



Mareeba
SHIRE COUNCIL

Budget

1 July 2018 to
30 June 2019

Rates and Charges

Volume 2 of 3

Including supporting policies and forms

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1 2018/2019 STRIKING OF RATES AND CHARGES

1.1 DIFFERENTIAL GENERAL RATES

Council resolves that:

- (a)
- (i) Pursuant to section 81 of the *Local Government Regulation 2012*, the categories in to which rateable land is categorised and the description of those categories, is as per Columns 1 and 2 of the table that follows;
 - (ii) 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 is as per Column 3 of the table that follows; and
 - (iii) 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 Column 4 of the table that follows.

Column 1 - Category (Regulation, section 81)	Column 2 - Description (Regulation, section 81)	Column 3 – Differential General Rate (Act, section 94; Regulation, section 80) Rate in Dollar	Column 4 – Minimum General Rate (Regulation, section 77)
A1 - Residential (Urban) - \$0 to \$72,000	<p>All land having a rateable value of between \$0 and \$72,000 that is used for single unit residential purposes or any other rateable land not otherwise categorised including:</p> <ul style="list-style-type: none"> • properties where the Building Unit Plan, Group Title Plan or Community Title Scheme is lodged under the <i>Body Corporate and Community Management Act 1997</i> with an area less than or equal to 1,000m², and • all residential land inside of the urban nodes. 	0.01637	\$1,025.00

Column 1 - Category (Regulation, section 81)	Column 2 - Description (Regulation, section 81)	Column 3 – Differential General Rate (Act, section 94; Regulation, section 80) Rate in Dollar	Column 4 – Minimum General Rate (Regulation, section 77)
A2 - Residential (Urban) - \$72,001 to \$130,000	<p>All land having a rateable value of between \$72,001 and \$130,000 that is used for single unit residential purposes or any other rateable land not otherwise categorised including:</p> <ul style="list-style-type: none"> • properties where the Building Unit Plan, Group Title Plan or Community Title Scheme is lodged under the <i>Body Corporate and Community Management Act 1997</i> with an area less than or equal to 1,000m², and • all residential land inside of the urban nodes. 	0.01021	\$1,180.00
A3 - Residential (Urban) - \$130,001 to \$203,000	<p>All land having a rateable value of between \$130,001 and \$203,000 that is used for single unit residential purposes or any other rateable land not otherwise categorised including:</p> <ul style="list-style-type: none"> • properties where the Building Unit Plan, Group Title Plan or Community Title Scheme is lodged under the <i>Body Corporate and Community Management Act 1997</i> with an area less than or equal to 1,000m², and • all residential land inside of the urban nodes. 	0.00919	\$1,329.00

Column 1 - Category (Regulation, section 81)	Column 2 - Description (Regulation, section 81)	Column 3 – Differential General Rate (Act, section 94; Regulation, section 80) Rate in Dollar	Column 4 – Minimum General Rate (Regulation, section 77)
A4 - Residential (Urban) – Greater than \$203,000	<p>All land having a rateable value of more than \$203,000 that is used for single unit residential purposes or any other rateable land not otherwise categorised including:</p> <ul style="list-style-type: none"> • properties where the Building Unit Plan, Group Title Plan or Community Title Scheme is lodged under the <i>Body Corporate and Community Management Act 1997</i> with an area less than or equal to 1,000m², and • all residential land inside of the urban nodes. 	0.00787	\$1,867.00
B1 – Multi Unit	All land used for multi-unit dwellings and flats excluding properties where the Building Unit Plan, Group Title Plan or Community Title Scheme is lodged under the <i>Body Corporate and Community Management Act 1997</i> .	0.01156	\$1,025.00
C1 – Non-Residential	All other non-residential land excluding land categorised under categories D1, E1, E2, E3, E4, H1, J1 and K1 including properties where the Building Unit Plan, Group Title Plan or Community Title Scheme is lodged under the <i>Body Corporate and Community Management Act 1997</i> that operate as a commercial business eg: unit of shops, holiday villas etc	0.01206	\$1,150.00

Column 1 - Category (Regulation, section 81)	Column 2 - Description (Regulation, section 81)	Column 3 – Differential General Rate (Act, section 94; Regulation, section 80) Rate in Dollar	Column 4 – Minimum General Rate (Regulation, section 77)
D1 – Major Drive-In Shop or Shopping Centre	All land used for a drive-in shop or shopping centre with a rateable valuation greater than or equal to \$1,000,000.	0.01803	\$29,592.00
E1 – Mining Lease/Claims	All land where mining leases and claims are used for prospecting, developing or use as a mine as defined in the <i>Mineral Resources Act 1989</i> , and where no operators or employees reside on the property.	0.06889	\$500.00
E2 – Mining Lease/Claims	All land where mining leases and claims are used for prospecting, developing or use as a mine as defined in the <i>Mineral Resources Act 1989</i> , and where one or more of the operators or employees reside on the property.	0.08980	\$1,025.00
E3 – Mining Lease/Claims	All land where mining leases and claims are used for prospecting, developing or use as a mine as defined in the <i>Mineral Resources Act 1989</i> , and employs between 11 - 50 employees.	0.43050	\$26,000.00
E4 – Mining Lease/Claims	All land where mining leases and claims are used for prospecting, developing or use as a mine as defined in the <i>Mineral Resources Act 1989</i> , and employs over 50 employees.	0.86100	\$52,000.00

Column 1 - Category (Regulation, section 81)	Column 2 - Description (Regulation, section 81)	Column 3 – Differential General Rate (Act, section 94; Regulation, section 80) Rate in Dollar	Column 4 – Minimum General Rate (Regulation, section 77)
F1 – Primary Production	All land area which is predominately used for primary production purposes other than those properties defined as Category G1.	0.00883	\$1,666.00
G1 – Large Grazing Properties	All land that is used for the primary purpose of raising livestock and land area exceeds 5,000 hectares.	0.00964	\$1,666.00
H1 – Specialty Industries	All land used for the slaughtering and processing of poultry	0.01590	\$26,230.00
I1 – Extractive Industry (Quarry) – maximum of 5,000 tonnes per annum	All land used or capable of being used for extractive industry purposes, where the quantity of material capable of being extracted &/or screened is up to a maximum of 5,000 tonnes per annum.	0.00802	\$514.00
I2 – Extractive Industry (Quarry) – between 5,001 and 100,000 tonnes per annum (inclusive)	All land used or capable of being used for extractive industry purposes, where the quantity of material capable of being extracted &/or screened is between 5,001 tonnes and 100,000 tonnes per annum.	0.00157	\$564.00

Column 1 - Category (Regulation, section 81)	Column 2 - Description (Regulation, section 81)	Column 3 – Differential General Rate (Act, section 94; Regulation, section 80) Rate in Dollar	Column 4 – Minimum General Rate (Regulation, section 77)
I3 – Extractive Industry (Quarry) – greater than 100,000 tonnes per annum	All land used or capable of being used for extractive industry purposes, where the quantity of material capable of being extracted &/or screened is greater than 100,000 tonnes per annum.	0.00059	\$616.00
J1 – Heavy Industry - Sugar Mill	Land used for a sugar mill	0.33999	\$98,598.00
K1 – Heavy Industry - Waste Facility	Land used for a large commercial waste facility.	0.22666	\$69,132.00
M1 – Residential (Rural) - \$0 to \$119,000	All residential land having a rateable value of between \$0 and \$119,000 outside of the urban nodes, or all land where the Building Unit Plan or Group Titles Plan is lodged under the <i>Body Corporate and Community Management Act 1997</i> with an area exceeding 1,000m ² , other than land that is categorised as Category F1 (Primary Production).	0.01283	\$1,025.00

Column 1 - Category (Regulation, section 81)	Column 2 - Description (Regulation, section 81)	Column 3 – Differential General Rate (Act, section 94; Regulation, section 80) Rate in Dollar	Column 4 – Minimum General Rate (Regulation, section 77)
M2 – Residential (Rural) - \$119,001 to \$250,000	All residential land having a rateable value of between \$119,001 and \$250,000 outside of the urban nodes, or all land where the Building Unit Plan or Group Titles Plan is lodged under the Body Corporate and Community Management Act 1997 with an area exceeding 1,000m ² , other than land that is categorised as Category F1 (Primary Production).	0.00916	\$1,529.00
M3 – Residential (Rural) – greater than \$250,000	All residential land having a rateable value greater than \$250,000 outside of the urban nodes, or all land where the Building Unit Plan or Group Titles Plan is lodged under the Body Corporate and Community Management Act 1997 with an area exceeding 1,000m ² , other than land that is categorised as Category F1 (Primary Production).	0.00910	\$2,292.00
N1 – Unused land	All vacant land in the localities of Watsonville, Irvinebank, Mt Albion, Thornborough, Stannary Hills, Chillagoe, Dimbulah and Mungana that is not used for any purpose and is not included in any other category.	1.01000	Nil

Column 1 - Category (Regulation, section 81)	Column 2 - Description (Regulation, section 81)	Column 3 – Differential General Rate (Act, section 94; Regulation, section 80) Rate in Dollar	Column 4 – Minimum General Rate (Regulation, section 77)
S1 – Approved subdividers	All land valued in accordance with the provisions of Section 49 of the Land Valuation Act 2010 and Section 77 (3) of the Local Government Regulation 2012.	0.01258	Nil

- (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.

1.2 SEWERAGE UTILITY CHARGES

Council resolves, pursuant to section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012* that:

The following sewerage charges be made and levied on properties within the Mareeba Shire Council local government area as shown on Maps 24 to 26 - Volume 3 of these documents. These maps are entitled "Sewerage Area - Kuranda", "Sewerage Area - Mareeba", "Sewerage Area - Myola".

In circumstances where dwellings are built over the boundary line of two or more parcels and the ratepayer proves that this is the case, Council shall levy one sewerage access charge as if it were one parcel. In the situation that Council is currently charging one access charge for two parcels with a dwelling built over the boundary line, there will be no need for the ratepayer to provide further proof.

1.2.1 Kuranda/Myola Sewerage

- (a) The Kuranda/Myola Sewered Area shall be defined as that area which is indicated on the map titled "Sewerage Area - Kuranda" in Map 24 and "Sewerage Area - Myola" in Map 26 - Volume 3 of these documents.
- (b) The Kuranda/Myola Sewerage Charge shall be levied on all properties located within the defined area titled "Sewerage Area - Kuranda" and "Sewerage Area - Myola" and shall be levied on a unit basis as determined by Council and set out on Schedule 2 of these documents.
- (c) The Kuranda/Myola Sewerage Charge shall be levied at \$734.00 per unit for vacant lots, \$878.00 per unit for each residential or unit/flat and \$292.67 per unit for all non-residential units.
- (d) For those properties that share both residential and non-residential structures, the premises shall be considered mixed use premises attracting both unit and charge per unit factors for each type of structure.

1.2.2 Mareeba Sewerage

- (a) The Mareeba Sewered Area shall be defined as that area which is indicated on the map titled "Sewerage Area - Mareeba" in Map 25 - Volume 3 of these documents.
- (b) The Mareeba Sewerage Charge shall be levied on all properties located within the defined area titled "Sewerage Area - Mareeba" on a unit basis as determined by Council and set out on Schedule 2 of these documents.
- (c) The Mareeba Sewerage Charge shall be levied at \$710.00 per unit for each vacant lot, \$878.00 per unit for each residential dwelling or unit/flat and \$878.00 per pedestal/urinal for each non-residential unit.
- (d) For those properties that share both residential and non-residential structures, the premises shall be considered mixed use premises attracting both unit and charge per unit factors for each type of structure.

In respect of improvements erected during the year, sewerage charges shall be levied proportionally for the unexpired part of the year from the date council determines the improvement is ready for occupation.

1.3 WASTE MANAGEMENT UTILITY CHARGES

Council resolves pursuant to section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012* to:

Make and levy utility charges as follows for: -

(a) **Wheelie Bin** - supplying waste collection services to premises within the waste area for the financial year; and

(b) **Waste Management Levy** - operating and managing refuse transfer stations and landfills within the Shire.

Wheelie Bin

Waste collection utility charges for land or structures where Council deems that a service will be supplied for each residence, flat or strata title unit, will be charged \$286.00 per wheelie bin service whether or not a service is rendered.

The service will be supplied to premises in the waste area which is defined as an area in which Council or Council's contractors provide a solid waste collection service as defined on the maps in Maps 12 to 23 - Volume 3 of these documents. Waste services for non-residential properties within Mareeba Shire Council are not provided.

In respect of improvements erected during the year, waste collection utility charges shall be levied proportionally for the unexpired part of the year from the date council determines the improvement is ready for occupation. For users, the charge will be for a weekly collection of one (1) wheelie bin. The proceeds from the charge will fund the operation of the collection service and costs of disposal of the refuse collected.

Waste Management Levy

A utility charge for refuse transfer stations and landfills, to be known as the "Waste Management Levy" will be levied on all assessable properties within the boundaries of the Waste Management Levy Area as defined in Map 37 - Volume 3 of the MSC Budget excluding Categories G and E other than the below listed properties within either Categories G and/or E that have reasonable access to the waste facilities funded by this utility charge:

- Lot 1 ML4798
- Lot 1 ML4867
- Lot 1 ML4919.

The purpose of this charge is to provide a contribution to the operation and management of refuse transfer stations and landfills in the Shire and includes the costs of pre-cyclone clean ups and waste education. Council is of the opinion that all assessable properties that fall within the abovementioned definition and declared area will benefit from the provision of these solid waste facilities and services.

The budgeted cost of managing and operating the refuse transfer stations and landfills is not fully funded by this utility charge. Further funding will be provided by other charges and revenue generated at the refuse transfer stations and landfills.

The Waste Management Levy will be \$158.00 per assessable property (as described above).

1.4 WATER UTILITY CHARGES

Council resolves pursuant to section 94 of the *Local Government Act 2009* and sections 99 and 101 of the *Local Government Regulation 2012* to:

Make and levy utility charges for supplying water service. The water charges will be charged on a two-part tariff system comprising of:

- (a) **Fixed Access Charge** - to cover Council's fixed costs in supplying water to the Water Areas as marked on the water supply maps for the relevant towns in Schedule 1 of these documents in Maps 38 to 43 - Volume 3 (i.e. the costs which do not vary with the amount of water reticulated including interest and redemption charges incurred by Council); and
- (b) **Water Usage Charge** - for each kilolitre of water consumed, to cover Council's variable costs of operating, maintaining and managing the water supply system.

The usage charge is levied on a two-tiered basis for the Mareeba, Kuranda, Chillagoe, Dimbulah and Mt Molloy water areas with a lower charge (First Tier Charge) for water consumption up to the First Tier Limit and a higher usage charge (Second Tier Charge) for consumption above the First Tier Limit.

The Fixed Access Charge is also applied to each separate parcel of vacant land within the water areas that is not connected to the Council's reticulated water supply system. Where a property is levied Multiple Fixed Access Charges, the first-tier limit shall increase proportionately.

For the purposes of levying the Fixed Access Charge, each property will be assessed on the basis of whether it is used for residential, non-residential or industrial purposes. Large commercial or industrial users are defined as those properties specifically identified as being high water consumers.

For those properties that share both residential and non-residential structures, the premises shall be considered mixed use premises attracting residential, non-residential or non-standard access charges for each type of structure.

In circumstances where dwellings are built over the boundary line of two or more parcels and the ratepayer proves that this is the case, Council shall levy one water access charge as if it were one parcel. In the situation that Council is currently charging one access charge for two parcels with a dwelling built over the boundary line, there will be no need for the ratepayer to provide further proof.

Council believes that it is equitable for all users and potential users to contribute to the costs of the water supply system by way of an access charge and consumption charge. The consumption charge for water consumed conforms to the "user pays" principle.

In respect of improvements erected during the year, water charges shall be levied proportionally for the unexpired part of the year from the date council determines the improvement is ready for occupation. The tiered water usage charging system provides an incentive for water conservation.

Dispute Resolution

Council's Water Leak Management Policy sets out the processes for resolving any conflict in relation to inaccurately registering and non-functioning meters.

AND Council resolves that:

The Two-Tier Tariff Water Charges as shown on Schedule 1, (Page 58) of these documents for Mareeba, Kuranda, Chillagoe, Dimbulah and Mt Molloy water areas be levied during the 2018/2019 financial year on properties located in the water areas within the Region shown on the maps of the relevant water supply areas in Maps 38 to 43 - Volume 3.

1.5 SPECIAL RATES AND CHARGES

1.5.1 Special Charge - Speewah Benefited Area

Council resolves pursuant to section 94 of the *Local Government Act 2009* and section 94 of the *Local Government Regulation 2012* to:

Adopt the following overall plan for the Speewah Benefited Area as defined on Map 2 - Volume 3 of these documents entitled "Speewah Benefited Area".

Overall Plan for the Speewah Benefited Area Special Charge

The overall plan for the Speewah Benefited Area Special Charge is as follows: -

1. The service, facility or activity funded by the special charge is the maintenance of equipment/infrastructure that provides television reception to certain properties in the Speewah area.
2. The rateable land to which the special charge is applied is as defined on Map 2 - Volume 3 of the MSC Budget entitled "Speewah Benefited Area".

Council considers that the rateable land described above derives a special benefit from the service, facility and activity funded by the special charge.

3. The estimated cost of carrying out the overall plan is \$12,100.00.
4. The estimated time for carrying out the overall plan is one year, concluding on 30 June 2019.

AND Council resolves to:

Levy the Speewah Benefited Area Special Charge in the amount of \$37.40 per property.

1.5.2 Special Charge - Irvinebank Reservoir Water Supply Benefited Area

Council resolves pursuant to section 94 of the *Local Government Act 2009* and section 94 of the *Local Government Regulation 2012* to:

Adopt the following overall plan for the Irvinebank Reservoir Water Supply Benefited Area as defined on Map 3 - Volume 3 of these documents entitled "Irvinebank Water Benefited Area".

Overall Plan for the Irvinebank Reservoir Water Supply Benefited Area Special Charge

The overall plan for the Irvinebank Reservoir Water Supply Benefited Area Special Charge is as follows: -

1. The service, facility or activity funded by the special charge is the maintenance and operation of water supply equipment/infrastructure that delivers water from the Ibis Dam to the Irvinebank town reservoirs.
2. The rateable land to which the special charge is applied is as defined on Map 3 - Volume 3 of the MSC Budget entitled "Irvinebank Water Benefited Area".

Council considers that the rateable land described above derives a special benefit from the service, facility and activity funded by the special charge.

3. The estimated cost of carrying out the overall plan is \$51,793.00.
4. The estimated time for carrying out the overall plan is one year, concluding on 30 June 2019.

AND Council resolves to:

Levy the Irvinebank Reservoir Water Supply Benefited Area Special Charge in the amount of \$400.00 per property.

1.5.3 Special Charge - Irvinebank Township Water Supply Benefited Area

Council resolves pursuant to section 94 of the *Local Government Act 2009* and section 94 of the *Local Government Regulation 2012* to:

Adopt the following overall plan for the Irvinebank Township Water Supply Benefited Area as defined on Map 3 - Volume 3 of these documents entitled "Irvinebank Water Benefited Area".

Overall Plan for the Irvinebank Township Water Supply Benefited Area Special Charge

The overall plan for the Irvinebank Township Water Supply Benefited Area Special Charge is as follows: -

1. The service, facility or activity funded by the special charge is the maintenance and operation of water supply equipment/infrastructure that delivers water from the Irvinebank town reservoirs to the properties connected to Irvinebank reticulated water supply system.
2. The rateable land to which the special charge is applied is as defined on Map 3 - Volume 3 of the MSC Budget entitled "Irvinebank Water Benefited Area".

Council considers that the rateable land described above derives a special benefit from the service, facility and activity funded by the special charge.

3. The estimated cost of carrying out the overall plan is \$3,200.00.
4. The estimated time for carrying out the overall plan is one year, concluding on 30 June 2019.

AND Council resolves to:

Levy the Irvinebank Township Water Supply Benefited Area Special Charge in the amount of \$50.00 per property.

1.5.4 Special Rate - Kuranda Benefited Area (Tourism Kuranda) - Commercial Properties

Council resolves pursuant to section 94 of the *Local Government Act 2009* and section 94 of the *Local Government Regulation 2012* to:

Adopt the following overall plan for the Kuranda Benefited Area (Tourism Kuranda) - Commercial Properties.

Overall Plan for Kuranda Benefited Area (Tourism Kuranda) - Commercial Properties Special Rate

The overall plan for the Kuranda Benefited Area (Tourism Kuranda) Commercial Properties Special Rate is as follows: -

1. The service, facility or activity funded by the special rate is the carrying out of tourism industry strategies and promotion strategies and programmes.
2. The rateable land to which the special charge is applied is as follows: -

Kuranda Benefited Area 1

- All commercial properties within the central business district in Kuranda as well as tourism operations in surrounding areas as identified on the Map 5 "Kuranda Benefited Area 1" of Volume 3 of the MSC Budget.

Kuranda Benefited Area 3

- Limited tourism operations that are listed below and as defined on Map 7 "Kuranda Benefited Area 3" of Volume 3 of MSC Budget;
 - Lot 1 SP 288902 & Lot 2 RP 711194
 - Lot 44 RP 851441
 - Lot 22 N157227

Council considers that the rateable land described above derives a special benefit from the service, facility and activity funded by the special rate at differential levels reflecting the degree to which the land or its occupier is considered to derive benefit.

3. The estimated cost of carrying out the overall plan is \$243,500.00.
4. The estimated time for carrying out the overall plan is one year, concluding on 30 June 2019.

AND Council resolves to:

Levy the Kuranda Benefited Area (Tourism Kuranda) - Commercial Properties Special Rate as follows:

Category	\$ Rate in dollar
Kuranda Benefited Area 1	0.01286
Kuranda Benefited Area 3 - Limited Tourism operations	0.00107

1.5.5 Special Charge - Kuranda Benefited Area (Tourism Kuranda) - Small Accommodation Operators

Council resolves pursuant to section 94 of the *Local Government Act 2009* and section 94 of the *Local Government Regulation 2012* to:

Adopt the following overall plan for the Kuranda Benefited Area (Tourism Kuranda) - Small Accommodation Operators Special Charge.

Overall Plan for Kuranda Benefited Area (Tourism Kuranda) - Small Accommodation Operators Special Charge

The overall plan for the Kuranda Benefited Area (Tourism Kuranda) - Small Accommodation Operators Special Charge is as follows: -

1. The service, facility or activity funded by the special rate is the carrying out of tourism industry strategies and promotion strategies and programmes.
2. The rateable land to which the special charge is applied is as follows: -

Small accommodation operators that are listed below and as defined on Map 6 "Kuranda Benefited Area 2" of Volume 3 of the MSC Budget;

Lot 1 BUP 71369	Lot 35 RP 727449
Lot 2 BUP 71369	Lot 3 SP 111147
Lot 2 RP 713002	Lot 811 SP 108022
Lot 1 RP 717326	Lot 18 RP 892273
Lot 1 RP 725528	Lot 4 SP 164245
Lot 43 RP 747670	Lot 1 RP 744874
Lot 5 RP 725499	Lot 102 SP 144143
Lot 79 RP 746616	Lot 55 RP 747669
Lot 2 RP 861070	Lot 91 SP 184838
Lot 34 RP 737514	Lot 15 SP 202311
Lot 12 RP 732900	
Lot 20 RP 732901	
Lot 78 RP 742967	
Lot 8 RP 731084	
Lot 16 RP 737784	

Small accommodation operators are classed as premises used or intended to be used to provide overnight or short-term (three months or less) visitor accommodation for a fee and;

- can be classed as a room, group of rooms, entire dwelling (such as house or cabin); and/or
- be self-contained; and
- commercially advertised (including via digital platforms such as Airbnb and Booking.com).

Council considers that the rateable land described above derives a special benefit from the service, facility and activity funded by the special charge at differential levels reflecting the degree to which the land or its occupier is considered to derive benefit.

3. The estimated cost of carrying out the overall plan is \$243,500.00.
4. The estimated time for carrying out the overall plan is one year, concluding on 30 June 2019.

AND Council resolves to:

Levy the Kuranda Benefited Area (Tourism Kuranda) - Small Accommodation Operators Special Charge as follows:

Category	\$ Charge
Kuranda Benefited Area 2 - Small accommodation operators	
One (1) self-contained unit/independent bedroom	191.00
Two (2) self-contained units/independent bedrooms	382.00
Three (3) self-contained units/independent bedrooms	573.00
Four (4) or more self-contained units/independent bedrooms	764.00

1.5.6 Special Rate - Mareeba Benefited Area

Council resolves pursuant to section 94 of the *Local Government Act 2009* and section 94 of the *Local Government Regulation 2012* to:

Adopt the following overall plan for the Mareeba Benefited Area.

Overall Plan for the Mareeba Benefited Area Special Rate

The overall plan for the Mareeba Benefited Area Special Rate is as follows: -

1. The service, facility or activity funded by the special rate is the undertaking of one or more of the following, but not limited to;
 - a) footpath construction and repair
 - b) roads construction and repair
 - c) drainage construction and repair
 - d) adequate car parking
 - e) beautification works
 - f) promotional activities
 - g) installation of street furniture and street decorations
 - h) economic and tourism development activities.
2. The rateable land to which the special charge is applied is all commercial land within the Mareeba locality that are categorised (pursuant to Council's differential general rating categories) as categories C, D or H, excluding vacant land. Defined on Map 8 - Volume 3 of the MSC Budget entitled "Mareeba Benefited Area 1 & 2 and Map 9 - Volume 3 of the MSC Budget entitled "Mareeba Benefited Area 3 ".

Council considers that the rateable land described above derives a special benefit from the service, facility and activity funded by the special rate to different extents based on their locality.
3. The estimated cost of carrying out the overall plan is \$105,000.00.
4. The estimated time for carrying out the overall plan is one year, concluding on 30 June 2019.

AND Council resolves to:

Levy the Mareeba Benefited Area Special Rate as follows:

Category	Description	\$ Rate
Mareeba Benefited Area 1	Areas coloured purple on the Benefited Area Map 8 - Volume 3.	\$0.002173 per dollar of valuation
Mareeba Benefited Area 2	Areas coloured blue on the Benefited Area Map 8 - Volume 3.	\$0.001500 per dollar of valuation
Mareeba Benefited Area 3	Areas coloured orange on the Benefited Area Map 9 - Volume 3.	\$0.000605 per dollar of valuation

1.5.7 Special Charge - Extractive Industry Road Contribution

Council resolves pursuant to section 94 of the *Local Government Act 2009* and section 94 of the *Local Government Regulation 2012* to:

Adopt the following overall plan for the Extractive Industry Road Contribution.

Overall Plan for Extractive Industry Road Contribution Special Charge

The overall plan for the Extractive Industry Road Contribution Special Charge is as follows: -

1. The service, facility or activity funded by the special rate is the undertaking of road construction and repair, and drainage construction and repair to roads impacted by extractive industry operations within the shire.
2. The rateable land to which the special charge is applied is all extractive industry operation within the shire that are categorised (pursuant to Council's differential general rating categories) as categories I1, I2, or I3.

Council considers that the rateable land to be levied with the special charge described above is used in a way that specifically contributes to the need for the service, facility and activity funded by this special charge at differential levels, reflecting the degree to which the land or its occupier is considered to contribute to that need.

3. The estimated cost of carrying out the overall plan is \$850,000.00
4. The estimated time for carrying out the overall plan is one year, concluding on 30 June 2019.

AND Council resolves to:

Levy the Extractive Industry Road Contribution Special Charge as follows: -

Category	Description	\$ Charge
ERC1	All land used for extractive industry purposes, where the quantity of material being extracted &/or screened is up to a maximum of 5,000 tonnes per annum.	\$1,300.00
ERC2	All land used for extractive industry purposes, where the quantity of material being extracted &/or screened is between 5,001 tonnes and 20,000 tonnes per annum.	\$3,900.00
ERC3	All land used for extractive industry purposes, where the quantity of material being extracted &/or screened is between 20,001 tonnes and 40,000 tonnes per annum.	\$7,800.00
ERC4	All land used for extractive industry purposes, where the quantity of material being extracted &/or screened is between 40,001 tonnes and 60,000 tonnes per annum.	\$13,000.00
ERC5	All land used for extractive industry purposes, where the quantity of material extracted &/or screened is between 60,001 tonnes and 100,000 tonnes per annum.	\$20,800.00
ERC6	All land used for extractive industry purposes, where the quantity of material being extracted &/or screened is greater than 100,000 tonnes per annum.	\$26,000.00

1.5.8 Special Charge - Hickory Road and Rosewood Drive

Council resolves pursuant to section 94 of the *Local Government Act 2009* and section 94 of the *Local Government Regulation 2012* to:

Adopt the following annual implementation plan for the Hickory Road and Rosewood Drive Special Charge.

Annual Implementation Plan for Hickory Road and Rosewood Drive Special Charge

The overall plan for the Hickory Road and Rosewood Drive Special Charge was adopted at Council's 2009/2010 budget meeting and involved Council committing to sealing the unsealed section of Hickory Road and Rosewood Drive as an adjunct to the gravel re-sheet project funded in the 2009/2010 Capital Works Programme. The works have been completed at a cost to Council of \$30,000.00. These costs are to be recovered from all rateable properties fronting Hickory Road and Rosewood Drive over a period of ten (10) years commencing on 1 July 2010.

Accordingly, the annual implementation plan for 2018/2019 for the Hickory Road and Rosewood Drive Special Charge is the ongoing repayment to Council of the cost of sealing the unsealed section of Hickory Road and Rosewood Drive.

AND Council resolves to:

Levy the Hickory Road and Rosewood Drive Special Charge in the amount of \$240.00 on all rateable properties fronting Hickory Road and Rosewood Drive defined on the map titled "Hickory Road and Rosewood Drive Special Charge" in Map 11 - Volume 3 of the MSC budget.

1.5.9 Special Charge - Kuranda and District Aquatic Centre

Council resolves pursuant to section 94 of the *Local Government Act 2009* and section 94 of the *Local Government Regulation 2012* to:

Adopt the following annual implementation plan for the Kuranda and District Aquatic Centre Special Charge.

Annual Implementation Plan for the Kuranda and District Aquatic Centre Special Charge

The overall plan for the Kuranda and District Aquatic Centre Special Charge was adopted at Council's 2006/2007 budget meeting and involved Council constructing the Kuranda Aquatic Centre in the Kuranda District. The final cost of the complex was \$1,828,942.00.

State Government committed \$592,500.00 to the project and Council committed \$1,236,442.00 which included \$453,842.00 from differential general rates.

Council is of the opinion that ratepayers in the Kuranda, Russett Park, Speewah and Koah area as marked on Map 4 titled "Kuranda and District Aquatic Centre Benefited Area" benefit from this complex and should contribute towards the \$782,600.00 loan bearing interest at the rate of 6.5% over a 15 year period. This loan will be funded by a special rate on each of the properties identified on Map 4 - Volume 3 of the MSC budget.

Should further subdivision occur during the year ending 30 June 2019, those new properties within the area shall be required to pay the special charge as outlined above.

Accordingly, the annual implementation plan for 2018/2019 for the Kuranda and District Aquatic Centre Special Charge is the ongoing repayment to Council of part of the cost of constructing the Kuranda and District Aquatic Centre (including the payment of principal and interest loan repayments).

AND Council resolves to:

Levy the Kuranda and District Aquatic Centre Special Charge in the amount of \$36.00 per property, on all the properties in the area defined on the map titled "Kuranda & District Aquatic Centre Benefited Area" in Map 4 - Volume 3 of the MSC budget.

1.5.10 Special Charge - Volunteer Brigade Services

Council resolves pursuant to section 94 of the *Local Government Act 2009* and section 94 of the *Local Government Regulation 2012* to:

Adopt the following overall plan for the Volunteer Brigade Services Special Charge.

Overall Plan for Volunteer Brigade Services Special Charge

The overall plan for the Volunteer Brigade Services Special Charge is as follows: -

1. The service, facility or activity funded by the special charge is the funding of the purchase and maintenance of equipment by the respective volunteer brigades to allow them to carry out their voluntary services for the benefit of the rateable land the subject of the special charge.
2. The rateable land to which the special charge is applied is each parcel of rateable land identified on the maps for the relevant Volunteer Brigade Services Special Charge Area in Map 44 - Volume 3 of the MSC Budget.

Council considers that the rateable land described above derives a special benefit from the service, facility and activity funded by the special charge at differential levels reflecting the degree to which the land or its occupier is considered to derive benefit.

3. The estimated cost of carrying out the overall plan is \$74,840.00.
4. The estimated time for carrying out the overall plan is one year, concluding on 30 June 2019.

AND Council resolves to: -

Levy a special charge on all properties within the Volunteer Brigade Services Special Charge Area as per the following table: -

Volunteer Brigade Area	\$ Charge per Property
Davies Creek	30.00
Hodzic	40.00
Irvinebank	20.00
Julatten	20.00
Koah	20.00
Kuranda/Myola	40.00
Mount Molloy	20.00
Mutchilba	50.00
Paddy's Green	50.00
Speewah	20.00
Springmount Primary Producers	40.00
Walsh River	50.00
Watsonville/Bakerville	40.00
Wolfram Road	50.00
Walkamin	30.00

1.5.11 Special Rate - Russett Park Bridge Access Area

Council resolves pursuant to section 94 of the *Local Government Act 2009* and section 94 of the *Local Government Regulation 2012* to:

Adopt the following annual implementation plan for the Russett Park Bridge Access Special Rate.

Annual Implementation Plan for the Russett Park Bridge Access Area Special Rate

The overall plan for the Russett Park Bridge Access Special Charge Special Rate was adopted at Council's 2004/2005 budget meeting and involved Council constructing a high-level bridge for better accessibility to the Russett Park area as shown on the map titled Russett Park Bridge Access Area. Council funded the construction cost by way of loan. The construction of the bridge has been completed and Council is of the opinion that ratepayers in the Russett Park area who benefit from this bridge should contribute towards the equivalent of a \$200,000.00 loan bearing interest at the rate of 6.5% over a 20 year period.

Accordingly, the annual implementation plan for the Russett Park Bridge Access Special Rate for 2018/2019 is the ongoing repayment to Council of part of the cost of constructing the Russett Park Bridge (including the payment by of principal and interest loan repayments).

Should further subdivision of the above-mentioned properties occur during the year ending 30 June 2019, those new properties within the defined area shall be required to pay the special charge as outlined above.

AND Council resolves to:

Levy a special rate of \$0.0016 per dollar for the properties in the area defined on Map 10 - Volume 3 of the MSC budget entitled "Russett Park Bridge Access Area".

1.6 SEPARATE CHARGES AND LEVIES

1.6.1 Separate Charge - Local State Emergency Services Levy (Local SES Levy)

Council resolves to:

Make a separate charge, in accordance with section 94 of the *Local Government Act 2009* and section 103 of the Local Government Regulation 2012, of \$2.80 per property for the 2018/2019 financial year to be levied equally on all rateable properties within the Mareeba Shire. The separate charge will be called the Local State Emergency Services Levy (abbreviated to Local SES Levy) and will fund the general operations and maintenance of Local State Emergency Service Groups throughout the Mareeba Shire.

1.6.2 Levy - State Government Emergency Management Levy

Council resolves to:

Levy the State Government Emergency Management Levy on behalf of the Queensland State Government, in accordance with the provisions of the *Fire and Emergency Services Act 1990* and *Fire and Emergency Services Regulation 2011*.

1.7 TIME AND MANNER OF PAYMENT OF RATES AND/OR CHARGES

Council resolves that:

- (a) In accordance with section 94 of the *Local Government Act 2009*, section 118 of the *Local Government Regulation 2012* and section 115 of the *Fire and Emergency Services Act 1990*, all rates, charges and fire levy shall be payable at the office of Council or at such other place or agency as may from time to time be appointed for that purpose by Council, and shall be levied by two half yearly instalment for the period ending 31 December 2018 and 30 June 2019; said rates, charges and levies being payable on the date shown on the rate notice as the Rate and Discount Due Date being at least 30 days after the issue date also shown on each rate notice; and
- (b) In accordance with section 130 of the *Local Government Regulation 2012* for the year ending 30 June 2019, every person liable to pay any differential general rate, utility charge, special rate and charge, separate charge, emergency management levy and legal costs who pays the whole of any such differential general rate, utility charge, special rate and charge, separate charge, emergency management levy and legal costs together with any arrears of any such differential general rate, utility charge, special rate and charge, separate charge, levies and legal costs (excluding any outstanding adopted infrastructure charges) on or before the Rate and Discount Due Date shown on the Rate Notice, shall be entitled to receive a discount of 10% of the amount of such differential general rate, provided that discount shall not apply to utility charges, separate charges, levies, legal costs or arrears of any differential general rate utility charge, special rate and charge, separate charge, emergency management levy and legal costs.

1.8 INTEREST CHARGES

Council resolves to:

In accordance with section 133 of the *Local Government Regulation 2012* -

- (a) For the 12 months ending 30 June 2019, Council will charge interest on overdue rates from the day on which they became overdue and at the rate of 11% (or such other rate as may be determined pursuant to Section 133 of the *Local Government Regulation 2012*) compounded on daily rests. Notwithstanding the foregoing, if overdue rates are paid within 21 days from their due date, no interest shall be charged; and
- (b) For the 12 months ending 30 June 2019, Council charge interest in accordance with (a) above, in respect of overdue rates which are subject to an agreement with the property owner to pay regular instalments to avoid rate recovery action.

1.9 REMISSION OF RATES TO NOT-FOR-PROFIT ORGANISATIONS

Council resolves to pursuant to section 120(1)(b)(i), 121(a) and 122(1)(b) of the *Local Government Regulation 2012* to:

- (a) Grant a rate remission of 100% on all general rates and a charge remission of 100% on Utility Charges (sewerage, waste collection, waste management and water access charges), Rural Fire Levy and local SES Levy only, to Council approved Type A Community Groups who own or lease a property within the Mareeba Shire excluding vacant land, provided that they satisfy the conditions as set out on the attached Rate Rebates and Remission Policy; and
- (b) Grant a rate remission of 50% up to a maximum of \$1,000.00 on all general rates and a charge remission of 20% up to a maximum of \$200.00 on Utility Charges (sewerage, waste collection, waste management and water access charges), Rural Fire Levy and local SES Levy only to Council approved Type B Community Groups who own or lease a property within the Mareeba Shire excluding vacant land, provided that they satisfy the conditions as set out on the attached Rate Rebates and Remission Policy; and
- (c) Grant a water consumption charge remission of 35% up to a maximum of \$2,000.00 for Group 1 Category, \$1,000.00 for Group 2 Category and \$500.00 for Group 3 Category if water consumption exceeds \$100.00 per annum provided that they satisfy the conditions as set out on the attached Rate Rebates and Remission Policy.

1.10 REMISSION OF RATES TO PENSIONERS

Council resolves to pursuant to section 120(1)(a), 121(a) and 122(1)(b) of the *Local Government Regulation 2012*;

Grant a remission of 30% of all differential general rates excluding interest and other charges to pensioners who own and reside on their property within the Mareeba Shire, provided that they satisfy the conditions as set out on the attached Rate Rebates and Remission Policy and on the attached Pension Remission Application Form. The maximum Council Remission allowable is \$240.00 per property.

2 2018/2019 REVENUE STATEMENT

2.1 INTRODUCTION

This statement outlines and explains the revenue raising measures adopted by the Mareeba Shire Council in the preparation of its Budget for the 2018/2019 financial year.

The revenue statement applies to all revenue raising activities of the Council. This statement has been prepared in accordance with the requirements of Sections 172 of the *Local Government Regulation 2012*. The revenue statement forms part of the Budget and must be adopted by the Council at its Budget Meeting on 20 June 2018.

2.2 LEGISLATIVE REQUIREMENTS

Section 104 of the *Local Government Act 2009* requires that a local government must comply with the requirements prescribed under a regulation regarding the financial management documents which includes an annual budget and a revenue statement.

Section 169 of the *Local Government Regulation 2012* requires that a local government must prepare a revenue statement each financial year. Section 172(1) of the *Local Government Regulation 2012* requires that a revenue statement must state the following:

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

Section 172(2) of the *Local Government Regulation 2012* requires that the revenue statement for a financial year must include the following information for the financial year:

- (a) An outline and explanation of the measures that the local government has adopted for raising revenue, including an outline and explanation of-
 - (i) The rates and charges to be levied in the financial year; and
 - (ii) The concessions for rates and charges to be granted in the financial year;
- (b) Whether the local government has made a resolution limiting an increase of rates and charges.

2.3 REVENUE RAISING MEASURES

The principal revenue raising measures adopted by the Mareeba Shire Council for the 2018/2019 financial year are:

2.3.1 Differential General Rates

Levied on all rateable parcels of land throughout the region to cover the operational, maintenance and capital expenditures associated with the governance and administration of the Council and the provision of general works and services including but not limited to the construction, maintenance and management of roads and bridges, economic development, community relations, disaster management, public parks, gardens, playing grounds, recreation areas, public swimming pools, health, public conveniences, building, animal control, pest and declared weed control, environmental management, town planning, public halls, offices and libraries.

2.3.2 Special Rates

Levied on specified parcels of land which will benefit from the works or services to be provided by the revenue received from the special rates. Works or services to be provided may include road, footpath and drainage construction and repairs, adequate car parking, beautification works, promotional activities, street furniture and decorations, economic and tourism development activities, and bridge construction.

2.3.3 Special Charges

Levied on specified parcels of land which will specially contribute to the need to, benefit from or will have special access to services, facilities or activities provided or undertaken by the Council or are levies collected by Council on behalf of third parties, including those that run Volunteer Brigade operations, tourism promotion, improved community services, road upgrading, provision of recreation facilities, water supply extension and provision of sewerage services.

2.3.4 Separate Charge

Levied on all rateable properties within the Mareeba Shire to fund general operations and maintenance of the local State Emergency Service group throughout the Mareeba Shire.

2.3.5 Utility Charges

2.3.5.1 Sewerage Utility Charges

Levied in respect of all land where Council deems that sewerage reticulation can be provided to such land to cover the costs of operation, maintenance and capital expenditure associated with the sewerage system.

2.3.5.2 Waste Management Utility Charges

Levied for: -

- (a) a waste collection service supplied to cover the costs of operation, maintenance and capital expenditure associated with the provision of collection services; or
- (b) the provision of a contribution to the operation and management of refuse transfer stations and landfills in the Shire

2.3.5.3 Water Utility Charges

Levied on a Two-Part Tariff basis where Council deems that water can be supplied to such land from the reticulated system to cover the costs of operation, maintenance and capital expenditure associated with the water supply system.

2.3.6 Commercial Charges

Fees charged for provision of services or use of Council facilities e.g. Transfer Station Waste Disposal Fees and Hire of Public Halls.

2.3.7 Cost-recovery fees

Charges for issue of Licenses, Approvals and Permits e.g. Dog Registrations, Food Premises Licenses, Town Planning Applications; and

Charges for giving information kept under a Local Government Act.

Charges for seizing property or animals under the *Local Government Act 2009*.

2.3.8 Developer Contributions/Infrastructure Charges

Contributions paid by developers towards the cost of providing services to their particular development or local area e.g. roadworks; parks and gardens; water supply and sewerage.

2.3.9 Grants and Subsidies

Grants and subsidies paid by other levels of government towards Council's general operational costs e.g. Financial Assistance Grant, or for Specific Capital Projects.

2.3.10 Loans

Borrowings by the Council to fund specific Council projects e.g. water supply and sewerage infrastructure.

2.3.11 Interest on Investment

Interest received from the investment of Council funds.

2.4 CRITERIA FOR FIXING OF COST-RECOVERY FEES

Cost-recovery fees are fixed pursuant to Section 97 of the *Local Government Act 2009* and must not exceed the cost of providing the service for which the fee has been fixed. Such fees are therefore broadly based on the user pays principle (except where Council, at its discretion, decides to subsidise any fee or charge as a community service obligation) and take into account the following:

- The nature of the service provided by the Council and in respect of which the fee has been fixed e.g. issuing an approval, consent, license, registration or other authority, giving information kept under a Local Government Act, seizing property or animals under a Local Government Act; or performance of a function imposed on the Council under the Building Act 1975 or the Plumbing and Drainage Act 2002.
- The amount of direct costs such as labour, plant and materials involved in the provision of the specific service for which the fee has been fixed e.g. the cost of labour and vehicle hire for annual inspection and licensing of food premises or the cost of

stationery or electronic media for distribution of copies of Local Laws, Minutes, Budgets, Annual Financial Statements etc.

- The amount of general Council overheads consumed in the provision of the service for which the fee has been fixed e.g. office accommodation; electricity, IT facilities
- The hours during which the service is performed e.g. the seizure of animals outside of normal work hours (at night or on weekends).
- Whether the provision of the service involves the supply of an item e.g. a dog registration tag or dangerous dog collar, or the provision of sustenance e.g. feeding of impounded animals.

2.5 RATES AND CHARGES

Detailed information in relation to the levy of rates and charges is set out below.

2.5.1 Differential General Rates

The Council has determined to make and levy differential general rates on rateable land within the Mareeba Shire Council local government area in respect of the 2018/2019 financial year. The rateable value upon which the differential general rates are to be levied is based on the valuation, as determined by the Department of Natural Resources and Mines or in the case of mining claims as per Section 79 of the *Local Government Regulation 2012*.

The Council is required to raise an amount of revenue it sees as being appropriate to maintain assets and provide services to the region as a whole.

In deciding how that revenue is raised, the Council has taken into account the following factors:

- The principles outlined in its adopted Revenue Policy, and
- The rateable value of the land, and
- The level of services provided to that land and the cost of providing the services, and
- The use of land in so far as it relates to the extent of utilisation of Council's services, and
- Location and access to services.

The main criterion adopted by Council for the purpose of categorising the rateable land within the region is that the categorisation should reflect the predominant land use of the property. Within each predominant land use of some categories, the land has been further categorised according to valuation.

The following categories, descriptions, rates in the dollar and minimum general rates are to be used for rating purposes for all rateable properties within the local government area of the Mareeba Shire Council:

Column 1 - Category (Regulation, section 81)	Column 2 - Description (Regulation, section 81)	Column 3 – Differential General Rate (Act, section 94; Regulation, section 80) Rate in dollar	Column 4 – Minimum General Rate (Regulation, section 77)
A1 - Residential (Urban) - \$0 to \$72,000	<p>All land having a rateable value of between \$0 and \$72,000 that is used for single unit residential purposes or any other rateable land not otherwise categorised including:</p> <ul style="list-style-type: none"> • properties where the Building Unit Plan, Group Title Plan or Community Title Scheme is lodged under the <i>Body Corporate and Community Management Act 1997</i> with an area less than or equal to 1,000m² , and • all residential land inside of the urban nodes. 	0.01637	\$1,025.00
A2 - Residential (Urban) - \$72,001 to \$130,000	<p>All land having a rateable value of between \$72,001 and \$130,000 that is used for single unit residential purposes or any other rateable land not otherwise categorised including:</p> <ul style="list-style-type: none"> • properties where the Building Unit Plan, Group Title Plan or Community Title Scheme is lodged under the <i>Body Corporate and Community Management Act 1997</i> with an area less than or equal to 1,000m² , and • all residential land inside of the urban nodes. 	0.01021	\$1,180.00

Column 1 - Category (Regulation, section 81)	Column 2 - Description (Regulation, section 81)	Column 3 – Differential General Rate (Act, section 94; Regulation, section 80) Rate in dollar	Column 4 – Minimum General Rate (Regulation, section 77)
A3 - Residential (Urban) - \$130,001 to \$203,000	<p>All land having a rateable value of between \$130,001 and \$203,000 that is used for single unit residential purposes or any other rateable land not otherwise categorised including:</p> <ul style="list-style-type: none"> • properties where the Building Unit Plan, Group Title Plan or Community Title Scheme is lodged under the <i>Body Corporate and Community Management Act 1997</i> with an area less than or equal to 1,000m² , and • all residential land inside of the urban nodes. 	0.00919	\$1,329.00
A4 - Residential (Urban) – Greater than \$203,000	<p>All land having a rateable value of more than \$203,000 that is used for single unit residential purposes or any other rateable land not otherwise categorised including:</p> <ul style="list-style-type: none"> • properties where the Building Unit Plan, Group Title Plan or Community Title Scheme is lodged under the <i>Body Corporate and Community Management Act 1997</i> with an area less than or equal to 1,000m² , and • all residential land inside of the urban nodes. 	0.00787	\$1,867.00

Column 1 - Category (Regulation, section 81)	Column 2 - Description (Regulation, section 81)	Column 3 – Differential General Rate (Act, section 94; Regulation, section 80) Rate in dollar	Column 4 – Minimum General Rate (Regulation, section 77)
B1 – Multi Unit	All land used for multi-unit dwellings and flats excluding properties where the Building Unit Plan, Group Title Plan or Community Title Scheme is lodged under the <i>Body Corporate and Community Management Act 1997</i> within an area less than or equal to 1,000m ² .	0.01156	\$1,025.00
C1 – Non- Residential	All other non-residential land excluding land categorised under categories D1, E1, E2, E3, E4, H1, J1 and K1, including properties where the Building Unit Plan, Group Title Plan or Community Title Scheme is lodged under the <i>Body Corporate and Community Management Act 1997</i> that operate as a commercial business e.g: unit of shops, holiday villas etc	0.01206	\$1,150.00
D1 – Major Drive-In Shop or Shopping Centre	All land used for a drive-in shop or shopping centre with a rateable valuation greater than or equal to \$1,000,000.	0.01803	\$29,592.00
E1 – Mining Lease/Claims	All land where mining leases and claims are used for prospecting, developing or use as a mine as defined in the <i>Mineral Resources Act 1989</i> , and where no operators or employees reside on the property.	0.06889	\$500.00

Column 1 - Category (Regulation, section 81)	Column 2 - Description (Regulation, section 81)	Column 3 – Differential General Rate (Act, section 94; Regulation, section 80) Rate in dollar	Column 4 – Minimum General Rate (Regulation, section 77)
E2 – Mining Lease/Claims	All land where mining leases and claims are used for prospecting, developing or use as a mine as defined in the <i>Mineral Resources Act 1989</i> , and where one or more of the operators or employees reside on the property.	0.08980	\$1,025.00
E3 – Mining Lease/Claims	All land where mining leases and claims are used for prospecting, developing or use as a mine as defined in the <i>Mineral Resources Act 1989</i> , and employs between 11 - 50 employees.	0.43050	\$26,000.00
E4 – Mining Lease/Claims	All land where mining leases and claims are used for prospecting, developing or use as a mine as defined in the <i>Mineral Resources Act 1989</i> , and employs over 50 employees.	0.86100	\$52,000.00
F1 – Primary Production	All land area which is predominately used for primary production purposes other than those properties defined as Category G1.	0.00883	\$1,666.00
G1 – Large Grazing Properties	All land that is used for the primary purpose of raising livestock and land area exceeds 5,000 hectares.	0.00964	\$1,666.00

Column 1 - Category (Regulation, section 81)	Column 2 - Description (Regulation, section 81)	Column 3 – Differential General Rate (Act, section 94; Regulation, section 80) Rate in dollar	Column 4 – Minimum General Rate (Regulation, section 77)
H1 – Specialty Industries	All land used for the slaughtering and processing of poultry	0.01590	\$26,230.00
I1 – Extractive Industry (Quarry) – maximum of 5,000 tonnes per annum	All land used or capable of being used for extractive industry purposes, where the quantity of material capable of being extracted &/or screened is up to a maximum of 5,000 tonnes per annum.	0.00802	\$514.00
I2 – Extractive Industry (Quarry) – between 5,001 and 100,000 tonnes per annum (inclusive)	All land used or capable of being used for extractive industry purposes, where the quantity of material capable of being extracted &/or screened is between 5,001 tonnes and 100,000 tonnes per annum.	0.00157	\$564.00
I3 – Extractive Industry (Quarry) – greater than 100,000 tonnes per annum	All land used or capable of being used for extractive industry purposes, where the quantity of material capable of being extracted &/or screened is greater than 100,000 tonnes per annum.	0.00059	\$616.00
J1 – Heavy Industry - Sugar Mill	Land used for a sugar mill	0.33999	\$98,598.00
K1 – Heavy Industry - Waste Facility	Land used for a large commercial waste facility.	0.22666	\$69,132.00

Column 1 - Category (Regulation, section 81)	Column 2 - Description (Regulation, section 81)	Column 3 – Differential General Rate (Act, section 94; Regulation, section 80) Rate in dollar	Column 4 – Minimum General Rate (Regulation, section 77)
M1 – Residential (Rural) - \$0 to \$119,000	All residential land having a rateable value of between \$0 and \$119,000 outside of the urban nodes, or all land where the Building Unit Plan or Group Titles Plan is lodged under the <i>Body Corporate and Community Management Act 1997</i> with an area exceeding 1,000m ² , other than land that is categorised as Category F1 (Primary Production).	0.01283	\$1,025.00
M2 – Residential (Rural) - \$119,001 to \$250,000	All residential land having a rateable value of between \$119,001 and \$250,000 outside of the urban nodes, or all land where the Building Unit Plan or Group Titles Plan is lodged under the <i>Body Corporate and Community Management Act 1997</i> with an area exceeding 1,000m ² , other than land that is categorised as Category F1 (Primary Production).	0.00916	\$1,529.00
M3 – Residential (Rural) – greater than \$250,000	All residential land having a rateable value greater than \$250,000 outside of the urban nodes, or all land where the Building Unit Plan or Group Titles Plan is lodged under the <i>Body Corporate and Community Management Act 1997</i> with an area exceeding 1,000m ² , other than land that is categorised as Category F1 (Primary Production).	0.00910	\$2,292.00

Column 1 - Category (Regulation, section 81)	Column 2 - Description (Regulation, section 81)	Column 3 – Differential General Rate (Act, section 94; Regulation, section 80) Rate in dollar	Column 4 – Minimum General Rate (Regulation, section 77)
N1 – Unused land	All vacant land in the localities of Watsonville, Irvinebank, Mt Albion, Thornborough, Stannary Hills, Chillagoe, Dimbulah and Mungana that is not used for any purpose and is not included in any other category.	1.01000	Nil
S1 – Approved subdividers	All land valued in accordance with the provisions of Section 49 of the <i>Land Valuation Act 2010</i> and Section 77 (3) of the <i>Local Government Regulation 2012</i> .	0.01258	Nil

2.5.2 Minimum General Rates

A minimum general rate has been set for each category that takes into account the minimum cost per annum of providing common services to every ratepayer as well as general administration costs.

Council exempts the following types of properties from the Minimum General Rate under Section 77 (3) of the *Local Government Regulation 2012*:

- All land subject to concessional valuation in accordance with the provisions of Section 49 of the *Land Valuation Act 2010*.

2.5.3 Limitation of Increase in Rates or Charges

For 2018/2019, Council will not be resolving, pursuant to section 116 of the *Local Government Regulation 2012*, to limit the increase of any rates or charges.

2.5.4 Objection to Rating Categorisation

In accordance with Chapter 4, Part 5, Division 4 of the *Local Government Regulation 2012*, owners of rateable land have the right of objection to the category their land is included in. All objections shall be made to the Chief Executive Officer, Mareeba Shire Council within 30 days of the date of issue of the rate notice.

The only basis for objection shall be that at the date of issue of the rate notice, having regard to the description adopted by Council, the land should be in another category. If an owner is aggrieved by the decision of the Chief Executive Officer, the owner may appeal to the Land Court against the decision.

2.5.5 Utility Charges

In setting its utility charges for water, sewerage and waste management, Council maintains a user pays policy whereby the full costs of providing such services are paid by the users of those.

2.5.5.1 Sewerage Utility Charges

Sewerage utility charges for land where Council deems that sewerage reticulation can be provided are to be levied irrespective of whether the land is vacant or occupied, and whether or not it is rateable land.

In respect of newly subdivided vacant land, sewerage utility charges shall be levied proportionally for the unexpired part of the year from the date the plan of subdivision is registered at the Department of Natural Resources, Mines and Energy or from the date of sewerage connection to the respective parcel of land, whichever date is the earlier.

In circumstances where dwellings are built over the boundary line of two or more parcels and the ratepayer proves that this is the case, Council shall levy one sewerage access charge as if it were one parcel. In the situation that Council is currently charging one access charge for two parcels with a dwelling built over the boundary line, there will be no need for the ratepayer to provide further proof.

Kuranda and Myola Sewerage Scheme

Properties in the defined sewerage areas for the Kuranda and Myola area are charged sewerage charges to fund sewage transportation and treatment costs including maintenance and provision for upgrades and replacement of the sewerage infrastructure. Giving consideration to the Community Service Obligation referred to in the Application of Code of Competitive Conduct, the charges are set to reflect the cost of the provision of sewerage services to each town and a unit base applies. The units are based on sewerage consumption equivalence factors for various land uses.

For those properties that share both Residential and Non-Residential structures, the premises shall be considered mixed use premises attracting both unit and charge per unit factors for each type of structure.

Mareeba Sewerage Scheme

Properties in the defined sewerage areas in Mareeba are charged sewerage charges to fund sewage transportation and treatment costs including maintenance and provision for upgrades and replacement of the sewerage infrastructure. The charges are set to reflect the cost of the provision of sewerage services to each town and a unit base applies. The units are based on sewerage consumption equivalence factors for various land uses.

For those properties that share both residential and non-residential structures, the premises shall be considered mixed use premises attracting both unit and charge per unit factors for each type of structure.

2.5.5.2 Waste Collection Utility Charge (Wheelie Bin)

Waste Collection Utility Charges for land or structures where Council deems that a service will be supplied for each residence, flat, strata title unit, will be charged \$286.00 per wheelie bin service whether or not a service is rendered.

The service will be supplied to premises in the waste area which is defined as an area in which Council or Council's contractors provide a solid waste collection service.

In respect of improvements erected during the year, waste collection utility charges shall be levied proportionally for the unexpired part of the year from the date council determines the improvement is ready for occupation.

For users, the charge will be for a weekly collection of one (1) wheelie bin. The proceeds from the charge will fund the operation of the collection service and costs of disposal of refuse collected.

2.5.5.3 Waste Management Utility Charge

A utility charge for refuse transfer stations and landfills, to be known as the "Waste Management Levy" will be levied on certain properties.

The purpose of this charge is to provide a contribution to the operation and management of refuse transfer stations and landfills in the Shire and includes the costs of pre-cyclone clean ups and waste education.

Council is of the opinion that all assessable properties that fall within the assessable area will benefit from the provision of these solid waste facilities and services.

The budgeted cost of managing and operating the refuse transfer stations and landfills is not fully funded by this utility charge. Further funding will be provided by other charges and revenue generated at the refuse transfer stations and landfills.

2.5.5.4 Water Utility Charges

Water utility charges are for land where Council deems that water can be supplied from the reticulated system and are to be levied irrespective of whether the land is vacant or occupied, and whether or not it is rateable land.

In respect of newly subdivided vacant land, water utility charges shall be levied proportionally for the unexpired part of the year from the date the plan of subdivision is lodged at the Titles Office or from the date of water connection to the respective parcel of land, whichever date is the earlier.

The water utility charge is levied on a Two-Part Tariff basis as follows.

Access Charge

An access charge which covers the fixed (capital) costs of providing the water supply taking into account asset upgrades and replacements and provision for future needs of the water infrastructure.

In circumstances where dwellings are built over the boundary line of two or more parcels and the ratepayer proves that this is the case, Council shall levy one water access charge as if it were one parcel.

In the situation that Council is currently charging one access charge for two parcels with a dwelling built over the boundary line, there will be no need for the ratepayer to provide further proof.

Mareeba, Dimbulah, Kuranda, Chillagoe and Mount Molloy

Water access charges are categorised and charged on the basis of the location of the user and the water supplied (treated/untreated.) There is no differential between residential and other non-residential users.

A residential access charge will be levied on each parcel of land or each dwelling, whichever is the greater in number.

A non-residential access charge will be levied on each parcel of land used for business purposes or each business, whichever is the greater in number.

Non-Standard Access charges will apply to the following:

Description	Charge Type
Flats and/or Units	1 Residential Access charge per unit or flat
Motels or self-contained hotel rooms	1 Non-Residential Access charge per every 3 rooms
Hotel rooms and boarding houses (shared ablution facilities)	1 Non-Residential Access charge per every 4 rooms
Church	1 Non-Residential Access charge per parcel of land
Schools and Pre-schools	1 Non-Residential Access charge per parcel of land
Childcare and Kindergarten facility	1 Non-Residential Access charge per parcel of land
Vacant land in a village land use zone	1 Residential Access charge per parcel of land
Residential house with detached unit	1 Residential Access charge per dwelling and 1 Residential Access charge per unit

For those properties that share both residential and non-residential structures, the premises shall be considered mixed use premises attracting both residential, non-residential or non-standard access charges for each type of structure.

Water Usage Charge

For the purpose of water usage charges, these will be based on when the water was consumed:

- water consumed from 1 January 2018 to 30 June 2018 will be charged at the rates applicable to 2017/2018 financial year (read in July 2018),
- water consumed from 1 July 2018 to 31 December 2018 will be charged at the rates applicable to 2018/2019 financial year (read in January 2019), and
- water consumed from 1 January 2019 to 30 June 2019 will be charged at the rates applicable to 2018/2019 financial year (read in July 2019).

A water usage or consumption charge which covers the variable costs of supplying water to consumers (e.g. wages, chemicals, electricity, maintenance) with such charges to be on a two-tiered basis. Mareeba, Dimbulah, Chillagoe, Kuranda and Mt Molloy will be on a two-tier system.

Consumption of water that exceeds the quantity in Tier 1 will be subject to charges based on Tier 2. Water consumption charges shall be based on meter readings conducted twice during the year. The times of reading will be on or around July 2018 and January 2019.

Where a water meter appears to be faulty (for example the occupied property has no water consumption, or it is obvious that the water meter is faulty) the Council may estimate the water usage for the current consumption period using all reasonable information available to the Council and adjust the water consumption accordingly. The estimate could be based on either of the following:

- An average of the water consumption over a period of time; or
- An average of the water consumption for the duration of the high-water usage shown on the Automated Meter Reading (AMR); or
- An estimate if average cannot be calculated.

2.5.6 Special Rates and Charges

In response to community needs, Special Rates and Charges are levied on identified properties for specific projects as listed below:

2.5.6.1 Special Charge – Speewah Benefited Area

This special charge of \$37.40 per property is levied on properties in the Speewah Benefited Area to fund maintenance of equipment/infrastructure that provides television reception to those properties identified.

2.5.6.2 Special Charge - Irvinebank Reservoir Water Supply Benefited Area

This special charge of \$400.00 per property will be levied on all properties in the Irvinebank Water Benefited Area to cover the costs of operation and maintenance associated with delivering water from the Ibis Dam to the town reservoirs.

2.5.6.3 Special Charge - Irvinebank Township Water Supply Benefited Area

This special charge of \$50.00 per property will be levied on all properties in the Irvinebank Water Benefited Area for the purpose of raising funds for operation and the maintenance of the water reticulation system from the town reservoirs to the properties.

2.5.6.4 Special Rate – Kuranda Benefited Area (Tourism Kuranda) - Commercial Properties

This special rate is levied on properties in the Kuranda Benefited Area to fund the tourism industry strategies and promotion strategies and programs for those commercial properties identified.

Category	\$ Rate in Dollar
Kuranda Benefited Area 1	0.01286
Kuranda Benefited Area 3 - Limited Tourism operations	0.00107

2.5.6.5 Special Charge - Kuranda Benefited Area (Tourism Kuranda)- small accommodation operators

This special charge is levied on properties in the Kuranda Benefited Area to fund the tourism industry strategies and promotion strategies and programs for those commercial properties identified.

Category	\$ Charge
Kuranda Benefited Area 2 - Small accommodation operators	
One (1) self-contained unit/independent bedroom	191.00
Two (2) self-contained units/independent bedrooms	382.00
Three (3) self-contained units/independent bedrooms	573.00
Four (4) or more self-contained units/independent bedrooms	764.00

2.5.6.6 Special Rates – Mareeba Benefited Area

This special rate is levied on properties in the Mareeba Benefited Area to fund projects including but not limited to road, drainage, footpath construction and repair, beautification works, promotional activities, economic and tourism development, street furniture and decorations.

Category	\$ Rate in Dollar
Mareeba Benefited Area 1	\$0.002173
Mareeba Benefited Area 2	\$0.001500
Mareeba Benefited Area 3	\$0.000605

2.5.6.7 Special Charge – Extractive Industry Road Contribution

This special charge is levied on all extractive industry properties to fund road construction and repair and drainage construction and repair within the shire.

Category	Description	\$ Charge
ERC1	All land used for extractive industry purposes, where the quantity of material being extracted &/or screened is up to a maximum of 5,000 tonnes per annum.	\$1,300.00
ERC2	All land used for extractive industry purposes, where the quantity of material being extracted &/or screened is between 5,001 tonnes and 20,000 tonnes per annum.	\$3,900.00
ERC3	All land used for extractive industry purposes, where the quantity of material being extracted &/or screened is between 20,001 tonnes and 40,000 tonnes per annum.	\$7,800.00
ERC4	All land used for extractive industry purposes, where the quantity of material being extracted &/or screened is between 40,001 tonnes and 60,000 tonnes per annum.	\$13,000.00
ERC5	All land used for extractive industry purposes, where the quantity of material being extracted &/or screened is between 60,001 tonnes and 100,000 tonnes per annum.	\$20,800.00
ERC6	All land used for extractive industry purposes, where the quantity of material being extracted &/or screened is greater than 100,000 tonnes per annum.	\$26,000.00

2.5.6.8 Special Charge – Hickory Road and Rosewood Drive

This annual charge of \$240.00 per property will be levied on all rateable properties fronting Hickory Road and Rosewood Drive for the purpose of funding a project to bitumen seal this section. This special charge is being levied for a period of ten (10) years commencing 1 July 2010 and ending 30 June 2020.

2.5.6.9 Special Charge – Kuranda and Districts Aquatic Centre

This annual special charge of \$36.00 will be levied on all properties in the defined area for a period of 15 years ending 30 June 2021, as a contribution to the cost of the installation of the centre. The special levy contribution will provide \$782,600.00 towards the total cost of the Centre of \$1,828,942.00.

Should further subdivision occur in the specified area during the year ending 30 June 2019, each new sub-divided lot will be required to pay the special charge as outlined above.

2.5.6.10 Special Charges - Volunteer Brigade Equipment and Maintenance Levy

The levying of special charges for volunteer brigade services for the following volunteer brigade areas, as described in Section 94 of the *Local Government Regulation 2012*, are:

Volunteer Brigades Areas	Annual Charge
Davies Creek	30.00
Hodzic	40.00
Irvinebank	20.00
Julatten	20.00
Koah Road	20.00
Kuranda/Myola	40.00
Mount Molloy	20.00
Mutchilba	50.00
Paddy's Green	50.00
Speewah	20.00
Springmount Primary	40.00
Walsh River	50.00
Watsonville	40.00
Wolfram Road	50.00
Walkamin	30.00

These charges are provided to assist volunteer brigades to meet their costs of purchasing and maintaining equipment.

The annual Volunteer Brigade Equipment and Maintenance levy will be levied twice each financial year or as otherwise decided by Council at its budget meeting provided however a property owner shall not be required to pay more than one levy in each Volunteer Brigade area.

2.5.6.11 Special Rate - Russett Park Bridge

This annual special rate of \$0.0016 per dollar is levied on properties in the Russett Park area that in Council's opinion, benefited from improved accessibility via a high-level bridge. This special rate is being levied for a period of 20 years ending on 30 June 2024 to contribute towards the \$900,000.00 cost of the bridge. The special rate will provide the equivalent of interest and principal repayment of a 20-year loan of \$200,000 at the interest rate of 6.5% per annum.

Should further subdivision occur in the Russett Park area during the year ending 30 June 2019, each new sub-divided lot will be required to pay the special charge as outlined above.

2.5.7 Separate Charges and Levy

2.5.7.1 Local State Emergency Services Levy (Local SES Levy)

This annual separate charge of \$2.80 is levied on all rateable properties within the Shire to fund the general operations and maintenance of the local State Emergency Services Groups.

2.5.7.2 State Government Emergency Management Levy (EML)

Council charges the State Emergency Management Levy (EML) on behalf of the Queensland State Government, in accordance with the provisions of the *Fire and Emergency Services Act 1990* and *Fire and Emergency Services Regulation 2011*.

2.6 TIME AND MANNER OF PAYMENT OF RATES AND CHARGES

2.6.1 Discount on Rates and Utility Charges for Prompt Payment

A discount of 10% per annum of differential general rates only shall be allowed, provided that all current and outstanding rates and charges (excluding all outstanding adopted infrastructure charges) are paid in full and received by Council by the due date of the rate notice.

2.6.1.1 Payment Errors

Where there is an apparent accidental short payment of the rates resulting from a miscalculation of the net amount due, arising from the payment of a number of Rates Notices at one time (i.e. addition or transposition error); or

the tendering of an incorrect amount for a single Rate Notice (i.e. transposition error), then discount will be allowed in the following manner: -

- The ratepayer will be advised in writing and given 14 days to pay the shortfall. If the shortfall is paid by the extended due date so advised, full discount will be allowed at that time.

2.6.2 Fees and Cost-Recovery Charges

Fees and Cost-recovery charges will be reviewed annually having regard to the criteria for fixing of cost-recovery charges specified elsewhere herein.

2.6.3 Half Yearly Levy

Council has determined, in accordance with the provisions of Section 107 of the *Local Government Regulation 2012*, that rates and charges will be levied in two (2) instalments covering the periods 1 July 2018 to 31 December 2018 and 1 January 2019 to 30 June 2019.

In instances where changes that impact property rates and charges are brought to Council's attention throughout the year, supplementary Rates Notices will be issued monthly as required. Some examples might include reconfigurations, valuation amendments, additional services and change of ownership.

2.6.4 Interest on Overdue Rates and Charges

All Rates and Charges outstanding at the end of the discount period are deemed to be overdue rates and Council will apply interest at the rate of 11% per annum calculated on daily rests from the day after the Rates and Charges become overdue.

2.6.5 Manner of Payment of Rates and Charges and General Charges

All Rates and Charges are payable during specified opening hours at each of Council's Offices located at:

- 65 Rankin Street, Mareeba; or
- 18-22 Arara Street, Kuranda.

Payments may also be made electronically using BPay, Post BillPay, Australia Post MyPost and direct deposit.

2.6.6 Refunds of Rates and Charges Payments

Council will only refund payments of rates and charges if the property has a credit balance. There will be no refunds of payments if the property has a debit balance.

If an administration error has occurred and a credit adjustment is due, the statute of limitations is six (6) years under Section 10 of the *Limitation of Actions Act 1974*. No credits will be processed more than six (6) years prior to the date of occurrence of the administration error.

2.6.7 Time within which Rates and Charges must be Paid

All rates and charges must be paid by the date shown on the rate notice, which is a date that is at least thirty (30) days after the day the rate notice is issued.

2.7 REBATES AND CONCESSIONS ON RATES AND CHARGES

2.7.1 Payment of Rates by Periodic Payments

Where, by reason of economic hardship, a ratepayer is unable to pay rates and charges due within the prescribed payment period, Council may, in lieu of resorting to legal action for recovery of these rates or charges, enter into an arrangement with the ratepayer concerned for payment of the rates and charges by periodic payments. Where periodic payments are to be made either: weekly, fortnightly or monthly, such periodic payments will be accepted on the condition that the maximum term of the arrangement clears the account within the half year period of issue, being 31 December or 30 June within the financial year. Discount is not allowable where such arrangements have been entered into.

All Rates and Charges outstanding at the end of the period in which they fall due are deemed to be overdue rates and Council will apply interest at the rate of 11% per annum calculated on daily rests from the day after the Rates and Charges become overdue and may be subject to further collection measures in accordance with Debt Recovery Policy.

2.7.2 Other Remission and Deferrals

Other remission requests, or rate deferral requests, will be assessed on a case by case basis.

2.7.3 Remissions

2.7.3.1 Council Pensioner Remission

Council grants a remission of thirty percent (30%) of the differential general rates (up to a maximum of \$240.00 per year) to pensioners within the Mareeba Shire Council area, providing they qualify for a remission in accordance with Council's conditions as set out in attached Rate Rebates and Remission Policy.

2.7.3.2 State Government Pensioner Remission

In addition to the remission allowed by Council, the State Government Scheme for Subsidisation of Rates and Charges payable to Local Authorities by Approved Pensioners is administered by the Council and under this scheme a further 20% remission is allowed to approved pensioners up to a maximum of \$200.00 per annum on rates and charges plus an additional 20% subsidy on the State Emergency Management levy.

2.7.3.3 Rate and Charge Remission Not-for-Profit

Council will grant a remission to Council approved non-for-profit community, recreation and sporting Groups based on the level of commerciality of the Group in accordance with Council's conditions as set out in attached Rate Rebates and Remission Policy.

Council will grant a rate remission of 100% on all general rates and a charge remission of 100% on Utility Charges (sewerage, waste collection, waste management and water access charges), Rural Fire Levy and local SES Levy only, to Council approved Type A Community Groups who own or lease a property within the Mareeba Shire excluding vacant land, provided that they satisfy the conditions as set out on the attached Rate Rebates and Remission Policy.

Council will grant a rate remission of 50% up to a maximum of \$1,000.00 on all general rates and a charge remission of 20% up to a maximum of \$200.00 on Utility Charges (sewerage, waste collection, waste management and water access charges), Rural Fire Levy and local SES Levy only to Council approved Type B Community Groups who own or lease a property within the Mareeba Shire excluding vacant land, provided that they satisfy the conditions as set out on the attached Rate Rebates and Remission Policy.

Council will grant a water consumption charge remission of 35% up to a maximum of \$2,000.00 for Group 1 Category, \$1,000.00 for Group 2 Category and \$500.00 for Group 3 Category if water consumption exceeds \$100.00 per annum provided that they satisfy the conditions as set out on the attached Rate Rebates and Remission Policy.

2.7.4 Water Concession and Waste Service for Home Renal Dialysis

Mareeba Shire Council provides financial assistance to the property owner to offset water usage costs for the use of Home Renal Dialysis Equipment plus allow a provision of additional waste bin service for the excess waste used by renal patients, the attached Water and Waste Concession for Home Renal Dialysis Policy refers.

2.8 OTHER MATTERS CONCERNING RATES AND CHARGES

2.8.1 Collection of Outstanding Rates and Charges

Council requires payment of rates and charges within the specified period and it is Council's policy to pursue the collection of outstanding rates and charges diligently but with due concern for the financial hardship faced by some members of the community.

To this end, Council has established administrative processes which allow for the payment of rates and charges by periodic payments and for the selection of various options (including legal action) for the recovery of debt, the attached Debt Recovery Policy refers.

2.8.2 Payment in Advance

Council accepts payments in advance. Interest is not payable on any credit balances held. Rates discount will apply in the event that the entire account has been paid in full by the discount due date.

2.9 APPLICATION OF CODE OF COMPETITIVE CONDUCT - COUNCIL BUSINESS ACTIVITIES

Where an activity has been nominated as compliant with the code of competitive conduct, the principles of full cost pricing have been applied. These activities include; Sewerage, Water Supply, Waste Management, Laboratory & Building Services.

The following is only a summary and a full statement can be requested from Council.

National Competition Policy

For the budgeted year ended 30 June 2019

	Water services 2018/19 (\$'000)	Wastewater services 2018/19 (\$'000)	Waste management 2018/19 (\$'000)	Laboratory services 2018/19 (\$'000)	Building services 2018/19 (\$'000)
Revenues for services provided to the Council	300	38	-	95	
Revenues for services provided to external clients	5,486	4,893	5,336	140	10
Community service obligations	-	119	-	-	
Total Revenue	5,786	5,050	5,336	235	10
Less: Expenditure	5,150	4,060	4,490	328	14
Surplus/(Deficit)	637	990	846	(93)	(4)

List of Community Service Obligations

Kuranda Sewerage CSO

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Travel

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3 2018/2019 WATER AND SEWERAGE SCHEDULES

3.1 SCHEDULE 1 - WATER

3.1.1 Water Access

- Charge per parcel of land or per improvement, whichever is the greater

Classifications	Chillagoe	Dimbulah	Mareeba	Kuranda	Mt Molloy	Untreated Water
Vacant Land	\$486.00	\$476.00	\$488.00	\$516.00	\$478.35	
Residential	\$486.00	\$476.00	\$488.00	\$516.00	\$478.35	\$427.92
Non-Residential / Mixed-use structures / Metered Common Properties	\$486.00	\$476.00	\$488.00	\$516.00	\$478.35	\$427.92
Industrial Water	\$4,640.92	\$4,640.92	\$4,640.92	\$4,640.92	\$4,640.92	

SCHEDULE 1 (CONT'D)

3.1.2 Water Consumption

- Charge per Kilolitre

Classifications	Chillagoe	Dimbulah	Mareeba	Kuranda	Mt Molloy	Untreated Water
2017/2018						
First Tier Limit	0-550	0-550	0-550	0-550	0-550	0-3000
Second Tier Limit	>550	>550	>550	>550	>550	>3000
First Tier Charge	0.5815	0.5353	0.6720	0.5815	0.3870	0.0989
Second Tier Charge	1.3578	1.2338	1.3578	1.2595	1.2675	0.4269
2018/2019						
First Tier Limit	0-550	0-550	0-550	0-550	0-550	0-3000
Second Tier Limit	>550	>550	>550	>550	>550	>3000
First Tier Charge	0.6888	0.6888	0.6888	0.6888	0.3967	0.1014
Second Tier Charge	1.3918	1.3918	1.3918	1.3918	1.2992	0.4376

SCHEDULE 1 (CONT'D)

3.1.3 Water Charges - Two Tier Water Areas

Non-Standard Fixed Water Access Charges (including Mixed-Use Structures)

Classifications	Charge Basis	Chillagoe	Dimbulah	Mareeba	Kuranda	Mt Molloy	Untreated Water
Flats and or units	For every unit/flat	1 Residential Access Unit	1 Residential Access Unit	1 Residential Access Unit	1 Residential Access Unit	1 Residential Access Unit	1-Residential Access Unit
Motels or self-contained hotel rooms	For every 3 rooms	1 Non-Residential Access Unit	1 Non-Residential Access Unit	1 Non-Residential Access Unit	1 Non-Residential Access Unit	1 Non-Residential Access Unit	1 Non-Residential Access Unit
Hotel rooms & boarding houses (shared ablution block)	For every 4 rooms	1 Non-Residential Access Unit	1 Non-Residential Access Unit	1 Non-Residential Access Unit	1 Non-Residential Access Unit	1 Non-Residential Access Unit	1 Non-Residential Access Unit
Church	per parcel of land	1 Non-Residential Access Unit	1 Non-Residential Access Unit	1 Non-Residential Access Unit	1 Non-Residential Access Unit	1 Non-Residential Access Unit	1 Non-Residential Access Unit
Schools and Pre-schools	per parcel of land	1 Non-Residential Access Unit	1 Non-Residential Access Unit	1 Non-Residential Access Unit	1 Non-Residential Access Unit	1 Non-Residential Access Unit	1 Non-Residential Access Unit
Childcare and Kindergarten	per parcel of land	1 Non-Residential Access Unit	1 Non-Residential Access Unit	1 Non-Residential Access Unit	1 Non-Residential Access Unit	1 Non-Residential Access Unit	1 Non-Residential Access Unit
Vacant land in village zone	per parcel of land	1 Residential Access Unit	1 Residential Access Unit	1 Residential Access Unit	1 Residential Access Unit	1 Residential Access Unit	1-Residential Access Unit
Residential house with detached unit	per dwelling and per unit	1 Residential Access Charge per dwelling & 1 Residential Access Charge per Unit	1 Residential Access Charge per dwelling & 1 Residential Access Charge per Unit	1 Residential Access Charge per dwelling & 1 Residential Access Charge per Unit	1 Residential Access Charge per dwelling & 1 Residential Access Charge per Unit	1 Residential Access Charge per dwelling & 1 Residential Access Charge per Unit	1 Residential Access Charge per dwelling & 1 Residential Access Charge per Unit

3.2 SCHEDULE 2 - SEWERAGE

3.2.1 Residential and Vacant/Unconnected Sewerage Charges

As a basis for levying sewerage charges	Charge	Charge	Units
Kuranda and Myola Sewerage	Vacant / Unconnected Land (per parcel)	\$734.00	1
	Dwelling (per parcel)	\$878.00	1
	Units and Flats (per unit/flat)	\$878.00	1
Mareeba Sewerage	Vacant / Unconnected Land / Outbuilding (per parcel)	\$710.00	1
	Dwelling (sewerage connected)	\$878.00	1
	Units and Flats (per unit/flat)	\$878.00	1

SCHEDULE 2 (CONT'D)

3.2.2 Non-Residential Sewerage Charges

- Kuranda and Myola – charge per parcel or improvement - \$292.67 per unit

Premises Description	Units
ACCOMMODATION	
Accommodation (per room)	1.5
COMMUNITY SERVICES / FACILITIES	
Church and Other Religious Halls (including the Masonic Temple)	3
Community Facilities, Public Halls (Non-Specific) / Community Organisations	3
Public Library	6
Kuranda Community Precinct	9
Kuranda Amphitheatre with Public Toilets	9
Public Swimming Pool	12
EDUCATION / KINDERGARTEN / CHILD CARE	
Kindergarten	3
Private School	63
Prep to Year 12 State School	168
GOVERNMENT	
Council Depots and Offices, Telephone Exchange	3
Emergency Services - Fire	3
Council run Visitor Information Centre with Public Toilets	12
Emergency Services - Police	15
BUSINESSES / OTHER	
Food Establishments	
• Small (takeaway or seating for less than 15 persons)	6
• Medium (seating for approximately 16 to 25 persons)	9
• Large (seating for more than 25 persons)	18
Other Business Premises/Operations (per unit/shop front)	3
Other Industrial Premises or Units	3
Large Retails Shops / Supermarkets	6
Service Station (fuel)	12
Laundromat	15
Hotel	60
MAJOR TOURIST ATTRACTIONS	
Butterfly Sanctuary Breeding Plant, Venom Zoo	3
Theatre	6
Birdworld, Koala Gardens, Market Stalls	12
Butterfly Sanctuary	27
Tourist Transport Hub - Skyrail/Railway Stations	60

SCHEDULE 2 (CONT'D)

3.2.3 Non-Residential Sewerage Charges

- Mareeba – Charge per pedestal and urinal within sewerage area capable of being sewerage - \$878.00 per pedestal/urinal.

Premises Description	Units
Accommodation	
Motel (per room)	0.80
Boarding, Lodging, Hostels (per 4 beds)	0.80
Caravan Park	0.80
Community Services	
Garden Settlement	0.21
Church/Mosque	0.60
Other	
Rodeo Complex - Kerribee Park	0.21

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4 RELATED DOCUMENTS

APPENDIX A DEBT RECOVERY POLICY 2018/19**Debt Recovery Policy 2018/19**

Policy Type	Council Policy	Version:	1.0
Responsible Officer	Manager Finance	Date Approved:	
Review Officer:	Director Corporate and Community Services	Review Due:	
Author:	Manager Finance	Commencement:	
Document Number:		Published:	External

1. PURPOSE

To establish a policy for the recovery of outstanding Rates and Charges and Sundry Debtors.

2. POLICY STATEMENT

The intent of this policy is to provide procedural direction to ensure prompt follow-up and timely collection of overdue Rates and Charges and other amounts owed to Council.

3. PRINCIPLES**3.1 RATES AND CHARGES**

Rates and charges are due and payable within thirty (30) days after the date of issue of the Rate Notice.

3.1.1 Recovery Action

- For those rates and charges that are outstanding by thirty-seven (37) days or more, a first reminder notice is to be generated and sent for all properties with a debt, excluding those properties that have a current approved arrangement to pay.
- The reminder notice will give a further fourteen (14) days to pay the outstanding amount or come to an alternative arrangement acceptable to Council.
- Should the ratepayer not make full payment or come to an acceptable alternative, the account will be referred to Council's collection agency (elected through quotation or tender).
- For those accounts where the ratepayer only has the current levy outstanding with no arrears and does not have an approved arrangement to pay with Council, the ratepayer will be issued a second reminder fourteen (14) days after the first reminder was issued.
- The reminder notice will give a further fourteen (14) days to pay the outstanding amount or come to an alternative arrangement acceptable to Council. Should the ratepayer not make full payment or come to an acceptable alternative, the account will then be referred to Council's collection agency, for all outstanding balances greater than fifty (\$50) dollars.
- Should a mining lease expire or be cancelled and that mining lease still have rates and charges outstanding, the ratepayer will be forwarded immediately to Council's debt collection agency provided they are not already registered with the debt collection agency.

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3.1.2 Alternative Arrangements

- An arrangement to pay the overdue amount will be offered where payments are made on a periodic basis, of either weekly, fortnightly or monthly and on the condition that the maximum term of the arrangement clears the account within the half year period of issue, being 31 December or 30 June within the financial year.
- In accordance with the Local Government Act 2009 and Council's budget resolution, overdue rates will be charged compound interest at 11% per annum, calculated on a daily basis up to date of payment.
- Upon agreement of an alternative arrangement, the ratepayer shall receive from Council a letter informing them of the arrangement and the details of the payment plan.
- Should the payment plan not be met (without agreement from Council) then the payment plan is considered cancelled and full payment of the amount outstanding is due immediately.
- Should more than one payment plan be forfeited (without agreement from Council), full payment of the amount outstanding is due immediately and no more payment plans will be accepted by Council while the applicant still owns the property.

3.1.3 Unable to Locate Ratepayer

- Should Council and the debt collection agency be unable to locate the ratepayer and the ratepayer's file has been sent to the debt collection agency twice within a 12 month period, then Council should hold action until the property falls into the three (3) year period required to sell under the Local Government Act 2009.

3.1.4 Legal Action

- A collection agent acting on behalf of Council will be empowered to attempt to recover the outstanding rates.
- Initially, letters of demand will be sent to outstanding ratepayers advising that Council has instructed their agency to collect the rates arrears and if payment is not made within the specified period, they will continue with legal action.
- For legal action to commence on an outstanding rates account, it must first be approved by the Manager Finance. Generally, legal accounts will only be commenced if the account is greater than \$500.
- Legal action will continue unless an acceptable payment plan is arranged or payment in full including all legal outlays is made.
- If judgement has been obtained, all payments made on outstanding rates accounts will first pay for any legal outlays prior to being applied to any outstanding rates.
- Legal action may take the form of a "Notice of Intention to Sue" or a direct "Summons" to the appropriate Court.
- Where Council is of the opinion that debt recovery through the Courts will not result in full payment of the amount outstanding, or Council has been notified that a receiver or manager has

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been appointed to manage the financial affairs of the ratepayer, Council may elect to wait for a rate to become overdue for three years and begin Sale of Land procedures in accordance with the Local Government Act 2009.

3.1.5 Delegations

The Council delegates to the Chief Executive Officer (CEO), the ability to negotiate longer payment terms with ratepayers if, in the CEO's estimation, payment causes undue hardship.

The following delegations are only to be used when administration adjustments and/or corrections are to be made; all other write offs of outstanding rates and charges are to be approved by Council.

3.1.5.1. Rates & Revenue Officer Delegation

The Chief Executive Officer (CEO) delegates to the Rates & Revenue Officer the ability to write off small amounts of outstanding rates and charges balances to the value of ten dollars (\$10).

3.1.5.2. Finance Manager Delegation

The Chief Executive Officer delegates to the Finance Manager the ability to write off amounts of rates and charges, interest, lost discount and legal costs to the value of two thousand, five hundred dollars (\$2,500).

3.1.5.3. Director Corporate and Community Services

The Chief Executive Officer delegates to the Director Corporate and Community Services the ability to write off amounts of rates and charges, interest, lost discount and legal costs to the value of five thousand dollars (\$5,000).

3.1.5.4. Chief Executive Officer Delegation

The Council delegates to the CEO the ability to write off amounts of rates and charges, interest, lost discount and legal costs to the value of ten thousand dollars (\$10,000).

3.2 OTHER RECEIVABLES

Other receivables are those accounts receivable that are debts owed to the Council for performing works and services. These receivables do not include rates and charges or fines.

3.2.1 Recovery Action

- For those receivables that are outstanding thirty (30) days from date of issue, an overdue reminder is marked on the end of month statement (for all debts).
- For those receivables that are outstanding sixty (60) days from date of issue, a first demand letter is to be generated and sent for all debts greater than fifty (50) dollars.
- The first demand letter is to provide the customer with an additional 14 days to pay the account.
- For those accounts where the amount is still outstanding ninety (90) days after the first demand letter, a second and final demand letter shall be generated advising that there is fourteen (14) days to pay the outstanding balance or come to an alternative payment arrangement acceptable to Council.

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- Failure to pay the final demand letter may mean the Council shall undertake legal recovery (for all debts greater than fifty dollars (\$50))

3.2.2 Unable to Locate Debtor

Should Council and the debt collection agency be unable to locate the debtor and the file has been sent to the debt collection agency twice within a 12 month period, then the balance is to be written-off in accordance with the approved delegations.

3.2.3 Delegations

The Council delegates to the Chief Executive Officer (CEO), the ability to negotiate longer payment terms with the Sundry Debtor if, in the CEO's estimation, payment causes undue hardship.

The following delegations are only to be used when administration adjustments and/or corrections are to be made; all other write offs of outstanding amounts are to be approved by Council.

3.2.3.1. Rates & Revenue Officer Delegation

The Chief Executive Officer (CEO) delegates to the Rates & Revenue Officer the ability to write off small amounts of outstanding balances to the value of ten dollars (\$10).

3.2.3.2. Finance Manager Delegation

The Chief Executive Officer delegates to the Finance Manager the ability to write off amounts up to two thousand, five hundred dollars (\$2,500) for Other Receivables as a bad debt.

3.2.3.3. Director Corporate and Community Services

The Chief Executive Officer delegates to the Director Corporate and Community Services the ability to write off amounts up to five thousand dollars (\$5,000) for Other Receivables as a bad debt.

3.2.3.4. CEO Delegation

The Council delegates to the CEO the ability to write off amounts up to ten thousand dollars (\$10,000) for Other Receivables as a bad debt.

4. SCOPE

This policy applies to all ratepayers and other debtors of Mareeba Shire Council.

5. RELATED DOCUMENTS AND REFERENCES

Local Government Act 2009
Local Government Regulation 2012

6. REVIEW

It is the responsibility of the Director Corporate and Community Services to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed annually or as required by Council.

APPENDIX B WATER LEAK MANAGEMENT POLICY 2018/19**Water Leak Management Policy 2018/19**

Policy Type	Council Policy	Version:	1.0
Responsible Officer	Manager Finance	Date Approved:	
Review Officer:	Director Corporate and Community Services	Review Due:	
Author:	Manager Water and Waste	Commencement:	
Document Number:		Published:	External

1. PURPOSE

The purpose of this policy is to ensure a uniform/transparent application of relief of larger than normal water consumptions charge due to the existence of a concealed leak.

2. POLICY STATEMENT

The intent of this policy is to set out the process of providing clear and concise guidelines on seeking consideration of a rebate in respect of a water consumption charge, due to:

- an unapparent plumbing failure
- inaccurately registering or non-functioning water meter

3. PRINCIPLES

Residents are responsible for managing their water consumption. This includes manually reading the water meter and carrying out overnight consumption tests on a regular basis to monitor water usage and consumption patterns if there is concern that there may be a possible leak.

The council is responsible for repairing water leaks in council-owned infrastructure up to and inclusive of the water meter.

Residents are responsible for repairing water leaks in the pipes carrying water from the water meter into the client's premises, in any internal pipes or plumbing fixtures within the premises, or in any irrigation piping or garden watering systems.

Subject to any rebate under this policy, the resident is responsible for the payment of the full water notice, including consumption related to leaks.

3.1 APPLICABILITY

The council will only consider a request for reduction of a water consumption charge due to a water leak where:

- the leak was a concealed leak; and
- the resident took all reasonable steps to ensure that the leak was repaired within thirty (30) calendar days; and
- the leak was repaired by a licensed plumber.

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Council will *not* consider a rebate in the following circumstances:

- leaks and/or bursts on internal appliances, fixtures or fittings including air conditioners, dishwashers, swimming pools, hot water systems, toilet cisterns, valves, internal or external taps
- situations where the leak is visible
- leaks not repaired by a licensed plumber
- plumbing that is not compliant with government regulations
- vacant land

3.2 EXTENT OF REBATE

A reduction in water consumption charges will be granted only once per property per owner per financial year. There may be exceptional circumstances where Council will need to assess the situation individually and advise accordingly.

If the application for a rebate in water consumption charges is granted, the rebate extended to the resident shall be based on the following:

$$\text{Estimated leak} = \text{rebate period} \times \text{average minimum rate} \times 24$$

The following scenarios may be applicable:

Scenario 1 - estimated leak + previous consumption <= tier 1 consumption limit

$$\text{Tier 1 rebate} = \text{estimated leak} \times \text{tier 1 consumption charge rate}$$

$$\text{Tier 2 rebate} = 0$$

Scenario 2 - estimated leak + previous consumption > tier 1 consumption limit and previous consumption < tier 1 consumption limit

$$\text{Tier 1 rebate} = \text{estimated leak} - (\text{tier 1 consumption} - \text{previous consumption}) \times \text{tier 1 consumption charge rate}$$

$$\text{Tier 2 rebate} = (\text{estimated leak} - (\text{estimated leak} - (\text{tier 1 consumption limit} - \text{previous consumption}))) \times \text{tier 2 consumption charge rate}$$

Scenario 3 - when previous consumption > tier 1 consumption limit

$$\text{Tier 1 rebate} = 0$$

$$\text{Tier 2 rebate} = \text{estimated leak} \times \text{tier 2 consumption charge rate}$$

$$\text{Proposed rebate} = (\text{tier 1 rebate} + \text{tier 2 rebate}) / 2$$

*Consumption rate charges are determined by the Tier that the read falls under Tier 1 and Tier 2 are set by Council and reflect the water charges for volumes of water consumed.

*Consumption will be cross checked with properties located in the immediate vicinity of the subject meter.

Water Leak Management Policy 2018/19

If use of either of the above methods is deemed inappropriate under a given circumstance, either by the council or by the resident, then an alternate methodology may be adopted for determining the "Excess Consumption due to the Concealed Leak".

The decision whether to use an alternative methodology and the alternative methodology to be used will be at the sole discretion of the council.

3.3 APPLYING FOR A REBATE

The resident must apply in writing for a reduction of water consumption charges due to a concealed leak using the "Application for Adjustment of Water Consumption" form as specified by the council (Attachment 1). The application must outline the location and circumstances of the concealed leak, including the conditions to be met under section 5.2 of this policy and complete all sections of the form.

The application must be made to the council for relief within thirty (30) calendar days of the water leak notice or the resident becoming aware of a possible water leak via Council notification. The Council will only accept one application per property per financial year.

Council's minimum rebate amount is set at \$20.

The application must be accompanied by a detailed plumber's report from the licensed plumber, who carried out the repair work, certifying:

- the leak was repaired by the licensed plumber; and
- the date the leak was repaired; and
- the details of the plumbing repairs undertaken; including:
 - that the leak was in the main water supply pipe from the meter to the premises; and
 - that the leak was in a location and/or of a nature which contributed to it not being evident.

3.4 NON-FUNCTIONING METER

Where the resident is in dispute as to the accuracy of the installed water meter:

- a) the resident shall pay for the water meter to be tested as per the charge in the Register of Fees & Charges
- b) if the water meter is found to be faulty this charge will be refunded.

Where the water meter is found to be faulty the Council will replace the faulty meter.

Council may estimate the water usage during the period which the faulty water meter occurred using all reasonable information available to Council and adjust the water consumption accordingly. The estimate could be based on either the following:

- An average of the water consumption over a period of time; or
- An average of the water consumption for the duration of the high water usage shown on the AMR reading; or
- An estimate if average cannot be calculated

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4. SCOPE

This policy applies to all properties connected to the Mareeba Shire Council water reticulation supply with a Council approved water meter.

5. DEFINITIONS

To assist in interpretation the following definitions shall apply:

AMR shall mean automatic meter reading device(s).

Average Consumption shall mean the average of the past three years' actual water consumption during the equivalent billing period where there has been no major excess water use detected. Where there is no prior billing history available, the average Mareeba consumption will be used.

Average Minimum Rate shall mean the average daily minimum (litres per hour) during the rebate period.

Billing Period shall mean the time between meter readings and does not refer to the time when the bill was sent, or to the time of payment.

Concealed Leak shall mean a leak that has occurred in the main water supply pipe from the meter to the client's property, either underground, under or within concrete or paving or underneath a structure where the occupant was not aware of its existence and could not reasonably be expected to be aware of its existence.

Council or MSC shall mean Mareeba Shire Council

Detected Leak shall mean a leak that has been located in the main water supply pipe from the meter to the client's property, either underground, under or within concrete or paving or underneath a structure and has been repaired by a licenced Plumber.

Leak Period shall mean from the leak start date to the date of the first threshold pulse after notification.
Leak Start shall mean the date of the last threshold pulse prior to notification.

Litres per hour is the consumption/delay x 3600.

Notification shall mean the issue date of Council's first potential water leak notice to the property owner in the relevant financial year.

Policy shall mean this "Water Leak Management" Policy.

Previous Consumption shall mean the total property consumption prior to the leak in the relevant financial year.

Rebate shall mean as defined in section 5.3 of this policy.

Rebate Period shall mean leak period where the leak is fixed within 30 calendar days after notification, or leak start to 30 days after notification if the leak is not fixed within 30 days of notification.

Resident shall mean a property owner being supplied water by the council.

Residential Property shall mean properties classed as residential on Council's rating system.

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Threshold Pulse shall mean 8.333 litres per hour or less (less than 200 litres per day).

Tier 1 Consumption Charge Rate shall mean the Tier 1 Consumption Charge identified within the Revenue Statement as adopted by council each financial year.

Tier 1 Threshold Limit shall mean the maximum volume on which the Tier 1 Consumption Charge rate will be applicable as identified within the Revenue Statement as adopted by council each financial year.

Tier 2 Consumption Charge Rate shall mean the Tier 2 Consumption Charge identified within the Revenue Statement as adopted by council each financial year

6. REVIEW

It is the responsibility of the Director Corporate and Community Services to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed every year or as required by Council.

APPENDIX C RATE REBATE AND REMISSION POLICY 2018/19**Rate Rebate and Remission Policy 2018/19**

Policy Type	Council Policy	Version:	1.0
Responsible Officer	Manager Finance	Date Approved:	
Review Officer:	Director Corporate and Community Services	Review Due:	
Author:	Manager Finance	Commencement:	
Document Number:		Published:	External

1. PURPOSE

This document sets out Council policy, as per annual budget resolution, in relation to the granting of rebates and remissions on rates and charges.

2. POLICY STATEMENT

To identify target groups and establish guidelines to assess requests for rates and charges remissions in relation to ratepayers who are in receipt of an approved Government pension and non-for-profit organisations.

3. PRINCIPLES**3.1 PENSIONER REMISSION**

Applicants for the remission of rates from the Mareeba Shire Council and the State Government must satisfy the following conditions:

- If an application is mailed in, it must be completed in detail and accompanied by a copy of both sides of the current Pensioner Concession Card (PCC) or a DVA Gold Card.
- An applicant must truthfully and correctly supply all information requested.
- The Council Pensioner Remission is allowable on only one property at a time
- A new application must be lodged if you change your address.
- Should all owners not be in receipt of a pension or allowance, a proportionate amount of remission may be payable based upon State Government Guidelines.
- If a co-owner is in a spousal or recognised de-facto relationship and is an approved pensioner and is wholly responsible for payment of all rates and charges, the subsidy will be granted in full.

3.1.1 Council Pensioner Remission

Council grants a remission of thirty percent (30%) of the general rates up to a maximum of \$240 per year to pensioners within the Mareeba Shire Council area, providing they qualify for a remission in accordance with the conditions, as set out below.

This excludes water usage charges, special rates or special charges, interest and other charges on land.

Rate Rebate and Remission Policy 2018/19
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To be eligible you must be:

- A holder of a Pensioner Concession Card (PCC) or a DVA Gold Card.
- The owner or life tenant of the property which is your principal place of residence. A life tenancy can be created only by a valid Will and is effective only after the death of the property owner, or by a Supreme or Family Court Order.
- Legally responsible for the payment of local council rates and charges levied on that property.

The Council Pensioner Remission is allowable on only one property at a time and a new application must be lodged if you change your address.

The Council Pensioner Remissions can only be granted from the date on the pension card or 1 July 2018 (whichever is the latter), provided the application qualifies with Council's conditions.

Where the Council Pensioner Remission applies, Council will remit the appropriate amount off the rates notice.

3.1.2 State Government Pensioner Remission

In addition to the remission allowed by Council, the State Government Scheme for Subsidisation of Rates and Charges payable to Local Authorities by Approved Pensioners is administered by the Council and under this Scheme, a further 20% remission is allowed to approved Pensioners up to a maximum of \$200.00 per annum on rates and charges and 20% off the Emergency Management Levy.

Where the State Government Pensioner Remission applies, Council will remit the appropriate amount off the rates notice and claim the reimbursement from the State Government.

3.2 COMMUNITY GROUP RATE AND CHARGE REMISSION

3.2.1 Eligibility

Community groups eligible for rate and charge remission are defined as:

- a) A not for profit, incorporated group or association of persons with the primary aim of conducting activities and providing services for community benefit; and
- b) The community group relies predominantly on volunteer labour, community fundraising, membership fees and donations;
- c) The community group does not receive state or federal government operational grants and does not rely on a fee for service business model.

Eligible community groups must:

- Operate within the boundaries of the Mareeba Shire Council;
- Own or lease and occupy the land on which the general rates are being levied and the rates notice issued in the Group's name;
- The property must not be used for residential purposes unless utilised for short-term accommodation for homeless and at risk persons or for accommodation of the aged;

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- Not utilise gaming machines to raise revenue;
- In its constitution clearly prohibit any member of the Group making private profit or gain either from the ongoing operations of the Group or as a result of the distribution of assets if the Group was wound up (this condition does not apply to the owner of a cultural icon);
- Meet the definition of a not-for-profit community group as per Mareeba Shire Council Community Partnerships Program Policy;
- Not have outstanding rates on the property.
- The remission is not available on vacant land.

3.2.2 Types of Remissions

Council grants a remission to Council approved not-for-profit community, recreation and sporting Groups, based on the level of commerciality of the Group. Council is committed to supporting not for profit community Groups to have access to affordable space for community activities but excludes the subsidisation of commercial activity. This assistance applies to eligible community groups in the shire, irrespective of whether or not they occupy Council land or facilities.

Therefore, community Groups are assessed, according to their level of commerciality, and assigned (by Council) to one of two community group types:

- Type A Community Group - limited commerciality
- Type B Community Group - substantial commerciality.

This categorisation not only enables Council to make available fair, reasonable and transparent assistance to each community group, depending on their level of commerciality, but it also recognises that community groups can change over time experiencing increased or decreased levels of commerciality and the group's categorisation can be changed accordingly.

Council will offer a higher level of assistance to Type A Community Groups than those assessed as Type B Community groups.

3.2.2.1 Assessing Type A Groups: Limited Commerciality

The group's revenue raising streams are limited to membership fees, community donations, minor event charges, raffles and other fundraising and food canteen. If the group has a bar, then patrons are mainly members and limited profit is made.

3.2.2.2 Remissions Granted to Type A Groups

The following rebates and remissions are available to eligible Type A Community Groups:

- Rate Remission: One hundred percent (100%) of the general property rates per year;
- Charge Remission: One hundred (100%) per year on Utility Charges (Sewerage and Water Access Charges) and the Waste Management Levy.
- Rural Fire Levy and local SES Levy: One hundred percent (100%) of the Levy.

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- The State Emergency Management Levy is collected by Council on behalf of the State Government so no remission or rebate from Council is available to community groups.

3.2.2.3 Assessing Type B Group: Substantial Commerciality

The group's revenue raising streams include those of Type A Groups but also include the regular operation of a bar and commercial kitchen, charge industry recognised gate entry fees and commercial sponsorship. Community groups who operate gaming machines are not eligible for rate rebates and charge remissions.

3.2.2.4 Remissions Granted to Type B Groups

The following rebates and remissions are available to eligible Type B Community Groups:

- Rate Remission: Fifty percent (50%) of the general property rates up to a maximum of \$1,000 per year;
- Charge Remission: Twenty percent (20%) up to a maximum of \$200 per year on total Utility Charges (Sewerage and Water Access Charges) and the Waste Management Levy;
- Rural Fire Levy and local SES Levy: One hundred percent (100%) of the Levy.
- The State Emergency Management Levy is collected by Council on behalf of the State Government so no remission or rebate from Council is available to community groups.

3.2.3 Application and Continuation of the Remission

The remission/s, if approved, will apply from the start of the rating period in which the application was successful and will be shown on the rates notice.

Applications for Rate and/or Charge Remission will only be considered for not-for-profit, community groups as defined above and which comply with all the eligibility criteria.

There is a responsibility upon the not-for-profit, community group to contact the Council when there is a change that could affect the status of the remission so as to avoid the necessity for the Group to reimburse the remission so obtained, including changes in the level of commerciality of the Group

Where the Rate and Charge Remission applies, Council will remit the appropriate amount off the rates notice.

3.2.3.1 Application Process for Community Groups with Council Lease

- Council will allocate Rate Rebate and remission entitlements to eligible Community Groups with a Council Community Lease.
- It is the responsibility of the Community Group to contact Council should the Group believe it has not been granted these entitlements.
- Council may need to conduct a site inspection and / or request further information.
- If in circumstances where a Group does not fulfil its lease obligations, the remission may be cancelled.

Rate Rebate and Remission Policy 2018/19
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3.2.3.2 Application Process for Other Community Groups

- An initial application using the approved form must be lodged and approved applicants are reviewed annually for eligibility.
- The application must also include any two of the following supporting documentation:
 - A copy of the Group's constitution or certificate of incorporation;
 - Minutes of its most recent Annual General Meeting;
 - Incorporated groups are to provide a copy of their most recent audited financial statement (no greater than 12 months old), unincorporated groups are to provide a copy of their most recent reconciled financial statement (no greater than 12 months old);
 - Details of the Group's not-for-profit status from the Australian Taxation office or similar.

The *Local Government Regulation 2012* - Chapter 4, Part 10 Concessions, gives local governments the power to grant concessions for rates and charges.

A concession may only be of the following types:

- (a) a rebate of all or part of the rates or charges
- (b) an agreement to defer payment of the rates or charges
- (c) an agreement to accept a transfer of unencumbered land in full or part payment of the rates or charges

A concession may only be granted by resolution of the Council and for the Mareeba Shire Council; this is done as part of the annual budget adoption process and also noted in the adopted Revenue Statement.

3.3 WATER CONSUMPTION DONATION

Council will consider providing a donation towards water consumption costs for eligible community groups, if water consumption exceeds \$100 per annum. To be eligible for financial assistance community groups must also meet the eligibility criteria as per sections 8 and 9 of the Community Partnerships Program policy and meet the definition of a community group as defined below:

- a) A not for profit, incorporated group or association of persons with the primary aim of conducting activities and providing services for community benefit; and
- b) The community group relies predominantly on volunteer labour, community fundraising, membership fees and donations;
- c) The community group does not receive state or federal government operational grants and does not rely on a fee for service business model.

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Eligible community groups are classified by Council into three (3) categories depending on water usage and a level of assistance is provided to each category as follows:

- Group 1:** Community groups watering playing fields and large public lawns/grounds
- Assistance:** 35% of actual annual water consumption up to a maximum \$2,000 donation
- Group 2:** Community groups watering for dust suppression eg. Horse and pony clubs, rodeo associations
- Assistance:** 35% of actual annual water consumption up to a maximum \$1,000 donation
- Group 3:** Community groups using water for human consumption and gardens
- Assistance:** 35% of actual annual water consumption up to a maximum \$500 donation

Requests for a donation for water consumption fees will be considered throughout the year and must be made in writing by letter or email to the Community Wellbeing Officer, Mareeba Shire Council. Approved requests will be paid as a donation on the rates notice to offset the costs of water consumption and will apply from the next rating period after approval is granted.

4. SCOPE

This policy applies to:

- Pensioners who own and reside on their property within the Mareeba Shire Council area and who meet the requirements set out in this document.
- Not-for-Profit community, recreation and sporting groups who meet the requirements set out in this document.

5. DEFINITIONS

Council - Mareeba Shire Council

6. RELATED DOCUMENTS AND REFERENCES

Local Government Regulation 2012
Mareeba Shire Council Revenue Policy
Mareeba Shire Council Revenue Statement
Mareeba Shire Council Community Partnerships Program Policy

7. REVIEW

It is the responsibility of the Director Corporate and Community Services to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed annually or as required by Council.

APPENDIX D WATER & WASTE CONCESSIONS FOR HOME RENAL DIALYSIS POLICY 2018/19

**Water and Waste Concessions for Home Renal
Dialysis Policy 2018/19**



Policy Type	Council Policy	Version:	1.0
Responsible Officer	Manager Finance	Date Approved:	
Review Officer:	Director Corporate and Community Services	Review Due:	
Author:	Manager Water and Waste	Commencement:	
Document Number:		Published:	External

1. PURPOSE

This policy was formulated to ensure the uniform/transparent application of relief from water consumption charges and the provision of an additional waste collection service for those patients undergoing home renal dialysis treatment, within the Mareeba Shire Council.

2. POLICY STATEMENT

This policy will establish specific guidelines for the staff and the public regarding the provision of a water usage concession and increased waste collection to ratepayers and residents required to operate a home renal dialysis machine in their principal place of residence.

3. PRINCIPLES

Mareeba Shire Council provides financial assistance to the property owner to offset water usage costs for users of home renal dialysis equipment. Council can also provide additional waste collection to properties where home dialysis patients reside.

3.1 WATER CONCESSION RATES

The relief is to be applied to the metered property at which the patient resides and if the patient is not the owner, on the understanding that the owner will pass the benefit onto the tenant. Council will seek confirmation from the Cairns Hinterland Hospital and Health Service as to the property address of patients currently dialysing at home and the applicable level of water consumption for this purpose. It is based on the information provided by the Health Service that eligibility for the concession will be applied, is determined.

Once it has been established that the concession is to apply the responsible officer is to grant an allowable consumption of 7.5 kilolitre per billing period in cases where the patient is using a low volume dialysis machine (for example the NxStage® PureFlow™ SL) and 96 kilolitres per billing period in cases where the conventional (Fresenius) high volume dialysis machine is used.

3.2 ADDITIONAL KERBSIDE SERVICE

Council will provide an additional wheelie bin service (for dialysis packaging) for the property at which the patient resides. The free additional wheelie bin will not apply if there is not currently a kerbside service

Water and Waste Concessions for Home Renal Dialysis Policy 2018/19

available due to truck accessibility issues (i.e. rural lots) and/or availability of site storage. The wheelie bin needs to be presented kerbside on the usual collection day.

3.3 ELIGIBILITY

To be eligible, the following must occur:

- An application form from Council must be completed by the applicant.
- Confirmation from the Cairns Hinterland Hospital and Health Service advising that treatment is being undertaken by a resident of the property including the commencement date of the treatment and if applicable the date the dialysis ended.
- The application form must be received by Council prior to the end of the discount period of the first concession being applied.

3.4 APPLICATION FOR CONCESSION APPROVED

If the application for water concession is approved the water consumption and consequent charges will be adjusted accordingly and an amended rate notice issued to the owner of the property, subject to the eligibility conditions above.

Those patients requiring additional waste services will need to apply and if approved will be supplied with an extra waste collection each week.

It is the responsibility of the applicant to advise Council if home renal dialysis is no longer undertaken on the premises. However, confirmation will be sought from the Cairns and Hinterland Hospital and Health Service on at least an annual basis that home renal dialysis is continuing. The concession will cease to apply when home renal dialysis treatment is stopped.

3.5 APPLICATION FOR CONCESSION DENIED

In the instance where the application for concession is denied the Water and Waste Department will contact the applicant explaining the reasons for the denied application.

3.6 CALCULATION OF CONCESSION

Consultation with Cairns and Hinterland Hospital and Health Services requesting guidance as to the likely water consumption and waste generated directly attributable to the operation of a home renal dialysis unit. This report is based upon that advice as outlined in the following tables:

3.6.1 Table One

Water Usage Assumptions Based on Fresenius Dialysis Machine	
Frequency of treatment	5-6 treatments per week
Length of each treatment	5 hours per treatment
assuming:	
- 30 minutes hot rinse before treatment	
- 4 hours treatment	
- 30 minutes disinfection post treatment	

Water and Waste Concessions for Home Renal Dialysis Policy 2018/19

3.6.1 Table Two

Water Usage Assumptions Based on Nx Stage Pureflow Dialysis Machine	
Frequency of treatment	5-6 treatments per week
Length of each treatment	4 hours per treatment
assuming:	
- 30 minutes Preparation	
- 3 hours treatment	
- 25 minutes Wrap up	

3.6.2 Table One

Estimated Water Usage Calculation for Fresenius Dialysis Machine	
2	Litres per minute
300	Minutes per session
600	Litres per session
3,600	Litres per week
3.6	Kilolitres per week
187	Kilolitres per year

3.6.2 Table Two

Estimated Water Usage Calculation for Nx Stage Pureflow Dialysis Machine	
150	mL per minute
240	Minutes per session
360	Litres per session
2160	Litres per week
2.16	Kilolitres per week
112.32	Kilolitres per year

3.6.3 Table One

Estimated Waste generated from Peritoneal patients	
1 empty bag, 1 body fluid filled bag, 1 tube	Generated per session
4-6	Sessions per day
4-6 empty bags, 4-6 body fluid filled bags, 4-6 tubes	Generated waste per day
28-42	Sessions per week
112-252 empty bags, 112-252 body fluid filled bags, 112-252 tubes	Generated waste per week
1456-2184	Sessions per year

Water and Waste Concessions for Home Renal Dialysis Policy 2018/19

4. SCOPE

This policy applies to those ratepayers and residents required to operate a home renal dialysis machine in their principal place of residence.

5. DEFINITIONS

Haemodialysis patient shall mean those persons within the Mareeba local government area, who are registered with Haemodialysis Unit Service, Cairns and Hinterland Health Services, as receiving home renal dialysis treatment.

MSC shall mean Mareeba Shire Council

Peritoneal Dialysis patient shall mean those persons within the Mareeba local government area, who are registered with the Peritoneal Dialysis Unit Service, Cairns and Hinterland Health Services, as receiving peritoneal dialysis treatment at home.

Policy shall mean the 'Waste and Waste Concession for Home Renal Dialysis Policy'.

Property Owner shall mean the person or persons to whom a Certificate of Title for ownership of land/property is held by the Queensland Department of Environment and Resource Management's Titles Registry.

Ratepayer for the purpose of this policy, means the person who is registered as the property owner with the MSC for the purposes of water billing and waste collection.

Tenant shall mean a person who is registered as a tenant by way of a tenancy agreement through a registered property manager or by way of a written agreement with the property owner.

6. REVIEW

It is the responsibility of the Director Corporate and Community Services to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed annually or as required by Council.

APPENDIX E REVENUE POLICY 2018/19

Revenue Policy 2018/19



Policy Type	Council Policy	Version:	1.0
Responsible Officer	Manager Finance	Date Approved:	
Review Officer:	Director Corporate and Community Services	Review Due:	
Author:	Manager Finance	Commencement:	
Document Number:		Published:	External

1. PURPOSE

Provisions of the Local Government Act 2009 and Local Government Regulation 2012, requires Council to prepare and adopt this policy as part of Council's budget each year. The policy contains principles that will be used for the development of the 2017/18 budget for Council.

2. POLICY STATEMENT

To identify the principles used by Council for making and levying rates and utility charges, exercising powers to grant rebates and concessions, for recovering unpaid amounts of rates and charges and the setting of miscellaneous fees and charges.

3. PRINCIPLES**3.1 THE MAKING OF RATES AND UTILITY CHARGES**

- a) In general, it is Council's policy that a user pays principle applies to all specific services provided to ratepayers and other users in Mareeba Shire Council.
- b) Exceptions to the *user pays principle* include general services to the community as a whole when it is in the community interest to do so.
- c) Council will have regard to the principles of:
 - Transparency in the making of rates and charges;
 - Having in place a rating regime that is as simple and inexpensive as possible;
 - Equity by ensuring the fair and consistent application of lawful rating and charging principles, without bias, taking account of all relevant considerations, and disregarding irrelevancies such as the perceived personal wealth of individual ratepayers or ratepayer classes; and
 - Flexibility to take account of changes in the local economy.
- d) In pursuing the abovementioned principles Council may avail itself of the following:
 - A system of differential general rating
 - Minimum general rates
 - Utility charges
 - Special rates and charges
 - Separate charges

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- Limitation of rate increases (rate capping)

3.2 LEVYING OF RATES AND CHARGES

In levying rates Council will apply the principles of:

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

3.3 CONCESSIONS FOR RATES AND CHARGES

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

- equity,
- the same treatment for ratepayers with similar circumstances;
- transparency by making clear the requirements necessary to receive concessions, and
- flexibility to allow Council to respond to local economic issues

3.4 THE RECOVERY OF RATES AND CHARGES

- a) Council will exercise its rate recovery powers in order to reduce the overall rate burden on ratepayers.
- b) It will be guided by the principles of:
 - transparency by making clear the obligations of ratepayers and the processes used by Council in assisting them meet their financial obligations;
 - making the processes used to recover outstanding rates and charges clear, and as simple to administer and as cost effective as possible (refer to Council's Debt Recovery Policy);
 - capacity to pay in determining appropriate arrangements for different sectors of the community;
 - equity by having regard to providing the same treatment for ratepayers with similar circumstances; and
 - flexibility by responding, where necessary, to changes in the local economy.

3.5 THE SETTING OF COST-RECOVERY FEES AND COMMERCIAL SERVICES CHARGES

Council will be guided by the following principles in the setting of cost-recovery fees on the one hand, and commercial services on the other:

- Fees associated with regulatory services will be set at the full cost of providing the service or taking the action for which, the fee is charged. Council may choose to subsidise the fee from other sources if it is in the community interest to do so.

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- Commercial services charges will be set to recover the full cost of providing the service and, if provided by a Business of Council, may include a component for return on Council's investment.

3.6 THE EXTENT TO WHICH PHYSICAL AND SOCIAL INFRASTRUCTURE COSTS FOR A NEW DEVELOPMENT ARE TO BE FUNDED BY CHARGES FOR THE DEVELOPMENT

Developers are required to contribute towards the Council's infrastructure in accordance with the provisions of the Planning Act 2016. Infrastructure charges are required for roadworks, parks, drainage and water and sewerage head works where applicable.

In addition, social infrastructure costs are to be met by grants received from the Government and general revenue sources.

4. SCOPE

This policy applies to Mareeba Shire Council and all related business activities.

5. DEFINITIONS

Council refers to Mareeba Shire Council

6. RELATED DOCUMENTS AND REFERENCES

Section 193 of the *Local Government Regulation 2012*
Section 104(5)(c) of the *Local Government Act 2009*.

7. REVIEW

It is the responsibility of the Director Corporate and Community Services to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed every year or as required by Council.

APPENDIX F INVESTMENT POLICY 2018/19**Investment Policy 2018/19**

Policy Type	Council Policy	Version:	1.0
Responsible Officer	Manager Finance	Date Approved:	
Review Officer:	Director Corporate and Community Services	Review Due:	
Author:	Manager Finance	Commencement:	
Document Number:		Published:	External

1. PURPOSE

To provide Council with an investment policy within the statutory framework of all associated legislation.

2. POLICY STATEMENT

To outline Mareeba Shire Council's guidelines regarding the investment of surplus funds, with the objective of maximising earnings within approved risk guidelines, to ensure security of Council funds.

3. PRINCIPLES**3.1 AUTHORITY**

Mareeba Shire Council has been granted authority to exercise Category 1 investment power under Part 6 of the *Statutory Bodies Financial Arrangements Act 1982* and Schedule 2 Section 5 of the *Statutory Bodies Financial Arrangements Regulation 2007*.

All investments are to be made in accordance with:

Statutory Bodies Financial Arrangements Act 1982
Statutory Bodies Financial Arrangements Regulation 2007

3.2 DELEGATION OF AUTHORITY

Authority for implementation of the Investment Policy is delegated by Council to the Chief Executive Officer in accordance with the *Local Government Act 2009, Section 257 (1)(b)* - Delegation of Local Government powers.

Authority for the day-to-day management of Council's Investment Portfolio is to be delegated by the Chief Executive Officer to the Manager Finance and subject to regular reviews with the Director Corporate and Community Services and Chief Executive Officer.

3.3 INVESTMENT OBJECTIVES

Mareeba Shire Council's overall objective is to invest its 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 most appropriate given the circumstances. This can include investing in Community Banks even if the rate is not the highest, but within reason, because part of the Banks' profits go back into the community to support local projects, groups and

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organisations. If Community Banks have more than one branch within the Council Region, Council should give consideration to spread funds to all Branches to ensure benefits are gained across the whole community.

In priority, the order of investment activities shall be preservation of capital, liquidity, and return.

3.4 AUTHORISED INVESTMENTS

This policy entitles the following investments;

- Interest bearing deposits
- QTC Capital Guaranteed Cash Fund, debt offset facility, fixed rate deposit (up to 12 months and QTC Working Capital Facility)

3.5 INVESTMENT GUIDELINES

The following table shows the credit ratings and counterparty limits for Mareeba Shire Council:

Short Term Rating (Standard & Poor's) or equivalent	Individual Counterparty Limit	Maximum % of Total Investments
A1+	30%	80%
A1	15%	50%
A2 - Financial Institutions Only	10%	30%
A3 - financial Institutions Only	5%	10%
Unrated	Nil	Nil
QTC Pooled Cash Management Fund	100%	100%

A Financial Institution is defined as an authorised deposit-taking institution within the meaning of the *Banking Act 1959 (Cwlth)*, Section 5.

The Manager Finance may approve limits for unrated securities after being satisfied that adequate analysis has been performed to demonstrate above average credit quality.

It is noted that for the purposes of this investment portfolio, the percentage limits apply effective from the date of purchase as a percentage of the market value of the portfolio.

3.5.1 Investment in Financial Institutions within Local Communities

Investments in related financial institutions within local communities by the Mareeba Shire Council shall not exceed 10% of the total percentage of the market value of the portfolio.

3.5.2 Maturity

The maturity structure of the portfolio will reflect a maximum term to maturity of one year.

3.5.3 Liquidity Requirement

Given the nature of the funds invested, at least 20 per cent of the portfolio can be called at no cost or will mature within 0-7 days.

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3.5.4 Credit Ratings

If any of the financial institutions' credit rating is downgraded or the credit rating is placed on a negative watch, Council will revise downwards its credit limits or divest the investment as soon as practicable.

4. SCOPE

This policy applies to the investment of all available funds held by Mareeba Shire Council.

5. DEFINITIONS

For the purpose of this policy, investments are defined as arrangements that are undertaken or acquired for producing income and apply only to the cash investments of Mareeba Shire Council.

6. RELATED DOCUMENTS AND REFERENCES

Statutory Bodies Financial Arrangements Act 1982

Statutory Bodies Financial Arrangements Regulation 2007

7. REVIEW

It is the responsibility of the Director Corporate and Community Services to monitor the adequacy of this policy and recommend appropriate changes. The policy will be revoked and reviewed upon appointment of a new Finance Manager and/or formally reviewed every year as required by Council.

APPENDIX G DEBT POLICY 2018/19**Debt Policy 2018/19**

Policy Type	Council Policy	Version:	1.0
Responsible Officer	Manager Finance	Date Approved:	
Review Officer:	Director Corporate and Community Services	Review Due:	
Author:	Manager Finance	Commencement:	
Document Number:		Published:	External

1. PURPOSE

The purpose of this policy is to ensure the sound management of Council's existing and future debt.

2. POLICY STATEMENT

The intent of this policy is to detail the principles upon which Council bases its decisions when considering the type of expenditure to be funded by borrowing for the financial years 2018/19 to 2027/28, the total current and projected borrowings and the ranges of periods over which they will be repaid.

3. PRINCIPLES

Council will not use long-term debt to finance current operations.

Long term debt is only to be used for income producing assets or those assets that can be matched to a revenue stream. Consequently, repayments for the borrowings will be funded from the revenue streams generated by the asset acquisition in question. Consideration must also be given to the long-term financial forecast before planning new borrowings.

Council will utilise long-term borrowing only for capital improvement projects that cannot be financed from existing sources.

Capital projects are to only be undertaken after a thorough process of evaluation (including whole of life costing and risk assessment), prioritisation and review.

When Council finances capital projects through borrowings it will generally pay back the loans in a term not exceeding 20 years. However, in certain circumstances, particularly assets with long useful lives, borrowings may be for a longer period whereby repayments would match the income stream of the asset in question. Existing loans will be paid back within the fixed term provided for in the loan agreement.

Council will continue to ensure repayment schedules are well within Council's operating capability so as to ensure the Community is not burdened with unnecessary risk.

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Projected Future Borrowing Predictions:

Year	Project	Term	Borrowings
2018/19	-	-	-
2019/20	-	-	-
2020/21	-	-	-
2021/22	-	-	-
2022/23	-	-	-
2023/24	-	-	-
2024/25	-	-	-
2025/26	-	-	-
2026/27	-	-	-
2027/28	-	-	-

Level of Existing Debt - As at 30 June 2018, Mareeba Shire Council's outstanding loan balance is estimated to be \$6.4M.

4. SCOPE

This policy applies to all borrowings of the Council.

5. RELATED DOCUMENTS AND REFERENCES

Section 192 Local Government Regulation 2012
Local Government Act 2009
Statutory Bodies Financial Arrangements Act 1982.

6. REVIEW

It is the responsibility of the Director Corporate and Community Services to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed every year or as required by Council.

APPENDIX H PROCUREMENT POLICY 2018/19**Procurement Policy 2018/19**

Policy Type	Council Policy	Version:	1.0
Responsible Officer	Manager Finance	Date Approved:	
Review Officer:	Director Corporate and Community Services	Review Due:	
Author:	Manager Finance	Commencement:	
Document Number:		Published:	External

1. PURPOSE

This policy aims to ensure all council officers implement sound contracting principles in the course of day to day operations to achieve value for money for council, whilst maintaining the principles of the policy outlined in the following sections.

2. POLICY STATEMENT

This document sets out Council's policy for the acquisition of goods and services and carrying out of the procurement principles. This policy applies to the procurement of all goods, materials, equipment and related services, construction contracts, service contracts (including maintenance) and consultancies. Reference is also made throughout this document to the Guideline for Workplace Health and Safety, Guidelines for Calling Tenders and Administering Contracts and the Guidelines for Engagement and Management of Consultants, each of which must also be complied with in accordance with this policy.

All Council purchases must be carried out in compliance with the *Local Government Act 2009* (the "Act") and the *Local Government Regulation 2012* (the "Regulation"). In particular, Chapter 6, Part 3 – Default contracting procedures of the Regulation apply.

Council's policy is to support local businesses and industries where practicable to support the viability of local businesses in all townships within the Mareeba Shire Council area.

3. PRINCIPLES

Council employees must have regard to the following contracting principles in all procurement activities:

3.1 VALUE FOR MONEY

Council must harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of:

- contribution to the advancement of Council's priorities; and
- fitness for purpose, quality, services and support; and
- whole-of-life costs including costs of acquiring, using, maintaining and disposal; and
- internal administration costs; and
- technical compliance issues; and
- risk exposure; and,
- the value of any associated environmental benefits; and
- the value of building or maintaining capacity in-house; and
- utilisation of existing inventory items/consumables held in stores/workshop.

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3.2 OPEN AND EFFECTIVE COMPETITION

Purchasing should be open and result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all prospective suppliers.

3.3 DEVELOPMENT OF COMPETITIVE LOCAL BUSINESS AND INDUSTRY

Council encourages the development of competitive local businesses and industry within the Mareeba Shire Council.

Local Business Preference

In accordance with section 104(3)(c) of the Act, Council wishes to pursue the principle and objectives of enhancing the capabilities of local business and industry as part of the process of making its purchasing decisions. For this purpose local suppliers shall be allowed certain concessions in respect to contracted arrangements:

(i) Price

Prices offered by local suppliers shall be considered to be comparable with non-local suppliers where the local supplier's offered price is no more than 10% higher (up to the tolerance of \$5,000) than the lowest priced offered. (Eg the local supplier can be evaluated as price comparable when the local supplier price is less than or equal to the non-local supplier price, excluding GST + 10%, where the 10% margin is less than \$5,000.)

(ii) Local Business Development

In the evaluation of tenders or offers, Council may attribute a portion of the selection criteria to local business preference. The score weighting applied to the local business preference criteria shall be no more than a 10% weighting within the overall criteria (100%).

In order to apply the Local Business Preference component, employees must seek and evaluate tenders and offers from non-local suppliers. It is not intended that this preference be granted at officer discretion.

Subject to the local business preference principles above, where price, performance, quality, suitability and other evaluation criteria are comparable, the following areas may be considered in evaluating offers and tenders:

- creation of local employment opportunities;
- more readily available servicing support;
- more convenient communications for contract management;
- economic growth within the local area; and
- benefit to Council of associated local commercial transaction.

3.4 ENVIRONMENTAL PROTECTION

Council promotes environmental protection through its purchasing procedures. In undertaking any purchasing activities Council will:

- (i) Promote the purchase of environmentally friendly goods and services that satisfy value for money criteria; and
- (ii) Foster the development of products and processes of low environmental and climatic impact; and

Procurement Policy 2018/19

- (iii) Provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
- (iv) Encourage environmentally responsible activities; and
- (v) Endeavour to reduce, recycle and reuse surplus and scrap materials.

3.5 ETHICAL BEHAVIOUR AND FAIR DEALING

Council employees involved in purchasing are to behave with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives. All employees must:

- (i) Perform the procurement task honestly and without favour or prejudice; and
- (ii) spend Council funds efficiently and effectively and in accordance with the law and Council policy; and
- (iii) deal fairly, impartially and consistently with suppliers and prospective suppliers; and
- (iv) keep confidential all sensitive information obtained as part of the procurement activity; and
- (v) not have an actual conflict of interest in relation to the procurement activity; and
- (vi) not seek or accept any remuneration, gift or advantage.

The use of probity advisors or probity auditors shall be considered where the large-scale procurement arrangement is sensitive, highly complex, of public interest or likely to be challenged.

3.6 COMPLIANCE WITH MSC WORKPLACE HEALTH AND SAFETY PROCUREMENT PROCEDURES

If the site is a workplace for the purposes of the WHS Act, from the date of acceptance of the Tender Response of the Contractor by the Principal (by Letter of Acceptance) until completion of the Work under the Contract:

- the Principal is deemed to have appointed the Contractor the principal contractor for the purposes of section 293 of the WHS Regulation 2011; and
- the Contractor is deemed to have accepted the appointment in Clause 293(2) of the WHS Regulation; and
- for the purposes of the execution and completion of the Work under the Contract, the Contractor is responsible for performance of the functions of the principal contractor under the WHS Act and any regulations made under the WHS Act.

The appointment of the Contractor as the principal contractor under the WHS Regulation continues for the period specified in the letter of appointment. The Principal may revoke the appointment of the Contractor as the principal contractor under the WHS Act by giving reasonable written notice to the Contractor at any time.

The Contractor must indemnify and keep indemnified the Principal against all liabilities which may be imposed under or which may arise out of enforcement of any provision of the WHS Act or any associated regulation.

If a work caused illness, work injury, serious bodily injury or dangerous event occurs of or incidental to the execution or completion of the Work, the Contractor must promptly give written notice of the occurrence of the event to the Principal.

If the Site is a workplace and more than one contractor is appointed by the Principal to undertake work at the Site at the same time, Clauses 19.2 to 19.4 inclusive apply.

Procurement Policy 2018/19

To ensure compliance with

- *Work Health and Safety Act 2011,*
- *Work Health and Safety Regulation 2011*
- AS/NZS ISO 31000:2018 Risk Management - Principles and Guidelines,

Council employees involved in purchasing are to abide by Council's Workplace Health and Safety Procurement procedures (Guideline – WP3.6.1 Purchasing and Supplier Control).

4. SCOPE

4.1 PURCHASES UNDER \$15,000 (EXCLUSIVE OF GST)

All purchases must be duly authorised by an officer with a financial delegation up to their authorised limit. Purchase requisitions and orders must be raised in Council's electronic purchase order system. In cases where an identified need exists for purchases to be made outside of normal working hours or in cases of emergency, a Manual Purchase Order ("Field Order") may be used. Please note that all purchases made as an emergency must be retrospectively reported to Council.

Employees must comply with *Section 104 – Sound Contracting Principles* under the Act, irrespective of the size of the procurement. Requisition and order splitting to reduce the value of one larger procurement transaction into a number of small transactions, is strictly prohibited by this policy.

Employees shall aggregate procurement of like materials and services to the extent possible in order to obtain better value for money from suppliers. Procurement of items and services on a piecemeal basis is generally not accepted.

4.2 MINOR AND PETTY CASH PURCHASES UP TO \$100 (EXCLUSIVE OF GST)

Purchases of minor amounts of goods and services to the value of \$40 may be made from petty cash as an expense reimbursement. However, expense reimbursements of up to \$100 may be made by petty cash where an emergency or immediate payment is required.

Petty cash reimbursements are to be made only when a petty cash voucher has been completed and duly supported by relevant documentation and approved by an authorised person other than the person making the claim.

Normal expenditure such as telephone/mobile phone reimbursement is to be made through an expense reimbursement claim to accounts payable and duly supported by relevant documentation. These types of transactions shall not be paid through Petty Cash.

Please refer to the Petty Cash Procedures for further information.

4.3 PURCHASES UP TO \$2,000 (EXCLUSIVE OF GST)

Purchases of goods and services to the value of \$2,000 must be raised in Council's electronic purchase order system. There is no requirement for multiple quotes for purchases up to \$2,000.

Low value items (purchases valued at less than \$2,000) may be made by corporate credit card where purchases are irregular and where it is more cost effective to do so.

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4.4 PURCHASES BETWEEN \$2,000 AND UP TO \$15,000 (EXCLUSIVE GST)

Goods and services acquired between the values of \$2,000 and \$15,000 (Ex GST) must be made through the Council's electronic purchase order system.

Goods or services to this value require a minimum of two (2) written (or faxed/emailed) quotes except where the acquisition was an emergency purchase or acquired from a sole-supplier or under a formal preferred supplier arrangement. Details of quotes are to be input into the purchase requisition, attached to the requisition and provided to the authorising officer for evaluation either electronically or in hardcopy.

In cases of a genuine emergency or where a sole supplier exists a notation shall be included in the electronic purchase order system field.

Where a preferred supplier arrangement is being used, the contract number of the preferred supplier arrangement shall be placed in the relevant field within Council's electronic purchase order system

4.5 MEDIUM SIZED CONTRACTS - PURCHASES BETWEEN \$15,000 AND \$50,000 (EXCLUSIVE OF GST)

Section 225 of the Regulation states that a local government cannot enter into a medium-sized contract unless it first invites written quotes for the arrangement, and requires that:

- (i) The invitation must be given to at least 3 persons/entities who the local government considers can meet the requirements, at competitive prices, and
- (ii) The local government may decide not to accept any of the quotes received.
- (iii) If the local government does decide to accept a quote, it must accept the quote most advantageous to the organisation, having regard to the sound contracting principles in section 104.
- (iv) Certain exceptions to the above requirements exist. See section 4.14 of this policy for further details.

Records of offers received must be kept on file along with decisions made regarding sound contracting principles, input into the purchase requisition and provided to the authorising officer for evaluation.

In relation to the purchase of fleet and plant, a minimum of three (3) sealed quotations must be sourced for each and every asset under \$200,000, no matter its purpose. Where a supplier is invited to quote and the same manufacturer has an alternate representative within Mareeba Shire Council, they must also be invited to quote. When inviting suppliers to quote, the originator must ensure that all suppliers for that particular asset are invited to quote. Specifications must not be developed as to advantage or disadvantage a supplier therefore creating anti-competitive behaviour. Where purchases of fleet and plant are \$200,000 or above, they are to be treated as Large Sized Contracts.

4.6 MEDIUM SIZED CONTRACTS - PURCHASES BETWEEN \$50,000 AND \$200,000 (EXCLUSIVE OF GST)

Section 225 of the Regulation states that a local government cannot enter into a medium-sized contract unless it first invites written quotes for the arrangement, and requires that:

- (i) The invitation must be given to at least 3 persons/entities who the local government considers can meet the requirements, at competitive prices, and these quotes must be sealed and be delivered via the Tender Box or Electronic Tender Box.
- (ii) Suppliers are to be given a minimum of seven (7) days to provide their quotation.
- (iii) The local government may decide not to accept any of the quotes received.

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- (iv) If the local government does decide to accept a quote, it must accept the quote most advantageous to the organisation, having regard to the sound contracting principles in section 4.
- (v) Certain exceptions to the above requirements exist. See Section 4.14 of this Policy document for further details.

Please refer to the Guideline for Calling Tenders and Administering Contracts for further information.

Records of offers received must be kept on file along with decisions made regarding sound contracting principles, input into the purchase requisition and provided to the authorising officer for evaluation.

4.7 LARGE SIZED CONTRACTS - PURCHASES ABOVE \$200,000 (EXCLUSIVE OF GST)

Section 226 of the Regulation states that a local government cannot enter into a large-sized contract unless it first invites written tenders in accordance with section 228.

Section 228(2) requires that Council invite written tenders under section 228(4) or invite expressions of interest under section 228(5) before considering whether to invite written tenders.

Please refer to the Guideline for Calling Tenders and Administering Contracts.

4.8 LARGE SIZED CONTRACTS - INVITATIONS TO TENDER

Section 228(4) of the Regulation specifies the invitation must be advertised in a newspaper circulating generally in Council's local government area and allow at least 21 days after the day of the advertisement for the submission of tenders.

If Council changes its tender specifications, and the original Invitation to Tender documentation allows Council to later invite all tenderers to change their tenders to take into account changes in tender specifications, Council may invite all tenderers to change their submissions before a decision is made.

Tenders are to be submitted to the Electronic Tender Box.

Records of tenders received must be kept on file, entered into Council's electronic purchase requisition and provided to the authorising officer(s) for evaluation.

Council may decide not to accept any tenders it receives, however, if it does decide to accept a tender, it must be the most advantageous to Council having regard to the Sound Contracting Principles in Section 3 of this Policy document.

4.9 LARGE SIZED CONTRACTS - EXPRESSIONS OF INTEREST INVITATIONS

Section 228(3)(a) & (b) of the regulation, requires that where Council believes that it would be in the public interest to invite expressions of interest before seeking written tenders, this decision must be formally resolved and recorded in minutes.

The Expression of Interest invitation must be advertised in a newspaper circulating generally in Council's local government area and allow at least 21 days after the day of the advertisement for the submission of tenders.

Under section 228(6), if Council invites Expressions of Interest, the local government may prepare a shortlist and invite written tenders from shortlisted parties.

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4.10 LARGE SIZED CONTRACTS - VARIATIONS TO TENDER OR CONTRACT

Variation Procedures are as follows:

- (i) Each variation can only be approved by the relevant officer up to their authorised financial delegation then by a Manager or Director with the appropriate financial delegation.
- (ii) A signed variation authorisation form is to be attached to the requisition
- (iii) Each variation requires an additional requisition to the original project purchase order stating the original purchase order number in the comments.
- (iv) A separate invoice is to be receipted.

4.11 LARGE SIZED CONTRACTS - APPROVED VARIATIONS

- (i) The paragraph below details Council's policy for a post acceptance variation, that is, a variation of a contract after acceptance (by Council or its delegate) of a relevant tender or quotation as distinct from a variation of Council specification (which forms part of an invitation to tender or quote) prior to acceptance.
- (ii) When considering any variation, the question is one of whether or not the variation, in substance, alters the nature of the contract (already entered into by Council) such that further or more favourable tenders or quotations (depending on whether the cost is more or less than \$200,000) may have been received if the changed specification had been:
 - a. Advertised - in the case of a tender; or
 - b. Distributed - in the case of a quotation.
- (iii) This question applies regardless of whether Council has made a contract for the carrying out of work, or the supply of goods or services, involving a cost of more or less than \$200,000. In other words, the question applies regardless of whether Council entered into the contract after a tender or quotation process.
- (iv) Subject to the constraints identified in paragraph (ii) and (iii), so long as the cost of the variation to the original purchase order or contract amount is within budget and the financial delegation of the officer responsible for the approval of the variation, the officer is authorised to approve the variation subject to the following:
 - a. for an original purchase order involving cost between \$50,000 and \$200,000, if the cumulative value of the variations exceeds 20% of the value of the original purchase order or \$20,000 whichever is the lesser, that variation and all further variations must be authorised by a Manager or Director.
 - b. for an original purchase order involving a cost of more than \$200,000, if the cumulative value of variations exceeds 10% of the value of the original purchase order or \$220,000, whichever is the lesser, that variation and all further variations must be authorised by a Manager or Director.

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4.12 SUMMARY OF PROCUREMENT THRESHOLDS

Purchase of Goods and Services		
Exclusive of GST	Inclusive of GST	Documentation required
Less than \$2,000	Less than \$2,200	One (1) Verbal Quote
\$2,000 to \$15,000	\$2,200 to \$16,500	Two (2) Written Quotes
\$15,000 to \$50,000	\$16,500 to \$55,000	Three (3) Written Quotes
\$50,000 to \$200,000	\$55,000 to \$220,000	Three (3) Written Sealed Quotes
Greater than \$200,000	Greater than \$220,000	Sealed Tenders

4.13 ASSESSING PROCUREMENT VALUE

For procurement arrangements likely to exceed \$150,000, employees shall perform a risk assessment to ascertain whether the entire contract value could exceed the minimum large-sized contracting threshold of \$200,000 (Exclusive of GST), before inviting written quotations.

Where it is *possible* that the value of the contractual arrangement *could* exceed \$200,000, employees shall invite tenders or expressions of interest. Invitations to tender or submit expressions of interest shall be used for all Schedule of Rates/Bill of Quantities arrangements *likely* to exceed \$200,000.

The **entire contract value** includes contracted sum, possible variations, possible project overruns, project contingencies, retainers and retentions.

Where, after written quotations have been received, it is clear that the arrangement value will exceed \$200,000 (Ex GST), employees shall return to the market inviting formal tenders or expressions of interest. In this instance please refer to the Guidelines for Calling Tenders and Administering Contracts.

4.14 EXCEPTIONS TO REQUIREMENTS TO INVITE WRITTEN QUOTATIONS AND TENDERS

The following exceptions apply to medium-sized contracts (value between \$15,000 - \$200,000) and large-sized contracts (value over \$200,000).

4.15 REGISTER OF PRE-QUALIFIED SUPPLIERS - SECTION 232, REGULATION

The organisation may enter into an arrangement without first inviting tenders or quotations if it is entered with a supplier from a register of pre-qualified suppliers only where a register of pre-qualified suppliers has been determined by Council resolution.

A register of pre-qualified suppliers of particular goods or services may be established only if:

- (i) the preparation and evaluation of invitations each time the goods or services are needed would be costly; or
- (ii) the capability or financial capacity of the supplier of the goods or services is critical; or
- (iii) (the supply of the goods or services involves significant security considerations; or
- (iv) a precondition of an offer to contract for the goods or services is in compliance with particular standards or conditions decided by Council; or
- (v) the ability of local business to supply the goods or services needs to be identified or developed.

A **Pre-Qualified** supplier is a supplier who has been assessed by the local government as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.

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4.16 PREFERRED SUPPLIER ARRANGEMENTS – SECTION 233, REGULATION

The organisation may enter into an arrangement without first inviting tenders or quotations only where a preferred supplier arrangement has been determined by Council resolution, where Council:

- (i) Needs goods or services in large volumes on a frequent basis; and
- (ii) Is able to obtain better value for money by accumulating the demand for goods and services; and
- (iii) Is able to describe the goods and services in terms that are well understood in the relevant industry; and
- (iv) Tenders are invited for the preferred supplier arrangement describing the terms of the preferred supplier arrangement and are in accordance with section 4.8 or 4.9 above; and
- (v) Applies the sound contracting principles in section 3 above; and
- (vi) Includes terms that allow the contract to be terminated for poor performance; and
- (vii) Is entered into for a term for more than 2 years only if the Council is satisfied that the organisation will achieve better value by doing so.
- (viii) Other Exceptions – Section 235, Regulation

Section 235 of the Regulation specifies that Council can only enter a medium or large sized contract without first inviting quotes or tenders if:

- (i) Council resolves that it is satisfied that there is only one supplier reasonably available to it; or
- (ii) Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or
- (iii) a genuine emergency exists; or
- (iv) the contract to purchase goods is made at an auction; or
- (v) the contract is for the purchase of second-hand goods; or
- (vi) the contract is made with, or under an arrangement with a government body.

Sole Supplier is defined as a supplier of goods or services that no other suppliers can provide or with the constraints of distance it not being viable for other suppliers to compete for the supply of goods or services. Employees are to comment on how they achieved the knowledge that a supplier is a sole supplier with references to communication and description why.

Emergent works considered as late notice of requirements to purchase but still require the full provisions of the purchasing policy. Emergent works that are urgent due to emergency events such as a disaster require an event to be declared by the state or federal governing bodies, otherwise a Director can declare the transactions as emergency and only for a short period after the event.

4.17 EXCEPTION FOR LGA ARRANGEMENT – SECTION 234, REGULATION

Under this provision, the organisation may enter into an arrangement without first inviting written quotes or tenders if the contract is an LGA arrangement.

An **LGA arrangement** is one that has been entered into by LGAQ Ltd or an associate entity which LGAQ Ltd is the only shareholder, such as *Local Buy* which is the Local Government Association of Queensland's procurement services company.

The term *Local Buy* does not mean Council's local business preference described in section 4.4 of this policy.

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4.18 EXCEPTION FOR TENDER CONSIDERATION PLAN – SECTION 230, REGULATION

The Council may enter into a contract without first inviting written quotes or tenders if Council decides, by resolution, to prepare a quote or tender consideration plan and formally prepares and adopts the plan.

A *quote or tender consideration plan* is a document stating:

- (i) the objectives of the plan; and
- (ii) how the objectives are to be achieved; and
- (iii) how the achievement of the objectives will be measured; and
- (iv) any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and
- (v) the proposed terms of the contract for the goods or services; and
- (vi) a risk analysis of the market from which the goods or services are to be obtained.

4.19 EXCEPTION FOR CONTRACTOR ON AN APPROVED CONTRACTOR LIST – SECTION 231, REGULATION

The exception to seek written quotations and tenders from Contractors is available if Council has an Approved Contractor list and adheres to the following requirements when making the Contractor list:

- (i) inviting expressions of interest from suitably qualified persons, by an advertisement in a newspaper that circulates generally in the local government area; and
- (ii) allowing expressions of interest to be given to the local government for at least 21 days after the invitation is advertised; and
- (iii) choosing persons for the approved contractor list on the basis of the sound contracting principles.

4.20 ELECTRONIC TENDERING

Tender submissions are to be made electronically via the Electronic Tender Box.

4.21 AUSTRALIAN BUSINESS REGISTRATION NUMBER (ABN)

Council will only procure from suppliers who can provide an ABN. The only exception to this will be where a supplier is eligible to complete the Australian Taxation Office Statement by a Supplier form and provides the completed form to Council prior to making the supply or providing the service to Council.

This exemption may apply in the following circumstances:

- (i) A supplier under 18 years of age and the payment does not exceed \$120 a week
- (ii) A payment of less than \$75 (excluding GST)
- (iii) A supply that is wholly input taxed
- (iv) A supplier who has provided a statement that the supply is done as a hobby of a domestic or private nature.
- (v) A supplier who does not expect to make a profit or gain
- (vi) A supplier who is not entitled to an ABN as they are not carrying on an enterprise in Australia
- (vii) A payment that is exempt income for the supplier.

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4.22 PUBLISH DETAILS OF CONTRACTS WORTH \$200,000 (EXCLUSIVE OF GST) OR MORE

Section 237 of the Regulation requires that as soon as practicable after entering the contract, a local government must publish relevant details on the Council's website and display relevant details conspicuously in the Council's public office.

The relevant details required to be published are:

- (i) the person or entity with whom Council contracted; and
- (ii) the value of the contract; and
- (iii) the purpose of the contract

4.23 DISPOSAL OF LAND AND NON-CURRENT ASSETS

As per Section 227 of the Regulation, Council must not enter into a valuable non-current asset contract (disposal of a valuable non-current asset) unless it first invites written tenders for the contract under Section 228 or offers the non-current asset for sale by auction.

4.24 DELEGATIONS

The Chief Executive Officer has the delegated authority to expend funds as provided for in the budget, taking into account all other limitations as set out in this policy. The Chief Executive Officer will establish the positions and authorised financial delegation limits assigned to each department. The positions so listed are authorised to contract on behalf of Council or sign requisitions, for expenditure up to their financial delegation limits. By signing a requisition/purchase order, all employees are confirming that they have taken full notice of this policy and will comply with all of the requirements of this policy.

A good internal control system in the procurement process requires a separation of duties such that the whole process from requisitions to payments cannot be completed by one person.

To enforce internal control, a small number of employees will be provided with the delegation to release a purchase order. The main function of this delegation is to check and ensure that Council's procurement policies listed above have been adhered to before releasing the purchase order. These employees will not be able to raise a purchase requisition themselves but may have a financial delegation to authorise purchases up to the limit. Similarly, specific functions enforced by Council's corporate purchasing system require delegated authority to perform these functions, for example: ability to authorise the posting of large batches and journals and invoice matching.

4.25 CORPORATE CREDIT CARDS

Please refer to Council's current Corporate Credit Card Policy.

4.26 SCHEDULE 1 – EXAMPLES OF POLICY BREACHES

The following list represents examples of common procurement practices that constitute a breach of this policy. This list is not intended to be exhaustive and provides guidance only.

- **Inappropriate use of field orders** – When employees have access to computers but do not prepare requisitions on the system or choose to use field orders for convenience or need to use field orders due to poor planning on projects.

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- **Requisition/Order splitting** – Where the total value of a procurement transaction is broken into smaller pieces (“split”) to bring the value under a certain level to remain within an officer’s delegation limit or fall into a less onerous procurement category.
- **Failure to utilise stock, consumables and standardised equipment acquired by Council** – In an attempt to achieve value for money and standardise equipment, Council aggregates common use items to the extent possible. Common use items may be acquired in bulk, such as stationery, for all employees to utilise on an as needed basis. Failure to use the items already procured by Council and acquiring similar items to suit individual preferences represents unnecessary, inappropriate expenditure (irrespective of whether a budget exists for such items) and does not represent a legitimate business need.
- **Inaccurate/inappropriate use of sole supplier provision** – The use of the term “sole supplier” to justify procurement where an officer feels that there is only one qualified supplier in the market is inaccurate and inappropriate and fails to abide by the sound contracting principles within this policy. Sole supplier status can usually only be demonstrated by testing the market through request for quotations or tenders from various parties.
- **Inaccurate/inappropriate use of “local buy” arrangements** – Attributing the status of “local buy” to Council’s local business preference and failing to obtain quotations or tenders on the basis that Council is required to spread its procurement amongst the suppliers within the MSC district. Failure to obtain the relevant numbers of quotes or seek tenders is in direct contravention of the Regulation and Council’s policy. The only legitimate mechanism Council has to obtain services in a Local Buy arrangement is from the LGAQ Local Buy service.
- **Inappropriate use of “emergency” procurement provisions** – Failure to adequately plan or schedule projects and procurement needs resulting in the inability to undertake formal tendering and quotations due to time pressure does not constitute “emergency” procurement. All emergency procurement must be retrospectively approved by Council irrespective of the reason it was required.
- **Historical or informal contracting arrangements** – Ad hoc, informal or historical supplier arrangements that have developed over many years are a breach of this policy. All arrangements with suppliers must be contracted either through quotation or tender or satisfy the tests for exceptions detailed in the policy.
- **Unauthorised or implicit contract extensions** – Failure to track and renew contracts that have expired, whilst continuing to utilise the supplier’s services. All contracting arrangements entered into by Council have expiry dates including preferred supplier and pre-qualified supplier arrangements. The expiry dates may be detailed within the contract or cease when a specific procurement activity or project is fulfilled.
- **Knowingly creating inaccurate purchase orders** – To generate a purchase order number simply to provide to a supplier and then amending/varying the purchase order at a later time to reflect the actual price on the invoice.
- **Procuring items without a purchase order** – Subsequently creating or directing the creation of a purchase order after the invoice has been received. This example does not apply to utilities invoices, bank charges, loan payments, employee expense claims, which are legitimately processed without purchase orders.
- **Acceptance of low value gifts, promotional material, items of interest, giveaways, hospitality, loyalty bonuses, prizes, supplier events, free or discounted tickets etc** – Which could be perceived to engender favour or promote bias when inviting quotations or awarding contracts, irrespective of value, *or* when aggregated these items exceed the dollar thresholds for declaration in Council’s Gifts and Benefits register.

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5. DEFINITIONS

Sound Contracting Principles (SCP) are:

1. Value for Money; and
2. Open and Effective Competition; and
3. The Development of Competitive Local Business and Industry; and
4. Environmental Protection; and
5. Ethical Behaviour and Fair Dealing

Medium sized contracts - contracts of value between \$15,000 to \$200,000 exclusive of GST.

Large sized contracts - contracts of value above \$200,000 exclusive of GST.

Local Supplier is a supplier that:

- a) is beneficially owned by persons who are residents or ratepayers in the Mareeba Shire Council; or
- b) has its principal place of business/registered office within the Mareeba Shire Council; or
- c) otherwise has a place of business within the Mareeba Shire Council which solely or primarily employs persons who are residents or ratepayers of the Shire.

Non-Local Supplier is a supplier that does not fit the definition of local supplier.

Electronic Tender Box - Council's chosen online portal for receiving quotes and tender submission.

6. RESPONSIBILITIES

6.1 EMPLOYEES

All Council employees responsible for purchasing goods and services of any kind must comply with this policy. It is the responsibility of Council employees involved in the procurement process to understand the meaning and intent of this policy.

Council employees must undertake procurement activities in accordance with their delegation of authority. Failure to comply with the substance and intention of the Act or Regulation may constitute a significant breach of Council's Code of Conduct and could carry significant consequences.

Employees are responsible for familiarising themselves with Council's policies, guidelines and procedures, as a failure to do so may be accepted as grounds for a breach. Some of these are included in Section 7 Related Documents.

A number of examples of procurement practices which Council deems to be breaches of this policy are included at Schedule 1.

6.2 PROCUREMENT TEAM

The Procurement Team has been established to contribute a monitoring and oversight role to the procurement activity. The responsibilities of this team include but are not limited to - training employees in the use of Council's electronic purchasing order system and relevant policies and procedures; reviewing purchase requisitions for compliance with the Procurement Policy (and other relevant policies and guidelines) prior to releasing them; undertaking compliance checks and reporting findings to management.

Procurement Policy 2018/19

Council has introduced a number of measures to monitor compliance with this policy and its associated guidelines. Monitoring will occur on an ongoing basis at an officer and department level to identify and track instances, patterns and recurrence of breaches, for training purposes and, where repeated, formal performance management. This responsibility will be assumed by the Procurement Team.

6.3 MANAGEMENT/SUPERVISORS

Instances of breaches identified by the Procurement Team are to be reported to the employees' manager/supervisor as soon as is practicable. The manager/supervisor will negotiate a preferred method of handling the situation with the Procurement representative, which may initially involve further training to be carried out by the Procurement Team, however, repeated instances may lead to disciplinary action.

7. RELATED DOCUMENTS AND REFERENCES

- Advertising Spending Policy
- AS/NZS ISO 31000:2018 Risk Management - Principles and Guidelines
- Code of Conduct
- Corporate Credit Card Policy
- Entertainment and Hospitality Policy
- Gift and Interests Register
- Guidelines for Calling Tenders and Administering Contracts
- Guidelines for Engagement and Management of Consultants
- Local Government Act 2009
- Local Government Regulation 2012
 - Chapter 5, Part 6 - Spending
 - Chapter 6, Part 3 – Default contracting procedures
- Non-Current Asset Policy
- Petty Cash procedures
- Work Health and Safety procedure: WP3.6.1 Purchasing and Supplier Control)

8. REVIEW

It is the responsibility of the Director Corporate and Community Services to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed every three years or as required by Council.

FORM A

APPLICATION FOR ADJUSTMENT OF WATER CONSUMPTION



65 Rankin Street
PO Box 154 MAREEBA QLD 4880

P: 1300 308 461
F: 07 4092 3323

W: www.msc.qld.gov.au
E: info@msc.qld.gov.au

APPLICATION FOR ADJUSTMENT OF WATER CONSUMPTION

This form is for financial year 1 July 2018 to 30 June 2019

Privacy Notice: Mareeba Shire Council is collecting your personal information in accordance with the Local Government Act 2009 in order to process your application. The information will be only accessed by authorised Council employees. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

APPLICANT DETAILS

Owner Name/s		Home Phone	
		Mobile Phone	
Postal Address			
Email Address			
Property Address		Property No.	

CONSUMPTION DETAILS

REASON FOR ADJUSTMENT OF WATER CONSUMPTION

☐ Undetected Water Leak

Has the leak been fixed by a licenced plumber?	<input type="checkbox"/> Yes (Attach copy of plumber's invoice to this form)
	<input type="checkbox"/> No (Leak MUST be fixed by a licenced plumber)

☐ Incorrect Meter Reading

Reading on Rates Notice		Reading on Water Meter	
-------------------------	--	------------------------	--

☐ Defective / Faulty Meter☐ Application Fee PAID (\$330.00)

Rec #

If a property owner is sure there are no internal leaks and believes the water meter is faulty, they can ask for the water meter to be tested. An application fee of \$330.00 (FY 2018/2019) must be paid by the property owner upon application prior to Council carrying out the testing. If the water meter test confirms the meter is faulty / defective, the application fee will be refunded and the water usage reviewed. The property owner will be advised in writing of the outcome.

Further information:

☐ Other Reason

Further information:

APPLICANT DECLARATION

I understand that by completing and signing this application, the Water Consumption will be adjusted as per the above advice, which could result in an amount to be credited or debited against the above property. I declare that the above details I have provided are true and correct. Mareeba Shire Council does not take responsibility for the supply of incorrect information. For more information, refer to the Water Leak Management Policy in the 2018/19 budget documentation.

Owner Name:			
Signature:		Date:	

Rev 05/2018

FORM B

APPLICATION FOR PENSIONER RATES REMISSION



65 Rankin Street
PO Box 154 MAREEBA QLD 4880

P: 1300 308 461
F: 07 4092 3323

W: www.msc.qld.gov.au
E: info@msc.qld.gov.au

APPLICATION FOR PENSIONER RATES REMISSION

This form is for financial year 2018/2019 - 1 July 2018 to 30 June 2019

Privacy Notice: Mareeba Shire Council is collecting your personal information in accordance with the Local Government Act 2009 in order to process your application. The information will be only accessed by authorised Council employees. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

APPLICANT DETAILS

	APPLICANT 1	APPLICANT 2 (if applicable)
Given Name/s		
Surname		
Date of Birth		
Relationship to Other Applicant		
Phone No.		
Pension Card Type	<input type="checkbox"/> Centrelink <input type="checkbox"/> Dept of Veteran's Affairs	<input type="checkbox"/> Centrelink <input type="checkbox"/> Dept of Veteran's Affairs
Pension Card No.		
Card Start Date		
Card Expiry Date		

PROPERTY DETAILS

Property Address	
Postal Address (if different from above)	

QUESTIONS REGARDING RESIDENCY

Do you reside at the above mentioned property?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO, please give further details. i.e. living in a nursing home, currently in hospital, living with family		
Is the above mentioned property rented out?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

For any further information in relation to this application, complete "Further Information" section over page.

FURTHER INFORMATION

APPLICANT CONSENT DECLARATION

This consent will be used for the sole purpose of authorising Centrelink to provide information to Mareeba Shire Council to assess your eligibility in relation to concessions or services provided by Mareeba Shire Council.

Applicant 1 (Write FULL name)	
Applicant 2 (Write FULL name)	

I, the applicant/s as noted above, authorise:

- the Mareeba Shire Council to use Centrelink Confirmation eServices to perform a Centrelink/DVA enquiry of my Centrelink or Department of Veterans' Affairs Customer details and concession card status in order to enable the business to determine if I qualify for a concession, rebate or service.
- the Australian Government Department of Human Services (the department) to provide the results of that enquiry to Mareeba Shire Council.

I understand that:

- the department will use information I have provided to the Mareeba Shire Council to confirm my eligibility for pensioner rates remission and will disclose to the Mareeba Shire Council personal information including my name, address, payment and concession card type and status.
- this consent, once signed, remains valid while I am a customer of Mareeba Shire Council unless I withdraw it by contacting the Mareeba Shire Council or the department.
- I can obtain proof of my circumstances/details from the department and provide it to Mareeba Shire Council so that my eligibility for pensioner rates remission can be determined.
- if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the concession provided by Mareeba Shire Council.

A brochure is available from Centrelink that provides more details about the Centrelink Confirmation eServices or on Centrelink's website at www.humanservices.gov.au.

Applicant 1 Signature		Date	
Applicant 2 Signature		Date	

COUNCIL CERTIFICATION

I hereby certify that I have sighted the Applicant/s Pensioner Concession Card, issued by either Centrelink or the Department of Veteran's Affairs.

Full Name			
Signature		Date	
Position	<input type="checkbox"/> Council Officer	<input type="checkbox"/> Justice of the Peace	<input type="checkbox"/> Commissioner for Declarations

OFFICE USE ONLY

Property No.	Applicant 1	Name ID.	Applicant 2	Name ID.	Effective Date
State Eligibility	%		%		
State Responsibility	%		%		N/A
Council Eligibility	%		%		
Council Responsibility	%		%		N/A

CUSTOMER COPY

Conditions Relating To Council and State Government Pensioner Rates Remissions

Maximum Council Remission - \$240.00 per year
Maximum State Government Remission - \$200.00 per year

For applicants to be eligible to receive the Rates Remission from the Mareeba Shire Council and the Queensland State Government, they must satisfy the following conditions:

GENERAL CONDITIONS

1. The applicant/s must own and reside on the property for which the Rates Remissions are claimed. The applicant/s must reside on this property for the majority of the year. The applicant/s must be legally responsible for the payment of Rates and Charges levied on this property.
2. The applicant/s must be in receipt of a valid pension, with at least one owner being the holder of a current Pensioner Concession Card or a Department of Veteran's Affairs Gold Card (for all conditions).
3. The applicant/s must truthfully and correctly supply all requested information.

OWNERSHIP CONDITIONS

1. An applicant will be granted partial Rates Remissions if they are a co-owner of the property, with the amount of these Remissions to be determined by their proportionate share of the ownership of property.
2. If a co-owner is in a spousal or recognised de-facto relationship with another co-owner of the property, is an approved pensioner and is wholly responsible for payment of all Rates and Charges, the Rates Remissions will be granted in full.
3. An applicant who is a life tenant of the property can receive Rates Remissions. A life tenancy can be created only by a valid Will and is effective only after the death of the property owner, or by a Supreme or Family Court Order. Written proof of life tenancy will be required.

LODGEMENT OF APPLICATION

- When submitting the application, the applicant/s must present their:
 - Pensioner Concession Card (PCC) issued by Centrelink, or
 - Veteran's Affairs Gold Card (for all conditions) issued by the Department of Veteran's Affairs.
- If an application is posted to Council, it must be completed in full and have the signature of the applicant/s witnessed by a Justice of the Peace or a Commissioner for Declarations. The application must also include a certified photocopy of the front and back of the applicant/s current Pensioner Concession Card or the Department of Veteran's Affairs Gold Card (for all conditions).
- The applicable Rates Remissions can only be granted within the financial year in which the application is lodged. The applicable Rates Remissions can only be granted from the start date on the pension card or the start of this current financial year, whichever is the latter. If Rates have been paid in full, the Rates Remissions will be applied as a credit to the property.
- Rates Remissions are only allowable on **one** property at any given time. A new application must be lodged by the applicant/s if a transfer of ownership to a new property occurs.

TYPES OF REMISSIONS GRANTED

• Council Pensioner Remission

Council grants a Remission of thirty percent (30%) of the General Rates, up to a maximum of \$240.00 per year.

• State Government Pensioner Remission

The State Government grants a Remission of twenty percent (20%) of the General Rates and Utility Charges (being Sewerage, Water Access, Waste Collection, Urban and Rural Fire Levies, *excluding* any Special Utility Charges), up to a maximum of \$200.00 per year.

Please note: This is only an excerpt of Council's Rates Rebates and Remissions Policy. To view the policy in its entirety, refer to the latest Budget documentation.

FORM C

APPLICATION FOR RATES REMISSIONS FOR NOT-FOR-PROFIT ORGANISATIONS



65 Rankin Street
PO Box 154 MAREEBA QLD 4880
P: 1300 308 461
F: 07 4092 3323
W: www.msc.qld.gov.au
E: info@msc.qld.gov.au

APPLICATION FOR RATES REMISSIONS FOR NOT-FOR-PROFIT ORGANISATIONS

This form is for financial year 2018/2019 - 1 July 2018 to 30 June 2019

Privacy Notice: Mareeba Shire Council is collecting your personal information in accordance with the Local Government Act 2009 in order to process your application. The information will be only accessed by authorised Council employees. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

APPLICANT DETAILS

Organisation			
Contact Person		Home Phone	
Postal Address		Mobile	
Email			
Property Address		Property No.	

ELIGIBILITY CONFIRMATION

Does/Is the organisation:	Yes	No
Operate within the boundaries of the Mareeba Shire Council?		
Own or lease and occupy the property on which the Rates are being levied and the Rates Notice is issued in the organisation's name?		
Not using the property for residential purposes unless utilised for short-term accommodation for homeless and at risk persons or for accommodation of the aged?		
Utilise gaming machines to raise revenue?		
In its constitution 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 if the organisation was wound		
Meet the definition of a not-for-profit community, recreation and sporting organisation as defined in Council's Rates, Rebates & Remissions Policy?		
Not have outstanding rates on the property?		

Applications **must** include copies of *any two* of the following documents with this application:

- ☐ The Organisation's constitution or certificate of incorporation
- ☐ The minutes of the most recent Annual General Meeting
- ☐ The organisation's not-for-profit status from the Australian Taxation Office
- ☐ For incorporate organisations, the most recent *audited* financial statements (no greater than 12 months old)
- ☐ For unincorporated organisations, the most recent financial statements (no greater than 12 months old)

APPLICANT DECLARATION

I understand that by completing and signing this application, the information supplied will be used to evaluate the authenticity of the application to determine the organisation's eligibility to receive Rates Remission/s.

I declare that the above details I have provided are true and correct. Mareeba Shire Council does not take responsibility for the supply of incorrect information.

For more information, refer to the *Rates Rebates and Remissions Policy* in the 2018/2019 Budget documentation.

Full Name			
Signature		Date	

Rev 05/2018

FORM D

APPLICATION FOR WATER AND WASTE CONCESSIONS FOR HOME RENAL DIALYSIS



65 Rankin Street
PO Box 154 MAREEBA QLD 4880
P: 1300 308 461
F: 07 4092 3323
W: www.msc.qld.gov.au
E: info@msc.qld.gov.au

APPLICATION FOR WATER AND WASTE CONCESSIONS FOR HOME RENAL DIALYSIS

This form is for financial year 1 July 2018 to 30 June 2019

Privacy Notice: Mareeba Shire Council is collecting your personal information in accordance with the Local Government Act 2009 in order to process your application. The information will be only accessed by authorised Council employees. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

PROPERTY OWNER DETAILS

Name/s		Home Phone	
		Mobile Phone	
Postal Address			
Property Address		Property #	

PATIENT DETAILS

Name/s		Home Phone	
		Mobile Phone	
Postal Address			
Residential Address			

HOME RENAL DIALYSIS MACHINE HAS BEEN ISSUED FROM

Doctor or Hospital			
Date Machine was Received		Type of Machine	

Written confirmation from the doctor or hospital must be attached to this application. ☐

APPLICANT DECLARATION

I understand that by completing and signing this application, the Water Consumption and/or Waste Service will be granted as per the below stated policy. I declare that I have not lodged another application for this concession under another name.

I declare that the above details I have provided are true and correct. Mareeba Shire Council does not take responsibility for the supply of incorrect information.

For more information, refer to the Water Concession/Additional Waste Service for Home Renal Dialysis Policy in the 2018/19 budget documentation.

Full Name			
Signature		Date	

Rev 05/2018

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