.1.13	Completion of 85% of Capital Works Program referenced as BUD-202020.01.	DIUS
1.2	Plan and execute timely preventative maintenance regimes for building assets that extend the useful life in a cost effective manner.	Development of preventive maintenance plans for all building assets, including exit strategies for assets deemed surplus to needs.	1.2.1	Review, update and refine Building Preventative Maintenance Plans to reflect a 10 year forward program including financial impact by March 2021.	DIUS
			1.2.2	Link Building Preventative Maintenance Plans to current and long term financial requirements.	DIUS
1.3	Ensure that proposed extensions to road, water or sewerage networks have a demonstrated social and economic imperative.	Investigate water security options for the Hinchinbrook Shire reticulated water system.	1.3.1	Continue water main extension option investigations, progress Orient Road and Warrens Hill Road projects to preliminary design stage by 31 March 2021.	USM
		Investigation of access to identified cane expansion areas in collaboration with industry stakeholders.	1.3.2	Continue Councillor representation on the Regional Plan Implementation Committee to address opportunities for cane expansion areas.	DIUS
1.4	Be open to innovative and alternate solutions for the provision of ongoing public infrastructure needs.	Prior to the end of useful life of current assets review innovative and alternate solutions.	1.4.1	Undertake the construction and delivery of 100% of the 2019-2021 Works for Queensland Program.	CEO
			1.4.2	Undertake the construction and delivery of 100% of the 2020-2021 COVID-19 Works for Queensland Program.	CEO
1.5	Ensure that public infrastructure contributes to lifestyle aspirations of current residents, underpins population attraction and acts as an enabler for economic growth in tourism in particular.	Maintain access to and improve recreational boating and fishing facilities.	1.5.1	Continuation of documentation and lodgement of development application for Dungeness and Taylors Beach Dredging Projects and better marine access at Forrest Beach.	DIUS
		Development of a parks and reserves hierarchy and associated service levels.	1.5.2	Council to adopt Public Open Spaces Maintenance and Hierarchy Plan including levels of service.	DIUS
			1.5.3	Implement works for foreshore clearing and maintenance at Lions Park Lucinda by November 2020.	DIUS
			1.5.4	Effectiveness of Beach Access for ATV vehicles at Lucinda to be reviewed by October 2020.	DCDS

# Strategic Direction Two

## **Responsive and Responsible Management of Land**

Hinchinbrook Shire Council seeks to achieve a sustainable, well managed and enviable natural and built environment.

That is a Shire that provides a balance between the development of built infrastructure, demonstrating sound land use principles, while valuing the conservation of our diverse natural resources for the enjoyment of all.

This will be achieved by delivering an enabling Town Planning Scheme, by the development of natural resource management plans, and increasing community awareness of associated issues.



Corporate Plan Strategies		Proposed Actions over 2014-2020	2020-2021 Action and Measure		Lead
2.2	Provision of reliable flood data and intelligence.	Revision of the existing flood study.	2.2.1	Continue to source external funding for construction of Dutton Street Bridge.	DIUS
			2.2.2	Submit funding applications for installation of automatic water over road signage project.	DIUS
2.3	Riverine and riparian environment management.	Funding and advocacy of the riverine environment.	2.3.1	Payment of funds allocated to the Herbert River Improvement Trust and Lower Herbert Water Management Authority.	FM
			2.3.2	Advocacy support to the Lower Herbert Water Management Authority with Federal and State representatives.	OMC
			2.3.3	Advocacy support to the Herbert River Improvement Trust and Lower Herbert Water Management Authority to obtain appropriate permits for drainage vegetation clearing purposes.	OMC
2.4	Natural resource management.	Pest and weed management activities.	2.4.1	Continuous monitoring and improvement of vector control practices and public education, providing a report to Council detailing the practices and undertaking one public education session by 30 June 2021.	PSBM
			2.4.2	Publication of Departmental best practice control manuals to public upon release.	PSBM
			2.4.3	Review and implement the Hinchinbrook Local Government Area Biosecurity Plan and define reporting metrics for performance to plan targets.	PSBM
			2.4.4	Continue the Hinchinbrook Community Feral Pig Management Program – implement all activities identified in the Hinchinbrook Local Government Area Biosecurity Plan and provide a report to Council detailing outcomes.	PSBM
			2.4.5	Develop a Strategy to assist in minimising the spread of the Navua Sedge weed species through Hinchinbrook Shire.	PSBM
		Involvement in catchment management activities.	2.4.6	Develop, assist with and carry out re-vegetation projects including promotion of National Tree Day at least once a year.	PSBM
		Stewardship of the Great Barrier Reef.	2.4.7	Implement agreed activities from the Reef Guardian Action Plan and provide a report to Council defining the outcomes.	PSBM
			2.4.8	Council to collaborate with volunteers in beach clean up activities.	PSBM
		Biosecurity.	2.4.9	Meet Council's obligations under the new Biosecurity Act 2014 minimising, responding to and assisting recovery from pests and diseases. Provide a report to Council defining the outcomes by 30 June 2021.	PSBM

# Strategic Direction Three

## Responsive and Responsible Local Representation

Councillors will provide strong local leadership, underpinned by responsible governance processes, demonstrating respect for the democratic process. Councillors will communicate openly, be accountable for decisions made and be willing to engage with the community.

Council will advocate to State and Federal Governments and agencies to deliver outcomes that address the needs of our community.

Council will create an organisation that is empowered to act and develops an internal capacity to respond and to change. Council will seek to be aware of external factors that impact on Local Government as a whole and on Hinchinbrook specifically.

Corporate Plan Strategies		Proposed Actions over 2014-2020	2020-2021 Action and Measure		Lead
3.1	Councillor two way engagement with our community.	Community Shed Meetings.	3.1.1	Hold annual Community Shed Meetings for Mt Fox, Abergowrie and Lower Herbert areas.	CEO
			3.1.2	Consultation, compilation and adoption of Council 2021-2025 Corporate Plan by December 2020.	CEO
3.2	Communication with the community.	Communications Plan developed and executed.	3.2.1	Annual Communication Plan developed and presented to Council by 30 September 2020.	CEO
			3.2.2	Support Councillor media articles.	CEO
			3.2.3	Review and republish Council Identity Manual.	CEO
		Further development of online content.	3.2.4	Annual review of Council's website to be undertaken.	EO
			3.2.5	Ensure accurate and up to date fact sheets are available on Council's website.	EO
			3.2.6	Increase community engagement through social media platforms including Hinchinbrook Shire Council, Visit TYTO, Hinchinbrook Disaster Information and The Hinchinbrook Way pages.	DCDS
			3.2.7	Review Council Social Media Channels and develop policy and style guides accordingly.	
			3.2.8	Consolidate Council's Event web pages.	DCDS
			3.2.9	Review Council's tourism and community websites and consolidate/update as required.	DCDS
			3.2.10	Maintain and continue development of the Hinchinbrook Way website including business listings.	DCDS
		Continued publication of a ratepayers newsletter.	3.2.11	Compile and distribute two ratepayer newsletters annually.	CEO
		Financial Accountability to Community	3.2.12	Provide information to ratepayers regarding the annual audited financial performance of Council including financial performance indicators.	FM

Corporate Plan Strategies		Proposed Actions over 2014-2020	2020-2021 Action and Measure		Lead
3.2	Communication with the community.	Financial Accountability to Community.	3.2.13	Preparation of 2021-2022 Budget.	DCFS
			3.2.14	Preparation of 2022-2031 Long Term Financial Plan.	DCFS
			3.2.15	Undertake review and assessment of water and sewerage units for purposes of service charges by March 2021.	DCFS
3.3	Influencing other levels of Government.	On an as identified basis an advocacy role with other levels of government and service providers of programs to address the needs of at risk community members and youth.	3.3.1	Facilitate meetings of the Youth Development Advisory Committee as per Terms of Reference.	DCDS
			3.3.2	Undertake community information sessions concerning understanding land valuations, particularly for the agricultural sector.	DCFS
			3.3.3	Review the grant funding service provided to the <i>Hinchinbrook Community Support Centre</i> .	DCDS
		Support for community health service providers to address the needs of at risk community members.	3.3.4	Continue community activities focused on seniors.	DCDS
			3.3.5	Build capacity and influence early childhood health and learning via community programing and partnerships with community organisations.	DCDS
			3.3.6	Host a minimum of two community events with inclusive additions for elderly persons and those living with a disability.	DCDS
			3.3.7	Participate in State Government forums to influence the regional agenda.	OMC
		Advocate for the delivery of the State's regionalisation agenda specifically as it relates to population growth and regional investment.	3.3.8	Continue to advocate for implementation of <i>Wet Tropics Water Plan for Lower Herbert Water Management Authority</i> .	OMC
			3.3.9	Maintain membership of and attendance at the Regional Plan Implementation Committee.	OMC
			3.3.10	Continue to advocate for solutions regarding flying fox populations in urban areas.	PSBM
		Membership of LGAQ and participation in relevant discussions and agendas.	3.3.11	State and Regional LGAQ conferences and meetings attendance.	OMC
3.4	Policy and Procedure.	Buy local first preference policy development.	3.4.1	Annual Review of Procurement Policy.	FM
			3.4.2	Continue to review and streamline Council processes interacting with business suppliers.	FM
			3.4.3	Rates Incentive Program and community support with implementation of rates concession.	DCFS
3.5	Organisational Capacity.	Review of the organisational structure and resourcing in response to our strategic direction.	3.5.1	Continue implementation of apprentices and trainees as identified through Executive Management Team.	CEO
			3.5.2	Continued support of business improvement initiatives.	DCDS
		Development of our human resources.	3.5.3	Annual delivery of Mandatory Training Program on an as needs basis.	HRM
			3.5.4	Implementation of Performance Appraisal process.	HRM

Corporate Plan Strategies		Proposed Actions over 2014-2020	2020-2021 Action and Measure		Lead
3.5	Organisational Capacity.	Development of our human resources.	3.5.5	Continue sustainable levels of service and review improved practices and efficiencies in association with the Customer Service Charter.	DCFS
			3.5.6	Implementation of structured staff professional development program.	HRM
		3.5.7	Executive Management Team to meet annually to review Council wide risks to determine risk control measures.	CEO	
		3.5.8	Strategic Safety Plan status report to be reviewed each quarter by Workplace Health and Safety Coordinator and Executive Management Team.	WHSC	
		3.5.9	Review Safety Committee Support annually.	WHSC	
		Annual review of Hinchinbrook Shire Council Central Risk Register.			
		Safety Management System maintenance.			







# Strategic Direction Four

## Council's Role in Creating an Enviably Lifestyle and Contribution to the Whole of Life Liveability of our Shire

Notwithstanding the delivery of roads, water and sewerage networks, Council makes many other contributions to our community to endeavour to create a highly desirable environment, where lifestyle, liveability and prosperity are key outcomes. Our community values our relaxed lifestyle and seeks to preserve this in tandem with creating a healthy, vibrant and inclusive place to live.

Arts and culture are an integral part of life for our communities. Council recognises the importance arts and culture plays in our region and is committed to developing and expanding arts and cultural activities that have the capacity to enrich the lives of our residents. Council actively supports arts and cultural groups through its ongoing support for the Regional Arts Development Fund, together with its community donations program.

Community partnerships are about Council working with residents, community groups and other Government agencies to improve the social well-being of the community, making our community a more desirable place to live. It is about partnerships, building capacity, listening to and learning from the community and building the future together.

Council acknowledges the issues of our ageing population and will work to identify strategies to support the needs of older people. We want to recognise the skills and experience of older people to ensure they feel valued and supported in our community. Council sees direct employment opportunities and support service provision for older people as a way to diversify our employment base and assist in the attraction of new residents to Hinchinbrook.

Corporate Plan Strategies		Proposed Actions over 2014-2020	2020-2021 Action and Measure	Lead	
4.1	Arts and Cultural Investment.	Maximise the use of the TYTO Precinct for the delivery of arts and cultural programs.	4.1.1	Manage commercial operation streams based on the destination experience: retail, venue hire, public programs/events. Review of business models for commercial operations. Increase revenue in appropriate outlets. Increase visitation by 5% per annum.	DCDS
			4.1.2	Implement a Public Art Strategy with accompanying action plan to enhance urban environments and/or contribute to Authentic Destination Strategies. Implement and manage Strategy Action Plan that complements master planning projects as a priority.	DCDS
			4.1.3	Manage the Hinchinbrook Shire Council Art Collection with relevance to the Acquisition Policy, and make works publicly accessible via exhibition. Increase the number and/or value of works acquired and increase the number of works on display, with one curated show per annum.	DCDS
			4.1.4	Manage the Hinchinbrook Shire Library Special History Collection inclusive of the 31st Battalion - The Kennedy Regiment. Preservation of Local History via the special collection.	DCDS
			4.1.5	Manage Creative Studio to respond to the internal and external requirements of the community, promoting innovative and dynamic spaces. Maximisation of use.	DCDS
			Continued funding of the Regional Arts Development Fund program.	4.1.6	Delivery of the Regional Arts Development Fund programming. Successful application and funding under new funding model. Increased participation and diversification of program reach.

Corporate Plan Strategies		Proposed Actions over 2014-2020	2020-2021 Action and Measure	Lead	
4.2	Provision of Recreation Opportunities.	Continued community partnerships for the delivery of services at the Kelly Theatre and Hinchinbrook Aquatic Centre.	4.2.1	Continue engagement with the lessees of the Kelly Theatre including development of usage reporting.	DCDS
			4.2.2	Support the Theatre through advertising which promotes the region.	DCDS
			4.2.3	Complete the Kelly Theatre Stage 1 - Works for Queensland program.	DIUS
			4.2.4	Continue engagement with the lessees of the Hinchinbrook Aquatic Centre including development of usage reporting.	DCDS
			4.2.5	Complete the installation of the Heat exchange replacement by 30 December 2020.	USM
		School holidays program featuring children/youth activities.	4.2.6	Publish school holiday program featuring children/youth activities for the 5-10 year age group: <ul style="list-style-type: none"> <li>Build capacity via the delivery of community programming during the April, July and September school holiday periods;</li> <li>Delivery of Inflight Program; and</li> <li>Increase participation by 5% across each holiday program.</li> </ul>	DCDS
			4.2.7	Publish school holidays program featuring children/youth activities for the 10-15 year age group. <ul style="list-style-type: none"> <li>Build capacity via the delivery of community programming during the April, July and September school holiday periods; and</li> <li>Increase participation by 5% across each holiday program.</li> </ul>	DCDS
		Continued support for Hinchinbrook based events that provide both economic returns by way of visitation and opportunities for participation by the community.	4.2.8	Continued support for the following Hinchinbrook based events that provide economic returns by way of visitation and opportunities for participation by the community: <ul style="list-style-type: none"> <li>Tasman Turtle's Picnic Day;</li> <li>Find Your Future in Hinchinbrook;</li> <li>Christmas in Hinchinbrook;</li> <li>Seniors Morning Tea;</li> <li>International Fishing Series;</li> <li>Tea and Trivia;</li> <li>Touring Events Program;</li> <li>Life Skills Workshop Series;</li> <li>Youth Week Program;</li> <li>Hinchinbrook Health and Wellbeing Program;</li> <li>Community Activity Grants Program; and</li> <li>Increased participation, diversification and ROI per event.</li> </ul>	DCDS
			4.2.9	Host key community events including: <ul style="list-style-type: none"> <li>Christmas in Hinchinbrook;</li> <li>Seniors Morning Tea;</li> <li>Tasman Turtle Picnic Day;</li> <li>Host Find Your Future Career Expo;</li> <li>International Fishing Series;</li> <li>Mountain biking;</li> <li>Motorcycle/car rallies;</li> <li>Boat racing; and</li> <li>Fishing competition.</li> </ul>	DCDS
			4.2.10	Undertake planning and development for Motor Sport Precinct.	DCDS
			4.2.11	Undertake planning and development for aerodrome hangar development.	DCDS
			4.2.12	Action items identified in the Hinchinbrook Shire Council Marketing Strategy and Action Plan to attract new regionally significant events and activities to the Shire.	DCDS

Corporate Plan Strategies		Proposed Actions over 2014-2020	2020-2021 Action and Measure		Lead
4.3	Community Partnership Support.	Continue to provide funding for community groups to deliver on the wider social welfare agenda.	4.3.1	Manage Service Level Agreement (SLA) with Hinchinbrook Community Support Centre. Fulfilment of SLA key performance indicators.	DCDS
4.4	Living well over 60 with a highly desirable lifestyle.	Advocate for adequate local facilities and services to support older residents, particularly those that allow them to live longer in their own homes.	4.4.1	Action Hinchinbrook Shire Council Ageing in Place Strategy. Commence process and consultation in order to position Hinchinbrook as one of Australia's most desirable place to retire. Areas to address include transport, outdoor space and building, housing, social participation, communication and information. To be actioned as identified on a needs basis via the Ageing in Place Committee Ten Year Strategy.	DCDS
		Self assess Hinchinbrook against the World Health Organisation Checklist of Essential Features of Age Friendly Cities.	4.4.2	Maintain currency of the Seniors Lifestyle Directory with input from the Ageing in Place Committee.	DCDS
		Plan to address shortcomings.	4.4.3	Items actioned as budgeted under Ageing in Place Committee 10 year strategy.	DCDS
4.5	Regulatory Functions that underpin lifestyle.	Provide meaningful Animal Control Services.	4.5.1	Conduct dog registration and dog ownership education program.	RSM
			4.5.2	Implement online dog registration processes.	RSM
		Provide meaningful business licensing activities.	4.5.3	Inspection programme to be undertaken for 100% of licences food businesses.	RSM
			4.5.4	Respond to complaints in a timely manner and execute appropriate actions that safeguard the public interest.	RSM
		Provide timely building regulatory functions and enforcement action as necessary.	4.5.5	Implement proactive and educational information and respond to complaints in a timely manner and execute appropriate actions that safeguard the public interest.	RSM
			4.5.6	Develop templates and workflows for TechOne to enable the use of core regulator functions.	RSM
		Cemetery Services.	4.5.7	Integrate cemetery systems and processes for Enterprise Software (TechOne). Finalise record rectification.	DCDS
			4.5.8	Investigate option and planning for cemetery extension and provision of a new and alternate burial methods.	RSM
		Environmental Services and Management.	4.5.9	Develop and adopt Council's Environment Policy and Guidelines.	PSBM
		Waste Management.	4.5.10	Develop a community recycling education program to reduce contamination and increase participation in recycling. Investigate recycling opportunities and outsourcing of scavenging services.	USM
			4.5.11	Participate in the development of a North Queensland Regional Waste Strategy to mirror the intent of the new State Government Waste Strategy and the NQ Regional Infrastructure Plan with the aim to reduce the amount of waste disposed to landfill and increase resource recovery and recycling in the Shire.	USM
			4.5.12	Continue to meet waste levy legislation.	USM
			4.5.13	Improve Waste Data Collection - Dashboard Data for Waste Metrics developed and reports set up.	USM

Corporate Plan Strategies		Proposed Actions over 2014-2020	2020-2021 Action and Measure	Lead	
4.6	Educational Opportunities that support population attraction.	Foster partnership opportunities with vocational and tertiary educational service providers.	4.6.1	Fulfil State Library of Queensland Service Level Agreement for the First 5 Forever Early Learning Program.	DCDS
			4.6.2	Manage State Library of Queensland Service Level Agreement (SLA) for Regional Library Queensland programming. Meet operational requirements and key performance indicators as per SLA.	DCDS
			4.6.3	Develop and implement learning partnerships with registered training organisations, delivered through the Hinchinbrook Way Ambassador Program.	DCDS
			4.6.4	Investigate implementation of registered training organisations for relevant local careers.	DCDS
			4.6.5	Continue and finalise classification and listing of local historical records to ensure continuity and availability of district archival material.	DCDS



# Strategic Direction Five

## Council's Role in Creating and Supporting the Economic Prosperity of our Shire

The identification of opportunities to enhance the economic viability of our community is a key priority for Council. To this end we will implement strategies to achieve a strong and sustainable local economy that supports the growth of new and existing industry and business activities and provide long term employment opportunities for all age groups.

The focus of Council's *Disaster Management Program* is on minimising the affects of natural disasters on our community, both from an individual harm prevention minimisation perspective and more widely from an economic loss perspective. Council will continue to liaise with emergency service providers and will strive to build resilience and capacity in our communities to survive natural disaster events, to manage the immediate outcomes of such events and to thrive afterwards.



Corporate Plan Strategies		Proposed Actions over 2014-2020	2020-2021 Action and Measure		Lead		
5.1	Our Ingham CBD is attractive, alive and diverse.	CBD refresh and associated actions.	5.1.1	Continue to assess and implement Shire wide wayfinding signage in alignment with the Hinchinbrook Way Wayfinding Signage style guide.	DCDS		
			5.1.2	Undertake scoping plan for the Halifax Historical Village.	DCDS		
			5.1.3	Continue CBD Revitalisation. Complete Stage Two - Herbert Street.	DCDS		
			5.1.4	Implement Laneway Activation RADF funded component in alignment with the Hinchinbrook Shire Visioning Study and Master Plan.	DCDS		
5.2	Support for business diversity and employment growth.	Implement Economic Development Strategy and focus on short term actions.	5.2.1	Define target investment markets, engagement strategies and develop high quality marketing collateral. Production and distribution of Hinchinbrook Investment Prospectus and support video. Annual update and distribution of Hinchinbrook Regional Snapshot.	DCDS		
			5.2.2	Encourage and promote diversification and agricultural land management.	OMC		
			5.2.3	Investigate irrigation capabilities and potential weir development sites.	OMC		
			5.2.4	Investigate land banking, adventure tourism, mountain biking and bio-energy production.	DCDS		
			5.2.5	Continue to implement strategies from the Hinchinbrook Cropping Report.	DCDS		
			5.2.6	Promote diversification in agricultural and tourism product development.	DCDS		
			5.2.7	Commence review of the Economic Development Strategy to ensure relevance for 2020-2025 Stage 1 of 2. Economic Development Strategy and Action plan to be adopted December 2020 - Stage 2 of 2.	DCDS		
			5.2.8	Create and distribute high quality marketing collateral. Produce and distribute one print/ social media story per market for marketing of liveability. Create new resident information packs to feature on Hinchinbrook Shire Council and Hinchinbrook Way websites.	DCDS		
			5.2.9	Develop and implement an Investment Strategy and Action Plan, including an Investment Prospectus.	DCDS		
				Funding of the Hinchinbrook Chamber of Commerce, Industry and Tourism.	5.2.10	Manage Service Level Agreement (SLA) with Hinchinbrook Chamber of Commerce, Industry and Tourism. Fulfilment of SLA Key Performance Indicator's.	DCDS
5.3	Tourism development.	Event activity at the TYTO Precinct.	5.3.1	Finalise the development of the Wallaman Falls and Broadwater Ecotourism Master Plan. Identify and develop product development business cases based on the Master Plan.	DCDS		
			5.3.2	Build capacity through investment and development of the Meetings, Incentives, Conferences and Exhibitions (MICE) Industry: <ul style="list-style-type: none"> <li>Increase in product awareness alongside an increase in regional conference and events.</li> </ul>	DCDS		
				Tourism development.	5.3.3	Finalise the development of the Wallaman Falls and Broadwater Ecotourism Master Plan. Identify and develop product development business cases based on the Master Plan.	DCDS
					5.3.4	Assist with the development of the Paluma to Wallaman Falls walking trail.	DCDS
					5.3.5	Improve brand presence and alignment with regional and state tourism marketing. Manage Townsville Enterprise Service Level Agreement/Action Plan inclusive of Key Performance Indicator's.	DCDS

Corporate Plan Strategies		Proposed Actions over 2014 - 2020	2020-2021 Action and Measure	Lead	
5.3	Tourism development.	Tourism development.	5.3.6	Maintain operation of the Forrest Beach Recreational Vehicle Park facility, through reviewing and maintaining a Memorandum of Understanding between Council and the Forrest Beach Progress Association Inc.	DCDS
			5.3.7	Maintain currency of CMCA Recreational Vehicle Park, Ingham Memorandum of Agreement in 2019. Statistical reporting via monthly seasonal Shire Recreational Vehicle infographic.	DCDS
			5.3.8	Plan and deliver high quality journey based products. Progress and implement Hinchinbrook Way Drive product.	DCDS
			5.3.9	Develop and deliver high quality targeted marketing collateral across all media channels highlighting <i>Hinchinbrook's Public Art Trail</i> .	DCDS
			5.3.10	Investigate the potential of Warrens Hill as a lookout site.	DCDS
			5.3.11	Promote the Hinchinbrook Shire by actioning items defined in the Marketing Strategy and Action Plan.	DCDS
5.4	Natural Disaster Management.	Local Disaster Management coordination, awareness raising, planning, service provision and recovery activities.	5.4.1	Local Disaster Management Plan in place, reviewed annually and adopted by Council. Increase public awareness of natural disaster management.	CEO
			5.4.2	Implementation of the additional functions to the Guardian platform.	CEO
5.5	Shire wide branding.	Develop and finalise Shire wide branding project.	5.5.1	Maintain currency of Shire wide branding. Develop comprehensive marketing collateral packages to be incorporated into the Hinchinbrook Way Ambassador Program.	DCDS
			5.5.2	Deliver a comprehensive marketing campaign as defined in the Marketing Strategy and Action Plan.	DCDS
			5.5.3	Finalise the <i>Hinchinbrook Way Walk</i> : <ul style="list-style-type: none"> <li>Continue to promote the Hinchinbrook Way Walk; and</li> <li>Installation of Hinchinbrook Way - Statement Signage.</li> </ul>	DCDS
			5.5.4	Complete Stage 1 of the <i>Hinchinbrook Way Drive Loop</i> in the Lower Herbert and Forrest Beach areas: <ul style="list-style-type: none"> <li>Stage 1 - Complete Design Package; and</li> <li>Stage 2 - Implementation to be completed subject to Road Corridor Permit and QTDDIF funding application.</li> </ul>	DCDS
5.6	Visitor Information Centre.	Refurbishment of the internal layout to the Visitor Information Centre.	5.6.1	Engage and empower local tourism stakeholders. Implementation and management of the Hinchinbrook Way Ambassador program.	DCDS
			5.6.2	Management of TYTO Recreational Vehicle area.	DCDS
			5.6.3	Management of the TYTO Wetlands and Parklands including The Papergrove.	DCDS
			5.6.4	Coordinate operations of Hinchinbrook Visitor Information Centre.	DCDS
			5.6.5	Enhance the visitor experience with the core aim to increase community revenue, enhance visitor experience and improve marketing of the Shire from the Hinchinbrook Visitor Information Centre.	DCDS
			5.6.6	Assess the operation of the Visitor Information Centre to improve the relevance of the service offered.	DCDS





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