



**AGENDA FOR ORDINARY MEETING
TO BE HELD IN CIVIC CENTRE SUPPER ROOM, BUNDABERG
ON TUESDAY 26 MAY 2020, COMMENCING AT 10.00 AM**

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T6 Sole Supplier Submission - Australia Post Agency Agreement

T7 Paradise Dam

T8 Lease 2 Maryborough Street, Bundaberg

T9 27 Theodolite Creek Drive, Woodgate (Lot 16 on RP117667)

T10 Lease of Part of 160 Hughes Road, Bargara (Lot 11 on RP7268) Bargara Administration Building

9 General Business

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**Item****26 May 2020****Item Number:**

D1

File Number:

.

Part:

EXECUTIVE SERVICES

Portfolio:

Executive Services

Subject:

Reinstatement of Regulated Parking

Report Author:

Stephen Johnston, Chief Executive Officer

Authorised by:

Stephen Johnston, Chief Executive Officer

Link to Corporate Plan:

Our Community - 1.1 Economic growth and prosperity - 1.1.1 Provide responsive, consistent and timely customer service to our residents, investors and developers.

Background:

In response to the COVID-19 pandemic, Council at its meeting of 24 March 2020 endorsed a Mayoral Minute which, along with other stimulus measures, included the suspension of parking restrictions.

This was intended to assist residents gain easy and safe access to the businesses in the CBD that were able to continue trading during restrictions imposed by the State government. However, it became apparent that some employees were in fact utilising the parking nearest their workplace, taking up parking spaces all day.

A petition was received by Council at its meeting of 29 April 2020, from CBD Business Owners expressing concern that the unrestricted parking was counterproductive to businesses and requested Council review its decision of 24 March 2020.

Associated Person/Organization:

CBD Traders

Consultation:

Councillors

Chief Legal Officer's Comments:

There appears to be no legal implications.

Policy Implications:

There appears to be no policy implications.

Financial and Resource Implications:

Council has foregone approximately \$20,000 per month in revenue since ceasing parking enforcement.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Communications Strategy:

Communications Team consulted. Communications plan required.

Yes

No

Attachments:

Nil

Recommendation:

That Council recommence enforcing Regulated Parking within the Bundaberg local government area from 1 June 2020 and that suitable advertising and promotion be carried out.

**Item****26 May 2020****Item Number:**

D2

File Number:

.

Part:

EXECUTIVE SERVICES

Portfolio:

Executive Services

Subject:

Planning Committee

Report Author:

Stephen Johnston, Chief Executive Officer

Authorised by:

Stephen Johnston, Chief Executive Officer

Link to Corporate Plan:

Our Environment - 2.1 Infrastructure that meets our current and future needs - 2.1.1 Develop, implement and administer strategies and plans underpinned by the principles of sustainable development.

Background:

At the April Council meeting when Council was discussing the allocation of Portfolios the following resolution was passed:

I give notice that at the next Ordinary meeting of Council a report be provided to outline the role of a Planning & Development Committee including the identity of three elected members of Council and that they be appointed at that meeting.

Introduction

Planning and development is one of the more complex responsibilities Councils have to exercise in Australia. In Queensland, the legislation that governs the Planning framework is the Queensland Planning Act (2016). Planning has become much more complex in the past 20 years highlighted by the fact there have been four pieces of State legislation in force during that time.

- 1990 Local Government (Planning and Environment Act)
- 1997 IPA
- 2009 SPA
- 2016 Planning Act

Background

Council changed its delegations for development approvals in January 2019 following an independent review of the Development Group. This was done to reduce red tape, speed up decision making and improve operational efficiencies. The review looked at

the adequacy of delegations and the efficiency and effectiveness of existing policy, procedures and reporting requirements in the delivery of corporate plan objectives.

It made recommendations (that were adopted) on future structure options and reporting relationships that were modelled on Queensland best practice. Each Friday, all councillors are sent a list of development applications received that week and those that were decided. The relevant divisional councillor receives a briefing on all significant applications shortly after they are lodged.

Before officers decide significant applications, the divisional councillor receives a copy of the recommendation and has an opportunity to request more information or refer the application to a Council meeting for determination. The CEO and Group Manager Development can also refer any application to a Council meeting. Normally where there are a significant number of submitters that will be our proposed course of action.

Any Councillor can ask at any time that a matter be decided by the full council. Where there is no request for this to occur, the decision is made under delegation by the CEO or his nominated delegate.

The following table is provided for comparison as to how Bundaberg Councils current assessment and decision-making framework compares with other SEQ Councils:

	Decided by delegated authority	Decided by Council
SEQ AVERAGE – Based on all 10 SEQ councils	96.56%	3.44%
SEQ (high growth) AVERAGE	99.15%	0.85%
NON-SEQ AVERAGE – Based on 11 non-SEQ Councils	89.73%	10.27%
OVERALL AVERAGE – Based on all 21 councils	92.99%	7.01%

Prior to the review the Council was deciding approximately 10% of development applications, consistent with the NON-SEQ high growth Council average. In 2019 following the changes to the delegations only one application was decided at a Council meeting, equating to 0.5% of all development applications decided in 2019. So far in 2020, only one application has been called up to Council which will be presented to the May meeting.

Councillors are provided with regular information on Council's Planning matters. This information includes:

- Weekly report on planning applications lodged and determined, which includes hyperlinks to the applications on PD Online.
- Weekly report on concurrence referrals lodged and determined.
- Weekly report on compliance matters lodged and finalised.
- Briefing note to the Divisional Councillor for a new C2/C3 application.

- Email to Divisional Councillor providing copy of delegated report and giving opportunity to call application up to Council.
- The Quarterly operational plan report showing Development Group KPI outcomes.

In addition to the above information, PD Online provides a 24/7 portal to find information on all current and past (to 2008) applications. PD Online now includes new functionality including a map showing the location of all applications lodged within the previous week and a search function for all applications currently on public notification. All the functionality for PD online can be accessed at: <https://da.bundaberg.qld.gov.au/Home/Index>

Planning Committees

Bundaberg Regional Council last had a planning committee in 2016. Council staff have investigated the high growth and South East Qld Council's to ascertain whether they currently have a Planning and Development (or similar) standing committee.

In summary those findings were:

No committee – Gympie, Fraser Coast, Gladstone, Mackay, Cairns, Southern Downs, Sunshine Coast, Noosa, Ipswich, Redland City, Moreton Bay, Somerset, Scenic Rim

Standing committee – Brisbane, Gold Coast, Logan, Toowoomba, Townsville and Rockhampton.

The terms of reference for the Toowoomba regional council planning committee are attached for information.

There are several ways in which Planning Committees can operate depending on the level of delegation Council gives the committee and what types of applications the Committee wishes to assess. The committee can have delegation to determine applications unless a Councillor calls an application to Council. Whilst recognising that the Notice of Motion mentions a three Councillor committee, the make-up of the committee in terms of how many Councillors sit on the committee can be variable. The Mayor by virtue of his role (section 12(4)(f) LGA) is a member of each Standing Committee and any Councillor can attend committee meetings as an observer.

A Planning Committee operates in the same manner as a Council meeting in that they are open to the public unless there is a matter requiring confidentiality under section 275 of the *Local Government Regulation 2012* that enables the Committee to close the meeting to the public.

Council should also consider whether they would have a briefing section prior to the Planning Committee meeting in a similar way to which Council agendas are considered.

Section 63(4) of the Planning Act requires that a notice about each decision on MCU and Reconfiguration applications be published including reasons for the decision regardless of how the decision is made.

Associated Person/Organization:

N/A

Consultation:

Councillors

Chief Legal Officer's Comments:

There appears to be no legal implications.

Policy Implications:

A draft Planning Protocols Policy is included in a separate report on today's agenda. Should Council resolve to have a Planning Committee, the document can be amended to reflect that change.

Financial and Resource Implications:

There appears to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Communications Strategy:

Communications Team consulted.

Yes

No

Attachments:

[↓1](#) Toowoomba Regional Council - Planning & Development Committee ToR

Recommendation:

That Council determine if it wishes to form a Planning Committee.

Meeting structure

Councillor C.R. Tait (Chair)
Councillor A.C. Glasheen (Portfolio Leader)
His Worship the Mayor, Councillor R.P. Antonio
Councillor W.W. Cahill
Councillor M. O'Hara Sullivan
Councillor J.J. O'Shea
Councillor J. Ramia
Councillor G.C. McDonald
Councillor N.M. Sommerfield
Councillor C.E. Taylor
Councillor M.A. Williams

Terms of reference

Scope

The Planning and Development Committee will be a standing committee of Council and these Terms of Reference will provide guidance for the matters that are to be referred to and considered by the Committee.

Aim

To consider matters relating to the Planning and Development operations of Council and make recommendations to Council on an ongoing basis.

Role

The Committee's role is to provide ongoing leadership and deal with particular aspects of the Council's Planning and Development business, giving detailed deliberation to these matters, before making recommendations to Council.

Responsibilities

The Committee's responsibilities include:

Directorate

- Infrastructure planning

Strategic Land Use Planning

- Built environment
- Community (social and culture) planning
- Heritage advice
- Infrastructure planning
- Major development facilitation
- Natural environment planning
- Statutory planning

Building Compliance

- Building certification
- Development regulation and compliance
- Plumbing and drainage

Development Assessment

- Development assessment referred from the Development Assessment Panel.

Notwithstanding the Committee responsibility for the above matters, issues related to these responsibilities may be reported directly to the Ordinary Meeting of Council where it is prudent to do so.

Membership

Membership of the Committee is to include all Councillors.

Quorum

11/05/2020

Planning and Development Committee

A quorum of the Committee is a majority of its members (i.e. 6).

Meeting frequency

Unless otherwise determined, the Committee will meet on the second Tuesday of each month commencing at 9.00 a.m. in the Council Chambers, City Hall, 541 Ruthven Street, Toowoomba.

Reporting requirements

The Committee is exempt from keeping minutes of its meetings, pursuant to section 272(6) of *Local Government Regulation 2012*. Rather, a report including recommendations from the Committee will be presented to the next ordinary meeting of Council for consideration and deliberation.

Review of terms of reference

These terms of reference are to be reviewed from time to time, as necessary.

**Item****26 May 2020****Item Number:**

D3

File Number:**Part:**

EXECUTIVE SERVICES

Portfolio:

Executive Services

Subject:

Appointment to Committees and other bodies

Report Author:

Stephen Johnston, Chief Executive Officer

Authorised by:

Stephen Johnston, Chief Executive Officer

Link to Corporate Plan:

Our Community - 1.2 Safe, active, vibrant and inclusive community - 1.2.3 Support and facilitate community programs, networks, projects and events that promote social connectedness; and active and healthy community life.

Background:

Councillors represent Council on both Council and many Community Committees/Organisations. This provides Council with opportunities to be kept up to date with the issues faced by the various community groups, and also to be instrumental in furthering the enhancement and development of the Bundaberg Region.

Councillors have met informally, considered options and agreed on representation for various Council and Community Organisations.

Associated Person/Organization:

Nil

Consultation:

All Councillors

Chief Legal Officer's Comments:

There appears to be no legal implications.

Policy Implications:

There appears to be no policy implications.

Financial and Resource Implications:

There appears to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Communications Strategy:

Communications Team consulted.

- Yes
 No

Attachments:

- [↓1](#) Bundaberg Region Cycling Action Advisory Group - Terms of Reference

Recommendation:

That Council's representatives to the following Council and Community Organisations be as follows:

- Fleet Management Advisory Committee – Cr Trevor and Cr Honor.
- IS Steering Advisory Committee – Cr Cooper.
- Regional Arts Development Fund Committee – Cr Learmonth.
- Gallery Art Acquisition Committee – Cr Learmonth.
- Bundaberg Landfill Facility Community Consultation Group – Cr McLoughlin and Cr Honor.
- Bundaberg Region Cycling Action Advisory Group – Cr Habermann, Cr Mitchell and Cr Honor. Amended Terms of Reference attached.
- Bundaberg Region Sport & Recreation Advisory Group – Cr Habermann.
- Bundaberg Region Water Safety Advisory Group – Cr Honor.
- Community Conservation Advisory Committee – Cr Honor and Cr McLoughlin.
- Bundaberg Region Inclusive Communities Advisory Committee – Cr McPhee.
- Wide Bay Burnett Regional Organisation of Councils – Cr Dempsey and Cr Trevor.
- Wide Bay Burnett Regional Roads and Transport Group - Cr Dempsey and Cr Trevor.
- Coastal Burnett Groundwater Area Advisory Committee - Cr Trevor and Cr Bartels.
- Traffic Advisory Committee - Cr Trevor and Cr Learmonth.
- Wide Bay Burnett Regional Planning Committee - Cr Dempsey.

- Bundaberg Irrigators Advisory Committee - Cr Bartels and Cr Trevor (Cr Honor as Proxy).
- Public Safety Consultative Committee (an Advisory Committee of the Bundaberg Safe Night Out Precinct Inc) – Cr McPhee.
- Reef Guardian Council – Cr McLoughlin and Cr Honor.
- Local Disaster Management Group – Cr Dempsey and Cr Barnes.
- Audit and Risk Committee – Cr Dempsey and Cr Cooper.



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Bundaberg Regional Council

Bundaberg Regional Cycling Reference Group (BRCRG)

Terms of Reference



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1. AIM

The Bundaberg Regional Cycling Reference Group aims to make Bundaberg the most cycle friendly region in Queensland.

2. ROLE

The primary role of the Bundaberg Regional Cycling Reference Group is to assist Council by:

- Implementing aspects of Regional Plans and Strategies associated with cycling e.g. Regional Sport and Recreation Strategy, Multimodal Strategy, Principle Cycle Network Plan.
- Providing advice to Council on the development, management and promotion of cycling within the region
- Promoting community environments and transport systems that support cycling
- Promoting cycle safety and education of all road users and as a liaison group to relevant sport and recreation groups associations, schools and individuals within the community

3. MEMBERSHIP, CHAIRPERSON AND VOTING

Membership of the Bundaberg Regional Cycling Reference Group comprises of:

- Bundaberg Regional Council – Sport and Recreation Portfolio Councillor
- Bundaberg Regional Council – Parks and Gardens Portfolio Councillor
- Bundaberg Regional Council – Councillor (appointed)
- Bundaberg Regional Council – Coordinator Sport and Recreation
- Four (4) representatives of local cycling organisations
- One (1) representative from the QLD Government – Sport and Recreation Services
- One (1) representative from QLD Government - Department of Transport and Main Roads

Council officers will provide professional advice and administrative support. It should be noted that employees of the Council are not subject to the direction of the Reference Group or any members thereof.

The group may seek advice from individuals and other agencies as relevant by invitation from time to time as deemed necessary.



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Selection and Continuation

Membership of the Regional Cycling Reference Group will be by invitation to individuals and organisations listed above. The Chairperson is responsible for conducting an annual review. The review will confirm the need for the Reference Group, review and update the Terms of Reference.

The Chairperson of the Reference Group is:

- Council's Sport and Recreation Portfolio Councillor

If the Chairperson is not present at a meeting Council's Roads and Drainage Portfolio Councillor will be appointed as Chairperson. In the absence of any Portfolio Councillors, any other council representative shall be appointed Chairperson.

The Chairperson is to have precedence at the meeting and shall determine the order of proceedings, generally as set by an agenda.

Voting

No formal voting rules apply. As the Reference Group has an advisory role, its' recommendations are made by consensus and no recommendation is deemed to be a decision of Council matters are to be referred to Council for determination. If consensus is not achieved, and if required, the matter shall be referred to Council for determination. Recommendations are to be submitted in writing through the Community Services Branch Manager and Director Community and Cultural Services who can approve, review or reject submissions to Council.

Quorum

As a reference group no quorum is required, however, the Chairperson shall use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is to be considered there are insufficient people at the meeting to consider the item.

4. MEETINGS

The Reference Group will meet on a quarterly basis and additional meetings will be scheduled if required.

The Agenda and meeting papers shall be circulated to members at least 5 days prior to meeting. Items and correspondence for agenda are to be submitted in writing. Late items will be as determined by the Chairperson.

Each meeting shall be properly recorded by the taking of minutes.

**Item****26 May 2020****Item Number:**

F1

File Number:

.

Part:

FINANCE

Portfolio:

Organisational Services

Subject:

Fees and Charges Register 2020/2021

Report Author:

Anthony Keleher, Chief Financial Officer

Authorised by:

Amanda Pafumi, General Manager Organisational Services

Link to Corporate Plan:

Our People, Our Business - 3.1 A sustainable financial position - 3.1.2 Apply responsible fiscal principles for sustainable financial management.

Background:

Fees and Charges are determined by Council in accordance with sections 97 and 262 of the *Local Government Act 2009*.

Council's 2020/2021 Fees and Charges Register has been revised and is attached for consideration. The fees and charges have generally been increased by approximately 2.5%. Some fees and charges have been rounded up to promote administrative efficiency and ease of application and use.

Council's Register of Fees and Charges comprises:

- A 'Cost-Recovery' Section, which contains fees for services of a regulatory nature which generally only Council can provide, and;
- A 'Commercial' Section, which comprises services which the community is not obliged to obtain from Council.

Both sets of Fees and Charges are divided into departments and sections, and are numbered accordingly, to facilitate administrative efficiency and ease of use.

Section 97(4) of the *Local Government Act 2009* provides that Council cannot charge more for a Cost Recovery Service than the cost of the service, and therefore the 2.5% increase in fees reflects the increased cost to Council.

Associated Person/Organization:

Not Applicable

Consultation:

Councillors, Chief Executive Officer, General Managers and Managers.

Chief Legal Officer's Comments:

Under section 97 of the *Local Government Act 2009*, Council may, pursuant to a resolution, fix a cost recovery fee. Cost recovery fees must be in accordance with the *Local Government Act 2009*; section 262 provides Council with the power to charge for a service or a facility, other than a service or facility for which a cost-recovery fee may be fixed.

Policy Implications:

Consistent with Council's Revenue Policy.

Financial and Resource Implications:

A framework for Council's Fees and Charges Register.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Communications Strategy:

Communications Team consulted.

Yes

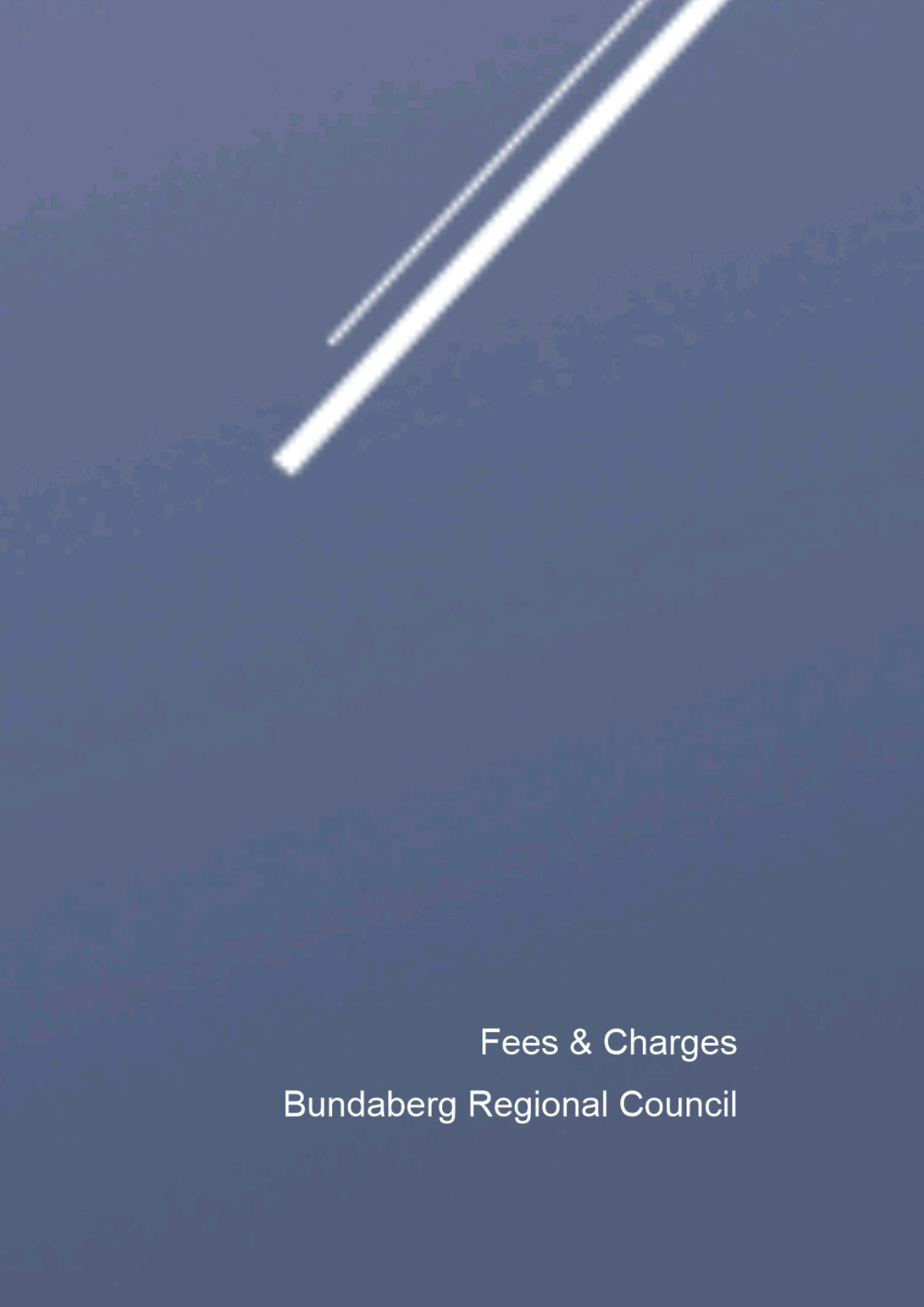
No

Attachments:

[↓](#)1 Fees and Chargers Register 2020/2021

Recommendation:

That Council's 2020/2021 Fees and Charges, as detailed in the Fees and Charges Register appended to this report, be adopted by Council, to take effect from 1 July 2020.



Fees & Charges
Bundaberg Regional Council

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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BUNDABERG REGIONAL COUNCIL

COST RECOVERY FEES & CHARGES

COST RECOVERY ADMINISTRATION

INSPECTION OF LAND RECORD/RATE SEARCHES

Counter/Phone Enquire or Receiving Print Out For Tax Purposes (Customer who are not the current owner of the property 'Subject to availability')	Local Government Regulation 2012, s155 (1)	LGA 2009 s97 2(c)	\$24.00	N	each
Previous Years Rates Enquiry – (statement of account or rates notice copies – non owner). Subject to availability of the information.	Local Government Act 2009, Local Government Regulation 2012, s155 (1)	LGA 2009 s97 2(c)	\$53.00	N	each
Special water meter reading	Local Government Act 2009, Local Government Regulation 2012, s155 (1)	LGA 2009 s97 2(c)	\$109.00	N	each
Full written rate search	Local Government Act 2009, Local Government Regulation 2012, s155 (1)	LGA 2009 s97 2(c)	\$219.00	N	each

COUNCIL DOCUMENTS & PUBLICATIONS

Documents and publications listed are freely available on Council's website: www.bundaberg.qld.gov.au

RIGHT TO INFORMATION (RTI) & INFORMATION PRIVACY (IP) APPLICATIONS

Fees and charges for applications under the Right to Information Privacy Act 2009 and the Information Privacy Act 2009 are set out in the Right to Information Regulation 2009 and the Information Privacy Regulation 2009.

There is no application fee for an application under the Information Privacy Act, but there may be access charges.

RTI Application Fee	Right to Information Act & Regulation 2009, s4	LGA 2009 s97 2(c)	\$50.80	N	each
Processing charges for a RTI Application if Council spends more than 5 hours processing the application	Right to Information Act & Regulation 2009, s5	LGA 2009 s97 2(c)	\$7.85	N	per 15 minutes of part thereof
Access charge RTI Application – A4 size black and white photocopy	Right to Information Act & Regulation 2009, s6	LGA 2009 s97 2(c)	\$0.25	N	per page
Access charge IP Application – A4 size black and white photocopy	Right to Information Act & Regulation 2009, s4	LGA 2009 s97 2(c)	\$0.25	N	per page

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

DESIGN DOCUMENTS

Electronic copy of "As Constructed" Design Information and/or Civil Engineering Drawings (Original extract, not GIS)	Planning Regulation 2017, Schedule 22 (section 70), Part 1, (1) (i)	LGA 2009 s97 2(c)	\$29.00	N	per copy
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ANIMAL REGISTRATION

All fees listed in this section are for a 12 month financial year or renewal period.

New applications are charged on a pro-rata basis, calculated monthly.

DOG REGISTRATION

Desexed AND Microchipped	Animal Management (Cats and Dogs) Act 2008, Chapter 3 – Dog Registration, s46 (b)(i) & s52, Local Law 1 – Administration, s35	LGA 2009 s97 2(a)	\$30.00	N	per dog
Desexed	Animal Management (Cats and Dogs) Act 2008, Chapter 3 – Dog Registration, s46 (b)(i) & s52, Local Law 1 – Administration, s35	LGA 2009 s97 2(a)	\$43.00	N	per dog
Microchipped	Animal Management (Cats and Dogs) Act 2008, Chapter 3 – Dog Registration, s46 (b)(i) & s52, Local Law 1 – Administration, s35	LGA 2009 s97 2(a)	\$84.00	N	per dog
Entire	Animal Management (Cats and Dogs) Act 2008, Chapter 3 – Dog Registration, s46 (b)(i) & s52, Local Law 1 – Administration, s35	LGA 2009 s97 2(a)	\$117.00	N	per dog
Entire puppies under 12 months of age (Applies to first registration period only)	Animal Management (Cats and Dogs) Act 2008, Chapter 3 – Dog Registration, s46 (b)(i) & s52, Local Law 1 – Administration, s35	LGA 2009 s97 2(a)	\$40.00	N	per dog
Entire (Pensioner owner)	Animal Management (Cats and Dogs) Act 2008, Chapter 3 – Dog Registration, s46 (b)(i) & s52, Local Law 1 – Administration, s35	LGA 2009 s97 2(a)	\$55.00	N	per dog
Third dog (approval required)	Animal Management (Cats and Dogs) Act 2008, Chapter 3 – Dog Registration, s46 (b)(i) & s52, Local Law 1 – Administration, s35	LGA 2009 s97 2(a)	\$91.00	N	per dog

continued on next page ...

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

DOG REGISTRATION [continued]

Declared Restricted Breed	Animal Management (Cats and Dogs) Act 2008, Chapter 3 – Dog Registration, s46 (b)(i) & s52, Local Law 1 – Administration, s35	LGA 2009 s97 2(a)	\$431.00	N	per dog
Declared Dangerous	Animal Management (Cats and Dogs) Act 2008, Chapter 3 – Dog Registration, s46 (b)(i) & s52, Local Law 1 – Administration, s35	LGA 2009 s97 2(a)	\$431.00	N	per dog
Declared Menacing	Animal Management (Cats and Dogs) Act 2008, Chapter 3 – Dog Registration, s46 (b)(i) & s52, Local Law 1 – Administration, s35	LGA 2009 s97 2(a)	\$287.00	N	per dog
Certified Guide Dog (upon presentation of Certification)	Animal Management (Cats and Dogs) Act 2008, Chapter 3 – Dog Registration, s46 (b)(i) & s52, Local Law 1 – Administration, s35	LGA 2009 s97 2(a)	No charge Min. Fee: \$0.00	N	per dog
Certified Hearing Dog (upon presentation of Certification)	Animal Management (Cats and Dogs) Act 2008, Chapter 3 – Dog Registration, s46 (b)(i) & s52, Local Law 1 – Administration, s35	LGA 2009 s97 2(a)	No charge Min. Fee: \$0.00	N	per dog
Greyhounds (registered with the Greyhound Racing Authority)	Animal Management (Cats and Dogs) Act 2008, Chapter 3 – Dog Registration, s46 (b)(i) & s52, Local Law 1 – Administration, s35	LGA 2009 s97 2(a)	\$62.00	N	per dog
Replacement Animal Tag	Animal Management (Cats and Dogs) Act 2008, Chapter 3 – Dog Registration, s46 (b)(i) & s52, Local Law 1 – Administration, s35	LGA 2009 s97 2(a)	No charge Min. Fee: \$0.00	N	each

APPLICATION FEES

Excess Animals (to keep more than permitted number of animals)	Animal Management (Cats and Dogs) Act 2008, Chapter 3 – Dog Registration, s46 (b)(i) & s52, Local Law 1 – Administration, s35	LGA 2009 s97 2(a)	\$224.00	N	per application
Third dog (includes registration for first registration period if approved)	Animal Management (Cats and Dogs) Act 2008, Chapter 3 – Dog Registration, s46 (b)(i) & s52, Local Law 1 – Administration, s35	LGA 2009 s97 2(a)	\$235.00	N	per application

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

APPLICATION FEES [continued]

Restricted Breed Dog	Animal Management (Cats and Dogs) Act 2008, Chapter 3 – Dog Registration, s46 (b)(i) & s52, Local Law 1 – Administration, s35	LGA 2009 s97 2(a)	\$224.00	N	per dog
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IMPOUNDING**RELEASE FEES**

Local Law No. 2 (Animal Management) Section 29. An owner or responsible person can reclaim an impounded animal within the prescribed period within 5 days for registered animals and 3 days for unregistered animals.

Dog – Registered First Release	Local Law No. 1 – Administration – s35, Local Law No.2 (Animal Management) 2011, s29(2)(b)	LGA 2009 s97 2(d)	No charge Min. Fee: \$0.00	N	per dog
Dog – Registered, Desexed and/or Microchipped	Local Law No. 1 – Administration – s35, Local Law No.2 (Animal Management) 2011, s29(2)(b)	LGA 2009 s97 2(d)	\$117.00	N	per dog
Dog – Registered Entire Dog	Local Law No. 1 – Administration – s35, Local Law No.2 (Animal Management) 2011, s29(2)(b)	LGA 2009 s97 2(d)	\$209.00	N	per dog
Dog – Unregistered, Desexed AND Microchipped	Local Law No. 1 – Administration – s35, Local Law No.2 (Animal Management) 2011, s29(2)(b)	LGA 2009 s97 2(d)	\$209.00	N	per dog
Dog – Unregistered, Desexed OR Microchipped	Local Law No. 1 – Administration – s35, Local Law No.2 (Animal Management) 2011, s29(2)(b)	LGA 2009 s97 2(d)	\$234.00	N	per dog
Dog – Unregistered Entire Dog	Local Law No. 1 – Administration – s35, Local Law No.2 (Animal Management) 2011, s29(2)(b)	LGA 2009 s97 2(d)	\$293.00	N	per dog
Cat – Release fee	Local Law No. 1 – Administration – s35, Local Law No.2 (Animal Management) 2011, s29(2)(b)	LGA 2009 s97 2(d)	\$153.00	N	per cat
Animal – Other than cat or dog (for cattle, goat, horse, pig, sheep etc)	Local Law No. 1 – Administration – s35, Local Law No.2 (Animal Management) 2011, s29(2)(b)	LGA 2009 s97 2(d)	\$232.00	N	per animal

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

RELEASE FEES [continued]

Animal – Other than cat or dog (for cattle, goat, horse, pig, sheep etc) for multiple impoundments to same owner – applies after first animal	Local Law No. 1 – Administration – s35, Local Law No.2 (Animal Management) 2011, s29(2)(b)	LGA 2009 s97 2(d)	\$70.00	N	per animal
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TRANSPORTATION/SUSTENANCE/POUNDAGE FEES

Local Law No. 2 (Animal Management) Section 29. An owner or responsible person can reclaim an impounded animal within the prescribed period within 5 days for registered animals and 3 days for unregistered animals.

Daily Poundage Fee (applicable after 3 days for unregistered dog and after 5 days for registered dog)	Local Law No. 1 – Administration – s35, Local Law No.2 (Animal Management) 2011, s29(2)(b)	LGA 2009 s97 2(d)	\$24.00	N	per day
Transportation charges for animals other than dog/cat	Local Law No. 1 – Administration – s35, Local Law No.2 (Animal Management) 2011, s29(2)(b)	LGA 2009 s97 2(d)	At Cost Min. Fee: \$0.00	N	each
Sustenance charges per head – large animal e.g. cattle, horse	Local Law No. 1 – Administration – s35, Local Law No.2 (Animal Management) 2011, s29(2)(b)	LGA 2009 s97 2(d)	\$68.00	N	per day
Sustenance charges per head – small animal e.g. sheep, goats, swine (excluding dogs/cats)	Local Law No. 1 – Administration – s35, Local Law No.2 (Animal Management) 2011, s29(2)(b)	LGA 2009 s97 2(d)	\$40.00	N	per day

SURRENDER FEE

Surrender of dog	Local Law No. 1 – Administration, s35	LGA 2009 s97 2(c)	\$64.00	Y	per animal
Surrender of cat	Local Law No. 1 – Administration, s35	LGA 2009 s97 2(c)	\$64.00	Y	per animal

HEALTH & ENVIRONMENTAL HEALTH SERVICES**ENVIRONMENTAL AUTHORITIES**

Application for Environmental Authority	Environmental Protection Act 1994, s125(1)(e) Environmental Protection Regulation 2008, Schedule 10, Part 2(5)(a)	LGA 2009 s97 2(a)	\$665.00	N	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

ENVIRONMENTAL AUTHORITIES [continued]

Application to change Environmental Authority	Environmental Protection Act 1994, s132(1)(b) Environmental Protection Regulation 2008, Schedule 10, Part 2(6)	LGA 2009 s97 2(a)	\$348.00	N	each
Fee for amendment application for Environmental Authority	Environmental Protection Act 1994, s226(1)(c) Environmental Protection Regulation 2008, Schedule 10, Part 2(7)	LGA 2009 s97 2(a)	\$330.00	N	each
Application to change amendment application for Environmental Authority	Environmental Protection Act 1994 s236(b) Environmental Protection Regulation 2008, Schedule 10, Part 2(8)	LGA 2009 s97 2(a)	\$342.00	N	each
Fee for amalgamation application	Environmental Protection Act 1994, s246(d) Environmental Protection Regulation 2008, Schedule 10, Part 2(9)	LGA 2009 s97 2(a)	\$342.00	N	each
Fee for transfer application for Environmental Authority for a prescribed Environmentally Relevant Activity	Environmental Protection Act 1994, s253(f) Environmental Protection Regulation 2008, Schedule 10, Part 2(10)	LGA 2009 s97 2(a)	\$138.00	N	each
Fee for conversion application	Environmental Protection Act 1994, s696(b) Environmental Protection Regulation 2008, Schedule 10, Part 2(11)	LGA 2009 s97 2(a)	\$342.00	N	each
Fee for late payment of an annual fee for environmental authority	Environmental Protection Act 1994 s580 2(a) & 3(b) Environmental Protection Regulation 2008, Schedule 10, Part 3(12)	LGA 2009 s97 2(a)	\$138.00	N	each
Assessment fee for amendment application for Environmental Authority	Environmental Protection Act 1994, s228(3) Environmental Protection Regulation 2008, Schedule 10, Part 2(7A)	LGA 2009 s97 2(a)	\$121.00	N	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

FEE FOR OBTAINING AN EXTRACT FROM THE ENVIRONMENT MANAGEMENT REGISTER OR CONTAMINATED LAND REGISTER, FOR EACH LOT TO WHICH THE EXTRACT RELATES

If the extract is obtained from the internet	Environmental Protection Act 1994, s542(3) Environmental Protection Regulation 2008, Schedule 10, Part 3(14)(a)	LGA 2009 s97 2(c)	\$55.00	N	each
Otherwise	Environmental Protection Act 1994, s542(3) Environmental Protection Regulation 2008, Schedule 10, Part 3(14)(b)	LGA 2009 s97 2(c)	\$64.00	N	each

ANNUAL FEE FOR ENVIRONMENTAL AUTHORITIES

Environmental Authority Annual License Fee– (Monthly Pro-rata fee applies between January-June)	Environmental Protection Act 1994, s308, Environmental Protection Regulation 2008, Part 3, s120	LGA 2009 s97 2(a)	\$403.00	N	per annum
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HEALTH SEARCHES

Non Residential: file only	Local Government Act 2009, s97	LGA 2009 s97 2(c)	\$174.00	N	each
Non Residential: inspection included – standard within 10 working days	Local Government Act 2009, s97	LGA 2009 s97 2(c)	\$535.00	N	each
Non Residential: inspection included – urgent within 5 working days	Local Government Act 2009, s97	LGA 2009 s97 2(c)	\$725.00	N	each

CARAVAN PARKS & CAMPING GROUNDS

Application fee for establishing a new caravan park/camping ground	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$570.00	N	each
Annual approval fee (Monthly Pro-rata fee applies between January-June)	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$394.00	N	each
Transfer/Minor Amendment fee for caravan park/camping ground	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$138.00	N	each

COMMERCIAL USE OF ROAD – ITINERANT VENDORS/STANDING STALLS

Application fee for all new applications	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$219.00	N	each
Annual permit fee	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$790.00	N	per annum

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

COMMERCIAL USE OF ROAD – ITINERANT VENDORS/STANDING STALLS [continued]

Annual Permit for standing vehicle – Saturday Only – Existing only	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$153.00	N	per annum
Monthly permit fee – Standing Stalls Only	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$138.00	N	per month
Weekly permit fee – Standing Stalls Only	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$70.00	N	per week

FOOTPATH DINING

Monthly pro-rata fee applies between January - June.

Annual Fee Zone A – Bundaberg Core Central Business District (as described in IMS document PD-7-291) – Per Seat	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$45.00	N	per chair (50% Discount applied in 2019/20)
Annual Fee Zone B – Bundaberg Frame, Bargara Central, Childers Central & Gin Gin Central Business District (as described in IMS Document PD-7-291) – Per Seat	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$36.00	N	per chair (50% Discount applied in 2019/20)
Balance of Regional Area outside of zones A & B – Per Seat	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$20.00	N	per chair (50% Discount applied in 2019/20)
Application Fee	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$0.00	N	each (fee waived for 2019/2020)
Application Fee – Existing Premise	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$0.00	N	each (fee waived for 2019/2020)

GOODS DISPLAYED ON FOOTPATH OR ROADWAY

Application for the establishment of display of goods on footpath (additional Approval fees payable on approval)	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$189.00	N	each
Annual Fee Zone A – Bundaberg Core Central Business District (as described in IMS Document PD-7-291)	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$46.00	N	per square metre – 50% discount applied in 2019/2020
Annual Fee Zone B – Bundaberg Frame, Bargara Central, Childers Central & Gin Gin Central Business District (as described in IMS Document PD-7-291)	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$37.00	N	per square metre – 50% discount applied in 2019/2020
Balance of Regional Area outside of zones A & B	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$26.00	N	per square metre – 50% discount applied in 2019/2020

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

GOODS DISPLAYED ON FOOTPATH OR ROADWAY [continued]

Application Fee – Existing Premise	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$115.00	N	each
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ACCOMMODATION

Application Fee for establishing new accommodation premises	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$505.00	N	each
Annual Permit Fee (Monthly Pro-rata fee applies between Jan– Jun)	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$289.00	N	each
Transfer fee for Shared Facility Accommodation Premises	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$138.00	N	each

FOOD PREMISES

Temporary Food Stall – Event (Commercial)	Food Act 2006, s31	LGA 2009 s97 2(a)	\$142.00	N	per event
Farmers Market Licence for primary producers (for a period of 7 days)	Food Act 2006, s31	LGA 2009 s97 2(a)	\$67.00	N	per event
Food Licence Application – Existing Premises (including follow up inspection)	Food Act 2006, s31	LGA 2009 s97 2(a)	\$359.00	N	each
Category 1 food licence New Application (including follow up inspection)	Food Act 2006, s31	LGA 2009 s97 2(a)	\$420.00	N	each
Category 2 food licence New Application (including follow up inspection)	Food Act 2006, s31	LGA 2009 s97 2(a)	\$565.00	N	each
Category 3 food licence New Application (including follow up inspection)	Food Act 2006, s31	LGA 2009 s97 2(a)	\$725.00	N	each
Category 4 (Restricted) & Category 6 (Not For Profit) food licence New Application (including follow up inspection)	Food Act 2006, s31	LGA 2009 s97 2(a)	\$204.00	N	each
Category 1 food licence Annual Licence Fee (Monthly Pro-rata fee applies between January-June)	Food Act 2006, s31	LGA 2009 s97 2(a)	\$349.00	N	each
Category 2 food licence Annual Licence Fee (Minus 25% for 4 Star and 50% for 5 Star Rated Premise) (additional 25% for 2 Star and 100% for 0 Star) (Monthly Pro-rata fee applies between January to June)	Food Act 2006, s31	LGA 2009 s97 2(a)	\$485.00	N	each
Category 3 food licence Annual Licence Fee (minus 25% for 4 Star and 50% for 5 Star Rated Premise) (additional 25% for 2 Star and 100% for 0 Star) (Monthly Pro-rata fee applies between January to June)	Food Act 2006, s31	LGA 2009 s97 2(a)	\$590.00	N	each
Category 4 (Restricted) and Category 6 (Not for Profit) food licence Annual Licence Fee (Monthly Pro-rata fee applies between January to June)	Food Act 2006, s31	LGA 2009 s97 2(a)	\$224.00	N	each
Alteration of a Food Premise – Minor	Food Act 2006, s31	LGA 2009 s97 2(a)	\$219.00	N	each

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

FOOD PREMISES [continued]

Alteration of a Food Premise – Major	Food Act 2006, s31	LGA 2009 s97 2(a)	\$306.00	N	each
Restoration of a Licence (does not include Annual Licence Fee)	Food Act 2006, s31	LGA 2009 s97 2(a)	\$286.00	N	each
Food Safety Program Assessment Fee – New Business	Food Act 2006, s31	LGA 2009 s97 2(a)	\$800.00	N	each
Exhaust Canopy Assessment	Food Act 2006, s31	LGA 2009 s97 2(a)	\$289.00	N	each
Alteration of a Food Safety Program – Minor	Food Act 2006, s31	LGA 2009 s97 2(a)	\$118.00	N	each
Alteration of a Food Safety Program – Major	Food Act 2006, s31	LGA 2009 s97 2(a)	\$387.00	N	each
Eat Safe Reassessment Audit	Food Act 2006, s31	LGA 2009 s97 2(a)	\$287.00	N	each
Eat Safe Audit Review	Food Act 2006, s31	LGA 2009 s97 2(a)	\$149.00	N	each
Annual Temporary Food Stall Application Fee (Commercial)	Food Act 2006, s31	LGA 2009 s97 2(a)	\$109.00	N	each

SKIN PENETRATION PREMISES

High Risk Licence New Application	Public Health (Infection Control for Personal Appearance Services) Act 2003, Section 9	LGA 2009 s97 2(a)	\$510.00	N	each
High Risk Licence Annual Licence Fee (Monthly Pro-rata fee applies between January-June)	Public Health (Infection Control for Personal Appearance Services) Act 2003, Section 9	LGA 2009 s97 2(a)	\$314.00	N	each
High Risk License Application – Transfer of License	Public Health (Infection Control for Personal Appearance Services) Act 2003, Section 9	LGA 2009 s97 2(a)	\$152.00	N	each

REGULATED PARKING

Commercial vehicle permit for use of loading zones.	Transport Operations (Road Use Management) Act 1995 s6 Local Government Act 2009, s97 Local Law 1 – Administration, s35	LGA 2009 s97 2(a)	\$138.00	N	each
Late Payment for Parking Offences requiring Qld Department of Transport (DOT) Search	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$28.00	N	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

LAND PROTECTION

Charges associated with the 'Enter and Clear' process as per provisions under the Land Protection (Pest and Stock Route Management) Act 2002.

'Enter and Clear' Administration and Inspection Charge	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$289.00	N	each
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RELEASE OF IMPOUNDED ITEMS

Local Law No.1 (Administration) Section 37. A person may reclaim the impounded item if written application is made and proof is produced to the satisfaction that applicant is the owner and pays the prescribed fee all within 1 month (31 Days) from the impounding of the vehicle.

Release of impounded vehicle – not advertised (excluding trucks)	Transport Operations (Road Use Management) Act 1995 S66(3)(a), Local Law No. 1 – Administration, s35, s37	LGA 2009 s97 2(d)	\$299.00	N	each
Release of impounded vehicle – advertised (excluding trucks)	Transport Operations (Road Use Management) Act 1995 S66(3)(a), Local Law No. 1 – Administration, s35, s37	LGA 2009 s97 2(d)	\$585.00	N	each
Release of impounded trucks and large vehicles	Transport Operations (Road Use Management) Act 1995 S66(3)(a), Local Law No. 1 – Administration, s35, s37	LGA 2009 s97 2(d)	By quotation Min. Fee: \$0.00	N	each
Items weighing greater than 1 tonne	Transport Operations (Road Use Management) Act 1995 S66(3)(a), Local Law No. 1 – Administration, s35, s37	LGA 2009 s97 2(d)	\$655.00	N	per item
Items weighing between 100 kilograms and 1 tonne	Transport Operations (Road Use Management) Act 1995 S66(3)(a), Local Law No. 1 – Administration, s35, s37	LGA 2009 s97 2(d)	\$323.00	N	per item
Items weighing under 100 kilograms	Transport Operations (Road Use Management) Act 1995 S66(3)(a), Local Law No. 1 – Administration, s35, s37	LGA 2009 s97 2(d)	\$14.00 (minimum amount) Min. Fee: \$0.00	N	per cubic metre of part thereof

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

MISCELLANEOUS HEALTH FEES

Application fee for General Miscellaneous Activities not described, but requiring licensing under Council Local Laws	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$289.00	N	each
Permit for busking on footpath	Local Law No. 1 – (Administration) 2011, s35, Local Law No. 4 – Local Government Controlled Areas Facilities & Roads, Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Road) 2011, Schedule 2 (s5(2)) 1(a) & 2(d)	LGA 2009 s97 2(a)	\$18.00	N	per month
Annual licence / Registration / Permit fees for General Miscellaneous Activities	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$289.00	N	per annum
Administration Charges relating to the clearing of overgrown allotment – plus contractor slashing fee	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$273.00	N	each
Late fee for overdue accounts	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$131.00	N	each
Alteration of Local Law approval	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$196.00	N	each
Release of advertising device	Local Law No. 1 (Administration) 2011, s35	LGA 2009 s97 2(a)	\$67.00	N	per device

INFRASTRUCTURE SERVICES

ROADS & STREETS

A person wishing to use Council roads for the following activities shall make application to and seek approval from Council.

PRIVATE PIPELINE AGREEMENTS

Application Fee	Local Government Act, S75(2), Local Law No. 1 – Administration, s35, Subordinate Local Law No. 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011	LGA 2009 s97 2(a)	\$510.00	N	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

PRIVATE PIPELINE AGREEMENTS [continued]

Application for renewal/transfer of permit (Permit Period is 5 years)	Local Government Act, S75(2), Local Law No. 1 – Administration, s35, Subordinate Local Law No. 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011	LGA 2009 s97 2(a)	\$207.00	N	each
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USE OF ROADS – GRAZING OF STOCK

Application Fee	Local Government Act, S75(2), Local Law No. 1 – Administration, s35, Subordinate Local Law No. 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011	LGA 2009 s97 2(a)	\$169.00	N	each
Renewal of Permit (Permit period is 6 months)	Local Government Act, S75(2), Local Law No. 1 – Administration, s35, Subordinate Local Law No. 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011	LGA 2009 s97 2(a)	\$54.00	N	each

USE OF ROADS – DEPOSITING GOODS OR MATERIALS

Application Fee	Local Law No. 1 – Administration, s35, Transport Operation (Road Use Management) Act 1995, S66 (3)(a), Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Road) 2011	LGA 2009 s97 2(a)	\$426.00	N	each
Renewal of permit	Local Law No. 1 – Administration, s35, Transport Operation (Road Use Management) Act 1995, S66 (3)(a), Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Road) 2011	LGA 2009 s97 2(a)	\$138.00	N	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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USE OF ROADS – AGRICULTURAL PURPOSES (EXCLUDING GRAZING)

Application Fee	Local Law No. 1 – Administration, s35, Transport Operation (Road Use Management) Act 1995, S66 (3)(a), Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Road) 2011	LGA 2009 s97 2(a)	\$217.00	N	each
Renewal/Transfer of Permit (Permit period is 3 years)	Local Law No. 1 – Administration, s35, Transport Operation (Road Use Management) Act 1995, S66 (3)(a), Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Road) 2011	LGA 2009 s97 2(a)	\$109.00	N	each

GATES AND GRIDS

Application Fee	Local Law No. 1 – Administration, s35, Subordinate Local Law No. 1.16 (Gates & Grids) 2011	LGA 2009 s97 2(a)	\$169.00	N	each
2nd grid/gate with application at same time	Local Law No. 1 – Administration, s35, Subordinate Local Law No. 1.16 (Gates & Grids) 2011	LGA 2009 s97 2(a)	\$75.00 + Application Fee Min. Fee: \$0.00	N	each
3rd grid/gate with application at same time	Local Law No. 1 – Administration, s35, Subordinate Local Law No. 1.16 (Gates & Grids) 2011	LGA 2009 s97 2(a)	\$125.00 + Application Fee Min. Fee: \$0.00	N	each
4th grid/gate with application at same time	Local Law No. 1 – Administration, s35, Subordinate Local Law No. 1.16 (Gates & Grids) 2011	LGA 2009 s97 2(a)	\$150.00 + Application Fee Min. Fee: \$0.00	N	each
5th grid/gate with application at same time	Local Law No. 1 – Administration, s35, Subordinate Local Law No. 1.16 (Gates & Grids) 2011	LGA 2009 s97 2(a)	\$175.00 + Application Fee Min. Fee: \$0.00	N	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

GATES AND GRIDS RENEWAL

Renewal/Transfer of Permit (Permit period is 3 years)	Local Law No. 1 – Administration, s35, Subordinate Local Law No. 1.16 (Gates & Grids) 2011	LGA 2009 s97 2(a)	\$79.00	N	each
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PLUMBING COMPLIANCE – TRADE WASTE

Licences for Waste Discharge to the Sewer under "Trade Waste Policy".

Note:

No Permit Fees to apply to operations licenced under the Environmental Protection Act 1994.

Exceedance Charges	Water Supply (Safety & Reliability) Act 2008, Water Act 2000 -Part 2, Div. 1 – Water Authorities	LGA 2009 s97 2(a)	\$1.95	N	per kilolitre
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The penalty fee is set per Kilolitre for discharge where the flow is greater than the set fee.

The charge will apply to each non-compliant parameter in addition to all other charges and will be calculated as follows:

Charge = (actual/approved)^d x charge rate (\$kg) x kg pollutant

Where:

d = a constant determined by Council

The minimum ratio for (actual/approved) is 1

Actual means the actual quantity or concentration value which has been admitted to the sewer

Approved means the sewer admission limit value or other negotiated value defined in the trade waste approval

PLUMBING COMPLIANCE – WATER

APPLICATION FOR PLUMBING AND DRAINAGE FOR PREMISES CONNECTED TO THE SEWERAGE SYSTEM

APPLICATION FOR ASSESSMENT OF PLANS FOR COMPLIANCE PERMIT, INSPECTIONS FOR DIFFERENT STAGES OR WORK AND COMPLIANCE CERTIFICATE FOR REGULATED WORK FOR PREMISES CONNECTED TO SEWERAGE

CSO Note: Consult with Plumbing Inspectors to confirm fees to be charged.

Class 1 & 1a dwelling – Septic conversion to Council sewer connection	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$445.00	N	each
Class 1 & 1a dwelling – Tank / bore conversion to Council water connection	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$375.00	N	each
Class 1 or 1a Dwellings – Maximum 10 fixtures – includes 4 inspections only	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$890.00	N	each
Each additional fixture	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$44.00	N	each

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

APPLICATION FOR ASSESSMENT OF PLANS FOR COMPLIANCE PERMIT, INSPECTIONS FOR DIFFERENT STAGES OR WORK AND COMPLIANCE CERTIFICATE FOR REGULATED WORK FOR PREMISES CONNECTED TO SEWERAGE [continued]

Class 1 & 1a dwellings, sheds, ensuites, application for the installation of 1 fixture only or applications for one stage of work only (e.g. under slab drainage only, sink, basin)	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$324.00	N	each
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MINOR INSTALLATIONS (MORE THAN 1 FIXTURE MAXIMUM 3 FIXTURES) E.G. ENSUITES, SHED WITH SHOWER, TOILET, BASIN) OR CLASS 1A ALTERATIONS/ADDITIONS

Fee – Includes 4 Inspections Only	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$660.00	N	each
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APPLICATION FOR ASSESSMENT OF AMENDED PLANS FOR AMENDED COMPLIANCE PERMIT (CLASS 1 TO 10)

Fee	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$246.00	N	each
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APPLICATION FOR ASSESSMENT OF AMENDED PLANS FOR AMENDED COMPLIANCE PERMIT (CLASS 2 TO 9)

Fee	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$310.00	N	each
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ADDITIONAL INSPECTIONS FOR WORK ASSOCIATED WITH PLUMBING AND DRAINAGE INSTALLATION

Additional Inspection (Class 2 to 9)	Plumbing & Drainage Regulation 2019, s44 (1) (iv)		\$174.00	N	Each
Additional Inspection (Class 1 to 10)	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$174.00	N	each

RE-INSPECTION (AS A RESULT OF NON COMPLIANCE ON ASSESS WORK)

Re-inspection Fee (Class 2 to 9)	Plumbing & Drainage Regulation 2019, s44 (1) (iv)		\$252.00	N	Each
Re-Inspection (Class 1 to 10)	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$252.00	N	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

APPLICATION FOR ASSESSMENT FOR COMPLIANCE PERMIT FOR PLUMBING AND DRAINAGE FOR PREMISES OTHER THAN A SOLE OCCUPANCY DWELLING (INCLUDING UP TO 10 FIXTURES) CLASS 2 TO 9 BUILDINGS (E.G. UNITS, AMENITY BUILDINGS, INDUSTRIAL, COMMERCIAL BUILDING, PROCESSING PLANTS/FACTORIES ETC)

Class 2 to 9 building – Septic conversion to Council sewer connection	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$615.00	N	each
Class 2 to 9 building – Tank / bore conversion to Council water connection	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$442.00	N	each
Installation of grease trap – Includes 1 inspection only	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$720.00	N	each
Maximum 10 fixtures – Includes 5 Inspections only	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$1,090.00	N	each
Each additional fixture	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$47.00	N	each
Minor installations – Maximum 3 fixtures	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$650.00	N	each

CONNECTION OF RAIN WATER TANKS TO PLUMBING FIXTURES OR INTER-CONNECTION OF THE TANK WATER SUPPLY WITH THE WATER SERVICES FROM THE RETICULATED TOWN WATER SUPPLY (EXISTING)

Fee	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$375.00	N	each
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INSPECTIONS FOR WORK WHERE PLUMBING COMPLIANCE PERMIT IS PROVIDED BY STATE GOVERNMENT

Inspection Fee (Class 2 to 9)	Plumbing & Drainage Regulation 2019, s44 (1) (iv)		\$174.00	N	Each
Re-Inspection Fee (Class 2 to 9)	Plumbing & Drainage Act 2002 & AS/NZ 3500 Part 1 & 2 2003		\$252.00	N	Each

APPLICATION FOR PLUMBING AND DRAINAGE AND THE ON-SITE SEWERAGE FACILITY

APPLICATION FOR ASSESSMENT OF PLANS FOR COMPLIANCE PERMIT, INSPECTIONS FOR DIFFERENT STAGES OF WORK AND COMPLIANCE CERTIFICATE FOR REGULATED PLUMBING, DRAINAGE AND ON-SITE SEWERAGE FACILITY WORK FOR PREMISES IN UNSEWERED AREAS

Installation (minimum of 4 fixtures – maximum of 10 fixtures) to existing on-site sewerage facility	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$965.00	N	each
Class 1 or 1a dwelling (maximum 10 fixtures) – Includes 5 Inspections only	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$1,320.00	N	each

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

APPLICATION FOR ASSESSMENT OF PLANS FOR COMPLIANCE PERMIT, INSPECTIONS FOR DIFFERENT STAGES OF WORK AND COMPLIANCE CERTIFICATE FOR REGULATED PLUMBING, DRAINAGE AND ON-SITE SEWERAGE FACILITY WORK FOR PREMISES IN UNSEWERED AREAS
[continued]

Each additional fixture	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$47.00	N	each
Class 1 & 1a dwellings, sheds, ensuites, application for the installation of 1 fixture only or application for one stage of work only (e.g. under slab drainage only, sink, basin)	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$327.00	N	each
Small installations (maximum of 3 fixtures) (e.g. ensuites, sheds with shower, toilet, basin) or Class 1a Alterations/Additions and a new or amended on site sewerage facility installation – Includes 5 Inspections only	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$1,245.00	N	each
Installation (maximum of 3 fixtures) (e.g. ensuites, shed with shower, toilet, basin) or Class 1a Alterations, Additions to the existing on site sewerage facility of Class 1a new dwelling – Includes 4 Inspections only	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$930.00	N	each
Application to build, amend, alter or change an on site sewerage facility and includes any alterations to drainage to the on-site sewerage facility	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$755.00	N	each
Assessment of amended design for the plumbing, drainage and/or on site sewerage facility for amended compliance permit (note: new installation)	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$246.00	N	each
Application for assessment for a compliance permit to disconnect and remove an on-site sewerage facility	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$491.00	N	each
Additional inspection for work associated with plumbing and drainage and on-site sewerage facility installations	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$260.00	N	each

RE-INSPECTION (AS A RESULT OF NON-COMPLIANCE ON ASSESSABLE WORK)

Fee	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$375.00	N	each
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APPLICATION FOR ASSESSMENT FOR COMPLIANCE PERMIT FOR PLUMBING AND DRAINAGE AND THE ON-SITE SEWERAGE FACILITY FOR PREMISES OTHER THAN A SOLE OCCUPANCY DWELLING (INCLUDING UP TO 10 FIXTURES) CLASS 2 TO 9 BUILDINGS (E.G. UNITS, AMENITY BUILDINGS, INDUSTRIAL, COMMERCIAL BUILDINGS, PROCESSING PLANTS/FACTORIES ETC)

Up to 10 fixtures per building or two units – Includes 6 Inspections only	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$1,230.00	N	each
Over 10 fixtures per building or two units (per each additional fixture)	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$64.00	N	each
Minor installations (Maximum 3 fixtures)	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$720.00	N	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

ADMINISTRATION FEE FOR FINAL INSPECTION ON APPLICATIONS MORE THAN 2 YEARS OLD WHEN WORK HAS STARTED AND INSPECTIONS RECORDED

Fee	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$101.00	N	each
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REFUND OF FEES FOR APPLICATIONS WITHDRAWN

Refunds will only be considered following the receipt of written advice from the applicant requesting withdrawal of the application and a refund of fees

Council will consider the application and if it decides to make a refund, the maximum refund to be made shall be 50% of the application fee	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	50% Min. Fee: \$0.00	N	each
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APPLICATION FOR COMPLIANCE ASSESSMENT & INSPECTION OF GROUP PROPERTY MAINS

This fee consists of the "Application for Assessment" fee and the relevant 'Inspection' fee based on the length of each main being installed.

Application for Assessment	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$235.00	N	each
Inspection of Water/Fire Mains	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$10.00	N	per metre
Inspection of Sewer Mains	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$10.00	N	per metre

GREY WATER REUSE SYSTEMS IN SEWERED AREAS

Applications to build, amend, alter or change an on-site sewerage facility including any alterations to drainage to on-site sewerage facility in sewerred areas (grey water systems)	Plumbing & Drainage Regulation 2019, s44 (1) (iv)	LGA 2009 s97 2(a)	\$755.00	N	each
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PLANNING & DEVELOPMENT

APPLICATION FOR MATERIAL CHANGE OF USE

Note: Pursuant to section 109(b) of the Planning Act 2016, a fee included in this section can only be reduced in the circumstances prescribed by the Planning Regulation 2016 - see below

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

RESIDENTIAL ACTIVITIES**CARETAKER'S ACCOMMODATION**

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$2,035.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$2,750.00	N	each

COMMUNITY RESIDENCE, DWELLING HOUSE, DWELLING UNIT, SECONDARY DWELLING

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$1,355.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$1,820.00	N	each

DUAL OCCUPANCY

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$2,980.00	N	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

DUAL OCCUPANCY [continued]

Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$4,020.00	N	each
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HOME BASED BUSINESS

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$2,675.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$3,610.00	N	each

MULTIPLE DWELLING, RELOCATABLE HOME PARK, RESIDENTIAL CARE FACILITY, RETIREMENT FACILITY

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$6,685.00	N	each
Plus per each dwelling unit, independent living unit and manager's residence	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$151.00	N	each

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

MULTIPLE DWELLING, RELOCATABLE HOME PARK, RESIDENTIAL CARE FACILITY, RETIREMENT FACILITY [continued]

Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$9,020.00	N	each
Plus per each dwelling unit, independent living unit and manager's residence	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$201.00	N	each

NON-RESIDENT WORKFORCE ACCOMMODATION, ROOMING ACCOMMODATION AND SHORT-TERM ACCOMMODATION

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$2,980.00	N	each
Plus per each unit/bed/site	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$75.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$4,020.00	N	each
Plus per each unit/bed/site	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$102.00	N	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

RURAL WORKERS ACCOMMODATION

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$4,460.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$6,020.00	N	each

NATURE-BASED TOURISM, RESORT COMPLEX

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$6,685.00	N	each
Plus per each unit/bed/site	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$151.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$9,020.00	N	each
Plus per each unit/bed/site	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$201.00	N	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

TOURIST PARK

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$6,680.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$9,015.00	N	each

BUSINESS ACTIVITIES**ADULT STORE, BAR, FOOD AND DRINK OUTLET, HARDWARE AND TRADE SUPPLIES, OFFICE, SHOP, SHOPPING CENTRE, SHOWROOM, VETERINARY SERVICES****1M2 TO 500M2 GROSS FLOOR AREA**

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$6,685.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$9,020.00	N	each

501M2 TO 1,500M2 GROSS FLOOR AREA

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$8,910.00	N	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

501M2 TO 1,500M2 GROSS FLOOR AREA [continued]

Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$12,030.00	N	each
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1,501M2 TO 3,500M2 GROSS FLOOR AREA

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$11,870.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$16,025.00	N	each

3,501M2 TO 10,000M2 GROSS FLOOR AREA

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$17,800.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$24,030.00	N	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

10,001M2 OR GREATER GROSS FLOOR AREA

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$18,890.00	N	each
Plus per each square metre of gross floor area above 10,000	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$1.80	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$25,500.00	N	each
Plus per each square metre of gross floor area above 10,000	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$2.30	N	each

AGRICULTURAL SUPPLIES STORE, CAR WASH, GARDEN CENTRE, MARKET, OUTDOOR SALES, SERVICE STATION

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$6,685.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$9,020.00	N	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

SALES OFFICE

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$2,675.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$3,610.00	N	each

ENTERTAINMENT ACTIVITIES**CLUB, FUNCTION FACILITY, HOTEL, NIGHTCLUB ENTERTAINMENT FACILITY, THEATRE****1M2 TO 500M2 GROSS FLOOR AREA**

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$6,685.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$9,020.00	N	each

501M2 OR MORE GROSS FLOOR AREA

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$8,910.00	N	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

501M2 OR MORE GROSS FLOOR AREA [continued]

Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$12,030.00	N	each
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TOURIST ATTRACTION**UP TO 2HA TOTAL SITE AREA**

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$6,685.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$9,020.00	N	each

GREATER THAN 2HA TOTAL SITE AREA

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$11,870.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$16,025.00	N	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

INDUSTRY ACTIVITIES**BULK LANDSCAPE SUPPLIES**

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$8,910.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$12,030.00	N	each

EXTRACTIVE INDUSTRY**1 TO 10,000 TONNES OF MATERIAL EXTRACTED PER YEAR**

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$8,325.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$11,235.00	N	each

10,001 TO 100,000 TONNES OF MATERIAL EXTRACTED PER YEAR

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$16,335.00	N	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

10,001 TO 100,000 TONNES OF MATERIAL EXTRACTED PER YEAR [continued]

Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$22,045.00	N	each
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100,001 OR MORE TONNES OF MATERIAL EXTRACTED PER YEAR

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$31,155.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$42,060.00	N	each

HIGH IMPACT INDUSTRY, SPECIAL INDUSTRY

1M2 TO 1,000M2 GROSS FLOOR AREA

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$16,330.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$22,045.00	N	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

1,001M2 OR GREATER GROSS FLOOR AREA

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$31,155.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$42,060.00	N	each

COMPOSTING NON-PUTRESCIBLE VEGETATIVE

Code Assessment	Planning Act 2016		\$4,350.00	N	Each
Impact Assessment	Planning Act 2016		\$5,870.00	N	Each

MEDIUM IMPACT INDUSTRY, MARINE INDUSTRY, RESEARCH AND TECHNOLOGY INDUSTRY, TRANSPORT DEPOT

1M2 TO 1,000M2 GROSS FLOOR AREA

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$8,910.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$12,030.00	N	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

1,001M2 OR GREATER GROSS FLOOR AREA

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$15,525.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$20,960.00	N	each

LOW IMPACT INDUSTRY, SERVICE INDUSTRY, WAREHOUSE**1M2 TO 1,000M2 GROSS FLOOR AREA**

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$7,435.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$10,025.00	N	each

1,001M2 OR GREATER FLOOR AREA

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$13,365.00	N	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

1,001M2 OR GREATER FLOOR AREA [continued]

Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$18,030.00	N	each
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COMMUNITY ACTIVITIES

COMMUNITY CARE CENTRE, COMMUNITY USE, EMERGENCY SERVICES

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$1,355.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$1,820.00	N	each

CEMETERY, CHILD CARE CENTRE, CREMATORIUM, DETENTION FACILITY, EDUCATION ESTABLISHMENT, FUNERAL PARLOUR, HEALTH CARE SERVICES, HOSPITAL, PLACE OF WORSHIP

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$5,205.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$7,025.00	N	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

RECREATION ACTIVITIES

ENVIRONMENT FACILITY, INDOOR SPORT AND RECREATION, OUTDOOR SPORT AND RECREATION

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$5,205.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$7,025.00	N	each

MAJOR SPORT, RECREATION AND ENTERTAINMENT FACILITY, MOTOR SPORT FACILITY

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$31,155.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$42,060.00	N	each

PARK

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$1,355.00	N	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

PARK [continued]

Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$1,820.00	N	each
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RURAL ACTIVITIES**ANIMAL HUSBANDRY, CROPPING, INTENSIVE HORTICULTURE, PERMANENT PLANTATION, RURAL INDUSTRY, WHOLESALE NURSERY, WINERY**

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$4,460.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$6,020.00	N	each

ANIMAL KEEPING, AQUACULTURE (NO GREATER THAN 2HA TOTAL POND AREA) INTENSIVE ANIMAL INDUSTRY

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$8,175.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$11,035.00	N	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

AQUACULTURE (TOTAL POND AREA GREATER THAN 2HA TOTAL POND AREA)

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$9,790.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$13,215.00	N	each

ROADSIDE STALL

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$1,355.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$1,820.00	N	each

OTHER ACTIVITIES

AIR SERVICES, LANDING, MAJOR ELECTRICITY INFRASTRUCTURE, PORT SERVICES, SUBSTATION, RENEWABLE ENERGY FACILITY, UTILITY INSTALLATION (MAJOR – INCLUDES SEWERAGE OR WATER TREATMENT PLANT, MAIL DEPOT)

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$16,330.00	N	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

AIR SERVICES, LANDING, MAJOR ELECTRICITY INFRASTRUCTURE, PORT SERVICES, SUBSTATION, RENEWABLE ENERGY FACILITY, UTILITY INSTALLATION (MAJOR – INCLUDES SEWERAGE OR WATER TREATMENT PLANT, MAIL DEPOT) [continued]

Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$22,045.00	N	each
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UTILITY INSTALLATION (MINOR – INCLUDES PUMPING STATIONS)

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$1,355.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$1,820.00	N	each

TELECOMMUNICATIONS FACILITY

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$4,330.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$5,835.00	N	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

BROTHEL, PARKING STATION

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$6,685.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$9,020.00	N	each

OUTSTATION

Code Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$1,355.00	N	each
Impact Assessment	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$1,820.00	N	each

OTHER MATERIAL CHANGE OF USE FEE

Note: A maximum of 1 discount applies.

All use types – where the change of use only involves the reuse of an existing building	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	Fee applicable to specific use LESS 25% Min. Fee: \$0.00	N	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

OTHER MATERIAL CHANGE OF USE FEE [continued]

Code Assessment triggered by an Overlay (except Flood Hazard Overlay or Heritage and Neighbourhood Character Overlay)	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$1,355.00	N	each
Code Assessment triggered by either the Flood Hazard Overlay or the Heritage and Neighbourhood Character Overlay (ie not made assessable by any other part of the planning scheme)	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	No Charge Min. Fee: \$0.00	N	each
Undefined Use	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	To be determined Min. Fee: \$0.00	N	each
Where an application involves a use not specifically provided for in this fee schedule and cannot be reasonably included in one of the above Activity Groups, the fee for the application will be set by the General Manager Infrastructure & Planning, Group Manager Development or Manager Development Assessment having regard to the likely reasonable costs of assessing the application.					
Risksmart or Low Risk Applications	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	Fee applicable to specific use LESS 25% Min. Fee: \$0.00	N	each
Low Risk Applications - applications for development that satisfy Councils published Low Risk eligibility criteria					

APPLICATIONS FOR RECONFIGURATION OF A LOT

Note: Pursuant to section 109(b) of the Planning Act 2016, a fee included in this section can only be reduced in the circumstances prescribed by the Planning Regulation 2016 - see below

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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CODE ASSESSABLE RECONFIGURATION AND/OR RECONFIGURATION BY LEASE (CREATING 2 OR MORE LOTS) INCLUDING ASSOCIATED ACCESS EASEMENTS

1 Lot – 10 Lots	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)		\$3,500.00	N	Each
11 Lots – 50 Lots	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)		\$3,500.00 plus \$400.00 per additional lot in excess of 10 lots Min. Fee: \$0.00	N	Each
51 Lots – 100 Lots	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)		\$3,500.00 plus \$350.00 per additional lot in excess of 10 lots Min. Fee: \$0.00	N	Each
101+ Lots	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)		\$3,500.00 plus \$300.00 per additional lot in excess of 10 lots Min. Fee: \$0.00	N	Each

IMPACT ASSESSABLE RECONFIGURATION AND/OR RECONFIGURATION BY LEASE (CREATING 2 OR MORE LOTS)

Fee	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	Code Assessable fee + 35% Min. Fee: \$0.00	N	each
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APPLICATION TO CREATE AN ACCESS EASEMENT

Where the application is only for an access easement (Does Not include creation of additional lots)	Planning Act 2016	LGA 2009 s97 2(a)	\$2,675.00	N	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

APPROVAL OF PLANS OF SUBDIVISION AND ASSOCIATED DOCUMENTS

Note: Pursuant to section 109(b) of the Planning Act 2016, a fee included in this section can only be reduced in the circumstances prescribed by the Planning Regulation 2016 - see below

APPROVAL OF SUBDIVISION PLANS (ALL PLAN TYPES)

Where related to Reconfiguring a Lot that is not Assessable Development	Planning Act 2016	LGA 2009 s97 2(a)	\$985.00	N	each
Where related to Reconfiguring a Lot that is assessable development that has no related Operational Works Approval	Planning Act 2016	LGA 2009 s97 2(a)	\$1,275.00	N	each
Where associated with Reconfiguring a Lot that is assessable development and has a related Operational Works Approval	Planning Act 2016	LGA 2009 s97 2(a)	\$1,835.00	N	each

ENDORSEMENT OF COMMUNITY MANAGEMENT STATEMENT

Fee	Planning Act 2016	LGA 2009 s97 2(a)	\$520.00	N	per document
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ENDORSEMENT OF PLAN OR DOCUMENT RELATING TO A LEASE OR EASEMENT

Where submitted with an Application for Endorsement of Subdivision Plan	Planning Act 2016	LGA 2009 s97 2(a)	\$277.00	N	per document
All others	Planning Act 2016	LGA 2009 s97 2(a)	\$555.00	N	each

RE-ENDORSEMENT OF PLAN OF SUBDIVISION OR OTHER DOCUMENT

Resealing Fee	Planning Act 2016	LGA 2009 s97 2(a)	\$520.00	N	each
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BUILDING WORKS ASSESSABLE UNDER THE PLANNING SCHEME

Note: Pursuant to section 109(b) of the Planning Act 2016, a fee included in this section can only be reduced in the circumstances prescribed by the Planning Regulation 2016 - see below

Building works for a Dwelling House not including a Secondary Dwelling	Planning Act 2016	LGA 2009 s97 2(a)	\$535.00	N	each
Building Works for a Secondary Dwelling OR a Detached House with a Secondary Dwelling	Planning Act 2016	LGA 2009 s97 2(a)	\$1,355.00	N	each
Building works involving the demolition or removal of a Local Heritage Place	Planning Act 2016	LGA 2009 s97 2(a)	\$1,355.00	N	each
All other Building Works made assessable under the Planning Scheme	Planning Act 2016	LGA 2009 s97 2(a)	\$1,355.00	N	each

APPLICATION FOR OPERATIONAL WORKS

Note: Pursuant to section 109(b) of the Planning Act 2016, a fee included in this section can only be reduced in the circumstances prescribed by the Planning Regulation 2016 - see below

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

OPERATIONAL WORKS – CIVIL WORKS ASSOCIATED WITH RECONFIGURING A LOT (INCLUDES ALL INSPECTIONS EXCEPT RE-INSPECTION OF NON-COMPLIANT WORKS)

Fee to be calculated on the total estimate value of the works for which approval is being sought. The estimate of works must be approved by the Senior Development Engineer or another Infrastructure & Planning Directorate Manager.

Minor works (less than \$50,000)	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$625.00	N	each
Other – where in a partially serviced area (no wastewater) up to a maximum of \$30,000 – fee per lot	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$1,085.00	N	Per Lot
Other – where in a partially services area (no wastewater and no water) up to a maximum of \$20,000 – fee per lot	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$810.00	N	Per Lot
Other – where in a fully serviced area (ie water and wastewater available) up to a maximum of \$40,000 – fee per lot	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$1,355.00	N	Per Lot

OPERATIONAL WORKS – EXCAVATING OR FILLING OF LAND

Minor Works (up to 500m3)	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$625.00	N	each
All other	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$2,255.00	N	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

PRESCRIBED TIDAL WORKS

Where associated with residential use on adjoining land	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$1,275.00	N	each
All other	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$2,525.00	N	each

PLACING AN ADVERTISING DEVICE

Fee	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$920.00	N	each
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RE-INSPECTION FEES

Where a re-inspection of works is required as a result of defects or other non-compliance	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$352.00	N	each
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APPLICATION FOR VEGETATION CLEARING

Fee	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$625.00	N	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

ALL OTHER OPERATIONAL WORKS INCLUDING OPERATIONAL WORKS ASSOCIATED WITH A MATERIAL CHANGE OF USE

Minor Works (less than \$50,000)	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	\$625.00	N	each
All other	Planning Act 2016, Chapter 3 Development assessment, Part 2 – Development applications, Division 2 – making or changing applications s51 (1) (b) (ii)	LGA 2009 s97 2(a)	2% of the total value of the works - minimum fee \$1,767 Min. Fee: \$0.00	N	each

APPLICATIONS FOR PRELIMINARY APPROVAL

Note: Pursuant to section 109(b) of the Planning Act 2016, a fee included in this section can only be reduced in the circumstances prescribed by the Planning Regulation 2016 - see below

APPLICATIONS FOR PRELIMINARY APPROVAL – PLANNING ACT 2016 (SECTION 49)

Code or Impact – % of applicable Development Permit fee	Planning Act 2016	LGA 2009 s97 2(a)	100% Min. Fee: \$0.00	N	each
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APPLICATION FOR A DEVELOPMENT PERMIT SUBSEQUENT TO A PRELIMINARY APPROVAL

Where consistent with Preliminary Approval – % of applicable Development Permit fee	Planning Act 2016	LGA 2009 s97 2(a)	50% Min. Fee: \$0.00	N	each
Where inconsistent with Preliminary Approval – % of applicable Development Permit fee	Planning Act 2016	LGA 2009 s97 2(a)	100% Min. Fee: \$0.00	N	each

WHERE PRELIMINARY APPROVAL INCLUDES A PART THAT IS A VARIATION REQUEST

Fee applicable to application plus additional fee	Planning Act 2016	LGA 2009 s97 2(a)	10% of base fee Min. Fee: \$0.00	N	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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REVIEW OF TECHNICAL AND OTHER REPORTS

Any application that includes additional technical or other reports that require assessment (including but not limited to reports about Environmental/Social Impacts, Economic Need and/or Impact, Contaminated Land, geotechnical, flood or other hydrological/hydraulic matters, traffic) shall pay the prescribed fee PLUS an additional fee for assessment of the additional reports.

Note: Pursuant to section 109(b) of the Planning Act 2016, a fee included in this section can only be reduced in the circumstances prescribed by the Planning Regulation 2016 - see below

Fee – Minor	Planning Act 2016	LGA 2009 s97 2(a)	\$2,045.00	N	per report
Fee – Major	Planning Act 2016	LGA 2009 s97 2(a)	\$7,435.00	N	per report

OTHER DEVELOPMENT ASSESSMENT ITEMS

Note: Pursuant to section 109(b) of the Planning Act 2016, a fee included in this section can only be reduced in the circumstances prescribed by the Planning Regulation 2016 - see below

MAKING CHANGE REPRESENTATION REQUEST (NEGOTIATED DECISION REQUEST)

Fee	Planning Act 2016	LGA 2009 s97 2(a)	\$625.00	N	each
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CHANGE APPLICATIONS

WHERE FOR A MINOR CHANGE

Fee for a Minor Change cannot exceed the fee applicable to a new Development Application

Fee	Planning Act 2016	LGA 2009 s97 2(a)	\$1,770.00	N	each
Plus for each condition requested to be changed	Planning Act 2016	LGA 2009 s97 2(a)	\$228.00	N	each
Where the change is considered insignificant	Planning Act 2016	LGA 2009 s97 2(a)	\$234.00	N	each

EXTENSION APPLICATION

Fee	Planning Act 2016	LGA 2009 s97 2(a)	\$910.00	N	each
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REQUEST FOR EXEMPTION CERTIFICATE UNDER SECTION 46 OF THE PLANNING ACT

Fee	Planning Act 2016	LGA 2009 s97 2(a)	\$545.00	N	each
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CANCELLATION APPLICATION

Fee	Planning Act 2016	LGA 2009 s97 2(a)	\$755.00	N	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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REQUEST FOR APPLICATION OF SUPERSEDED PLANNING SCHEME

Fee	Planning Act 2016	LGA 2009 s97 2(a)	\$1,185.00	N	each
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APPLICATION FOR RECALCULATION OF ESTABLISHMENT COSTS

Fee	Planning Act 2016	LGA 2009 s97 2(a)	\$1,840.00	N	each
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APPLICATION TO CONVERT NON-TRUNK INFRASTRUCTURE (CONVERSION APPLICATION)

Fee	Planning Act 2016	LGA 2009 s97 2(a)	\$1,840.00	N	each
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REFUND OF DEVELOPMENT APPLICATION FEES

Application fees will be refunded if an application is withdrawn prior to a decision being made as follows:

Notification stage	Planning Act 2016	LGA 2009 s97 2(a)	35%	N	each
			Min. Fee: \$0.00		
Decision Stage	Planning Act 2016	LGA 2009 s97 2(a)	15%	N	each
			Min. Fee: \$0.00		
Information and referral stage	Planning Act 2016	LGA 2009 s97 2(a)	50%	N	each
			Min. Fee: \$0.00		
Application stage	Planning Act 2016	LGA 2009 s97 2(a)	85%	N	each
			Min. Fee: \$0.00		

MULTIPLE USES/DEVELOPMENT

Where an Application involves more than 1 type of use or development, the fees shall be the sum of the individual components of the application.

REDUCTION OF FEES

DISCOUNTS FOR REGISTERED NON-PROFIT ORGANISATIONS

The applicable fee for Development Applications, referrals, requests or other applications under Chapter 3 of the Planning Act 2016 will be reduced by 50% for Registered Non-profit Organisations.

Registered Non-profit Organisations has the same meaning as the Planning Regulation 2016 - see Schedule 26 Dictionary

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

MAJOR APPLICATIONS

For Material Change of Use and Reconfiguring a Lot Applications where the applicable fee would be over \$20,000 under this schedule, the General Manager Infrastructure & Planning, Group Manager Development or Manager Development Assessment may apply an alternate fee where the set fee is in their opinion unreasonable. The alternate fee will be calculated using the set rates below based on an estimate of the time required to assess the application.

Base Fee	Planning Act 2016	LGA 2009 s97 2(a)	\$655.00	N	each
plus, Development Planner assessment time	Planning Act 2016	LGA 2009 s97 2(a)	\$131.00	N	per hour
plus, Senior Development Planner assessment time	Planning Act 2016	LGA 2009 s97 2(a)	\$152.00	N	per hour
plus, Development Engineer assessment time	Planning Act 2016	LGA 2009 s97 2(a)	\$142.00	N	per hour
plus, Senior Development Engineer assessment time	Planning Act 2016	LGA 2009 s97 2(a)	\$157.00	N	per hour
plus, Para Planner assessment time	Planning Act 2016	LGA 2009 s97 2(a)	\$114.00	N	per hour

CONCURRENCE AGENCY ASSESSMENTS

Note: Pursuant to section 109(b) of the Planning Act 2016, a fee included in this section can only be reduced in the circumstances prescribed by the Planning Regulation 2016 - see below

CONCURRENCE AGENCY REFERRALS (INCLUDING PRE-LODGEMENT RESPONSES) FOR BUILDING RELATED MATTERS INCLUDING AMENITY & AESTHETICS, QDC, BUILDING OVER-SEWERS AND ASSESSMENT AGAINST PLANNING SCHEME PROVISIONS

Fee	Planning Act 2016	LGA 2009 s97 2(a)	\$520.00	N	each
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ALL OTHER AGENCY CONCURRENCE AGENCY REFERRALS

Fee	Planning Act 2016	LGA 2009 s97 2(a)	\$1,195.00	N	each
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REQUEST TO CHANGE A CONCURRENCE AGENCY RESPONSE

Fee	Planning Act 2016	LGA 2009 s97 2(a)	\$235.00	N	each
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BUILDING REGULATORY FEES

Request for exemption from Compliance with Pool Safety Standard	Building Act 1975 Division 4 Subdivision 1 Section 245		\$520.00	N	Each
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PRIVATE CERTIFIER – LODGEMENT OF APPROVALS

Lodgement of plans by a Private Certifier including all associated documentation	Planning Act 2016	LGA 2009 s97 2(a)	\$159.00	N	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

FEE FOR ASSESSMENT OF APPLICATIONS FOR BUDGET ACCOMMODATION BUILDINGS

To be individually assessed.	Building Act 1975, Chapter 7 – Fire safety for budget accommodation buildings, Part 3 – Budget accommodation buildings built, approved or applied, before 1 January 1992, s222 – Advice as to conformity with fire safety standard	LGA 2009 s97 2(a)	\$387.00 (Minimum Fee) Min. Fee: \$0.00	N	each
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TEMPORARY OCCUPANCY PERMIT

Fee for Local Law application	Planning Act 2016, Planning Regulation 2017, Div 5-Fees	LGA 2009 s97 2(a)	\$431.00	N	each
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BUILDING COMPLIANCE NOTICE FOR A RESIDENTIAL SERVICE – SECTION 29 OF THE RESIDENTIAL SERVICES (ACCREDITATION) ACT 2002

Fee	Planning Act 2016, Planning Regulation 2017, Div 5-Fees	LGA 2009 s97 2(a)	\$417.00	N	each
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SEARCHES, CERTIFICATES AND INFORMATION REQUESTS

Plumbing Compliance Search	Planning Regulation 2017, Schedule 22 (s70), Part 1, s1 (1) (z)	LGA 2009 s97 2(c)	\$155.00	N	per lot
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LIMITED PLANNING AND DEVELOPMENT CERTIFICATE

Normal – 5 business days	Planning Act 2016, Chapter 7 – Miscellaneous, Part 3 – Public access to documents, s265 (2)	LGA 2009 s97 2(c)	\$375.00	N	per lot
Urgent – 2 business days	Planning Act 2016, Chapter 7 – Miscellaneous, Part 3 – Public access to documents, s265 (2)	LGA 2009 s97 2(c)	\$755.00	N	per lot

STANDARD PLANNING AND DEVELOPMENT CERTIFICATE

Normal – 10 business days	Planning Act 2016, Chapter 7 – Miscellaneous, Part 3 – Public access to documents, s265 (2)	LGA 2009 s97 2(c)	\$1,275.00	N	per lot
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

STANDARD PLANNING AND DEVELOPMENT CERTIFICATE [continued]

Urgent – 5 business days	Planning Act 2016, Chapter 7 – Miscellaneous, Part 3 – Public access to documents, s265 (2)	LGA 2009 s97 2(c)	\$2,525.00	N	per lot
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FULL PLANNING AND DEVELOPMENT CERTIFICATE

Normal – 30 business days	Planning Act 2016, Chapter 7 – Miscellaneous, Part 3 – Public access to documents, s265 (2)	LGA 2009 s97 2(c)	\$2,230.00	N	each
Urgent – 10 business days	Planning Act 2016, Chapter 7 – Miscellaneous, Part 3 – Public access to documents, s265 (2)	LGA 2009 s97 2(c)	\$4,460.00	N	each

FLOOD SEARCH CERTIFICATE

Provision of a hard copy certificate fee	Planning Regulation 2017, Schedule 22 (section 70), Part 1, s1 (1) (zf)	LGA 2009 s97 2(c)	\$162.00	N	per lot
Online Flood Search Certificate	Planning Regulation 2017, Schedule 22 (section 70), Part 1, s1 (1) (zf)	LGA 2009 s97 2(c)	Free Min. Fee: \$0.00	N	per lot

BUILDING COMPLIANCE SEARCH

Normal – 5 business days	Planning Regulation 2017, Schedule 22 (s70), Part 1, s1 (1) (zj)	LGA 2009 s97 2(c)	\$156.00	N	per lot
Urgent – 2 business days	Planning Regulation 2017, Schedule 22 (s70), Part 1, s1 (1) (zj)	LGA 2009 s97 2(c)	\$311.00	N	per lot

COPY OF CERTIFICATE OF CLASSIFICATION OR FINAL INSPECTION CERTIFICATE

Copy of Certificate	Planning Regulation 2017, Schedule 22 (s70), Part 1 (1)	LGA 2009 s97 2(c)	\$156.00	N	each
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VIEWING OF BUILDING FILES

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

VIEWING OF BUILDING FILES [continued]

All others	Planning Regulation 2017, Schedule 22 (s70), Part 1, s1 (1) (zj)	LGA 2009 s97 2(c)	No charge Min. Fee: \$0.00	N	only
Where a file has to be retrieved from archives or off site storage location	Planning Regulation 2017, Schedule 22 (s70), Part 1, s1 (1) (zj)	LGA 2009 s97 2(c)	\$186.00	N	only

FORM 19 INFORMATION REQUEST

Information about previous building inspections can be obtained by ordering a Part C response.

Part A	Planning Regulation 2017, Schedule 22 (s70), Part 1, s1 (1) (zj)	LGA 2009 s97 2(c)	\$178.00	N	each
Part B	Planning Regulation 2017, Schedule 22 (s70), Part 1, s1 (1) (zj)	LGA 2009 s97 2(c)	\$178.00	N	each
Part C	Planning Regulation 2017, Schedule 22 (s70), Part 1, s1 (1) (zj)	LGA 2009 s97 2(c)	\$178.00	N	each

COPYING OF DOCUMENTS

A4 black and white	Planning Regulation 2017, Schedule 22 (s70), Part 1 (1)	LGA 2009 s97 2(c)	\$1.20	N	per page
A3 black and white	Planning Regulation 2017, Schedule 22 (s70), Part 1 (1)	LGA 2009 s97 2(c)	\$1.50	N	per page
A4 colour	Planning Regulation 2017, Schedule 22 (s70), Part 1 (1)	LGA 2009 s97 2(c)	\$3.10	N	per page
A3 colour	Planning Regulation 2017, Schedule 22 (s70), Part 1 (1)	LGA 2009 s97 2(c)	\$4.70	N	per page
Other	Planning Regulation 2017, Schedule 22 (s70), Part 1 (1)	LGA 2009 s97 2(c)	Price on application Min. Fee: \$0.00	N	per page

PLANNING DOCUMENTS**BUNDABERG REGION PLANNING SCHEME**

continued on next page ...

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

BUNDABERG REGION PLANNING SCHEME [continued]

Hard Copy (excluding zoning, overlay and plans for trunk infrastructure maps)	Planning Regulation 2017, Schedule 22 (s70), Part 1 (1) (c)	LGA 2009 s97 2(c)	\$271.00 plus postage Min. Fee: \$0.00	N	each
Soft copy – on CD/USB/EMAIL including all maps	Planning Regulation 2017, Schedule 22 (s70), Part 1 (1) (c)	LGA 2009 s97 2(c)	\$56.00	N	each

SUPERSEDED PLANNING SCHEMES

Hard copy of former Bundaberg City, Burnett, Kolan or Isis Planning Schemes	Planning Regulation 2017, Schedule 22 (s70), Part 1 (1)(i)	LGA 2009 s97 2(c)	\$223.00	N	each
Soft copy – on CD/USB/EMAIL	Planning Regulation 2017, Schedule 22 (s70), Part 1 (1)(i)	LGA 2009 s97 2(c)	\$25.00	N	each

ALL OTHER DOCUMENTS

At the rates listed under Searches, Certificates and Information Requests	Planning Regulation 2017, Schedule 22 (s70), Part 1 (1)(i)	LGA 2009 s97 2(c)	As listed Min. Fee: \$0.00	N	
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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COMMERCIAL FEES & CHARGES

ADMINISTRATION

CHEQUE FEES

Dishonoured Cheque Fee	-		\$46.00	N	each
Unpresented cheque fee – cheques greater than 6 months old that need to be cancelled and reissued	-		\$72.00	Y	each

PUBLICATIONS AND PHOTOGRAPHS

Provision and use of Council photographs	-		\$11.35	Y	each
Provision and use of Council Videos	-		\$27.50	Y	per half hour or part thereof

GIS / MAPS / PLANS / DIGITAL DATA

MAPS, PLANS, DESIGNS, ETC.

SERVICE CHARGES

Custom Map Production (Not at standard GTX Print out) per hour but charged in 15 minute blocks.	-		\$117.00	Y	each
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CADASTRAL MAP (PRINT OUT FROM GTX)

Standard cadastral map includes road casements, property boundaries, street names and house numbering.

A4 Map	-		\$7.60	Y	each
A3 Map	-		\$17.00	Y	each

CITY STREET MAPS

A0 Map – Greyscale	-		\$24.00	Y	each
A0 Map – Colour	-		\$40.00	Y	each
A0 Map – PDF	-		\$24.00	Y	each
Printed Kolan District Road Map 2004 – Colour	-		\$5.60	Y	each
Printed Kolan District Road Map 2007 – Colour	-		\$7.60	Y	each

NON-STANDARD MAPS

Data not contained within GTX or larger map size required (i.e. A2 to A0)

Plus Data Processing & Manipulation Fees

continued on next page ...

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

NON-STANDARD MAPS [continued]

A4 Map (Custom Map Production Fee also applies. Estimate supplied at time of enquiry)	-		\$7.60	Y	each
A3 Map (Custom Map Production Fee also applies. Estimate supplied at time of enquiry)	-		\$17.00	Y	each
A2 Map (Custom Map Production Fee also applies. Estimate supplied at time of enquiry)	-		\$24.00	Y	each
A1 Map (Custom Map Production Fee also applies. Estimate supplied at time of enquiry)	-		\$33.00	Y	each
A0 Map (Custom Map Production Fee also applies. Estimate supplied at time of enquiry)	-		\$40.00	Y	each

AIRPORT**PASSENGER FACILITATION CHARGE**

Regular Public Transport (RPT) Services (Embarking and Disembarking passengers)	-		Determined by valuation and a commercial agreement Min. Fee: \$0.00	Y	each
Charter or other Aircraft (Embarking and Disembarking passengers) – unless commercial-in-confidence arrangements apply.	-		\$28.00	Y	each

SECURITY SCREENING

Airport Security – Passenger and Baggage Screening – RPT Airlines – processing passengers through terminal	-		Determined by valuation and a commercial agreement Min. Fee: \$0.00	Y	each
Airport Screening – Passenger & Baggage Screening – Chartered flights – processing passengers through terminal	-		\$15.00	Y	each

AIRPORT CHARGES – AIRCRAFT LANDING FEES

Landing Charge for aircraft up to 999kg MTOW	-		No charge Min. Fee: \$0.00	Y	each
Landing charge for aircraft 1,000kg to 40,000kg MTOW – pro rata per landing	-		\$13.75	Y	per tonne or part thereof
Note: All non-exempt aircraft with MTOW of greater than 1,000kgs pay landing fees per tonne or part thereof with the first 1,000kg exempt.					
Landing Charge for aircraft 40,001kg MTOW or greater – fixed fee per landing	-		\$515.00	Y	each

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

AIRPORT CHARGES – AIRCRAFT LANDING FEES [continued]

Landing Charge for aircraft – touch-and-go – landing fee only applies for a full stop landing	-		No charge Min. Fee: \$0.00	Y	
Exempt Aircraft – Child Flight, Angel Flight, Life Flight and other special events as approved by Council	-		No charge Min. Fee: \$0.00	Y	

RPT APRON PARKING – FACILITIES USE FEES

RPT apron parking, for non-RPT aircraft, with prior notice and approval, daily rate (after first 12 hours)	-		\$155.00	Y	Per day
RPT apron parking, for non-RPT aircraft, with prior notice and approval 0-12 hours free	-		Free for up to 12 hours Min. Fee: \$0.00	Y	
RPT Apron parking, for non-RPT aircraft, without a prior notice approval	-		\$32.00	Y	per hour
RPT Apron parking, for non-RPT aircraft, without a prior notice approval	-		\$280.00	Y	per day

DEFENCE MOVEMENTS

MTOW of 1500kg or greater	-		Collected by AAA Min. Fee: \$0.00	Y	per tonne or part thereof
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AIRPORT CHARGES – AIRCRAFT PARKING

GA Area light aircraft parking fees – licence over an allocated parking position for 1 year	-		\$670.00	Y	per annum
GA and light aircraft parking fees – monthly rate for random parking on a non-leased site	-		\$76.00	Y	per month
GA and light aircraft parking fees – weekly rate for random parking on non-leased site	-		\$23.00	Y	per week
GA and light aircraft parking fees for parking on a leased/licenced site not being the assigned site for the occupying aircraft (as identified by the registration markings)	-		\$131.00	Y	per day
GA and light aircraft parking fees – daily rate for random parking on non-leased site	-		\$7.50	Y	per day

PUBLIC CAR PARKING

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

BULK LANDSCAPE SUPPLIES [continued]

0-1 hours	-		Free	Y	
			Min. Fee: \$0.00		
1-2 hours	-		\$3.00	Y	flat rate
2-3 hours	-		\$4.00	Y	flat rate
3-4 hours	-		\$6.00	Y	flat rate
4-5 hours	-		\$8.00	Y	flat rate
5-6 hours	-		\$10.00	Y	flat rate
6-12 hours	-		\$12.00	Y	flat rate
12-24 hours	-		\$15.00	Y	flat rate
2 days	-		\$28.00	Y	flat rate
3 days	-		\$41.00	Y	flat rate
4 days	-		\$54.00	Y	flat rate
5 days	-		\$67.00	Y	flat rate
6 days	-		\$80.00	Y	flat rate
7 days	-		\$93.00	Y	flat rate
Pricing is capped per day thereafter	-		\$13.00	Y	per day
Lost ticket in paid parking area	-		\$140.00	Y	each
Rental car allocated parking (terminal car park)	-		\$1,300.00	Y	per bay
Rental car remote parking lot – Passenger Vehicle	-		\$710.00	Y	per bay
Rental car remote parking lot – Small Truck or Bus (GVM less than or equal to 4.5 tonnes)	-		\$890.00	Y	per bay
Rental car remote parking lot – Small Truck or Bus (GVM great than 4.5 tonnes)	-		By arrangement	Y	per bay
			Min. Fee: \$0.00		

OTHER FEES AND CHARGES

Airside activities charges – airside supervision	-		\$71.00	Y	per hour
Replacement (front of terminal) access label for authorised vehicles e.g. taxi or shuttle bus	-		\$32.00	Y	each

AIRPORT COMMERCIAL FEES

GA Hangars – ground rental of site leases over 500m2	-		\$8.50	Y	per metre
Airline check-in lease – per desk	-		Determined by valuation and a commercial agreement	Y	per month
			Min. Fee: \$0.00		

continued on next page ...

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

AIRPORT COMMERCIAL FEES [continued]

Rental car desk lease – per desk	-		\$360.00	Y	per month
Concessionaire leases	-		Determined by valuation and a commercial agreement Min. Fee: \$0.00	Y	
GA Hangars – ground rental of site leases up to 500m ²	-		\$9.50	Y	per metre
Hangar 161 occupancy leases	-		Determined by valuation and a commercial agreement Min. Fee: \$0.00	Y	
Terminal Building occupancy lease	-		Determined by valuation and a commercial agreement Min. Fee: \$0.00	Y	
Aviation Industry occupancy lease	-		Determined by valuation and a commercial agreement Min. Fee: \$0.00	Y	
Royal Flying Doctor Service Queensland Ambulance Service	-		Determined by valuation and a commercial agreement Min. Fee: \$0.00	Y	

ART GALLERY

COMMISSION

Groups that conduct self-managed selling activities in the Access Studio will be exempt of the commission charge in lieu of providing an agreed service to the Art Gallery

Commission charged on all sales of artwork	-		25% Min. Fee: \$0.00	Y	25% commission – each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

GENERAL

Hire of Artist in Residence Apartment – One Off Cleaning Fee	-		\$24.00	Y	Per Booking
Hire of Artist in Residence Apartment – Per night	-		\$55.00	Y	per night

HIRE OF GALLERY ONE

BRAG Hire is either for the Ground Floor or Level One, not both.

Weekday evening hire is available between the hours of 5:00pm - 9:30pm (Setup may commence from 4:00pm, pack-up must be completed by 9:30pm)

Weekend evening hire is available between the hours of 1:00pm - 9:30pm (setup may commence from 12:00pm, pack-up must be completed by 9:30pm)

Requests to hire whole of building must be submitted in writing to the gallery for consideration.

Hire of Gallery One for weekday evening function for functions with 30 guests or less	-		\$112.00	Y	per hour
Hire of Gallery One for weekday evening function for 30-100 guests	-		\$223.00	Y	per hour
Hire of Gallery One for weekday evening function for 100-300 guests	-		\$345.00	Y	per hour
Hire of Gallery One for weekend evening function for up to 30 guests	-		\$149.00	Y	per hour
Hire of Gallery One for weekend evening function for 30 – 100 guests	-		\$295.00	Y	per hour
Hire of Gallery One for weekend evening function up to 100 – 300 guests	-		\$442.00	Y	per hour

HIRE OF CHILDERS ART SPACE

GALLERY

Weekday evening hire is available between the hours of 4:30pm - 9:00pm (Setup may commence from 4:00pm, pack-up must be completed by 9:00pm)

Weekend evening hire is available between the hours of 3:30pm - 9:00pm (setup may commence from 3:00pm, pack-up must be completed by 9:00pm)

Monday to Friday evening up to 30 guests	-		\$77.00	Y	per hour
Monday to Friday evening 30-100 guests	-		\$154.00	Y	per hour
Monday to Friday evening 100-200 guests	-		\$231.00	Y	per hour
Saturday & Sunday evening up to 30 guests	-		\$154.00	Y	per hour
Saturday & Sunday evening 30-100 guests	-		\$231.00	Y	per hour
Saturday & Sunday evening 100-200 guests	-		\$308.00	Y	per hour

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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BUILDING

COMPETITIVE BUILDING FEES – PART A

These fees are confidential and are not to be released because of competitive nature.

(a) To enable Councils Building Certification Group to compete with Private Certifiers and to provide for great flexibility in the pricing of fees for Developments, Council acknowledges the following fees as a general basis of charging and authorises Council Building Certifiers to price application fees on merit. The pricing structure is to be based upon floor area, number of storeys, assessment time, travel distance and inspections required for individual applications in a manner similar to that used in development the base charges outlined hereafter.

(b) For the purpose of calculating the fee chargeable for a Building Approval for the erection of new structure, the area shall be the gross area of the structure measure outside the external walls and including the area of any veranda, pergola or roofed terrace.

(c) For the purpose of calculating the fee chargeable for a Building Approval for alterations and/or additions to an existing structure, the gross area shall be deemed to be the area of all room, compartments, or verandas, proposed to be altered or added, measured outside the external walls, if any, including soffits.

(d) When, in the opinion of the Building Certifier, a building is such that the measurements of its floor area do not provide an equitable basis of assessment of building fees, the Council may assess special building fees of such amount as are considered reasonable.

(e) For the purpose of calculating fees, a car parking area under a multi-unit building shall be considered a storey.

(f) The following fees are inclusive of GST (Note: The Lodgement Fee is not included but is to be added to fee calculated).

Registered Non-profit Organisations	-	The applicable assessment fee for development applications, referrals, requests or other applications under Chapter 3 of the Planning Act 2016, for Registered Non-profit Organisations, will be subject to the provisions of Section 38 and 40 of the Planning Regulation 2017.	Min. Fee: \$0.00	Y	
The applicable assessment fee for development applications, referrals, requests or other applications under Chapter 3 of the Planning Act 2016, for Registered Non-profit Organisations, will be subject to the provisions of Section 38 and 40 of the Planning Regulation 2017.					

CLASS 1A (DWELLING, DUPLEX, TOWNHOUSE)

First 100m2	-	\$2,990.00	Y	each
For a house up to 100m2 (includes 4 inspections)				

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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CLASS 1A (DWELLING, DUPLEX, TOWNHOUSE) [continued]

101m2 to 200m2 For a house between 101m2 - 200m2 (includes 4 inspections)	-		\$3,670.00	Y	each
For each m2 over 201m2 For a house over 201m2 (includes 4 inspections)	-		\$4,080.00	Y	each

CLASS 1A (ADDITIONS)

Fee Includes 2 inspections	-		\$1,915.00	Y	each
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PATIOS (ENGINEERED)

Minimum Fee Includes 2 inspections	-		\$1,430.00	Y	each
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PATIOS (OTHERS)

Minimum Fee	-		\$1,695.00	Y	each
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ENCLOSED ADDITIONS

Fee	-		\$1,775.00	Y	each
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DEMOLITION/REMOVAL FROM SITE

Fee Includes 1 inspection	-		\$960.00	Y	each
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CHANGE OF CLASSIFICATION

Where changing to a Class 1A or Class 10A Includes 1 inspection	-		\$1,775.00	Y	each
All others Includes 2 inspections	-		\$4,080.00	Y	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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CLASS 10A BUILDINGS

NEW BUILDINGS/ADDITIONS– WITH ENGINEERING CERTIFICATES

Fee	-		\$1,425.00	Y	each
Includes 2 inspections					

NEW BUILDINGS/ADDITIONS – WITHOUT ENGINEERING CERTIFICATES

Fee	-		\$1,695.00	Y	each
Includes 2 inspections					

LAWNLOCKERS & FERNERIES

Lawnlocker Fee only applies where an application is required by the Building Act.

Currently, where a lawnlocker is located in a Wind Region C (tropical cyclone area) mentioned in AS 1170.2 SAA Wind Loading Code or a lawnlocker is located outside of Wind Region C and is larger than 10 square metres or has a height of more than 2.4 metre or has a mean height of more than 2.1m or has any side is longer than 5m - Building Regulation 2006, Schedule 1.

Fee	-		\$820.00	Y	each
Includes 1 inspection					

RETAINING WALLS

Fee	-		\$1,365.00	Y	each
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SWIMMING POOL

Fee	-		\$1,365.00	Y	each
Includes 1 inspection					

TEMPORARY FENCE INSPECTION

Fee	-		\$520.00	Y	each
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ADVERTISING SIGNS

Fee	-		\$960.00	Y	each
Includes 1 inspection					

NEW CLASS 1 (OTHER THAN CLASS 1A) TO CLASS 9

Fee	-		\$4,080.00	Y	each
Includes 2 inspections					

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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ADDITIONS TO CLASS 1 (OTHER THAN CLASS 1A) TO CLASS 9

Fee	-		\$4,080.00	Y	each
Includes 2 inspections					

SHOP FITOUT

Fee	-		\$1,260.00	Y	each
Includes 1 inspection					

COMPETITIVE BUILDING FEES – PART B

These fees are not subject to an additional lodgement fee.

BUILDING INSPECTION FEE

Additional Inspection Fee (e.g. follow-up inspection, additional inspection stage)	-		\$525.00	Y	each
At request of Private Certifier	-		\$525.00	Y	each

POOL INSPECTIONS

POOL COMPLIANCE INSPECTION

Note: This is NOT a Pool Safety Inspection fee. However, at the discretion of the Development Assessment Manager this fee may be used in conjunction with other Pool Safety Inspection Fees.

Fee	-		\$1,365.00	Y	each
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POOL SAFETY INSPECTION

Note: The cost of the State Government's Pool Safety Certificate Number must be added to the cost of the Pool Safety Inspection

Fee	-		\$820.00	Y	each
Re-inspection (follow-up after issue of Nonconformity Notice)	-		\$410.00	Y	each

EXTENSION TO CURRENCY PERIOD (PERCENTAGE OF CURRENT FEE)

CLASS 1A (NEW – DETACHED DWELLING, DUPLEX, TOWNHOUSES)

Fee	-		\$550.00	Y	each
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CLASS 1-9 BUILDINGS (NEW & ADDITIONS – EXCLUDING DETACHED DWELLINGS, DUPLEX, TOWNHOUSES)

Fee	-		\$550.00	Y	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
CLASS 1A (ADDITIONS – DETACHED DWELLING, DUPLEX, TOWNHOUSES)					
Fee	-		\$550.00	Y	each
CLASS 10 BUILDINGS OR STRUCTURES					
Fee	-		\$550.00	Y	each
ONSITE ASSESSMENTS					
Determination of Bushfire Attack Level (including issue of Form 15)	-		\$1,505.00	Y	each
LODGEMENT OF AMENDED PLAN (MINIMUM FEE)					
CLASS 1A AND 10					
Fee	-		\$410.00	Y	each
CLASS 1 (EXCLUDING CLASS 1A) TO 9 – MINOR					
Fee	-		\$770.00	Y	each
CLASS 1 (EXCLUDING CLASS 1A) TO 9 – MAJOR					
Fee	-		\$2,520.00	Y	each
LODGEMENT FEE					
Fee	-		\$159.00	N	each
Based on detailed cost evaluation					
CERTIFICATE OF CLASSIFICATION FOR A CLASS 2 TO CLASS 9 BUILDING ERECTED PRIOR TO THE COMMENCEMENT OF THE BUILDING ACT 1975					
Fee	-		\$1,305.00	Y	each
Includes 1 inspection					

CEMETERIES

If a provision is not listed a fee will be determined by Council at that time.

NOTE 1: If additional equipment and manpower is required to prepare a grave - costs will apply on an hourly basis determined at the time of requirement.

NOTE 2: Monumental Fee and/or Conversion Fee to be added if not paid previously.

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

CEMETERIES [continued]

NOTE 3: No reserving Plots in RSL Lawn.

NOTE 4: Funeral Directors are to phone Cemetery Administration for confirmation of time availability prior to completing the funeral arrangements. Application for Interment/Placement (IMS Doc: FM-7-073) are to be sent to the Cemetery Office for acknowledgement & confirmation of arrangements.

NOTE 5:

- (a) For all new graves - 6 working hours notice is to be given.
- (b) For reopening of grave in Lawn Sections - 6 working hours notice is to be given.
- (c) For opening or reopening of grave in General Sections - 18 working hours notice is to be given.
- (d) For ashes interment in Lawn Sections - 4 working hours notice is to be given.
- (e) For ashes interment in all other Sections - 12 working hours notice is to be given.

NOTE 6: Reserves in Rock Gardens do not have a reserve plaque.

NOTE 7: Headstone Inspections fee is included in all new lawn prices.

NOTE 8: Funeral Directors are to ensure that the mourners leave the gravesite area without delay to enable the backfill to be completed.

ALL CEMETERIES

GENERAL CEMETERY GRAVE RESERVATIONS

Reserve Single Plot – 2.7 metres x 1.2 metres -	\$1,090.00	Y	each
Reserve Double Plot – 2.7 metres x 2.4 metres -	\$1,970.00	Y	each

GENERAL CEMETERY SECTIONS – PRIVATE & PUBLIC (SEE NOTE 1, 2, 4 & 5)

Single New Grave – 1 Burial only (depth 1.5 metres) (paupers) -	\$1,600.00	Y	each
Single New Grave – 1st Burial only – up to two Burials -	\$2,070.00	Y	each
Double New Grave – 1st Burial – Up to four Burials -	\$2,380.00	Y	each
Private Opening – 1st Burial – Single & Double (See Note 1 & 2) -	\$1,970.00	Y	each
Private Opening with Ledger – 1st Burial -Single & Double (See Note 1) -	\$2,175.00	Y	each
Private Opening with Concrete – 1st Burial – Single & Double (See Note 1) -	\$2,425.00	Y	each
Private Re-open – Single & Double (See Note 2) -	\$1,600.00	Y	each
Private Re-open with Ledger – Single & Double -	\$1,825.00	Y	each
Private Re-open with Concrete – Single & Double -	\$2,040.00	Y	each
Public Re-open converted to Private – 2nd Burial -	\$1,725.00	Y	each
Interment in Vault (Not applicable Childers & Gin Gin) -	\$232.00	Y	each

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

CHILDREN'S (SEE NOTE 4 & 5)

Children's Burial to 5 year – 1st Burial – Purchased Private	-		\$765.00	Y	each
Re-open Children's Burial to 5 years – Public to Private (See Note 2)	-		\$725.00	Y	each
Re-open Children's Burial to 5 years – Private	-		\$535.00	Y	each

RESERVES (VAULTS BUNDABERG ONLY)

Reserve Vault Ground – Single – 2.7 metres x 1.2 metres	-		\$1,320.00	Y	each
Reserve Vault Ground – Double – 2.7 metres x 3 metres	-		\$2,295.00	Y	each

LAWN CEMETERY SECTION – HEADSTONES ARE TO BE ERECTED WITHIN 6 MONTHS OF INTERMENT**LAWN (SEE NOTE 4 & 5)**

New Lawn Grave – 1st Burial (Up to 2 burials) – including vases & temporary gravemarkers	-		\$2,585.00	Y	each
New Lawn Grave selected for Burial – 1st Burial – Machine dug at time selected	-		\$2,605.00	Y	each
Open Reserve Plot for 1st Burial	-		\$1,600.00	Y	each
Re-Open for 2nd Burial	-		\$1,600.00	Y	each
Reservation of Plot – Up to two Burials (See Note 3) Machine dug at time of reservation	-		\$1,600.00	Y	each

CHILDREN'S – HEADSTONES ARE TO BE ERECTED WITHIN 6 MONTHS OF INTERMENT (SEE NOTE 4 & 5)

New Children's Lawn to 5 years – 1st Burial – Up to two Burials – including vases	-		\$1,035.00	Y	each
Re-open children's Lawn to 5 years	-		\$535.00	Y	each
Remembrance Plaque (100mm x 100mm)	-		\$405.00	Y	each

ASHES SECTIONS**BUNDABERG COLUMBARIUM – ALL INCLUDE COST OF PLAQUE (SEE NOTE 4 & 5)**

Single Niche – Includes cost of plaque & key	-		\$1,315.00	Y	each
Double Niche – Includes cost of plaque & key	-		\$1,455.00	Y	each
Dual Placement in Double Niche – Includes cost of plaque & key	-		\$1,565.00	Y	each
2nd Placement – Includes cost of plaque	-		\$920.00	Y	each
Placement in Single Reserve – Includes cost of plaque	-		\$920.00	Y	each

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

BUNDABERG COLUMBARIUM – ALL INCLUDE COST OF PLAQUE (SEE NOTE 4 & 5) [continued]

Placement in Double Reserve – Includes cost of plaque	-	\$1,080.00	Y	each
Removal & Transfer – Ashes	-	\$279.00	Y	each
Reservation – Single Niche	-	\$610.00	Y	each
Reservation – Double Niche	-	\$720.00	Y	each
Key to Columbarium	-	\$22.00	Y	each
Photos – Ceramic	-	\$153.00	Y	each
Photos – Plaque overlay	-	\$153.00	Y	each

MEMORIAL WALLS – ALL INCLUDE COST OF PLAQUE (SEE NOTE 4 & 5)

Single Niche – Includes cost of plaque	-	\$1,315.00	Y	each
Double Niche – Includes cost of plaque	-	\$1,455.00	Y	each
Single/double Niche granite back plate – includes cost of plaque	-	\$2,070.00	Y	each
Family Niche granite back plate – includes cost of plaque	-	\$3,305.00	Y	each
Reservation – Single Niche	-	\$610.00	Y	each
Reservation – Double Niche	-	\$720.00	Y	each
Reservation – Single/Double Niche granite back plate	-	\$960.00	Y	each
Reservation – Family Niche granite back plate	-	\$1,920.00	Y	each
Placement in Reserve – Includes cost of plaque	-	\$920.00	Y	each
Placement in Reserve – Single/Double Niche granite back plate – includes cost of plaque	-	\$1,325.00	Y	each
Placement in Reserve – Family Niche granite back plate – includes cost of plaque	-	\$1,515.00	Y	each
Second, third and fourth placement Double/Family Niche granite back plate – includes cost of plaque	-	\$1,015.00	Y	each
Removal & Transfer – Ashes all Memorial Walls	-	\$279.00	Y	each
Remembrance Plaque (150mm x 100mm)	-	\$550.00	Y	each
Photos – Ceramic	-	\$153.00	Y	each
Photos – Plaque overlay	-	\$153.00	Y	each

ROCK GARDENS – INCLUDES COST OF PLAQUE (SEE NOTE 4, 5 & 6)

P1	-	\$1,700.00	Y	each
P1 – 2nd Placement	-	\$1,285.00	Y	each
P1 – Reserve	-	\$910.00	Y	each
P2	-	\$2,100.00	Y	each
P2 – 2nd Placement	-	\$1,285.00	Y	each
P2 – Reserve	-	\$1,045.00	Y	each

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	
			Fee (incl. GST)	GST Fee Unit

ROCK GARDENS – INCLUDES COST OF PLAQUE (SEE NOTE 4, 5 & 6) [continued]

P3	-		\$2,485.00	Y	each
P3 – 2nd Placement	-		\$1,315.00	Y	each
P3 – Reserve	-		\$1,220.00	Y	each
P4	-		\$2,995.00	Y	each
P4 – up to 4 placements	-		\$1,355.00	Y	each
P4 – Reserve	-		\$1,770.00	Y	each
P5	-		\$4,885.00	Y	each
P5 – 4 or more placements	-		\$2,460.00	Y	each
P5 – Reserve	-		\$2,190.00	Y	each
P5 – Feature Position	-		\$5,510.00	Y	each
P5 – Feature Position Reserve	-		\$3,590.00	Y	each
Main Feature Rock	-		\$6,920.00	Y	each
Main Feature Rock – 4 or more placements	-		\$2,455.00	Y	each
Main Feature Rock Reserve	-		\$5,460.00	Y	each
Dual Placement of Ashes	-		\$116.00	Y	each
Removal & Transfer – Ashes	-		\$305.00	Y	each
Photos – Ceramic	-		\$153.00	Y	each
Photos – Plaque overlay	-		\$153.00	Y	each

ROSE GARDENS & OTHER PLAQUES ARE TO BE ERECTED WITHIN 6 MONTHS OF INTERMENT (SEE NOTE 4 & 5) (EXCLUDES 3.1.1.4.3)

Ashes Interment – Plus cost of granite plaque	-		\$760.00	Y	each
2nd Interment – Plus cost of granite plaque	-		\$368.00	Y	each
Dual Interment – Plus cost of granite plaque	-		\$890.00	Y	each
Interment in Reserve – Plus cost of granite plaque	-		\$368.00	Y	each
Removal & Transfer – Ashes	-		\$306.00	Y	each
Reservation – All are doubles	-		\$395.00	Y	each

CYLINDER GARDENS – BIRD, LEAF & DUAL PLACEMENT

Ashes Cylinder Gardens – 2nd Placement including cost of plaque	-		\$740.00	Y	Each
Ashes Cylinder Gardens – Bird Design 460mm	-		\$1,280.00	Y	Each
Ashes Cylinder Gardens – Bird Design 530mm	-		\$1,380.00	Y	Each
Ashes Cylinder Gardens – Bird Design 600mm	-		\$1,480.00	Y	Each
Ashes Cylinder Gardens – Bird Design 670mm	-		\$1,580.00	Y	Each
Ashes Cylinder Gardens – Dual Placement	-		\$1,400.00	Y	Each
Ashes Cylinder Gardens – Leaf Design – 2nd placement including cost of plaque	-		\$740.00	Y	Each
Ashes Cylinder Gardens – Leaf Design 460mm	-		\$1,280.00	Y	Each
Ashes Cylinder Gardens – Leaf Design 530mm	-		\$1,380.00	Y	Each

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

CYLINDER GARDENS – BIRD, LEAF & DUAL PLACEMENT [continued]

Ashes Cylinder Gardens – Leaf Design 600mm -		\$1,480.00	Y	Each
Ashes Cylinder Gardens – Leaf Design 670mm -		\$1,580.00	Y	Each

ASHES – OTHER (SEE NOTE 4 & 5)

Ashes Interment – in Lawn -		\$306.00	Y	each
Ashes Interment – in General (soil only) (See Note 2) -		\$306.00	Y	each
Ashes Interment – Breaking Concrete pathways (See Note 1 & 2) -		\$500.00	Y	each
Ashes Interment – Under Concrete monuments (See Note 1 & 2) -		\$469.00	Y	each
Ashes Interment – Breaking Concrete monuments (See Note 1 & 2) -		\$495.00	Y	each
Removal & Transfer – Lawn & General (soil only) -		\$305.00	Y	each
Removal & Transfer – in General Section -		Fee to be determined by Council at that time (\$342 minimum) Min. Fee: \$0.00	Y	each

ASHES INTERNMENT – IN COFFIN AT THE TIME OF A BURIAL (FM-7-074 CEMETERY DECEASED INFORMATION FORM REQUIRED)

Discretionary Scattering -		\$148.00	Y	each
Discretionary Scattering & Remembrance Plaque (150mm x 100mm) -		\$685.00	Y	each
Dual Placement of Ashes -		\$121.00	Y	each

MEMORIALS – FORESHORE & OTHER AREAS

Bench Seat with plaque (standard size of plaque 180mm x 180mm) -		\$2,605.00	Y	each
Table with bench seats and plaque (standard size of plaque 180mm x 180mm) -		\$4,335.00	Y	each
Photos – Plaque overlay -		\$153.00	Y	each

RETURN SERVICES SECTION – OFFICIAL AUSTRALIAN WAR GRAVE PLAQUES SUPPLIED BY VETERAN AFFAIRS

RETURN SERVICE SECTION – GENERAL

New Grave – Up to 2 Burials -		\$2,035.00	Y	each
Re-Open -		\$1,560.00	Y	each

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

RETURN SERVICE SECTION – GENERAL [continued]

Re-Open with Ledger	-		\$1,780.00	Y	each
Re-open with Concrete	-		\$1,990.00	Y	each

RETURN SERVICE SECTION – LAWN

Lawn Grave – Up to two Burials – Includes 2 vases in beam	-		\$2,285.00	Y	each
Re-Open	-		\$1,560.00	Y	each

RETURN SERVICE SECTION – ASHES – ALL ARE SINGLE PLACEMENTS

Memorial Wall – single niche – OAWG plaque supplied by Veteran Affairs (refer to 3.1.1.3.2 for non OAWG)	-		\$850.00	Y	each
Rock Garden – OAWG plaque supplied by Veteran Affairs (refer to 3.1.1.3.3 for non OAWG)	-		\$850.00	Y	each
Rose Garden – OAWG plaque supplied by Veteran Affairs (refer to 3.1.1.3.4 for non OAWG)	-		\$740.00	Y	each
Ashes Interment – in RSS Lawn	-		\$297.00	Y	each
Ashes Interment – in RSS General (soil only) (See Note 2)	-		\$295.20	Y	each

EXHUMATIONS (DOES NOT INCLUDE GOVERNMENT FEES)

Lawn Sections	-		Fee to be determined by Council at that time (\$3797 minimum) Min. Fee: \$0.00	Y	each
General Sections	-		Fee to be determined by Council at that time (\$3797 minimum) Min. Fee: \$0.00	Y	each

PERMISSION TO ERECT – MONUMENT – HEADSTONES – ENCLOSE PRIVATE GRAVES

General Grave	-		\$270.00	N	each
Vault	-		\$494.00	N	each
Lawn Headstone Inspection Fee	-		\$88.00	N	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

CONVERSION, TENDING GRAVES, OVERSIZE GRAVES & SHORT NOTICE

Convert Grave from Public to Private	-		\$224.00	Y	each
American Type Casket and extra width Coffin	-		\$263.00	Y	each
Sinking Graves over 1.8 metres (Maximum 2.43 metres)	-		\$263.00	Y	each
Tending Graves per annum 2.7 metres x 1.2 metres	-		\$155.00	Y	each
Tending Graves per annum 2.7 metres x 2.4 metres	-		\$224.00	Y	each
Tending Graves per annum 2.7 metres x 3.6 metres	-		\$246.00	Y	each
Short Notice for Burials	-		\$239.00	Y	each

WEEKEND & PUBLIC HOLIDAYS AFTER HOURS

Interment After Hours	-		\$239.00	Y	each
After Hours Burial Confirmations	-		\$263.00	Y	each

ASHES

Saturday	-		\$324.00	Y	each
Sunday and All Public Holidays	-		\$461.25	Y	each

BURIAL

Saturday	-		\$800.00	Y	each
Sunday and All Public Holidays	-		\$1,450.00	Y	each

SEARCH & OTHER FEES

Inspection or extracts from Burial Register Copy	-		\$58.00	N	each
Inspection of Plans	-		\$40.00	N	each
Copy of Plans (Where available)	-		\$58.00	N	per copy
Certificate of Right of Burial	-		\$58.00	N	each
Search Fee – walk in	-		\$19.00	N	each
Search Fee – printout	-		\$14.00	N	each
Surname Search	-		\$30.00	N	each
Computer Photo – printout	-		\$6.50	Y	each
JPEG Image	-		\$11.00	Y	each
Extra Images	-		\$2.60	Y	each
Monumental Assistance i.e. backhoe	-		\$125.00	Y	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

COMMUNITY CARE

SENIORS HOUSING UNITS AND RESIDENTIAL AGED CARE

Rental for Seniors Village Housing in accordance with Department of Housing Queensland and Social Housing Rent Policy. Rent is calculated from income assessment and market value whichever is cheaper.

MARGARET OLSEN PLACE

Units 1/65 to 12/65 and 1/31 to 17/31 – per State Government Community Housing Rent Policy (Single tenant)	-	Dependent upon income test	N	per unit, per week	Min. Fee: \$0.00
Units 1/28 to 8/28 – per State Government Community Housing Rent Policy (Couple)	-	Dependent upon income test	N	per unit, per week	Min. Fee: \$0.00
Units 18/31 to 29/31 – per State Government Community Housing Rent Policy (Single Tenant)	-	Dependent upon income test	N	per unit, per week	Min. Fee: \$0.00
Units 18/31 to 29/31 (Tenant Couple)	-	Dependent upon income test	N	per unit, per week	Min. Fee: \$0.00
Units 1/65 to 12/65 and Units 1/31 to 17/31 per State Government Community Housing Rent Policy (Tenant Couple)	-	Dependent upon income test	N	per unit, per week	Min. Fee: \$0.00
Units 1/28 to 8/28 per State Government Community Housing Rent Policy (Single Tenant)	-	Dependent upon income test	N	per unit, per week	Min. Fee: \$0.00

KOLAN CENTENARY SENIORS VILLAGE

Unit 17/3 to 20/3 (Tenant Couple)	-	Dependent upon income test	N	per unit, per week	Min. Fee: \$0.00
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

KOLAN CENTENARY SENIORS VILLAGE [continued]

Units 7/3 to 16/3 (Single Tenant)	-		Dependent upon income test Min. Fee: \$0.00	N	per unit, per week
Unit 1/3 to 6/3 (Tenant Couple)	-		Dependent upon income test Min. Fee: \$0.00	N	per unit, per week
Unit 7/3 to 16/3 (Tenant Couple)	-		Dependent upon income test Min. Fee: \$0.00	N	per unit, per week
Unit 1/3 to 6/3 (Single Tenant)	-		Dependent upon income test Min. Fee: \$0.00	N	per unit, per week
Unit 17/3 to 20/3 (Single Tenant)	-		Dependent upon income test Min. Fee: \$0.00	N	per unit, per week

KOLAN GARDENS AGED CARE FACILITY

Daily Care fees per Federal Government Policy	-		As per policy Min. Fee: \$0.00	N	
Concessional fees per Federal Government Policy and Asset Testing					
Funded Respite Room per Government Policy					
Non Funded respite room fees determined and retained by Facility Managers per Lease Agreement					
Accommodation Bonds per Federal Policy					

COMMUNITY CARE SERVICES – HOME AND COMMUNITY CARE (HACC) AND DISABILITY SERVICES QUEENSLAND (DSQ) CLIENT TRANSPORT AND HINTERLAND DAY RESPITE

Client Transport – over 15km	-	\$17.00	N	per occasion
Client Transport – additional trips exceeding 2 locations	-	\$3.00	N	per occasion
Day Program Childers & Gin Gin with transport within 5km	-	\$17.50	N	per occasion

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

COMMUNITY CARE SERVICES – HOME AND COMMUNITY CARE (HACC) AND DISABILITY SERVICES QUEENSLAND (DSQ) CLIENT TRANSPORT AND HINTERLAND DAY RESPITE
[continued]

Day Program Childers and Gin Gin with transport within 15km	-		\$20.50	N	per occasion
Day Program Childers and Gin Gin with transport over 15km	-		\$24.50	N	per occasion
Client Transport – up to 5km	-		\$6.50	N	per occasion
Client Transport 5km to 15km	-		\$13.00	N	per occasion

HACC AND DSQ SERVICES

HACC and DSQ Service fees are negotiated with clients in accordance with User Rights Principles, ability of clients to pay and as services are predominantly Government subsidised.

The listed fees are a guide for clients and are generally maximum fees possible. Fees may vary depending on transport needs (distance), if meals are provided at day respite and if contractors are used at cost for home maintenance etc.

Client Service – Personal Care	-		\$7.00	N	per occasion
Client Service – Social Support	-		\$10.00	N	per hour
Client Service – Domestic Assistance	-		\$10.00	N	per hour
Client Service – In Home Respite	-		\$10.00	N	per hour

GRACIE DIXON RESPITE CENTRE

Daily Fee for Gracie Dixon Day Program	-		\$17.50	N	per occasion
Gracie Dixon Day Program Outing no lunch provided	-		\$14.50	N	per occasion
Bargara Day Program Sessions	-		\$10.00	N	per occasion
Gracie Dixon Day Program Transport within 5km radius	-		\$3.00	N	per occasion
Senior Citizens Room up to 4 hours hire of Hall and Kitchen	-		\$73.00	Y	per half day or night
Senior Citizens Room up to 8 hours hire of Hall and Kitchen – Community Group	-		\$77.00	Y	per half day or night
Community Group is 50% of Total Hire Fee - excludes Bonds					
Senior Citizens Room Up to 8 hours hire of Hall and Kitchen	-		\$153.00	Y	per half day or night
Senior Citizens Room up to 4 hours hire of Hall and Kitchen – Community Group	-		\$37.00	Y	per half day or night
Community Group is 50% of Total Hire Fee - excludes Bonds					

NEIGHBOURHOOD CENTRE (NHC) SERVICES

Not-for-Profit is 50% of Total Hire Fee - excludes Bonds.

Schools - 25% off Total Hire Fees - excludes Bonds.

Gin Gin NHC – General Room Hire (Funded Providers & Commercial)	-		\$54.00	Y	per occasion
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

NEIGHBOURHOOD CENTRE (NHC) SERVICES [continued]

Gin Gin NHC – General Room Hire half day	-		\$32.00	Y	per half day
Gin Gin NHC – H H Innes Room Hire	-		\$74.00	Y	per occasion
Gin Gin NHC – H H Innes Room Hire half day	-		\$43.00	Y	per half day
Gin Gin NHC – SH Flanders Room	-		\$74.00	Y	per day
Gin Gin NHC – SH Flanders Room Half Day	-		\$43.00	Y	per half day
Childers NHC – General Room Hire – Commercial rooms 12 Office; and Foyer Office	-		\$54.00	Y	per day
Childers NHC – General Room Hire – Commercial rooms 12 Office; and Foyer Office half day	-		\$32.00	Y	per half day
Childers NHC – General Room Hire – Commercial Meeting Room; and Respite Room	-		\$74.00	Y	per day
Childers NHC – General Room Hire – Commercial Meeting Room; and Respite Room	-		\$43.00	Y	per half day
Neighbourhood Centre – Photocopy service – single copy A3 colour	-		\$0.80	Y	per page
Neighbourhood Centre – Photocopy Charges single copy A3 black and white	-		\$0.40	Y	per page
Neighbourhood Centre – Photocopy Charges – single copy A4 black and white	-		\$0.20	Y	per page
Neighbourhood Centre – Photocopy charges – Colour A4 single copy	-		\$0.40	Y	per page
Neighbourhood Centre – Assistance with Resume's	-		\$5.00	Y	each
Neighbourhood Centres – Facsimile transaction for community	-		\$3.50	Y	per transaction
Neighbourhood Centre – Laminating A3	-		\$2.00	Y	each
Neighbourhood Centre – Laminating A4	-		\$1.00	Y	each
Neighbourhood Centre – Binding	-		\$2.00	Y	each

GIN GIN YOUTH CENTRE

Commercial Hire – Gin Gin Youth Centre – full day or night	-		\$99.00	Y	per day or night
Gin Gin Youth Centre – up to 4 hours	-		\$61.00	Y	per half day or night
Gin Gin Youth Centre – hourly hire charge	-		\$28.00	Y	per hour
Gin Gin Youth Centre office space	-		\$56.00	Y	per day
Gin Gin Youth Centre Office Space half day out by 12 noon	-		\$33.00	Y	per half day
Cleaning Bond discretionary	-		\$70.00	N	per occasion
Key Bond discretionary	-		\$32.00	N	per occasion

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

COMMUNITY EVENTS

DESTINATION AND COMMUNITY EVENTS

CHILDERS' FESTIVAL STALL HOLDERS

Stallholder Fees for Childers Festival (Churchill St) per 3 x 3 metre site	-	\$289.00	Y	per event
Stallholder Fees for Childers Festival (Crescent St) per 3 x 3 metre site	-	\$232.00	Y	per event
Stallholder Electricity Charges for Childers Festival	-	\$20.00	Y	per 15amp supply

EVENTS STALL HOLDERS

Stallholder Fees for all events – Not-for-Profit Community Groups per 3x3 metre site	-	\$28.00	Y	per event
Stallholder Fees for all events – Not-for-profit Community Groups per 6x3 metre site	-	\$56.00	Y	per event
Stallholder Fees for all events – Standard site (approx 3 x 3 metre)	-	\$46.00	Y	per event
Stallholder Fees for all events – Large Site (6 x 3 metre)	-	\$92.00	Y	per event
Stallholder Fees for all events – Large Van or Vehicle site	-	As assessed Min. Fee: \$0.00	Y	per event
Stallholder Electricity Charges for all events	-	\$12.00	Y	per 15amp supply

COMMUNITY SERVICES

Stall Holder Fees for all Community Development Activities	-	poa Min. Fee: \$0.00	Y	
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DOG & ANIMAL CONTROL

DAMAGE CAUSED BY ANIMALS TRESPASSING ON PROPERTY

For every head of horses, cattle, sheep, goats or swine.

Charges payable for driving any animals to the pound shall be for every head of animal.

Advertising of impounded animals.

Enclosed property	-	\$25.00	Y	each
Enclosed cultivated property	-	\$76.00	Y	each
Animal delivery Charges	-	\$8.00	Y	

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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HIRE OF ANIMAL CONTROL TRAPS

Cat Trap (maximum of 14 days)	-		\$33.00	Y	only
Dog Trap (maximum of 14 days)	-		\$64.00	Y	only

HALLS & OTHER FACILITIES

BARGARA CULTURAL & COMMUNITY CENTRE

BONDS

Not-for-Profit is 50% of Total Hire Fee - excludes Bonds.

Schools - 25% off Total Hire Fees - excludes Bonds.

Key Bond	-		\$70.00	N	only
Facility Bond Payable (refund of bond in full is subject to satisfactory condition facility)	-		\$400.00	N	only

ALL FACILITIES

Function Room, Catering Servery, Cultural Foyer, Outdoor Courtyard, Outdoor Bar

Hourly charge	-		\$112.00	Y	per hour
Full day and night hire	-		\$810.00	Y	per day and night

FUNCTION ROOM AND OUTDOOR BAR

Hourly charge	-		\$64.00	Y	per hour
Full day and night hire	-		\$555.00	Y	per day and night

CULTURAL FOYER AND OUTDOOR COURTYARD

Hourly charge	-		\$53.00	Y	per hour
Full day and night hire	-		\$406.00	Y	per day and night

CATERING SERVERY

Hourly charge	-		\$40.00	Y	per hour
Full day and night hire	-		\$239.00	Y	per day and night

OUTDOOR BAR OR OUTDOOR COURTYARD

Fee applied to each area

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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OFFICE SPACE

Fee applied to each Office hired

Hourly charge	-		\$34.00	Y	per hour
Up to 8 hours hire	-		\$79.00	Y	per day and night

HIRER SET UP AND/OR PACK UP

Set Up and/or Pack Up	-		\$137.00	Y	per day or part thereof
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STORAGE SHEDS

Standard fee applies to all types of hirers whether commercial or not-for-profit.

Key bond	-		\$70.00	N	each
Weekly rental	-		\$39.00	Y	per week
Yearly Rental (Permit to Occupy)	-		\$323.00	Y	per annum

BUXTON HALL**BONDS**

Not-for-Profit is 50% of Total Hire Fee - excludes Bonds

Key Bond	-		\$70.00	N	only
Facility Bond Payable (Refund of bond in full is subject to satisfactory condition of hall)	-		\$300.00	N	only

HIRER SET UP AND/OR PACK UP

Hire for Set Up and/or Pack Up	-		50% of hire fee Min. Fee: \$0.00	Y	per day or part thereof
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HIRE

Up to 8 hours hire of Hall & Kitchen	-		\$158.00	Y	per day or night
Up to 8 hours hire of Hall only	-		\$109.00	Y	per day or night
Hire charge for Hall & Kitchen	-		\$43.00	Y	per hour
Hire charge for Hall only	-		\$33.00	Y	per hour

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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CIVIC CENTRE BUNDABERG

BONDS

Not-for-Profit is 50% of Total Hire Fee - excludes Bonds. Schools - 25% off Total Hire Fees - excludes Bonds.

Key Bond	-		\$70.00	N	only
Facility Bond Payable (Refund of bond in full is subject to satisfactory condition of hall)	-		\$400.00	N	only

ALL FACILITIES

Auditorium, Supper Room, Kitchen and Bar

Up to 4 hours hire	-		\$550.00	Y	per day or night
Up to 8 hours hire	-		\$1,110.00	Y	per day or night
Full day and night hire	-		\$1,365.00	Y	per day and night

AUDITORIUM

Up to 4 hours hire	-		\$250.00	Y	Per day or night
Up to 8 hours hire	-		\$505.00	Y	per day or night
Full day and night hire	-		\$790.00	Y	per day and night

SUPPER ROOM

Up to 4 hours hire	-		\$118.00	Y	per half day or night
Up to 8 hours hire	-		\$358.00	Y	per day or night
Full day and night hire	-		\$660.00	Y	per day and night

KITCHEN OR BAR

Up to 4 hours hire	-		\$155.00	Y	Per day or night
Up to 8 hours hire – applied to each area	-		\$310.00	Y	per day or night

HIRER SET UP AND/OR PACK UP

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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HIRER SET UP AND/OR PACK UP [continued]

Hire for Set Up and/or Pack Up	-		50% of hire fee Min. Fee: \$0.00	Y	per day or part thereof
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OTHER CHARGES

No Discount or Reduction Applies - Waivers Not Permitted

Council Staff fee to set up (Hirer to pack up and re-stack chairs)	-		\$241.00	Y	each
Council Staff fee to pack up equipment and re-stack chairs	-		\$131.00	Y	each
Council operated Elevator Platform charge each occasion (Council Staff operation only)	-		\$131.00	Y	each
Use of 3 phase power outlets	-		\$81.00	Y	each
Beer or wine glasses – must be cleaned and dry after use. Any breakages will be charged at replacement cost.	-		\$0.90	Y	each
Beer jugs – must be cleaned and dry after use. Any breakages will be charged at replacement cost.	-		\$2.10	Y	each
Hire of drop leads – up to 4 available to hire	-		\$131.00	Y	flat rate
Toilet cleaning – weekend	-		\$178.00	Y	flat rate

EMERGENCY CALL OUTS

Call out fee if Council Staff are called out to assist hirer for any reason at the Centre	-		\$112.00	Y	each
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CORONATION HALL

No 'Celebratory' Functions Permitted

BONDS

Not-for-Profit is 50% of Total Hire Fee - excludes Bonds

Key Bond	-		\$70.00	N	only
Facility Bond Payable	-		\$300.00	N	each

ALL AREAS

Hire charge per hour for all areas	-		\$38.00	Y	per hour
Up to 4 hours hire of all areas	-		\$69.00	Y	per half day or night
Full day and night hire of all areas	-		\$190.00	Y	per day or night

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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HIRER SET UP AND/OR PACK UP

Hire for Set Up and/or Pack Up	-		50% of hire fee Min. Fee: \$0.00	Y	per day or part thereof
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ELLIOTT HEADS HALL**BONDS**

Not-for-Profit is 50% of Total Hire Fee - excludes Bonds

Key Bond	-		\$70.00	N	only
Facility Bond Payable (Refund of bond in full is subject to satisfactory condition of hall)	-		\$300.00	N	each

ALL AREAS

Hourly hire charge for all areas	-		\$28.00	Y	per hour
Up to 4 hours hire of all areas	-		\$61.00	Y	per half day or night
Full day and night hire of all areas	-		\$99.00	Y	per day or night

HIRER SET UP AND/OR PACK UP

Hire for set up and/or pack up	-		50% of hire fee Min. Fee: \$0.00	Y	per day or part thereof
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GIN GIN RSL HALL**BONDS**

Not-for-Profit is 50% of Total Hire Fee - excludes Bonds

Key Bond	-		\$70.00	N	only
Facility Bond Payable (Refund of bond in full is subject to satisfactory condition of hall)	-		\$300.00	N	each

ALL AREAS (INCLUSIVE OF BAR)

Hire charge for all areas per hour	-		\$41.00	Y	per hour
Full day and night hire of all areas	-		\$240.00	Y	per day or night

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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HALL AND KITCHEN

Hire charge for Hall & Kitchen	-		\$34.00	Y	per hour
Full day and night Hall & Kitchen	-		\$161.00	Y	per day or night

HIRER SET UP/CLEAN UP

Hire for set up and/or pack up	-		50% of hire fee Min. Fee: \$0.00	Y	per day or part thereof
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ISIS CULTURAL CENTRE – BOOKINGS AND HIRE FEES PAYABLE ARE TO BE DIRECTED TO CHILDERS KARATE CLUB – WWW.ISISCULTURALCENTRE.COM**BONDS**

Not-for-Profit is 50% of Total Hire Fee - excludes Bonds

Schools is 25% off total hire fees - excludes bonds

Key Bond	-		\$70.00	N	only
Facility Bond Payable (Refund of bond in full is subject to satisfactory condition of hall)	-		\$400.00	N	each event

CENTRE

Auditorium - Supper Room (includes Kitchen and Bar)

Hourly charge per area	-		\$37.00	Y	per hour
Hourly rate all areas	-		\$54.00	Y	each event
Up to 4 hours hire all areas	-		\$192.00	Y	each event
Up to 8 hours hire all areas	-		\$350.00	Y	per day or night
Full day and night hire all areas	-		\$451.00	Y	each event
Up to 4 hours hire Supper Room & Kitchen	-		\$143.00	Y	each event
Up to 8 hours hire of Supper Room & Kitchen	-		\$258.00	Y	per day or night
Up to 8 hours hire of Auditorium or Supper Room – applied per area	-		\$171.00	Y	per day or night
Up to 4 hours hire of Auditorium or Supper Room – applied per area	-		\$93.00	Y	per half day or night

MEETING ROOM

Hourly charge	-		\$34.00	Y	per hour
Up to 4 hours hire	-		\$59.00	Y	per half day
Up to 8 hours hire	-		\$87.00	Y	per day or night

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

MEETING ROOM [continued]

Full day and night hire	-		\$161.00	Y	per day and night
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HIRER SET UP AND/OR PACK UP

Hire for set up and/or pack up	-		50% of hire fee Min. Fee: \$0.00	Y	per day or part thereof
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EMERGENCY CALL OUTS

Call out fee if Staff are called out to assist hirer for any reason at the Centre	-		\$107.00	Y	each
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AIR-CONDITIONING USE

Use of air-conditioning all areas	-		\$54.00	Y	per day
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MULTIPLEX CONVENTION CENTRE HIRE

- Not-for-Profit is 50% of Total Venue Hire Fee - excludes Bonds.
- Schools - 25% off Total Venue Hire Fees - excludes Bonds

BONDS

Refund of bond in full is subject to satisfactory condition facility.

Exhibition Hall & Servery; Facility Bond Payable (Refund of bond in full is subject to satisfactory condition of facility)	-		\$300.00	N	only
Exhibition Hall, Servery, Function Room 1 & Function Room 2; Facility Bond Payable (Refund of bond in full is subject to satisfactory condition of facility)	-		\$300.00	N	only
Function Room 1 or Function Room 2; Facility Bond Payable (Refund of bond in full is subject to satisfactory condition of facility)	-		\$300.00	N	only
Large High Risk Event; Facility Bond Payable (Refund of bond in full is subject to satisfactory condition of facility)	-		\$5,000.00	N	only
Weddings, 18th Birthdays, 21st Birthdays; Facility Bond Payable (Refund of bond in full is subject to satisfactory condition of facility)	-		\$1,000.00	N	only

EXHIBITION HALL, SERVERY AND FUNCTION ROOMS

Half Day	-		\$570.00	Y	Per half day
Full Day	-		\$1,185.00	Y	per full day

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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EXHIBITION HALL, SERVERY AND FUNCTION ROOMS [continued]

Full Day and Night	-		\$1,580.00	Y	per full day and night
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EXHIBITION HALL AND SERVERY

Half Day	-		\$320.00	Y	per half day
Full Day	-		\$875.00	Y	per full day
Full Day and Night	-		\$1,180.00	Y	per full day and night

FUNCTION ROOM 1 OR FUNCTION ROOM 2

Half Day	-		\$230.00	Y	per half day
Full Day	-		\$425.00	Y	per full day
Full Day and Night	-		\$700.00	Y	per full day and night

FUNCTION ROOM 1 & 2 COMBINED

Half Day	-		\$320.00	Y	per half day
Full Day	-		\$770.00	Y	per full day
Full Day and Night	-		\$1,025.00	Y	per full day and night

MULTIPLEX CONVENTION CENTRE**OTHER CHARGES**

Carpet Removal and Replacement	-		POA - Hourly Rate Min. Fee: \$0.00	Y	POA – Hourly Rate
Technical Support	-		POA - Hourly Rate Min. Fee: \$0.00	Y	POA – Hourly Rate
Setup	-		POA - Hourly Rate Min. Fee: \$0.00	Y	POA – Hourly Rate
Pack Down	-		POA - Hourly Rate Min. Fee: \$0.00	Y	POA – Hourly Rate

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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ST GEORGE HALL, SOUTH KOLAN (KOLAN SOUTH STATE SCHOOL IS AGENT FOR BOOKINGS – PHONE 07 4157 7361)

BONDS

Not-for-Profit is 50% of Total Hire Fee - excludes Bonds

Key Bond	-		\$70.00	N	only
Facility Bond Payable (Refund of bond in full is subject to satisfactory condition of hall)	-		\$300.00	N	each

ALL AREAS

Hourly charge	-		\$42.00	Y	per hour
Up to 4 hours hire	-		\$74.00	Y	per half day
Full day and night hire	-		\$150.00	Y	per day or part thereof

HIRER SET UP AND/OR PACK UP

Hire for set up and/or pack up	-		50% of hire fee Min. Fee: \$0.00	Y	per day or part thereof
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BUNDABERG RECREATIONAL PRECINCT

BONDS

No waiver or reduction for Bonds

Key Bond	-		\$70.00	N	only
Bond – Special Event (high risk activities)	-		\$10,000.00	N	each
All Grounds & Facilities	-		\$5,500.00	N	each
Individual Facilities	-		\$500.00	N	each
Individual Areas	-		\$1,000.00	N	each

ALL FACILITIES / GROUNDS

All Grounds and Facilities	-		\$2,340.00	Y	per day
Hirer Set Up and/or Pack up (limited to 7 days either side of event)	-		50% of hire fee Min. Fee: \$0.00	Y	per day

GROUNDS / TOILETS ONLY

continued on next page ...

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

GROUNDS / TOILETS ONLY [continued]

Cleaning of Toilets & Showers during event	-		POA	Y	per day
			Min. Fee: \$0.00		
All Grounds & Toilets	-		\$410.00	Y	per day
North Open Use Area Grounds & Toilets	-		\$172.00	Y	per day
South Open Use Area Grounds & Toilets	-		\$172.00	Y	per day
Central Precinct Grounds & Toilets	-		\$87.00	Y	per day
Canine Group Area Grounds & Toilets	-		\$87.00	Y	per day

BUILDINGS

Main Pavilion	-		\$453.00	Y	per day
Col McLellan Pavilion	-		\$324.00	Y	per day
Ashmont Building	-		\$156.00	Y	per day
Northern Area Canteen	-		\$156.00	Y	per day
Main Canteen	-		\$196.00	Y	per day
Small Canteen	-		\$156.00	Y	per day
Bar	-		\$155.00	Y	per day
Southern Area Canteen	-		\$156.00	Y	per day
Centre Show Ring Building	-		\$196.00	Y	per day
Cold Rooms	-		\$80.00	Y	per day
Department of Primary Industries Building	-		\$131.00	Y	per day
Open Shelter Shed	-		\$56.00	Y	per day

MEETINGS – ASHMONT BUILDING OR CENTRE SHOW RING MEETING ROOM

Up to 4 hours hire	-		\$57.00	Y	per day
Over 4 hours hire	-		\$109.00	Y	per day

EQUESTRIAN & CATTLE EVENTS

All fees must be read in conjunction with the Bundaberg Recreational Precinct Equestrian Fees Information Sheet. No Fee Reductions Apply to Arena Hire

ARENA HIRE

Additional Drag of Arena surface (No fee reduction or waiver applicable) Business Hours	-		\$103.00	Y	per occasion
Additional Preparation of Arena surface (no fee reduction or waiver applicable) Outside of Business Hours	-		POA	Y	
			Min. Fee: \$0.00		
Additional Preparation of Arena surface (No fee reduction or waiver applicable) Business Hours	-		\$205.00	Y	per occasion

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

ARENA HIRE [continued]

Hourly rate (min 3 hours, includes day stalls – Private Hirers Only 5 Horses Max)	-		\$11.00	Y	per hour (min 3 hrs)
Clinic/daily hire rate (includes day stalls)	-		\$117.90	Y	per day
Equine event/show or competition rate (includes stables)	-		\$308.00	Y	per day
Non equine event	-		\$432.85	Y	per day
Set up or pack up	-		\$54.00	Y	per day

CENTRE SHOW RING HIRE

Centre Show Ring No Fee reduction or Waiver applicable.

Hourly rate (min 3 hrs includes day stalls – Private Hirers Only)	-		\$11.00	Y	per hour
Clinic/daily rate (includes day stalls)	-		\$117.90	Y	per day
Equine event/show or competition (includes stables)	-		\$277.00	Y	per day
Non equine event	-		\$222.00	Y	per day
Set up or pack up	-		\$54.00	Y	per day

EVENTS, SHOWS AND COMPETITIONS – 2 AREAS

Includes Arena & Central Show Ring - includes use of area plus toilets and stables

Equine Event/show or competition	-		\$554.50	Y	per day
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CAMPING

ONLY in association with an Event. No Discounts or Fee Reductions Apply.

Any camping that is undertaken which is not as part of an event will require a written application to Council and will be charged at the same rates as applicable to Council Holiday Parks.

Camping is prohibited in Stables, Day Stalls & Cattle Stalls.

Powered Site	-		\$25.00	Y	per day
Unpowered Site	-		\$19.00	Y	per day

STABLES & STALLS

Stable or Stall per animal (excluding cleaning)	-		\$9.90	Y	per day
Stable or Stall per animal (includes cleaning)	-		\$22.00	Y	per day or night
Cleaning fee – applied if stables left dirty after hire	-		\$150.00	Y	each event

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

FEES ASSOCIATED WITH PERMIT TO OCCUPY/RENTAL AGREEMENTS

Hire of Council owned storage shed under Rental Agreement	-		\$326.00	Y	per annum
Hire of Council owned double bay shed under Rental Agreement	-		\$665.00	Y	per annum
Annual Permit to Occupy fee – Council supply land for storage purposes only (ie the organisation owns and maintains the shed/building/storage facility not Council). To be calculated based on building footprint in square metres (ie 1.60 x 28 sq metre building footprint = total fee)	-		\$1.90	Y	per square metre
Annual Permit to Occupy fee for Clubhouse – Council supply land, power and water. To be calculated based on building footprint in square metres (ie 6 x 28 sq metre building footprint = total fee)	-		\$6.60	Y	per square metre

OTHER CHARGES

Extra Skip Bins	-		POA Min. Fee: \$0.00	Y	per unit
Extra Waste Bins	-		\$14.00	Y	per unit

WEST STREET CENTRE (BOOKINGS MADE THROUGH ISIS MULTICULTURAL GROUP)

Hire for charity groups/community service	-		No charge Min. Fee: \$0.00	Y	
Hire charge for centre	-		\$20.00	Y	per hour

APPLE TREE CREEK SPORTSGROUND – EFFECTIVE FROM 1 JANUARY 2018

All fees are per day (24 hour) or part thereof.

Key Bond	-		\$70.00	N	only
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COMMERCIAL FEES

All buildings	-		\$122.00	Y	per day or part thereof
All grounds and buildings	-		\$151.00	Y	per day or part thereof
Bump in – bump out per day – limited to 7 days either side of event	-		50% of hire fees Min. Fee: \$0.00	Y	per day
All grounds for use by markets	-		\$54.00	Y	per event

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

NOT FOR PROFIT FEES

All buildings	-		\$62.00	Y	per day or part thereof
All grounds and buildings	-		\$75.50	Y	per day or part thereof
Bump in – bump out per day – limited to 7 days either side of event	-		50% of hire fees Min. Fee: \$0.00	Y	per day
All grounds for use by markets	-		\$27.00	Y	per event

OTHER FACILITIES / SERVICES**RACECOURSE**

Bookings at Racecourse Secretary's Office

Hire charge for Race Club Rental	-		\$695.00	Y	per meeting
Hire charge for stables – per horse (less 50% commission paid)	-		\$34.00	Y	per week
Hire charge for stables – per horse (less 50% commission paid)	-		\$99.00	Y	per month

SCHOOL OF ARTS BUILDING MEETING ROOM – GALLERY – RECEPTION ROOM

No facility bond (however damage repairs or additional cleaning costs may apply)

ROOM 1M

Not-for-Profit is 50% of Total Hire Fee

Up to 4 hours hire	-		\$58.00	Y	per half day
Up to 8 hours hire	-		\$109.00	Y	per day

GALLERY GROUND FLOOR 1G (COMMUNITY EXHIBITIONS)

Up to 4 hours hire	-		\$26.00	Y	per half day
Up to 8 hours hire	-		\$52.00	Y	per day
Hire charge for community hire – weekly	-		\$236.00	Y	per week

ROOM 2R

Up to 4 hours hire	-		\$69.00	Y	per half day
Up to 8 hours hire	-		\$138.00	Y	per half day

ROOM 1A

Up to 4 hours hire	-		\$33.00	Y	per half day
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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ROOM 1A [continued]

Up to 8 hours hire	-		\$61.00	Y	per day
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KEY BOND

No Facility Bond

Key Bond	-		\$70.00	N	only
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DAPH GEDDES PARK

Split into 5 zones. Zone 1 is the shared toilet and shower block which is available to all hirer's at no cost.

ZONES GENERAL

Fee applicable per zone - includes use of Zone 1. Not for Profit is 50% of total hire fee

Key Bond	-		\$70.00	N	only
Full day and night hire applicable for each zone – private use	-		\$79.00	Y	per day and night
Full day and night hire applicable per zone – commercial use	-		\$201.00	Y	per day and night

HIRER SET UP AND/OR PACK UP

Set up and/or pack up	-		50% of hire fee Min. Fee: \$0.00	Y	per day or part thereof
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PERMIT TO OCCUPY FEES

Annual Permit to Occupy Fee (applicable per zone used)	-		\$355.00	Y	per annum
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COMMERCIAL PONTOON – QUAY STREET

Annual licence fee for non-exclusive right to moor vessels at Commercial Pontoon for embarking and disembarking passengers	-		\$960.00	Y	per annum
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GOODNIGHT SCRUB HALL (BOOKINGS AND HIRE FEES PAYABLE ARE TO BE DIRECTED TO GOODNIGHT SCRUB HALL COMMITTEE 4157 6393 / 0429 650 857)

Facility Bond Payable (Refund of bond in full is subject to satisfactory condition of hall)	-		\$150.00	N	each event
Full Day & Night	-		\$30.00	Y	per day and night

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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WALLAVILLE HALL (BOOKINGS AND HIRE FEES PAYABLE ARE TO BE DIRECTED TO WALLAVILLE HALL COMMITTEE, BOOKING CONVENOR LINDA HITE 0413 284 419)

Day Hire	-		\$40.00	Y	per day
Facility Bond Payable (Refund of bond in full is subject to satisfactory condition of hall)	-		\$100.00	N	each event
Night Hire	-		\$80.00	Y	per night

BOOLBOONDA HALL (BOOKINGS AND HIRE FEES PAYABLE ARE TO BE DIRECTED TO BOOLBOONDA HALL COMMITTEE, TREASURER PENE MAHONEY 4178 5903)

Caravan Groups	-		\$5.00	Y	per person per day
Celebratory Functions	-		\$80.00	Y	per event
Regular Hirer	-		\$5.00	Y	per day

WOODGATE HALL

COMMUNITY GROUPS INCLUDING NOT FOR PROFIT AND SCHOOLS (BOOKINGS AND HIRE FEES PAYABLE ARE TO BE DIRECTED TO WOODGATE & DISTRICT RESIDENTS ASSOCIATION INC BOOKINGS.HALL@WOODGATEBEACH.ORG.AU 4126 8504)

Approved charity organisations raising funds for recognised charities or Community Service organisations providing essential services to public or the Bundaberg Regional Council are exempt from hire charges or bonds but not from damage, repairs or cleaning charges.

Day before / Day after set up or clean	-		\$31.00	Y	per day
Facility Bond Payable	-		\$300.00	N	each event
Hire of Hall	-		\$62.00	Y	per day or night
Hire of Kitchen (no charge for regular hirers for serving refreshments)	-		\$28.00	Y	per day or night
Hourly rate	-		\$18.00	Y	per hour (day or night)
Morning / Afternoon tea	-		\$18.00	Y	each day or night
Regular Hirers	-		\$26.00	Y	per day or night
Regular hirers hourly rate	-		\$16.00	Y	per hour (day or night)
Up to 4 hours hire	-		\$31.00	Y	per half day or night

CORPORATE AND PRIVATE HIRE (BOOKINGS AND HIRE FEES PAYABLE ARE TO BE DIRECTED TO WOODGATE & DISTRICT RESIDENTS ASSOCIATION INC BOOKINGS.HALL@WOODGATEBEACH.ORG.AU 4126 8504)

Day before / Day after set up or clean	-		\$62.00	Y	each day or night
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

CORPORATE AND PRIVATE HIRE (BOOKINGS AND HIRE FEES PAYABLE ARE TO BE DIRECTED TO WOODGATE & DISTRICT RESIDENTS ASSOCIATION INC BOOKINGS.HALL@WOODGATEBEACH.ORG.AU 4126 8504) [continued]

Facility Bond Payable (refund of bond in full is subject to satisfactory condition facility)	-		min fee \$300 Min. Fee: \$0.00	N	each event
Hire of Hall	-		\$82.00	Y	per day or night
Hire of Hall and Kitchen	-		\$205.00	Y	per day or night
Hire of Hall and Kitchen hourly rate	-		\$41.00	Y	per hour (day or night)
Hire of Hall hourly rate	-		\$31.00	Y	per hour (day or night)
Hire of Kitchen hourly rate	-		\$31.00	Y	per hour (day or night)
Morning / Afternoon Tea (No Bond)	-		\$31.00	Y	each

HEALTH & ENVIRONMENTAL HEALTH SERVICES

COMMERCIAL USE OF PARKS & RESERVES

Note: Pro-rata calculations can apply to part year, however, a minimum fee of \$30.00 plus application fee will apply.

Not-for-profit organisations can apply to have fees waived.

Application for the establishment of temporary commercial (carrying on the supply of goods and services for profit) activities, in park vending and stalls	Local Law No. 4 – Local Government Controlled Areas Facilities & Roads		\$217.00	N	per application
Application for the establishment of display of goods in parks, busking, and animal grazing	Local Law No. 4 – Local Government Controlled Areas Facilities & Roads		\$54.00	N	per application
Permit fee for temporary commercial activities, in park vending and stalls	Local Law No. 4 – Local Government Controlled Areas Facilities & Roads		\$790.00	N	per annum
Small Events – Permit fee for temporary commercial activities, in park vending and stalls	Local Law No. 4 – Local Government Controlled Areas Facilities & Roads		\$80.00	N	per day
Permit fee for animal grazing on a park or reserve where Council can issue a trustee permit for such use	Local Law No. 4 – Local Government Controlled Areas Facilities & Roads		\$289.00	N	per annum
Permit fee for temporary commercial sport, clubs, fitness and recreation activities utilising reserves for limited time duration and limited days – may include multiple reserves – 8 month or season permit	Local Law No. 4 – Local Government Controlled Areas Facilities & Roads		\$217.00	N	per application

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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COMMERCIAL USE OF PARKS & RESERVES [continued]

Large Events – Such as circus, amusement rides, rodeo, major concerts etc – up to 10 days	Local Law No. 4 – Local Government Controlled Areas Facilities & Roads		\$1,780.00	N	per event
Large Events – Such as Circus, amusement rides, rodeo, major concert	Local Law No. 4 – Local Government Controlled Areas Facilities & Roads		\$615.00	N	per day and night

DISPLAY OF BANNERS

Erection of Salter Oval Banner	-		\$174.00	Y	each
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LAND PROTECTION SERVICES

DECLARED PEST ANIMAL BAITS

Pigout Pig Bait	-		\$4.10	Y	each
Doggone Dog Bait	-		\$2.80	Y	each
Foxoff Fox Bait	-		\$2.10	Y	each
Tray Doggone Dog Bait (pack of 12)	-		\$34.00	Y	each
Tray Foxoff Baits (pack of 30)	-		\$63.00	Y	each

SPRAY EQUIPMENT HIRE

Spray equipment made available to Landholder's and Community Groups at a nominal cost (also applies to other Council Sections internally).

LANDHOLDERS

Splatter Gun Hire – 1 Cylinder	-		\$21.00	Y	per day or part thereof
Splatter Gun Hire – 2 Cylinders	-		\$28.00	Y	per day or part thereof
Trailer-Mounted Quikspray Unit	-		\$39.00	Y	per day or part thereof

COMMUNITY GROUPS

Splatter Gun Hire – 1 Cylinder	-		\$15.00	Y	per day or part thereof
Splatter Gun Hire – 2 Cylinders	-		\$21.00	Y	per day or part thereof
Trailer-Mounted Quikspray Unit	-		\$18.00	Y	per day or part thereof

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

TASKFORCE

1 litre	-		\$49.00	Y	per container
5 litres	-		\$139.00	Y	per container
20 litres	-		\$390.00	Y	per container

DEPOT EQUIPMENT HIRE – WHEELIE BIN

Hire of Wheelie Bin for Events Bond	-		\$20.00	N	per bin
Charge if bin or bins are damaged or stolen	-		\$104.00	Y	per bin

ADVERTISING ON COUNCIL LAND

Billboards on Land at South Isis (rental issued for 1 year period) – per face	-		\$1,110.00	Y	per annum
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WEDDINGS, CEREMONIES & PARTIES IN PARKS & RESERVES

Weddings, Ceremonies and Parties in Parks and Reserves	-		\$199.00	Y	per day
For Functions of less than 30 people	-		\$75.00	Y	per day

MISCELLANEOUS FEES

Commercial Hire of Council Off-street Car Parking Bays in Bundaberg CBD	-		\$1,355.00	Y	per annum
Use of park / recreation reserve to deposit materials – associated with adjacent construction works (where approved) for up to 3 months	-		\$14.00	N	per square metre
Minimum fee \$170.00					

HOLIDAY PARKS

For dates of Peak/High Season for Holiday Parks visit www.bundabergholidayparks.com.au

BURNETT HEADS 'LIGHTHOUSE' HOLIDAY PARK**NIGHTLY RATES**

Non-powered site	-		\$28.00	Y	per night
Powered site	-		\$32.00	Y	per night
Extra adult	-		\$10.00	Y	per night
Extra child	-		\$6.00	Y	per night
Cabin	-		\$110.00	Y	per night

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

NIGHTLY RATES [continued]

Extra adult cabin	-		\$12.00	Y	per night
Extra child cabin	-		\$9.00	Y	per night

NIGHTLY RATES – PEAK SEASON

Non-powered site	-		\$31.00	Y	per night
Powered site	-		\$37.00	Y	per night
Extra adult	-		\$11.00	Y	per night
Extra child	-		\$7.00	Y	per night
Cabin	-		\$126.00	Y	per night
Extra adult cabin	-		\$14.00	Y	per night
Extra child cabin	-		\$12.00	Y	per night

WEEKLY RATES

Non-powered site	-		\$168.00	Y	per week
Powered site	-		\$192.00	Y	per week
Permanent site	-		\$142.00	Y	per week
Extra adult	-		\$60.00	Y	per week
Extra child	-		\$36.00	Y	per week
Cabin	-		\$660.00	Y	per week
Extra adult cabin	-		\$72.00	Y	per week
Extra child cabin	-		\$54.00	Y	per week
Linen (additional set)	-		\$21.00	Y	per week

WEEKLY RATES – PEAK SEASON

Non-powered site	-		\$186.00	Y	per week
Powered site	-		\$222.00	Y	per week
Extra adult	-		\$66.00	Y	per week
Extra child	-		\$42.00	Y	per week
Cabin	-		\$756.00	Y	per week
Extra adult cabin	-		\$84.00	Y	per week
Linen (additional set)	-		\$21.00	Y	per week
Extra child cabin	-		\$72.00	Y	per week

ELLIOTT HEADS CARAVAN PARK**NIGHTLY RATES**

Non-powered site	-		\$31.00	Y	per night
Powered site	-		\$37.00	Y	per night

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

NIGHTLY RATES [continued]

Cabin	-		\$142.00	Y	per night
Extra adult site	-		\$11.00	Y	per night
Extra child site	-		\$8.00	Y	per night
Extra adult cabin	-		\$13.00	Y	per night
Extra child cabin	-		\$10.00	Y	per night

NIGHTLY RATES – PEAK SEASON

Non-powered site	-		\$37.00	Y	per night
Powered site	-		\$42.00	Y	per night
Cabin	-		\$159.00	Y	per night
Extra adult site	-		\$12.00	Y	per night
Extra child site	-		\$9.00	Y	per night
Extra adult cabin	-		\$17.00	Y	per night
Extra child cabin	-		\$14.00	Y	per night

WEEKLY RATES

Non-powered site	-		\$186.00	Y	per week
Powered site	-		\$222.00	Y	per week
Cabin	-		\$852.00	Y	per week
Permanent site	-		\$142.00	Y	per week
Extra adult site	-		\$66.00	Y	per week
Extra child site	-		\$48.00	Y	per week
Extra adult cabin	-		\$78.00	Y	per week
Extra child cabin	-		\$60.00	Y	per week
Linen (additional set)	-		\$21.00	Y	per week

WEEKLY RATES – PEAK SEASON

Non-powered site	-		\$222.00	Y	per week
Powered site	-		\$252.00	Y	per week
Cabin	-		\$954.00	Y	per week
Extra adult site	-		\$72.00	Y	per week
Extra child site	-		\$54.00	Y	per week
Extra adult cabin	-		\$102.00	Y	per week
Extra child cabin	-		\$84.00	Y	per week
Linen (additional set)	-		\$21.00	Y	per week

MIARA CARAVAN PARK

Transfer of Ownership – LTHS Residents only	-		\$260.00	Y	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

NIGHTLY RATES

Non-powered site	-		\$27.00	Y	per night
Powered site – Park	-		\$30.00	Y	per night
Powered site – Beachfront	-		\$32.00	Y	per night
Extra adult	-		\$9.00	Y	per night
Extra child	-		\$6.00	Y	per night
Shower – Non-Resident	-		\$5.00	Y	per night
Power Use	-		\$5.00	Y	per night

NIGHTLY RATES – PEAK SEASON

Non-powered site	-		\$32.00	Y	per night
Powered site – Park	-		\$34.00	Y	per night
Powered site – Beachfront	-		\$37.00	Y	per night
Extra adult	-		\$10.00	Y	per night
Extra child	-		\$7.00	Y	per night
Shower – Non-Resident	-		\$6.00	Y	per night
Power Use	-		\$6.00	Y	per night

WEEKLY RATES

LTHS (Standard) – non-powered – oversize structure	-		\$78.00	Y	per week
LTHS (Standard) – powered – oversize structure	-		\$111.00	Y	per week
Non-powered site	-		\$162.00	Y	per week
Powered site – Park	-		\$180.00	Y	per week
Powered site – Beachfront	-		\$192.00	Y	per week
LTHS (Standard) – non-powered	-		\$55.00	Y	per week
LTHS (Standard) – powered	-		\$90.00	Y	per week
LTHS (Large) – non-powered	-		\$80.00	Y	per week
Permanent – non-powered	-		\$100.00	Y	per week
Permanent – powered	-		\$142.00	Y	per week
Permanent site (House) – Non powered	-		\$142.00	Y	per week
Extra adult	-		\$54.00	Y	per week
Extra child	-		\$36.00	Y	per week
Shower – Non resident	-		\$30.00	Y	per week
Power use	-		\$30.00	Y	per week

WEEKLY RATES – PEAK SEASON

Non-powered site	-		\$192.00	Y	per week
Powered site – Park	-		\$204.00	Y	per week

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

WEEKLY RATES – PEAK SEASON [continued]

Powered site – Beachfront	-		\$222.00	Y	per week
Extra adult	-		\$60.00	Y	per week
Extra child	-		\$42.00	Y	per week
Shower – Non-Resident	-		\$36.00	Y	per week
Power use	-		\$36.00	Y	per week

MOORE PARK BEACH HOLIDAY PARK**NIGHTLY RATES**

Waterfront powered site	-		\$37.00	Y	per night
Powered site	-		\$32.00	Y	per night
Non-powered site	-		\$28.00	Y	per night
Extra adult site	-		\$10.00	Y	per night
Extra child site	-		\$6.00	Y	per night
Cabin	-		\$105.00	Y	per night
Extra adult cabin	-		\$11.00	Y	per night
Extra child cabin	-		\$8.00	Y	per night

NIGHTLY RATES – PEAK SEASON

Waterfront powered site	-		\$40.00	Y	per night
Powered site	-		\$37.00	Y	per night
Non-powered site	-		\$32.00	Y	per night
Extra adult site	-		\$11.00	Y	per night
Extra child site	-		\$7.00	Y	per night
Cabin	-		\$121.00	Y	per night
Extra adult cabin	-		\$15.00	Y	per night
Extra child cabin	-		\$12.00	Y	per night

WEEKLY RATES

Waterfront powered site	-		\$222.00	Y	per week
Powered site	-		\$192.00	Y	per week
Non-powered site	-		\$168.00	Y	per week
Extra adult site	-		\$60.00	Y	per week
Extra child site	-		\$36.00	Y	per week
Cabin	-		\$630.00	Y	per week
Extra adult cabin	-		\$66.00	Y	per week
Extra child cabin	-		\$48.00	Y	per week
Linen (additional set)	-		\$21.00	Y	per stay
Permanent site	-		\$142.00	Y	per week

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

WEEKLY RATES [continued]

Permanent waterfront site	-		\$168.00	Y	per week
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WEEKLY RATES – PEAK SEASON

Waterfront powered site	-		\$240.00	Y	per week
Powered site	-		\$222.00	Y	per week
Non-powered site	-		\$192.00	Y	per week
Extra adult site	-		\$66.00	Y	per week
Extra child site	-		\$42.00	Y	per week
Cabin	-		\$726.00	Y	per week
Extra adult cabin	-		\$90.00	Y	per week
Extra child cabin	-		\$72.00	Y	per week
Linen (additional set)	-		\$21.00	Y	per week

NORVAL PARK CAMPING GROUND

Bookings made via Bundaberg Visitor Information Centre - 1300 722 099

Camping – per person	-		\$7.00	Y	per night
Children under 5 years	-		No charge	Y	
			Min. Fee: \$0.00		
Camping – per family (1 or 2 adults and accompanying children under 18 years – maximum number of 8 people)	-		\$26.00	Y	per night

INFRASTRUCTURE SERVICES**PRIVATE WORKS – WATER**

Works carried out as private works will be individually priced	-		By quotation	Y	each
			Min. Fee: \$0.00		

Private plant hire rates and labor on costs are to be used. It is preferred that prices charged for private works be on the basis of a fixed price given prior to commencement of work but may be on an actual cost basis following provision of an estimated cost. Unless authorized by the General Manager of the Department pre-payment is required for all private works. (As Assessed)

PRIVATE WORKS – SEWERAGE

Works carried out as private works will be individually priced	-		By quotation	Y	each
			Min. Fee: \$0.00		

Private plant hire rates and labour on costs are to be used. It is preferred that prices charged for private works be on the basis of a fixed price given prior to commencement of work but may be on an actual cost basis following provision of an estimated cost. Unless authorized by the General Manager of the Department pre-payment is required for all private works. (As Assessed)

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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PRIVATE WORKS

Works carried out as private works will be individually priced	-		By quotation Min. Fee: \$0.00	Y	each
Private plant hire rates and labour on costs are to be used. It is preferred that prices charged for private works be on the basis of a fixed price given prior to commencement of work but may be on an actual cost basis following provision of an estimated cost. Unless authorized by the General Manager of the Department pre-payment is required for all private works. (As Assessed)					

ROADS / STREETS

CONSTRUCTION, REHABILITATION, ROAD REINSTATEMENT WORK

To be assessed under Private Works	-		As Assessed Min. Fee: \$0.00	Y	
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PROPERTY ACCESS

Charges apply even if Council is installing kerb and channelling at the time unless there is an existing approved crossing place (per 3 metre crossing)

Cost of concrete invert crossing only (domestic non-rural)	-		\$1,955.00	Y	each
Cost of bridge crossing (domestic non-rural)	-		\$1,795.00	Y	per 3 metres of crossing
Construction of extra concrete slab (0.6 metres wide)	-		\$575.00	Y	each

RURAL NUMBERING

Supply and installation of a new rural numbering post with numbers	-		\$73.00	Y	each
Supply of a replacement rural number unit (per unit, pickup from depot)	-		\$39.00	Y	per unit
Supply of a replacement rural numbering post (pickup from depot)	-		\$29.00	Y	each

USE OF ROADS

Fee to use part of a road reserve to deposit materials associated with adjacent construction works where approved for a three month period and the works are associated with a single domestic dwelling (Price per m2).	-		\$20.00	N	per square metre
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

FEE TO USE OF PART OF A ROAD RESERVE TO DEPOSIT MATERIALS ASSOCIATED WITH ADJACENT CONSTRUCTION WORKS WHERE SUCH USE IS GREATER THAN THREE MONTHS OR THE CONSTRUCTION IS NOT ASSOCIATED WITH A SINGLE DOMESTIC DWELLING

Note: Pro Rata Calculations can apply to part period, however a minimum fee of \$30.00 plus application fee will apply. Not-for-profit organisations can have the fees waived on application.

Where the use is any part of a road carriageway or footpath up to a period of 12 months (Price per m2)	-	\$67.00	N	per square metre
Where the use is part of the road reserve which does not restrict pedestrian or vehicle movements for a twelve month period.	-	\$905.00	N	per annum

TRAFFIC COUNT DATA

Supply of traffic count data	-	\$35.00	Y	per count
Processing and special reports (charged at 15 minute increments)	-	\$133.00	Y	per hour

LABORATORY

ADMINISTRATION COSTS

Batch Handling & Report generation	-	\$40.00	Y	each
Sample bottle preparation	-	\$62.00	Y	per batch

SAMPLING AND IN-SITU ANALYSIS

Sample collection per hour	-	\$118.00	Y	per hour
Field Chlorine – Total	-	\$14.00	Y	each
Field Chlorine – Free	-	\$14.00	Y	each
Field Conductivity	-	\$12.00	Y	each
Field Oxygen Dissolved (DO) by Meter	-	\$15.00	Y	each
Field pH	-	\$13.00	Y	each
Field Salinity	-	\$12.00	Y	each
Groundwater Standing Water level	-	\$5.40	Y	

GENERAL CHEMISTRY

Absorbance @ 254 mm	-	\$18.00	Y	each
Alkalinity	-	\$20.00	Y	each
Anion Suite (Chlorate, Chloride, Fluoride, Nitrite, Nitrate, Sulphate) by Ion Chromatography (IC)	-	\$87.00	Y	each
Cation Suite (Ammonium, Calcium, Magnesium, Potassium, Sodium) by Ion Chromatography	-	\$87.00	Y	each
Chlorine – Total	-	\$14.00	Y	each

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

GENERAL CHEMISTRY [continued]

Chlorine – Free	-		\$14.00	Y	each
Chlorine – Combined by calculation derived from Free & Total Chlorine. Must select these tests as well	-		\$2.80	Y	each
Colour – Apparent	-		\$15.00	Y	each
Colour – True	-		\$16.00	Y	each
Conductivity	-		\$12.00	Y	each
Free Carbon Dioxide by calculation derived from Alkalinity, pH Conductivity & Calcium. Must select these tests as well.	-		\$2.80	Y	each
Hardness – Total by Titration	-		\$20.00	Y	each
Hardness – Calcium by Titration	-		\$17.00	Y	each
Hardness – Calcium by calculation derived from Calcium. Must select this test as well	-		\$2.80	Y	each
Hardness – Total by calculation derived from Calcium and Magnesium. Must select these tests as well	-		\$2.80	Y	each
Metals Suite (Al, Fe, Mn, Cu) by Atomic Adsorption Spectroscopy	-		\$59.00	Y	each
Organic Carbon – Dissolved (DOC)	-		\$48.00	Y	each
Organic Carbon – Total (TOC)	-		\$46.00	Y	each
Oxygen Demand – Chemical Flocculated	-		\$40.00	Y	each
Oxygen Demand – Chemical Soluble	-		\$40.00	Y	each
Oxygen Demand – Biochemical (BOD)	-		\$58.00	Y	each
Oxygen Demand – Chemical (COD)	-		\$29.00	Y	each
Oxygen Dissolved (DO) by Meter	-		\$15.00	Y	each
Oxygen Dissolved (DO) by Titration	-		\$27.00	Y	each
pH	-		\$12.00	Y	each
Salinity	-		\$12.00	Y	each
Saturation Index (SI) by calculation derived from pH, Alkalinity and Calcium. Must select these tests as well	-		\$2.80	Y	each
Sodium Absorption Ration (SAR) by calculation derived from Sodium, Calcium and Potassium. Must select these tests as well	-		\$2.80	Y	each
Secchi Disc	-		\$21.00	Y	each
Solids – Suspended	-		\$26.00	Y	each
Solids – Total	-		\$26.00	Y	each
Solids – Total Dissolved by calculation derived from Conductivity. Must select this test as well	-		\$2.80	Y	each
Solids – Volatile Suspended	-		\$26.00	Y	each
Solids – Volatile Total	-		\$26.00	Y	each
Sulphide	-		\$27.00	Y	each
Sulphite	-		\$27.00	Y	each
Turbidity	-		\$14.00	Y	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

NUTRIENT ANALYSIS

Nitrogen – Ammonia by colorimetric analysis	-		\$28.00	Y	each
Nitrogen – Ammonia by calculation derived from Ammonium by IC. Must select this test as well	-		\$2.80	Y	each
Nitrogen – NOx by calculation derived from Nitrate and Nitrite by IC. Must select these tests as well	-		\$2.80	Y	each
Nitrogen – Total by Ion Chromatography (IC)	-		\$41.00	Y	each
Nitrogen – Total Kjeldahl (TKN) by calculation derived from Total Nitrogen, Nitrate and Nitrite. Must select these tests as well	-		\$2.80	Y	each
Oil & Grease	-		\$95.00	Y	each
Phosphorus – Orthophosphate by calculation derived from phosphate by IC. Must select this test as well.	-		\$2.80	Y	each
Phosphorus – Total by Ion Chromatography (IC)	-		\$41.00	Y	each

MICROBIOLOGICAL TESTING

Heterotrophic Plate count	-		\$39.00	Y	each
Escherichia coli (MPN)	-		\$36.00	Y	each
Escherichia coli (MF)	-		\$39.00	Y	each
Enterococci sp.	-		\$39.00	Y	each
Faecal Coliform	-		\$40.00	Y	each
Total Coliform (MF)	-		\$39.00	Y	Each
Total Coliform (MPN)	-		\$35.00	Y	each
Pseudomonas aeruginosa	-		\$39.00	Y	each

WASTEWATER PROCESS ANALYSIS

Non Volatile Solids	-		\$28.00	Y	each
Mixed Liquor Suspended Solids	-		\$28.00	Y	each
Settleable Matter	-		\$24.00	Y	each
Settleable Volume	-		\$24.00	Y	each
Sludge Volume Index	-		\$28.00	Y	each
Total Alkalinity	-		\$28.00	Y	each
Volatile Acids	-		\$28.00	Y	each
Volatile Solids	-		\$36.00	Y	each

LIBRARIES

GENERAL FEES

3-D Print (Printing)	-		\$3.00	Y	per hour
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

GENERAL FEES [continued]

3-D Print (Setup)	-		\$15.00	Y	each
Colour Photocopying and Printing	-		\$1.00	Y	per page
Photocopying and Printing	-		\$0.20	Y	per page
Microfilm – A4 page	-		\$0.20	Y	per page
Replacement Library Card	-		\$2.50	Y	each
Replacement Library Books	-		As assessed	Y	per book
			Min. Fee: \$0.00		
Visitor Membership fee	-		\$25.00	Y	

PICTURE BUNDABERG FEES

*Urgent requests that are required within 5 business days.

A4 print on photographic/gloss paper	-		\$7.00	Y	each
High resolution copies on USB	-		\$19.00	Y	each

PICTURE BUNDABERG POSTAGE FEES (WITHIN AUSTRALIA ONLY)

*Urgent requests that are required within 5 business days.

1-10 photos (prints on A4)	-		\$7.00	Y	each
10+ photos (prints on A4)	-		\$14.00	Y	each
USB (per USB)	-		\$10.00	Y	each

MONCRIEFF ENTERTAINMENT CENTRE

New rates fully inclusive of credit card charges, cleaning (except for excess cleaning charge), electricity (except for back up generator if required), event creation fees, equipment usage.

Venue Hire charges include up to 8 hours (bump in, rehearsal/sound check, event, bump out). Then hourly charges apply.

Labour, box office and advertising charges are not included in hire fees.

VENUE HIRE CHANGE

Change Fee	-		\$257.00	Y	per change to contracted services after signing
Commercial hires	-		\$2,040.00 + 10% of gross box office	Y	per event
			Min. Fee: \$0.00		

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

VENUE HIRE CHANGE [continued]

Commercial hire – subsequent events on same day	-		10% of gross box office Min. Fee: \$0.00	Y	per event
Commercial hourly charge – beyond 8 hours	-		\$277.00	Y	per hour
Commercial hires (return booking – subsequent booking on same day)	-		8% of gross box office Min. Fee: \$0.00	Y	
Commercial hires (return booking)	-		\$2,040 + 8% of gross box office (if the last event was booked within the previous 24 months) + waiver of 50% of the venue deposit on contract Min. Fee: \$0.00	Y	
Conventions, Conferences etc	-		\$2,040.00	Y	per event
Conventions, Conferences etc – half day rate	-		\$1,050.00	Y	per half day
Community hire (extended day; from 8 hours split shift, excludes Sunday)	-		\$1,275 + 10% of gross box office Min. Fee: \$0.00	Y	
Community hire – (subsequent events on same day)	-		10% of gross box office Min. Fee: \$0.00	Y	per event
Community hire – rehearsal (excludes Sunday)	-		\$1,050.00	Y	per day
Community hire – rehearsal (up to 4 hours – excludes Sunday)	-		\$525.00	Y	per half day or part thereof
Community hire (full day; from 4-8 hours; excludes Sunday)	-		\$1,050 + 10% of gross box office Min. Fee: \$0.00	Y	
Regular Community hirers – booked in the last	-			Y	

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

VENUE HIRE CHANGE [continued]

24 months (extended day; from 8-10 hours; excludes Sunday)	-		\$1,275 + 8% of gross box office Min. Fee: \$0.00	Y	
Regular Community hirers – booked in the last 24 months (full day; from 4-8 hours; excludes Sunday)	-		\$1,050 + 8% of gross box office Min. Fee: \$0.00	Y	
Regular Community hirers (subsequent events on same day) – booked in the last 24 months	-		8% of gross box office Min. Fee: \$0.00	Y	
Schools – full day and night (8 hours split shift – excludes Sunday)	-		\$1,275.00	Y	per day and night
Schools – full day or part thereof up to 8 hours, then hourly rate (excludes Sunday)	-		\$1,050.00	Y	per day or part thereof
Community/ school/ university hourly charge – beyond 8 hours	-		\$185.00	Y	per hour
Merchandise Fee	-		\$110.00 Flat Fee Min. Fee: \$100.00	Y	per event

EQUIPMENT HIRE/OTHER FEES

Grand piano – Commercial	-		\$350.00	Y	per move/tune
Grand piano – Community	-		\$250.00	Y	per move/tune
Grand piano – Community use (not tuned)	-		Included in hire Min. Fee: \$0.00	Y	per event
Orchestra Pit Cover	-		\$1,120.00	Y	per event
Catering service fee	-		\$140.00	Y	per event
Smoke Haze service fee	-		\$55.00	Y	per event
Excess cleaning fee (i.e. confetti, ticker tape or associated effects are used or if cleaning is 3+ hours)	-		\$267.00	Y	per event

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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EQUIPMENT HIRE/OTHER FEES [continued]

Back up electricity service fee	-		\$140.00 + generator hire at cost Min. Fee: \$0.00	Y	per event
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BOOKING FEE (BOX OFFICE CHARGES TO HIRERS)

Booking Set Up Fee – Minimum	-		\$137.50	Y	Per event booking
Commercial hirer (where the highest ticket price is greater than \$50)	-		\$5.20	Y	per ticket
Commercial Hirer (where the highest ticket price is up to \$49.99)	-		\$4.60	Y	per ticket
Community hirer (not for profit groups and performing arts schools)	-		\$3.40	Y	per ticket
Complimentary Ticket fee	-		\$1.80	Y	per ticket

BOX OFFICE CHARGES TO CUSTOMERS

Transaction fee (applies to all events tickets, not to cinema admissions)	-		\$2.30	Y	per transaction
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STAFF CHARGE-OUT**FRONT OF HOUSE DUTY OFFICER – MINIMUM 3 HOUR CALL**

1st 8 hours Monday-Saturday (excluding Public Holidays)	-		\$65.00	Y	per hour
Next 3 hours/Time and a half	-		\$97.50	Y	per hour
Penalty Double Time (includes Sunday)	-		\$130.00	Y	per hour
Public Holidays/Penalty Double Time and a Half	-		\$162.50	Y	per hour

FRONT OF HOUSE STAFF – MINIMUM 3 HOUR CALL

1st 8 hours Monday-Saturday (excluding Public Holidays)	-		\$50.00	Y	per hour
Next 3 hours/Time and a Half	-		\$75.00	Y	per hour
Penalty Double Time (includes Sunday)	-		\$100.00	Y	per hour
Public Holidays/Penalty Double Time and a Half	-		\$125.00	Y	per hour

THEATRE TECHNICAL STAFF (STAGE HANDS) MINIMUM 3 HOUR CALL

Monday - Saturday (excluding Public Holidays)

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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THEATRE TECHNICAL STAFF (STAGE HANDS) MINIMUM 3 HOUR CALL [continued]

1st 8 hours Monday-Saturday (excluding Public Holidays)	-		\$50.00	Y	per hour
Next 3 hours/Time and a Half	-		\$75.00	Y	per hour
Penalty Double Time (includes Sunday)	-		\$100.00	Y	per hour
Public Holidays/Penalty Double Time and a Half	-		\$125.00	Y	per hour

THEATRE TECHNICAL STAFF (SENIOR TECHNICIAN) – MINIMUM 3 HOUR CALL

1st 8 hours Monday-Saturday (excluding Public Holidays)	-		\$65.00	Y	per hour
Next 3 hours/Time and a Half	-		\$97.50	Y	per hour
Penalty Double Time (includes Sunday)	-		\$130.00	Y	per hour
Public Holidays/Penalty Double Time and a Half	-		\$162.50	Y	per hour

CINEMA ADMISSIONS

Standard Cinema Session Ticket Price	-		\$10.00	Y	each
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FILM FUNDRAISING EVENTS

Minimum guarantees plus surcharges (if applicable) are to be paid 100% up front as a deposit.

Special film screenings (one off films)	-		\$1,250.00 minimum guarantee or \$8.00 per ticket, whichever is greater	Y	per event
			Min. Fee: \$0.00		
Candy Bar Surcharge – hirer requires candy bar to be closed for a film fundraising event.	-		\$130.00	Y	per event

ADVERTISING

External Door Decal Sign	-		\$440.00	Y	per month
External Feature Decal Sign	-		\$790.00	Y	
Internal Feature Poster Frame	-		\$335.00	Y	per month
Internal Poster Frame (Bar)	-		\$170.00	Y	
Internal Poster Frame (Candy Bar)	-		\$225.00	Y	per month
Pre-Cinema Promotion Package	-		\$165.00	Y	each
Letterbox flyer distribution (500 to 1000)	-		\$135.00	Y	only
Poster distribution (maximum of 20)	-		\$2.90	Y	each
Email distribution	-		\$135.00	Y	only

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

ADVERTISING [continued]

Facebook posts – after first 4 posts	-		\$35.00	Y	only
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SEWERAGE**CHARGES**

Low pressure sewer – Installation of boundary kit	-		\$316.00	N	each
Low pressure sewer – Installation of sewer service POC & boundary kit	-		\$1,295.00	N	each
Sewerage Connection	-		By quotation Min. Fee: \$0.00	N	each
Relocation of Sewerage Connection	-		By quotation Min. Fee: \$0.00	N	each
Decommissioning of sewer point of connection (includes sealing, raising to surface and AM inspection)	-		\$885.00	N	each
Disposal of septic waste (Cost covers access during business hours. Additional costs to apply if disposal is requested A/H – Conditions Apply)	-		\$50.00	N	per kilolitre

SERVICE CHARGES

Service locations	-		By quotation Min. Fee: \$0.00	Y	each
Network analysis	-		By quotation Min. Fee: \$0.00	N	each
Repairs to service (refers to infrastructure damaged by an external party i.e. contractor)	-		Actual cost Min. Fee: \$0.00	Y	each
CCTV Sewer Inspection and cleaning, including report	-		\$478.00	Y	Per hour

CLEARANCE OF PRIVATE SANITARY DRAINS

The owner of any property at which a sewerage and/or drainage blockage occurs, be charged for the clearance of such blockage.

The owner be required to pay the Actual Costs incurred in any necessary breaking and subsequent replacement of any surface (concrete, etc) in relation to the aforesaid Sewerage and/or Drainage Blockage.

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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DOMESTIC & COMMERCIAL

CALLS RECEIVED BETWEEN 7.00AM & 3.30PM MONDAY-FRIDAY

Charge per 30 minutes on site	-	\$198.00	Y	per half hour
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CALLS RECEIVED OUTSIDE THE HOURS OF 7.00AM & 3.30PM MONDAY-FRIDAY

Callout Fee (includes first 30 minutes on site)	-	\$394.00	Y	each
Additional Fee (each half hour thereafter)	-	\$198.00	Y	per half hour

SHOWGROUNDS & SPORTING FACILITIES

CHILDERS SHOWGROUNDS

Not for Profit is 50% of total hire fees - excludes bonds.

Set up and/or pack up is 50% of hire fees - excluding bonds.

BONDS

Refund of bond in full is subject to suitable condition of facility

Key Bond	-	\$70.00	N	only
Facility Bond Payable – Large events	-	\$5,000.00	N	each
General Facility Bond Payable	-	\$500.00	N	each

ALL FACILITIES

Includes grounds, hall, canteen and toilets excludes lights

Up to 5 hours hire	-	\$197.00	Y	per half day
Full day or night	-	\$349.00	Y	per day or night
Hire charge for flood lighting – additional to facility hire fees	-	\$35.00	Y	per hour
No discounts apply				

EXHIBITION HALL

Includes toilets

Hourly charge	-	\$52.00	Y	per hour
Up to 5 hours hire	-	\$84.00	Y	per half day or night
Full day or night hire	-	\$161.00	Y	per day or night

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

GRANDSTAND CANTEEN

Includes dining room, kitchen and canteen

Full day or night hire	-	\$161.00	Y	per day or night
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GROUNDS

Includes toilets

Up to 5 hours hire	-	\$101.00	Y	per half day
Full day or night hire	-	\$349.00	Y	per day or night
Hire charge for weekly/regular competition during day (canteen but no lights)	-	\$70.00	Y	per day
Hire charge for regular training during day (canteen but no lights)	-	\$52.00	Y	per day
Hire charge for regular Junior weekly competition during day (canteen but no lights)	-	\$36.00	Y	per day
Hire charge for weekly/regular competition or training at night (includes lights and canteen)	-	\$84.00	Y	per day
Hire charge for regular Junior weekly competition or training at night (includes lights and canteen)	-	\$62.00	Y	per day
Hire charge for flood lighting – additional to facility hire fees	-	\$35.00	Y	per hour
No discounts apply				

BAR ONLY

Hire charge	-	\$146.00	Y	per day or night
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CAMPING

In association with event only

Hire charge for camping per unpowered site	-	\$18.00	Y	per day
Hire charge for camping per powered site	-	\$24.00	Y	per day

TENNIS COURTS

CHILDERS TENNIS COURTS

Bookings and hire fees payable are to be directed to 0419 781 677

Permanent key bond	-	\$70.00	N	each
Hire charge for courts – no lights, per court	-	\$6.00	Y	per hour
Hire charge for courts – with lights, per court	-	\$14.00	Y	per hour
Daily – 1 Court (until 6.00pm)	-	\$33.50	Y	per day

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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CHILDERS TENNIS COURTS [continued]

Daily – 2 Courts (until 6.00pm)	-		\$54.00	Y	per day
Daily – 4 Courts (until 6.00pm)	-		\$101.50	Y	per day
Night – 1 Court (6.00pm – 11.00pm)	-		\$47.50	Y	per night
Night – 2 Courts (6.00pm – 11.00pm)	-		\$68.00	Y	per night
Night – 4 Courts (6.00pm – 11.00pm)	-		\$122.00	Y	per night

GIN GIN TENNIS COURTS

Bookings and hire fees payable are to be directed to Council's Gin Gin Service Centre, Dear Street, Gin Gin

Day time hire of courts – per court	-		\$5.20	Y	per hour
Night time hire of courts (commencing from 6pm) – per court	-		\$6.20	Y	per hour

BURNETT HEADS TENNIS COURTS

Day time hire of courts	-		\$5.00	Y	per court per hour
Night time hire of courts	-		\$6.00	Y	per court per hour

BARGARA TENNIS COURTS

Bookings and hire fees payable are to be directed to the Bargara Beach Caravan Park

Hire of courts	-		\$6.00	Y	per court
Tennis balls hire	-		\$1.00	Y	per tube
Tennis racket hire	-		\$1.00	Y	per tennis racket

SWIMMING POOLS

All bookings, passes and payments to be made at the pool complex.

ANZAC PARK SWIMMING POOL**ADMISSION FEES**

Adults	-		\$4.50	Y	each
Child (over 3) / Student (to Year 12)	-		\$3.50	Y	each
Pensioner & Concessions	-		\$3.50	Y	each
Primary & Secondary School Student when attending as part of a school booking only	-		\$2.50	Y	each
Spectator – Non swimming adult	-		\$1.50	Y	each
Spectator – Non swimming child	-		\$0.50	Y	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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SESSION PASSES

Pre Purchase 10 Passes (11 Swims)

Adult	-		\$45.00	Y	each
Child (over 3) / Student (to Year 12)	-		\$35.00	Y	each
Pensioner & Concessions	-		\$35.00	Y	each

SEASON PASS (SEPTEMBER – APRIL)

Adult	-		\$205.00	Y	each
Child (over 3) / Student (to Year 12)	-		\$103.00	Y	each
Family pass (2 parents 2 children) + \$20.00 additional child	-		\$550.00	Y	each

POOL HIRE

Admission charges still apply. Available outside normal operating hours or by arrangement with Pool Lessee.

50 metre pool hire (Exclusive Use of Pool)	-		\$72.00	Y	per hour
25 metre pool (Exclusive Use of Pool)	-		\$36.00	Y	per hour
Entire Complex Per Hour (Exclusive Use of Complex)	-		\$103.00	Y	per hour
Per Hour					

NORVILLE PARK SWIMMING POOL**ADMISSION FEES**

Adult	-		\$4.50	Y	each
Pensioner & Concessions	-		\$3.50	Y	each
Child (over 3) / Student (to Year 12)	-		\$3.50	Y	each
Primary & Secondary School Student when attending as part of a school booking only	-		\$2.50	Y	each
Spectator – Non Swimming Adult	-		\$1.50	Y	each
Spectator – Non Swimming Child	-		\$0.50	Y	each

SESSION PASSES

Pre Purchase 10 Passes (11 Swims)

Adult	-		\$45.00	Y	each
Child (over 3) / Student (to Year 12)	-		\$35.00	Y	each
Pensioner & Concessions	-		\$35.00	Y	each

SEASON PASS (SEPTEMBER – APRIL)

Adult	-		\$205.00	Y	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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SEASON PASS (SEPTEMBER – APRIL) [continued]

Child (over 3) / Student (to Year 12)	-		\$103.00	Y	each
Family pass (2 parents 2 children) + \$20.00 additional child	-		\$550.00	Y	each

POOL HIRE

Admission charges still apply, Available outside normal operating hours or by arrangement with pool lessee.

50 metre pool (Exclusive Use of Pool)	-		\$72.00	Y	per hour
25 metre pool (Exclusive Use of Pool)	-		\$36.00	Y	per hour
Exclusive use of Water Park	-		\$50.00	Y	Per hour
Entire Complex Per Hour (Exclusive Use of Complex)	-		\$155.00	Y	per hour
Fee per hour					

ISIS DISTRICT WAR MEMORIAL SWIMMING POOL**ADMISSION FEES**

Adult	-		\$3.50	Y	each
Pensioner & Concessions	-		\$2.50	Y	each
Child (over 3) / Student (to Year 12)	-		\$2.50	Y	each
Spectator – Non Swimming adult	-		\$1.50	Y	each
Spectator – Non-Swimming child	-		\$0.50	Y	each

SEASON PASS (SEPTEMBER – APRIL)

Family pass (2 parents 2 children) + \$20.00 additional child	-		\$260.00	Y	each
Adult	-		\$154.00	Y	each
Child (over 3) / Student (to Year 12)	-		\$93.00	Y	each

POOL HIRE

Admission charges still apply, Available outside normal operating hours or by arrangement with pool lessee.

Pool hire – Minimum 2 hours	-		\$52.00	Y	per hour
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GIN GIN SWIMMING POOL**ADMISSION FEES**

Pensioner and Concessions	-		\$2.50	Y	
Adult	-		\$3.50	Y	each
Child (over 3) / Student (to Year 12)	-		\$2.50	Y	each

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

ADMISSION FEES [continued]

Spectator – Non-Swimming Adult	-		\$1.50	Y	each
Spectator – Non-Swimming Child	-		\$0.50	Y	each

SEASON PASS (SEPTEMBER – APRIL)

Family pass (2 parents 2 children) + \$20.00 additional child	-		\$260.00	Y	each
Children (over 3) / Student (to Year 12)	-		\$93.00	Y	each
Adult	-		\$154.00	Y	each

POOL HIRE

Admission charges still apply, Available outside normal operating hours or by arrangement with pool lessee.

Pool hire – Minimum 2 hours	-		\$52.00	Y	per hour
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ATHLETICS FACILITY

Includes all equipment.

Key Bond	-		\$70.00	N	only
Competitions – half day up to 4 hours	-		\$478.00	Y	per half day
Competitions – full day	-		\$785.00	Y	per day
Lighting – training	-		\$51.00	Y	per hour
Lighting – competitions	-		\$72.00	Y	per hour
Casual training – Members	-		\$3.30	Y	per occasion
Casual training – Non Members	-		\$4.50	Y	per occasion
Season Pass Training – Members (September to April)	-		\$175.00	Y	each
Season Pass Training – Non Members (September to April)	-		\$282.00	Y	each
Yearly Pass Training – Members Only	-		\$229.00	Y	per annum
Clubhouse Meeting – Half day up to 4 hours	-		\$35.00	Y	per occasion
Clubhouse Meeting – Full Day	-		\$59.00	Y	per occasion

WOODGATE SPORTS OVAL

Bookings at Childers Service Centre

No facility bond however damage repairs or additional cleaning costs may apply

Key Bond	-		\$70.00	N	only
Hire charge for non powered camping per site	-		\$19.00	Y	per day

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

TOURISM

FAIRYMEAD HOUSE

GROUNDS HIRE CHARGES

No bond, however damage repairs or additional cleaning costs may apply.

Extra fees are applicable if access is required for function preparation and clean up outside of the hire period.

Rotunda and Back Garden	-	\$330.00	Y	per occasion
Rotunda	-	\$200.00	Y	per occasion
Front Gardens	-	\$200.00	Y	per occasion
Back Gardens	-	\$200.00	Y	per occasion
Japanese Gardens	-	\$200.00	Y	per occasion

FAIRYMEAD HOUSE & SUGAR MUSEUM ENTRY FEE

Bookings at Hinkler Hall of Aviation

School Group Member	-	\$3.40	Y	Each
Tour Group	-	Determined by valuation and a commercial agreement Min. Fee: \$0.00	Y	Each
Adult (over 17 years)	-	\$8.00	Y	each
Senior Card Holder	-	\$6.00	Y	each
Children (age 4-16)	-	\$4.00	Y	each
Infant (age 0-3)	-	No charge Min. Fee: \$0.00	Y	each
Family A (2 Adults, 2 Children)	-	\$19.00	Y	each
Family B (1 Adult, 2 Children)	-	\$13.00	Y	each

FUNCTION ROOM HIRE GROUP ONE: COMMUNITY ORGANISATIONS

Bond may be applied. Any damage, repairs or additional cleaning costs may apply.

Extra fees are applicable if access is required for function preparation and clean up outside of the hire period.

Facility Bond Payable (Refund of bond in full is subject to satisfactory condition of Fairymead House)	-	\$600.00	N	only
Hire for up to 4 hours	-	\$110.00	Y	per half day
Hire for up to 8 hours	-	\$220.00	Y	per day or night
Premium Italian Glassware (Uno Collection)	-	\$50.00	Y	per hire
(Standard Glassware is included in hire fees)				

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

FUNCTION ROOM HIRE GROUP ONE: COMMUNITY ORGANISATIONS [continued]

Set Up	-		POA - Hourly Rate	Y	Each
			Min. Fee: \$0.00		
Pack Down	-		POA - Hourly Rate	Y	Each
			Min. Fee: \$0.00		

FUNCTION ROOM HIRE GROUP TWO: CORPORATE ORGANISATIONS, WEDDINGS, PRIVATE FUNCTIONS

Bond may be applied. Any damage, repairs or additional cleaning costs may apply.
Extra fees are applicable if access is required for function preparation and clean up outside of the hire period.

Facility Bond Payable (Refund of bond in full is subject to satisfactory condition of Fairymead House)	-	\$600.00		N	only
Hire for up to 4 hours	-	\$220.00		Y	per half day
Hire for up to 8 hours	-	\$440.00		Y	per day or night
Premium Italian Glassware (Uno Collection)	-	\$50.00		Y	per hire
(Standard Glassware is included in hire fees)					
Set Up	-		POA - Hourly Rate	Y	Each
			Min. Fee: \$0.00		
Pack Down	-		POA - Hourly Rate	Y	Each
			Min. Fee: \$0.00		

HINKLER HALL OF AVIATION
ADMISSION PRICES – LOCAL RESIDENT RATE (PROOF OF POST CODE REQUIRED)

Adult (over 17 years)	-	\$12.00		Y	each
Senior Card Holder	-	\$7.00		Y	each
Child (age 4-17 years)	-	\$5.00		Y	each
Infant (under 4 years)	-	No charge		Y	
			Min. Fee: \$0.00		
Family A (2 Adults, 2 Children)	-	\$27.00		Y	each
Family B (1 Adult, 2 Children)	-	\$17.00		Y	each

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

ADMISSION PRICES – LOCAL RESIDENT RATE (PROOF OF POST CODE REQUIRED) [continued]

Tour Group Member	-		Determined by valuation and a commercial agreement Min. Fee: \$0.00	Y	each
School Group Member	-		\$4.25	Y	each

ADMISSION PRICES – FULL RACK RATE

Adult (over 17 years)	-		\$20.00	Y	each
Senior Card Holder	-		\$15.00	Y	each
Child (4-17 years)	-		\$12.00	Y	each
Infant (under 4 years)	-		No charge Min. Fee: \$0.00	Y	
Family A (2 Adults, 2 Children)	-		\$52.00	Y	each
Family B (1 Adult, 2 Children)	-		\$35.00	Y	each
Tour Group Member	-		Determined by valuation and a commercial agreement Min. Fee: \$0.00	Y	each
School Group Member	-		\$10.20	Y	each

MISCELLANEOUS

CSO Note: Breakdown of both the fee below and receipting codes:

Combined Attraction Adult \$24.00
 \$15.00 - RC:450, ACC 10311.3201.1500
 \$4.00 - RC:801, ACC: Cat 270 ID 59
 \$5.00 - RC:121, ACC: 10311.3201.1541

Combined Attraction Senior \$17.00
 \$10.50 - RC:450, ACC 10311.3201.1500
 \$3.50 - RC:801, ACC: Cat 270 ID 59
 \$3.00 - RC:121, ACC: 10311.3201.1541

Lex Roland Gallery Hire – Facility Bond Payable	-		\$600.00	N	Each
Lex Roland Gallery Hire – up to 2 hours	-		\$110.00	Y	Each
Lex Roland Gallery Hire – up to 4 hours	-		\$220.00	Y	Each
Lex Roland Gallery Hire – up to 8 Hours	-		\$440.00	Y	Each
Combined Attractions Ticket (Botanic Gardens Attractions ONLY) Adults	-		\$25.00	Y	each

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

MISCELLANEOUS [continued]

Combined Attractions Ticket (Botanic Gardens Attractions ONLY) Seniors	-		\$18.00	Y	each
Combined Attraction Ticket (Botanic Gardens Attractions ONLY) Children	-		\$16.00	Y	Each

WASTE MANAGEMENT**QUNABA WASTE FACILITY****DOMESTIC**

Domestic Green Waste Minimum – approx. 240L wheelie bin containing lawns clippings/small branches only	-		\$5.00	Y	Each
Domestic Green Waste over 4 tonne gvm	-		\$65.00	Y	Per tonne
Domestic vehicle over 4.5 tonne gvm/gcm (minimum charge \$22)	-		\$170.00	Y	Per tonne
Domestic waste minimum (240 litres or less)	-		\$8.00	Y	each
Mattress – larger than single bed size	-		\$10.00	Y	each
Mattress – up to single bed size	-		\$5.00	Y	each
Oversized trailer – all other waste	-		\$27.00	Y	Each
Oversized trailer – clean green waste	-		\$10.00	Y	Each
Sedan/Station Wagon – All other waste	-		\$13.00	Y	each
Sedan/Station Wagon/Utility/Trailer – Clean Green Waste	-		\$7.50	Y	each
Utility/trailer – All other waste = < 4 tonne gvm	-		\$17.00	Y	each
Vehicle between 4-4.5 tonne (GVM)	-		\$170.00	Y	Per tonne

COMMERCIAL

Agricultural Plastic (Mulch Plastic) (Minimum \$25.00)	-		\$145.00	Y	per tonne
Asbestos and material containing asbestos (non-friable)	-		Not accepted	Y	Per tonne
			Min. Fee: \$0.00		
Asbestos Contaminated Soil	-		Not accepted	Y	Per tonne
			Min. Fee: \$0.00		
Asphalt and Road Scrapings	-		Free	Y	per tonne
			Min. Fee: \$0.00		
Bricks/Blocks/Pavers – clean (no other building waste – mortar acceptable)	-		\$40.00	Y	per tonne
Cardboard or Co-mingled Recyclables (maximum 1 cubic metre)	-		\$5.00	Y	per cubic metre

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		
Clean Course Fill (contains natural material larger than 100mm diameter)	-		\$100.00	Y	per tonne
Clean Fill (earthen material)	-		Free Min. Fee: \$0.00	Y	per tonne
Concrete (RRA) – clean concrete loads (minimum \$25.00)	-		\$170.00	Y	per tonne
Construction & Demolition Waste (Minimum \$25.00)	-		\$205.00	Y	per tonne
Controlled Authorised Material – Wet	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Dirty Fill (earthen material containing less than 50% contaminants)	-		\$150.00	Y	per tonne
Expanded Polystyrene	-		\$950.00	Y	per tonne
Garden Bag Green Waste – standard size approximately 1 cubic metre containing lawns clippings and small branches only	-		\$5.00	Y	each
General Waste (Minimum \$25.00)	-		\$260.00	Y	per tonne
General Waste from OUTSIDE of Bundaberg Regional Council Boundaries	-		UNIVERSITY DR, QUNABA AND CEDARS ALL \$360 Min. Fee: \$0.00	Y	per tonne
Green Waste – clean loads (minimum charge \$20)	-		\$65.00	Y	per tonne
Hazardous/Regulated Waste (including Asbestos) from OUTSIDE of Bundaberg Regional Council boundaries	-		UNIVERSITY AND QUNABA HAVE FEES OF \$360 Min. Fee: \$0.00	Y	per tonne
Mattress – larger than single bed size	-		\$10.00	Y	each
Mattress – up to single bed size	-		\$5.00	Y	each
Mower Clippings – clean loads Qunaba Facility (Minimum \$10.00)	-		\$65.00	Y	per tonne
Oversized sticks, mulch and other contaminants from composting activities	-		Not Accepted Min. Fee: \$0.00	Y	per tonne
Regulated Waste – Category 1	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Regulated Waste – Category 2	-		Not accepted	Y	per tonne

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

COMMERCIAL [continued]

Regulated Waste – Category 2	-		Min. Fee: \$0.00	Y	per tonne
Trickle Tape (Clean)	-		Not accepted Min. Fee: \$0.00	Y	per tonne

TYRES (DOMESTIC AND COMMERCIAL)

Bobcat	-		\$14.00	Y	each
Four Wheel Drive	-		\$10.00	Y	each
Motorbike/car/light utility	-		\$8.00	Y	each
Tractor – Large 1m – 2m in diameter	-		\$250.00	Y	Each
Tractor – Larger than 2m in diameter	-		Not accepted Min. Fee: \$0.00	Y	Each
Tractor – Small 0-1m in diameter	-		\$70.00	Y	each
Truck	-		\$25.00	Y	each
Tyre – Contaminated or with rim	-		\$15.00	Y	Each

OTHER CHARGEABLE ITEMS

Administration Fee	-		\$25.00	Y	each
Authorised Disposal Application Fee (waste disposals requiring approval prior to disposal)	-		\$150.00	Y	each
Dead Animal – large domestic	-		\$165.00	Y	Per tonne
Dead Animals – Commercial	-		\$165.00	Y	Per tonne
Dead Animals – small domestic	-		\$5.00	Y	Each
Event Bins – Servicing Fee	-		\$14.00	Y	each
Event Bins (6-24 bins – delivery and collection within the Bundaberg Regional Council boundaries)	-		\$80.00	Y	each
E-Waste other	-		\$0.00	Y	Free
Special Burials (per 3 hours or part thereof) – in addition to applicable tonnage weight	-		\$150.00	Y	each
TV's & Monitors	-		\$0.00	Y	Free
Un-scheduled Waste Collection Fee	-		\$28.00	Y	each
Waste Contamination Fee	-		\$350.00	Y	each

SALES

Mulch – Commercial (loads greater than 3 tonnes) tonnes	-		\$24.00	Y	per tonne
Mulch – Domestic M3	-		\$15.00	Y	per cubic metre

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

BUNDABERG WASTE FACILITY

DOMESTIC

Domestic Green Waste Minimum – approx. 240L wheelie bin containing lawns clippings/small branches only	-		\$5.00	Y	Each
Domestic Green waste over 4 tonne gvm	-		\$65.00	Y	Per tonne
Domestic vehicle over 4.5 tonne gvm/gcm (minimum charge \$22)	-		\$170.00	Y	Per tonne
Domestic waste minimum (240 litres or less)	-		\$8.00	Y	each
Mattress – larger than single bed size	-		\$10.00	Y	each
Mattress – up to single bed size	-		\$5.00	Y	each
Oversized trailer – all other waste	-		\$27.00	Y	Each
Oversized trailer – clean green waste	-		\$10.00	Y	
Sedan/Station Wagon – All other waste	-		\$13.00	Y	
Sedan/Station Wagon/Utility/Trailer – Clean Green Waste	-		\$7.50	Y	each
Utility/trailer – All other waste = < 4 tonne gvm	-		\$17.00	Y	each
Vehicle between 4-4.5 tonne (GVM)	-		\$170.00	Y	Per tonne

COMMERCIAL

Agricultural Plastic (Mulch Plastic) (Minimum \$25.00)	-		Not Accepted	Y	per tonne
			Min. Fee: \$0.00		
Asbestos and material containing asbestos (non-friable)	-		\$136.00	Y	per tonne
Asbestos Contaminated Soil	-		\$150.00	Y	per tonne
Asphalt and Road Scrapings	-		Free	Y	per tonne
			Min. Fee: \$0.00		
Bricks/Blocks/Pavers – clean (no other building waste – mortar acceptable)	-		\$40.00	Y	per tonne
Cardboard or Co-mingled Recyclables (maximum 1 cubic metre)	-		\$5.00	Y	per cubic meter
Clean Course Fill (contains natural material larger than 100mm diameter)	-		\$130.00	Y	per tonne
Clean Fill (earthen material)	-		Free	Y	per tonne
			Min. Fee: \$0.00		
Concrete (RRA) – clean concrete loads (minimum \$25.00)	-		Not Accepted	Y	per tonne
			Min. Fee: \$0.00		
Construction & Demolition Waste (Minimum \$25.00)	-		\$275.00	Y	per tonne
Controlled Authorised Material – Wet	-		\$155.00	Y	per tonne

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

COMMERCIAL [continued]

Dirty Fill (earthen material containing less than 50% contaminants)	-		\$180.00	Y	per tonne
Expanded Polystyrene	-		\$450.00	Y	per tonne
Garden Bag Green Waste – standard size approximately 1 cubic metre containing lawns clippings and small branches only	-		\$5.00	Y	each
General Waste (Minimum \$25.00)	-		\$250.00	Y	per tonne
General Waste from OUTSIDE of Bundaberg Regional Council Boundaries	-		\$360.00	Y	per tonne
Green Waste – clean loads (minimum charge \$20)	-		\$95.00	Y	per tonne
Hazardous/Regulated Waste (including Asbestos) from OUTSIDE of Bundaberg Regional Council boundaries	-		\$360.00	Y	per tonne
Mattress – larger than single bed size	-		\$10.00	Y	each
Mattress – up to single bed size	-		\$5.00	Y	each
Mower Clippings – clean loads (Minimum \$20.00)	-		\$75.00	Y	per tonne
Muds/Silts and concrete washout	-		\$40.00	Y	Per tonne
Oversized sticks, mulch and other contaminants from composting activities	-		Not Accepted	Y	
			Min. Fee: \$0.00		
Regulated Waste – Category 1	-		\$340.00	Y	per tonne
Regulated Waste – Category 2	-		\$285.00	Y	per tonne
Trickle Tape (Clean)	-		Free	Y	per tonne
			Min. Fee: \$0.00		

TYRES (DOMESTIC AND COMMERCIAL)

Bobcat	-		\$14.00	Y	each
Four Wheel Drive	-		\$10.00	Y	each
Motorbike/car/light utility	-		\$8.00	Y	each
Tractor – Large 1m – 2m in diameter	-		\$250.00	Y	Each
Tractor – Larger than 2m in diameter	-		Not accepted	Y	Each
			Min. Fee: \$0.00		
Tractor – Small 0-1m in diameter	-		\$70.00	Y	each
Truck	-		\$25.00	Y	each
Tyre – Contaminated or with rim	-		\$15.00	Y	Each

OTHER CHARGEABLE ITEMS

Administration Fee	-		\$25.00	Y	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

OTHER CHARGEABLE ITEMS [continued]

Authorised Disposal Application Fee (waste disposals requiring approval prior to disposal)	-		\$150.00	Y	each
Dead Animals – Commercial	-		\$165.00	Y	Per tonne
Dead Animals – large domestic	-		\$165.00	Y	Per tonne
Dead Animals – small domestic	-		\$5.00	Y	Each
Event Bins – Servicing Fee	-		\$14.00	Y	each
Event Bins (6-24 bins – delivery and collection within the Bundaberg Regional Council boundaries)	-		\$80.00	Y	each
E-Waste other	-		\$0.00	Y	Free
Special Burials (per 3 hours or part thereof) – in addition to applicable tonnage weight	-		\$150.00	Y	each
TV's & Monitors	-		\$0.00	Y	Free
Un-scheduled Waste Collection Fee	-		\$28.00	Y	each
Waste Contamination Fee	-		\$350.00	Y	each

SALES

Mulch – Commercial (loads greater than 3 tonnes) tonnes	-		\$24.00	Y	per tonne
Mulch – Domestic M3	-		\$15.00	Y	per cubic metre

CHILDERS WASTE FACILITY**DOMESTIC**

Domestic Green Waste Minimum – approx. 240L wheelie bin containing lawns clippings/small branches only	-		\$5.00	Y	Each
Domestic Green Waste over 4 tonne gvm	-		\$65.00	Y	Per tonne
Domestic vehicle over 4.5 tonne gvm/gcm (minimum charge \$22)	-		\$170.00	Y	Per tonne
Domestic waste minimum (240 litres or less)	-		\$8.00	Y	each
Mattress – larger than single bed size	-		\$10.00	Y	each
Mattress – up to single bed size	-		\$5.00	Y	each
Oversized trailer – all other waste	-		\$27.00	Y	Each
Oversized trailer – clean green waste	-		\$10.00	Y	Each
Sedan/Station Wagon – All other waste	-		\$14.00	Y	each
Sedan/Station Wagon/Utility/Trailer – Clean Green Waste	-		\$7.50	Y	each
Utility/trailer – All other waste = < 4 tonne gvm	-		\$17.00	Y	each
Vehicle between 4-4.5 tonne (GVM)	-		\$170.00	Y	Per tonne

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		
COMMERCIAL					
Agricultural Plastic (Mulch Plastic) (Minimum \$25.00)	-		\$135.00	Y	per tonne
Asbestos and material containing asbestos (non-friable)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Asbestos Contaminated Soil	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Asphalt and Road Scrapings	-		Free Min. Fee: \$0.00	Y	per tonne
Bricks/Blocks/Pavers – clean (no other building waste – mortar acceptable)	-		\$40.00	Y	per tonne
Cardboard or Co-mingled Recyclables (maximum 1 cubic metre)	-		\$5.00	Y	per cubic metre
Clean Course Fill (contains natural material larger than 100mm diameter)	-		\$100.00	Y	Per tonne
Clean Fill (earthen material)	-		Free Min. Fee: \$0.00	Y	per tonne
Concrete (RRA) – clean concrete loads (minimum \$25.00)	-		\$150.00	Y	per tonne
Construction & Demolition Waste (Minimum \$25.00)	-		\$170.00	Y	per tonne
Controlled Authorised Material – Wet	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Dirty Fill (earthen material containing less than 50% contaminants)	-		\$110.00	Y	per tonne
Expanded Polystyrene	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Garden Bag Green Waste – standard size approximately 1 cubic metre containing lawns clippings and small branches only	-		\$5.00	Y	each
General Waste (Minimum \$25.00)	-		\$270.00	Y	per tonne
General Waste from OUTSIDE of Bundaberg Regional Council Boundaries	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Green Waste – clean loads (minimum charge \$20)	-		\$95.00	Y	per tonne
Hazardous/Regulated Waste (including Asbestos) from OUTSIDE of Bundaberg Regional Council boundaries	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Mattress – larger than single bed size	-		\$10.00	Y	each

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

COMMERCIAL [continued]

Mattress – up to single bed size	-		\$5.00	Y	each
Mower Clippings – clean loads (Minimum \$20.00)	-		\$75.00	Y	per tonne
Oversized sticks, mulch and other contaminants from composting activities	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Regulated Waste – Category 1	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Regulated Waste – Category 2	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Trickle Tape (Clean)	-		Free Min. Fee: \$0.00	Y	per tonne

TYRES (DOMESTIC AND COMMERCIAL)

Bobcat	-		\$14.00	Y	each
Four Wheel Drive	-		\$10.00	Y	each
Motorbike/car/light utility	-		\$8.00	Y	each
Tractor – Large 1m – 2m in diameter	-		\$250.00	Y	Each
Tractor – Larger than 2m in diameter	-		Not accepted Min. Fee: \$0.00	Y	Each
Tractor – Small 0-1m in diameter	-		\$70.00	Y	each
Truck	-		\$25.00	Y	each
Tyre – Contaminated or with rim	-		\$15.00	Y	Each

OTHER CHARGEABLE ITEMS

Administration Fee	-		\$25.00	Y	
Authorised Disposal Application Fee (waste disposals requiring approval prior to disposal)	-		\$150.00	Y	each
Dead Animal – large domestic	-		\$165.00	Y	Per tonne
Dead Animals – Commercial	-		\$165.00	Y	Per tonne
Dead Animals – small domestic	-		\$5.00	Y	Each
Event Bins – Servicing Fee	-		\$14.00	Y	each
Event Bins (6-24 bins – delivery and collection within the Bundaberg Regional Council boundaries)	-		\$80.00	Y	each
E-Waste – other	-		\$0.00	Y	Free

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

OTHER CHARGEABLE ITEMS [continued]

Special Burials (per 3 hours or part thereof) – in addition to applicable tonnage weight	-		\$150.00	Y	each
TV's & Monitors	-		\$0.00	Y	Free
Un-scheduled Waste Collection Fee	-		\$28.00	Y	each
Waste Contamination Fee	-		\$350.00	Y	each

SALES

Mulch – Commercial (loads greater than 3 tonnes) tonnes	-		\$24.00	Y	per tonne
Mulch – Domestic M3	-		\$15.00	Y	per cubic metre

TIRROAN WASTE FACILITY**DOMESTIC**

Domestic Green Waste Minimum – approx. 240L wheelie bin containing lawns clippings/small branches only	-		\$5.00	Y	Each
Domestic Green Waste over 4 tonne gvm	-		\$65.00	Y	Per tonne
Domestic vehicle over 4.5 tonne gvm/gcm (minimum charge \$22)	-		\$170.00	Y	Per tonne
Domestic waste minimum (240 litres or less)	-		\$8.00	Y	each
Mattress – larger than single bed size	-		\$10.00	Y	each
Mattress – up to single bed size	-		\$5.00	Y	each
Oversized trailer – all other waste	-		\$27.00	Y	Each
Oversized trailer – clean green waste	-		\$10.00	Y	Each
Sedan/Station Wagon – All other waste	-		\$13.00	Y	each
Sedan/Station Wagon/Utility/Trailer – Clean Green Waste	-		\$7.50	Y	each
Utility/trailer – All other waste = < 4 tonne gvm	-		\$17.00	Y	each
Vehicle between 4-4.5 tonne (GVM)	-		\$170.00	Y	Per tonne

COMMERCIAL

Agricultural Plastic (Mulch Plastic) (Minimum \$25.00)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Asbestos and material containing asbestos (non-friable)	-		Not accepted Min. Fee: \$0.00	Y	per tonne

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		
Asbestos Contaminated Soil	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Asphalt and Road Scrapings	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Authorised Disposal Application Fee (waste disposals requiring approval prior to disposal)	-		\$150.00	Y	Per tonne
Bricks/Blocks/Pavers – clean (no other building waste – mortar acceptable)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Cardboard or Co-mingled Recyclables (maximum 1 cubic metre)	-		\$5.00	Y	per cubic metre
Clean Course Fill (contains natural material larger than 100mm diameter)	-		\$130.00	Y	per tonne
Clean Fill (earthen material)	-		Free Min. Fee: \$0.00	Y	per tonne
Concrete (RRA) – clean concrete loads (minimum \$25.00)	-		\$170.00	Y	per tonne
Construction & Demolition Waste (Minimum \$25.00)	-		\$275.00	Y	per tonne
Controlled Authorised Material – Wet	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Dirty Fill (earthen material containing less than 50% contaminants)	-		\$180.00	Y	per tonne
Expanded Polystyrene	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Garden Bag Green Waste – standard size approximately 1 cubic metre containing lawns clippings and small branches only	-		\$5.00	Y	each
General Waste (Minimum \$25.00)	-		\$270.00	Y	per tonne
General Waste from OUTSIDE of Bundaberg Regional Council Boundaries	-		Not accepted Min. Fee: \$0.00	Y	each
Green Waste – clean loads (minimum charge \$20)	-		\$95.00	Y	per tonne
Hazardous/Regulated Waste (including Asbestos) from OUTSIDE of Bundaberg Regional Council boundaries	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Mattress – larger than single bed size	-		\$10.00	Y	each
Mattress – up to single bed size	-		\$5.00	Y	each

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

COMMERCIAL [continued]

Mower Clippings – clean loads (Minimum \$20.00)	-		\$75.00	Y	per tonne
Oversized sticks, mulch and other contaminants from composting activities	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Regulated Waste – Category 1	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Regulated Waste – Category 2	-		\$255.00	Y	Per tonne
Regulated Waste – Category 2	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Trickle Tape (Clean)	-		Free Min. Fee: \$0.00	Y	per tonne

TYRES (DOMESTIC AND COMMERCIAL)

Bobcat	-		\$14.00	Y	each
Four Wheel Drive	-		\$10.00	Y	each
Motorbike/car/light utility	-		\$8.00	Y	each
Tractor – Large 1m – 2m in diameter	-		\$250.00	Y	Each
Tractor – Larger than 2m in diameter	-		Not accepted Min. Fee: \$0.00	Y	Each
Tractor – Small 0-1m in diameter	-		\$70.00	Y	each
Truck	-		\$25.00	Y	each
Tyre – Contaminated or with rim	-		\$15.00	Y	Each

OTHER CHARGEABLE ITEMS

Administration Fee	-		\$25.00	Y	each
Dead Animal – large domestic	-		\$165.00	Y	Per tonne
Dead Animals – Commercial	-		\$165.00	Y	Per tonne
Dead Animals – small domestic	-		\$5.00	Y	Each
Event Bins – Servicing Fee	-		\$14.00	Y	each
Event Bins (6-24 bins – delivery and collection within the Bundaberg Regional Council boundaries)	-		\$80.00	Y	each
E-Waste other	-		\$0.00	Y	Free
Special Burials (per 3 hours or part thereof) – in addition to applicable tonnage weight	-		\$150.00	Y	each
TV's & Monitors	-		\$0.00	Y	Free

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

OTHER CHARGEABLE ITEMS [continued]

Un-scheduled Waste Collection Fee	-		\$28.00	Y	each
Waste Contamination Fee	-		\$350.00	Y	each

SALES

Mulch – Commercial (loads greater than 3 tonnes) tonnes	-		\$24.00	Y	per tonne
Mulch – Domestic M3	-		\$15.00	Y	per cubic metre

WOODGATE WASTE FACILITY**DOMESTIC**

Domestic Green Waste Minimum – approx. 240L wheelie bin containing lawns clippings/small branches only	-		\$5.00	Y	Each
Domestic Green Waste over 4 tonne gvm	-		\$65.00	Y	Per tonne
Domestic vehicle over 4.5 tonne gvm/gcm (minimum charge \$22)	-		\$170.00	Y	Per tonne
Domestic waste minimum (240 litres or less)	-		\$8.00	Y	each
Mattress – larger than single bed size	-		\$10.00	Y	each
Mattress – up to single bed size	-		\$5.00	Y	each
Oversized trailer – all other waste	-		\$27.00	Y	Each
Oversized trailer – clean green waste	-		\$10.00	Y	Each
Sedan/Station Wagon – All other waste	-		\$13.00	Y	each
Sedan/Station Wagon/Utility/Trailer – Clean Green Waste	-		\$7.50	Y	each
Utility/trailer – All other waste = < 4 tonne gvm	-		\$17.00	Y	each
Vehicle between 4-4.5 tonne (GVM)	-		\$170.00	Y	Per tonne

COMMERCIAL

Agricultural Plastic (Mulch Plastic) (Minimum \$25.00)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Asbestos and material containing asbestos (non-friable)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Asbestos Contaminated Soil	-		Not accepted Min. Fee: \$0.00	Y	per tonne

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		
Asphalt and Road Scrapings	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Bricks/Blocks/Pavers – clean (no other building waste – mortar acceptable)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Cardboard or Co-mingled Recyclables (maximum 1 cubic metre)	-		Not accepted Min. Fee: \$0.00	Y	per cubic metre
Clean Course Fill (contains natural material larger than 100mm diameter)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Clean Fill (earthen material)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Concrete (RRA) – clean concrete loads (minimum \$25.00)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Construction & Demolition Waste (Minimum \$25.00)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Controlled Authorised Material – Wet	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Dirty Fill (earthen material containing less than 50% contaminants)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Expanded Polystyrene	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Garden Bag Green Waste – standard size approximately 1 cubic metre containing lawns clippings and small branches only	-		\$5.00	Y	each
General Waste (Minimum \$25.00)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
General Waste from OUTSIDE of Bundaberg Regional Council Boundaries	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Green Waste – clean loads (minimum charge \$20)	-		\$95.00	Y	per tonne
Hazardous/Regulated Waste (including	-			Y	per tonne

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

COMMERCIAL [continued]

Asbestos) from OUTSIDE of Bundaberg Regional Council boundaries	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Mattress – larger than single bed size	-		Not accepted Min. Fee: \$0.00	Y	each
Mattress – up to single bed size	-		Not accepted Min. Fee: \$0.00	Y	each
Mower Clippings – clean loads (Minimum \$20.00)	-		\$75.00	Y	per tonne
Oversized sticks, mulch and other contaminants from composting activities	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Regulated Waste – Category 1	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Regulated Waste – Category 2	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Trickle Tape (Clean)	-		Not accepted Min. Fee: \$0.00	Y	per tonne

TYRES (DOMESTIC AND COMMERCIAL)

Bobcat	-		Not accepted Min. Fee: \$0.00	Y	each
Four Wheel Drive	-		\$10.00	Y	Each
Motorbike/car/light utility	-		\$8.00	Y	each
Tractor	-		Not accepted Min. Fee: \$0.00	Y	each
Truck	-		Not accepted Min. Fee: \$0.00	Y	each
Tyre – Contaminated or with rim	-		\$15.00	Y	Each

OTHER CHARGEABLE ITEMS

Administration Fee	-		\$25.00	Y	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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OTHER CHARGEABLE ITEMS [continued]

Authorised Disposal Application Fee (waste disposals requiring approval prior to disposal)	-		\$150.00	Y	each
Event Bins – Servicing Fee	-		\$14.00	Y	each
Event Bins (6-24 bins – delivery and collection within the Bundaberg Regional Council boundaries)	-		\$80.00	Y	each
E-Waste other	-		\$0.00	Y	Free
Special Burials (per 3 hours or part thereof) – in addition to applicable tonnage weight	-		\$150.00	Y	each
TV's & Monitors	-		\$0.00	Y	Free
Un-scheduled Waste Collection Fee	-		\$28.00	Y	each
Waste Contamination Fee	-		\$350.00	Y	each

SALES

Mulch – Commercial (loads greater than 3 tonnes) tonnes	-		\$24.00	Y	per tonne
Mulch – Domestic M3	-		\$15.00	Y	per cubic metre

MEADOWVALE WASTE FACILITY**DOMESTIC**

Domestic Green Waste Minimum – approx. 240L wheelie bin containing lawns clippings/small branches only	-		\$5.00	Y	Each
Domestic Green Waste over 4 tonne gvm	-		\$65.00	Y	Per tonne
Domestic vehicle over 4.5 tonne gvm/gcm (minimum charge \$22)	-		\$170.00	Y	Per tonne
Domestic waste minimum (240 litres or less)	-		\$8.00	Y	each
Mattress – larger than single bed size	-		\$10.00	Y	each
Mattress – up to single bed size	-		\$5.00	Y	each
Oversized trailer – all other waste	-		\$27.00	Y	Each
Oversized trailer – clean green waste	-		\$10.00	Y	Each
Sedan/Station Wagon – All other waste	-		\$13.00	Y	each
Sedan/Station Wagon/Utility/Trailer – Clean Green Waste	-		\$7.50	Y	each
Utility/trailer – All other waste = < 4 tonne gvm	-		\$17.00	Y	each
Vehicle between 4-4.5 tonne (GVM)	-		\$170.00	Y	Per tonne

COMMERCIAL

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

COMMERCIAL [continued]

Agricultural Plastic (Mulch Plastic) (Minimum \$25.00)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Asbestos and material containing asbestos (non-friable)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Asbestos Contaminated Soil	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Asphalt and Road Scrapings	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Bricks/Blocks/Pavers – clean (no other building waste – mortar acceptable)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Cardboard or Co-mingled Recyclables (maximum 1 cubic metre)	-		Not accepted Min. Fee: \$0.00	Y	per cubic metre
Clean Course Fill (contains natural material larger than 100mm diameter)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Clean Fill (earthen material)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Concrete (RRA) – clean concrete loads (minimum \$25.00)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Construction & Demolition Waste (Minimum \$25.00)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Controlled Authorised Material – Wet	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Dirty Fill (earthen material containing less than 50% contaminants)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Expanded Polystyrene	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Garden Bag Green Waste – standard size approximately 1 cubic metre containing lawns clippings and small branches only	-		Not accepted	Y	each

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

COMMERCIAL [continued]

Garden Bag Green Waste – standard size approximately 1 cubic metre containing lawns clippings and small branches only	-		Min. Fee: \$0.00	Y	each
General Waste (Minimum \$25.00)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
General Waste from OUTSIDE of Bundaberg Regional Council Boundaries	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Green Waste – clean loads (minimum charge \$20)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Hazardous/Regulated Waste (including Asbestos) from OUTSIDE of Bundaberg Regional Council boundaries	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Mattress – larger than single bed size	-		Not accepted Min. Fee: \$0.00	Y	each
Mattress – up to single bed size	-		Not accepted Min. Fee: \$0.00	Y	each
Mower Clippings – clean loads (Minimum \$20.00)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Oversized sticks, mulch and other contaminants from composting activities	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Regulated Waste – Category 1	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Regulated Waste – Category 2	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Trickle Tape (Clean)	-		Not accepted Min. Fee: \$0.00	Y	per tonne

TYRES (DOMESTIC AND COMMERCIAL)

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

TYRES (DOMESTIC AND COMMERCIAL) [continued]

Bobcat	-		Not accepted Min. Fee: \$0.00	Y	each
Four Wheel Drive	-		\$8.50	Y	each
Motorbike/car/light utility	-		\$8.00	Y	each
Tractor	-		Not accepted Min. Fee: \$0.00	Y	each
Truck	-		Not accepted Min. Fee: \$0.00	Y	each
Tyre – Contaminated or with rim	-		\$15.00	Y	Each

OTHER CHARGEABLE ITEMS

Administration Fee	-		\$25.00	Y	each
Authorised Disposal Application Fee (waste disposals requiring approval prior to disposal)	-		\$150.00	Y	each
Event Bins – Servicing Fee	-		\$14.00	Y	each
Event Bins (6-24 bins – delivery and collection within the Bundaberg Regional Council boundaries)	-		\$80.00	Y	each
E-Waste other	-		\$0.00	Y	Free
Special Burials (per 3 hours or part thereof) – in addition to applicable tonnage weight	-		\$150.00	Y	each
TV's & Monitors	-		\$0.00	Y	Free
Un-scheduled Waste Collection Fee	-		\$28.00	Y	each
Waste Contamination Fee	-		\$350.00	Y	each

SALES

Mulch – Commercial (loads greater than 3 tonnes) tonnes	-		\$24.00	Y	per tonne
Mulch – Domestic M3	-		\$15.00	Y	per cubic metre

AVONDALE WASTE FACILITY**DOMESTIC**

Domestic Green Waste Minimum – approx. 240L wheelie bin containing lawns clippings/small branches only	-		\$5.00	Y	Each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

DOMESTIC [continued]

Domestic vehicle over 4.5 tonne gvm/gcm (minimum charge \$22)	-		Not accepted Min. Fee: \$0.00	Y	each
Domestic waste minimum (240 litres or less)	-		\$8.00	Y	each
Mattress – larger than single bed size	-		\$10.00	Y	each
Mattress – up to single bed size	-		\$5.00	Y	each
Oversized trailer – all other waste	-		\$27.00	Y	Each
Oversized trailer – clean green waste	-		\$10.00	Y	Each
Sedan/Station Wagon – All other waste	-		\$13.00	Y	each
Sedan/Station Wagon/Utility/Trailer – Clean Green Waste	-		\$7.50	Y	each
Utility/trailer – All other waste = < 4 tonne gvm	-		\$17.00	Y	each

COMMERCIAL

Agricultural Plastic (Mulch Plastic) (Minimum \$25.00)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Asbestos and material containing asbestos (non-friable)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Asbestos Contaminated Soil	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Asphalt and Road Scrapings	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Bricks/Blocks/Pavers – clean (no other building waste – mortar acceptable)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Cardboard or Co-mingled Recyclables (maximum 1 cubic metre)	-		Not accepted Min. Fee: \$0.00	Y	per cubic metre
Clean Course Fill (contains natural material larger than 100mm diameter)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Clean Fill (earthen material)	-		Not accepted Min. Fee: \$0.00	Y	per tonne

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		
Concrete (RRA) – clean concrete loads (minimum \$25.00)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Construction & Demolition Waste (Minimum \$25.00)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Controlled Authorised Material – Wet	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Dirty Fill (earthen material containing less than 50% contaminants)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Expanded Polystyrene	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Garden Bag Green Waste – standard size approximately 1 cubic metre containing lawns clippings and small branches only	-		Not accepted Min. Fee: \$0.00	Y	each
General Waste (Minimum \$25.00)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
General Waste from OUTSIDE of Bundaberg Regional Council Boundaries	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Green Waste – clean loads (minimum charge \$20)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Hazardous/Regulated Waste (including Asbestos) from OUTSIDE of Bundaberg Regional Council boundaries	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Mattress – larger than single bed size	-		Not accepted Min. Fee: \$0.00	Y	each
Mattress – up to single bed size	-		Not accepted Min. Fee: \$0.00	Y	each
Mower Clippings – clean loads (Minimum \$20.00)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Oversized sticks, mulch and other contaminants from composting activities	-		Not accepted	Y	per tonne

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

COMMERCIAL [continued]

Oversized sticks, mulch and other contaminants from composting activities	-		Min. Fee: \$0.00	Y	per tonne
Regulated Waste – Category 1	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Regulated Waste – Category 2	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Trickle Tape (Clean)	-		Not accepted Min. Fee: \$0.00	Y	per tonne

TYRES (DOMESTIC AND COMMERCIAL)

Bobcat	-		Not accepted Min. Fee: \$0.00	Y	each
Four Wheel Drive	-		\$10.00	Y	each
Motorbike/car/light utility	-		\$8.00	Y	each
Tractor	-		Not accepted Min. Fee: \$0.00	Y	each
Truck	-		Not accepted Min. Fee: \$0.00	Y	each
Tyre – Contaminated or with rim	-		\$15.00	Y	Each

OTHER CHARGEABLE ITEMS

Administration Fee	-		\$25.00	Y	each
Authorised Disposal Application Fee (waste disposals requiring approval prior to disposal)	-		\$150.00	Y	each
Event Bins – Servicing Fee	-		\$14.00	Y	each
Event Bins (6-24 bins – delivery and collection within the Bundaberg Regional Council boundaries)	-		\$80.00	Y	each
E-Waste other	-		\$0.00	Y	Free
Special Burials (per 3 hours or part thereof) – in addition to applicable tonnage weight	-		\$150.00	Y	each
TV's & Monitors	-		\$0.00	Y	Free
Un-scheduled Waste Collection Fee	-		\$28.00	Y	each
Waste Contamination Fee	-		\$350.00	Y	each

Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

SALES

Mulch – Commercial (loads greater than 3 tonnes) tonnes	-		Not available for sale Min. Fee: \$0.00	Y	per tonne
Mulch – Domestic M3	-		Not available for sale. Min. Fee: \$0.00	Y	per cubic metre

SOUTH KOLAN WASTE FACILITY**DOMESTIC**

Domestic Green Waste Minimum – approx. 240L wheelie bin containing lawns clippings/small branches only	-		\$5.00	Y	Each
Domestic Green Waste over 4.5 tonne gvm/gcm	-		Not accepted Min. Fee: \$0.00	Y	Each
Domestic vehicle over 4.5 tonne gvm/gcm (minimum charge \$22)	-		Not accepted Min. Fee: \$0.00	Y	each
Domestic waste minimum (240 litres or less)	-		\$8.00	Y	each
Mattress – larger than single bed size	-		\$10.00	Y	each
Mattress – up to single bed size	-		\$5.00	Y	each
Oversized trailer – all other waste	-		\$27.00	Y	Each
Oversized trailer – clean green waste	-		\$10.00	Y	Each
Sedan/Station Wagon – All other waste	-		\$13.00	Y	each
Sedan/Station Wagon/Utility/Trailer – Clean Green Waste	-		\$7.50	Y	each
Utility/trailer – All other waste = < 4 tonne gvm	-		\$17.00	Y	each

COMMERCIAL

Agricultural Plastic (Mulch Plastic) (Minimum \$25.00)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Asbestos and material containing asbestos (non-friable)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Asbestos Contaminated Soil	-		Not accepted Min. Fee: \$0.00	Y	per tonne

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

COMMERCIAL [continued]

Asphalt and Road Scrapings	-		Not accepted	Y	per tonne
			Min. Fee: \$0.00		
Bricks/Blocks/Pavers – clean (no other building waste – mortar acceptable)	-		Not accepted	Y	per tonne
			Min. Fee: \$0.00		
Cardboard or Co-mingled Recyclables (maximum 1 cubic metre)	-		Not accepted	Y	per cubic metre
			Min. Fee: \$0.00		
Clean Course Fill (contains natural material larger than 100mm diameter)	-		Not accepted	Y	per tonne
			Min. Fee: \$0.00		
Clean Fill (earthen material)	-		Not accepted	Y	per tonne
			Min. Fee: \$0.00		
Concrete (RRA) – clean concrete loads (minimum \$25.00)	-		Not accepted	Y	per tonne
			Min. Fee: \$0.00		
Construction & Demolition Waste (Minimum \$25.00)	-		Not accepted	Y	per tonne
			Min. Fee: \$0.00		
Controlled Authorised Material – Wet	-		Not accepted	Y	per tonne
			Min. Fee: \$0.00		
Dirty Fill (earthen material containing less than 50% contaminants)	-		Not accepted	Y	per tonne
			Min. Fee: \$0.00		
Expanded Polystyrene	-		Not accepted	Y	per tonne
			Min. Fee: \$0.00		
Garden Bag Green Waste – standard size approximately 1 cubic metre containing lawns clippings and small branches only	-		Not accepted	Y	each
			Min. Fee: \$0.00		
General Waste (Minimum \$25.00)	-		Not accepted	Y	each
			Min. Fee: \$0.00		
General Waste from OUTSIDE of Bundaberg Regional Council Boundaries	-		Not Accepted	Y	per tonne
			Min. Fee: \$0.00		
Green Waste – clean loads (minimum charge \$20)	-		Not accepted	Y	per tonne

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

COMMERCIAL [continued]

Green Waste – clean loads (minimum charge \$20)	-		Min. Fee: \$0.00	Y	per tonne
Hazardous/Regulated Waste (including Asbestos) from OUTSIDE of Bundaberg Regional Council boundaries	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Mattress – larger than single bed size	-		Not accepted Min. Fee: \$0.00	Y	each
Mattress – up to single bed size	-		Not accepted Min. Fee: \$0.00	Y	each
Mower Clippings – clean loads (Minimum \$20.00)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Oversized sticks, mulch and other contaminants from composting activities	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Regulated Waste – Category 1	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Regulated Waste – Category 2	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Trickle Tape (Clean)	-		Not accepted Min. Fee: \$0.00	Y	per tonne

TYRES (DOMESTIC AND COMMERCIAL)

Bobcat	-		Not accepted Min. Fee: \$0.00	Y	each
Four Wheel Drive	-		\$10.00	Y	Each
Larger tyres	-		Not accepted Min. Fee: \$0.00	Y	each
Motorbike/car/light utility	-		\$8.00	Y	Each
Tractor – Large 1m -2m in diameter	-		Not accepted Min. Fee: \$0.00	Y	Each

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

TYRES (DOMESTIC AND COMMERCIAL) [continued]

Tractor – Larger than 2m in diameter	-		Not accepted Min. Fee: \$0.00	Y	Each
Tractor – Small 0-1m in diameter	-		Not accepted Min. Fee: \$0.00	Y	Each
Truck	-		Not accepted Min. Fee: \$0.00	Y	each
Tyre – Contaminated or with rim	-		\$15.00	Y	Each

OTHER CHARGEABLE ITEMS

Administration Fee	-		\$25.00	Y	each
Authorised Disposal Application Fee (waste disposals requiring approval prior to disposal)	-		\$150.00	Y	each
Event Bins – Servicing Fee	-		\$14.00	Y	each
Event Bins (6-24 bins – delivery and collection within the Bundaberg Regional Council boundaries)	-		\$80.00	Y	each
E-Waste other	-		\$0.00	Y	Free
Special Burials (per 3 hours or part thereof) – in addition to applicable tonnage weight	-		\$150.00	Y	each
TV's & Monitors	-		\$0.00	Y	Free
Un-scheduled Waste Collection Fee	-		\$28.00	Y	each
Waste Contamination Fee	-		\$350.00	Y	each

SALES

Mulch – Commercial (loads greater than 3 tonnes) tonnes	-		\$24.00	Y	per tonne
Mulch – Domestic M3	-		\$15.00	Y	per cubic metre

BOOYAL WASTE FACILITY**DOMESTIC**

Domestic Green Waste Minimum – approx. 240L wheelie bin containing lawns clippings/small branches only	-		\$5.00	Y	Each
Domestic Green Waste over 4.5 tonne gvm/gcm	-		Not accepted Min. Fee: \$0.00	Y	Each

continued on next page ...

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

DOMESTIC [continued]

Domestic vehicle over 4.5 tonne gvm/gcm (minimum charge \$22)	-		Not accepted Min. Fee: \$0.00	Y	each
Domestic waste minimum (240 litres or less)	-		\$8.00	Y	each
Mattress – larger than single bed size	-		\$10.00	Y	each
Mattress – up to single bed size	-		\$5.00	Y	each
Oversized trailer – all other waste	-		\$27.00	Y	Each
Oversized trailer – clean green waste	-		\$10.00	Y	Each
Sedan/Station Wagon – All other waste	-		\$13.00	Y	each
Sedan/Station Wagon/Utility/Trailer – Clean Green Waste	-		\$7.50	Y	each
Utility/trailer – All other waste = < 4 tonne gvm	-		\$17.00	Y	each

COMMERCIAL

Agricultural Plastic (Mulch Plastic) (Minimum \$25.00)	-		not accepted Min. Fee: \$0.00	Y	per tonne
Asbestos and material containing asbestos (non-friable)	-		not accepted Min. Fee: \$0.00	Y	per tonne
Asbestos Contaminated Soil	-		not accepted Min. Fee: \$0.00	Y	per tonne
Asphalt and Road Scrapings	-		not accepted Min. Fee: \$0.00	Y	per tonne
Bricks/Blocks/Pavers – clean (no other building waste – mortar acceptable)	-		not accepted Min. Fee: \$0.00	Y	per tonne
Cardboard or Co-mingled Recyclables (maximum 1 cubic metre)	-		not accepted Min. Fee: \$0.00	Y	per cubic metre
Clean Course Fill (contains natural material larger than 100mm diameter)	-		not accepted Min. Fee: \$0.00	Y	per tonne
Clean Fill (earthen material)	-		not accepted Min. Fee: \$0.00	Y	per tonne

continued on next page ...

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		
Concrete (RRA) – clean concrete loads (minimum \$25.00)	-		not accepted Min. Fee: \$0.00	Y	per tonne
Construction & Demolition Waste (Minimum \$25.00)	-		not accepted Min. Fee: \$0.00	Y	per tonne
Controlled Authorised Material – Wet	-		not accepted Min. Fee: \$0.00	Y	per tonne
Dirty Fill (earthen material containing less than 50% contaminants)	-		not accepted Min. Fee: \$0.00	Y	per tonne
Expanded Polystyrene	-		not accepted Min. Fee: \$0.00	Y	per tonne
Garden Bag Green Waste – standard size approximately 1 cubic metre containing lawns clippings and small branches only	-		Not accepted Min. Fee: \$0.00	Y	each
General Waste (Minimum \$25.00)	-		not accepted Min. Fee: \$0.00	Y	per tonne
General Waste from OUTSIDE of Bundaberg Regional Council Boundaries	-		not accepted Min. Fee: \$0.00	Y	Per tonne
Green Waste – clean loads (minimum charge \$20)	-		not accepted Min. Fee: \$0.00	Y	per tonne
Hazardous/Regulated Waste (including Asbestos) from OUTSIDE of Bundaberg Regional Council boundaries	-		not accepted Min. Fee: \$0.00	Y	per tonne
Mattress – larger than single bed size	-		Not accepted Min. Fee: \$0.00	Y	each
Mattress – up to single bed size	-		Not accepted Min. Fee: \$0.00	Y	each
Mower Clippings – clean loads (Minimum \$20.00)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Oversized sticks, mulch and other contaminants from composting activities	-		not accepted	Y	each

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

COMMERCIAL [continued]

Oversized sticks, mulch and other contaminants from composting activities	-		Min. Fee: \$0.00	Y	each
Regulated Waste – Category 1	-		not accepted Min. Fee: \$0.00	Y	per tonne
Regulated Waste – Category 2	-		not accepted Min. Fee: \$0.00	Y	per tonne
Trickle Tape (Clean)	-		not accepted Min. Fee: \$0.00	Y	per tonne

TYRES (DOMESTIC AND COMMERCIAL)

Bobcat	-		not accepted Min. Fee: \$0.00	Y	each
Four Wheel Drive	-		not accepted Min. Fee: \$0.00	Y	each
Motorbike/car/light utility	-		not accepted Min. Fee: \$0.00	Y	each
Tractor	-		not accepted Min. Fee: \$0.00	Y	each
Truck	-		not accepted Min. Fee: \$0.00	Y	each

OTHER CHARGEABLE ITEMS

Administration Fee	-		\$25.00	Y	each
Authorised Disposal Application Fee (waste disposals requiring approval prior to disposal)	-		\$150.00	Y	each
Event Bins – Servicing Fee	-		\$14.00	Y	each
Event Bins (6-24 bins – delivery and collection within the Bundaberg Regional Council boundaries)	-		\$80.00	Y	each
E-Waste other	-		\$0.00	Y	Free
Special Burials (per 3 hours or part thereof) – in addition to applicable tonnage weight	-		\$150.00	Y	each
TV's & Monitors	-		\$0.00	Y	Free

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

OTHER CHARGEABLE ITEMS [continued]

Un-scheduled Waste Collection Fee	-		\$28.00	Y	each
Waste Contamination Fee	-		\$350.00	Y	each

SALES

Mulch – Commercial (loads greater than 3 tonnes) tonnes	-		not available for sale Min. Fee: \$0.00	Y	per tonne
Mulch – Domestic M3	-		not available for sale Min. Fee: \$0.00	Y	per cubic metre

BUXTON WASTE FACILITY**DOMESTIC**

Domestic Green Waste Minimum – approx. 240L wheelie bin containing lawns clippings/small branches only	-		\$5.00	Y	Each
Domestic Green Waste over 4.5 tonne gvm/gcm	-		Not accepted Min. Fee: \$0.00	Y	Each
Domestic vehicle over 4.5 tonne gvm/gcm (minimum charge \$22)	-		not accepted Min. Fee: \$0.00	Y	each
Domestic waste minimum (240 litres or less)	-		\$8.00	Y	each
Mattress – larger than single bed size	-		\$10.00	Y	each
Mattress – up to single bed size	-		\$5.00	Y	each
Oversized trailer – all other waste	-		\$27.00	Y	Each
Oversized trailer – clean green waste	-		\$10.00	Y	Each
Sedan/Station Wagon – All other waste	-		\$13.00	Y	each
Sedan/Station Wagon/Utility/Trailer – Clean Green Waste	-		\$7.50	Y	each
Utility/trailer – All other waste = < 4 tonne gvm	-		\$17.00	Y	each

COMMERCIAL

Agricultural Plastic (Mulch Plastic) (Minimum \$25.00)	-		not accepted Min. Fee: \$0.00	Y	per tonne
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

COMMERCIAL [continued]

Asbestos and material containing asbestos (non-friable)	-		not accepted Min. Fee: \$0.00	Y	per tonne
Asbestos Contaminated Soil	-		not accepted Min. Fee: \$0.00	Y	per tonne
Asphalt and Road Scrapings	-		not accepted Min. Fee: \$0.00	Y	per tonne
Bricks/Blocks/Pavers – clean (no other building waste – mortar acceptable)	-		not accepted Min. Fee: \$0.00	Y	per tonne
Cardboard or Co-mingled Recyclables (maximum 1 cubic metre)	-		not accepted Min. Fee: \$0.00	Y	per cubic metre
Clean Course Fill (contains natural material larger than 100mm diameter)	-		not accepted Min. Fee: \$0.00	Y	per tonne
Clean Fill (earthen material)	-		not accepted Min. Fee: \$0.00	Y	per tonne
Concrete (RRA) – clean concrete loads (minimum \$25.00)	-		not accepted Min. Fee: \$0.00	Y	per tonne
Construction & Demolition Waste (Minimum \$25.00)	-		not accepted Min. Fee: \$0.00	Y	per tonne
Controlled Authorised Material – Wet	-		not accepted Min. Fee: \$0.00	Y	per tonne
Dirty Fill (earthen material containing less than 50% contaminants)	-		not accepted Min. Fee: \$0.00	Y	per tonne
Expanded Polystyrene	-		not accepted Min. Fee: \$0.00	Y	per tonne
Garden Bag Green Waste – standard size approximately 1 cubic metre containing lawns clippings and small branches only	-		Not accepted Min. Fee: \$0.00	Y	each
General Waste (Minimum \$25.00)	-		not accepted	Y	per tonne

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

COMMERCIAL [continued]

General Waste (Minimum \$25.00)	-		Min. Fee: \$0.00	Y	per tonne
General Waste from OUTSIDE of Bundaberg Regional Council Boundaries	-		not accepted Min. Fee: \$0.00	Y	per tonne
Green Waste – clean loads (minimum charge \$20)	-		not accepted Min. Fee: \$0.00	Y	per tonne
Hazardous/Regulated Waste (including Asbestos) from OUTSIDE of Bundaberg Regional Council boundaries	-		not accepted Min. Fee: \$0.00	Y	per tonne
Mattress – larger than single bed size	-		Not accepted Min. Fee: \$0.00	Y	each
Mattress – up to single bed size	-		Not accepted Min. Fee: \$0.00	Y	each
Mower Clippings – clean loads (Minimum \$20.00)	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Oversized sticks, mulch and other contaminants from composting activities	-		Not accepted Min. Fee: \$0.00	Y	per tonne
Regulated Waste – Category 1	-		not accepted Min. Fee: \$0.00	Y	per tonne
Regulated Waste – Category 2	-		not accepted Min. Fee: \$0.00	Y	each
Trickle Tape (Clean)	-		not accepted Min. Fee: \$0.00	Y	per tonne

TYRES (DOMESTIC AND COMMERCIAL)

Bobcat	-		not accepted Min. Fee: \$0.00	Y	each
Four Wheel Drive	-		not accepted Min. Fee: \$0.00	Y	each

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

TYRES (DOMESTIC AND COMMERCIAL) [continued]

Motorbike/car/light utility	-		not accepted Min. Fee: \$0.00	Y	each
Tractor	-		not accepted Min. Fee: \$0.00	Y	each
Truck	-		not accepted Min. Fee: \$0.00	Y	each

OTHER CHARGEABLE ITEMS

Administration Fee	-		\$25.00	Y	each
Authorised Disposal Application Fee (waste disposals requiring approval prior to disposal)	-		\$150.00	Y	each
Event Bins – Servicing Fee	-		\$14.00	Y	each
Event Bins (6-24 bins – delivery and collection within the Bundaberg Regional Council boundaries)	-		\$80.00	Y	each
E-Waste other	-		\$0.00	Y	Free
Special Burials (per 3 hours or part thereof) – in addition to applicable tonnage weight	-		\$150.00	Y	each
TV's & Monitors	-		\$0.00	Y	Free
Un-scheduled Waste Collection Fee	-		\$28.00	Y	each
Waste Contamination Fee	-		\$350.00	Y	each

SALES

Mulch – Commercial (loads greater than 3 tonnes)	-		Not available for sale Min. Fee: \$0.00	Y	per tonne
Mulch – Domestic M3	-		not available for sale Min. Fee: \$0.00	Y	per cubic metre

CEDARS ROAD WASTE FACILITY**DOMESTIC**

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

DOMESTIC [continued]

Domestic vehicle over 4.5 tonne gvm/gcm (minimum charge \$22)	-		Not accepted Min. Fee: \$0.00	Y	
Domestic waste minimum (240 litres or less)	-		Not accepted Min. Fee: \$0.00	Y	
Mattress – larger than single bed size	-		not accepted Min. Fee: \$0.00	Y	
Mattress – up to single bed size	-		not accepted Min. Fee: \$0.00	Y	
Sedan/Station Wagon – All other waste	-		not accepted Min. Fee: \$0.00	Y	
Sedan/Station Wagon/Utility/Trailer – Clean Green Waste	-		Not accepted Min. Fee: \$0.00	Y	
Utility/trailer – All other waste = < 4 tonne gvm	-		not accepted Min. Fee: \$0.00	Y	

COMMERCIAL

Agricultural Plastic (Mulch Plastic) (Minimum \$25.00)	-		not accepted Min. Fee: \$0.00	Y	
Asbestos and material containing asbestos (non-friable)	-		not accepted Min. Fee: \$0.00	Y	
Asbestos Contaminated Soil	-		not accepted Min. Fee: \$0.00	Y	
Asphalt and Road Scrapings	-		not accepted Min. Fee: \$0.00	Y	
Bricks/Blocks/Pavers – clean (no other building waste – mortar acceptable)	-		not accepted Min. Fee: \$0.00	Y	

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

COMMERCIAL [continued]

Cardboard or Co-mingled Recyclables (maximum 1 cubic metre)	-		not accepted Min. Fee: \$0.00	Y	
Clean Course Fill (contains natural material larger than 100mm diameter)	-		not accepted Min. Fee: \$0.00	Y	
Clean Fill (earthen material)	-		not accepted Min. Fee: \$0.00	Y	
Concrete (RRA) – clean concrete loads (minimum \$25.00)	-		not accepted Min. Fee: \$0.00	Y	
Construction & Demolition Waste (Minimum \$25.00)	-		Not accepted Min. Fee: \$0.00	Y	
Controlled Authorised Material – Wet	-		not accepted Min. Fee: \$0.00	Y	
Dirty Fill (earthen material containing less than 50% contaminants)	-		not accepted Min. Fee: \$0.00	Y	
Expanded Polystyrene	-		not accepted Min. Fee: \$0.00	Y	
Garden Bag Green Waste – standard size approximately 1 cubic metre containing lawns clippings and small branches only	-		not accepted Min. Fee: \$0.00	Y	
General Waste (Minimum \$25.00)	-		Approved special loads only \$230.00 Min. Fee: \$0.00	Y	Per tonne
General Waste from OUTSIDE of Bundaberg Regional Council Boundaries	-		\$360.00	Y	Per tonne
Green Waste – clean loads (minimum charge \$20)	-		not accepted Min. Fee: \$0.00	Y	
Hazardous/Regulated Waste (including Asbestos) from OUTSIDE of Bundaberg Regional Council boundaries	-		not accepted Min. Fee: \$0.00	Y	
Mattress – larger than single bed size	-		not accepted	Y	

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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

COMMERCIAL [continued]

Mattress – larger than single bed size	-		Min. Fee: \$0.00	Y	
Mattress – up to single bed size	-		not accepted Min. Fee: \$0.00	Y	
Mower Clippings – clean loads (Minimum \$20.00)	-		not accepted Min. Fee: \$0.00	Y	
Oversized sticks, mulch and other contaminants from composting activities	-		\$80.00	Y	Per tonne
Regulated Waste – Category 1	-		\$305.00	Y	Per tonne
Regulated Waste – Category 2	-		\$255.00	Y	Per tonne
Trickle Tape (Clean)	-		not accepted Min. Fee: \$0.00	Y	

TYRES (DOMESTIC AND COMMERCIAL)

Bobcat	-		not accepted Min. Fee: \$0.00	Y	
Four Wheel Drive	-		not accepted Min. Fee: \$0.00	Y	
Motorbike/car/light utility	-		not accepted Min. Fee: \$0.00	Y	
Tractor	-		not accepted Min. Fee: \$0.00	Y	
Truck	-		not accepted Min. Fee: \$0.00	Y	

OTHER CHARGEABLE ITEMS

Administration Fee	-		not accepted Min. Fee: \$0.00	Y	
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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OTHER CHARGEABLE ITEMS [continued]

Authorised Disposal Application Fee (waste disposals requiring approval prior to disposal)	-		not accepted Min. Fee: \$0.00	Y	
Event Bins – Servicing Fee	-		not accepted Min. Fee: \$0.00	Y	
Event Bins (6-24 bins – delivery and collection within the Bundaberg Regional Council boundaries)	-		not accepted Min. Fee: \$0.00	Y	
E-Waste other	-		Not accepted Min. Fee: \$0.00	Y	Each
Special Burials (per 3 hours or part thereof) – in addition to applicable tonnage weight	-		not accepted Min. Fee: \$0.00	Y	
TV's & Monitors	-		not accepted Min. Fee: \$0.00	Y	
Un-scheduled Waste Collection Fee	-		not accepted Min. Fee: \$0.00	Y	
Waste Contamination Fee	-		not accepted Min. Fee: \$0.00	Y	

SALES

Mulch – Commercial (loads greater than 3 tonnes) tonnes	-		Not available for sale Min. Fee: \$0.00	Y	
Mulch – Domestic M3	-		Not available for sale Min. Fee: \$0.00	Y	

WATER**CONNECTIONS**

Installation of 20mm property service (no meter)	-		\$1,215.00	N	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

NEW BUILDINGS/ADDITIONS – WITHOUT ENGINEERING CERTIFICATES [continued]

20mm water meter only (Developer installed property service)	-		\$302.00	N	each
New connection and meter 20mm	-		\$1,295.00	N	each
New connection and meter 25mm	-		\$2,440.00	N	each
New connection and meter 32mm	-		\$3,435.00	N	each
New connection and meter 40mm	-		\$4,080.00	N	each
New connection and meter 50mm	-		\$4,665.00	N	each
Service and Meter greater than 50mm (including Fire Services)	-		By quotation Min. Fee: \$0.00	N	each
Water Disconnection equal to or less than 50mm (Tapping band and TPF&R to remain)	-		\$394.00	N	each
Water Disconnection greater than 50mm	-		By quotation Min. Fee: \$0.00	N	each
Connect to water supply outside declared area (subject to Council approval) (Infrastructure Charge + Connection cost)	-		By quotation - conditions apply Min. Fee: \$0.00	N	each
Tapping into live main 20mm (Tapping Only – Excavation and materials by others)	-		\$144.00	N	each

SUB-METERS

A separate words order to be created for each job as required.

20mm Sub-meter (Water meter, 2 Ball valves and bracket)	-		\$302.00	N	each
25mm Sub-meter (Water meter, 2 Ball valves and bracket)	-		\$815.00	N	each
32mm Sub-meter (Water meter, 2 Ball valves and bracket)	-		\$1,070.00	N	each
40mm Sub-meter (Water meter, 2 Ball valves and free standing)	-		\$1,265.00	N	each
50mm Sub-meter (Water meter, 2 Ball valves and free standing)	-		\$1,860.00	N	each
Sub-meter greater than 50mm	-		By quotation Min. Fee: \$0.00	N	each
Disconnection of Sub-meter – all sizes and configurations	-		\$211.00	N	each

WATER AND SEWER APPLICATIONS

Water Application Lodgement Fee	-		\$177.00	N	each
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21	GST	Fee Unit
			Fee (incl. GST)		

WATER AND SEWER APPLICATIONS [continued]

Sewer Application Lodgement Fee	-		\$177.00	N	each
Re-visitation for installation of Sub-meters	-		\$156.00	N	each
Application Lodgement of "Building Over Sewer"	-		\$177.00	N	each
Inspection for "Building Over Sewer"	-		\$156.00	Y	each
Connectivity Audit Inspection	-		\$156.00	N	each

CONSUMPTION

Bulk Water Points – Crescent Street and Childers Depot	-		\$1.90	N	per kilolitre
Bulk Water Points – Cordalba (Raw Water)	-		\$1.52	N	per kilolitre
Bulk Water Points – Bundaberg	-		\$1.90	N	per kilolitre
Bulk Water Points – Gin Gin	-		\$1.90	N	per kilolitre
Annual Fee for Bulk Water Points – Administration and Billing Costs	-		\$289.00	N	each
Application Fee to Remove Water from Council's Bulk Water Points – Non Commercial	-		\$76.00	N	each
Application Fee to Remove Water from Council's Bulk Water Points – Commercial	-		\$303.00	N	each
Replacement of Rydan Tag	-		\$67.00	Y	each
Short Term Hire Metered Hydrant Standpipe	-		\$55.00	N	per day
Long Term Hire Metered Hydrant Standpipe – Long Term Hire period up to three (3) months	-		\$324.00	N	per quarter
Long Term Hire Metered Hydrant Standpipe – Long Term Hire period up to six (6) months	-		\$655.00	N	per 6 months
Long Term Hire Metered Hydrant Standpipe – Long Term Hire period up to twelve (12) months	-		\$975.00	N	per annum
Metered Hydrant Cost	-		\$5.60	N	per kilolitre
Refundable Deposit – Metered Hydrant (Conditions Apply)	-		\$2,435.00	N	each
Witness water hydrant test (applicants are to cover advertisement costs. This cost covers Council permission & supervision).	-		\$145.00	N	each

TESTING OF WATER METER

Testing of Water Meter	-		By quotation	N	each
			Min. Fee: \$0.00		

ADVERTISING ON WATER TANKS

Small signage on Water Tanks (rental issued for 5 year period)	-		\$377.00	Y	per annum
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Fee Name	Legislation Reference	Local Government Act Reference	Year 20/21 Fee (incl. GST)	GST	Fee Unit
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ADVERTISING ON WATER TANKS [continued]

Large signage on Water Tanks (rental issued for 5 year period)	-		\$453.00	Y	per annum
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**Item****26 May 2020****Item Number:**

F2

File Number:

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Part:

FINANCE

Portfolio:

Organisational Services

Subject:

Financial Summary as at 1 May 2020

Report Author:

Anthony Keleher, Chief Financial Officer

Authorised by:

Amanda Pafumi, General Manager Organisational Services

Link to Corporate Plan:

Our People, Our Business - 3.1 A sustainable financial position - 3.1.2 Apply responsible fiscal principles for sustainable financial management.

Background:

In accordance with section 204 of the *Local Government Regulation 2012* a financial report must be presented to Council on a monthly basis. The attached financial report contains the financial summary and associated commentary at 1 May 2020.

Associated Person/Organization:

Nil

Consultation:

Financial Services Team

Chief Legal Officer's Comments:

Pursuant to section 204 of the *Local Government Regulation 2012* the Local Government must prepare and the Chief Executive Officer must present, the financial report. The financial report must state the progress that has been made in relation to the Local Government's budget for the period of the financial year up to a day or as near as practicable to the end of the month before the meeting is held.

Policy Implications:

There appears to be no policy implications.

Financial and Resource Implications:

There appears to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Communications Strategy:

Communications Team consulted.

Yes

No

Attachments:

[↓1](#) Financial Summary as at 1 May 2020

Recommendation:

That the financial summary as at 1 May 2020 be noted by Council.

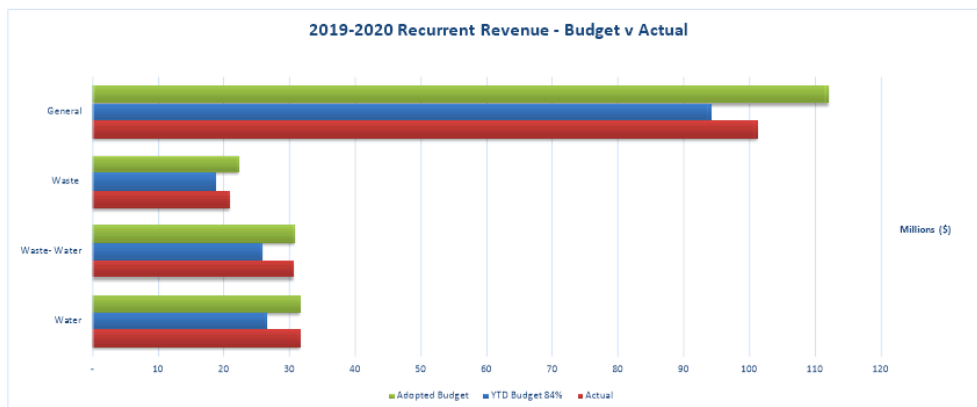
Financial Summary
as at 01 May 2020

Progress check - 84%	Council			General			Waste			Wastewater			Water		
	Actual YTD	Adopted Budget	% Act/ Bud	Actual YTD	Adopted Budget	% Act/ Bud	Actual YTD	Adopted Budget	% Act / Bud	Actual YTD	Adopted Budget	% Act/ Bud	Actual YTD	Adopted Budget	% Act/ Bud
Recurrent Activities															
<i>Revenue</i>															
Rates and Utility Charges	180,896,635	180,684,986	100%	86,640,719	86,657,050	100%	15,324,625	15,310,200	100%	29,837,939	29,697,500	100%	29,093,352	29,020,236	100%
Less: Discounts and Pensioner Remissions	(9,061,127)	(9,048,950)	100%	(8,407,521)	(8,379,850)	100%	(223,190)	(227,600)	98%	(250,231)	(254,600)	98%	(180,185)	(186,900)	96%
	151,835,508	151,636,036	100%	78,233,198	78,277,200	100%	15,101,435	15,082,600	100%	29,587,708	29,442,900	100%	28,913,167	28,833,336	100%
Fees and Charges	21,828,798	27,944,991	78%	14,287,049	19,061,110	75%	5,242,467	6,506,941	81%	696,649	859,680	81%	1,602,633	1,517,260	106%
Interest Revenue	2,680,853	3,657,456	73%	620,733	1,237,500	50%	456,127	502,825	91%	456,651	539,631	85%	1,147,342	1,377,500	83%
Grants, Subsidies and Donations	8,378,354	13,856,976	60%	8,144,474	13,586,976	60%	185,843	290,000	64%	-	-	-	48,037	-	-
Sale of Developed Land Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Recurrent Revenue	184,723,513	197,095,459	94%	101,285,454	112,142,786	90%	20,985,872	22,382,366	94%	30,741,008	30,842,211	100%	31,711,179	31,728,096	100%
<i>Expenses</i>															
Employee Costs	60,850,639	73,490,278	83%	46,826,544	57,078,367	82%	5,320,854	6,026,784	88%	4,573,422	5,631,450	81%	4,129,819	4,753,677	87%
Materials and Services	50,577,077	69,414,844	73%	28,589,970	41,994,489	68%	9,134,571	11,466,334	80%	5,749,502	7,526,668	76%	7,103,034	8,427,353	84%
Finance Costs	3,624,601	4,433,076	82%	1,317,555	1,582,753	84%	748,718	911,471	82%	1,344,107	1,695,124	79%	214,221	263,728	81%
Depreciation	41,007,948	49,209,537	83%	29,276,046	35,131,255	83%	1,505,170	1,806,204	83%	5,332,151	6,398,581	83%	4,894,581	5,873,497	83%
Total Recurrent Expenditure	156,060,265	196,547,735	79%	106,010,115	135,766,864	78%	16,709,313	20,210,793	83%	16,999,182	21,251,823	80%	16,341,655	19,318,255	85%
Operating Surplus	28,663,248	547,724		(4,724,661)	(23,624,078)		4,276,559	2,171,573		13,741,826	9,590,388		15,369,524	12,409,841	
<i>Transfers to</i>															
Restricted Capital Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NCP Transfers	-	-	-	(12,925,099)	(15,510,118)	-	410,547	492,655	-	5,714,314	6,857,177	-	6,800,238	8,160,286	-
Total Transfers	-	-		(12,925,099)	(15,510,118)		410,547	492,655		5,714,314	6,857,177		6,800,238	8,160,286	
Movement in Unallocated Surplus	28,663,248	547,724		8,200,438	(8,113,960)		3,866,012	1,678,918		8,027,512	2,733,211		8,569,286	4,249,555	
Unallocated Surplus/(Deficit) brought forward	34,744,728	34,744,728		(16,904,646)	(16,904,646)		15,495,369	15,495,369		11,242,675	11,242,675		24,911,330	24,911,330	
Unallocated Surplus/(Deficit)	63,407,976	35,292,452		(8,704,208)	(25,018,606)		19,361,381	17,174,287		19,270,187	13,975,886		33,480,616	29,160,885	
Capital Activities															
Council Expenditure on Non-Current Assets	58,437,763	104,646,359	56%	48,643,829	85,533,534	57%	1,311,039	3,013,539	44%	1,756,884	4,013,152	44%	6,726,011	12,086,134	56%
Loan Redemption	6,070,028	7,292,658	83%	3,577,017	4,301,045	83%	548,380	658,057	83%	1,680,026	2,016,032	83%	264,605	917,524	83%
Total Capital Expenditure	64,507,791	111,939,017	58%	52,220,846	89,834,579	58%	1,859,419	3,671,596	51%	3,436,910	6,029,184	57%	6,990,616	12,403,658	56%
Cash															
Opening balance	147,278,309	147,278,309													
Movement - increase/(decrease)	9,910,553	(35,844,431)													
Closing balance	157,188,862	111,433,878													

Further to the Financial Summary Report as at 1 May 2020, the following key features are highlighted.

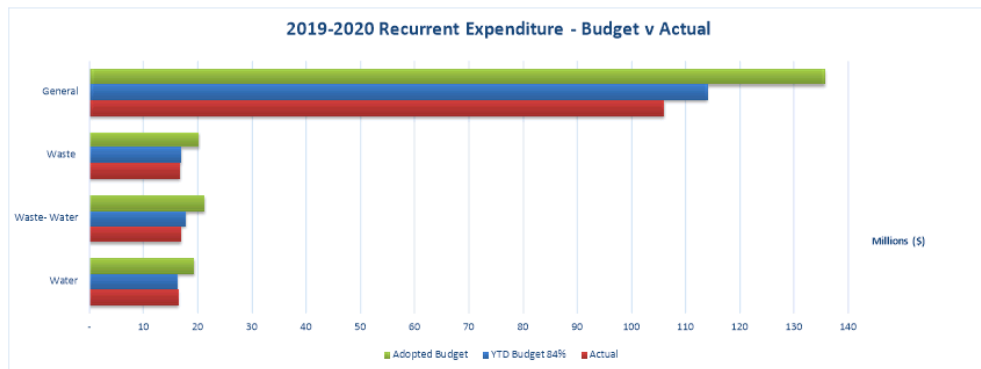
Recurrent Revenue

- Rates and Utility Charges for the second half year have been levied. It's expected that there will be a slight increase in budgeted rates and utility charges this financial year with growth exceeding estimates.
- Fees and charges are tracking below budget. The effects of the closures of many facilities and services are reflected in the actuals during March and April. It's expected that there will be a significant write down in fees and charges as a result of the COVID-19 pandemic. The exception is the Water Fund which has had an increase in private works being delivered this financial year.
- Interest Revenue is tracking below budget. This is a result of the moratorium on interest on overdue rates and further interest rate cuts by the reserve bank effecting investment earnings. There will be a reduction in interest earnings this financial year.
- Grants, Subsidies and Donations are tracking below budget. This is expected at this time as we anticipate the advance of the Financial Assistance Grant in June this financial year, which will see full year actual grants received align with the annual budget expectations.



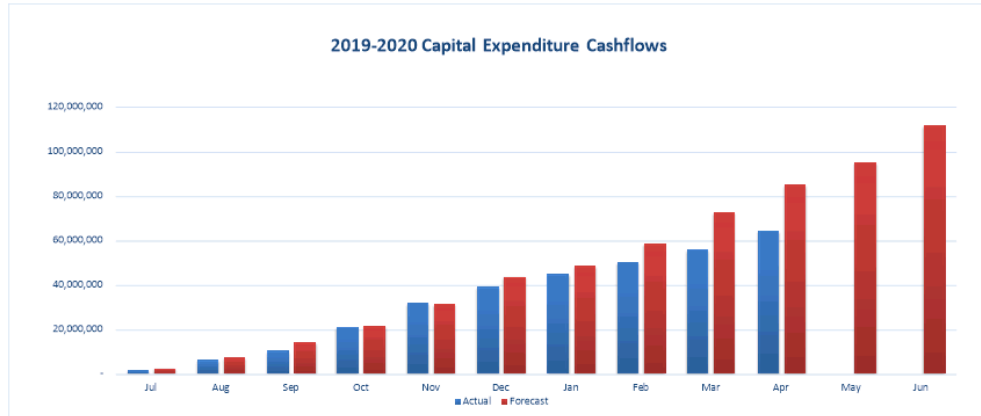
Recurrent Expenditure

- Employee Costs are tracking on budget. Employee costs are expected to remain steady over the remainder of the financial year.
- Materials and Services are currently tracking below budget. This is largely due to savings in expenditure due to the timing in delivery of non-capital projects.
- Finance Costs are tracking on budget. Finance costs are expected to approximate the budget this financial year.

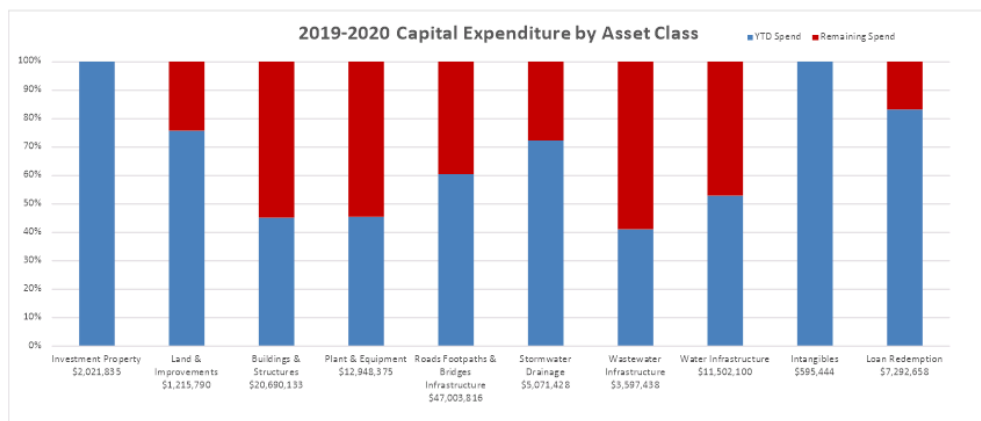


Capital Expenditure and Capital Grants

- Council has delivered 58% of this year's capital program at the reporting date, which is behind expected cashflows. It's expected that a large portion of works scheduled for the remainder of the financial year will be delivered, however some projects will be impacted by COVID-19.



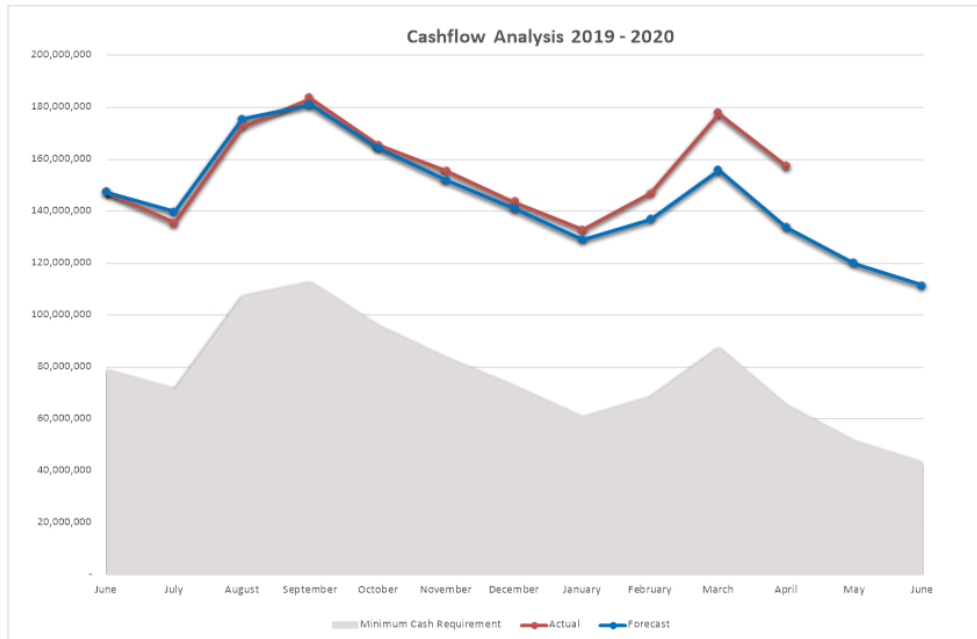
- Significant projects currently underway include the Gregory River Water Treatment Plant Upgrade, Gin Gin Community Hub, Winfield Road Bridge replacements, North Isis Road Upgrade, Three Chain Road Upgrade, Bitumen Resurfacing Program, Boundary Street Pathway and Faldt Street Pathway.
- The budgeted spend by asset class is shown below.



- Capital grants are on track with all milestones having been met and any variations to funding agreements approved. The final Multiplex claim will be paid in May. Blackspot and Bridge Renewal Program claims are awaiting payment by the relevant Government Department.

Cash

- The cash balance as at 1 May 2020 was \$157.2 million, a decrease of \$20.4 million from the last report at 2 April 2020, reflecting the outlay on operations and capital.
- No short-term liquidity issues are foreseeable.
- The actual and forecast cash movement is shown below. The variation is primarily related to the delivery of the capital works program.



Rates Debtor

- Rates outstanding at the end of April total \$7.6 million. Council continues to accept rates payments, however per the March Council resolution, debt recovery action has ceased on outstanding rates and charges up to 30 June 2020. This has resulted in a decrease in rate payments, which is expected to continue through to the end of the financial year.

Other Debtors

- Infringements outstanding total \$407,000 with the number of infringements decreasing to 3,071 with parking restrictions not being enforced during April. Infringements continue to be recovered via the State Penalties, Enforcement Registry.
- Sundry Debtors outstanding for more than 90 days total \$697,000 across 77 accounts. The majority of this balance relates to the claim for the Multiplex which is scheduled to be paid in May. With the current economic climate, there has been an overall increase in the number of outstanding accounts, particularly in the commercial sector.



Item

26 May 2020

Item Number:

G1

File Number:

.

Part:

GOVERNANCE

Portfolio:

Organisational Services

Subject:

Organisational Structure

Report Author:

Jon Rutledge, Manager People, Safety & Culture

Authorised by:

Amanda Pafumi, General Manager Organisational Services

Link to Corporate Plan:

Our People, Our Business - 3.2 Responsible governance with a customer-driven focus
 - 3.2.4 Exercise whole-of-Council adherence to, and compliance with, Council's policies and procedures, in keeping with our corporate values and community's expectations.

Background:

Pursuant to section 196 of the *Local Government Act 2009*, Council is required to adopt an organisational structure '*that is appropriate to the performance of the local government responsibilities.*'

Associated Person/Organization:

Nil

Consultation:

Chief Executive Officer and General Managers

Chief Legal Officer's Comments:

Pursuant to section 196(1) of the *Local Government Act 2009*, a local government must, by resolution, adopt an organisational structure that is appropriate to the performance of the local government's responsibilities.

Policy Implications:

There appears to be no policy implications.

Financial and Resource Implications:

There appears to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Communications Strategy:

Communications Team consulted.

Yes

No

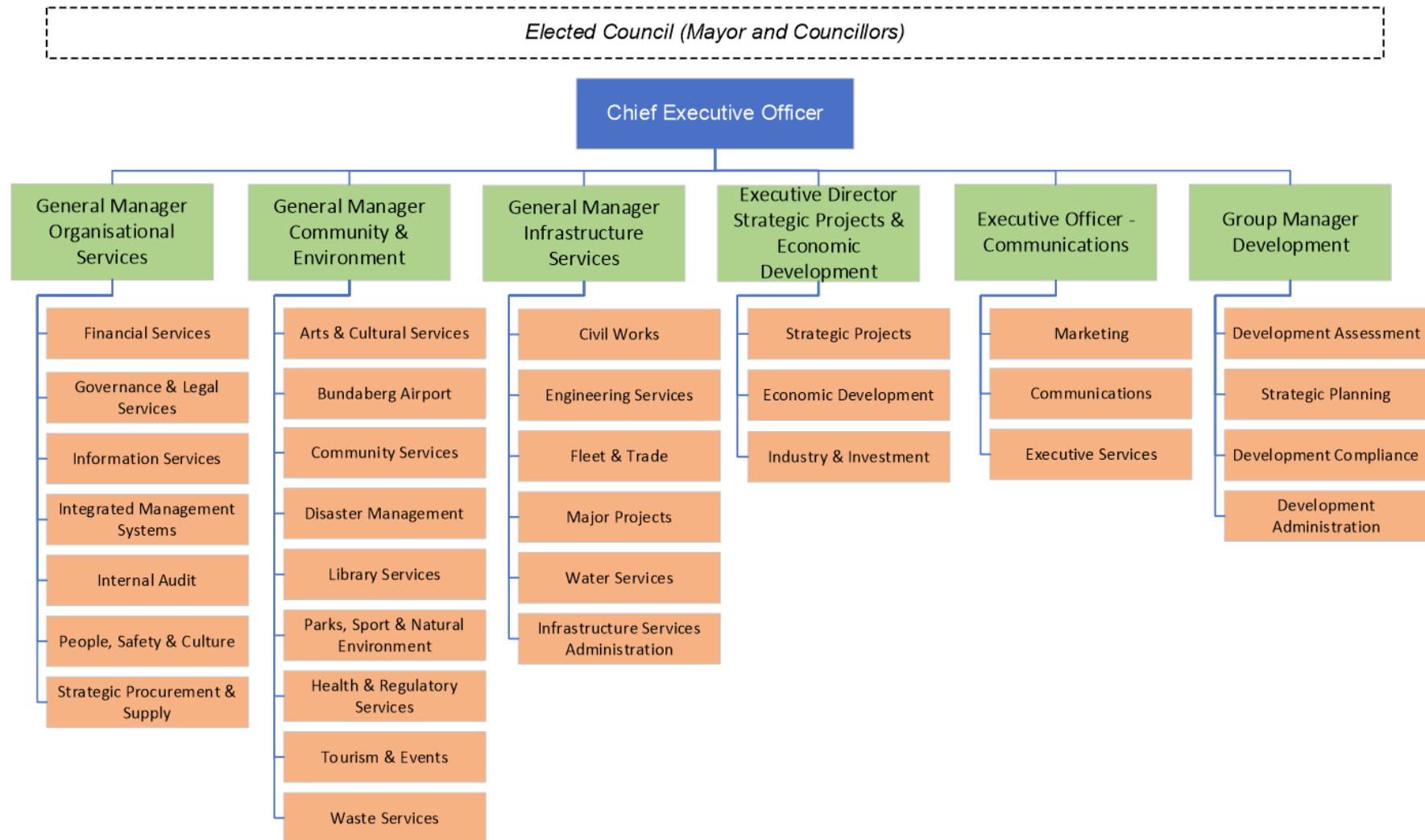
Attachments:

[↓1](#) Organisational Structure

Recommendation:

That the Organisational Structure (as at 1 May 2020) be adopted by Council.

Organisational Structure – Departments and Branches



01/05/2020

**Item****26 May 2020****Item Number:**

G2

File Number:

.

Part:

GOVERNANCE

Portfolio:

Organisational Services

Subject:

Council Policy Review

Report Author:

Christine Large, Chief Legal Officer

Authorised by:

Amanda Pafumi, General Manager Organisational Services

Link to Corporate Plan:

Our People, Our Business - 3.2 Responsible governance with a customer-driven focus - 3.2.4 Exercise whole-of-Council adherence to, and compliance with, Council's policies and procedures, in keeping with our corporate values and community's expectations.

Background:

Council has previously adopted a suite of Council Policies. These policies are adopted by Council to:

- ensure compliance with legislative requirements; or
- provide guidelines on matters which may impact the community; or
- support Council's strategic objectives; or
- assist in the delegated decision making of Council staff.

These policies have recently been reviewed by policy authors and are now presented for formal adoption (where amendments have been made) or endorsement (where no amendments have been made).

Future reviews will occur annually (if required by legislation), biennially or in response to changes in law or best practice.

Associated Person/Organization:

Not applicable.

Consultation:

All Councillors

Executive Leadership Team

Policy author/owners

Chief Legal Officer's Comments:

The policies are in accordance with legislation and best practice guidelines.

Policy Implications:

The policies will be adopted and further implemented within Council.

Financial and Resource Implications:

There appears to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Communications Strategy:

Communications Team consulted.

- Yes
- No

Attachments:

- [↓1](#) Acceptable Requests Guidelines Policy
- [↓2](#) Administrative Action Complaints Policy
- [↓3](#) Advertising Spending Policy
- [↓4](#) Buy Local Policy
- [↓5](#) Community Engagement Policy
- [↓6](#) Complaints about the Chief Executive Officer Policy
- [↓7](#) Council Vehicle Usage Policy
- [↓8](#) Councillor Complaints Investigation Policy
- [↓9](#) Councillor Portfolio Policy
- [↓10](#) Councillor Use of Confidential Information Policy
- [↓11](#) Employee Code of Conduct Policy
- [↓12](#) Expenses Reimbursement for Councillors Policy
- [↓13](#) Fraud and Corruption Management Policy
- [↓14](#) Gifts and Benefits Policy
- [↓15](#) Hardship Policy
- [↓16](#) Media Relations Policy
- [↓17](#) Procurement Policy
- [↓18](#) Planning Protocols Policy
- [↓19](#) Public Interest Disclosure Policy
- [↓20](#) Revenue Policy
- [↓21](#) Risk Management Policy

Recommendation:**The Council:****1. Rescind the following policies:**

- **Acceptable Requests Guidelines Policy, version 4;**
- **Administrative Action Complaints Policy, version 1.1;**
- **Advertising Spending Policy, version 1;**
- **Buy Local Policy, version 2;**
- **Community Engagement Policy, version 1;**
- **Complaints about the Chief Executive Officer, version 1.1;**
- **Council Vehicle Usage Policy, version 2.2;**
- **Councillor Complaints Investigation Policy, version 1;**
- **Councillor Use of Confidential Information Policy, version 1;**
- **Expenses Reimbursement for Councillors Policy, version 2;**
- **Fraud and Corruption Management Policy, version 2;**
- **Gifts and Benefits Policy, version 1;**
- **Hardship Policy, version 2;**
- **Media Relations Policy, version 1;**
- **Procurement Policy, version 1;**
- **Public Interest Disclosure Policy, version 3;**
- **Revenue Policy, version 2.1; and**
- **Risk Management Policy, version 1.**

2. Adopt the following policies:

- **Acceptable Requests Guidelines Policy, version 5;**
- **Administrative Action Complaints Policy, version 2;**
- **Advertising Spending Policy, version 2;**
- **Buy Local Policy, version 3;**
- **Community Engagement Policy, version 2;**
- **Complaints about the Chief Executive Officer, version 2;**
- **Council Vehicle Usage Policy, version 3;**
- **Councillor Complaints Investigation Policy, version 2;**
- **Councillor Portfolio Policy, version 1;**
- **Councillor Use of Confidential Information Policy, version 2;**
- **Expenses Reimbursement for Councillors Policy, version 3;**

- **Fraud and Corruption Management Policy, version 3;**
 - **Gifts and Benefits Policy, version 2;**
 - **Hardship Policy, version 3;**
 - **Media Relations Policy, version 2;**
 - **Planning Protocols Policy, version 1;**
 - **Procurement Policy, version 2;**
 - **Public Interest Disclosure Policy, version 4;**
 - **Revenue Policy, version 3; and**
 - **Risk Management Policy, version 2.**
3. **Endorse the Employee Code of Conduct Policy, version 1.**



Acceptable Requests Guidelines Policy

HEAD OF POWER

- *Local Government Act 2009*, section 170A

INTENT

The purpose of this policy is to provide guidelines for Councillors pursuant to section 170A of the *Local Government Act 2009* (the Act).

SCOPE

This policy applies to all staff and Councillors.

DEFINITIONS

Advice means advice to assist the councillor to carry out his or her responsibilities under the Act.

An example: can you explain this financial statement? What does this strategy achieve?

Customer Request Management (CRM) means Council's electronic database for recording customer requests for service, i.e. requests to repair a road or information about hiring a Council facility.

Information means as defined in section 170A of the Act, the information the local government has access to, relating to the local government. This does not apply to information:

- (a) That is a record of the conduct tribunal; or
- (b) That was a record of a former conduct review body; or
- (c) If disclosure of the information or document to the councillor would be contrary to an order of a court or tribunal; or
- (d) That would be privileged from production in a legal proceeding on the ground of legal professional privilege.

An example: how many trainees does Council employ? When is the project due to commence?

POLICY STATEMENT

1. In accordance with section 170A of the Act, a Councillor may ask for advice or information in accordance with this policy. A request is of no effect if the request does not comply with these guidelines.
2. A request for advice or information in accordance with this policy does not apply to:
 - (a) The Mayor; or

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Policy No. CP-3-018

Adopted Date: 26/05/20 Version: 5

Responsible Department: Communications

Page 1 of 3



Acceptable Requests Guidelines Policy

- (b) The chairperson of a committee of Council if the request relates to the role of the chairperson¹.
3. The Mayor may give a direction to the Chief Executive Officer² however this must not be inconsistent with a resolution or a document adopted by resolution of Council. No Councillor, including the Mayor, can give a direction to any other employee.
 4. The Chief Executive Officer³ must keep a record and make available to Council each direction given by the Mayor³.
 5. Customer requests for service should be directed through Council's CRM system for appropriate recording purposes and to be allocated to the responsible department for investigation and/or action. The department will liaise directly with the customer and provide any feedback if required. This policy does not apply to customer requests for service.
 6. All requests must be made in a respectful manner to the relevant person.
 7. A Councillor may ask any employee to provide advice to assist the Councillor to carry out his or her responsibilities under the Act⁴.
 8. A Councillor may ask the Chief Executive Officer to provide information, that Council has access to, relating to the local government⁵.
 9. If the advice or information requested under item (7) or (8) above relates to a document, the Chief Executive Officer must comply with the request:
 - (a) within 10 business days after receiving the request; or
 - (b) if the Chief Executive Officer reasonably believes it is not practicable to comply with the request within 10 business days, i.e. the request may impact adversely on current staff workload – within 20 business days after receiving the request⁶.

If the Chief Executive forms the belief mentioned above in (9)(b), the Chief Executive Officer must give the Councillor notice about the belief and the reasons for the belief within 10 business days after receiving the request⁷.
 10. Where appropriate, a response to a Councillor request for information or document should be provided to **all** Councillors. This ensures transparency of information provided to the requesting Councillor, is given to all Councillors.
 11. If an employee is contacted by a Councillor requesting advice that is not in accordance with this policy, the employee should advise the Chief Executive Officer as soon as practical providing the nature of the request and any advice given.

¹ Section 170A(6) of the *Local Government Act 2009*

² Section 170(1) of the *Local Government Act 2009*

³ Section 170(4) of the *Local Government Act 2009*

⁴ Section 170A(1) of the *Local Government Act 2009*

⁵ Section 170A(2) of the *Local Government Act 2009*

⁶ Section 170A(9) of the *Local Government Act 2009*

⁷ Section 170A(10) of the *Local Government Act 2009*

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Policy No. CP-3-018

Adopted Date: 26/05/20 Version: 5

Responsible Department: Communications

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Acceptable Requests Guidelines Policy

12. Unless the information is generally in the public domain, any information or advice a Councillor receives pursuant to this policy is subject to section 171 and 171A of Act, Councillor Code of Conduct Policy and Councillor Use of Confidential Information Policy.
13. Councillors must not request information that cannot be lawfully disclosed such as information under the *Crime and Corruption Act 2001* or the *Public Interest Disclosure Act 2010* or information that is subject to legal professional privilege.
14. Breaches of this policy will be addressed in accordance with the Act.
15. For clarity, a request for information which is in the public domain will not be considered a request for information under this policy.

ASSOCIATED DOCUMENTS

- Councillor Acceptable Requests Guidelines Flowchart
- Councillor Code of Conduct Policy
- Councillor Use of Confidential Information Policy
- Employee Code of Conduct Policy

DOCUMENTS CONTROLS

Council will review this policy biennially or in response to changes in legislation or best practice.

POLICY OWNER

The Executive Officer, Communications is the responsible person for this policy.

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Policy No. CP-3-018

Adopted Date: 26/05/20 Version: 5

Responsible Department: Communications

Page 3 of 3



Administrative Action Complaints Policy

HEAD OF POWER

- *Local Government Act 2009*, section 268
- *Local Government Regulation 2012*, section 306

INTENT

The purpose of this policy is to adopt a process for resolving administrative action complaints.

SCOPE

This policy applies to all employees and Councillors.

The policy should be read in conjunction with the Administrative Action Complaints Procedure which explains the administrative arrangements for the processing of complaints.

DEFINITIONS

Administrative action complaint means as defined in section 268 of the *Local Government Act 2009*, a complaint made by an affected person that is about an administrative action of Council including the following, for example:

- a decision, or a failure to make a decision, including a failure to provide a written statement of reasons for a decision;
- an act, or a failure to do an act;
- the formulation of a proposal or intentions; and
- the making of a recommendation.

Affected person means a person who is apparently directly affected by an administrative action of Council.

Administrative action means a decision made by Council officers.

An administrative action is **not**:

- Request for information;
- Request for service;
- Suggestions;
- Enquiries;
- Petitions;
- Comments submitted during formal consultation or negotiation processes;
- Councillor conduct;
- Public Interest Disclosure (refer to the Public Interest Disclosure Policy);
- A grievance about a Council employee; and
- Complaint from someone who is not an affected person.

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Policy No. CP-3-005

Adopted Date: 26/05/20 Version: 2

Responsible Department: Organisational Services

Page 1 of 3



Administrative Action Complaints Policy

POLICY STATEMENT

1. Council is committed to dealing with complaints fairly, confidentially, promptly and respectfully.
2. Council has adopted an Administrative Action Complaints Procedure in accordance with section 306 of the *Local Government Regulation 2012* for resolving complaints that:
 - a) covers all administrative action complaints made to Council; and
 - b) requires Council to quickly and efficiently respond to complaints in a fair and objective way; and
 - c) includes the criteria considered when assessing whether to investigate a complaint; and
 - d) requires Council to inform an affected person of Council's decision about the complaint and the reasons for the decision, unless the complaint was made anonymously.
3. Any affected person can make an administrative action complaint.
4. Where there is a need, a complaint can be made by an agent on behalf of an affected person. If a complaint is lodged by a professional advisor e.g. a solicitor or accountant, Council will respond directly to that advisor.

Council will take all reasonable steps to confirm that the person claiming to act on behalf of the complainant has the appropriate authority to do so. Unless the complaint is made anonymously, written authorisation to act as the complainant's agent will be required.

5. Affected persons can make a complaint in a number of ways:
 - In writing and addressed to the Chief Executive Officer by post or email to complaints@bundaberg.qld.gov.au;
 - By calling Council's call centre on 1300 883 699;
 - Over the counter at a service centre; or
 - By completing the form, available on Council's website or at a service centre.
6. Complaints may be made anonymously.
7. The Administrative Action Complaints Procedure details how Council will record and report all administrative action complaints. The public may inspect the complaints management process (including the related policies and procedures) at Council's public office and on its website.

ASSOCIATED DOCUMENTS

- Administrative Action Complaints Flowchart
- Administrative Action Complaints Management Procedure

DOCUMENT CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

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Policy No. CP-3-005

Adopted Date: 26/05/20 Version: 2

Responsible Department: Organisational Services

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Administrative Action Complaints Policy

As part of its review, Council will review the complaints management system including the procedure, recording and internal reporting, time taken to resolve complaints, correctness of complaint outcomes, website information and other visibility and staff training and awareness.

POLICY OWNER

The Chief Legal Officer, Governance and Legal Services, is the responsible person for this policy.

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Policy No. CP-3-005

Adopted Date: 26/05/20 Version: 2

Responsible Department: Organisational Services

Page 3 of 3



Advertising Spending Policy

HEAD OF POWER

- *Local Government Regulation 2012, section 197*

INTENT

The purpose of this policy is to establish principles about Council's spending on advertising.

SCOPE

This policy applies to all staff and Councillors.

POLICY STATEMENT

1. Council will spend money on advertising only if it provides information or education to the public and is in the public interest. Examples of appropriate use of Council funds for advertising include, but are not limited to:
 - Advising the public of new or continuing services and facilities provided by Council or of changes to existing facilities or services provided by Council.
 - Increasing the use of a service or facility provided by Council.
 - Advising the public of the time, place, and content of scheduled Council meetings, and of decisions made at Council meetings.
 - Requesting comments on proposed policies or courses of action by Council.
 - Matters required to be advertised by legislation.
2. Council will not spend money on advertising for political or self-promotional purposes.
3. Inappropriate advertising spend during the three months before a Council election or during the period after the date of a by-election being called include, but are not limited to:
 - Advertisements related to future plans unless, and only to the extent that, those plans have been formally adopted by Council.
 - Advertising the activities of Council otherwise than in the manner and form customary for Council to advertise its activities.
 - Advertisements which seek to influence support for particular candidates, groups of candidates or potential candidates in the election.
 - Advertisements featuring one or more Councillors or containing quotations attributed to individual Councillors.

ASSOCIATED DOCUMENTS

- *Local Government Act 2009*

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Policy No. CP-3-006

Adopted Date: 26/05/20 Version: 1

Responsible Department: Communications

Page 1 of 2



Advertising Spending Policy

DOCUMENTS CONTROLS

Council will review this policy on a biennial basis or in response to changes in law or best practice.

POLICY OWNER

The Executive Officer Communications is the responsible person for this policy.

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Policy No. CP-3-006
Adopted Date: 26/05/20 Version: 1
Responsible Department: Communications

Page 2 of 2



Buy Local Policy

HEAD OF POWER

- *Local Government Act 2009*, section 104
- *Local Government Regulation 2012*, Chapter 6 – Contracting

INTENT

The purpose of this policy is to provide a local content framework that provides an enhanced opportunity for businesses in the Bundaberg Regional Council local government area when quoting and/or tendering to supply Council.

SCOPE

This policy applies to all staff.

DEFINITIONS

FTE means full-time equivalent and is a unit that indicates the hours worked of an employee.

Procurement Board means a leadership group chaired by Council's Manager Strategic Procurement and Supply to oversee Council's procurement and contracting activities.

POLICY STATEMENT

1. Council is committed to generating positive economic and social outcomes for the community as well as ensuring best value in its procurement activities. This policy has the key objective of enhancing the participation of competitive local businesses in bidding for Council's business.
2. The policy embeds local content principles within Council procurement procedures and practices which:
 - i. Benefit the promotion of value for money with probity and accountability;
 - ii. Advances Council's economic, social and environmental policies; and
 - iii. Increases transparency in procurement local content evaluation.
3. The policy does not mandate that Council must use local suppliers; rather it is about providing a mechanism for Council to be able to transparently consider a range of potential suppliers, when making procurement decisions.
4. The Buy Local Policy is focused on achieving a value for money outcome.
5. The policy requires a 30% local content preferential weighting to be applied to the evaluation criteria for goods, services and ICT procurement activities.

This weighting is to be based on a business location categorisation.

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Policy No. CP-3-046

Adopted Date: 26/05/20 Version: 3

Responsible Department: Organisational Services

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Buy Local Policy

Score	Category	Description
30%	A	Is a developing or established business in the Bundaberg Regional Council local government area directly employing local FTEs.
24%	B	Has a branch office in the Bundaberg Regional Council local government area directly employing a minimum of 10 FTEs (not contractors).
18%	C	Has a branch office in the Bundaberg Regional Council local government area, established for a minimum of 6 months, directly employing less than 10 FTEs (not contractors).
12%	D	Has a business in the adjacent local government areas (Gladstone, North Burnett, Fraser Coast).
6%	E	Is a Queensland business.
3%	F	Is an interstate business.
0%	G	Is an overseas business.

A Category "A" business, is a business that:

- Has its head office in and conducts business within the local government area (includes sole traders) prior to a contract being awarded for which their offer has been submitted; or
- May also conduct business outside of the local government area.

Any branch office (Category B or C business) must:

- Be a branch office of the business submitting the offer, not of a subsidiary or parent company; and
- Constitute a physical address, not a post office box or other mailing address.

Remaining proximities (adjacent local government, Queensland, interstate and overseas locations) are determined by the location of the business's head office.

6. Local charities and indigenous businesses

Council recognises the benefit to society that the below organisations and businesses provide to the region and as such, the following organisations and businesses will be afforded an additional 5% criteria in addition to the above scoring to be afforded where Council can identify that there is a potential supplier in the Bundaberg region:

- an incorporated registered charitable organisation and/or an incorporated bona fide community organisation operating a business directly employing local FTEs; or
- an indigenous business in the Council area directly employing local FTEs.

- For construction procurement activities, the nature and scope is often complex and regularly involves the appointment of a principal contractor and sub-contractors. To enable consideration of the wider community and social benefits beyond the first contract level, a bespoke buy local content scoring criterion (minimum 30% weighting of evaluation score), must be outlined in the premarket submission and approved by the Procurement Board.
- For contracts under \$200,000 (exclusive GST), Council reserves the right to invite only local businesses in the local government area to quote or tender.

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Policy No. CP-3-046

Adopted Date: 26/05/20 Version: 3

Responsible Department: Organisational Services

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Buy Local Policy

9. For contracts greater than \$200,000 (exclusive of GST), Council officers must seek a Council resolution to invite only local businesses in the local government area to quote or tender.

ASSOCIATED DOCUMENTS

- Procurement and Contract Manual
- Procurement Policy
- Employee Code of Conduct

DOCUMENTS CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

POLICY OWNER

The Manager Strategic Procurement and Supply is the responsible person for this policy.

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Policy No. CP-3-046

Adopted Date: 26/05/20 Version: 3

Responsible Department: Organisational Services

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Community Engagement Policy

HEAD OF POWER

Local Government Act 2009, section 4 (2) (a) and (c)

INTENT

The purpose of this policy is to establish principles for community engagement and to ensure Council's community and stakeholder engagement practices align with statutory requirements of the *Local Government Act 2009*.

SCOPE

This policy applies to all staff and Councillors.

POLICY STATEMENT

1. Community engagement involves different approaches depending on the levels of interaction, the roles and relationships, the objectives and the outcomes sought.

INFORMATION	CONSULTATION	ACTIVE PARTICIPATION
One-way relationship	Two-way relationship	Partner relationship

Increasing level of engagement and community influence →

Council's roles: *service provider, funder, regulator, advocate, facilitator, strategic partner*

Community's roles: *service receiver, supporter, enabler, strategic partner, organiser*

2. When undertaking community engagement for significant projects or programs, engagement activities will be clearly scoped and communicated to stakeholders.
3. Where appropriate, Council will collaborate with other agencies and organisations to coordinate engagement activities at local and regional levels.
4. Council will be transparent and inclusive in its community engagement.
5. The aim with engagement activity will be to develop confidence in the process, encourage stakeholder participation and generate a shared sense of ownership and commitment.
6. Council will provide feedback to stakeholders to demonstrate how their input has influenced the outcome.
7. Council will encourage innovation and best practice in engagement, strive for continuous improvement and monitor and measure the effectiveness of engagement activities.

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Policy No. CP-3-014

Adopted Date: 26/05/20 Version: 2

Responsible Department: Communications

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Community Engagement Policy

ASSOCIATED DOCUMENTS

- Bundaberg Regional Council's Corporate Plan 2019 - 23 (Outcomes 3.3.1 and 3.3.2)
- Bundaberg Regional Council's Communications Plan 2019 - 2021

DOCUMENTS CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

POLICY OWNER

The Executive Officer Communications is the responsible person for this policy.

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Policy No. CP-3-014

Adopted Date: 26/05/20 Version: 2

Responsible Department: Communications

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Complaints about the Chief Executive Officer Policy

HEAD OF POWER

- *Crime and Corruption Act*, section 48A

INTENT

The purpose of this policy is to set out how Council will deal with a complaint (also information or matter) that involves or may involve corrupt conduct of its Chief Executive Officer as defined in the *Crime and Corruption Act 2001* (CC Act).

SCOPE

This policy applies to all employees and Councillors.

DEFINITIONS

Complaint includes information or matter as defined in section 48A (4) of the CC Act

Contact details refer to clause 2 of this Policy.

Corrupt conduct means corrupt conduct as defined in section 15 of the CC Act.

Corruption means corruption as defined in Schedule 2 (Dictionary) of the CC Act.

Crime and Corruption Commission (CCC) means the Commission continued in existence under the CC Act.

Deal with means deal with in Schedule 2 (Dictionary) of the CC Act.

Nominated person means the Chief Legal Officer.

POLICY STATEMENT

1. This policy is designed to:
 - comply with section 48A of the CC Act 2001;
 - assist Council to promote public confidence in the way suspected corrupt conduct of the Chief Executive Officer for Council is dealt with; and
 - promote accountability, integrity and transparency in the way Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the Chief Executive Officer.

This policy applies if there are grounds to suspect that a complaint may involve corrupt conduct of the Chief Executive Officer of Council.

For the purpose of this policy a complaint includes information or matter.

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Policy No. CP-3-031
Adopted Date: 26/05/20 Version: 2
Responsible Department: Organisational Services

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Complaints about the Chief Executive Officer Policy

2. Nominated person

This policy nominates the Chief Legal Officer as the nominated person to notify the CCC of a complaint and to deal with the complaint under the CC Act.

Once Council nominates a person, the CC Act applies as if a reference about notifying or dealing with the complaint to the Chief Executive Officer is a reference to the nominated person.

Complaints may be made to the Chief Legal Officer by email to complaints@bundaberg.qld.gov.au.

3. Complaints about the Chief Executive Officer

If a complaint may involve an allegation of corrupt conduct of the Chief Executive Officer, the complaint may be reported to the nominated person.

If there is uncertainty about whether or not a complaint should be reported, it is best to report it to the nominated person.

If the nominated person reasonably suspects the complaint may involve corrupt conduct of the Chief Executive Officer, they are to:

- (a) notify the CCC of the complaint; and
- (b) deal with the complaint, subject to the CCC's monitoring role, when:
 - directions issued under section 40 apply to the complaint, if any; or
 - pursuant to section 46, the CCC refers the complaint to the nominated person to deal with.

If the Chief Executive Officer reasonably suspects that the complaint may involve corrupt conduct on their part, the Chief Executive Officer must:

- (i) report the complaint to the nominated person as soon as practicable and may also notify the CCC; and
- (ii) take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Mayor.

If directions issued under section 40 apply to the complaint:

- (i) the nominated person is to deal with the complaint, and
- (ii) the Chief Executive Officer is to take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Mayor.

4. Resourcing the nominated person

4.1 If pursuant to sections 40 or 46, the nominated person has responsibility to deal with the complaint:

- (i) Council will ensure that sufficient resources are available to the nominated person to enable them to deal with the complaint appropriately, and

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Complaints about the Chief Executive Officer Policy

- (ii) The nominated person is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:
 - authorisation under a law of the Commonwealth or the State; or
 - the consent of the nominated person responsible for dealing with the complaint.
- (iii) the nominated person must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
 - purposes of the CC Act;
 - the importance of promoting public confidence in the way suspected corrupt conduct in the Council is dealt with; and
 - Council's statutory, policy and procedural framework.

4.2 If the nominated person has responsibility to deal with the complaint, they:

- (i) are delegated the same authority, functions and powers as the Chief Executive Officer to direct and control staff of the Council as if the nominated person is the Chief Executive Officer of the Council for the purpose of dealing with the complaint only;
- (ii) are delegated the same authority, functions and powers as the Chief Executive Officer to enter into contracts on behalf of Council for the purpose of dealing with the complaint; and
- (iii) do not have any authority, function or power that cannot — under the law of the Commonwealth or the State — be delegated by either the Mayor or the Chief Executive Officer, to the nominated person.

5. Liaising with the CCC

The Chief Executive Officer is to keep the CCC and the nominated person informed of:

- the contact details for the Chief Executive Officer and the nominated person; and
- any proposed changes to this policy.

6. Consultation with the CCC

The Chief Executive Officer will consult with the CCC when preparing any policy about how Council will deal with a complaint that involves or may involve corrupt conduct of the Chief Executive Officer.

ASSOCIATED DOCUMENTS

- Corruption in focus – A guide to dealing with corrupt conduct in the Queensland public sector

DOCUMENTS CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

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Policy No. CP-3-031

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Responsible Department: Organisational Services

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Complaints about the Chief Executive Officer Policy

POLICY OWNER

The Chief Legal Officer, Governance and Legal Services is the responsible person for this policy.

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Policy No. CP-3-031
Adopted Date: 26/05/20 Version: 2
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Council Vehicle Usage Policy

HEAD OF POWER

- *Local Government Act 2009*, section 9 (1)

INTENT

The purpose of this policy is to address the provision, usage and circumstances/conditions under which Council vehicles are managed and operated.

SCOPE

This policy applies to all employees and other drivers of any vehicles under Council's control/ownership for which usage is granted.

For Councillor vehicle use conditions, refer to the Expenses Reimbursement for Councillors Policy.

DEFINITIONS

Private use means an employee has private use of a fully maintained vehicle in accordance with the provisions of this policy, except during periods of unpaid leave or paid leave greater than six weeks, unless appropriate approval has been obtained.

Commuter use means an employee has the private use of the vehicle limited to travel between home and work within the Council local government area; and travel that is incidental to travel in the course of performing employment related duties.

Fringe Benefit Tax (FBT) means a tax payable to an employee in place of salary or wages.

Smoking means an employee cannot inhale or exhale the smoke of tobacco or the action or practice of inhaling and exhaling the vapour produced by an electronic cigarette or similar device.

POLICY STATEMENT

Council vehicles are a resource for the purposes of achieving effective and efficient operations of Council. Council's policy is not to provide vehicles to employees for private use. Where Council seeks to provide an employee benefit, this should be undertaken utilising Novated Vehicle Lease provisions, contained in the Salary Packaging Policy.

1. Vehicle selection

- 1.1** Vehicle selection is based upon the Council work requirements and cost benefit to Council and shall be made by Fleet & Trade Services in consultation with the relevant manager/supervisor. No vehicle colour or other preference will be given to employees.

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Policy No. CP-3-017

Adopted Date: 26/05/20 Version: 3

Responsible Department: Infrastructure Services

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Council Vehicle Usage Policy

- 1.2 Minimum whole of life costing will be used in the selection of any vehicle within a particular vehicle class during the procurement process. FBT implications will be considered in determining the whole of life costing.

2. Vehicle ownership

- 2.1 All vehicles remain the property of Council and as such, Council will pay all registration, insurance and third party property insurance.
- 2.2 All Council vehicles, other than those utilising private use benefit, shall display Council identification/badging, unless otherwise determined by an Executive Leadership Team member.
- 2.3 The benefit given to employees for use of Council vehicles comes with a responsibility to maintain the vehicle in a clean, tidy and well-maintained condition, including regular washing/cleaning and ensuring that all scheduled servicing and necessary maintenance is undertaken.
- 2.4 Any accidents or damage to vehicles is to be reported to Fleet & Trade Services as soon as possible.
- 2.5 The vehicle shall not be modified in any way by the employee. Vehicles may be fitted with an automatic vehicle location device in accordance with the Fleet Services Global Positions Systems Policy.

3. Replacement schedule

Vehicles will be replaced at a time considered appropriate by the Fleet Management Advisory Committee in consultation with the employees' Executive Leadership Team member. Light vehicles will be replaced at approximately 120,000 kilometres travelled, a minimum of five years or as determined by the Fleet Management Advisory Committee.

4. Usage restrictions

- 4.1 Unless provided for by other provisions in this policy, Council vehicles are only to be utilised by a Council employee.
- 4.2 Council vehicles shall not be used:
 - for competition or rally;
 - for commercial purposes;
 - for farming practices;
 - on the beach (excepting where required for work purposes);
 - on sand or unformed tracks (excepting where required for work purposes);
 - for any other purposes excluded by Council's motor vehicle insurance policy; or
 - otherwise approved by the relevant Executive Leadership Team member.
- 4.3 The employee must not wilfully or recklessly misuse or mistreat the motor vehicle.

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Responsible Department: Infrastructure Services

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Council Vehicle Usage Policy

4.4 Smoking is not permitted in or on any Council vehicles or equipment.

4.5 All drivers must comply with requirements of Council's Alcohol and Drug Policy.

5. Authorised users/driver's licence requirements

5.1 All drivers who are required to drive Council vehicles must hold an appropriate and current Australian Driver's Licence (including any conditional licences where the conditions of such licence are observed during use).

5.2 Staff who require a licence to carry out their work and who have their licence cancelled either fully or partially, shall immediately notify their manager/supervisor in writing.

5.3 Council vehicles may be driven by any person who satisfies the authorised user as below:

- read and understood this policy; and
- booked and obtained the vehicle through Council's PoolCar system; or
- completed and approved a Use of Council Vehicle Agreement Form.

5.4 All employees utilising a Council vehicle must ensure that a Council approved logbook is kept and completed (unless the vehicle is not subject to FBT) or the vehicle is booked through Council's PoolCar system.

6. Penalty notices and convictions

6.1 An employee convicted of drink driving or consumption or use of an illegal drug in association with a crash and/or incident, will be liable for all costs associated with the repair of such vehicle/vehicles.

6.2 If a driver is charged and found guilty of a driving offence which results in cancellation or suspension of their licence, all Council vehicle usage, including private use, will be suspended immediately and the vehicle returned to Council.

6.3 Traffic infringement fines incurred are the responsibility of the driver at the time of the infringement. The allocated driver (responsible for the vehicle) must be able to identify whether it was an alternative driver.

7. Termination/variance of agreements

7.1 The Chief Executive Officer reserves the right to rescind a decision to provide a vehicle, vary the type of vehicle to be provided and vary the contribution rates.

7.2 Employees may terminate private use or commuter use privileges by providing seven days' notice in writing. Employees are not obliged to enter into private use or commuter use arrangements.

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Council Vehicle Usage Policy

8. Private use

- 8.1** The provision of a vehicle for private use is offered on a cost recovery basis and is to be considered an employee privilege.
- 8.2** The Chief Executive Officer may approve private use of the vehicle during periods of unpaid leave or paid leave greater than six weeks.
- 8.3** The vehicle must be available for Council operational purposes during all normal duties of the employee unless the employee is absent on official business or as agreed with the Executive Leadership Team.
- 8.4** Should the vehicle be unavailable for use due to accident/mechanical failure, Council is not obliged to provide a replacement vehicle.
- 8.5** Private use vehicles are to be usually garaged within the Bundaberg Regional Council local government area.
- 8.6** During private use, the employee may authorise use of the vehicle by another (nominated and approved) licensed driver.
- 8.7** Council will provide a fuel card for the vehicle's private use and fund FBT expenses where applicable. The fuel card is to be used for the allocated vehicle only and its use is restricted to within 600 kilometres (straight line) from the Bundaberg City Post Office. Fuel beyond this radius, when the vehicle is being utilised privately, is to be at the expense of the allocated driver.

9. Cost to Employee for Private Use

- 9.1** The cost to the employee for private use of the vehicle will be as calculated in accordance with the table hereunder, unless another amount is specified in the contract of employment.
- 9.2** The cost consists of two components:
- After tax – this reduces the FBT payable by Council and the employee's reportable FBT;
 - Salary sacrifice – this is the employee's contribution towards the deemed private use operating costs of the vehicle.

9.2.1 Payment of 'After Tax' component will be through fortnightly payroll deductions:

Level of Use	After Tax (FBT Reduction)	Salary Sacrifice
Private Use	\$61.66 per week, commencing 1 July 2019 \$62.77 per week, commencing 1 July 2020	Nil
Commuter	Nil	Nil

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Council Vehicle Usage Policy

9.2.2 Annual increases (1 July each year) in the weekly after tax payment will be by March CPI (Brisbane). In addition, Council reserves the right to review the cost from time to time and give the employee three months' notice in writing of a change in the cost specified in the agreement.

9.2.3 An employee may apply to suspend deductions:

- during periods of leave when private use is not available;
- when the employee is directed to make the vehicle available, or the vehicle is unavailable through no fault of the employee (e.g. accident repair), for a period of more than two days and no substitute vehicle is available for private use.

9.3 All tolls incurred whilst utilising the vehicle for private use are payable by the employee assigned the vehicle.

10. Commuter Use

10.1 Commuter Use vehicles are to be submitted into Council's Vehicle Pool system during working hours, unless exempted by the relevant Executive Leadership Team member.

10.2 Commuter Use vehicles are to be garaged within the Bundaberg Regional Council Local Government area.

10.3 The vehicle is to be driven by a Council Employee only (i.e. not family members).

10.4 The vehicle must be available for Council use during all normal duties of the employee.

10.5 All Commuter Use vehicles shall contain Council identification/badging, other unless determined.

10.6 The vehicle shall be returned to Council for reallocation to another employee during periods of planned/unplanned leave greater than two working days.

10.7 Approval may be granted to employees with commuter use for minor deviations of travel between home and work with the documented approval from the employee's Manager or Executive Leadership Team member.

10.8 Employees with main driving responsibilities of a Council vehicle must complete a 'Use of Council Vehicle Agreement Form' and have it signed off by their departmental Executive Leadership Team member.

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Council Vehicle Usage Policy

11. Fringe Benefit Tax

- 11.1** FBT in relation to vehicles will be calculated in accordance with the *Fringe Benefits Tax Assessment Act 1986* (FBTA Act) in order to provide the lowest taxable value. As such, the Financial Accounting Section will liaise with staff that are allocated non-exempt vehicles to ensure taxation compliance and Council's liability is not unnecessarily inflated.
- 11.2** Employees may choose to make voluntary after-tax contributions towards the operating cost of an allocated vehicle for personal reasons including reducing reportable FBT. Proof of contribution (tax invoices, receipts for fuel etc) must be forwarded to the Financial Accounting Section before 1 April each year to effect reportable Fringe Benefits.
- 11.3** Employees that are allocated non-exempt vehicles will be required to maintain a logbook for each taxation year. Employees will be required to provide a detailed 12 weeks logbook every five years or when circumstances warrant it, in accordance with section 10A of the FBTA Act. For vehicles allocated to Council's PoolCar system, this system will fulfil the requirements of maintaining a logbook.
- 11.4** Employees that are allocated an exempt vehicle will be required to complete an exemption declaration in a format approved by the Australian Taxation Office for any vehicle driven by them during the FBT year.
- 11.5** Council's Financial Accounting Section will liaise with staff in relation to taxation requirements described above. Council may take disciplinary action against employees who fail to comply with the taxation requirements associated with provision of a vehicle. Potential action includes, but is not limited to, recoup taxable value of fringe benefit or surrender of vehicle rights.

ASSOCIATED DOCUMENTS

- Alcohol and Drug Policy
- Car Pool Vehicle Usage Operational Policy
- Employee Code of Conduct
- Expenses Reimbursement for Councillors Policy.
- Fleet Services - Global Position Systems (GPS) Policy
- Payment of Toll Fees Procedure
- Salary Packaging Policy
- Use of Council Vehicle Agreement Form
- Vehicle Crash/Damage Report Form

DOCUMENTS CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

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Policy No. CP-3-017

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Council Vehicle Usage Policy

POLICY OWNER

The Branch Manager Fleet and Trade Services is the responsible person for this policy.

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Policy No. CP-3-017

Adopted Date: 26/05/20 Version: 3

Responsible Department: Infrastructure Services

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Councillor Complaints Investigation Policy

HEAD OF POWER

- *Local Government Act 2009*, section 150AE

INTENT

The purpose of this policy is to determine how complaints about the inappropriate conduct of Councillors will be dealt with as required by the *Local Government Act 2009* (the Act). However, this policy does not relate to more serious Councillor conduct.

SCOPE

This policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s which has been referred by the Independent Assessor.

DEFINITIONS

Assessor means the Independent Assessor appointed under section 150CV of the LGA.

Behavioural standard means a standard of behaviour for Councillor's set out in the Code of Conduct approved under section 150E of the Act.

Conduct includes:

- failing to act; and
- a conspiracy, or attempt, to engage in conduct.

Councillor conduct register means the register required to be kept by Council as set out in section 150DX of the Act.

Inappropriate conduct refer to section 150K of the Act.

Investigation policy refers to this policy, as required by section 150AE of the Act.

Investigator means the person responsible under this investigation policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or Mayor.

Meeting means a meeting of a:

- local government; or
- committee of a local government.

Misconduct refer to section 150L of the Act.

Model procedures refer to section 150F of the Act.

Natural justice means a set of principles to ensure fair and just decision making, including a fair hearing, an absence of bias, decisions based on evidence, and the proper examination of all issues.

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Policy No. CP-3-044

Adopted Date: 26/05/20 Version: 2

Responsible Department: Organisational Services

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Councillor Complaints Investigation Policy

Referral notice refer to section 150AC of the Act.

Tribunal means the Councillor Conduct Tribunal as established under section 150DK of the Act.

Unsuitable meeting conduct refer to section 150H of the Act.

POLICY STATEMENT

1. Confidentiality

Matters of suspected inappropriate conduct of a Councillor are confidential except as otherwise specifically provided for either in the Act or this policy.

Note: It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to Council. Any release of confidential information that a Councillor knows, or should reasonably know, to be confidential to Council may be contrary to section 171(3) of the Act and dealt with as misconduct.

2. Natural Justice

2.1 Any investigation of suspected inappropriate conduct of a Councillor must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

Natural justice or procedural fairness, refers to three key principles:

- (i) the person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing);
- (ii) the investigator/s should be objective and impartial (absence of bias); and
- (iii) any action taken is based on evidence (not suspicion or speculation).

2.2 A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided with an opportunity to put their case in writing with the investigation report provided to the Councillors as part of the meeting agenda.

2.3 An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

2.4 Decisions based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material.

2.5 A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

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Policy No. CP-3-044

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Councillor Complaints Investigation Policy

3. Assessor's referral

Council may receive from the Assessor a referral notice about the suspected inappropriate conduct of a Councillor. Council may also receive referrals directly.

4. Receipt of assessor's referral

4.1 On receipt of a referral notice about the suspected inappropriate conduct of a Councillor from the Assessor, Council's Chief Executive Officer will forward a copy of that referral notice to the Mayor and all Councillors as a confidential document.

4.2 Should the Mayor or a Councillor (other than the subject of the complaint or the complainant) disagree with any recommendation accompanying the Assessor's referral notice or form the opinion the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting to decide on the appropriate process to investigate the complaint. Such a request must be made in accordance with Council's meeting procedure requirements.

5. Investigator

5.1 Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.

5.2 If the suspected inappropriate conduct involves conduct that in the circumstances, the Mayor believes is in the best interests of the investigation to refer the matter for external investigation, then the Chief Executive Officer must refer the suspected inappropriate conduct to the President of the Tribunal to investigate and make recommendations to Council about dealing with the conduct.

5.3 If the suspected inappropriate conduct involves:

- an allegation about the conduct of the Mayor, or
- the Mayor as the complainant, then

the Chief Executive Officer must refer the suspected inappropriate conduct to the President of the Tribunal to investigate and make recommendations to the Council about dealing with the conduct.

6. Early resolution

6.1 Before beginning an investigation, the investigator must consider whether the matter is appropriate for resolution prior to the investigation. This consideration includes any recommendation made by the Assessor.

6.2 A matter is only appropriate for early resolution if the parties to the matter agree to explore early resolution.

6.3 The investigator may engage an independent person with suitable qualifications or experience to facilitate this process.

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Councillor Complaints Investigation Policy

- 6.4 If the matter cannot be resolved, the matter will then be investigated as outlined in this policy.
- 6.5 If the matter is resolved prior to investigation, the investigator will advise the Chief Executive Officer of this outcome. In turn, the Chief Executive Officer will advise the Mayor (if the Mayor is not the investigator) and all Councillors that the matter has been resolved. The Chief Executive Officer will also update the Councillor Conduct Register to reflect this.

7. Timeliness

The investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight weeks after the receipt of the complaint.

Note: If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the Mayor (if the Mayor is not the investigator) to seek an extension of time.

8. Assistance for investigator

- 8.1 If the Mayor is the investigator of a matter of suspected inappropriate conduct, the Mayor may use section 170A of the Act to seek assistance during the investigation.
- 8.2 The Mayor is authorised by Council to expend money as reasonably needed to engage contractors in accordance with the Council's Procurement Policy.

9. Possible misconduct or corrupt conduct

- 9.1 If during the course of an investigation the investigator obtains information which indicates a Councillor may have engaged in misconduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Assessor of the possible misconduct.
- 9.2 If during the course of an investigation, the investigator obtains information which indicates a Councillor may have engaged in corrupt conduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Crime and Corruption Commission (CCC) of the possible corrupt conduct.
- 9.3 Instances of suspected misconduct or corrupt conduct may be referred back to the Council if determined by the Assessor or CCC to be inappropriate conduct.

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Policy No. CP-3-044

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Responsible Department: Organisational Services

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Councillor Complaints Investigation Policy

10. Completion of investigation

10.1 On the completion of an investigation, the investigator will provide a report to the Council outlining the investigation process, the investigation findings, any recommendations about dealing with the conduct and a record of the investigation costs.

10.2 Council will consider the findings and recommendations of the investigator's report and decide whether the Councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the Act.

10.3 Provisions for internal and external review of decisions are set out in sections 150CO to 150CS of the Act.

11. Notice about the outcome of investigation

After an investigation is finalised, Council must give notice about the outcome of the investigation to the person who made the complaint about the Councillors' conduct that was the subject of the investigation.

12. Councillor Conduct Register

12.1 The Chief Executive Officer of the respective Council must ensure decisions about suspected inappropriate conduct of a Councillor must be entered into the Councillor Conduct Register.

12.2 Where a complaint has been resolved under section 6 of this policy, the Chief Executive Officer will update the register to reflect that the complaint was withdrawn.

13. Expenses

13.1 Council must pay any reasonable expenses of Council associated with the informal early resolution or investigation of suspected inappropriate conduct of a Councillor including any costs of:

- the president of the Tribunal in undertaking an investigation for Council;
- a mediator engaged under this investigation policy;
- a private investigator engaged on behalf of or by the investigator;
- travel where the investigator needed to travel to undertake the investigation or to interview witnesses;
- seeking legal advice; or
- engaging an expert.

Note: Council may order the subject Councillor to reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct.

13.2 Any costs incurred by complainants or the subject Councillors will not be met by Council.

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Councillor Complaints Investigation Policy

ASSOCIATED DOCUMENTS

- Councillor Code of Conduct Policy
- *Local Government Regulation 2012*
- Standing Orders for Council Meetings Policy

DOCUMENT CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

POLICY OWNER

The Chief Legal Officer, Governance & Legal Services is the responsible person for this policy.

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Policy No. CP-3-044

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Councillor Portfolio Policy

HEAD OF POWER

- *Local Government Act 2009*, section 12

INTENT

The purpose of this policy is to outline the roles for Councillors in their allocated portfolio as a means of developing appropriate relationships within the organisation on key strategies or focus areas.

SCOPE

This policy applies to all Councillors.

POLICY STATEMENT

1. Council will be better informed by the portfolio representative who will have a more intimate understanding of the portfolio's strategic activities and issues than Councillors generally.
2. The Portfolio Councillor will be able to address the Council with their knowledge on strategic matters and projects in his/her portfolio at meetings and publicly if nominated by the Mayor.
3. Portfolios will be allocated at the conclusion of the quadrennial election by resolution of Council.
4. The portfolio system does not diminish Councillors responsibilities as provided under the *Local Government Act 2009 (Act)* or other relevant legislation.
5. **Role of Portfolio Councillors**
 - 5.1 Regular meetings can be held with the relevant Executive Leadership Team member to be informed on the topical issues, proposed objectives and strategies for the activities within the portfolio.
 - 5.2 Compliance with the provisions of the Act including:
 - Cannot direct Council staff.
 - Must abide by Council decisions.
 - Must abide by Council policies.
 - 5.3 Have a thorough understanding of the Corporate Plan, in particular the objectives and strategies for the activities within the portfolio.
 - 5.4 Liaison with the community and attend meetings, forums etc as required with regard to their portfolio.

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Policy No. CP-3-052

Adopted Date: 26/05/20 Version: 1

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Councillor Portfolio Policy

5.5 Liaison with other Portfolio Councillors relating to matters affecting their portfolio area.

5.6 Generally, champion the advancement of Council's key priorities and decisions relevant to the portfolio area.

6. Appendix 1 outlines the Councillors assigned to the relevant portfolios.

ASSOCIATED DOCUMENTS

- Acceptable Requests Guidelines Policy
- Councillor Code of Conduct Policy
- *Local Government Regulation 2012*
- Media Relation Policy

DOCUMENT CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

POLICY OWNER

The Executive Officer, Communications is the responsible person for this policy.

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Policy No. CP-3-052

Adopted Date: 26/05/20 Version: 1

Responsible Department: Communications

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Councillor Portfolio Policy

Appendix 1

Portfolio	Lead Department	Portfolio Councillor
Economic Development	Economic Development	Mayor Jack Dempsey
Organisational Services	Organisational Services	Councillor Steve Cooper
Water and Wastewater	Infrastructure Services	Councillor Jason Bartels
Roads and Drainage	Infrastructure Services	Councillor Bill Trevor
Parks and Gardens	Community and Environment	Councillor Wayne Honor
Waste and Recycling	Community and Environment	Councillor Tanya McLoughlin
Sport and Recreation	Community and Environment	Councillor Vince Habermann
Community Services	Community and Environment	Councillor Tracey McPhee
Airport, COVID-19 Recovery and Disaster Management	Community and Environment	Councillor Greg Barnes
Health, Compliance and Enforcement	Community and Environment	Councillor May Mitchell
Arts, Culture and Events	Community and Environment	Councillor John Learmonth

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Councillor Use of Confidential Information Policy

HEAD OF POWER

- *Local Government Act 2009*, section 171(3)

INTENT

The purpose of this policy is to assist Councillors to comply with section 171(3) of the *Local Government Act 2009* (the Act) and defines the types of information that are considered confidential.

SCOPE

This policy applies to Councillors.

POLICY STATEMENT

1. In the course of undertaking their duties, Councillors will have access to or will be exposed to information. Some of this information will be confidential information.

Section 171(3) of the Act states that a Councillor must not release information that the Councillor knows, or should reasonably know, is information that is confidential to Council. A contravention of section 171(3) is considered misconduct under the Act.

2. **Confidential Information**

A person who is, or has been, a Councillor is expected to understand that information acquired as a Councillor must not be used to gain a financial advantage for the person or someone else or cause detriment to Council.

The following is a non-exhaustive list of those types of information that would be considered confidential:

- Commercial in confidence information including where the release of information would affect a third party's competitive advantage – this is particularly relevant in a competitive tender situation.
- Information derived from government departments or ministers that has been classified as confidential.
- Information of a personal nature or about personal affairs, for example the personal details of Councillors or Council staff.
- Information relating to property disposal or an acquisition process where release of the information may prejudice Council (section 171(1) of the Act).
- Financial and legal analysis where the disclosure of that information may compromise Council or someone else.
- Information that could result in action being taken against Council for defamation.
- Legal advice provided to Council or information about a legal issue/matter before the courts.
- Information that is expressly given to Councillors in confidence.

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Policy No. CP-3-019

Adopted Date: 26/05/20 Version: 2

Responsible Department: Communications

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Councillor Use of Confidential Information Policy

- Information examined or discussed at Councillor briefing sessions unless the Chief Executive Officer declares that such information (or part thereof) is not confidential.
- Information about:
 - The appointment, dismissal or discipline of employees;
 - Industrial matters affecting employees;
 - Council's budget;
 - Rating concessions;
 - Contracts proposed to be made by Council;
 - Starting or defending legal proceedings involving Council; and
 - Any action to be taken by Council under the *Planning Act 2016*, including deciding applications made to it under that Act.

3. Confidential Information at Council Meetings

During Council meetings, and other meetings of Council, Councillors will receive information which they know or ought to know is confidential. However, to assist the Councillor, the following applies:

- The Chief Executive Officer may make a declaration that information concerning a specific matter is to be treated as confidential to Council, and the information will remain confidential unless or until Council resolves to the contrary.
- An item on a Council meeting agenda and the information contained in the documentation or supporting material that is declared confidential by the Chief Executive Officer is to remain confidential unless or until Council resolves to the contrary.
- If the Mayor or a Councillor in a meeting asks that a matter be treated as confidential, Council will formally resolve as to whether all information concerning the matter is confidential.
- If Council resolves that an item and the information contained in the documentation or supporting material is to be confidential, it remains confidential unless or until Council resolves to the contrary.
- If Council exercises its powers under section 275 of the *Local Government Regulation 2012* to close a meeting to members of the public, all information in relation to the matters discussed during that closed meeting or the closed portion of the meeting is confidential, unless and until Council resolves to the contrary.
- Any information of a type deemed to be confidential is to be presumed by Councillors to be confidential to Council and must not be released without seeking advice from the Chief Executive Officer.
- If a Councillor has any doubt as to whether Council considers information to be confidential, the Councillor is to act on the assumption the information is confidential until the doubt is resolved at a subsequent meeting of Council.

4. Responsibilities of Councillors

Councillors must be aware of their responsibilities and agree they should:

- Exercise due care when handling or using information acquired in their role as a Councillor.
- Acknowledge there will be information that must be treated as confidential because to release it would reduce public trust and confidence in the integrity of the Council.
- Acknowledge that disclosure of confidential information constitutes a breach of the Act.

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Policy No. CP-3-019

Adopted Date: 26/05/20 Version: 2

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Councillor Use of Confidential Information Policy

- If uncertain, presume information is confidential, and seek advice from the Chief Executive Officer prior to any release of it.
- Undertake not to disclose and to use their best endeavours to prevent disclosure of, confidential information to any person or organisation, specifically:
 - Avoid discussing confidential Council information with family, friends and business associates; and
 - Ensure documents containing confidential information are properly safeguarded at all times, including materials stored at private or business residences.

5. Release of Confidential Information

Any release of confidential information for any purpose to any person or organisation (other than those entitled to the information, such as other Councillors or Council staff) is a breach of section 171(3) of the Act.

Release includes:

- Orally telling any person about the information or any part of the information.
- Providing the original or a copy of documentation or any part of the documentation that is marked confidential.
- Paraphrasing (putting into your own words) any confidential information and providing that in writing or orally.

6. Breach of this Policy

A complaint about a breach of a Councillor may be made by any person to the Office of the Information Commissioner (OIA). A breach of section 171(3) is considered misconduct as defined by section 150L of the Act.

Details of how to lodge a complaint to the OIA can be found at www.oia.qld.gov.au.

ASSOCIATED DOCUMENTS

- Code of Conduct for Councillors Policy
- *Local Government Regulation 2012*
- *Planning Act 2016*
- *Right to Information Act 2009*

DOCUMENTS CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

POLICY OWNER

The Executive Officer Communications is the responsible person for this policy.

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Policy No. CP-3-019

Adopted Date: 26/05/20 Version: 2

Responsible Department: Communications

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Employee Code of Conduct Policy

HEAD OF POWER

- *Local Government Act 2009*
- *Public Sector Ethics Act 1994*

INTENT

The purpose of this policy is to provide the basis on which Council's Employee Code of Conduct ("Code") is developed and maintained. This policy provides the Chief Executive Officer with the authority to approve the Code as and when required.

SCOPE

This policy applies to all employees Council. The Code forms part of this policy.

POLICY STATEMENT

1. Council is committed to instilling an organisational culture which aligns with its values and embeds ethical behaviour by all employees at all times. Central to this approach are the local government principles, which are defined within the *Local Government Act 2009*, and the ethics principles contained within the *Public Sector Ethics Act 1994*.

Through Council operating in an open, accountable, ethical and transparent way, public confidence in Council and its employees is built and maintained.

2. **Employee Code of Conduct**

To ensure that all employees are aware of their ethical conduct requirements and standards, and in accordance with Council legislative obligations, Council's Code provides guidance and direction. The Code is not intended to be an exhaustive list of conduct standards, however, provides employees with clear expectation on how they should act, how they should resolve ethical dilemmas and provides an indication on what unethical behaviours may look like.

3. **Review of the Code**

Maintaining an up-to-date Code is essential to ensure that ethical conduct expectations of Council employees remains current. Council will undertake regular reviews of the Code, with the Chief Executive Officer approving any updates, and will ensure that all employees are made aware of the updated Code in accordance with this policy.

4. **Awareness and training**

Council will provide all employees with training in relation to the Code and how to apply ethical decision making. This training will occur when new employees start their employment with Council, then at regular intervals through an employee's time with Council and at any time where the Code is updated.

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Policy No. CP-3-021

Endorsed: 26/05/20 Version: 1

Responsible Department: Organisational Services

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Employee Code of Conduct Policy

Along with the training, all employees have access to the Code through new employee induction packs and are provided with a hard copy of the Code when they undertake training. An electronic copy of the Code is maintained and is available for all employees to access via Council's intranet. Employees may also request a copy of the Code through either their direct supervisor/manager or through the Human Resources Operations team

ASSOCIATED DOCUMENTS

- Employee Code of Conduct

DOCUMENT CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

POLICY OWNER

The Manager People, Safety and Culture is the responsible person for this policy.

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Policy No. CP-3-021

Endorsed: 26/05/20 Version: 1

Responsible Department: Organisational Services

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Expenses Reimbursement for Councillors Policy

HEAD OF POWER

- *Local Government Regulation 2012, section 250*

INTENT

The intent of this policy is to provide for the following:

- (a) payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors; and
- (b) provision of facilities to Councillors for that purpose.

SCOPE

This policy applies to all Councillors, including the Mayor and Deputy Mayor.

DEFINITIONS

Council business means official business conducted on behalf of, and/or approved by Council, the Mayor or Chief Executive Officer.

Region means within the boundaries of the Bundaberg Regional Council area.

Private use means any travel which is not for Council business or commuting to and from Council premises.

Discretionary training means training to improve skills relevant to the role as a Councillor other than mandatory training.

Caretaker period means as defined in section 90A of the *Local Government Act 2009* a period which starts on the day when public notice of the holding of the election is announced by the Electoral Commission of Queensland and ends on the day on which the last declaration of the poll is displayed by the Returning Officer.

POLICY STATEMENT

1. Guiding Principles

- 1.1 The payment and/or reimbursement of expenses and the provision of facilities for Councillors must only be for the actual cost of legitimate business use.
- 1.2 Councillors should not be financially disadvantaged when carrying out the requirements of the role of Councillor and should be fairly and reasonably compensated in accordance with statutory requirements and community expectations.

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Policy No. CP-3-038

Adopted Date: 26/05/20 Version: 3

Responsible Department: Organisational Services

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Expenses Reimbursement for Councillors Policy

- 1.3 The payment and/or reimbursement of expenses and provision of facilities for Councillors is to be open and transparent, prudent, responsible and in accordance with statutory requirements.
- 1.4 A spouse, partner or family member of a Councillor is not entitled to reimbursement of expenses or to have access to facilities allocated to Councillors, other than for use of vehicle (refer section 3.13.1).

2. Expenses

Councillors are only entitled to payment/reimbursement for the expenses listed in the categories below.

2.1 Council Business

Council business should result in a benefit being achieved either for Council, the region or the community and includes:

- 2.1.1 Attendance at meetings that are a statutory requirement of the Councillor's role or are officially recorded in minutes or other public records. Examples include:
 - Council meetings that the Councillor is entitled to, or asked to attend;
 - conferences, deputations and inspections.
- 2.1.2 Attendance at events and functions. Examples include:
 - ceremonial openings of buildings or facilities;
 - fetes and carnivals;
 - annual or presentation dinners;
 - public meetings;
 - private meetings for the purpose of conducting discussions of business of Council (e.g. for a resident of the region, documented in official records or diary).
- 2.1.3 Gathering of information by a Councillor necessary to inform the Councillor of matters of interest to Council, or which properly falls within the responsibility of Council.

2.2 Professional Development

- 2.2.1 Mandatory training including:
 - Councillor induction, code of conduct, meeting procedures and legislative obligations;
 - Training determined by the Chief Executive Officer such as conferences or specific events relevant to Councillors and committee members.

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Expenses Reimbursement for Councillors Policy

- 2.2.2 Discretionary training relevant to the Councillor's role and approved by the Mayor. Examples include conferences, workshops or training. The funding limit for discretionary training is \$9,000 for each Councillor during their four year term in office.

2.3 Travel

Travel costs including:

- between a Councillor's home and a Council facility for Council business, via a route that would not be considered a significant deviation from the most direct route.
- to conferences, training or workshops. In general, the most cost effective form of travel must be used. Councillors may claim for transport (taxi, Uber, flights etc.) to attend official Council business only.

2.4 Accommodation

- 2.4.1 When attending conferences Councillors must take advantage of any package provided by conference organisers unless prior approval has been granted by the Mayor. In all other cases, the Mayor must determine if the expense is warranted.

- 2.4.2 When the Mayor is attending, the Chief Executive Officer must determine the legitimate accommodation costs.

2.5 Meals

Councillors may claim for the actual cost of meals when travelling outside of the region for Council business. Reasonable reimbursement will be as per the Australian Taxation Office Determination (TD 2019/11 or current equivalent).

2.6 Hospitality

- 2.6.1 Where Councillors incur hospitality expenses, as determined in Council's Entertainment and Hospitality Policy, the maximum amount that may be reimbursed is:
- \$550 per annum for each Councillor; and
 - \$6,500 per annum for the Mayor.

- 2.6.2 Where the Mayor has delegated the attendance at a function on the Mayor's behalf to another Councillor, any costs incurred by the Councillor for that function are to be charged against the Mayor's hospitality budget.

2.7 Other Business

In the event a particular activity is not included in this list, the Mayor has discretion to determine if a particular activity of attendance is considered as Council business.

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Expenses Reimbursement for Councillors Policy

3. Provision of Facilities

Facilities provided for Councillors must be deemed necessary and required to assist Councillors in their official capacity.

All facilities provided to Councillors remain the property of Council and must be accounted for during annual equipment audits. The facilities must be returned to Council when the Councillor's term expires, unless Council agrees to dispose of the facility in some other manner.

It is recommended that Councillors seek independent taxation advice for any provision of facilities they receive.

Councillors are only entitled to payment/reimbursement for the facilities listed in the categories listed below.

3.1 Council Office Amenities

Council provides office accommodation and access to meeting rooms for Councillors. Furniture and fittings for Councillor offices will be of a standard to allow Councillors to adequately undertake their roles as a Councillor. In general, offices would be located at Council owned or controlled premises such as Service Centres or community centres.

3.2 Administrative Support

Council will provide administrative support staff employed under Council's usual terms and conditions of employment. Relief staff will be provided where practical and shall be subject to budgetary and operational constraints.

The Mayor is entitled to a full time Executive Assistant under Council's usual terms of employment.

3.3 Information Technology

Councillors are provided with a desktop, laptop and/or tablet for business use at the Councillor's office and home. Council will provide peripheral computer equipment that is associated with the choice of computer for the Councillor's office and the Councillor's home office as required. This may include a docking station, monitor and other computer equipment.

3.4 Phone and Internet Access

One mobile phone will be provided to each Councillor for business use, including internet access. The model provided will be in accordance with the standard device made available to Council Managers. Incidental private use is allowed within the phone plan. Substantive private use may be subject to reimbursement to Council at the discretion of the Chief Executive Officer.

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Expenses Reimbursement for Councillors Policy

Council will reimburse 50% of the monthly internet and/or telephone rental costs to the Councillor, where a Councillor's home has no, or unreliable mobile reception.

3.5 Office Equipment

Councillors are entitled access to general office equipment and systems for business use at the Councillor's office including printers, photocopiers and secured document disposal services. Councillors will be entitled to a standard printer at the Councillor's home if required.

3.6 Stationery

Councillors are provided with Council stationery for Council business. Council stationery (such as letterhead) is not to be converted or modified in any way and may only be used for carrying out the functions of the role of Councillor. Stationery does not include any form of advertising or promotional material produced by Council.

3.7 Publication and Membership Fees

Councillors are provided with copies of relevant legislation, books and journals considered necessary for undertaking their duties. Where possible, these items will be provided in electronic format.

Councillors who hold membership of professional bodies, which are related to Council business or functions, will be eligible for reimbursement of membership fees to a maximum amount of \$1,000 per annum (e.g. Australian Institute of Company Directors).

Publications and membership fees for Councillors are approved by the Mayor. Publications and membership fees for the Mayor are approved by the Chief Executive Officer.

3.8 Other Administrative Necessities

Subject to approval by the Chief Executive Officer, Councillors may be provided with any other administrative necessities to meet the business of Council.

3.9 Advertising

Council will not reimburse, provide funds, services or facilities for the purposes of advertising for Councillors.

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Expenses Reimbursement for Councillors Policy

3.10 Community Consultation

Councillors may use facilities provided to correspond with community representatives for the purpose of undertaking their role. Where a Councillor chooses to undertake further community consultation on a particular matter, in addition to that approved by Council, the Councillor is responsible for those costs.

3.11 Maintenance Costs

Council will cover all ongoing maintenance costs associated with Council owned equipment to ensure it is operating for optimal professional use.

3.12 Name Badge, Uniform and Safety Equipment

Councillors are eligible to wear the corporate wardrobe on the same basis as staff. Council's Uniform Policy applies.

3.13 Vehicles

Councillors are entitled to a vehicle allowance to cover the costs of transportation for their regional Council Business, including travel between Home and Council Facilities. The amount of vehicle allowance is dependent on the main characteristics of the division being either Urban or Rural. The vehicle allowance is

- \$18,000 per annum for a Councillor representing a predominately Urban division
- \$21,000 per annum for a Councillor representing a predominately Rural division
- \$23,000 per annum for the Mayor in recognition of the additional civic duties and responsibilities that the role is required to undertake.

A Councillor may choose to accept the use of a Council Supplied Vehicle instead of the Vehicle Allowance, at any time during the term. This decision is expected to remain in place until the end of the current term, unless exceptional circumstances prevail.

Councillors should seek their own independent professional advice regarding the potential taxation implications of choosing the Vehicle Allowance or a Council Supplied Vehicle.

3.13.1 Council Supplied Vehicle

The Vehicle will be available for Private Use via reimbursement to Council at cost. Councillors choosing Private Use of a Council Supplied Vehicle must keep a 12-week logbook to determine the average number of private use kilometres per fortnight. Councillors will reimburse Council, via a payroll deduction, at the rate of \$0.40 per average private use kilometre per fortnight. Any private use materially different to the average use (i.e. interstate travel) should be recorded separately and a reimbursement adjustment made in the next fortnightly payroll deduction.

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Expenses Reimbursement for Councillors Policy

Councillors will be provided with an appropriate logbook to assist in this process.

The vehicle provided will be in accordance with Council's fleet management practices. All vehicles are to be approved by the Chief Executive Officer or their delegate.

Vehicles are provided with a fuel card for private and business use.

A spouse, partner or family member of a Councillor may use the vehicle on behalf of the Councillor.

Council Supplied Vehicles shall not be used:

- for competition or rally;
- for commercial purposes;
- for farming practices;
- on the beach, sand or unformed tracks (except where required for Council Business); or
- for any other purposes excluded by Council's motor vehicle insurance policy.

Smoking (including vaping) is not permitted in any Council vehicles.

Councillors are responsible for maintaining the vehicle in a clean and tidy condition, including regular washing/cleaning. All scheduled servicing and necessary maintenance on Council vehicles will be provided by Council.

3.13.2 Council provides parking facilities for Councillors at their office locations and will provide parking facilities for all Councillors at Council buildings for the purpose of committee and Council meetings.

3.13.3 Parking and toll fees will be reimbursed when incurred on Council business.

3.13.4 All fines and infringements are the responsibility of the Councillor or driver.

3.14 Legal Costs and Insurance Cover

Insurance cover will be provided for public liability, professional indemnity, Councillor's liability, motor vehicle (Council supplied vehicle), international travel and other appropriate insurances. Comprehensive travel insurance can be arranged through Council's Insurance Team prior to any international travel. Council will not provide travel insurance for domestic, personal/private travel (e.g. extending the travel for personal reasons), accompanying persons or consultants. Council may decide, pursuant to section 107 of the *Local Government Act 2009*, to cover costs incurred through any inquiry, investigation, hearing or legal proceedings into the conduct of a Councillor.

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Expenses Reimbursement for Councillors Policy

3.15 Corporate Purchase Card

A corporate purchase card may be made available to the Mayor and Deputy Mayor subject to approval by the Chief Executive Officer. The card should only be used for Council business expenses directly related to the Mayor or Deputy Mayor. Personal expenses not related to Council business must not be charged to the card. Cards must be used in accordance with Corporate Purchase Card Procedural Manual.

3.16 Provision of Meals

Councillors will be provided with light meals, morning and/or afternoon tea, if they are required to attend statutory or other prescribed Council meetings that extend over meal periods.

3.17 Caretaker Period

Once the caretaker period commences, Councillors shall only be eligible to claim expense reimbursement for costs relating to routine activities or as otherwise approved by Council.

Councillors may continue to use Council resources, including newsletters, brochures and emails as part of ongoing communication with their constituents about Council and Division related activities during the caretaker period provided, they are not used for electioneering or political purposes, or contain election material.

Councillors must not use public funds or Council resources:

- a. to purchase or distribute promotional items or giveaways during the caretaker period, regardless of when the items were ordered, paid for or received;
- b. for electioneering or activities that could be perceived as being related to or supporting an electoral campaign.

3.18 Non Allowable Expenses

Requests for payment/reimbursement of the following expenses will not be paid or reimbursed:

- excessive alcohol consumed in conjunction with a meal.
- unreasonable personal telephone expenses.
- applying for or renewing passports.
- toiletries.
- mini-bar purchases.
- traffic infringements (including parking infringements).
- laundering or dry cleaning.
- airline membership.
- in-house movies.
- expenses incurred by, or on behalf of partners, family members and associates.

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Policy No. CP-3-038

Adopted Date: 26/05/20 Version: 3

Responsible Department: Organisational Services

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Expenses Reimbursement for Councillors Policy

ASSOCIATED DOCUMENTS

- *Australia Taxation Office Taxation Determinations 2019/11 (as updated annually)*
- *Code of Conduct for Councillors Policy*
- *Corporate Purchase Card Procedural Manual*
- *Entertainment and Hospitality Policy*
- *Local Government Act 2009*
- *Uniform Policy*
- *Caretaker Period Protocol*

DOCUMENTS CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

POLICY OWNER

The Chief Financial Officer, Financial Services is the responsible person for this policy.

Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Policy No. CP-3-038

Adopted Date: 26/05/20 Version: 3

Responsible Department: Organisational Services

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Fraud and Corruption Management Policy

HEAD OF POWER

- *Local Government Act 2009*, section 4
- *Local Government Regulation 2012*, section 307A

INTENT

The purpose of this policy is to prevent and manage the risk and exposure of fraud and corruption at Council.

SCOPE

This policy applies to all staff and Councillors.

The policy should be read in conjunction with the Fraud and Corruption Procedure and Fraud and Corruption Control Plan.

DEFINITIONS

Corrupt conduct means conduct defined within the *Crime and Corruption Act 2001* as Type A and Type B:

"Type A" corrupt conduct involves conduct that affects, or could affect, a public officer (an employee of a public sector agency) so that the performance of their functions or the exercise of their powers:

- is not honest or impartial, or
- knowingly or recklessly breaches public trust, or
- involves the misuse of agency-related information or material.

Common examples of Type A corrupt conduct include fraud and theft, extortion, unauthorised release of information, obtaining or offering a secret commission and nepotism.

"Type B" corrupt conduct involves specific types of conduct that impair, or could impair, public confidence in public administration. This may include:

- collusive tendering, or
- fraud relating to an application for a licence, permit or other authority relating to public health or safety; the environment; or the State's natural, cultural, mining or energy resources, or
- dishonestly obtaining public funds or State assets, or
- evading a State tax, levy or duty or fraudulently causing a loss of State revenue, or
- fraudulently obtaining or retaining an appointment.

Both Type A and Type B corrupt conduct must be either a criminal offence or serious enough to warrant dismissal.

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Policy No. CP-3-026

Adopted Date: 26/05/20 Version: 3

Responsible Department: Organisational Services

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Fraud and Corruption Management Policy

Entity means a corporation, government agency, not-for-profit organisation or other entity engaged in business activity or transacting with other entities in a business-like setting (as defined in the Australian Standard AS 8001-2008, Fraud and Corruption Control).

Fraud means a dishonest activity causing actual or potential loss to any person or Council, including theft of moneys or other property by employees or persons external to Council and where deception is used at the time, immediately before or immediately following the activity.

This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal benefit (as defined in the Australian Standard AS 8001-2008, Fraud and Corruption Control).

POLICY STATEMENT

1. Council is dedicated to maintaining an organisational culture which ensures that effective prevention, detection and response to fraud and corruption is an integral part of all Council activities.

2. Management principles

Council is committed to:

- Taking a risk management approach to the prevention, detection, response and monitoring, evaluation and reporting of fraud and corruption.
- Taking a pro-active stance in raising fraud and corruption awareness within Council.
- Reducing or removing the potential for fraud or corrupt conduct on the part of its employees, contractors, clients and suppliers.
- Detecting fraud or corrupt conduct through the systematic processes articulated in the Fraud and Corruption Control Plan.
- Investigating all instances of suspected fraud or corrupt activities as a result of detection processes or as a result of receiving an allegation of fraud or corrupt activities.
- Managing, disciplining or facilitating the prosecution of those responsible for incidents of fraud and corruption as appropriate.
- Minimising and/or eliminating the risk of fraud and corruption.
- Monitoring, evaluating and reporting confirmed and suspected fraud ensuring the continuing organisational integrity and transparency of its operations.

3. Management and staff responsibilities

All Council staff and Councillors are required to be aware of the obligations set out in this policy and the Fraud and Corruption Control Plan.

Councillors and staff have a responsibility to:

- Conduct their functions and duties with honesty and integrity and in accordance with all laws and the Employee Code of Conduct Policy.
- Not engage in or participate in or ignore any evidence or suspicion of fraud or corrupt conduct. Any person who suspects such conduct should immediately notify their supervisor.

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Policy No. CP-3-026

Adopted Date: 26/05/20 Version: 3

Responsible Department: Organisational Services

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Fraud and Corruption Management Policy

- In situations where the supervisor is suspected of involvement in fraud or corrupt conduct, it may be referred the next level of supervision, a member of the Executive Leadership Team, the Chief Legal Officer or Chief Executive Officer.
- Report fraud and corrupt conduct.

Managers and Supervisors have additional responsibilities:

- Lead by example to create an environment in which fraudulent and corrupt conduct is discouraged and readily reported by staff.
- Report any allegations of fraudulent or corrupt conduct that are reported to them or that they become aware of to the Chief Executive Officer, Executive Leadership Team or Chief Legal Officer immediately when they become aware of such allegations.
- Where managers have received reports of fraudulent or corrupt conduct or have reason to suspect fraudulent or corrupt conduct in their area, they must:
 - not attempt to undertake a formal investigation as this may damage any internal investigation conducted; and
 - attempt to obtain as much information as possible at the time the report is made.

Governance and Legal Services have a responsibility to:

- Implement this policy throughout Council.
- Regular review of the Fraud and Corruption Control Plan and Risk Assessment process.
- Facilitate training.
- Regular review of all policies and procedures adopted by Council when dealing with fraudulent or corrupt conduct to evaluate and amend as required.

4. Investigations

The Chief Legal Officer will undertake or coordinate an appropriate investigation in accordance with Fraud and Corruption Procedure.

5. External Reporting

By law certain allegations of fraud or corrupt conduct must be reported to the Crime and Corruption Commission (CCC).

The Chief Executive Officer and Chief Legal Officer are Council's CCC liaison officers and will report instances to the CCC and ensure that reports of fraud or corrupt conduct are made to the Queensland Audit Office and Queensland Police Service as appropriate.

ASSOCIATED DOCUMENTS

- AS 8001-2008 Fraud and Corruption Control
- *Crime and Corruption Act 2001*
- Fraud and Corruption Investigation Procedure
- Fraud and Corruption Control Plan

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Policy No. CP-3-026

Adopted Date: 26/05/20 Version: 3

Responsible Department: Organisational Services

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Fraud and Corruption Management Policy

DOCUMENT CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

POLICY OWNER

The Chief Legal Officer, Governance and Legal Services is the responsible person for this policy.

Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Policy No. CP-3-026

Adopted Date: 26/05/20 Version: 3

Responsible Department: Organisational Services

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Gifts and Benefits Policy

HEAD OF POWER

- *Public Sector Ethics Act 1994*, section 4

INTENT

The purpose of this policy is to outline the ethical considerations and procedures involved in the giving and receiving of gifts and benefits by employees of Council.

SCOPE

This policy applies to all staff of Council. This policy does not derogate from any responsibilities an employee will have under the *Local Government Act 2009* or the *Local Government Regulation 2012*, including a requirement to complete a register of interest.

DEFINITIONS

Cultural significance includes a gift received from significant people or organisations such as a souvenir from a Sister City or international delegation; or a gift received from a distinctive cultural group.

Gifts and benefit includes gifts of goods, services, money or entitlements; supply of goods or services at concessional prices; provisions of meals or entertainment; prizes won at seminars, conferences etc. when the officer is attending in an official capacity; free or reduced price travel and/or accommodation; provision of services (free or reduced cost); any other form of direct or indirect benefit which is not available to the general public; and benefits provided to family members of the officer.

Historical significance includes a gift received that has historical significance such as a historical event, people or persons and or developments from the past.

POLICY STATEMENT

1. Principles

Employees may be offered, in the course of their dealing with external businesses or stakeholders, gifts and benefits as a token of appreciation or gesture of courtesy in the course of their employment.

The majority of these gifts and benefits will be within the scope of acceptable and ethical business practice, however Council needs to ensure that the integrity and responsibilities of the organisation are not compromised because of a real or perceived conflict of interest by the acceptance of gifts and benefits which may be considered inappropriate.

Notwithstanding anything else in this policy, any gifts of cultural or historical significance must remain the property of Council, regardless of their value.

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Policy No. CP-3-045

Adopted Date: 26/05/20 Version: 2

Responsible Department: Organisational Services

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Gifts and Benefits Policy

2. Acceptance of gifts and benefits

2.1 Gifts that should not be received

Employees must not accept a gift or benefit irrespective of its value, if any of the following apply:

- It is considered as a gift of influence – any gift or benefit that is seen, or may be seen, to affect the performance of the recipient's official duties, or otherwise influence, or be seen to influence, the decision-making or behaviour of the recipient;
- The donor, or any reasonable observer, would interpret that the recipient may be under an obligation to the donor as a result of receiving the gift;
- It is not offered openly; or
- It is an offer of money.

2.2 Gifts that can generally be accepted

The following gifts or benefits are considered low risk and can generally be given or received:

- Nominal gifts or benefits which are of inconsequential or trivial value to both the person making the offer and the recipient (such as basic courtesy) - unless the cumulative value of such gifts or benefits exceed \$20 per interaction;
- Gifts or benefits in gratitude for specific tasks or performance e.g. a small personal gift to an employee for speaking at an official function;
- Low value corporate gifts made as a marketing/sponsor initiative e.g. mass produced souvenirs at a professional development conference such as pens, hats, token gifts etc.;
- The gift or benefit is included in the ticket price of an event/conference etc.;
- Gifts or benefits received as part of a delegation or on official business of Council e.g. a Council approved conference, forum or delegation.

These types of gifts and benefits do not need to be reported.

2.3 All other gifts and benefits

This policy applies to all other gifts and benefits given or received.

If in doubt, employees may discuss with their relevant supervisor or manager and obtain appropriate approval prior to a decision about whether to accept a gift or benefit.

If unsure, employees should decline offers of gifts or benefits courteously by explaining that acceptance would be against Council policy.

2.4 Unsolicited Gifts

From time to time employees may be given unsolicited gifts from donors without the opportunity to respectfully decline. If this should occur, those gifts and benefits are to be dealt with in accordance with this policy.

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Policy No. CP-3-045

Adopted Date: 26/05/20 Version: 2

Responsible Department: Organisational Services

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Gifts and Benefits Policy

3. Retention of gifts and benefits

Gifts or benefits accepted by an employee remain the property of Council unless the supervisor/manager, Executive Leadership Team member or Chief Executive Officer determine it is appropriate for the recipient to retain the gift or benefit.

If a gift or benefit is retained by Council, it must be used for public benefit and in an appropriate manner. If Council does not have an appropriate use for the gift or benefit, it may be disposed of in accordance with the Asset Disposal Policy.

4. Giving of corporate gifts and benefits

Any gift or benefit given by employees must be for official purposes and accountable officers must be able to identify the benefit for Council and the public generally.

The practice of giving gifts or benefits should not be common practice. The appropriateness of gift giving must be considered and appropriate approval must be obtained from the employee's supervisor/manager. Where a gift is to be made on behalf of Council, consideration should be given to selecting an appropriate gift.

The giving of gifts or benefits will be at supervisor/ manager discretion. Gifts or benefits given, other than the giving of corporate gifts, must be recorded in the Gifts and Benefits Register and a Gifts or Benefits Form completed.

4.1 Corporate Gifts

In certain cases it may be appropriate for employees to provide corporate gifts to individuals or organisations on behalf of Council. Examples include:

- Presentation to sponsors of events;
- Presentation to judges of events or awards acting in an honorary capacity (does not include employees of Council);
- Presentation to foreign dignitaries or as part of a delegation;
- Presentation by eligible employees when travelling overseas on official Council business;
- Accommodation to support visitors or dignitaries.

This policy should be read in conjunction with the Entertainment and Hospitality Expenditure Policy.

The giving of a corporate gift or benefit does not need to be reported.

5. Reporting of gifts and benefits

Unless otherwise excluded, any gift or benefit offered to or received by an employee must be recorded in the Gifts and Benefits Register and a Gifts and Benefits Declaration Form completed, generally within 10 days of offer or receipt.

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Policy No. CP-3-045

Adopted Date: 26/05/20 Version: 2

Responsible Department: Organisational Services

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Gifts and Benefits Policy

5.1 Approval

Depending on the value of the gift or benefit, approval to retain the gift or benefit may be required by a supervisor/manager, Executive Leadership Team member or Chief Executive Officer.

5.1.1 Gifts and benefits having a retail value of **less than \$150** require supervisor/manager approval, except for those items mentioned in section 2.2 of this policy.

5.1.2 Gifts or benefits that have a retail value of **more than \$150** will require approval of an Executive Leadership Team member or Chief Executive Officer approval.

5.2 Registers of Interest

The Chief Executive Officer and senior executive employees have obligations to disclose gifts received exceeding \$500 or all gifts totalling more than \$500 on their Register of Interest in accordance with the *Local Government Regulation 2012*. This must be completed within 10 days of receipt.

5.3 Gifts and Benefits Register

Council's Gifts and Benefits Register will be administered by Governance and Legal Services.

ASSOCIATED DOCUMENTS

- Asset Disposal Policy
- *Crime and Corruption Act 2001*
- Employee Code of Conduct
- Entertainment and Hospitality Policy
- Fraud and Corruption Management Policy
- Gifts and Benefits Decision Making Guide
- Gifts and Benefits Form
- Gifts and Benefits Register
- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Public Service Commission Directive 22/09 – Gifts and Benefits
- Register of interests of a chief executive officer, senior contract employee and their related persons – Form 1

DOCUMENTS CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Policy No. CP-3-045

Adopted Date: 26/05/20 Version: 2

Responsible Department: Organisational Services

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Gifts and Benefits Policy

POLICY OWNER

The Chief Legal Officer, Governance and Legal Services is the responsible person for this policy.

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Policy No. CP-3-045

Adopted Date: 26/05/20 Version: 2

Responsible Department: Organisational Services

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Hardship Policy

HEAD OF POWER

Local Government Regulation 2012, part 10

INTENT

The purpose of this policy is to facilitate a consistent approach to assist ratepayers who may have trouble paying their rates due to hardship, and to encourage people experiencing hardship to access earlier support services. The support under this policy is to provide the property owner with time to attend to the causes for their hardship.

SCOPE

This policy applies to all ratepayers of residential properties in the Bundaberg Regional Council area, where the property is their principal place of residence.

DEFINITIONS

Chronic illness means an illness that is permanent or lasts longer than three months.

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

Financial hardship means an inability to meet minimum living expenses including food, clothing, medicine, mortgage payments, and children's education due to circumstances beyond property owner's control. This hardship may occur as a result of chronic illness, personal financial crisis or costs and/or loss of income associated with the death of a partner.

Hardship means financial hardship or other hardship as defined.

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

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

POLICY STATEMENT

1. Background

Council will provide support to property owners who are experiencing hardship and are unable to meet a realistic payment arrangement for the rates and charges levied against a property.

Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Policy No. CP-3-043

Adopted Date: 26/05/20 Version: 3

Responsible Department: Organisational Services

Page 1 of 4



Hardship Policy

Where a property owner can show that maintaining a realistic payment arrangement would entail hardship, Council seeks to provide a framework for relief deemed appropriate to the circumstances experienced.

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

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

2. Criteria for providing relief

Council will only consider an application for rates and charges relief under this policy on a residential property where:

- it is the property owner's principal place of residence;
- no commercial benefit is derived from the property;
- net assets in cash investments, shares, other property, etc. of less than \$10,000
- the property owner is unable to maintain payment arrangements in accordance with Council's Rates Recovery Policy;
- the property owner is experiencing hardship such as:
 - less than two weeks of available funds equivalent to the maximum rate of income support payment provided by the Department of Human Services for Crisis Payments (evidence must be provided by the Department of Human Services); or
 - suffering from a chronic or terminal illness which prevents them from seeking employment and reduces their income (evidence must be provided from medical practitioner or hospital facility); or
 - unexpected expenses incurred and reduction or loss of family income as a result of the death of a partner.
- An application is made to Council for the relief of rates and charges by the property owner;
- The application must demonstrate severe and/or unusual hardship and
- The applicant will need to complete a budget planner as per ASIC's Moneysmart website <https://www.moneysmart.gov.au/tools-and-resources/calculators-and-apps/budget-planner> or from a registered financial counsellor (except in the case of chronic or terminal illness).

3. Types of relief which may be applied

The Chief Executive Officer, or delegate, may approve a hardship relief period to a property owner

- for time to make payment,
- free of interest charges, and
- free from active debt recovery action.

The hardship relief period will be determined on a case by case basis, dependent on the circumstances of the hardship, and generally within the next due date period.

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Policy No. CP-3-043

Adopted Date: 26/05/20 Version: 3

Responsible Department: Organisational Services

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Hardship Policy

Council will continue with normal debt recovery action, including the application of interest, and legal charges where applicable, at the end of the hardship relief period for debts outstanding.

Relief is also provided where a ratepayer experiences an undetectable and unexpected water leak as per Council's Water Leak Relief Policy.

4. Lodging a Request for Relief

The property owner must complete and submit an application form which will include details and proof of the cause of hardship, and the actions which the property owner has taken to alleviate the situation and seek assistance.

5. Assessment and Approval of Application

Any application made for a rates and charges relief due to hardship may be approved by the Chief Executive Officer, General Manager Organisational Services, Chief Financial Officer or Revenue Manager.

6. Supporting Documentation

The following documentation may be requested to assist Council when assessing the applicant's eligibility for hardship relief:

- Pay slips (two recent pay slips);
- Tax return (if self-employed);
- Centrelink statements;
- Employment separation certificate;
- Medical certificate and/or letter from medical practitioner or hospital facility;
- Property sales agency agreement (if you are intending to sell a property to repay your debt);
- Any written advice of current hardship arrangements with lenders/creditors;
- Budget planner from ASIC Moneysmart website or a copy of a budget from a financial counsellor;
- Written advice from superannuation fund advising of availability or non-availability of funds for release.

7. Dispute or Failure to Comply

If a property owner is unsatisfied with the outcome of their application under this policy, they may seek a review of the decision.

ASSOCIATED DOCUMENTS

- *Local Government Act 2009*
- *Information Privacy Act 2009*
- Revenue Policy
- Revenue Statement

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Policy No. CP-3-043

Adopted Date: 26/05/20 Version: 3

Responsible Department: Organisational Services

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Hardship Policy

DOCUMENTS CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

POLICY OWNER

The Chief Financial Officer, Organisational Services is the responsible person for this policy.

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Policy No. CP-3-043

Adopted Date: 26/05/20 Version: 3

Responsible Department: Organisational Services

Page 4 of 4



Media Relations Policy

HEAD OF POWER

- *Local Government Act*, section 9

INTENT

The purpose of this policy is to ensure effective communications that protect and enhance the reputation of Council, inform the community, promote a positive image of the Bundaberg Region and raise awareness about Council services and activities.

SCOPE

This policy applies to all aspects of Council's operations and is relevant to all staff and Councillors.

Social media is recognised as media for the purpose of this policy.

POLICY STATEMENT

1. Council will ensure all communications with media are consistent, accurate, timely and appropriate.
2. The Mayor, Chief Executive Officer and Executive Officer Communications are authorised to act as spokespeople for Council.
3. The Mayor may nominate a Councillor to act as media spokesperson on matters related to their portfolio or division.
4. The Chief Executive Officer and Executive Officer Communications may nominate an employee to act as media spokesperson on matters related to their responsibilities and expertise.
5. Individual Councillors may express personal views to the media but will not speak on Council's behalf without authorisation by the Mayor.
6. Individual staff may express personal views to the media on issues that are unrelated to Council but will not identify as a Council employee or Council spokesperson without authorisation by the Chief Executive Officer or the Executive Officer Communications.
7. Council staff may assist the Mayor with maintaining official social media accounts and Councillors with research and fact checking.
8. Council's Caretaker Period Protocol supersedes this policy during the election caretaker period.

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Policy No. CP-3-009

Adopted Date: 26/05/20 Version: 2

Responsible Department: Communications

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Media Relations Policy

ASSOCIATED DOCUMENTS

- Caretaker Period Protocol
- Communications Plan 2019-21
- Corporate Plan 2019-23
- Councillor Code of Conduct Policy
- Employee Code of Conduct Policy

DOCUMENTS CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

POLICY OWNER

The Executive Officer, Communications is the responsible person for this policy.

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Policy No. CP-3-009

Adopted Date: 26/05/20 Version: 2

Responsible Department: Communications

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Procurement Policy

HEAD OF POWER

- *Local Government Act 2009*, section 104
- *Local Government Regulation 2012*, Chapter 6 – Contracting

INTENT

The purpose of this policy is to outline the procurement framework Council will apply when undertaking procurement activities for the purchase of goods and services and the disposal of assets.

SCOPE

This policy applies to all staff and Councillors who undertake a procurement activity on behalf of Council.

POLICY STATEMENT

1. Default Contracting Position

Council has determined to adopt the default contracting procedures outlined in the *Local Government Regulation 2012*, Chapter 6.

2. Procurement and Contract Manual

Council has adopted a Procurement and Contract Manual which sets out Council's corporate approach to the procurement process, ensuring the adherence to the procurement principles as set out in the legislation.

Council officers are to be fully informed of the requirements under the relevant legislation and to ensure they adopt a standard approach to procurement and contracting activities. All Council officers must comply with the requirements of the Procurement and Contract Manual.

3. Sound Contracting Principles

Consideration is given to the sound contracting principles when entering into an arrangement for goods and services (including construction services) and the disposal of non-current assets.

The sound contracting principles are:

- a. Value for money;
- b. Open and effective competition;
- c. The development of competitive local business and industry;
- d. Environmental protection; and
- e. Ethical behaviour and fair dealing.

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Policy No. CP-3-036

Adopted Date: 26/05/20 Version: 2

Responsible Department: Organisational Services

Page 1 of 3



Procurement Policy

Regard is had to each principle, although each principle may not receive equal consideration. Council will also have regard to other adopted principles.

3.1 Other Adopted Principles

Council is committed to generating positive economic and social outcomes for the community and recognises the inherent benefits of contracting with local suppliers. Council has adopted a Buy Local Policy which provides a local content framework for evaluation of businesses in the Bundaberg Regional Council Local Government Area, when quoting and/or tendering to supply Council.

4. Centre Led Procurement Model

Council operates a centre led procurement model which is led by Council's Strategic Procurement and Supply Branch, structured on a procurement portfolio approach. Procurement activities are driven by the business with Strategic Procurement and Supply Officers undertaking contracting activities on a range of goods and services that enable day to day business activity.

4.1 Procurement of construction and major projects

Council undertakes procurement of construction and major projects contracts through Infrastructure Services.

5. Value for Money Methodology and Selection

Council utilises a value for money methodology when assessing quotations, tenders and proposals. Selection is based on the most advantageous outcome for Council. Council is not obliged to accept the lowest tender, proposal or quotation and may decide not to accept any offers it receives.

6. Governance

Council operates an organisational governance framework through its Procurement Board. All notifications for failure to meet requirements under the Procurement and Contract Manual and all market approaches via public tender above \$200,000 must be submitted to the Procurement Board for approval.

7. Complaints Process

A process is in place for the receipt and handling of all complaint matters against Council, including complaints concerning procurement and disposal activities.

ASSOCIATED DOCUMENTS

- Procurement and Contract Manual
- Administrative Action Complaints Policy
- Employee Code of Conduct

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Policy No. CP-3-036

Adopted Date: 26/05/20 Version: 2

Responsible Department: Organisational Services

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Procurement Policy

DOCUMENTS CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

POLICY OWNER

The Manager Strategic Procurement and Supply is the responsible person for this policy.

Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Policy No. CP-3-036

Adopted Date: 26/05/20 Version: 2

Responsible Department: Organisational Services

Page 3 of 3



Planning Protocols Policy

HEAD OF POWER

- *Local Government Act 2009*
- *Planning Act 2019*, Chapters 2 and 3

INTENT

The purpose of this policy is to manage the participation of various stakeholders within the development application process.

SCOPE

This policy applies to Councillors, all staff, proponents and submitters/applicants of development applications.

POLICY STATEMENT

1. This protocol policy has been developed to provide clear guidance of the various roles and responsibilities involved with a development application process.
2. Council has delegated to the Chief Executive Officer powers under the *Planning Act 2016* to decide development applications. Some of these powers have then been subdelegated to appropriate Council officers.
3. The *Local Government Act 2009* outlines the particular requirements for Councillors in relation to managing conflicts of interests and material personal interests. This protocol will also assist Councillors to avoid any potential conflicts of interests relating to development applications made to Council.
4. Appendix 1 outlines the roles of each stakeholder in the development application process and responsibilities for same, to ensure good governance and decision making.
5. Councillors and Council staff are required to adhere to the limits of their roles outlined in the Appendix. They will also assist other external parties to understand and act within the roles ascribed to them.

ASSOCIATED DOCUMENTS

- Amenity and Aesthetics, and Building Work Involving Removal or Rebuilding Policy (November) 2017
- *Bundaberg Regional Council Planning Scheme 2015*
- Charges Resolution (No.1) 2018
- Flood Hazard Area Resolution 1/2019

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Policy No. CP-3-051

Adopted Date: 26/05/20 Version: 1

Responsible Department: Development

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Planning Protocols Policy

DOCUMENT CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

POLICY OWNER

The Group Manager Development is the responsible person for this policy.

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Policy No. CP-3-051

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Planning Protocols Policy

Appendix 1

PLANNING STAGE	ROLES			
	Applicant/developer/ consultant	Councillors	Council staff	Submitters/public
Planning Scheme Preparation	Nil	<ul style="list-style-type: none"> Raise policy issues with staff Formulate and review policy positions and strategic direction including confidential workshops / briefings 	<ul style="list-style-type: none"> Provide information to Council and document Council's planning intentions 	Nil
Planning Scheme Exhibition	<ul style="list-style-type: none"> Provide input/ submissions during industry stakeholder meetings and public consultation 	<ul style="list-style-type: none"> Attend stakeholder / public consultation meetings to listen to community input Refer issues raised by stakeholders to staff 	<ul style="list-style-type: none"> Prepare draft planning scheme for public advertising and conduct stakeholder / public consultation 	<ul style="list-style-type: none"> Make a submission Provide input/ submissions during public consultation
Planning Scheme Adoption	Nil	<ul style="list-style-type: none"> Not accept lobbying / submissions within 24 hours prior to Ordinary Council meeting Adopt Planning Scheme by Council resolution 	<ul style="list-style-type: none"> Prepare report to Council 	Nil

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Planning Protocols Policy

PLANNING STAGE	ROLES			
	Applicant/developer/ consultant	Councillors	Council staff	Submitters/public
Development Application Pre-application Meetings	<ul style="list-style-type: none"> Submit preliminary development application information and attend pre-application meeting with staff 	<ul style="list-style-type: none"> Not attend formal pre-application meetings Receive developer information but avoid offering support or comment, either personally or on behalf of Council, to developers until staff assessment is completed Respond to factual inquiries following advice from senior staff Request details / information from staff on pre-application discussions. 	<ul style="list-style-type: none"> Co-ordinate pre- application meeting and provide notes Provide Councillor updates on major developments Provide copies of pre-application meeting minutes to the Divisional Councillor 	Nil
Development Application	<ul style="list-style-type: none"> Submit application 	<ul style="list-style-type: none"> Councillors notified of new applications on a regular basis. Request details / information on any application. Call any application up to a Council meeting for determination at any time. 	<ul style="list-style-type: none"> Receive and acknowledge application Issue an application briefing note to all Councillors and Chief Executive Officer for moderate and high complexity applications Provide Councillors updates on major developments as needed 	Request details / information on any application via PD Online or by contacting the Duty Planner.

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Planning Protocols Policy

PLANNING STAGE	ROLES			
	Applicant/developer/ consultant	Councillors	Council staff	Submitters/public
Information and Referral Stage	<ul style="list-style-type: none"> Respond to request for additional information and refer application to referral agency (if required) 	<ul style="list-style-type: none"> Request details / information on any application. 	<ul style="list-style-type: none"> Issue request for further information (if required). Receive referral agency response 	Nil
Public Notification (where required)	<ul style="list-style-type: none"> Advertise the application in accordance with Act requirements 	<ul style="list-style-type: none"> Receive informal objections and encourage a formal submission to be made. Listen and reply to applicant and/or objector contact but avoid offering support or opinion until staff assessment is completed and report prepared for Ordinary meeting or in case of delegated authority applications, advice is received from senior staff (manager / Director) 	<ul style="list-style-type: none"> Make file available for viewing Acknowledge submissions Provide an updated briefing note to the Councillors and Chief Executive Officer including the issues raised by submitters. 	<ul style="list-style-type: none"> Make a submission Send copy to Councillors
Decision (delegated)		<ul style="list-style-type: none"> Request details/information on any application. Raise any concerns with the Group Manager Development, or Chief Executive Officer. Applications recommended for refusal discussed with Chief Executive Officer and Divisional Councillor prior to issue. The Divisional Councillor can request that the application be reported to an Ordinary Council meeting for determination 	<ul style="list-style-type: none"> Assess and decide application. Issue decision notice Chief Executive Officer or Group Manager may refer application to Ordinary Council meeting for determination 	<ul style="list-style-type: none"> Any properly made submission receives a copy of the decision notice – request further information about decision from officers.

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Planning Protocols Policy

PLANNING STAGE	ROLES			
	Applicant/developer/ consultant	Councillors	Council staff	Submitters/public
Decision (Reported to Council)	<ul style="list-style-type: none"> Request to address Councillors at a Councillor Workshop/Briefing 	<ul style="list-style-type: none"> Listen and reply to applicant and/or objector contact but avoid offering support or opinion until staff assessment is completed and report prepared for Ordinary Council meeting. Not accept lobbying / submissions within 24 hours prior to Ordinary Council meeting. Decide application by resolution of Council. Where the decision is not consistent with officer recommendation, provide written reasons for the alternate recommendation. Make public comment on the merits of the proposal if desired after the decision is made. 	<ul style="list-style-type: none"> Prepare assessment report and recommendation for inclusion in Ordinary Meeting Agenda 	<ul style="list-style-type: none"> Request to address Councillors at a Councillor Workshop/Briefing Any properly made submission receives a copy of the decision notice – request further information about decision from officers or Councillors
Negotiated decision (delegated)	<ul style="list-style-type: none"> Submit representations 	<ul style="list-style-type: none"> Raise questions regarding specific conditions with senior staff. Not attend formal meetings between staff and applicants/consultants to discuss representations on conditions of approval. 	<ul style="list-style-type: none"> Decide representations and issue Negotiated Decision Notice 	

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Planning Protocols Policy

PLANNING STAGE	ROLES			
	Applicant/developer/ consultant	Councillors	Council staff	Submitters/public
Negotiated decision (Reported to Council if original decision made by Council other than for minor changes)	<ul style="list-style-type: none"> Submit representations 	<ul style="list-style-type: none"> Not attend formal meetings between staff and applicants/consultants to discuss representations on conditions of approval. Not accept lobbying / submissions within 24 hours prior to Ordinary Council meeting. Decide representations by resolution. Where the decision is not consistent with officer recommendation, provide written reasons for the alternate recommendation. 	<ul style="list-style-type: none"> Prepare assessment report and recommendation for inclusion in Ordinary Meeting Agenda. Issue Negotiated Decision Notice 	
Appeal	<ul style="list-style-type: none"> Lodge appeal with Planning and Environment Court or elect to be a co-respondent to any submitter appeal. Restrict contact with Council to via legal representatives. 	<ul style="list-style-type: none"> Refrain from any contact or discussions with appellant or their representatives in regard to the appeal. 	<ul style="list-style-type: none"> Implement Council's adopted Planning Appeal Protocol. Provide confidential Councillor updates as required. Liaise with Council's solicitors and experts as required. 	<ul style="list-style-type: none"> Lodge appeal with Planning and Environment Court or elect to be a co-respondent to any applicant appeal. Restrict contact with Council to via legal representatives.

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Public Interest Disclosure Policy

HEAD OF POWER

- *Public Interest Disclosure Act 2010*, sections 28 and 60

INTENT

The purpose of this policy is to facilitate the disclosure, in the public interest, of information about wrongdoing in the public sector in accordance with the *Public Disclosure Act 2010* (PID Act).

SCOPE

This policy applies to all employees, Councillors and members of the public that make a disclosure.

This policy should be read in conjunction with the Public Interest Disclosure Procedure.

DEFINITIONS

Discloser means a person that makes a disclosure in accordance with the PID Act.

Executive Leadership Team means any position directly reporting to the Chief Executive Officer.

PID Coordinator means the Chief Legal Officer.

PID Support Officer means an appropriate person as delegated by the PID Coordinator to provide support to persons during an investigation.

Public Interest Disclosure (PID) means a disclosure made under the PID Act.

Public officer means an employee of Council.

Reprisal means reprisal as defined under section 40 of the PID Act.

Subject officer means a public officer who is the subject of allegations or wrongdoing made in a PID.

POLICY STATEMENT

1. Statement of organisational commitment

The Chief Executive Officer and the Executive Leadership Team encourage the reporting of wrongdoing and are committed to maintaining integrity and promoting the public interest through facilitating the effective notification, assessment and management of PIDs in accordance with the PID Act.

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Policy No. CP-3-035

Adopted Date: 26/05/20 Version: 4

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Public Interest Disclosure Policy

2. Roles and responsibilities

To achieve its obligations under the PID Act, the Chief Executive Officer has designated the role of PID Coordinator to the Chief Legal Officer. For other nominated roles, refer to the PID Procedure.

3. How PIDs can be made

A PID can be made verbally by calling Council's call centre on 1300 883 699, over the counter at a service centre or in writing addressed to the PID Coordinator by post or email to complaints@bundaberg.qld.gov.au.

4. Commitment to take action

Council will treat all PIDs appropriately, take concerns seriously and ensure the privacy and confidentiality of a discloser is maintained throughout the process.

Council will accept PIDs made anonymously however this will often make the disclosure more difficult to investigate. Council strongly encourages disclosers to identify themselves when making a PID. Strict confidentiality is maintained at all times in relation to the investigation and reporting of PIDs.

Staff are not protected from the consequences of their own wrongdoing by using the PID mechanism.

5. Commitment to act on false or misleading information

It is an offence under the PID Act to intentionally give false or misleading information. A person found guilty of providing false or misleading information may be subject to criminal prosecution. A public officer found guilty of providing false or misleading information may be disciplined or dismissed.

6. Commitment to support

6.1 Support officers

Support will be provided to the discloser, subject officer or witness.

The nominated PID Support Officer will maintain appropriate levels of communication and support throughout the investigation of the PID.

Council's Employee Assistance Program may be accessed by employees who may need additional support.

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Responsible Department: Organisational Services

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Public Interest Disclosure Policy

7. Natural justice

Council will assure the subject officer that the PID will be dealt with impartially, fairly and in accordance with the principles of natural justice. Council will ensure confidentiality and the presumption of innocence.

8. Confidentiality

All persons involved in the investigation of a PID must maintain confidentiality and integrity of the process by not discussing it with those unconnected with the matter.

All correspondence from Council should be regarded as strictly confidential.

9. Risk of reprisal and risk assessment

As soon as possible after receiving a PID, the PID Coordinator will determine the level of detection and support appropriate for a discloser by conducting a risk assessment of reprisal using the PID Risk Assessment Guide. Review may be undertaken on a regular basis throughout the process until the management of the PID is finalised.

Council will ensure protection measures are in place that are proportionate to the risk of reprisal.

10. Training and communication

Council provides initial training on PIDs as part of its induction process and detailed training is provided by a relevant external agency every two years to appropriate officers.

11. PID procedure

Detailed information on how to make a PID, how the PID will be investigated and determined can be found in Council's PID Procedure.

ASSOCIATED DOCUMENTS

- Employee Assistance Program
- PID Procedure
- PID Risk Assessment Guide
- Queensland Ombudsman Public Interest Disclosure Standard Numbers 1, 2 and 3

DOCUMENTS CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

As part of its review, Council will review the effectiveness of the PID framework and its ability to manage, minimise and eradicate wrongdoing.

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Policy No. CP-3-035

Adopted Date: 26/05/20 Version: 4

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Public Interest Disclosure Policy

POLICY OWNER

The Chief Legal Officer, Governance and Legal Services is the responsible person for this policy.

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HEAD OF POWER

- *Local Government Regulation 2012*, section 193; and
- Corporate Plan, Outcome 3.1 – A sustainable financial position.

INTENT

The purpose of this policy is to achieve compliance with section 193 of the *Local Government Regulation 2012* and to outline the principles applied by Council.

SCOPE

This policy applies to all staff and Councillors.

POLICY STATEMENT

1. Principles used of the making and levying of Rates and Charges

- Equity – ensuring the fair and consistent application of lawful rating and charging principles without bias, taking account of all relevant considerations;
- Transparency – openness in the processes involved in the making of rates and charges;
- Simplicity – a rating regime that is simple and cost effective to administer;
- Consistency – by scheduling the issue of rates notices on a regular basis;
- Fiscal responsibility – levying an amount sufficient to allow Council to meet its budgetary responsibilities;
- Clarity – by providing meaningful information on rate notices to enable ratepayers to clearly understand their responsibilities;
- Flexibility – responding where possible to unforeseen changes in the local economy and providing a wide range of payment options; and
- Sustainability – revenue decisions supporting the financial strategies for the delivery of infrastructure and services identified in Council's long term planning.

2. Principles used for granting Concessions for Rates and Charges

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

- The same treatment for ratepayers with similar circumstances.
- Transparency by making clear the requirements necessary to receive concessions.
- Flexibility to allow Council to respond to local economic issues.

Consideration may be given by Council to granting a class concession in the event all or part of the Bundaberg Regional Council area is declared a natural disaster area by the State Government or impacted by a Pandemic called by the Australian Government.

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Policy No. CP-3-001

Adopted Date: 26/05/20 Version: 3

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Revenue Policy

2.1 Council will apply concessions for the following groups, for the purposes outlined:

- a) Concession for rates and charges for pensioners – Council acknowledges that certain classes of pensioners have a reduced capacity to pay on demand and to the full quantum.
- b) Concessions for rates and charges for community, sporting and welfare groups – Council acknowledges the contribution of non-profit community, sporting and welfare groups based on the level of their community assistance and economic value to the region and community.

3. Principles used for the recovery of overdue Rates and Charges

- a) Transparency and clarity – making the obligations clear to ratepayers and the processes used by Council to assist ratepayers to meet these obligations;
- b) Simplicity – making the processes used to recover outstanding rates and charges clear and simple to administer and cost effective;
- c) Flexibility – by responding where necessary to changes in the local economy; and
- d) Equity – having regard to providing the same treatment for ratepayers with similar circumstances.

4. Principles used in Cost-recovery methods

- a) Fiscal responsibility – through full cost recovery, endeavouring to recover the full cost of the service for which the fee is remitted to minimise the effect on ratepayers;
- b) Simplicity – to make the levying of cost-recovery fees simple, efficient, and inexpensive to administer; and
- c) Clarity – in the method of calculating the amounts payable by the recipient of the service.

5. Purpose for Concessions for Rates and Charges

In setting infrastructure charges, Council seeks to achieve a balance between affordability and sustainability, with infrastructure charges below the State Government cap. By levying infrastructure charges for new development, Council intends to fund the physical and social costs of providing trunk infrastructure to service development within the Bundaberg Region.

Council's infrastructure charges aim to provide a reasonable and equitable distribution of costs between Council and developers of land, managing the impact of infrastructure costs of new development on existing ratepayers.

Council's infrastructure charging framework has been established in accordance with the legislative requirements of the *Planning Act 2016*.

ASSOCIATED DOCUMENTS

- *Local Government Act 2009*
- *Planning Act 2016*
- Revenue Statement

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Policy No. CP-3-001

Adopted Date: 26/05/20 Version: 3

Responsible Department: Organisational Services

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Revenue Policy

DOCUMENTS CONTROLS

Council will review this policy annually or in response to changes to law or best practice.

POLICY OWNER

The Chief Financial Officer, Financial Services is the responsible person for this policy.

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Policy No. CP-3-001

Adopted Date: 26/05/20 Version: 3

Responsible Department: Organisational Services

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Risk Management Policy

HEAD OF POWER

- *Local Government Regulation 2012*

INTENT

The purpose of this policy is to ensure staff in all areas of Council will adopt systematic identification, management and review of risk in accordance with principles outlined in AS/NZS ISO 31000:2018 Risk Management – Guidelines.

Council recognises that risk management is an integral part of good management practice and fully supports risk management as part of its governance processes. .

SCOPE

This policy applies to all staff and Councillors who are involved in the identification and management of all risks associated with the performance of Council functions and the delivery of Council services.

Contractors, committees and volunteers engaged in the provision of Council services, or the management of Council facilities and assets are also required to comply with this policy.

POLICY STATEMENT

1. The objective of this policy is to ensure that sound risk management practices and procedures are fully integrated into the Council's strategic and operational planning processes.
2. This policy will be supported by a complementary Risk Management Framework. Together these documents will ensure that:
 - All Council activities are clearly linked to and support one or more of the strategic objectives outlined in Council's Corporate Plan.
 - The threats and opportunities associated with achievement of the strategic objectives are identified, analysed, evaluated, treated, monitored and communicated, in accordance with the processes described in AS/NZS ISO 31000:2018 Risk Management - Guidelines.
 - The equipment and facilities used for the provision of Council services are fit for their intended purpose.
 - Safe and secure systems of work are implemented and maintained.
 - Adequate information, training and supervision are provided to all staff, contractors, committees and volunteers.
 - There are periodic reviews of the risks that each department is exposed to, and the control systems required.
 - Council's services are provided in compliance with all relevant Acts (particularly the *Work Health & Safety Act 2011*), Regulations, Codes and Standards.
 - All incidents and hazards are reported and investigated.
 - Remedial actions identified as a result of incident investigations are adopted and communicated to prevent recurrence.

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Policy No. CP-3-027

Adopted Date: 26/05/20 Version: 2

Responsible Department: Organisational Services

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Risk Management Policy

- All Council staff are aware of and effectively exercise their risk management responsibilities.
 - All Council staff, committees, contractors, business partners, volunteers and the public co-operate to create a safe environment and preserve our assets for the future.
 - Council has in place a transparent and responsible risk management process which aligns with best practice.
3. Risk management at Council will be practiced throughout the organisation in accordance with the principles outlined in AS/NZS ISO 31000:2018 Risk Management –Guidelines and overseen by the Audit and Risk Management Committee.
- 3.1 Council will identify and progressively address all threats and opportunities associated with:
- The provision of a safe and healthy operating environment for all employees, the general public and other stakeholders involved with the provision and use of Council services.
 - The prudent management of Council property and resources on behalf of ratepayers.
- 3.2 Council will adopt an enterprise-wide approach to the management of risk, where:
- Significant projects, capital investment decisions and changes are subject to a risk assessment.
 - All events and new initiatives conducted under the Council's auspices will be subject to a potential problem analysis.
 - All Council staff continuously assess and manage the risks associated with normal organisational activities, ensuring their supervisor/manager is made aware of risks that they cannot manage.
 - All Council's critical operating assets will be safeguarded by a business continuity plan.
 - All project events and initiatives will be reviewed upon completion to update our strategies or procedures.
 - There are periodic reviews of the risks that each department is exposed to, and the control systems required.
 - There is a balance between the costs of managing a risk and the anticipated benefits.

ASSOCIATED DOCUMENTS

- AS/NZS ISO 31000:2018 Risk Management - Guidelines
- Bundaberg Regional Council Risk Management Framework
- *Local Government Act 2009*

DOCUMENTS CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

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Policy No. CP-3-027

Adopted Date: 26/05/20 Version: 2

Responsible Department: Organisational Services

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Risk Management Policy

POLICY OWNER

The Chief Legal Officer, Governance and Legal Services is the responsible person for this policy.

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Item

26 May 2020

Item Number:	File Number:	Part:
L1	521.2019.135.1	DEVELOPMENT ASSESSMENT

Portfolio:

Planning & Development Services

Subject:

Reconfiguring a Lot for Subdivision (One Lot into Seven Lots) - 50 CSR Depot Road, Childers

Report Author:

Grant Barringer, Planning Officer

Authorised by:

Michael Ellery, Group Manager Development

Link to Corporate Plan:

Our Environment - 2.3 Sustainable built and natural environment - 2.3.3 Review and consistently enforce local laws, the planning scheme, and other associated environment and public health legislation to ensure they meet community standards.

Summary:

APPLICATION NO	521.2019.135.1
PROPOSAL	Reconfiguring a Lot for Subdivision (One Lot into Seven Lots)
APPLICANT	M J Hogbin
OWNER	M J Hogbin & J M Wilkins
PROPERTY DESCRIPTION	Lot 2 on SP307255
ADDRESS	50 CSR Depot Road, Childers
PLANNING SCHEME	Bundaberg Regional Council Planning Scheme 2015
ZONING	Rural Zone
OVERLAYS	<ul style="list-style-type: none"> • Hazard - Contains land steeper than 15% • Agricultural Land - Class A2: Crop land - horticulture only • Infrastructure - Within 40m of Cane Railway
LEVEL OF ASSESSMENT	Impact
SITE AREA	5.383 ha
CURRENT USE	Dwelling House
PROPERLY MADE DATE	29 November 2019
STATUS	The 35-business day decision period ended on 17 April 2020
REFERRAL AGENCIES	Not applicable
NO OF SUBMITTERS	Five (5)
PREVIOUS APPROVALS	521.2018.93.1 - 7 November 2018 - DA lodged for a 1 into 10 lots. Withdrawn at Lodgement Stage on the 13 November 2018.

	521.2018.95.1 - 22 November 2018 - Development Permit issued for boundary realignment over the site (now described as Lots 1 and 2 on SP307255).
SITE INSPECTION CONDUCTED	3 February 2020
LEVEL OF DELEGATION	Moderate

1. INTRODUCTION

1.1. Proposal

The applicant sought a Development Permit for Reconfiguring a Lot (1 into 7 lots) over the subject site. The proposed lots (as originally submitted) ranged in size from 4,371 m² to 15,370 m².

Since lodgement, the applicant has submitted four (4) revised versions of the proposed layout. These revisions were lodged with Council respectively on the:

- 12 November 2019
- 18 November 2019
- 21 January 2020; and
- 15 April 2020.

The first three (3) revisions were issued to Council without prompt. Revision 18064-05B (lodged on the 15 April 2020) was submitted in response to submissions received during public notification. As a result, this most recent plan revision reduces the proposed seven (7) lots to five (5) lots over three stages. These lots range in size from 3906 m² to 2.69 ha.

1.2. Site Description

The subject site measures 5.383 ha and is located approximately 3.5 km north-west of the Childers CBD. The site is located on the northern side of CSR Depot Road and bounded by the Isis Central Mill Cane railway corridor to the east. A cluster of rural residential sized allotments, predominately with Dwelling Houses embellishing these allotments are located to the south and west. The site is also bounded by an extinguished mill site to the north (Lot 2 on RP52303).

The site falls from the west to north east, with sections of the site located within the steep land overlay. The site is divided by a ridge that run from the southwest corner to the north eastern corner of the site. The site elevations range from 115.5 m (AHD) on proposed lot 2 to 101 m (AHD) in the eastern corner of lot 4. The average slope is estimated to be 3% - 9%

The site is free of easements and has a road frontage of 235.4 metres to CSR Depot Road. The site is currently improved with a two storey Dwelling House located within the proposed metres and bounds of proposed lot 4.

2. ASSESSMENT PROVISIONS

2.1. Assessment Benchmarks

The following are the benchmarks applying for this development:

Benchmarks applying for the development	Benchmark reference
Zone Code: Rural Zone	Bundaberg Regional Council Planning Scheme 2015
Overlay Code <ul style="list-style-type: none"> • Agricultural land overlay code • Infrastructure overlay code • Steep land (slopes > 15%) overlay code 	Bundaberg Regional Council Planning Scheme 2015
Other Development Code <ul style="list-style-type: none"> • Landscaping code • Nuisance code • Reconfiguring a lot code • Transport and parking code • Vegetation management code • Works, services and infrastructure code 	Bundaberg Regional Council Planning Scheme 2015
Planning Scheme Policy <ul style="list-style-type: none"> • Planning scheme policy for development works 	Bundaberg Regional Council Planning Scheme 2015

3. ISSUES RELEVANT TO THE APPLICATION

The following significant issues have been identified in the assessment of the application:

Changed Layout.

As mentioned above, the applicant has made four changes to the original proposed layout. The most recent revised plan (Revision 18064-05B lodged on the 15 April 2020) was submitted in response to submissions received during public notification. This latest revision reduced the number of lots from 7 to 5. The change included amalgamating two lots to create proposed lot 4 (measuring 2.67 ha) and amalgamating another two lots to create proposed lot 5 (measuring 1.25 ha).

This reduction in the number of lots was undertaken to:

- Reduce the cumulative introduction of new lots within the existing setback of the dwelling house to the cane railway corridor;
- Protect the future use and reduce the conflict of sensitive land uses to agricultural land to the north;
- Reduce the number of lot accesses via access handles and to reduce the number of identified impacts associated with two additional lots (likely to be used for rural residential type purpose); and
- Protect the existing land use pattern (rural residential to the south and west and rural to the north and east).

Lot size

The proposed development divides an existing 5.383 ha allotment within a rural zone, adjacent to similar sized allotments and larger format rural/ agricultures assigned lots (ie to the north and east), into five new lots.

All proposed lots measure substantially less than the stipulated 100 hectares for Rural zoned land within the Acceptable outcome of the relevant Planning Scheme code. As a result, the proposal requires assessment against Performance Outcome PO4 – Size and dimensions of Lots of the Reconfiguring a Lot Code.

Performance Outcome PO4 requires that:

Development provides for the size, dimensions and orientation of lots to:-

- (a) be appropriate for their intended use;
- (b) be compatible with the preferred character of the local area;
- (c) provide suitable building envelopes and safe pedestrian, bicycle and vehicular access without the need for major earthworks and retaining walls;
- (d) provide for the efficient use of land whilst including sufficient area for suitable and useable private open space;
- (e) where not located in a sewerered area, provide for the safe and sustainable on-site treatment and disposal of effluent;
- (f) take account of and respond sensitively to site constraints;
- (g) in the case of land included in the Rural Zone, maintain or enhance the productive use of rural land and minimise its further fragmentation; and
- (h) in the case of land in the Rural Residential Zone, maintain or enhance the low-density amenity of the locality.

In terms of assessment against this outcome, it is considered that the development creates lots which are of an appropriate size for their intended use, being rural residential uses. No changes are proposed to existing accesses from constructed roads and the supply of electricity and telecommunications to each lot can be conditioned to create allotments that are well serviced with the anticipated infrastructure provided in the locality.

The proposal is compatible with the preferred character of the area, allowing for agricultural pursuits to occur on larger format rural parcels and introduces a future built form (specifically the habitable residential dwellings) on all five proposed allotments that are sufficiently separated from the rural zoned land to the north.

It is considered that the proposed development adequately responds to identified site constraints given:

- The existing dwelling house on all proposed lots are sufficiently separated from the existing cropping activities to the north;
- Proposed lots adjacent to rural zoned land to the north are sufficiently sized to locate ag buffers and building envelope and
- The proposed reconfiguration represents a consistent land use pattern to that which locates to the west and south of the subject site

Given the above, the proposed development satisfies PO4.

Agricultural Land

The subject site is wholly contained in the Agricultural land overlay area. The site is split with 1.8 ha of land included in the A2 area (suitable for horticultural and A1 (remained of the allotment) which is defined as broadacre and horticultural.

As discussed previously, the subject site is not cropped and has not been cleared or prepared for cropping purposes. Land to the north (which is also included in A1 agricultural land area is also not used for cropping or formal horticultural land uses.

It is considered that the proposal maintains and protects the ongoing productive capability of agricultural zoned land adjacent to the north and by providing for regular lot boundaries and separation outcomes. It is considered that the proposal is in accord with PO3 and PO4 of the Agricultural Land Overlay Code as the proposal:

- Follows a similar land use pattern that has become evident in the immediate locality;
- does not in any tangible way result in the fragmentation of usable rural land or loss of land to viable rural production; and
- provides for better land management.

Given the above, it is considered that the proposal satisfies the purpose and overall outcomes of the Agricultural land overlay code.

As a result of the proposed development and to protect larger format allotments within the Rural zone and agricultural land classification, conditions requiring agricultural buffering outcomes to lot 1 and 5 will be included in any decision notice to protect large the large format rural allotment to the north and consequentially the proposed lots.

Water

The subject site is not located in the water service area. The requirement for sufficient on-site potable water supply storage will be recommended as a condition to ensure compliance with the requirements of development code.

Roadworks and Access

The site has a 236 m frontage to CSR Depot Road which is classified as Rural/Rural Residential Access road.

The road has a 4.5 m wide bitumen seal and has an Average Daily Traffic (ADT) of 128 vehicle trips per day measured in March 2006. Assuming 1% growth the current ADT is estimated at 147 vehicles per day (2020). The speed zone is 70 kph, however the 85th percentile is 84.2 kph (2006). The proposed development is estimated to generate an additional 50 vehicles per day, taking the CSR Depot Road ADT to an estimated 197 vehicles per day when fully developed.

Lots 1 and 5 have a street frontage provided via an access handle with Lot 4 being accessed via an access easement over the handle in Lot 5. As the lots offer a rural residential lifestyle commensurate with the adjoining lots a minimum 6m wide easement is deemed appropriate even though the site is zoned rural. The applicant will be required to provide minimum 6m wide handles.

The development site is located on a crest in the CSR Depot Road where the vehicle sight distance is restricted by road geometry. The minimum stopping sight distance for vehicles travelling 70 kph is 70 m (domestic) or 85 m (rural).

The sight distance check indicates sight distance in excess of 130 m is available at the driveway locations thereby meeting the sight distance objectives listed in AS 2890.1

CSR Depot Road at 4.5 m wide does not meet the BRC Planning scheme for a rural access road. Although zoned rural the close proximity of existing and proposed driveways provides a traffic environment akin to rural residential rather rural. The current road width is not adequate to cater for additional property access turning movements or passing movements associated with this traffic environment. Typically, on a narrow bitumen pavement the likelihood of edge drop off, shoulder wear and edge break will increase with the increase in property access turning movements. Widening the bitumen sealed pavement on the northern side of CSR Depot road for the entire frontage of the site will enable safer turning movements for each driveway and will significantly reduce maintenance issues. Provided this, the applicant will be required to widen the northern side of CSR Depot Road for the frontage of the site in accordance the BRC Planning Scheme standard drawing R3003.

Acceptable Outcome 8 (AO8) of the Reconfiguring a Lot Code seeks prescribed minimum outcomes for rear hatchet allotments. In order to address the BRC Planning scheme objectives for battle axe shaped lots, the applicant will be required to provide 3.5 m wide concrete or bitumen sealed driveway for the full length of the access handle. All services will be required to be run the full length of the handle. In this instance overhead power is acceptable in a rural area within the handle to service rear lots.

Sewerage

The proposed development area is outside the BRC sewer service area. Each lot must have a sufficient area for onsite disposal.

Stormwater

As the applicant did not provide a stormwater assessment or management plan, the applicant will be conditioned to provide an onsite stormwater management plan demonstrating that no actionable nuisance will occur on adjoining sites and cane rail corridor. Provided the size of allotments and the separation distances of sensitive land uses to the cane rail corridor, the inclusion of the condition is appropriate and due consideration of the relevant benchmark has been met.

Public Notification

The following matters were raised by submitters:

Matters raised in any submissions	Description of how matters were dealt with in reaching the decision
<p>Inconsistent use of Agricultural classified land.</p>	<p>The proposed lots in the development were reduced as a result to minimise the number of new sensitive land uses adjacent to rural zone land. Additionally, agricultural land scaping buffers are able to be included in a decision notice to effectively separate rural and residential uses reducing potential impacts.</p>
<p>Proposed lots are well below the prescribed minimum lot size in the rural zone.</p>	<p>The existing land use pattern along CSR Depot Rd is broadly consistent with the proposed lots intended to be developed through this proposal. The reduction in lots (7 to 5) will contribute to less traffic and impacts on the locale than the original proposal. Considering the layout, the proposed development is considered to be compatible with the larger format rural zone allotment to the north and “book ends” the existing rural residential style allotments in the rural zone surrounding the development site (being located between existing rural residential sized allotments to the south and west and the cane railway corridor to the east).</p>
<p>Noise created from the proposed lots will adversely impact on the current environment and sensitive land uses.</p>	<p>The proposed lot sizes and likely future uses over the site are considered appropriate for the context of the site. Conditions requiring landscaped buffers to rural zoned land to the north will contribute to the proposed configuration providing a suitable interface and reduce impacts associated with sensitive land uses locating adjacent to rural zoned land.</p>
<p>Lighting and noise from the existing cane railway to the east of the site will impact on the likely uses that would occur on the proposed lots if approved.</p>	<p>The proposed development, through revisions after public notification, was amended to consider the impacts associated with the existing and active cane railway corridor. The removal on two (2) proposed lots with in the setback of the existing dwelling house were removed from the proposed layout to provide separation distances to new sensitive land use greater than that that currently exists on the subject site (i.e. the existing dwelling house approximately 110 metres to the west of the corridor).</p>

Matters raised in any submissions	Description of how matters were dealt with in reaching the decision
Overland flow impact on the Cane Rail	The applicant will be required to implement a stormwater management plan demonstrating that no actionable nuisance is likely to occur on adjoining sites and cane rail corridor
Erosion resulting from the removal of vegetation	The development application does not include the removal of vegetation. An advisory note is included with the approval advising the applicant of their duty of care under the Environmental Protection Act 1994
Increased pedestrian and vehicular activity may increase the likelihood safety issues with the cane rail corridor and level crossing	<p>An additional 4 lots is likely to increase the peak hour traffic to an estimated 14 vehicles. This represents an average 3-minute gap between vehicles resulting in no appreciable decrease in the current level of service.</p> <p>Four additional lots are likely to increase pedestrian activity in the area; however, this is likely to be toward the west and the school bus route on Old School Road rather to the east and rail corridor.</p>
Queuing over the level crossing, access visibility obscuring level crossing warning signs	The distance from the level crossing to the first driveway is 125 m. There is adequate stopping sight distance at this location and a queuing length for 20 standard passenger vehicles. As the peak hour traffic volume is estimated at 14 vehicles per hour, it is unlikely that traffic will queue across the track. If an excessive queue length blocks the level crossing and obscures the warning sign, the queued vehicles will slow approaching vehicles.

Matters raised in any submissions	Description of how matters were dealt with in reaching the decision
<p>CSR Depot provides the following constraints</p> <ul style="list-style-type: none"> • steep gradient • narrow pavement width • rough edges • speeding vehicles <p>which will be exasperated by additional vehicles</p>	<ul style="list-style-type: none"> • The applicant will be required to provide complying sight distance at each proposed driveway location • The applicant will be conditioned to widen the pavement on the development side for the full frontage of the site • The widened pavement will reduce the need for vehicles to drive on the shoulder thereby minimising edge wear • It is acknowledged that all driveways increase the potential for vehicle conflict points. However additional driveways tend to reduce the speed environment as through traffic exhibit awareness of vehicles leaving private property and through traffic is slowed while vehicles leave the traffic lane to enter private property.

4. REFERRALS

4.1 Internal Referrals

Advice was received from the following internal departments:

Internal department	Referral Comments Received
Development Assessment - Engineering	25 February 2020

Any significant issues raised in the referrals have been included in section 3 of this report.

4.2 Referral Agency

Not Applicable

5. PUBLIC NOTIFICATION

Pursuant to the *Planning Act 2016*, this application was advertised for 15 business days from 23 January 2020 until 14 February 2020. The Applicant submitted documentation on 19 February 2020 advising that public notification had been carried out in accordance with the *Planning Act 2016*. Council received five (5) submissions in relation to this development application during this period. Any significant issues raised have been included in section 3 of this report.

6. DRAFT CONDITIONS

Draft conditions were issued to the Applicant on 24 April 2020.

The Applicant submitted representations to Council on 29 April 2020. The applicant sought a change to the timing of works required in the condition package to reflect the proposed staging of the development .

As a result of the request, schedule 1 of the proposed decision notice was amended.

7. REASONS FOR DECISION

The reasons for this decision are:

- The site is located in a "Rural" zone.
- The proposal includes land identified as Agricultural Class Land (ACL- Class A1 and A2), however is considered to be of a size and scale that is not considered commercially viable and does not have a recent past history of active cropping.
- The proposed lots have been configured and conditioned in a manner which is:
 - a) Appropriate for their intended use
 - b) Similar in size and intended use to other lots located nearby
 - c) Provides for adequate protection of nearby productive rural land and supporting infrastructure.
- The proposed lots are located close to an existing village being approximately 1.5 kilometres to the nearest village (Apple Tree Creek) identified in the Strategic Framework Map SFM-001.
- The proposed development will not give rise to unacceptable levels of land degradation including erosion, scour and soil salinity.
- The proposal provides sufficient land area to accommodate rural residential development that is not unduly impacted on environmental constraints and natural hazards.
- Appropriate evacuation routes and emergency access is available to maintain community safety and avoid residents being isolated by a natural hazard event.
- The proposed lots are capable of being provided with necessary infrastructure to efficiently and effectively service the development.
- The proposal is not located on land that is required or likely to be required for future urban expansion of an existing settlement.
- The proposal provides for lots that have a suitable and safe means of access to a public road.
- To the extent that the proposal does not comply with any applicable assessment benchmarks, the above points provide sufficient reasons to approve the development despite any non-compliance.

Communication Strategy:

Communications Team consulted. A Communication Strategy is:

- Not required
- Required

Attachments:

- [↓1](#) Locality Plan
- [↓2](#) Site Plan
- [↓3](#) Proposal Plans

4 Infrastructure Charges Notice

Recommendation:

That the Development Application 521.2019.135.1 detailed below be decided as follows:

1. Location details

Street address: 50 CSR Depot Road, Childers
 Real property description: Lot 2 on SP307255
 Local government area: Bundaberg Regional Council

2. Details of the proposed development

Development Permit for Reconfiguring a Lot (One Lot into Five Lots)

3. Decision

Decision details: Approved in full with conditions. These conditions are set out in Schedule 1 and are clearly identified to indicate whether the assessment manager or a concurrence agency imposed them.

The following approvals are given:

	Planning Regulation 2017 reference	Development Permit	Preliminary Approval
Development assessable under the planning scheme, a temporary local planning instrument, a master plan or a preliminary approval which includes a variation approval		<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Approved plans and specifications

Copies of the following plans, specifications and/or drawings are enclosed.

Drawing/report title	Prepared by	Date	Reference no.	Version/issue
Aspect of development: Reconfiguring a Lot				
Proposed Reconfiguring a Lot	Urban Planet Town Planning Consultants	15 April 2020	18064	05B

5. Conditions

This approval is subject to the conditions in Schedule 1. These conditions are clearly identified to indicate whether the assessment manager or concurrence agency imposed them.

6. Further development permits

Not applicable

7. Properly made submissions

Properly made submissions were received from the following principal submitters:

Name of principal submitter	Residential or Business Address	Electronic Address
Isis Sugar Central Mill C/- Peter Hawe	PMB1, Childers QLD, 4660	Peter.Hawe@isissugar.com.au
Gabriel Davis	3 Polmaise Lane, Boyne Island, QLD, 4680	gbdavis87@gmail.com
Amy Davis	3 Polmaise Lane, Boyne Island, QLD, 4680	amyristone@hotmail.com
Mark and Lesleigh Williams and Others	14 Schofield Land, Childers, QLD,4660	mum_rox_54@hotmail.com
Greg and Marilyn Heath and Others	49 CSR Depot Road, Childers, QLD, 4660	Nil

8. Referral agencies for the application

Not applicable

9. Currency period for the approval

This development approval will lapse at the end of the period set out in section 85 of *Planning Act 2016*.

10. Conditions about infrastructure

The following conditions about infrastructure have been imposed under Chapter 4 of the *Planning Act 2016*:

Condition/s	Provision under which the condition was imposed
14 and 23	Section 145 – Non-trunk Infrastructure
N/A	Section 128 – Trunk Infrastructure

11. Rights of appeal

The rights of applicants to appeal to a tribunal or the Planning and Environment Court against decisions about a development application are set out in Chapter 6, Part 1 of the *Planning Act 2016*. For particular applications, there may also be a right to make an application for a declaration by a tribunal (see Chapter 6, Part 2 of the *Planning Act 2016*).

Appeal by an applicant

An applicant for a development application may appeal to the Planning and Environment Court against the following:

- the refusal of all or part of the development application
- a provision of the development approval
- the decision to give a preliminary approval when a development permit was applied for
- a deemed refusal of the development application.

An applicant may also have a right to appeal to the Development tribunal. For more information, see Schedule 1 of the *Planning Act 2016*.

Appeal by a submitter

A submitter for a development application may appeal to the Planning and Environment Court against:

- any part of the development application for the development approval that required impact assessment
- a variation request.

The timeframes for starting an appeal in the Planning and Environment Court are set out in Section 229 of the *Planning Act 2016*.

Schedule 2 is an extract from the *Planning Act 2016* that sets down the applicant's appeal rights and the appeal rights of a submitter.

SCHEDULE 1 CONDITIONS AND ADVICES IMPOSED BY THE ASSESSMENT MANAGER

PART 1A – CONDITIONS IMPOSED BY THE ASSESSMENT MANAGER

GENERAL		
1.	Comply with all conditions of this development approval prior to the submission of the survey plan for endorsement, unless otherwise stated within this notice.	As indicated

2.	Where there is any conflict between the conditions of this Development approval and details shown on the Approved plans, the conditions prevail.	At all times
3.	The full cost of all work and any other requirements associated with this development must be met by the developer, unless specified in a particular condition or Infrastructure agreement.	At all times
OPERATIONAL WORK ASSOCIATED WITH THE ROL		
4.	Ensure all assessable Operational Work in this instance –Road widening and access driveways, is carried out in accordance with a valid Operational Work approval.	Prior to the commencement of work
CONSTRUCTION MANAGEMENT		
5.	Unless otherwise approved in writing by the Assessment Manager, ensure no audible noise from work is made: a. on a business day or Saturday, before 7:00am or after 6:30pm on any other day, at any time.	At all times during construction
6.	Contain all litter, building waste, and sediment on the building site by the use of a skip and any other reasonable means during construction to prevent release to neighbouring properties or public spaces.	At all times during construction
7.	Remove any spills of soil or other material from the road or gutter upon completion of each day’s work, during construction.	At all times during construction
RURAL NUMBERING		
8.	Ensure any new lot(s) that does not have rural numbering: a. provide rural numbering in the location nominated by the Assessment manager in accordance with the Assessment manager’s adopted rural numbering system using AS4819 – Geographic information – rural and urban addressing; and b. remove all rural numbers made superfluous by this approval.	Prior to the endorsement of the survey plan
EXISTING SERVICES AND STRUCTURES		
9.	Ensure all existing and proposed utilities and connections (e.g. electricity, telecommunications, water, and sewerage) are wholly located within the lot they serve.	Prior to the endorsement of the survey plan for each respective stage

10.	All existing effluent disposal areas must be wholly located within the lot they serve and comply with the boundary setback requirements of the <i>Plumbing and Drainage Act 2002</i> and associated codes.	Prior to the endorsement of the survey plan for each respective stage
11.	Submit to the Assessment Manager certification from an appropriately qualified person that confirms: <ul style="list-style-type: none"> a. The boundary clearances for any existing buildings or structures remaining on the site comply with the relevant provisions of the Planning scheme and the Building Act 1975, unless varied by an appropriate approval b. all constructed access and roadworks (including associated fill batters and retaining walls) are fully contained within a dedicated reserve or registered easement c. any fill, including fill batters, are wholly contained within the subject site and not on adjacent properties. 	Prior to the endorsement of the survey plan for stage 3
EASEMENTS		
12.	Lodge to the State (Titles office) for registration the following easement(s): <ul style="list-style-type: none"> a. A reciprocal access and services easements having a minimum width of 6m for proposed lot 5 and lot 4 in accordance with the approved plan 	When the survey plan is endorsed
13.	Submit all draft easement documentation to the Assessment Manager with the lodgement of the survey plans for endorsement.	When the survey plan is endorsed
ROADWORKS		
14.	Provide pavement widening to the northern side of CSR Depot Road for the full site frontage. The road widening and pavement must be designed in accordance with the Planning scheme policy for development works and standard drawing R3003. The works must be undertaken in accordance with an operational Works approval.	Prior to the endorsement of the survey plan for Stage 2
15.	Provide pavement tapers in accordance with the Planning scheme policy for development works. Detail must be determined as part of the assessment for Operational works.	Prior to the endorsement of the survey plan for Stage 2
16.	Remove all disused or redundant vehicular crossings, and footpath crossovers and reinstate footpaths as required.	Prior to the endorsement of the survey plan for Stage 2

ACCESS HANDLES		
17.	The CSR Depot Road frontage to lots 1 and 5 must be a minimum 6m wide in accordance with the planning scheme policy for development works.	Prior to the endorsement of the relevant stage survey plan
18.	Design and construct minimum 3.5m wide access driveways to proposed lots 1 and 5 in accordance with the planning scheme policy for development works.	Prior to the endorsement of the relevant stage survey plan
STORMWATER		
19.	<p>Prepare and submit for approval to the Assessment Manager a Stormwater management plan in accordance with the applicable Planning scheme codes and the Planning scheme policy for development works.</p> <p>The plan is to include, but not be limited to the following:</p> <ol style="list-style-type: none"> a. the detail design and layout of all necessary stormwater drainage systems and stormwater quality management systems b. the provision of on-site detention/retention necessary to limit discharge to pre-development generated peak levels up to and including the Q100 ARI return interval (or 1% AEP) c. the provision of stormwater quality improvement devices d. demonstration that the development will not result in actionable nuisance on upstream or downstream properties. <p>All stormwater drainage work must be carried out in accordance with the approved Stormwater management plan.</p> <p>Note: <i>Submission of the stormwater management plan may form part of an Operational works application.</i></p>	Prior to the endorsement of the survey plan
ELECTRICITY, STREET LIGHTING, TELECOMMUNICATIONS		
20.	Enter into an agreement with an approved electricity provider, to ensure that underground electricity (and existing overhead where practical) will be available to each lot under standard tariff conditions and without further capital contributions. Provide evidence of such an agreement, along with associated bonding arrangements, to the Assessment Manager prior to the approval of the Plan of Subdivision.	Prior to the endorsement of the survey plan for each respective stage

21.	Enter into an agreement with the Telecommunications Authority or Cable Service provider (whichever is applicable) to ensure that telecommunication/cable services will be available to each lot. Provide evidence of such an agreement to the Assessment Manager prior to the approval of the Plan of Subdivision.	Prior to the endorsement of the survey plan for each respective stage
22.	Telecommunication conduits (ducts) and pits, including trenching and design, must be provided to service the development in accordance with 'Fibre-Ready' standards or the NBN Co Installing Pit and Conduit Infrastructure - <i>Guidelines for Developers</i> , to the satisfaction of the Assessment Manager.	Prior to the endorsement of the survey plan for each respective stage
AGRICULTURAL BUFFERS		
23.	<p>Establish a vegetated agricultural buffer along the norther boundaries of Lot 1 and 5. The buffer must:</p> <ul style="list-style-type: none"> a. have a minimum width of 40 m b. contain random plantings of a variety of tree and shrub species of differing growth habits at spacings of 4-5 m for a minimum width of 20 m, centrally located within the 40 m buffer area c. include species with long, thin, and rough foliage which facilitates the more efficient capture of spray droplets d. provide a permeable barrier which allows air to pass through the buffer. A porosity of 0.5 is acceptable (approximately 50% of the screen should be air space) e. foliage is from the base to the crown f. include species which are fast growing and hardy g. have a mature tree height 1.5 times the spray release height or target vegetation height of the adjacent agricultural activity, whichever is higher h. have mature height and width dimensions which do not detrimentally impact upon adjacent agricultural activity i. include an area of at least 10 m clear of vegetation (excluding grass) or flammable material to either side of the vegetated area. <p>If the buffer location conflicts with MSES Vegetation, the buffer is not required.</p>	Prior to the endorsement of the survey plan of the relevant stage and then to be maintained until such time as agreed to by the Assessment Manager
BUILDING ENVELOPES		
24.	<p>Prepare and submit for approval to the Assessment Manager a Building envelope plan for Lot 1 and 5 of the development that:</p> <ul style="list-style-type: none"> a. is prepared by a Surveyor 	Prior to the endorsement of the survey plan

	<p>b. identifies by metes and bounds a building envelope for each lot identified on the approved plans as having a building envelope</p> <p>c. is located outside any required agricultural buffer</p> <p>d. comply with the setback requirements of the Dwelling House code of the Bundaberg Regional Planning Scheme 2015,</p> <p>e. dimensions of each envelope to a point on the lot boundary with a minimum area of 2,000 m², unless otherwise identified on the approved plans</p> <p>f. Locate at least 140 metres from the cane railway corridor;</p> <p>g. incorporates any required changes shown in red on the approved plans</p> <p>Once approved, amendments to the Building envelope can only be made with the agreement of the Assessment Manager. Any agreement must be obtained in writing.</p>	
25.	Any future building works on proposed Lots 1 and 5 must be located within the approved Building Envelope, unless otherwise approved in writing by the Assessment Manager	At all times.
26.	Ensure a copy of the Building envelope plan is included in the contract of sale, together with a clause which requires future dwellings and associated buildings and structures to be constructed in accordance with the plan, for each and every lot of the development.	As indicated
DEVELOPMENT IN STAGES		
27.	Development is to be carried out in accordance with the stages identified on the Approved plans.	As indicated
28.	The development may be staged in accordance with the stage boundaries shown on the Approved plans. Staging must be completed sequentially in the stage order indicated on the Approved plans.	As indicated

PART 1B – ADVICE NOTES

NO.	ADVICE	TIMING
INFRASTRUCTURE CHARGES		
1.	Infrastructure charges notice (331.2019.1132.1) applicable to the development is attached to this Development approval.	At all times
RATES AND CHARGES		
2.	In accordance with the <i>Planning Act 2016</i> , all rates, charges, or any expenses being a charge over the subject land under any Act must be paid prior to the Plan of Subdivision being endorsed by the Assessment Manager.	Prior to the endorsement of the survey plan

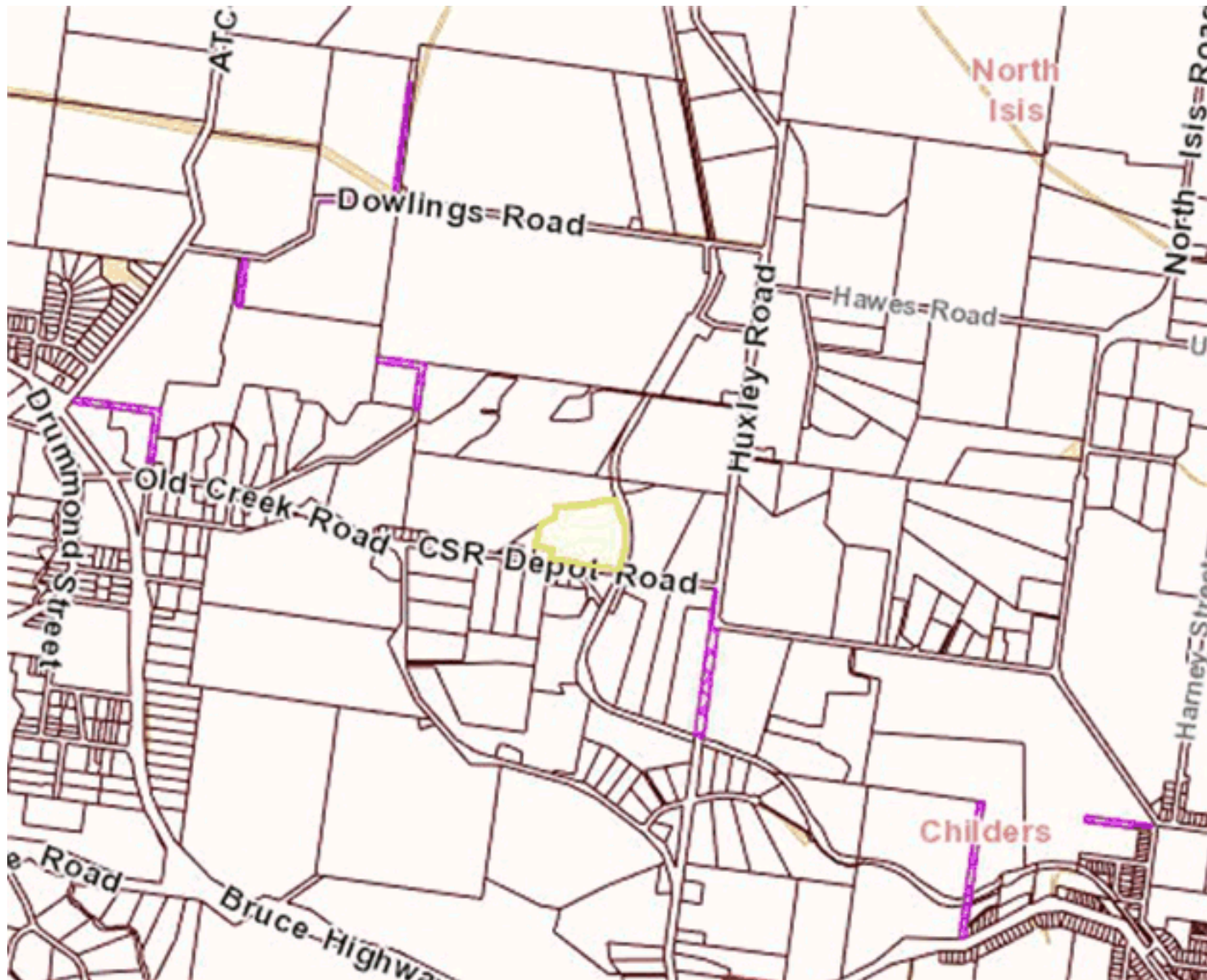
ENVIRONMENTAL HARM		
3.	The <i>Environmental Protection Act 1994</i> states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard persons and entities, involved in the civil, earthworks, construction, and operational phases of this development, are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm. Environmental harm is defined by the Act as any adverse effect, or potential adverse effect whether temporary or permanent and of whatever magnitude, duration or frequency on an environmental value and includes environmental nuisance. Therefore, no person should cause any interference with the environment or amenity of the area by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, wastewater, waste products, grit, sediment, oil, or otherwise, or cause hazards likely in the opinion of the administering authority to cause undue disturbance or annoyance to persons or affect property not connected with the use.	At all times
ABORIGINAL CULTURAL HERITAGE		
4.	All development should proceed in accordance with the Duty of care guidelines under the <i>Aboriginal Cultural Heritage Act 2003</i> . Penalties may apply where duty of care under that act has been breached.	At all times

PART 1C – PROPERTY NOTES

NO.	ADVICE	TIMING
INFRASTRUCTURE OVERLAY – CANE RAILWAY CORRIDOR BUFFER		
5.	Development Approval 521.2019.135.1 – Cane Railway Corridor The following notation applies to the approved Lots: Please note that the land is in proximity to a cane railway corridor and may be subject to adverse environmental effects associated with the lawful operation of the cane railway.	At all times
RURAL ACTIVITY		
6.	Development approval 521.2019.135.1– Rural activity The following notation applies to the approved lots:	

	All future purchasers of the subject land should note that there is a rural activity adjacent to the land and such activity may impact on the amenity of residents.	
AGRICULTURAL BUFFER		
7.	<p>Development approval 521.2019.135.1– Agricultural buffer</p> <p>The following notation applies to the approved lots 1 and 5:</p> <p>An agricultural buffer has been established on this property to help mitigate any impacts (e.g. spray drift, noise etc.) from current and future agricultural activities located nearby. The owner is responsible for the maintenance of the agricultural buffer as shown on the Approved plans</p>	
DRIVEWAYS		
8.	<p>Development approval 521.2019.135.1– Residential driveways</p> <p>The following notation applies to the approved lots:</p> <p>All work undertaken within the road reserve, including the construction of residential driveways, require approval from Council. Application forms can be found on Council's website http://www.bundaberg.qld.gov.au/services/roads/driveways For further information contact Council's Road Corridor Management team engineering@bundaberg.qld.gov.au</p>	
SEWERAGE		
9.	<p>Development Approval 521.2019.135.1 – Sewerage</p> <p>The following notation applies to the approved Lots:</p> <p>This property is not serviced by the Council's reticulated sewerage network. Any future residential dwelling on Lots 1 and 3 must be provided with an on-site wastewater treatment and effluent disposal system having a capacity sufficient for the use. The establishment of a wastewater treatment and disposal system for the site requires a Compliance Permit to be obtained from Council under the <i>Plumbing and Drainage Act 2002</i>. The system must be designed in accordance with the Queensland Plumbing and Wastewater Code (Department of State Development and Infrastructure & Planning, 2007) and Australian Standard AS/NZS1547: 2000 'On-site Domestic Wastewater Management'.</p>	At all times
WATER		
10.	<p>Development Approval 521.2019.135.1 – Water</p> <p>The following notation applies to the approved Lots:</p>	At all times

	<p>This property is not serviced by the Council’s reticulated water network. At the time of final Building Approval for a residential dwelling, the owner must provide a potable water supply through connection of the dwelling to a rainwater storage tank, or tanks, having a capacity of not less than 45,000 litres.</p>	
BUILDING ENVELOPES		
<p>11.</p>	<p>Development Approval 521.2019.135.1 – Building Envelopes</p> <p>The following notation applies to approved Lot 1 and 5: Building Envelope restrictions apply in respect to the use and development of this property, including clearing of vegetation outside of the Building Envelope. A copy of the Building Envelope Plan is available from the Council’s. Landowners or purchasers are strongly advised to seek further details by contacting the Council’s Development Assessment Branch.</p>	<p>At all times</p>







PO Box 3130, BUNDABERG QLD 4670
 Local Call **1300 883 699** | Fax **(07) 4150 5410**
 ABN 72 427 835 198

INFRASTRUCTURE CHARGES NOTICE

Charges Resolution (No. 1) 2018

To: M Hogbin

C/- Ward Veitch Town Planning Consultants

Date of Issue: 26/05/2020

Register No.: 331.2020.1132.1

Land to which the Levied Charge applies

Address: 50 CSR Depot Road, Childers

Property Description: Lot 2 on SP307255

Development to which the Levied Charge applies

The adopted infrastructure charge applies to the following development type: Reconfiguring a Lot

Development Approval No.: 521.2019.135.1

Current amount of the Levied Charge

The levied charge has been calculated in accordance with the method outlined in the Bundaberg Regional Council Changes Resolution (No.1) 2018 and Chapter 4 of the *Planning Act 2016*.

<i>Total Adopted Infrastructure Charge applicable to this development =</i>	\$40,000.00
<i>Total Offset applicable to this development =</i>	n/a
<i>Total Levied Charge (i.e., amount payable) =</i>	\$40,000.00
<small>(as at date of issue)</small>	

Please see Schedule 1 of this notice for the detailed calculation of total amount payable and offset.

Refund

Please see Schedule 1 of this notice for the detailed calculation of any refund.

<i>Total refund applicable to this development =</i>	n/a
<i>Refund is to be paid no later than:</i>	n/a

Payment of Levied Charge

- The **due date for payment** of the *levied charge* is:
 - before the local government approves the plan of subdivision for the reconfiguration of each stage.
- Interest at 11% per annum, calculated daily, will be applied to overdue payments.
- The levied charge is to be paid to **Bundaberg Regional Council**. Please contact Bundaberg Regional Council, Development Assessment Team, prior to making payment.
- Please include a copy of this Notice with payment.

Automatic Increase

The levied charge is subject to an automatic increase in accordance with Bundaberg Regional Council Changes Resolution (No.1) 2018. The levied charge is to automatically increase from the time the charge is levied to the time the charge is paid. As per section 114 of Planning Act 2016 this automatic increase provision is calculated as follows:

- If the duration of time between the date the charge is levied to the date the charge is paid is less than or equal to one calendar year, then there is no automatic increase. Therefore the charge payable is equal to the charge amount at the time the charge is levied; or
- If the duration of time between the date the charge is levied to the date the charge is paid is greater than one calendar year, then the automatic increase provision is an amount representing the increase in the PPI index. The increase in PPI index is calculated for the period starting on the day the charge is levied and ending on the day the charge is paid, adjusted by reference to the 3-yearly PPI index average. Where the 3-yearly PPI index average means the PPI index smoothed in accordance with the 3-year moving average quarterly percentage change between quarters. Therefore the automatic increase provision is calculated as shown in equation 1 below:



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$$\text{automatic increase provision} = \frac{\text{Smoothed PPI (paid date)}}{\text{Smoothed PPI (levied date)}} \dots\dots\dots(1)$$

Where: *Smoothed PPI (paid date)* = 3 yearly smoothed PPI at time the charge is paid
= average (12 previously published PPI figures relative to paid date)
Smoothed PPI (levied date) = 3 yearly smoothed PPI at time the charge is levied
= average (12 previously published PPI figures relative to levied date)

The *levied charge payable* is equal to the charge amount at the time the charge is levied multiplied by the automatic increase provision amount as shown in equation 2 below:

$$\text{levied charge payable} = \text{levied charge} \times \text{automatic increase provision} \dots\dots\dots(2)$$

Finally, if after applying the automatic increase provision the *levied charge payable* is:

- (a) more than the maximum adopted charge that Council could have levied for the development at the time the charge is paid, then the *levied charge payable* is the maximum adopted charge for the development; or
- (b) less than the charge amount at the time the charge is levied, then the *levied charge payable* is the charge amount at the time the charge is levied.

Other Important Information**1. PAYMENT**

This notice is due and payable by the due date shown. Cheques, money orders or postal notes should be made payable to Bundaberg Regional Council and crossed "Not Negotiable". Change cannot be given on cheque payments. Property owners will be liable for any dishonour fees.

2. GOODS AND SERVICES TAX

The federal government has determined that rates and utility charges levied by a local government will be GST exempt. Accordingly, no GST is included in this infrastructure charges notice.

3. INFRASTRUCTURE CHARGES ENQUIRIES

Enquiries regarding this infrastructure charges notice should be directed to Council's Development Assessment Team on telephone 1300 883 699 during office hours or e-mail: duty_planner@bundaberg.qld.gov.au

Notice is hereby given under the *Planning Act 2016* and the *Local Government Act 2009* that the adopted infrastructure charges notice is levied by the Bundaberg Regional Council on the described land. The adopted infrastructure charge is DUE AND PAYABLE BY THE ABOVE DUE DATE. The adopted infrastructure charge plus any arrears and interest may be recovered by legal process without further notice if unpaid after the expiration of the DUE DATE as the charge is deemed to be overdue. STEPHEN JOHNSTON, CHIEF EXECUTIVE OFFICER

REVIEWED
By Arron Walker at 6:15 pm, Apr 29, 2020

Sarah Watts
Principal Development Planner



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SCHEDULE 1 – Calculation of Levied Charge, Offsets and Refunds

Table 1 - Summary of Charges, Offsets and Refunds

Register No:	331.2020.1132.1
Inside PIA:	No
Total Adopted Infrastructure Charges:	\$40,000.00
Total Offsets:	n/a
Total Extra Payment Condition:	n/a
Total Levied Charge (Amount Payable):	\$40,000.00

Table 2 - Details of Charges, Offsets and Refunds

Stage	Type	Description	Discount	Quantity	Charge/Cost	Total
1	New charge	ROL - Hinterland Partially Serviced (no wastewater and no water supply) - 1 lot plus balance lot - Lot	0%	2	\$10000 per lot	\$ 20,000.00
1	Existing credit	ROL - Hinterland Partially Serviced (no wastewater and no water supply) - Existing lot - Lot	0%	1	-\$10000 per lot	\$ (10,000.00)
					Stage 1 Levied Charge	\$ 10,000.00
2	New charge	ROL - Hinterland Partially Serviced (no wastewater and no water supply) - 1 lot plus balance lot - Lot	0%	2	\$10000 per lot	\$ 20,000.00
2	Existing credit	ROL - Hinterland Partially Serviced (no wastewater and no water supply) - Previous balance lot - Lot	0%	1	-\$10000 per lot	\$ (10,000.00)
					Stage 2 Levied Charge	\$ 10,000.00
3	New charge	ROL - Hinterland Partially Serviced (no wastewater and no water supply) - 1 lot plus balance lot - Lot	0%	2	\$10000 per lot	\$ 20,000.00
3	Existing credit	ROL - Hinterland Partially Serviced (no wastewater and no water supply) - Previous balance lot - Lot	0%	1	-\$10000 per lot	\$ (10,000.00)
					Stage 3 Levied Charge	\$ 10,000.00
4	New charge	ROL - Hinterland Partially Serviced (no wastewater and no water supply) - 2 lots - Lot	0%	2	\$10000 per lot	\$ 20,000.00
4	Existing credit	ROL - Hinterland Partially Serviced (no wastewater and no water supply) - Previous balance lot - Lot	0%	1	-\$10000 per lot	\$ (10,000.00)
					Stage 4 Levied Charge	\$ 10,000.00
					Total Levied Charge	\$ 40,000.00



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INFRASTRUCTURE CHARGES NOTICE INFORMATION NOTICE

1. REASON FOR DECISION

This notice has been issued pursuant to the Bundaberg Regional Council Charges Resolution (No. 1) 2018 and Chapter 4 of the Planning Act 2016.

2. APPEAL RIGHTS

The recipient of the infrastructure charges notice may appeal to the Planning and Environment Court and, for certain matters, to a tribunal in accordance with Chapter 6 of the *Planning Act 2016*.

CHAPTER 6, PART 1 APPEAL RIGHTS

229 Appeals to tribunal or P&E Court

- (1) Schedule 1 states—
 - (a) matters that may be appealed to—
 - (i) either a tribunal or the P&E Court; or
 - (ii) only a tribunal; or
 - (iii) only the P&E Court; and
 - (b) the person—
 - (i) who may appeal a matter (the appellant); and
 - (ii) who is a respondent in an appeal of the matter; and
 - (iii) who is a co-respondent in an appeal of the matter; and
 - (iv) who may elect to be a co-respondent in an appeal of the matter.
- (2) An appellant may start an appeal within the appeal period.
- (3) The **appeal period** is—
 - (a) for an appeal by a building advisory agency—10 business days after a decision notice for the decision is given to the agency; or
 - (b) for an appeal against a deemed refusal—at any time after the deemed refusal happens; or
 - (c) for an appeal against a decision of the Minister, under chapter 7, part 4, to register premises or to renew the registration of premises—20 business days after a notice is published under section 269(3)(a) or (4); or
 - (d) for an appeal against an infrastructure charges notice—20 business days after the infrastructure charges notice is given to the person; or
 - (e) for an appeal about a deemed approval of a development application for which a decision notice has not been given—30 business days after the applicant gives the deemed approval notice to the assessment manager; or
 - (f) for any other appeal—20 business days after a notice of the decision for the matter, including an enforcement notice, is given to the person.

Note — See the P&E Court Act for the court's power to extend the appeal period.

- (4) Each respondent and co-respondent for an appeal may be heard in the appeal.



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- (5) If an appeal is only about a referral agency's response, the assessment manager may apply to the tribunal or P&E Court to withdraw from the appeal.
- (6) To remove any doubt, it is declared that an appeal against an infrastructure charges notice must not be about—
 - (a) the adopted charge itself; or
 - (b) for a decision about an offset or refund—
 - (i) the establishment cost of trunk infrastructure identified in a LGIP; or
 - (ii) the cost of infrastructure decided using the method included in the local government's charges resolution.

230 Notice of appeal

- (1) An appellant starts an appeal by lodging, with the registrar of the tribunal or P&E Court, a notice of appeal that—
 - (a) is in the approved form; and
 - (b) succinctly states the grounds of the appeal.
- (2) The notice of appeal must be accompanied by the required fee.
- (3) The appellant or, for an appeal to a tribunal, the registrar must, within the service period, give a copy of the notice of appeal to—
 - (a) the respondent for the appeal; and
 - (b) each co-respondent for the appeal; and
 - (c) for an appeal about a development application under schedule 1, table 1, item 1—each principal submitter for the development application; and
 - (d) for an appeal about a change application under schedule 1, table 1, item 2—each principal submitter for the change application; and
 - (e) each person who may elect to become a co-respondent for the appeal, other than an eligible submitter who is not a principal submitter in an appeal under paragraph (c) or (d); and
 - (f) for an appeal to the P&E Court—the chief executive; and
 - (g) for an appeal to a tribunal under another Act—any other person who the registrar considers appropriate.
- (4) The **service period** is—
 - (a) if a submitter or advice agency started the appeal in the P&E Court—2 business days after the appeal is started; or
 - (b) otherwise—10 business days after the appeal is started.
- (5) A notice of appeal given to a person who may elect to be a co-respondent must state the effect of subsection (6).
- (6) A person elects to be a co-respondent by filing a notice of election, in the approved form, within 10 business days after the notice of appeal is given to the person.

SCHEDULE 1 APPEALS

1 Appeal rights and parties to appeals

- (1) Table 1 states the matters that may be appealed to—
 - (a) the P&E court; or
 - (b) a tribunal.
- (2) However, table 1 applies to a tribunal only if the matter involves—



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- (a) the refusal, or deemed refusal of a development application, for—
 - (i) a material change of use for a classified building; or
 - (ii) operational work associated with building work, a retaining wall, or a tennis court; or
 - (b) a provision of a development approval for—
 - (i) a material change of use for a classified building; or
 - (ii) operational work associated with building work, a retaining wall, or a tennis court; or
 - (c) if a development permit was applied for—the decision to give a preliminary approval for—
 - (i) a material change of use for a classified building; or
 - (ii) operational work associated with building work, a retaining wall, or a tennis court; or
 - (d) a development condition if—
 - (i) the development approval is only for a material change of use that involves the use of a building classified under the Building Code as a class 2 building; and
 - (ii) the building is, or is proposed to be, not more than 3 storeys; and
 - (iii) the proposed development is for not more than 60 sole-occupancy units; or
 - (e) a decision for, or a deemed refusal of, an extension application for a development approval that is only for a material change of use of a classified building; or
 - (f) a decision for, or a deemed refusal of, a change application for a development approval that is only for a material change of use of a classified building; or
 - (g) a matter under this Act, to the extent the matter relates to—
 - (i) the Building Act, other than a matter under that Act that may or must be decided by the Queensland Building and Construction Commission; or
 - (ii) the Plumbing and Drainage Act, part 4 or 5; or
 - (h) a decision to give an enforcement notice in relation to a matter under paragraphs (a) to (g); or
 - (i) a decision to give an infrastructure charges notice; or
 - (j) the refusal, or deemed refusal, of a conversion application; or
 - (k) a matter that, under another Act, may be appealed to the tribunal; or
 - (l) a matter prescribed by regulation.
- (3) Also, table 1 does not apply to a tribunal if the matter involves—
- (a) for a matter in subsection (2)(a) to (d)—
 - (i) a development approval for which the development application required impact assessment; and
 - (ii) a development approval in relation to which the assessment manager received a properly made submission for the development application; or
 - (b) a provision of a development approval about the identification or inclusion, under a variation approval, of a matter for the development.
- (4) Table 2 states the matters that may be appealed only to the P&E Court.
- (5) Table 3 states the matters that may be appealed only to the tribunal.



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- (6) In each table—
- (a) column 1 states the appellant in the appeal; and
 - (b) column 2 states the respondent in the appeal; and
 - (c) column 3 states the co-respondent (if any) in the appeal; and
 - (d) column 4 states the co-respondents by election (if any) in the appeal.
- (7) If the chief executive receives a notice of appeal under section 230(3)(f), the chief executive may elect to be a co-respondent in the appeal.

Extract of Schedule 1, Table 1 of the Planning Act 2016

Table 1			
Appeals to the P&E Court and, for certain matters, to a tribunal			
<p>4. Infrastructure charges notices</p> <p>An appeal may be made against an infrastructure charges notice on 1 or more of the following grounds—</p> <p>(a) the notice involved an error relating to—</p> <p>(i) the application of the relevant adopted charge; or</p> <p><i>Examples of errors in applying an adopted charge—</i></p> <ul style="list-style-type: none"> • the incorrect application of gross floor area for a non-residential development • applying an incorrect 'use category', under a regulation, to the development <p>(ii) the working out of extra demand, for section 120; or</p> <p>(iii) an offset or refund; or</p> <p>(b) there was no decision about an offset or refund; or</p> <p>(c) if the infrastructure charges notice states a refund will be given—the timing for giving the refund; or</p> <p>(d) for an appeal to the P&E Court—the amount of the charge is so unreasonable that no reasonable relevant local government could have imposed the amount.</p>			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
The person given the Infrastructure charges notice	The local government that gave the infrastructure charges notice	-	-

**Item****26 May 2020**

Item Number:	File Number:	Part:
R1	.	SPORT, RECREATION, VENUES & DISASTER MANAGEMENT

Portfolio:

Community & Environment

Subject:

COVID-19 Economic Stimulus Package – Community Sport Support Program

Report Author:

Geordie Lascelles, Branch Manager - Parks, Sport & Natural Areas

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Our Community - 1.2 Safe, active, vibrant and inclusive community - 1.2.3 Support and facilitate community programs, networks, projects and events that promote social connectedness; and active and healthy community life.

Background:

Council resolved at its Ordinary Meeting dated 24 March 2020 the COVID-19 Economic Stimulus Package that included (Item k) - An assistance package for sporting clubs and community organisations through a grants program.

Council recognises the important role that community sporting organisations play in our local community, and as a result, Council has committed to support and assist these organisations with a targeted grants program.

Bundaberg Regional Council and the QLD Government Sport and Recreation Services Local Adviser received feedback from a number of regional based sporting organisations with the following top three concerns:

1. The financial stress / loss of income – reduced membership, fundraising, canteen, sponsorship & events
2. Difficulty maintaining their grounds and facilities – reduced volunteer assistance and ongoing costs
3. Recovery - Whether members & volunteers return

These concerns have also been supported in the recent National Good Sports Survey that found the biggest worries are financial security, especially for smaller clubs, and keeping members and volunteers engaged.

The COVID-19 Community Sport Support Grant Program is proposed to provide financial assistance to eligible community sporting organisations that are either experiencing financial hardship as a result of COVID-19 related service disruptions or seeking to establish alternate service delivery models for their organisations continuity.

The Community Sport Support Grant Program proposes a budget allocation of \$200,000 which would potentially support 40 plus sporting organisations across the region. A typical draft of the proposed COVID-19 Community Sport Support Grant Program Guidelines are attached.

Associated Person/Organization:

Local Sporting Organisations

Consultation:

Portfolio Spokesperson: Cr Vince Habermann

Presented at Councillor Briefing meeting

Sport & Recreation Advisor – Qld Department of Housing, Homelessness and Sport,

Ms Linda Kleinshmidt

Several Local Sporting Organisations

Chief Legal Officer's Comments:

There appears to be no legal implications.

Policy Implications:

There appears to be no policy implications.

Financial and Resource Implications:

A budget allocation of \$200,000 is proposed. This would likely be required to be budgeted and expended in the 2020/ 2021 financial year.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Communications Strategy:

Communications Team consulted. A communications plan is required.

Yes

No

Attachments:

[↓1](#) COVID 19 Community Sport Support Program _Draft

Recommendation:

That Council adopt the COVID-19 Community Sport Support Program (attached) and allocate a budget of up to \$200,000 in the 2020/21 financial year in support of the program to provide financial assistance to local sporting organisations.



CORONAVIRUS (COVID-19) COMMUNITY SPORT SUPPORT PROGRAM GUIDELINES

(Draft)

1. About the Program

Council recognises the important role that community sporting organisations play in our local community, and as a result, Council has committed to support and assist these organisations with a targeted grants program. The Community Sport Support Grant Program will provide financial assistance to eligible community sporting organisations that are either experiencing financial hardship as a result of COVID-19 related service disruptions or seeking to establish alternate service delivery models for business continuity.

2. What will this grant program support?

The Community Sport Grant Program supports organisations through:

- Financial assistance to a community sporting organisations to remain viable during the COVID19 crisis as a result of loss of income.
- Financial hardship as a result of being unable to reclaim outlaid costs for an event or project that has had to be cancelled due to the COVID-19 crisis.
- Projects that assist sporting organisations to develop alternate service delivery models (recovery).

3. Available Funding

The COVID-19 Community Sport Support Grant Program will provide grants up to \$5,000 (plus GST if registered) to support eligible sporting organisations.

Once the budget allocations has been expended, no further applications will be considered.

4. Program Guidelines

- Applications open (TBA) and will cease o (TBA) unless all funds are expended prior to this date.
- Eligible groups may receive a grant of up to \$5,000.
- Applicants will be notified of the outcome of their application within 10 business days from the date of Council receiving a completed application.
- Organisation financial records (audited financial statements and bank statements) must be attached to the application.
- Evidence of payment of outlaid costs being claimed in this application must be provided.

CORONAVIRUS (COVID-19) COMMUNITY SPORT SUPPORT PROGRAM GUIDELINES 2020 (Draft)

- Where applicable, applicants must attach quotes sourced from local businesses for projects that assist to develop alternate service delivery models. If components of the project cannot be delivered by local businesses, an explanation as to why the project cannot be delivered by local businesses must be provided within the application. A local business is considered a business within the Bundaberg Regional Council boundaries.
- Council funds cannot be requested for the payment of salaries and wages (*where funds have been sourced through JobKeeper payment*).

5. Who can apply?

- A not for profit sport and recreation organisation based in and servicing the Bundaberg Regional Council area who maintain community sporting infrastructure/facility.
- Hold a lease/tenure or owner occupied e.g sporting association/sporting venues.

And Must:

- Be incorporated. Applicants must be able to provide an incorporation number.
- Have an Australian Business Number (ABN) or completed and attach a 'Statement by a Supplier' form.
- Certificate of Currency (Public Liability).

Ineligible Organisations

- Commercial Business.
- Educational Institutions (including P&C's).
- Religious or worship groups.
- Local, State or Federal government agency.
- Auspicing organisations.
- Applicants that have not satisfactorily acquitted a previous Council grant.

6. What can be funded?

- Utility costs (electricity/gas).
- Building Insurance.
- Facility and Building maintenance (mowing/programmed repairs).
- Event Costs (Bookings/Equipment hire/marketing) where events have been cancelled.
- Online resource development (training/skills/equipment loan).
- COVID -19 Recovery
 - Hygiene stations/cleaning
 - Re – engaging Volunteers

CORONAVIRUS (COVID-19) COMMUNITY SPORT SUPPORT PROGRAM GUIDELINES 2020 (Draft)

7. Successful Applications

Successful applicants will be notified in writing and will be required to return a signed copy of the letter which will act as a funding agreement. This is a pre-condition for receipt of the funding. The letter will include (but is not limited to) the benefits agreed to, payment terms, performance required, acknowledgment of funding and evaluation methods.

8. Unsuccessful Applications

Unsuccessful applicants will be notified in writing.

9. Acquittal Process

Funding recipients will be required to submit and acquittal within 10 weeks of the execution of funding.

Proposed Budget: \$200,000.00