

CASSOWARY COAST REGIONAL COUNCIL

COUNCIL BUDGET



ADOPTED - FRIDAY 25TH JUNE 2021

2021 - 2022

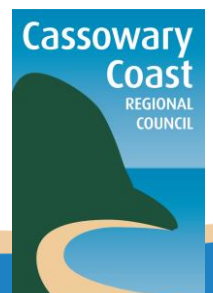


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BUDGET RESOLUTIONS

2021-2022



1. CHIEF EXECUTIVE OFFICER'S BUDGET REPORT

Recommendation: "That the Chief Executive Officer's report on the 2021-2022 Budget be received by Council".

2. SIGNIFICANT DIFFERENCES REPORT

Recommendation: "That the report regarding significant differences between budgeted income and expenses and actual income and expenses for 2020-2021, as detailed in the Budget Report, be received by Council."

3. REVENUE POLICY

Recommendation: "That the Revenue Policy be adopted by Council."

4. REVENUE STATEMENT

Recommendation: "That Council adopt the Revenue Statement 2021-2022 as tabled, and resolve that:

- Pursuant to *section 81* of the *Local Government Regulation 2012*, the categories into which rateable land is categorised and the description of each of those categories be as set out in the Revenue Statement.
- Pursuant to *section 257* of the *Local Government Act 2009* and in accordance with *section 81* of the *Local Government Regulation 2012*, Council delegates to the Chief Executive Officer the power to identify the rating category to which each parcel of rateable land belongs.
- Pursuant to *section 94* of the *Local Government Act* and *sections 80 and 81* of the *Local Government Regulation 2012*, Council adopt a differential rating system and make and levy a differential general rate on all parcels of rateable land included in each category as set out in the Revenue Statement.
- Pursuant to *section 77* of the *Local Government Regulation 2012*, Council will make and levy a minimum differential general rate on all parcels of rateable land included in each category as set out in the Revenue Statement.
- Pursuant to *section 94* of the *Local Government Act* and *section 103* of the *Local Government Regulation 2012*, Council will make and levy the separate charges as set out in the Revenue Statement which include the Transport Infrastructure Levy and the Environmental Management Levy.
- Pursuant to *section 94* of the *Local Government Act* and *section 94* of the *Local Government Regulation 2012*, Council will make and levy the special charges, and where applicable, adopt the overall plans and annual implementation plans set out in the Revenue Statement which include the Bilyana, Murray Upper, Kennedy, Mena Creek and Cowley Beach Rural Fire Brigade Special Charges.

- Pursuant to *section 94* of the *Local Government Act* and *section 99* of the *Local Government Regulation 2012*, Council make and levy the utility charges for water, sewerage, trade waste and waste management as set out in the Revenue Statement.
- Pursuant to *section 118* of the *Local Government Regulation 2012*, all rates and charges shall be due and payable within 30 days of the issuance of rates notices, as more particularly set out in the Revenue Statement.
- Pursuant to *section 130* of the *Local Government Regulation 2012*, Council will allow a discount of 10% on general rates where payment of the full amount outstanding and overdue rates and interest is paid by the due date as more particularly set out in the Revenue Statement.
- Pursuant to *Chapter 4, Part 10* of the *Local Government Regulation 2012*, Council grants the concessions set out in the Revenue Statement and the Rating Concessions Policy.”

5. INTEREST ON OVERDUE RATES AND CHARGES

Recommendation: “That Council adopt the Interest Rate on Overdue Rates and Charges as tabled and resolve that, pursuant to *section 133* of the *Local Government Regulation 2012*, Council will charge interest on overdue rates and charges at an interest rate of 8.03% per annum, compounded on daily rates, from the date the rates and charges become overdue, as more particularly set out in the Revenue Statement.”

6. RATING CONCESSIONS POLICY

Recommendation: “That the Rating Concessions Policy be adopted by Council.”

7. INVESTMENT POLICY

Recommendation: “That the Investment Policy be adopted by Council.”

8. DEBT POLICY

Recommendation: “That the Debt Policy be adopted by Council.”

9. RATES RECOVERY POLICY

Recommendation: “That the Rates Recovery Policy be adopted by Council.”

10. ACTIVATE CASSOWARY COAST DEVELOPMENT INCENTIVE POLICY

Recommendation: “That the Activate Cassowary Coast Development Incentive Policy - Reduction in Additional Pedestal Charge for Sewerage, be adopted by Council.”

11. TRADE WASTE ENVIRONMENTAL MANAGEMENT PLAN (TWEMP)

Recommendation: “That the Trade Waste Environmental Management Plan (TWEMP) be adopted by Council.”

12. SERVICES MANAGEMENT GUIDELINE

Recommendation: “That Council adopt the CCRC Services Management Guideline ORG20.”

13. CODE OF COMPETITIVE CONDUCT

Recommendation: “That Council:

- Determines that the Code of Competitive Conduct is applicable to Water and Sewerage business for the 2021-2022 financial year;
- Determines not to apply the Code of Competitive Conduct to the Waste and any other business for the 2021-2022 financial year.”

14. 2021-2022 FINANCIAL STATEMENTS

Recommendation: “That Council adopt the following statements for the 2021-2022, 2022-2023 and 2023-2024 financial years:

- **Statement of Financial Position** as outline in *Appendix A*
- **Statement of Cash Flow** as outlined in *Appendix B*
- **Statement of Changes in Equity** as outlined in *Appendix C*
- **Statement of Income and Expenditure** as outlined in *Appendix D*”

15. 2021-2022 BUDGET

Recommendation:

“That Council adopt the following budget documents:

- **Operating Income and Expenditure Summary by Program** as outlined in *Appendices E and F*;
- **Capital Works Program** as outlined in *Appendices G and H*;
- **Long-Term Financial Forecast** as outlined in *Appendix I*;
- **Measures of Financial Sustainability** for 2021-2022 and the next nine (9) financial years as outlined in *Appendices J and K*;

16. CHANGES IN RATES AND UTILITY CHARGES

Recommendation: “That Council notes the total value of the change in rates and utility charges levied in 2021-2022 compared with the previous budget (excluding discounts and rebates) is 2.40% and 2.48% using the net rates and utility charges levied as outlined in Appendix K.”

17. COMMUNITY FINANCIAL REPORT

Recommendation: “That the Community Financial Report on the 2021-2022 Budget be received by Council.”

2021-2022 Budget Report

Author & Officer's Title: James Gott - Chief Executive Officer
Meeting Date: 25 June 2021

Executive Summary:

The development of the 2021-2022 Budget has followed the trend of recent years with the process yet again proving to be extremely challenging. This is reflective of the financial difficulties facing the Local Government sector in general at present.

The budget seeks to strike an appropriate balance between maintaining Council's sound financial position whilst not placing too heavy a burden on ratepayers through substantial rate increases. The impact on the projected long term financial position is also an important consideration and Council has endeavoured to strike a suitable balance between the current financial challenges it is facing and its long term financial sustainability.

As a result of extant financial pressure, Council has reviewed its service levels and model of service delivery in some areas to ensure operational efficiencies and continuous improvement are achieved to reduce operational expenditure. Council for the first time engaged with the Community Consultative Group to seek feedback on Council's draft Services Catalogue and considered options available in achieving an optimal balance between the rating strategy and service delivery approaches.

Recommendation:

“That the Chief Executive Officer's report on the 2021-2022 Budget be received by Council.”

Background:

The development of the Cassowary Coast Regional Council (CCRC) Budget for the 2021-2022 financial year has followed the trend of recent years with the process once again proving to be extremely challenging. This is reflective of the financial difficulties that the Local Government sector as a whole is facing at the present time. The current Budget endeavours to strike an appropriate balance between maintaining the Council's sound financial position whilst not placing too heavy a burden on ratepayers through substantial rate increases. A range of external factors continue to impact on the cost of providing Council services and these have had to be taken into account in preparing the Budget.

The budget provides for a total operating revenue of \$83.420M and operating expenses of \$83.408M. The net result is a small operating surplus of \$12k.

In terms of Council revenue, the challenging economic climate over the past year has resulted in no real growth in Council's revenue base. The subdued economic conditions, continuing recovery from COVID-19, and interest rates being at historically low levels have impacted the projected earnings. As a result, Council's General Rates and Utility Charges have seen an average increase of 1.98% and 2.13% respectively in order to cover for increases in operational expenditure.

The cost of operational expenditure has increased due to the following:

- Wage and salary costs for the employment of Council staff. The budget includes an Enterprise Bargaining Agreement increase (2.5% prorated) factored in December 2021 and a vacancy savings of around \$300k in operating expenses. Council will commence the management of all its Waste Transfer Stations and new positions have been factored into the budget, however, this has been offset by a reduction in materials and services (service contracts).
- Significant costs for the renewal of insurance cover to adequately insure Council assets. It is anticipated that insurance costs will increase by at least 10%, however, \$250k savings have been factored into the budget as Council has reviewed its deductible amount and updated the list of assets insured.
- The depreciation expense for Council assets is projected to increase by approximately \$1.87M in comparison to last year's budget. The increase relates to valuation movements, changes in accounting standards associated with right of use of assets (leases), completion of new capital works and the restoration of assets damaged due to weather events. Council will continue to pursue its Asset Rationalisation Strategy and a saving of \$400k has been factored into the budget.

As a result of the ongoing financial pressures the Council suffers, it has been necessary to further review the services it provides across a range of areas in order to reduce operating expenses. Council has commenced the process of capturing all the relevant information associated with its services in a Services Catalogue and has had brief engagements with the Community Consultative Group to explore opportunities that could be considered as part of the budget process. Further engagement will be undertaken with the broader community in the future.

Council considered a number of new operational initiatives and some of the key funded initiatives are highlighted below:

- Planning Scheme Amendment
- Local Champions Program
- Events Placement Program
- Dog Off-leash Zone – Feasibility Study
- Reconciliation Action Plan
- Appointment of Business and Industry Liaison Coordinator

The capital budget includes a works program of \$35.4M. The program allows for the completion of outstanding capital works from the 2020-2021 financial year anticipated at \$10.4M. A summary of the new Capital Works Program, excluding any carryover works, is as follows:

- Infrastructure and Delivery Services - \$21.31M
- Office of the Chief Executive Officer - \$1.03M
- Water - \$5.97M
- Sewerage - \$3.9M
- Waste Management - \$3.21M

The details of the projects are included in Appendix G and H of the budget papers.

Link to Corporate Plan:

Goal 1 – Community – Our People

- C1 Increase community engagement, consultation, transparency in decision making and ease of access to information

Goal 3 – Infrastructure – Our Built Environment

- I3 Sustainable asset management to effectively deliver services in a consistent and financially sustainable manner representing value to the community

Goal 5 – Organisation – Our Team

- O2 Commit to open, transparent and accountable governance to ensure community confidence and trust in Council.

Consultation:

Extensive internal consultation has been undertaken with Councillors, Directors and Managers in the development of the Budget which included a number of workshops to finalise preparation of the Budget.

External consultation has been undertaken via workshops with the Community Consultative Group which mainly focused on the draft Services Catalogue.

Legal Implications (Statutory basis, legal risks):

Council is required to comply with various provisions of the *Local Government Act 2009* and the *Local Government Regulation 2012* in the formulation of the Budget.

Policy Implications:

Council may need to review various policies during the year to determine the distribution of funding allocations for certain activities.

Risk Implications:

- F12 Ineffective financial management
- CCR0000816 Failure to deliver adequate non-infrastructure services to the community
- CCR0000825 Failure to deliver essential services (Water, Sewerage, and Waste)

Financial and Resource Implications:

As outlined in the Budget document.

Report prepared by:

James Gott - Chief Executive Officer

Explanation of Significant Differences 2020-2021 Budget to 2020-2021 Estimated Actual Results

Author & Officer's Title: Leah Bradley – Manager Finance
Meeting Date: 25 June 2021

Executive Summary:

Table A below shows a summary of estimated operating and capital revenues and expenditures incurred during 2020-2021 compared with the adopted operating and capital budgeted amounts for that year. Percentage differences are noted in the column marked variance and explanations have been provided in the notes below where there are significant differences. The estimated actuals are mostly a reflection of the 11 month review that was undertaken at the end of the May 2021.

Overall, Council's estimated final operating position for 2020-2021 is anticipated to be a deficit against the small surplus that was budgeted in the 2020-2021 financial year. This is a result of Council's reduced interest on investments due to the current economic conditions, timing of revenue recognition and increased finance costs due to the unwinding of the refuse restoration provision.

Recommendation:

"That the report regarding significant differences between budgeted income and expenses and actual income and expenses for 2020-2021, as detailed in the Budget Report, be received by Council."

Table A

	<i>Estimated Year End 2020/2021</i>	<i>Full Year Amended Budget 2020/2021</i>	<i>Variance to Budget +ve/-ve</i>	<i>Note Reference</i>
Operating Revenue				
Net rates & utility charges	67,018,441	66,962,956	0.08%	
Fees and Charges	2,966,040	2,642,402	12.25%	1
Rental income	950,790	906,947	4.83%	
Interest	993,274	1,310,961	-24.23%	2
Sales - contract & recoverable works	1,309,225	1,494,225	-12.38%	3
Other	1,134,362	845,126	34.22%	4
Contributions and Donations	1,234,265	1,232,331	0.16%	
Grants and Subsidies	9,275,191	9,655,531	-3.94%	5
Total Operating Revenues	84,881,588	85,050,479		
Operating Expenditure				
Employee Costs	26,304,569	25,735,319	2.21%	
Goods and Services	31,071,703	32,819,861	-5.33%	
Finance	837,093	96,000	771.97%	6
Depreciation	27,385,615	26,390,673	3.77%	7
Total Operating Expenditure	85,598,980	85,041,853		
INCR/(DECR) IN OPERATING CAPABILITY	-717,392	8,626		
Capital				
Contributions & donations	1,092,073	1,060,828	2.95%	
Grants & Subsidies	20,916,081	21,016,081	-0.48%	
Sale/(Disposal) of Non Current Assets	-7,103,569	-8,200,000	-13.37%	8
NET RESULT	14,187,193	13,885,535		

With reference to Table A, the items with significant variance include:

1. Fees and Charges estimated results are over budget by 12% relating to increased rates searches, building applications and inspections, trade waste and camping fees offset by reduced landing fees at aerodromes and development applications.
2. Interest income on investments are expected to be \$317k (24%) under budget due to reduced interest rates during the financial year.
3. Sales and Recoverable Works is expected to be under budget by 12% due to externally contracted jobs overestimated offset by reduction in Goods and Services.
4. Other income estimated results are over budget by 34% due to increased Job Keeper subsidy received for trainees and apprentices.
5. Grants and subsidies is estimated to be under budget as a result of timing of revenue recognition.
6. Finance charges are expected to be \$231K over budget due to an increase in the winding back of the discount rates on Councils refuse restoration provision.
7. Depreciation is anticipated to be over budget by \$995k (4%) approximately relating to Water (\$278k), Intangible Assets (\$185k), Sewerage (\$200k), Marine (\$35) and Plant & Equipment (\$243k).
8. Gain on Asset Disposal relates to proceeds of sale from Fleet items, offset by loss on disposal due to timing of completion of capital projects and capitalisation process, predominately roads, bridges and footpaths.

Effect of the 2020-2021 Estimated Actual Results on the 2020-2021 Budget.

Council's estimated operating position at 30 June 2021 is reflective of the economic issues that Council faced during the 2020-2021 financial year. Some of the key challenges that has affected this result include the completion of capital projects, interest rate adjustments and the winding back of discount rates associated with the refuse restoration provision. These challenges will continue as interest rates are expected to remain low for during the next financial year, increasing operational costs and environmental factors become increasingly challenging.

Link to Corporate Plan:

Goal 3 – Infrastructure – Our Built Environment

- I3 Sustainable asset management to effectively deliver services in a consistent and financially sustainable manner representing value to the community

Goal 5 – Organisation – Our Team

- O2 Commit to open, transparent and accountable governance to ensure community confidence and trust in Council

Consultation:

Directors, Managers and Finance Staff.

Legal Implications (Statutory basis, legal risks):

Compliance with financial management policies as set down in the Local Government Regulation and requirements of the *Local Government Act*.

Policy Implications:

Compliance with Financial Management Policies.

Risk Implications:

- F10 Ineffective budget controls across the organisation
- F12 Ineffective financial management

Financial & Resource Implications:

The report forecasts a deficit operational financial result which highlights Council's inability to meet one of the three key financial sustainability ratios. Council will need to ensure that measures are in place to achieve an operating surplus for the future year.

Report prepared by:

Leah Bradley – Manager Finance

Report authorised by:

Gurbindar Singh – Chief Financial Officer



Revenue Policy

To set out the principles for the making and levying of rates and charges; exercising powers to grant rebates and concessions; recovery of unpaid rates and charges and cost-recovery

Category	Office of CFO - Rates	Policy number: FIN024
Related forms, policies and procedures	Rating Concessions Policy Rates Recovery Policy	
Key words	Revenue, rates, charges, costs, rebates	
Relevant legislation	<ul style="list-style-type: none"> • <i>Local Government Regulation 2012</i> • <i>Local Government Act 2009</i> 	
References and resources	State Planning Regulation Provisions	

Review due by	Finance	Date: Annually
Approved by	Council Resolution XXX	Date: 25 June 2021
Approved by	Council Resolution B20004	Date: 7 July 2020
Approved by	Council Resolution B19002	Date: 27 June 2019
Approved by	Council Resolution B1803	Date: 26 June 2018

REVENUE POLICY

1. Purpose

The purpose of this policy is to set out the principles used by Council in 2021/2022 for:

- The making and levying of rates and charges;
- Exercising its powers to grant rebates and concessions (including the purpose for the concessions);
- Recovery of unpaid amounts of rates and charges; and
- Cost-recovery.

2. Scope

This policy applies to the Cassowary Coast Regional Council.

3. Procedure

3.1 The Making and Levying of Rates and Charges

In general, Council will be guided by the principle of user pays in the making of rates and charges, particularly in water, sewerage, and waste management, so as to minimise the impact of rating on the efficiency of the local economy.

Council will be guided by the following principles in making rates and charges:

- Transparency in the making of rates and charges;
- Having in place a rating regime that is simple and inexpensive to administer;
- Flexibility to take account of changes in the local economy;
- Equitable distribution of the cost of its operations between different groups of ratepayers;
- Application of user pays where applicable.

In levying rates, Council will apply the principles of:

- Making clear what is the Council's and each ratepayers' responsibility to the rating system;
- Making the levying system simple and inexpensive to administer;
- Timing the levy of rates to ensure a sustainable cash flow for operations of the Council and to spread the burden to ratepayers over the financial year;
- Equity through flexible payment arrangements for ratepayers with a lower capacity to pay.

General rate revenue provides whole of community services not funded through subsidies, grants, contributions or donations received from other entities or not provided by other levies or charges.

Council will distribute the rates burden by the use of differential rating categories with banding applied to residential categories where it considers relevant.

Council will consider levying special and separate rates and charges when appropriate, to recover the costs associated with a particular service, project or facility that provides direct or additional benefit to the ratepayer or class of ratepayer.

3.2 Concessions for rates and charges

The purpose of concessions is to provide relief to certain sectors of Council's community that Council considers worthy of some form of financial relief, such as pensioners and community (i.e. not-for-profit) organisations. More generally, in considering the application of concessions, Council will be guided by the principles of:

- Equity by having regard to the different levels of capacity to pay within the local community;
- The same treatment for ratepayers with similar circumstances;
- Transparency by making clear the requirements necessary to receive concessions; and
- Flexibility to allow Council to respond to local economic issues.

Consideration may be given by Council to granting a class concession in the event all or part of the local government area is declared a natural disaster area by the State Government.

3.3 Principles used for the recovery of rates and charges

Council will exercise its rate recovery powers in order to reduce the overall rate burden on ratepayers. It will be guided by the principles of:

- Transparency by making clear the obligations of ratepayers and the processes used by Council in assisting them meet their financial obligations;
- Making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective;
- Capacity to pay in determining appropriate arrangements for different sectors of the community;
- Equity by having regard to providing the same treatment for ratepayers with similar circumstances; and
- Flexibility by responding where necessary to changes in the local economy.

3.4 Principles used for cost-recovery

Section 97 of the *Local Government Act 2009* allows Council to set cost-recovery fees.

The Council recognises the validity of fully imposing the user pays principle for its cost-recovery fees, unless the imposition of the fee is contrary to its express social, economic, environmental and other corporate goals. This is considered to be the most equitable and effective revenue approach, and is founded on the basis that the Region's rating base cannot subsidise the specific users or clients of Council's regulatory products and services.

However, in setting its cost-recovery fees, Council will be cognizant of the requirement that such a fee must not be more than the cost to Council of providing the service or taking the action to which the fee applies.

3.5 Physical and social infrastructure costs

Council raises some of its community infrastructure funding through grants and subsidies provided by the Queensland State Government and the Commonwealth Government of Australia.

The cost of providing community infrastructure is offset through the imposition of infrastructure charges on new development pursuant to the provisions of the *Sustainable Planning Act*.

The amount Council can collect in infrastructure charges is limited by the *State Planning Regulation Provision (Adopted Charges)*.

CASSOWARY COAST REGIONAL COUNCIL
REVENUE STATEMENT - 2021/2022
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REVENUE STATEMENT 2021/2022

1. Objective

This statement outlines and explains the revenue raising measures adopted by the Cassowary Coast Regional Council (Council) in the preparation of its budget for the 2021/2022 financial year.

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

2. Legislative Requirements

Council resolves to make and levy rates and charges for the 2021/2022 financial year pursuant to section 94 of the *Local Government Act 2009*.

Section 172 of the *Local Government Regulation 2012* provides that:

1. *The revenue statement for a local government must state—*
 - (a) *if the local government levies differential general rates:-*
 - i. *the rating categories for rateable land in the local government area; and*
 - ii. *a description of each rating category; and*
 - (b) *if the local government levies special rates or charges for a joint government activity – a summary of the terms of the joint government activity; and*
 - (c) *if the local government fixes a cost-recovery fee – the criteria used to decide the amount of the cost-recovery fee; and*
 - (d) *if the local government conducts a business activity on a commercial basis – the criteria used to decide the amount of the charges for the activity's goods and services.*
2. *Also, the revenue statement for a financial year must include the following information for the financial year-*
 - (a) *an outline and explanation of the measures that the local government has adopted for raising revenue, including an outline and explanation of-*
 - i. *the rates and charges to be levied in the financial year; and*
 - ii. *the concessions for rates and charges to be granted in the financial year;*
 - (b) *whether the local government has made a resolution limiting an increase in the rates and charges.*

3. Structure of General Rating Categories

3.1 Differential General Rates

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

For the 2021/2022 financial year Council will include rateable land in twenty-two (22) rating categories.

In accordance with section 80 of the *Local Government Regulation 2012*, Council will use a system of differential general rating for 2021/2022 financial year.

In accordance with section 81(3) of the *Local Government Regulation 2012*, for the 2021/2022 financial year Council resolves to adopt rating categories for rateable land in the Cassowary Coast local government area (Region) and the descriptions of each of the rating categories are set out in **Table A** and detailed in Schedule 1.

In accordance with section 94(1)(a) of the *Local Government Act 2009* and section 80(1) of the *Local Government Regulation 2012*, for the 2021/2022 financial year the general rate for each rating category is fixed as set out in **Table B** and detailed in Schedule 1.

In accordance with section 77(5)(a) of the *Local Government Regulation 2012*, for the 2021/2022 financial year the minimum general rate for each rating category is fixed and also set out in **Table B**.

Pursuant to section 257 of the *Local Government Act 2009* and in accordance with section 81(4) and (5) of the *Local Government Regulation 2012*, Council delegates its power to identify the rating category to which each parcel of rateable land in the Region belongs to the Chief Executive Officer (CEO).

Land use codes are recorded in the land record maintained by Council pursuant to section 154 (2) of the *Local Government Regulation 2012*.

The land use codes referred to in **Table A** are for guidance only and are detailed in Schedule 1.

TABLE A

Category	Description	Identification
1. Residential - RV <\$70,000	Land used, or capable of being used, for residential purposes with a total land area of less than 5ha and a rateable value (RV) of less than \$70,000, except land included in category 6-8 or 20-22.	Land with the following land use codes: 01, 02, 04, 05, 06, 08, 09 and 72 or as otherwise identified by the CEO.
2. Residential - RV \$70,000 – \$119,999	Land used, or capable of being used, for residential purposes with a total land area of less than 5ha and a rateable value (RV) of between \$70,000 and \$119,999, except land included in category 6-8 or 20-22.	Land with the following land use codes: 01, 02, 04, 05, 06, 08, 09 and 72 or as otherwise identified by the CEO.
3. Residential - RV \$120,000 - \$159,999	Land used, or capable of being used, for residential purposes with a total land area of less than 5ha and a rateable value (RV) of between \$120,000 - \$159,999, except land included in category 6-8 or 20-22.	Land with the following land use codes: 01, 02, 04, 05, 06, 08, 09 and 72 or as otherwise identified by the CEO.
4. Residential - RV \$160,000 - \$279,999	Land used, or capable of being used, for residential purposes with a total land area of less than 5ha and a rateable value (RV) of between \$160,000 - \$279,999, except land included in category 6-8 or 20-22.	Land with the following land use codes: 01, 02, 04, 05, 06, 08, 09 and 72 or as otherwise identified by the CEO.
5. Residential – RV > \$279,999	Land used, or capable of being used, for residential purposes with a total land area of less than 5ha and a rateable value (RV) greater than \$279,999, except land included in category 6-8 or 20-22.	Land with the following land use codes: 01, 02, 04, 05, 06, 08, 09 and 72 or as otherwise identified by the CEO.

Category	Description	Identification
6. Residential – Multi Units (2-3)	Land used for two or three residential premises including, for example, detached houses, attached or detached townhouses, building units, flats, guest houses, and manufactured but movable homes (not being caravans).	Land with land use code 03 and as otherwise identified by the CEO.
7. Residential – Multi Units (4-5)	Land used for four or five residential premises including, for example, detached houses, attached or detached townhouses, building units, flats, guest houses, and manufactured but movable homes (not being caravans).	Land with land use code 03 and as otherwise identified by the CEO.
8. Residential Multi Units (6-7)	Land used for six or seven residential premises including, for example, detached houses, attached or detached townhouses, building units, flats, guest houses, and manufactured but movable homes (not being caravans).	Land with land use code 03 and as otherwise identified by the CEO.
9. Commercial & Other	Land located on the Australian mainland used for any of the following purposes:- (a) commercial purposes, other than land which is included in category 13; (b) tourism attraction or facility; (c) marina; (d) car park; (e) hospital or convalescent home; (f) child care facility; (g) tourism accommodation, including a motel, hotel or other facility; (h) caravan park; (i) manufactured homes; (j) electricity transformer; (k) welfare home or institution; or (l) defence force establishment.	Land with the following land uses codes: 01, 07-27, 30, 41-47, 49, 91-92, 96-97 and 99 and as otherwise identified by the CEO.
10. Industrial	Land used for industrial purposes, except land included in category 14 or 15.	Land with the following land use codes: 01, 28-29, 31-40 and as otherwise identified by the CEO.
11. Primary Production	Land used for agricultural and/or primary production purposes.	Land with the following land use codes: 60-71, 73-89 and 93 and as otherwise identified by the CEO.

Category	Description	Identification
12. Special Uses	Land used for any of the following purposes:- (a) sporting club; (b) sporting facility; (c) religious, including a place of worship; (d) cemetery; (e) library; (f) showground; (g) racecourse; (h) airfield; (i) parks and gardens; and (j) education, including a place of instruction.	Land with the following land use codes: 48, 50-59 and as otherwise identified by the CEO.
13. Major Shopping Centre	Land used for commercial purposes where it is occupied or tenanted by:- (a) one or more department stores; or (b) a large grocery supermarket with major on-site parking facilities; or (c) a multitude of shops/offices with major on-site parking facilities.	Land with the following land use codes: 12-16 and as otherwise identified by the CEO.
14. Sugar Mills	Land used for the purposes of sugar milling and any purpose ancillary to, associated with, or connected with sugar milling.	Land with land use code 35 and as otherwise identified by the CEO.
15. Other	Land which is not otherwise categorised.	As identified by the CEO.
16. Island Resorts - A	Land situated on Dunk Island, used for the purposes of tourist accommodation or a tourist facility/attraction.	Land with the following land use codes: 18, 42 and 43 and as otherwise identified by the CEO.
17. Island Resorts – B	Land situated on Bedarra Island or Hinchinbrook Island, used for the purposes of tourist accommodation or a tourist facility/attraction.	Land with the following land use codes: 18, 42 and 43 and as otherwise identified by the CEO.
18. Harbour Industries – A	Land used, as part of a harbour, for the purposes of a bulk terminal and/or bulk transportation other than land included within category 19.	Land with land use code 39 and as otherwise identified by the CEO.
19. Harbour Industries - B	Land used, as part of a harbour, for the purposes of a bulk terminal and/or bulk transportation for mineral resources and related products.	Land with land use code 39 and as otherwise identified by the CEO.
20. Residential – Multi Units (8-9)	Land used for eight or nine residential premises including, for example, detached houses, attached or detached townhouses, building units, flats, guest houses, and manufactured but movable homes (not being caravans).	Land with land use code 03 and as otherwise identified by the CEO.

Category	Description	Identification
21. Residential – Multi Units (10-11)	Land used for ten or eleven residential premises including, for example, detached houses, attached or detached townhouses, building units, flats, guest houses, and manufactured but movable homes (not being caravans).	Land with land use code 03 and as otherwise identified by the CEO.
22. Residential Multi Units (12+)	Land used for twelve or more residential premises including, for example, detached houses, attached or detached townhouses, building units, flats, guest houses, and manufactured but movable homes (not being caravans).	Land with land use code 03 and as otherwise identified by the CEO.

TABLE B

CATEGORY	RATE IN THE DOLLAR	MINIMUM GENERAL RATE
1. Residential - RV <\$70,000	0.02317175	\$1,171
2. Residential - RV \$70,000 – \$119,999	0.01622022	\$1,623
3. Residential - RV \$120,000 - \$159,999	0.01482992	\$1,947
4. Residential - RV \$160,000 - \$279,999	0.01448234	\$2,373
5. Residential – RV > \$279,999	0.01332376	\$4,056
6. Residential – Multi Units (2-3)	0.01622022	\$1,754
7. Residential – Multi Units (4-5)	0.01622022	\$3,510
8. Residential Multi Units (6-7)	0.01622022	\$4,778
9. Commercial & Other	0.02368553	\$1,754
10. Industrial	0.01974276	\$1,763
11. Primary Production	0.02891073	\$1,171
12. Special Uses	0.01933130	\$1,754
13. Major Shopping Centre	0.03789685	\$17,549
14. Sugar Mills	0.15395596	\$182,046
15. Other	0.01669244	\$1,754
16. Island Resorts – A	0.04144968	\$1,754
17. Island Resorts – B	0.02368553	\$1,754
18. Harbour Industries – A	0.11013773	\$1,754
19. Harbour Industries – B	0.05506886	\$1,754
20. Residential – Multi Units (8-9)	0.01622022	\$6,370
21. Residential – Multi Units (10-11)	0.01622022	\$7,963
22. Residential – Multi Units (12+)	0.01622022	\$9,556

3.2 Limitation on increases on Rates and Charges

For the 2021/2022 financial year, Council has not made a resolution to limit increases in rates and charges.

3.3 Special Rates or Charges for Joint Government Activities

No special rates or charges are planned to be levied in respect to Joint Government Activities.

4. Levy of Separate Charges

In accordance with section 94(1)(b)(iii) of the *Local Government Act* and section 103 of the *Local Government Regulation*, Council resolves to make and levy the following separate charges on all rateable land in the Region:-

- Transport Infrastructure Levy
- Environmental Management Levy

4.1 Transport Infrastructure Levy

Council will levy a separate charge on all rateable land in the Region for the purpose of transport infrastructure facilities including local road construction, road renewal, road resealing and footpath/bikeway construction and renewal.

For the 2021/2022 financial year, the Transport Infrastructure Levy is fixed by Council at **\$145.00** per rateable assessment.

4.2 Environmental Management Levy

Council is of the opinion that the costs associated with the delivery of Environmental Management Services should in part be funded by all ratepayers in the local government area through an Environmental Management Levy which will be levied on all rateable land in the Region.

The Environmental Management Services to which the levy will be utilised include:

1. Planning and Environmental Services including development and implementation of Strategic Planning projects; and
2. Natural Resource Management Including Pest Management, Walking Tracks and Council Foreshore Management; and
3. Wet Waste Transportation and Disposal, Landfill Environmental Management and Waste Program Support; and
4. Environmental Protection Operations Including Environmental Licenses.

For the 2021/2022 financial year, the Environmental Management Levy is fixed by Council at **\$214.00** per rateable assessment.

5. Levy of Special Charges

In accordance with section 94(1)(b)(i) of the *Local Government Act* and section 94 of the *Local Government Regulation*, Council resolves to adopt the overall plans and to levy the following special charges:

The overall plan is a document that:

- describes the service, facility or activity; and
- identifies the rateable land to which the special rates or charges apply; and
- states the estimated cost of carrying out the overall plan; and
- states the estimated time for carrying out the overall plan.

5.1 Bilyana, Murray Upper, Kennedy, Mena Creek, and Cowley Beach Rural Fire Brigade Special Charges

Pursuant to section 94 (3) of the *Local Government Regulation 2012*, Council adopts the overall plan for the rural fire brigade special charge which applies to the rateable land identified in Appendix A – Rural Fire Brigade attached.

Council considers that each parcel of rateable land identified in Appendix A will specially benefit from the purchase and maintenance of firefighting equipment and storage facilities for each rural fire brigade because each parcel is within the identified area for which that rural fire brigade is in-charge of firefighting and fire prevention under the *Fire and Emergency Services Act 1990*.

The overall plan is as follows:

1. the service, facility or activity is rural fire services, and in particular, the purchase and maintenance of firefighting equipment and storage facilities by each rural fire brigade;
2. the rateable land to which the special charge will apply is identified in Appendix A;
3. the estimated cost to carry out the service identified in this overall plan is \$33,000;
4. the estimated time for carrying out the overall plan is by 30 June 2022.

Council resolves pursuant to section 94 (2) of the *Local Government Regulation 2012* to make and levy a special charge on all rateable land identified in the overall plan to fund the provision of rural fire fighting services for the:

1. Bilyana Rural Fire Brigade;
2. Murray Upper Rural Fire Brigade;
3. Kennedy Rural Fire Brigade;
4. Mena Creek Rural Fire Brigade; and
5. Cowley Beach Rural Fire Brigade.

A special charge of **\$20.00 per annum** per assessment will be levied for the Bilyana, Kennedy and Mena Creek Rural Fire Brigade on rateable land as identified on maps A, B and D in Appendix A for the 2021/2022 financial year.

A special charge of **\$25.00 per annum** per assessment will be levied for the Murray Upper and Cowley Beach Rural Fire Brigade on rateable land as identified on maps C and E for the 2021/2022 financial year.

6. Levy of Water Utility Charges and Policy Application

In accordance with section 94(1)(b)(ii) of the *Local Government Act* and section 99 of the *Local Government Regulation*, Council resolves to make and levy utility charges for water.

Pursuant to section 101 of the *Local Government Regulation*, Council will charge for water services using a 2-part charge. For the 2021/2022 financial year, the 2-part charge shall consist of a:

- **water access charge** which is a fixed charge for using the infrastructure that supplies water to a person who is liable to pay the charge; and
- **water consumption charge** which is a variable charge for the amount of water that is actually supplied to and used by the consumer.

6.1 Water Access Charge

1. A water access charge will be levied on all land, rateable or not, whether vacant (but not including agricultural land without a dwelling) or occupied to which Council does, or is prepared to supply water.

2. In the case of non-rateable land, Council will levy the water access charge where water services are requested by the owner or occupier of the land.
3. The apportionment of the water access charge will be on the basis of supply capacity which is available through the size of the water connection, to reflect the proportionate share of the capacity of the service being utilised.
4. Domestic properties which, because of low water pressure, require the installation of a larger than normal water access connection, will be charged the equivalent of a 20mm connection water access charge.
5. Properties containing lots created under the *Body Corporate and Community Management Act 1997*, or another community titles act will be charged in accordance with the provision of Chapter 4, Part 1 Valuation, rating and taxation of that Act. The basis of the charge for Body Corporate/Strata Title properties shall be as follows:
 - (a) all lots with a water meter connected shall be charged a water access charge (based on meter size) per meter;
 - (b) all lots which do not have a Council water meter shall be charged a water access charge per lot for the equivalent of a 20mm metered connection; and
 - (c) common property is not charged a water access charge.
6. The water access charge adopted by Council for the 2021/2022 financial year is:

Water Access Charge	Charge
20mm Connection	\$487.00
25mm Connection	\$730.00
32mm Connection	\$1,217.00
40mm Connection	\$1,461.00
50mm Connection	\$1,948.00
80mm Connection	\$5,842.00
100mm Connection	\$9,736.00
150mm Connection	\$12,170.00
Access Charge	\$487.00
Unconnected – Vacant Land	\$487.00

6.2 Water Consumption Charge

1. Water consumption charges will be tiered to promote water conservation and to reflect the additional demands placed on the water infrastructure by higher water consumption.
2. For any rate assessment with more than one (1) water meter, water consumption charges will be calculated individually on the basis of water consumption measured from each water meter. The combining of the amount of water consumed from water meters on one rate assessment will not occur.
3. Properties containing lots created under the *Body Corporate and Community Management Act 1997*, or another community titles act, will be charged in accordance with the provision of Chapter 4, Part 1 Valuation, Rating and Taxation of that Act. The basis of the water consumption charge is calculated by:
 - a. where a water meter services a number of lots, the water consumption charge will be calculated on the basis of a tier level per each individual lot; and
 - b. the water consumption charge will be levied to the property at which the water meter is connected whether it be to an individual lot or common property.
4. Where water sub-meters have been installed on each lot within a community title scheme, including the common property, Council will levy the water consumption charge for water consumed through each individual water sub-meter and will charge the common property for any additional water used.

5. In accordance with section 102 of the *Local Government Regulation 2012*, water meters are deemed to be read on 30th June and 31st December, notwithstanding that they may actually be read during a period that starts two weeks before, and ends two weeks after, either of these dates.

In addition, if a water meter is found to be malfunctioning or inoperative during any period of consumption, Council will estimate the amount of the water consumption charge on the basis of the best information that is reasonably available.

Water consumption for the 2021/2022 financial year shall be charged per kilolitre based on the following:

Tier Level	All Water Schemes
Up to 425KL	\$0.99/KL
Over 425KL	\$1.90/KL

7. For eligible entities or persons as identified in the Rating Concession Policy, the marginal water unit rate for the 2021/2022 financial year is:

Region	Marginal water unit rate
All Water Schemes	\$0.27/KL

7. Levy of Sewerage & Trade Waste Utility Charges and Policy Application

7.1 Sewerage Charges

In accordance with section 94(1)(b)(ii) of the *Local Government Act* and section 99 of the *Local Government Regulation*, Council resolves to make and levy a utility charge for sewerage services.

Sewerage charges are set to recover all of the costs associated with the provision of sewerage and waste water services provided by Council in the relevant financial year. These costs include loan interest, depreciation and the cost of ongoing maintenance and operations of the sewerage system, including treatment, plant operations and capital works associated with sewerage schemes operated by Council in the Region.

- Sewerage utility charges will be levied on land located within the following schemes:
 - Innisfail Sewerage Scheme
 - Tully & Mission Beach Sewerage Schemes
- The utility charge for sewerage purposes will be levied on all land, rateable or not, whether vacant or occupied to which Council has or is prepared to connect sewerage services, on the following basis:

Vacant allotments	vacant charge per allotment
Single unit dwelling	one residential charge
Multi-unit dwellings	one residential charge per unit dwelling
All other land uses	one non-residential charge for the first pedestal and an additional charge for each additional pedestal or urinal

- The utility charges for sewerage for the 2021/2022 financial year are fixed as follows:

Sewerage Charge	Innisfail Sewerage Scheme	Tully and Mission Beach Sewerage Schemes
Residential	\$1016.00	\$956.00
Non-Residential	\$1016.00	\$956.00
Vacant	\$914.00	\$860.00
Additional Pedestal	\$846.00	\$766.00

For the purpose of the calculation of utility rates and charges for sewerage for non-residential properties:

- a. Each 1.8m of urinal or part thereof shall be deemed to be one pedestal; and
- b. Each three individual wall hung urinals or part thereof shall be deemed to be one pedestal.

7.2 Sewerage Utility Charges General Policy.

1. For all land uses other than vacant allotments and residential land (being single unit dwellings & multi-unit dwellings (flats), the first pedestal will be charged a non-residential utility charge for sewerage and each additional pedestal will be charged at a lesser amount.
2. Where residential land (either a dwelling, flat or residential strata title unit) has more than one pedestal, the number of pedestals for that dwelling, flat or unit will be counted as one.
3. If the number of sewerage pedestals in respect of which utility charges for sewerage applies, alters during the financial year, the utility charges for sewerage are to be apportioned from the date of connection to, or disconnection from the Council sewer scheme by determining the number of days applicable within the year.
4. In the case where the number of sewerage pedestals is unable to be determined due to :
 - a. the refusal of the property owner to supply pedestal numbers; or
 - b. the owner refuses Council access to the property for the purpose of determining or verifying the number of pedestals located on the property;

Then, at the discretion of the Chief Executive Officer, an estimate of the number of pedestals will be determined for the property based on the sanitary requirements for the classification of any building/s located on the property as set out in the Building Code of Australia, or alternately reference will be made to any building plans lodged with Council.

5. Where an improvement which can include a building or structure which covers more than one parcel of land, the owner must apply to Council for approval to change the utility charge for sewerage to be based on the improvement constructed and not each individual parcel of land.
6. Where an improvement has been constructed and the development approval has expired without a final inspection being made, the utility charge for sewerage will be adjusted from the date of expiry of the development approval.
7. Properties containing lots created pursuant to the *Body Corporate and Community Management Act 1997*, will be charged in accordance with the provisions of Chapter 4, Part 1 Valuation, Rating and Taxation of that Act. The basis of the charge for Body Corporate/Strata Title properties shall be as follows:
 - a. All lots classified as vacant within the sewerage scheme will be charged a vacant sewerage utility charge;
 - b. All lots classified as residential or non residential within the sewerage scheme will be charged a sewerage utility charge.

7.3 Trade Waste Charges

In accordance with section 94(1)(b)(ii) of the *Local Government Act* and section 99 of the *Local Government Regulation*, Council resolves to make and levy a utility charge for trade waste services.

1. The trade waste utility charge is set to recover the cost of liquid trade waste services which Council incurs for the treatment of trade waste discharged from premises pursuant to trade waste approvals into Council's sewerage system. The trade waste utility charge recognises that the discharge of trade waste places a significant burden on Council's sewerage system in that trade waste:

- a. is generally of an organic strength many times that of domestic sewerage; and
 - b. often contains exotic substances, such as heavy metals, organic solvents and chlorinated organics not found in domestic sewerage.
2. The Part A trade waste utility charge as below is levied in respect of each trade waste approval associated with a premises for the discharge of the trade waste pursuant to the approval into Council's sewerage system in accordance with Council's *Trade Waste Environmental Management Plan* ("TWEMP"). The Part B trade waste utility charge as below is levied in addition to the Part A charge and will be only levied in the circumstances described below.

PART A TRADE WASTE UTILITY CHARGE

1. The Part A trade waste utility charge will be levied as a two (2) part charge for each trade waste approval associated with a premises for the discharge of trade waste into Council's sewerage system. The Part A charge comprises an annual infrastructure access charge charged for each approval, and a volumetric charge calculated by reference to the type and volume of trade waste which is discharged into Council's sewerage system.
2. The annual infrastructure access charge fixed by Council for the 2021/2022 financial year is **\$275.00**.
3. The trade waste volumetric charge (Category 1 & 2) fixed by Council for 2021/2022 financial year is **\$1.61/kl**.
4. For low strength trade waste (category 1), as that term is defined under the TWEMP, the volumetric charge will be calculated according to the TWEMP.

PART B TRADE WASTE UTILITYCHARGE

1. The Part B trade waste charge is payable in addition to the Part A trade waste charge in the circumstances described below.
2. For the 2021/2022 financial year, the Part B trade waste charge fixed by Council is as follows:

Scenario		Charge
1	Land generating trade waste when the application assessment by Council would otherwise require a pre-treatment device and where no pre-treatment device is installed.	\$9,986.00
2	Land generating trade waste where pre-treatment devices have been installed but Council's sewer discharge limit is exceeded due to pre-treatment non-servicing	\$1,595.00
3	Land generating trade waste where no pre-treatment device is installed but Council considers that site specific conditions do not allow for such a device to be installed.	\$1,595.00
4	Land generating trade waste where pre-treatment device is installed but is undersized and requires:	
	(a) 550 Litre capacity assessed	\$855.00
	(b) 1000 litre capacity assessed	\$1,280.00
	(c) 2000 litre capacity assessed	\$1,540.00
5	Land generating low strength trade waste (category 1),as that term is defined under the TWEMP, with a food waste disposal unit and:	

	(a) The rated power of the motor is up to 700 watts.	\$1,506.00
	(b) The rated power of the motor is greater than 700 watts.	\$2,492.00
	(c) The waste disposal unit is a garbage grinder installed in a public or private hospital or aged care facility.	\$1,246.00

8. Levy of Waste Management Utility Charge

In accordance with section 94(1) (b) (ii) of the *Local Government Act* and section 99 of the *Local Government Regulation*, Council resolves to make and levy a utility charge for waste management services. The utility charge for waste management is levied to fund:

- refuse collection services – both residential and non-residential;
- the operation of waste management facilities, including landfills; and
- other waste management services and programmes provided by Council.

8.1 Waste Management Charge - General Policy

A utility charge will be applied for waste management services provided in the Region for residential and non-residential properties.

8.2 Waste Management Service Utility Charges

All properties within the designated refuse collection area as decided by Council will be charged a standard utility charge for waste management services. Additional services are extra services which by request, Council can provide to the property. All refuse collection services shall be charged per service.

- Standard utility charges for waste management in the Region for the 2021/2022 financial year are fixed as follows:

Service	Description	Amount per Service
Residential A	This is the utility charge for waste management for the standard refuse collection service and allows for: <ul style="list-style-type: none"> a 140/120L wet waste bin collected weekly; and a 240L dry waste bin collected fortnightly 	\$352.00
Residential C	This is the utility charge for waste management for the standard refuse collection service and allows for: <ul style="list-style-type: none"> a 240L wet waste bin collected weekly. 	\$400.00
Non-Residential A	This is the utility charge for waste management for the standard refuse collection service and allows for: <ul style="list-style-type: none"> a 140/120L wet waste bin collected weekly; and a 240L dry waste bin collected fortnightly. 	\$352.00
Non-Residential C	This is the utility charge for waste management for the standard refuse collection service and allows for: <ul style="list-style-type: none"> a 240L wet waste bin collected weekly. 	\$400.00

- Additional utility charges for waste management services in the Region for the 2021/2022 financial year are:

Service	Description	Amount per Service
Additional Dry Waste A	This is an additional 240L dry waste bin collected on the same day as the standard dry waste bin.	\$74.00

8.3 Waste Management Utility Charges for multiple services per week

For non-residential customers there is an option to receive multiple refuse collection services per week. The refuse collection services for the 2021/2022 financial year are:

Service	Description	Amount per Service
Non-Residential A2	This is a Non-Residential A waste management service that is collected two times per week	\$704.00
Non-Residential A3	This is a Non-Residential A waste management service that is collected three times per week	\$1,056.00
Non-Residential C2	This is a Non-Residential C waste management service that is collected two times per week	\$704.00
Non-Residential C3	This is a Non-Residential C waste management service that is collected three times per week	\$1,056.00
Additional Dry Waste A2	This is an Additional Dry Waste A waste management service that is collected two times per week	\$149.00
Additional Dry Waste A3	This is an Additional Dry Waste A waste management service that is collected three times per week	\$224.00

8.4 State Government Waste Levy

The Queensland Government introduced a waste levy for commercial operators in 2019/2020. The increase to the waste levy imposed by the State government has been deferred and will continue to be charged at \$85.00 per tonne for waste disposed of to landfill for the period 1 July 2021 to 30 June 2022. This is regulated by and paid to the State government by Council based on the quantity of waste received at Council landfill sites.

The Queensland Government has committed to implementing the waste levy with no direct impact on households. Council is paid advance payments by the State to cover the cost of the levy on domestic waste going to landfills.

9. General Information

9.1 Cost-Recovery and Business (i.e. Commercial) Fees and Charges

Cost-Recovery fees are fixed by Council for any of the following:

- an application for, or the issue of, an approval, consent, licence, permission, registration or other authority under a Local Government Act;
- recording a change of ownership of land;
- giving information kept under a Local Government Act;
- seizing property or animals under a Local Government Act; and
- the performance of another responsibility imposed on the Council under the Building Act or the Plumbing and Drainage Act.

The criteria used to fix cost-recovery fees is the cost to Council for providing the service or taking the action for which the fee is charged.

Business (i.e. commercial) charges are for those services which Council provides and which are not cost-recovery fees.

The criteria used in establishing commercial charges is, as far as practicable, based on the user pays principle.

9.2 Issue of Notices & Due Date for Payment

For section 107(1) of the *Local Government Regulation*, rates notices for the 2021/2022 financial year will be issued half-yearly.

In accordance with section 118(1) of the *Local Government Regulation*, the due date for payment of rates and charges is thirty (30) days from the date of issue of the rate notice.

Council will allow the payment of rates and charges under an approved arrangement where such arrangements meet the criteria outlined in Council's Rates Recovery Policy.

9.3 Discount

In accordance with section 130 of the *Local Government Regulation*, Council resolves that a discount of ten percent (10%) will apply to general rates only where:

- a. All rates and charges are paid in full by the due date for payment, being thirty (30) days after the date of issue of the rate notice (Discount Period);
- b. All overdue rates and charges, including interest accrued thereon, have been paid in full.

In order to be eligible for the discount, payment must be received at the Council Office on or before the close of business on the last day of the Discount Period as set out on the rates assessment notice.

In addition to the allowance of a discount on payments received on or before the last day of the Discount Period, the discount will be allowed if the amount stated on the rate assessment is paid under the following circumstances:

1. Where mail is received in the first mail on the morning of the first working day after the last day of discount, subject to the envelope clearly being post marked prior to the last day of the Discount Period as shown on the assessment notice. Envelopes must be held by the records staff until such time as the external auditors approve their destruction; or
2. When the rates are paid directly into Australia Post, the banking system or Bpay system on or before the last day of the Discount Period (proof required); or
3. Where a ratepayer has paid the rates prior to the last day of the Discount Period but has short paid by less than \$10.00, the ratepayer will still be entitled to the discount; or
4. Where there is an apparent accidental short payment of \$10.00 or more (ie: transposition error) of the amount due which has been paid on or before the last day of the Discount Period, the application of discount will be considered on a case by case basis in the following manner:
 - The ratepayer will be advised to pay the shortfall within five (5) business days. If the shortfall is paid within this period, the discount will be applied.

Discount will not be allowed if payment is made by cheque and the cheque is subsequently dishonoured unless the rates are paid in full by alternate means within the Discount Period.

Discount will not be allowed where a rate or charge has been purposely excluded from the payment.

9.4 Interest on Overdue Rates and Charges

Pursuant to section 133 of the *Local Government Regulation 2012* the maximum interest rate that can be applied to overdue rates and charges is the prescribed rate for the days decided by the Council.

The prescribed rate, for a day, means the rate that is the sum of—

- (a) the bank bill yield rate for the day, rounded to 2 decimal places; and
- (b) 8%.

The **bank bill yield rate**, for a day, means the monthly average yield of 90-day bank accepted bills published by the Reserve Bank Australia (RBA) for the month of March in the financial year immediately before the financial year in which the day occurs.

The Bank Yield Rate as at March 2021 published by the RBA is 0.03%. The maximum interest rate that can be charged on overdue rates and charges for the 2021/2022 financial year is 8.03%.

Where a ratepayer has entered into a *formal* arrangement with Council to pay rates and charges under Council's Rates Recovery Policy, and makes payments in accordance with the arrangement, no interest will be charged.

Any interest charge of less than \$10.00 on monthly interest calculation updates will be foregone if the debt is paid within the relevant month.

9.5 Rate Concessions

Pursuant to-section 122(1) and 120(1) (c) and (d) of the *Local Government Regulation*, Council resolves to grant the following concessions in accordance with its Rating Concessions Policy for stated ratepayers or ratepayers who are members of a stated class of ratepayers who are eligible including:

- a. Pensioners;
- b. Not for Profit Community Organisations;
- c. Consumers using home dialysis machines;
- d. Consumers with excess water consumption because of an undetected concealed water leak.

Ratepayers seeking a concession are required to make a written application to Council in the way specified in the Rates Concession Policy.

Council may, at its discretion, request further information to determine the eligibility of the ratepayer for the concession.

9.6 Refunds of Rates and Charges Payments

Council will only refund payments of rates and charges if the land record shows that the ratepayer has a credit balance.

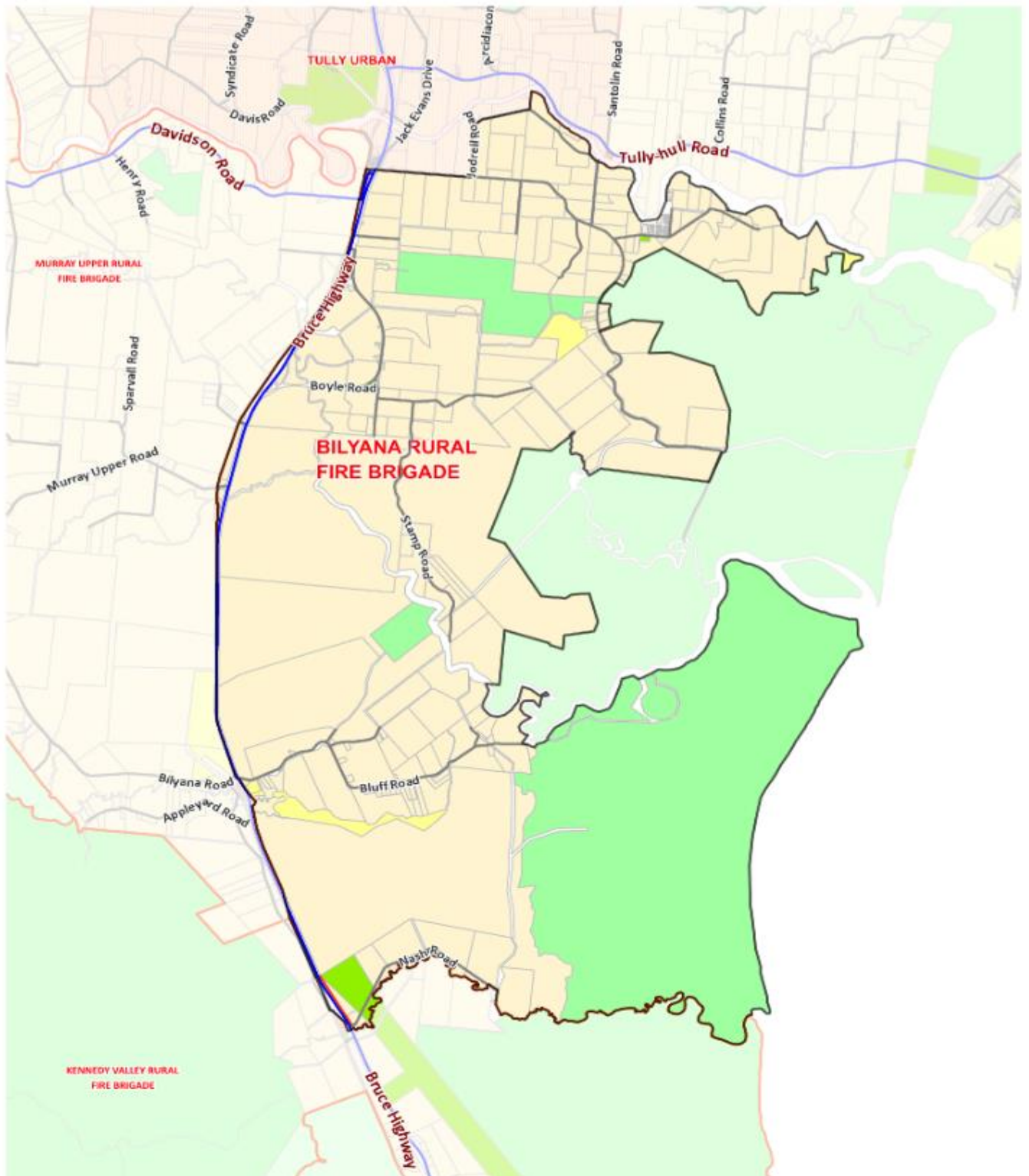
If an administration error has occurred and a refund is due, the statute of limitations under Section 10 of the *Limitation of Actions Act 1974* applies, being a period of six (6) years. Refunds will not be processed relative to errors which have occurred more than six (6) years prior to the date of requested or anticipated refund.

Schedule 1 – Land Use Codes

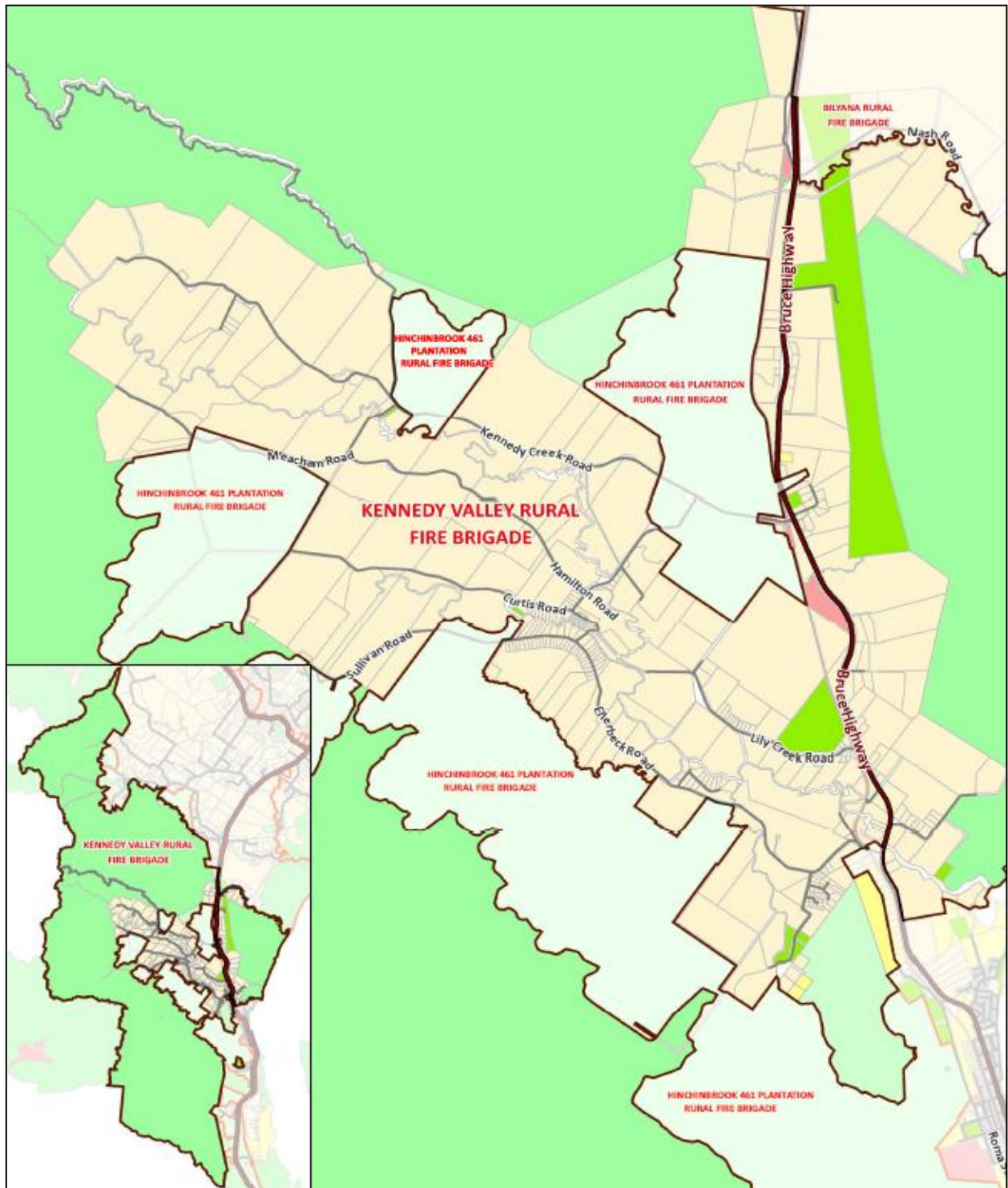
Urban Land use	Transport & Storage	Sheep Grazing	General
1 Vacant Urban Land <4000 m2	28 Warehouse & Bulk Stores	60 Sheep Grz- dry	96 Public hospital
Residential	29 Transport terminal	61 Sheep breeding	97 Welfare home/institution
2 Single unit dwelling <4000 m2	30 Service station	62 Not used	98 Secondary code only (if exclusive use is single dwelling or farming)
3 Multi- unit dwelling (Flats)	31 Oil depot & refinery	63 Not used	99 Community Protection Centre
4 Large Home site - vac => 4000 m2	32 Wharves	Cattle Grazing	
5 Large Home site -dwg => 4000 m2	33 Builders yard, contractors	64 Breeding	
6 Outbuildings	34 Cold stores- ice works	65 Breeding & Fattening	
7 Guest house/private hotel	Industrial	66 Fattening	
8 Building units Primary use only	35 General industry	67 Goats	
9 Group Title Primary use only	36 Light industry	Dairy Cattle	
	37 Noxious / offensive industry (include Abattoir)	68 Milk- Quota	
	38 Advertising- Hoarding	69 Milk- No quota	
	39 Harbour Industries	70 Cream	
Retail Business/ Comm	40 Extractive	Agricultural	
10 Comb. multi dwg & shops	Special Uses	71 Oil seed	
11 Shop single	41 Child care ex k/garten	72 Subdivided land - (LG rates valuation discount)	
12 Shops- group (More than 6 shops)	42 Hotel/tavern	73 Grains	
13 Shopping group (2 to 6 shops)	43 Motel	74 Turf Farms	
14 Shops- main retail (Central Business Dist)	44 Nurseries (Plants)	75 Sugar cane	
15 Shops- Second retail (Fringe central business presence of service ind)	45 Theatres cinemas	76 Tobacco	
16 Drive in shopping centre	46 Drive-in Theatre	77 Cotton	
17 Restaurant	47 Licensed club	78 Rice	
18 Special tourist attraction	48 Sportsclubs/facilities	79 Orchards	
19 Walkway	49 Caravan parks	80 Tropical fruits	
20 Marina	50 Other clubs (Non business)	81 Pineapples	
21 Residential Institution (Non-medical care)	Special Uses	82 Vineyards	
22 Car parks	51 Religious	83 Small Crops & fodder Irrig	
23 Retail Warehouse	52 Cemeteries (Include crematoria)	84 Small crops & fodder – non irrig	
24 Sales area outdoors (Dealers - boats, cars, etc.)	53 Secondary code only – Cwth Govt	Other Rural Uses	
25 Professional offices	54 Secondary code only – State Gov	85 Pigs	
26 Funeral parlours	55 Library	86 Horses	
27 Hospitals, conv homes (Medical care)(Private)	56 S/Gnd, R/course, Airfield	87 Poultry	
	57 Parks, gardens	88 Forestry & Logs	
	58 Educational include K/gtn	89 Animal Special	
	59 Secondary code only – Local Govt	90 Stratum (secondary code only)	
		91 Utilities	
		92 Defence Force Estab	
		93 Peanuts	
		94 Vacant rural land (Excl 01 & 04)	
		95 Reservoir, dams, bores	

Appendix A - Rural Fire Brigade - Benefited Areas

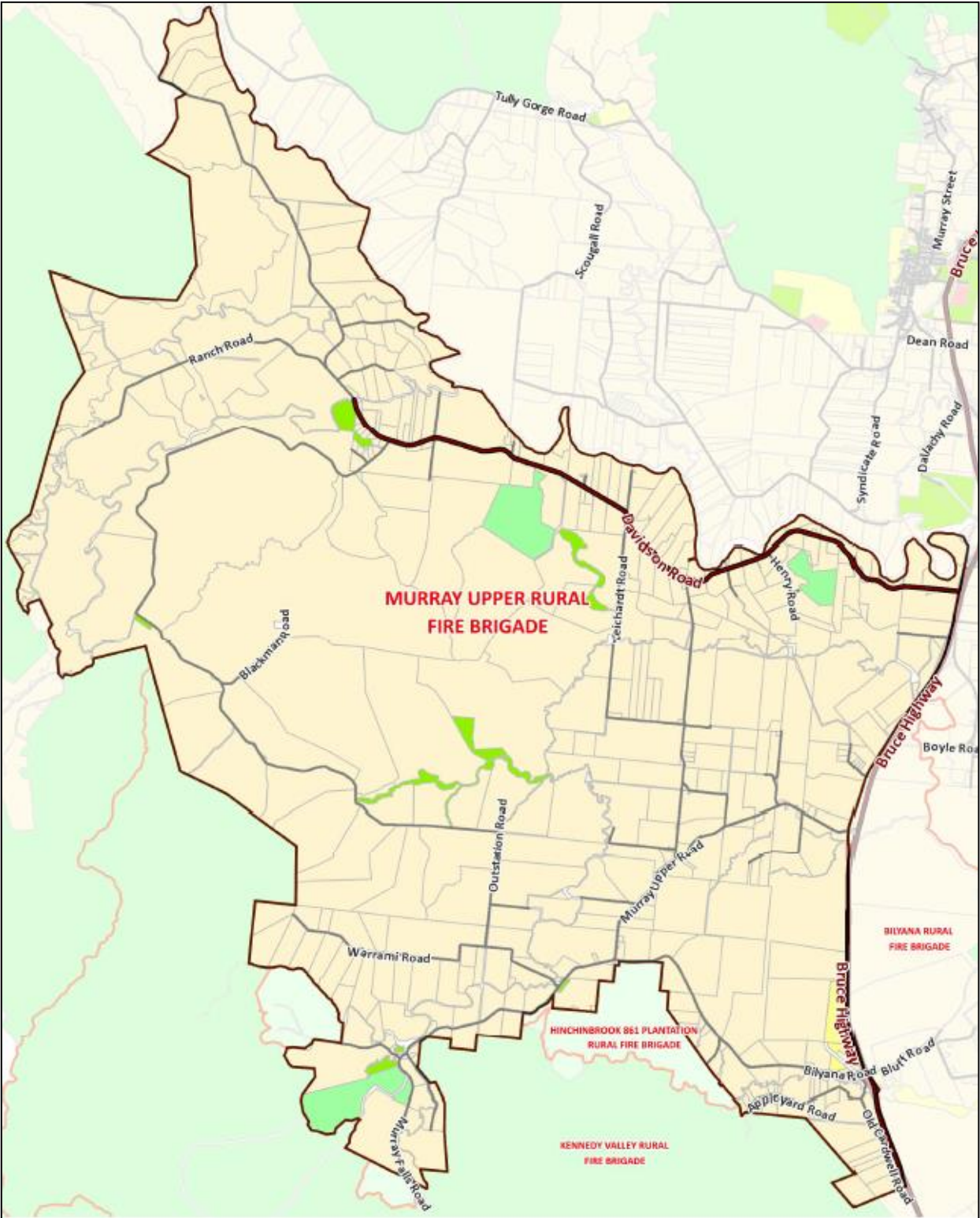
Map A - Bilyana Rural Fire Brigade area



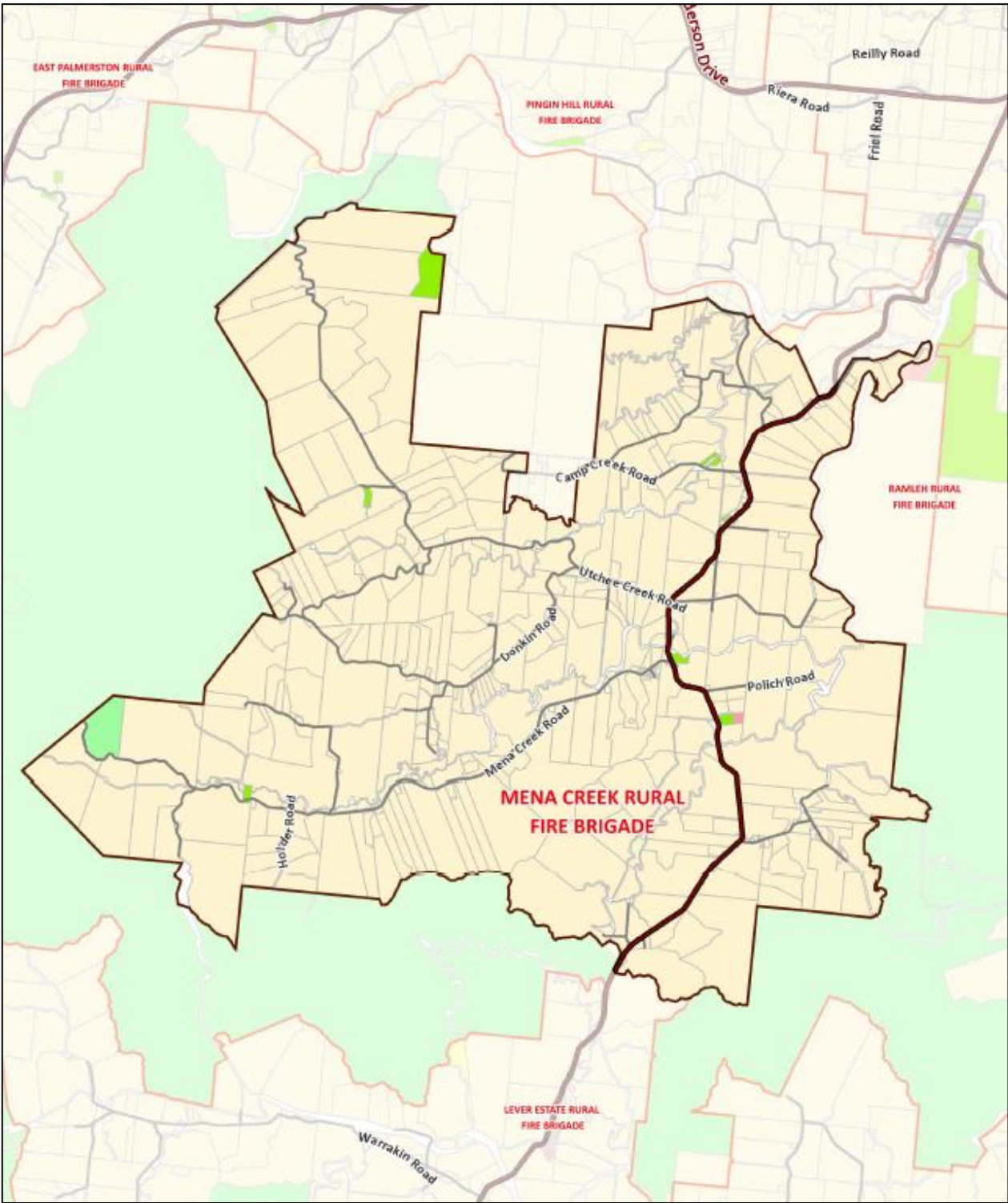
Map B - Kennedy Rural Fire Brigade area



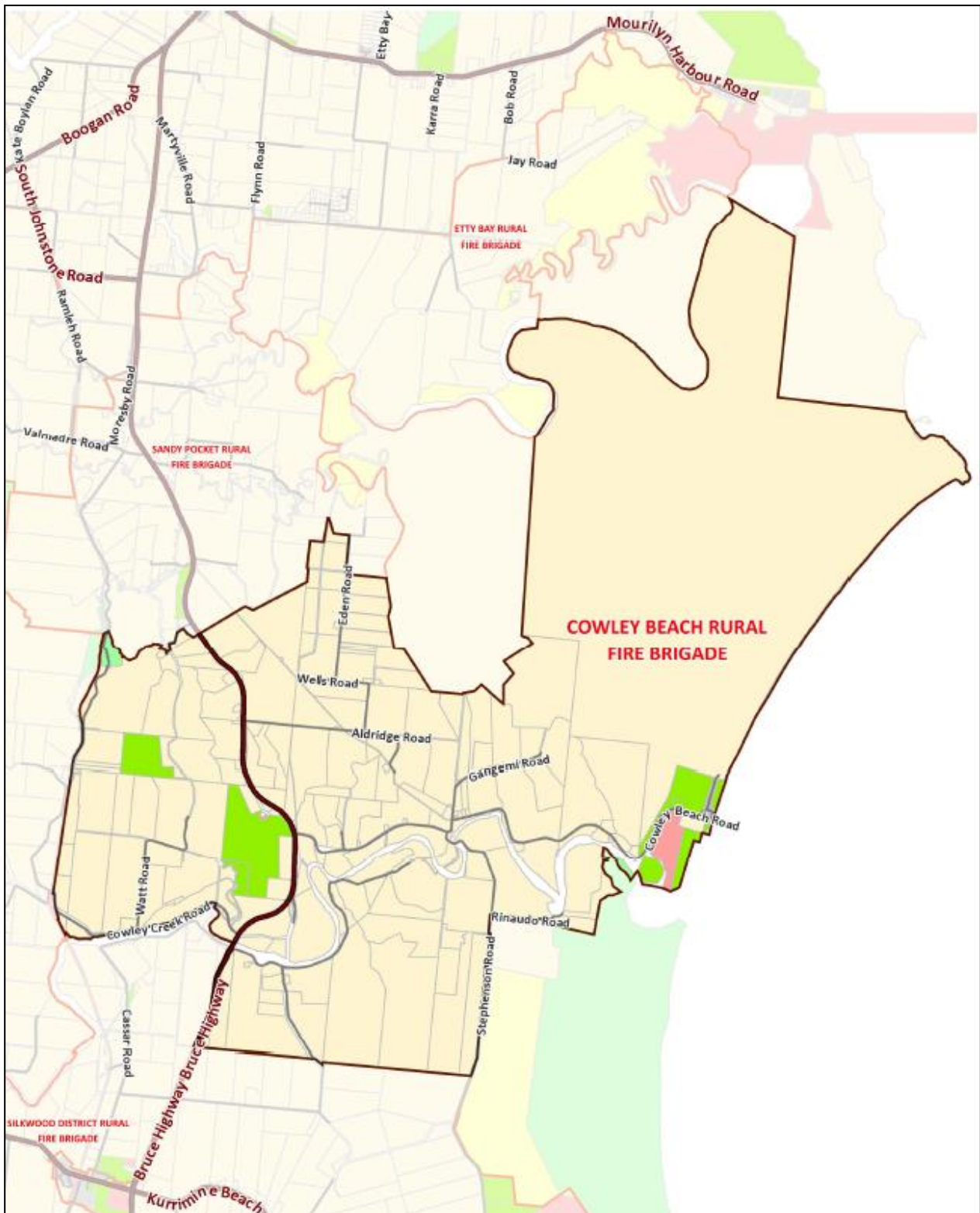
Map C - Murray Upper Rural Fire Brigade area



Map D - Mena Creek Rural Fire Brigade area



Map E – Cowley Beach Rural Fire Brigade area





Rating Concessions Policy

A policy to provide guidance and transparency for rating concessions

Category	Office of CFO – Rates	Policy number: FIN019
Related forms, policies and procedures	<ul style="list-style-type: none"> • Pensioner Rates Concession Application Form • Rates Based Assistance for Community Organisations Application Form • Water Consumption Concession Application Form • Water Consumption Concession for Home Dialysis 	
Key words	Pensioners, water consumption, community groups, home dialysis.	
Relevant legislation	<i>Local Government Regulation 2012, Chapter 4, Part 10</i>	
References and resources	Department of Human Resources	

Review due by	Manager Finance	Date: Annually
Approved by	Council Resolution XXX	Date: 25 June 2021
Approved by	Council Resolution B20007	Date: 7 July 2020
Approved by	Council Resolution B19012	Date: 27 June 2019

RATING CONCESSIONS POLICY

1. Purpose

The objective of this policy is to:

- (a) Provide transparency and equity in regards to eligible pensioners receiving a Council rates remission;
- (b) Provide guidance in dealing with requests for a reduction in the water consumption charge, where a genuine leak on a property has occurred;
- (c) Establish a policy for the provision of rates based financial assistance for community organisations including, not for profit, community, recreation and sporting organisations;
- (d) Assess applications from consumers who incur increased water consumption due to the use of a home dialysis machine.

2. Scope

This policy applies to:

- (a) Property owners whereby Council will consider providing the pension concession to eligible pensioners to receive the Council rates remission;
- (b) Circumstances under which Council will provide a rating concession to eligible community organisations;
- (c) Circumstances under which Council may provide a water consumption concession to eligible property owners;
- (d) Establishing guidelines for the staff and the public regarding the provision of a concession to ratepayers.

2.1 Responsibility

All Council employees must comply with this policy and are responsible for giving effect to it.

Customers who are receiving a metered water connection from Council are responsible for water consumed through the water meter. The internal water reticulation infrastructure within the property boundaries is the responsibility of the landowner and should be maintained in good condition and regularly monitored for deterioration.

3. Definitions and principles

AMR – Automatic Meter Reading Device - 'Smart Water Meter Device' that is fitted to a standard water meter allowing Council to monitor water consumption.

Applicable Water Charges - this includes all charges approved by Council in respect of water consumption throughout the region.

Average Water Consumption: Based on the average water consumption over the past two years for the current owner of the property and not including the current usage. Where two years water consumption history is not available, Council will determine an average amount based upon current available data.

Community Organisation: Is a not for profit organisation which:

- (a) Exists primarily to undertake community service activities; or
- (b) Undertakes sporting or recreational activities and relies on player fees and/or community fundraising only; or

- (c) Exists primarily to undertake community service activities and receives on-going Federal or State Government funding support for the organisation's operations; or
- (d) Is the owner of a cultural icon which is a tourist attraction and to which the public is given access for no fee or charge.

Concealed Leak: A leak in the water supply pipe to a property on the property owner's side of the water meter either underground, under or within concrete or paving, or underneath a structure where the leak was not apparent and the occupant could not reasonably be expected to know of its existence.

Marginal Water Unit Rate: This represents the variable cost of supplying water including pumping, treatment and a proportion of recurrent operating cost as determined by Council each year.

Pensioner Concession Card: A Queensland "Pensioner Concession Card" issued by Centrelink, on behalf of the Department of Human Services, or the Department of Veterans' Affairs, or a Queensland 'Repatriation Health Card – For all conditions' (Gold Card) issued by the Department of Veterans' Affairs.

Property Owner: The person or organisation that owns, leases land, or is the primary occupier of the land.

Rating Concession: This is a concession granted to an approved Community Organisation and will be applied in line with Chapter 4, Part 10 of the *Local Government Regulation 2012*.

Water Leak: A leak that has occurred from the Council water meter to the customer's property. Tap leaks, pool leaks, hot water system leaks, leaks in the showers, bathroom, toilets, irrigation systems or in any area other than in the main supply pipe are not covered under this policy.

Suspected Water Leak Notice: A notice that is sent to the property owner(s) indicating a potential water leak at the property, and, if found that there is a leak, requests that the leak be repaired by a licensed plumber within sixty (60) calendar days from the date on the 'leak notice'.

4. Procedure

4.1 Concession for Pensioner

Pensioners who are eligible must meet the following criteria:

- (a) All applications for remission must be in writing on the prescribed form and contain a declaration as to the accuracy of the information contained therein;
- (b) If the property is in joint names, all applicants must produce the required information;
- (c) Eligible Pensioners who are co-owners of an eligible property in conjunction with persons who are not eligible pensioners, shall be entitled to pro-rata rate concession based on their share of the property;
- (d) Proof of pension must be produced at time of application;
- (e) The property in respect of which the rates are levied must be the principle place of residence of the pensioner and the pensioner must actually reside on the property (i.e. a life tenant cannot reside in a nursing home and claim the subsidy, as may occur with ordinary home ownership);
- (f) The applicant/s must be the holder/s of a current Centrelink Queensland Pensioner Concession Card or a Veterans' Affairs Gold Card or Veterans' Affairs Pensioner Concession Card. The cards that *do not* qualify for a remission are Seniors Cards, Health Care Cards, Health Benefits Cards, and Repatriation Health Cards for specific conditions.

- 4.1.1 Where a pensioner for reasons of ill health or infirmity (e.g. poor health, feeble in body or health, physically weak, especially through age) resides some or all of the time in alternative accommodation such as a nursing home or similar type of accommodation (where personal care is available on site and provided as required), or with family or friends, the residence may be regarded as the 'principal place of residence' if it is not occupied on a paid tenancy basis during the absence of the approved pensioner owner/s'.
- 4.1.2 Life Tenant/s under a Will with responsibilities to pay all rates and charges must produce a certified copy of the Will stating the applicant is a life tenant and responsible for payment of rates.
- 4.1.3 Once an application for remission is approved, it shall remain in force from year to year without further renewal whilst the person remains owner/occupier of the property in question.
- 4.1.4 Where an applicant's circumstances alter, it is incumbent upon the applicant to notify the Council. Council will conduct periodic audits to verify current entitlements.
- 4.1.5 In order to receive a concession in the first rating period commencing 1 July in any year, Council must receive applications no later than 30 June. To receive the concession in the second rating period commencing 1 January in any year, Council must receive the application no later than 31 December.
- 4.1.6 Late applications received after the closing date and before either 31 March or 30 September of that rating period, applications may be considered provided the applicant/s meet all of the eligibility requirements at the commencement of the rating period. For ratepayers who are new eligible pensioners, the concession will be considered from the date on the concession card.
- 4.1.7 Where a pensioner is receiving concession in respect of a property owned by that person and the person dies, Council concession will cease at the end of the rating period. When the property title is transferred under a will to a beneficiary who qualifies for Council concessions, that person will be granted concessions retrospectively from the end of the rating period after the date of death.
- 4.1.8 Pensioners who meet the eligibility requirements of the Queensland State Government's Pensioner Remission Policy may receive up to **50% remission** off the general rates with a maximum of **\$300.00 per annum**.

4.2 Concession for Water Consumption (non-AMR devices)

- 4.2.1 To ensure that any water leaks are detected early, the landowner is responsible for monitoring water consumption as recorded on the water meter. Council recognises that leaks can occur and can go for long periods without being detected and cause considerable financial difficulties for the property owner.
- 4.2.2 A concession on water consumption charges may be permitted when all of the following conditions have been met:
 - (a) The leak was a concealed leak;
 - (b) The owner or resident can demonstrate that all possible action was taken as soon as a leak was suspected. If Council issues a High Water Consumption notice, the property owner will have 60 calendar days from the date of the notice to have the leak repaired by a licensed plumber. If the leak is not repaired within this time, the property owner will not be eligible to apply for the water consumption concession. However, Council will give consideration to

special circumstances which may have impacted the length of time taken to have the leak repaired;

- (c) The property owner provides a copy of the plumber's account and receipt for work undertaken to repair the concealed leak and a written statement by the plumber on the nature of the leak and actions to repair including materials used in the repair;
- (d) An application for water concession is lodged with Council as soon as the leak is repaired to enable early confirmation.

A reduction in water charges will be granted only twice within a five year period per property per owner with no further applications being considered.

4.2.3 Following the assessment of the application, Council may undertake water meter reads to confirm the leak has been repaired.

4.2.4 A concession will be provided based on the ratepayer paying the marginal cost of the additional water usage in lieu of the approved water charges. The calculation for this concession is outlined below:

- (a) Total water consumption during the period when the concealed leak became evident;
- (b) Less average water consumption (2 years prior; or where this is not possible, an estimated average household consumption as calculated by Council officers);
- (c) Equals additional water usage;
- (d) The marginal water unit rate is applied to the additional water usage to calculate the marginal fees payable;
- (e) The total water charged less the marginal fees and less the average water consumption fee represents the concession;
- (f) If in the opinion of the Council there are exceptional circumstances which warrant the approval of an application of a property owner that is not eligible under the terms of this policy, the relevant Director or Chief Executive Officer may grant a concession up to \$5,000 inclusive. Any concession above \$5,000 will require a Council resolution.

4.3 Concession for Water Consumption for Smart Meters (AMR installed)

4.3.1 Properties with a fully operational AMR will be issued a leak letter for any leak above Council's leak threshold (currently 15 liters per hour). Irrespective of whether or not a leak letter has been issued by Council, property owners are still responsible for monitoring water consumption through their meter.

4.3.2 A concession on water consumption charges may be permitted when all of the following conditions have been met:

- (a) The leak was a concealed leak;
- (b) The owner or resident can demonstrate that all possible action was taken as soon as a leak was suspected. If Council issues a Suspected Water Leak Notice, the property owner will have 60 calendar days from the date of the *initial leak notice* to have the leak repaired by a licensed plumber. If the leak is not repaired within this time, the property owner will not be eligible to apply for the water consumption concession. However, Council will give consideration to special circumstances which may have impacted the length of time taken to have the leak repaired;
- (c) The property owner provides a copy of the plumber's account and receipt for work undertaken to repair the concealed leak and a written statement by the plumber on the nature of the leak and actions to repair including materials used in the repair;

- (d) An application for water concession is lodged with Council as soon as the leak is repaired to enable early confirmation.

A reduction in water charges will be granted only twice within a five year period per property per owner with no further applications being considered.

4.3.3 Following the assessment of the application, Council may undertake water meter readings to confirm the leak has been repaired.

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- (a) Total water consumption during the period when the concealed leak became evident;
- (b) Less average water consumption (2 years prior; or where this is not possible, an estimated average household consumption as calculated by Council officers);
- (c) Equals additional water usage;
- (d) The marginal water unit rate is applied to the additional water usage to calculate the marginal fees payable;
- (e) The total water charged less the marginal fees and the average water consumption fee represents the concession;
- (f) If in the opinion of the Council there are exceptional circumstances which warrant the approval of an application of a property owner that is not eligible under the terms of this policy, the relevant Director or Chief Executive Officer may grant a concession up to \$5,000 inclusive. Any concession above \$5,000 will require a Council resolution.

4.4 Concessions for Community Organisations

4.4.1 To be eligible for funding under this policy, the community organisation must:

- (a) Be a Community Organisation, as defined in this policy;
- (b) In its constitution, clearly prohibit any member of the organisation making a private profit or gain either from the ongoing operations of the organisation or as a result of the distribution of assets if the organisation is wound up (this condition does not apply to the owner of a cultural icon);
- (c) Operate within the boundaries of the Cassowary Coast Regional Council;
- (d) Be liable to pay the rates and charges for which the concession is sought;
- (e) Not utilise gaming machines to raise revenue;
- (f) Not use the property for residential purposes unless utilised for an aged care facility or short-term accommodation for homeless and at risk persons;
- (g) Not rent, hire or lease the land to a third party for a purpose that is not the core business of the community organisation; and
- (h) Lodge an application on the approved form as detailed in section 4.4.4 of this policy.

4.4.2 A property owner that meets the criteria in section 4.4.1 will be categorised in one of the following categories:

- (a) Category 1 - A Community organisation which relies mainly on volunteer labour.
- (b) Category 2 - A Community organisation which:-
 - (i) has a high level of paid labour, a low level of volunteer labour and provides a substantial community benefit; or
 - (ii) are in receipt of either Federal or State Government funding.
- (c) Category 3 - An owner of a cultural icon which is a tourist attraction and to which the public is given access for no fee or charge.

- 4.4.3 Council may provide a rating concession to properties that meet the criteria in section 4.4.1. The level of assistance provided for a property owner categorised under section 4.4.2 of this policy will be:

Category General	General Rates General	Separate Rates	Sewerage	Maximum Concession
Category 1	100%	100%	*75%	No Max
Category 2	100%	100%	0%	\$2,000.00
Category 3	100%	100%	0%	\$1,500.00

*If there are no general rates levied to the property owner, a concession on Sewerage charges may apply.

4.4.4 In relation to concessions for Community Organisations

- (a) An approval for assistance provided under this policy will cover a two year period;
- (b) An application using the approved form must be lodged by 31 May prior to the first of the two financial years for which assistance is being sought;
- (c) Supporting documentation must be attached to the application form. The documentation must include:
 - (i) A copy of the constitution of the organisation;
 - (ii) Audited financial statements for the two previous years;
 - (iii) Any other relevant information supporting that the organisation is not for profit entity or otherwise exists for a public purpose.
- (d) Concessions are not available for vacant land or in circumstances where an organisation does not fulfil its lease obligations;
- (e) An approved rating concession will be applied directly to the property and the successful property owner will be provided with a credit on each half yearly rate notice;
- (f) If in the opinion of the Council there are exceptional circumstances which warrant the approval of an application from a not for profit community, recreational and sporting organisation for rates based assistance, notwithstanding the organisation is not eligible under the terms of this policy, Council may resolve to grant a concession considered reasonable. The reasons for Council's decision will form part of its resolution;
- (g) Where the applications for assistance exceed the budget allocation made by Council, concessions may be reduced on a fair basis as determined by Council;
- (h) It is the organisations responsibility to notify Council of any changes to the organisation which may affect their eligibility for the concession, at which time the concession would be reviewed.

4.5 Concession for Home Water Dialysis

- 4.5.1 A non-chargeable water allowance of up to 190kl per year will be granted to those patients on a home renal dialysis machine. A concession to eligible applicants will be payable annually in July of the following year that the dialysis occurred, up to a maximum of 95 kilolitres per 6 monthly levy period.
- 4.5.2 Consultation has been undertaken previously with both the Kidney Organisation of Australia and the Cairns Base Hospital Haemodialysis Unit requesting guidance as to the likely water consumption directly attributed to the operation of a home dialysis unit.

This information is based upon that advice as outlined in the Schedule one and two located at the end of this policy. It is important to note that Schedule one are estimates only, and have been based on the least conservative assumptions provided. Schedule two uses these factors to

calculate an approximate and likely level of water employed solely for the purposes of operating a home dialysis unit. However, actual water consumption from usage will be dependent on the specific machine used along with the type and frequency of treatment described.

4.5.3 Eligibility

To be eligible, the following must occur:

- (a) An application form from Council must be completed by the applicant;
- (b) The patient to provide documentation that the treatment is being undertaken on the property including commencement date of the treatment and if applicable the date the renal dialysis ended;
- (c) The application form must be received by Council prior to the end of the discount period of the first concession being applied;
- (d) Applicants must reapply every three years.

4.5.4 Application for Concession Approval

- (a) If the application for concession is approved, the water consumption and consequent charges will be adjusted accordingly and payable annually in July of the following financial year;
- (b) The concession is calculated on the basis of the number of sessions per week as shown in Schedule two below;
- (c) It is the responsibility of the applicant to advise Council if home renal dialysis is no longer undertaken on the premises.

Schedule One - Refer to 4.5.2

Assumptions		
1	Frequency of treatment	5-6 treatments per week
2	Length of each treatment <i>Assuming:--</i> <i>-30 minutes hot rinse before treatment</i> <i>-4 hours treatment</i> <i>-30 minutes disinfection post treatment</i>	5 hours per treatment
3	Total water usage per treatment <i>Assuming:-</i> <i>-water consumption of +/- 1500mls/minute reject water from the reverse osmosis</i> <i>-water consumption of +/- 1500mls/minute dialysate flow rate</i>	600 litres

Schedule Two - Refer to 4.5.2

Estimated Usage Calculation	
2	Litres per minute
300	Minutes per session
600	Litres per session
3,600	Litres per week
3.6	Kilolitres per week
187	Kilolitres per year



Investment Policy

To set guidelines and boundaries for the investment of Council surplus cash balances

Category	Office of CFO	Policy number: FIN015
Related forms, policies and procedures	Financial Accounting Standards	
Key words	Investment, surplus, cash	
Relevant legislation	<ul style="list-style-type: none"> • Statutory Bodies Financial Arrangements (SBFA) Act 1982 • Statutory Bodies Financial Arrangements (SBFA) Regulation 2007 • Local Government Regulation 2012 	
References and resources	Queensland Treasury Corporation (QTC) Financial and Performance Management Standards 2019	

Review due by	Manager Finance	Date: Annually
Approved by	Council Resolution	Date: 25 June 2021
Approved by	Council Resolution B20008	Date: 7 July 2020
Approved by	Council Resolution B19005	Date: 27 June 2019
Approved by	Council Resolution B1805	Date: 26 June 2018
Approved by	Council Resolution B1704	Date: 26 June 2017
Approved by	Council Resolution B1604	Date: 18 July 2016

INVESTMENT POLICY

1. Purpose

To set guidelines and boundaries for the investment of Cassowary Coast Regional Council surplus cash balances which meet the requirements of the Statutory Bodies Financial Arrangements (SBFA) Act 1982 and its regulation.

Support Council's investment and risk philosophy and provide a sequential process to be followed in undertaking investment activities.

Maximise earnings from authorised investments of cash holdings after assessing market and liquidity risks

2. Scope

This policy applies to the investment of all cash holdings of the Cassowary Coast Regional Council.

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

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

3. Definitions and principles

Surplus Cash Balances: Surplus cash balances are Council's cash holdings available for investment at any one time after consideration of the amount and timing of Council's cash flow needs. Surplus cash balances do not include Council's trust account balances which are to be invested in at call deposits.

Authorised Investments: Authorised investments are as permitted under the SBFA Act 1982, and in accordance with the Category 1 Investment Powers applicable to Cassowary Coast Regional Council under the SBFA Regulation 2019.

Prescribed Investment Arrangements: Investments listed at Schedule 6 of the SBFA regulation 2019.

4. Procedure

4.1 Investment Risk Philosophy

Council maintains a conservative and risk averse investment philosophy for its surplus cash investments.

4.2 Investment Philosophy, Objective and Strategy

As the custodian of public monies Council chooses to secure its capital base but takes the opportunity to produce revenue from the asset as far as possible within established risk adverse constraints.

This policy outlines the strategy to achieve that intent.

4.3 Policy Statement

In investing Council's surplus cash balances, regard must be had to the following points.

4.4 Prudent person standard

Officers responsible for investing local government funds must act with a duty of care, skill, prudence and diligence that a prudent person would exercise when investing and managing their own funds.

4.5 Range of investments

Cassowary Coast Regional Council has Category 1 investment power under the SBFA Act 1982.

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

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

All investments must be denominated in Australian Dollars and undertaken in Australia.

The QTC cash fund, QTC Capital Guaranteed Cash Fund, QTC Debt Offset Facility, QTC Fixed Deposit (up to 12 months) and the QTC Working Capital Facility are prescribed investment arrangements. Standard and Poor's (Australia) Pty Ltd ratings of A-1+, A-1, AAm or AAAm are prescribed ratings.

4.6 Assessment of surplus cash balance

Surplus cash balances must be determined in accordance with Council's finance procedure.

4.7 Credit risk guidelines

The minimum and maximum investment surplus cash within any line of credit risk must conform to the following Table A in order to diversify the risk. When placing investments, consideration will be given to the relationship between credit rating and interest rate.

Table A: Credit Risk Guidelines

Long-term credit rating*	Short-term credit rating*	Minimum of total investments	Maximum % of total investments	Maximum Term for Fixed Term Investments Only
QTC Capital Guaranteed Cash Fund		0	100	1yr
AAA	A-1+	0	100	1yr
AA	A-1+	0	100	1yr
A+ to A	A-1	0	75	9 months
BBB+ to BBB	A-2	0	50	6 months
BBB-	A-3	0	25	6 months
* Most recently available credit ratings from Standard & Poor's.				

In addition:

- before rollover of existing investments or undertaking new investments the credit rating of the investment institutions used or intended to be used by Council should be assessed;
- in the event of published economic downturn or instability the credit rating of the investment institutions used by Council should be reassessed and remedial action taken if necessary;
- the website of the Queensland Treasury Corporation may be used to assist with financial institutions credit ratings.

4.8 Quotations for fair value

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

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

The quotes received should be considered relative to the assessed risk of the financial institution. The fair value calculator provided by QTC may be used to assist with this evaluation.

4.9 Term of maturity

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

The term cannot exceed 1 year for any investment.

4.10 Reporting requirements

An Investment Register must be updated weekly and forwarded to the Manager Finance to ensure investment opportunities are identified to maximise return on investment.



Debt Policy

To establish the policy framework for Council to borrow money to fund budgeted capital expenditure

Category	Office of CFO – Finance	Policy number: FIN007
Related forms, policies and procedures	Long Term Financial Plan	
Key words	Borrowing, debt, loans	
Relevant legislation	<ul style="list-style-type: none"> • <i>Local Government Regulation 2012</i> • <i>Statutory Bodies Financial Arrangements Act 1982</i> • <i>Statutory Bodies Financial Arrangements Regulation 2019</i> 	
References and resources	Queensland Treasury Corporation	

Review due by	Finance	Date: Annually
Approved	Council Resolution	Date: 25 June 2021
Approved by	Council Resolution LG0854	Date: 12 November 2020
Approved by	Council Resolution B20009	Date: 7 July 2020
Approved by	Council Resolution B19004	Date: 27 June 2019
Approved by	Council Resolution B1804	Date: 26 June 2018
Approved by	Council Resolution B1703	Date: 26 June 2017
Approved by	Council Resolution B1603	Date: 18 July 2016

DEBT POLICY

1. Purpose

To establish the policy framework for Council to borrow money to fund budgeted capital expenditure and will state:

- (a) new borrowings planned for the current financial year and the next ten (10) financial years; and
- (b) the time over which the local government plans to repay existing and new borrowings.

2. Scope

This policy applies to all forms of borrowing undertaken by Council.

3. Procedure

3.1 External Loans

- (a) Council will borrow in circumstances where there are insufficient funds available from revenue, grants, subsidies or specific reserves primarily established to fund capital works;
- (b) Council will endeavour to fund all capital renewal project from operating cash flows and borrow for new or upgrade capital projects, having regard to sound financial management principles and giving consideration to inter-generational equity for the funding of the long term infrastructure projects;
- (c) Borrowing will be undertaken in accordance with Queensland Treasury Corporation guidelines and the *Statutory Bodies Financial Arrangements Act 1982*;
- (d) Borrowing will be for a period which is less than or equal to the estimated useful life of the related asset(s) however in the case of road, water, waste and sewerage infrastructure with useful lives ranging from 20 to 60 years the term will be limited to between 7 and 20 years unless longer terms are recommended by the Queensland Treasury Corporation;
- (e) Detailed capital works and Asset Management Plans for the next 10 years together with the 10 year financial forecast (Long Term Financial Plan) will provide the basis for determination of funding options;
- (f) Council will use the Queensland Treasury Corporation for the management of its long term debt facilities;
- (g) Current debt of \$3.0M has the following maturing dates:

	Amount Outstanding as at 30/06/2021 \$	Original Terms (Years)	Maturity Date
Workshop & Fleet	3,000,000	7	2027/2028
TOTAL	3,000,000		

It is proposed that the repayments for the loan will be undertaken in accordance with the above table based on the date of maturity.

- (h) Borrowing planned for the next 10 financial years will be based on estimated new capital expenditure provided to Queensland Treasury Corporation;
- (i) Proposed new debt for the next 10 years is outlined in Appendix A.

3.2 Internal Loans

- (a) The provision of internal loans will depend on the availability of excess Council funds and the capacity of the internal business unit to repay the loan;
- (b) All applications for internal loans will be made by reference to the Finance Section for consideration in accordance with the Long Term Financial Plan;
- (c) The term of the loan will be limited to 5 to 20 years unless determined otherwise.
- (d) In all cases, where business units are subject to the provisions of the National Competition Policy, the cost to the business unit will be no less than what would apply to an equivalent private sector business. The interest rate will be the sum of:
 - (i) the equivalent QTC borrowing rate for the proposed term;
 - (ii) the QTC administration charge; and
 - (iii) an additional margin as determined by Finance (if required)

Appendix A

Year	Program	Amount (\$)	Original Terms (Years)	Final Repayment Year
2021/2022	Waste	1,795,000	10	2031/2032
2022/2023		-		
2023/2024		-		
2024/2025				
2025/2026		-		
2026/2027		-		
2027/2028		-		
2028/2029		-		
2029/2030				
2030/2031				
	TOTAL	\$1,795,000		



Rates Recovery Policy

To ensure effective and timely recovery of outstanding rates and charges

Category	Office of CFO – Rates	Policy number: FIN020
Related forms, policies and procedures	<ul style="list-style-type: none"> • Formal Payment Arrangement • General Payment Arrangement • Short Term Payment Arrangement 	
Key words	Rates payments, arrangements, recovery, overdue	
Relevant legislation	<ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local Government Regulation 2012</i> 	
References and resources	<i>Financial and Performance Management Standards 2019</i>	

Review due by	Manager Finance	Date: Annually
Approved by	Council Resolution XXX	Date: 25 June 2021
Approved by	Council Resolution B20011	Date: 7 July 2020
Approved by	Council Resolution B19006	Date: 27 June 2019

RATES RECOVERY

1. Purpose

The objective of this policy is to ensure effective and timely recovery of outstanding rates and charges.

2. Scope

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

3. Definitions and principles

Agreed Arrangement: An undertaking from the owner of a property to pay rates and charges by instalments over a time period that is satisfactory to Council.

Arrangement: A regular payment of equal amounts at consistent intervals.

Due Date: 30 days from the date of issue of the rates notice.

Date of Issue: The date the rates notice was distributed to the ratepayer.

Rating Period: The half year period the rates have been issued for; 1 July to 31 December, and 1 January to 30 June.

4. Procedure

In order to ensure all ratepayers meet their obligations to pay the rates and charges levied, Council will apply the following procedures to recover any overdue rates and charges.

4.1 Payment Arrangements

Council will allow property owners who are unable to pay their rates by the due date to enter into an agreed arrangement. Council will deem an agreed arrangement to be one of three types. These types are classified as:

4.1.1 Formal Arrangement

- (a) Ratepayers are required to contact Council to organise this type of agreed arrangement;
- (b) Only the rates and charges relating to the current rates period remain outstanding;
- (c) Arrangement will result in all overdue rates and charges being paid in full prior to the end of the rating period;
- (d) Once approved, no interest shall be charged for the duration of the agreed arrangement.

4.1.2 General Arrangement

- (a) Ratepayers are required to contact Council to organise this type of agreed arrangement;
- (b) There is no restriction on the amount or time rates have been outstanding (this excludes rate files under legal and/or recovery action);
- (c) Council will agree to this type of arrangement on a case by case basis in relation to the amount and period the arrangement will remain valid;
- (d) Interest will continue to be charged as per Council's Revenue Statement;
- (e) This type of arrangement can be altered by the ratepayer provided Council is in agreement to the changes. Any change is to be confirmed in writing.

4.1.3 Informal Arrangement

- (a) Ratepayers are not required to contact Council to organise this type of arrangement;
- (b) An informal arrangement is recognised when Council becomes aware that periodic payments are being made which, on an ongoing basis, would result in the clearance of the outstanding rates balance;
- (c) There is more flexibility on the amount or time rates have been outstanding;
- (d) Interest will continue to be charged as per Council's Revenue Statement.

4.1.4 Short Term Arrangement

- (a) Ratepayers are required to contact Council to organise this type of arrangement;
- (b) Council will agree to a short term arrangement (usually 3 month period) with a small regular payment on the understanding that such payments will not pay the total debt in a timely manner. These cases are designed to afford the ratepayer the time to seek financial assistance or refinancing with a view to either settling the entire debt at the end of the short term arrangement or to enter into an agreed General Arrangement;
- (c) Interest will continue to be charged as per Council's Revenue Statement;
- (d) A Council officer will follow-up on these short term arrangements.

4.2 Arrangement Conditions

- (a) Where the ratepayers have an agreed arrangement in place, no recovery action under Section 4.3 will be undertaken;
- (b) For Formal, General and Short Term Arrangements, written confirmation outlining all relevant conditions will be sent to the ratepayer;
- (c) If Council does not receive the payment by the payment dates, a reminder letter will be sent advising the ratepayer that unless payment of the outstanding amount is made within seven (7) days, the arrangement will be cancelled without further notice to the ratepayer;
- (d) If Council does not receive payment within the further seven (7) days, the agreed arrangement will be cancelled immediately and may be referred to Council's collection agency;
- (e) In situations where an agreed arrangement has been cancelled due to non-compliance, further arrangements will only be considered by Council on a case-by-case basis.

4.3 Recovery Action

Where rates and charges have not been paid by the due date and no agreed arrangement established under section 4.1, Council will undertake the following recovery action:

4.3.1 Reminders

- (a) Fourteen (14) days from the due date, the **first and final reminder letter** will be issued to all ratepayers with an amount outstanding of more than \$9.99;
- (b) This letter will advise the ratepayer of the amount overdue, details of interest accumulating on the amount and that if payment is not received in full within fourteen (14) days, collection proceedings for recovery of the outstanding amount may be taken. The ratepayer will be invited to contact Council to enter into an agreed arrangement;

- (c) Twenty-eight (28) days after the due date, should ratepayers fail to have paid in full, **telephone and/or email contact** will be attempted to organise an agreed arrangement with the ratepayer. If contact is unable to be made with the ratepayer, this will not stop the recovery action. If the ratepayer is not willing to enter into an agreed arrangement, they may be notified that legal action may commence through Council's collection agency.

4.3.2 Collection agency

Council's collection agency will issue further correspondence regarding the outstanding amount and undertake direct contact and other debt collection activities in order to secure payment of the debt. At this stage it will still be possible for ratepayers to enter into a payment arrangement which is determined on a case-by-case basis. Once the files are sent to Council's collection agency, all contact and arrangements made are to be dealt with by Council's collection agency.

4.3.3 Legal action

- (a) Legal action is approved where the initial recovery action by Council's collection agency is unsuccessful;
- (b) Council's collection agency recommends legal action as a feasible and practical method of recovering the debt;
- (c) A quarterly report will be presented to Council on the current legal files being actioned.

4.4 Sale of Land for Overdue Rates

- (a) Provision is made for Council under Chapter 4, Part 12, Division 3 of the *Local Government Regulation 2012* to initiate legal action for the sale of land for overdue rates and charges. For this to commence, the overdue rates and charges need to be overdue for at least:
 - (i) Generally - 3 years; or
 - (ii) If the rates or charges were levied on vacant land or land used only for commercial purposes, and the local government has obtained judgement for the overdue rates or charges - 1 year; or
 - (iii) If the rates or charges were levied on a mining claim - 3 months.
- (b) Prior to the commencement of the sale of land for overdue rates, a letter will be sent to the ratepayers of potential sale of land for overdue rates, warning them of the possible action that may commence;
- (c) This letter would contain details of the sale of land for overdue rates procedure and the consequences of not paying in-full immediately;
- (d) Twice each year a list of all ratepayers with rates outstanding in excess of the period allowed shall be prepared in accordance with the requirements of Chapter 4, Part 12, Division 3 of the *Local Government Regulation 2012*;
- (e) This list is tabled for Council's consideration and approval to commence Sale of Land for Overdue Rates.

4.5 Miscellaneous

- (a) Council will accept full or part payment whether or not an agreed arrangement is in place. Council will send a letter outlining an acceptable amount and timeframe Council would agree to under one of the types of agreed arrangements described in 4.1;
- (b) A quarterly report will be provided to Council outlining the actions taken regarding recovery activities and the status of overall rate arrears;
- (c) Council retains the right to deal with special circumstances at its discretion.



Activate Cassowary Coast Development Incentives – Reduction in Additional Pedestal Charge for Sewerage

To encourage development that achieves certain strategic objectives for the Cassowary Coast by allowing a reduction in additional pedestal charges for sewerage over a period of 24 months

Category	Planning Services	Policy number: PRD003
Related forms, policies and procedures	Planning Scheme	
Key words	Activate Cassowary Coast, Development Incentives, Reduction in sewerage charge	
Relevant legislation	<ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Planning Act 2016</i> 	
References and resources	Planning Scheme	

Review due by	Manager Planning Services	Date: Annually
Approved by	Council Resolution XXX	Date: 25 June 2021
Approved by	Council Resolution B20013	Date: 7 July 2020
Approved by	Council Resolution B19009	Date: 27 June 2019

Activate Cassowary Coast Development Incentives – Reduction in Additional Pedestal Charge for Sewerage

1. Purpose

The aim of this policy is to encourage development that achieves certain strategic objectives for the Cassowary Coast by allowing a reduction in additional pedestal charges for sewerage over a period of 24 months for new developments that are completed and the use commences within two (2) years of the date of Council's Decision Notice. In providing this concession for new development Council is seeking to deliver significant and sustainable growth, diversity and value-adding that is aligned to Council's planning and economic objectives.

The policy seeks to attract and support projects that will deliver the greatest economic benefits to the Cassowary Coast and the community by proactively seeking to attract projects and businesses that contribute to the Cassowary Coast's reputation as a tourist destination and generate benefits for its residents, workers, visitors and the business community in the long-term and meet the objectives of the policy.

The focus of the policy is on development that will:

- Create new jobs and investment in the region;
- Generate growth and employment within identified strategic commercial locations;
- Optimise use of existing infrastructure asset networks (i.e. Water, sewerage, roads and public spaces); and
- Rejuvenate industry, tourism, business and/or community areas in the Cassowary Coast region. Council is committed to facilitating development that meets the requirements of the Cassowary Coast Regional Council Planning Scheme 2015.

2. Scope

This policy applies to certain development permits for a material change of use as identified in the policy, that are issued by Council after adoption by Council, where the development which is the subject of the permit will be completed and the use commences within two (2) years of the date of Council's Decision Notice.

3. Reduction in Additional Pedestal for Sewerage

3.1 New Development

Council will provide a reduction in additional pedestal charge for sewerage for the first 24 months of operation of eligible new developments that demonstrate significant economic benefits to the Cassowary Coast Council region. The proposed development must involve new building work as defined in the Planning Act 2016. The applicant must demonstrate that there has been significant capital investment in the Cassowary Coast region.

3.2 Percentage Reduction

Category	Number of New Pedestals	Reduction Applicable to Additional Pedestal Charge
A	Greater than 10 and equal to or less than 25	50%
B	Greater than 25	70%

3.3 Development Eligibility Criteria

To be eligible, the development must meet the applicable land use definition within the Cassowary Coast Regional Council Planning Scheme 2015 and meet the eligibility criteria outlined below:

All Zones:

- Development has greater than 10 new sewerage pedestals
- The proposed development provides for significant capital investment within the Cassowary Coast Region in accordance with the Planning Scheme;
- The development optimises the use of existing infrastructure asset networks

Rural Zone:

- Tourist Park

Township Zone (Business/Local Business/Business Fringe Precincts):

- Health Care Services

Township Zone (Central Business Precinct):

- Function Facility
- Health Care Services
- Hotel
- Shopping Centre
- Theatre

Township Zone (Community Purpose Precinct):

- Educational establishment
- Health Care services
- Hospital
- Residential Care facility
- Retirement facility

3.4 Applicants Responsibilities in applying for the rebate

- a) The applicant is required to write to the Chief Executive Officer or complete a form applying for the reduction in additional pedestal charge once the use has lawfully commenced on site;
- b) The applicant is to provide the following documentation to Council:
 - i. a signed statement confirming the works have been finalised and the use has commenced on site;

- ii. consent from the applicant for Council to use images of the building for commercial purposes; and
 - iii. a summary of the works undertaken. Decision:
- c) An applicant who has applied for a reduction in additional pedestal charge for sewerage in accordance with this policy will be advised in writing of Council's decision in relation to their request.

3.5 Conditions

The property or business owner does not have outstanding debts or compliance issues with the Cassowary Coast Regional Council.

3.6 No Appeal

Should Council in its discretion decide not to approve the granting of a reduction in additional pedestal charge for sewerage, there is no appeal mechanism.

3.7 Assessment Criteria

To be eligible for the incentives contained within the policy, the applicant must demonstrate that the proposed work complies with the eligibility.

It is at the absolute discretion of Council whether the reduction in additional pedestal charge for sewerage is granted for a particular development in accordance with this policy.

CASSOWARY COAST REGIONAL COUNCIL



TRADE WASTE ENVIRONMENTAL MANAGEMENT PLAN

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TRADE WASTE ENVIRONMENTAL MANAGEMENT PLAN

1.0 INTRODUCTION

1.1 GENERAL

Trade waste is defined under the Water Supply Act as "water- borne waste from business, trade or manufacturing premises, other than waste that is a prohibited substance, human waste or stormwater".

The Environmental Protection Act 1994 prohibits the pollution of the environment by liquid wastes including trade wastes.

Businesses that generate trade waste must either: seek an environmental authority for its discharge to the environment; have it treated at an approved treatment facility; or seek approval from the water authority (Council) to discharge to the sewerage system.

The Cassowary Coast Regional Council provides a sewerage system primarily for the transport and treatment of domestic sewage. Payment for this service is collected through sewerage charges on each property. The sewerage system may also be used, with the approval of Council, for the transport and treatment of trade waste. Additional charges are payable for the discharge of trade waste to the sewerage system.

Domestic sewage consists mostly of water, which after treatment to reduce biodegradable material, suspended solids and nutrients, can be disposed of in accordance with licence requirements.

Trade waste may have an organic strength many times that of domestic sewage and may overload the treatment facility. Trade waste may also contain a variety of exotic substances such as heavy metals, organic solvents and chlorinated organics which sewerage systems are not designed to treat. These substances may:

- pass through the plant untreated, resulting in environmental contamination;
- pose a serious risk to the safety and health of sewerage workers;
- damage the sewerage system;
- inhibit biological treatment processes; or
- accumulate in sludges.

Council's policy is to accept biodegradable waste into the sewerage system provided that the system is of adequate capacity to effectively collect, transport and treat the waste.

Council may consider the acceptance of trade waste containing toxic or hazardous substances and non-degradable pollutants to sewer only after the waste has been pre-treated by on site 'best practicable treatment' to ensure sewer admission limits are not exceeded.

Council must meet all legislative environmental requirements relating to the disposal and/or reuse of effluent and sludge from its sewerage system. Under the *Environmental Protection Act 1994*, all discharges to receiving waters are required to be treated to a standard set down in licences, which will maintain or enhance water quality and environmental values.

1.2 PURPOSE

The purpose of this plan is to set out a consistent framework on how Council manages trade waste discharges and meets its obligations under legislation and licences.

1.3 POLICY

Council undertakes to conditionally accept trade waste into its sewerage systems provided that:

- the waste at the point of discharge to Council's system does not contain substances that may be toxic or harmful to Council's infrastructure, processes, personnel or the environment
- the Council system is of adequate capacity to convey and treat the trade waste.

Where necessary, Council may impose conditions of pre-treatment on trade wastes before Council will accept the waste into its systems.

Council will undertake a risk based monitoring program of trade waste discharges to ensure compliance with conditions and will implement a system of charges that reflect full recovery of costs.

1.4 LEGISLATION

It is an offence to discharge trade waste to the sewer unless a trade waste approval has been issued by Council in accordance with the provisions of the Water Supply (Safety and Reliability) Act 2008. Any person wishing to discharge trade waste to sewerage must apply for a trade waste approval.

It is an offence for a person to discharge waste (including trade waste) other than uncontaminated stormwater drainage (Local Government Act 2009).

A list of legislation relevant to trade waste control and acceptance to sewer is given in Appendix 1. This is not a complete listing of all legislation pertaining to the control of trade waste.

2.0 DEFINITIONS

Approval Holder	A person who holds a Trade Waste Approval.
Authorised Agent	Person or firm appointed by the Owner to act on their behalf. Notification of such appointment is to be lodged in writing with Council.
Council	Reference to Council in this document includes Cassowary Coast Regional Council and any person appointed or authorised by Council to act on behalf of Council as the case may require.
Domestic sewage	Faecal matter and urine of human origin and liquid household wastes from water closet pans, sinks, baths, basins and similar fixtures designed for use in private dwellings.
Measuring	<p>For charging purposes, trade wastes are measured by quantity (volume discharged) and quality (contamination level).</p> <ul style="list-style-type: none">- The QUANTITY discharged is measured in kilolitres (kL).- The QUALITY of waste is measured in chemical terms.

The following common quality measures give indications of the amount of organic matter in the trade waste.

Biochemical Oxygen Demand	(BOD ₅)
Suspended Solids	(SS)
Total Oil and Grease	(TOG)

These terms are measured in milligrams per litre (mg/l) or kg

Occupier	As defined in the Local Government Act 2009.
Owner	As defined in the Local Government Act 2009. (For most situations, the Owner is the registered proprietor of the land under the Land Title Act 1994)
Premises	As defined in the Water Supply (Safety and Reliability) Act 2008.
Trade waste	As defined in the Water Supply (Safety and Reliability) Act 2008.
Trade Waste Approval	<p>Written approval by Cassowary Coast Regional Council for a person to discharge trade waste to the Cassowary Coast Regional Council sewerage systems issued under section 180(1) of the Water Supply (Safety and Reliability) Act 2008.</p> <p>A "Trade Waste Approval" for Category 1 will be issued for an indefinite period unless revoked by Council due to non-compliance with the approval conditions or unless requested by the Approval Holder in the event the business closes or change of ownership or address.</p>
Trade Waste Inspector	A person appointed by the Council to carry out inspections of premises from which trade wastes are being discharged or proposed to be discharged to its sewerage. The term includes a person appointed in an acting capacity to carry out the duties of a trade waste officer.
Trade Waste Officer	A person appointed by Council to oversee the disposal of trade waste in accordance with Council's trade waste environmental management plan and provide advice on acceptable methods of disposal of trade waste, including legal, economic and environmental aspects. The term includes a person appointed in an acting capacity to carry out the duties of a trade waste officer.

All other terms have the meaning given to them in the following Act/s (as applicable):

- Water Supply (Safety and Reliability) Act 2008;
- Plumbing and Drainage Act 2002;
- Environmental Protection Act 1994;
- Local Government Act 2009.

3.0 CONTROL OF TRADE WASTE

3.1 APPROVALS

A Trade Waste Approval is the written approval from Council that states the requirements and conditions under which trade waste is allowed to discharge to sewer.

Prior to July 2014, trade waste approvals and conditions were issued to the trade waste generator. From 1 January 2015, trade waste approvals were only issued to the property owner and transitional arrangements were established for the period between July 2014 and 1 January 2015 to transfer trade waste approvals from the trade waste generator to the Owner.

As from 1 July 2018, the person discharging trade waste into Council's sewerage system must be the holder of a Trade Waste Approval. The Approval Holder is responsible for ensuring compliance with Trade Waste Approval conditions.

All new applications seeking approval to discharge trade waste to Council's sewerage system, after 1 July 2018 must be made by the person who will be discharging or permitting the discharge of the trade waste from premises into Council's sewer system and submitted in writing on the 'Application for Trade Waste Approval' form. Where an application processing fee is nominated in Council's fee and charges schedule, the application forms must be accompanied with the relevant payment. Copies of the form are available on the Council website or by application to Council's Water Section (Ph 07-40302222). If the application is approved, Council will issue an approval with relevant conditions. Trade waste charges will be issued with the rates notice at each billing cycle.

Council will accept an application for a Trade Waste Approval from the followings persons:

- (a) the Occupier of the premises who is carrying on an activity at the premises that generates trade waste, and is not the Owner of the premises, whose application is signed by the Owner of the premises; or
- (b) the Owner (or an Authorised Agent on behalf of the Owner) of the premises who is carrying on an activity at the premises that generates trade waste.

If the applicant for the Trade Waste Approval is not the Owner of the premises, the Owner of the premises must sign the Occupier's 'Application for Trade Waste Approval' form:

- (a) consenting to the Occupier of the premises:
 - (i) carrying on the activity at the premises that generates trade waste; and
 - (ii) applying for the Trade Waste Approval for the purpose of discharging trade waste from the premises into Council's sewer system; and
- (b) asking Council to provide the trade waste services to the premises, for the purposes of the levying, and the liability for payment, of the trade waste utility charges and other trade waste fees.

For trade waste generated within a multi-tenanted lot by a person unknown, and discharged into the lot's sewerage infrastructure (irrespective of whether it is pre-treated within the tenanted facility or in a common area), the Owner of the multi-tenanted lot is taken to be the person who discharges the trade waste into Council's sewerage system unless the contrary is shown, and the Owner is the person who should apply for a Trade Waste Approval from Council unless the contrary is shown.

By the Owner of the premises:

- (a) obtaining a Trade Waste Approval as the person who is carrying on an activity at the premises that generates trade waste; or

- (b) signing the Occupier's 'Application for Trade Waste Approval' form, consenting and asking for the services as stated in the form,

The Owner is the person who asks Council to provide the trade waste service to the premises, for the purposes of the levying, and the liability for payment, of the trade waste utility charges and other trade waste fees.

Trade Waste Approval conditions may permit the use of common pre-treatment devices in Body Corporate or multi-tenanted lease arrangements. Irrespective of whether or not common pre-treatment facilities are used, a separate Trade Waste application must be lodged for each person/business generating trade waste application within a Body Corporate or lease.

Applications for new Trade Waste Approvals must be lodged prior to commencement of any trading, or discharge of trade waste into Council's sewerage system. Applications arising from amendments to business conditions must be lodged prior to the discharge of trade waste arising from the change.

The following circumstances, where trade waste is generated and is to be discharged into Council's sewerage system, will require application for a Trade Waste Approval:

- A development application for a new premises where trade waste is to be generated. Refer listing in Appendix A3-2;
- A change of ownership of the premises;
- A change of occupation of the premises;
- Where trade waste is being generated at a premises and no Trade Waste Approval has been issued.

The Approval Holder is required to lodge an 'Application to Amend Trade Waste Approval' where an approval exists and where the following circumstances arise:

- A change to the nature of any existing business activity that materially impacts the volume or nature of a trade waste discharge;
- Fit-outs that require plumbing approval.

Applications should include details of the proposed method of pre-treatment to be used to ensure trade waste meets sewer admission limits. Treatment plans should be forwarded in triplicate with the application. One copy will be returned stamped "approved- trade waste only" if satisfactory.

Where a trade waste is deemed not able to be accepted into Council's sewerage system, an approval will not be issued and alternative arrangements for disposal of wastes are to be made by the generator of the trade waste. Advice on treatment and disposal options for such wastes may be available from Council.

Any plumbing and drainage work associated with trade waste facilities must be in accordance with the Plumbing and Drainage Act 2002 and the Standard Plumbing and Drainage Regulation 2003, the National Plumbing and Drainage Code (AS/NZS 3500) and the approved sewerage drainage plan. All works must be carried out by a licensed plumber and/or drainer.

3.2 TERM OF APPROVAL

Trade Waste Approvals once issued will remain in force indefinitely unless cancelled or a new application is required pursuant to the requirements herein.

3.3 SUSPENSION, CANCELLATION OR AMENDMENT OF TRADE WASTE APPROVAL

Grounds and procedures for suspension or cancellation of a trade waste approval are defined in section 182-184 of the Water Supply (Safety and Reliability) Act 2008.

Terms and conditions of a Trade Waste Approval in respect of any matter occurring before the suspension or cancellation, including the payment of charges owing, will continue to have force and effect after the suspension or cancellation of the Trade Waste Approval.

Grounds and procedures for amending a trade waste approval are defined in section 185 of that Act.

3.3 PENALTIES AND RECOVERY OF COSTS

Council may prosecute any person who commits a breach of the relevant Acts and Regulations, or who refuses or neglects to comply with any direction or requirement by Council pursuant to the relevant Acts and Regulations. Penalties are set out in the appropriate Acts and Regulations, and include substantial fines.

Council may recover costs of repairing the damaged sewerage system from a person causing damage to the system by discharging unauthorised material, making an unauthorised connection or interfering with infrastructure.

4.0 SEWER ADMISSION LIMITS

Any waste discharged to Council's sewer must at all times comply with the Trade Waste Sewer Admission Limits as set out in Appendix 2, unless otherwise specified in the trade waste approval. Council will undertake periodic review of these limits.

The sewer admission limits, unless otherwise specified in the approval are absolute maximums. The dilution of trade waste with water to achieve compliance with the sewer admission limits is prohibited.

The trade waste stream and domestic waste stream should, where ever practicable, discharge separately to the sewer. Where there is a common discharge pipe, allowance for the domestic component will be made to estimate the actual trade waste component strength.

Council requires that Approval Holders implement waste minimisation practices and install best practice pre-treatment processes to reduce both the volume and the contaminant load of waste discharges to sewer. Council has obligations to avoid sewer overflows and consequently may impose limits on the rate and timing of trade waste discharges.

Where a pre-treatment device is installed, the Approval Holder must ensure all recommended service intervals are followed to maximise the device's efficiency and minimise the contaminant load of the waste discharged to sewer.

All persons, including Approval Holders, are prohibited from discharging or causing to be discharged into Council's sewerage system prohibited substances as listed in Schedule 1 of the Water Supply (Safety and Reliability) Act 2008 and further detailed in Appendix 3.

5.0 DISCHARGE CATEGORIES

All trade waste accepted to the sewer following pre-treatment will be classified according to the following two categories for the purposes of approval, control and charging. Typically category 2 waste streams are high risk to Council's sewerage system and will require very specific assessment as outlined in Clause 7.2 before any discharge approval will be issued.

TABLE 1: TRADE WASTE CATEGORIES

Parameter	Category 1 low strength/any volume	Category 2 high strength/any volume
Biochemical Oxygen Demand (BOD ₅), mg/L	≤600	>600
Chemical Oxygen Demand (COD), mg/L	≤1200	>1200
Suspended Solids, mg/L	≤600	>600
Total Kjeldahl Nitrogen, mg/L N	≤150	>150
Total Phosphorus, mg/L P	≤50	>50
Volume, kL/annum	unlimited	unlimited
Maximum TPH	30 mg/l	30 mg/l
BTEX Benzene	≤1 mg/l	≤1 mg/l
BTEX Ethyl Benzene	≤2 mg/l	≤2 mg/l
BTEX Toluene	≤2 mg/l	≤2 mg/l
BTEX Xylene	≤2 mg/l	≤2 mg/l
Trade Waste Approval Req'd	Yes	Yes
Charges	<ul style="list-style-type: none"> • Annual access utility charge • Volumetric utility charge 	<ul style="list-style-type: none"> • Annual access utility charge • Quantity/charge on total annual load • Minimum charge applied

Acceptance of waste under any category is conditional on the waste meeting Council's Sewer Admission Limits in Appendix 2 unless otherwise specified in the trade waste approval.

It is the responsibility of the Approval Holder to install, operate and maintain 'best practicable' devices or process to ensure sewer admission limits as approved are not exceeded.

In the event of a significant change in the strength of a trade waste approved under Category 1, Council reserves the right to refuse to accept the trade waste or require the Approval Holder to make an amended trade waste approval application. Furthermore, until such application is considered, approved (at Council's discretion) and conditional works are completed by the Approval Holder, Council may consider the trade waste be treated as a Category 2 trade waste for the purposes of charging and monitoring.

6.0 APPROVAL CONDITIONS

6.1 CATEGORY 1 APPROVAL CONDITIONS

The Trade Waste Approval states the terms and conditions the Approval Holder must observe to discharge trade waste into Council's sewerage system. These include, but are not limited to:

- expiry/renewal date
- the location of the premises and nature of the occupancy;
- the type and composition of trade waste that may be discharged;
- the quantity of trade waste that may be discharged;
- the rate of discharge, including maximum rate of discharge (in litres per second l/s or kilolitres per hour);
- the time when trade waste may be discharged;
- the period for which trade waste may be discharged;
- the method for estimation or measurement of discharge volume;
- provisions for measurement and sampling of discharge prior to entry to sewer;
- details of any pre-treatment required;
- conditions for maintenance of pre-treatment equipment
- conditions for removal of waste from pre-treatment equipment;
- records to be kept concerning the cleaning and maintenance of pre-treatment equipment;
- the powers of Council to enter premises in relation to any matter with regard to trade waste control;
- termination conditions;
- additional charges for non-compliance;
- the obligations with respect to payment of charges, fees and penalties; and
- any other conditions considered by Council to be appropriate.

6.2 CATEGORY 2 APPROVAL CONDITIONS

The Trade Waste Approval states the terms and conditions the Approval Holder must observe to discharge trade waste into Council's sewerage system. These include but are not limited to:

- expiry/renewal date
- the location of the premises and nature of the occupancy;
- the type and composition of trade waste that may be discharged;
- quantity of waste that may be discharged;
- the rate of discharge, including maximum rate of discharge (in litres per second l/s or kilolitres per hour);
- the time when trade waste may be discharged;

- the period for which trade waste may be discharged
- details of self-regulation monitoring program including:
 - sampling point
 - frequency of sampling
 - method of sample collection and type of sample to be collected
 - analyses required
 - methods of analyses
 - laboratory to be used
 - data transfer and availability to Council;
- type, design and location of flow measuring equipment and requirements for calibration;
- methods to be used for estimation of data lost due to failure of sampling program or flow measurement instrumentation;
- provision for measurement and sampling of discharge prior to entry to sewer;
- details of any pre-treatment required;
- conditions for maintenance of pre-treatment equipment
- conditions for removal of waste from pre-treatment equipment;
- records to be kept concerning the cleaning and maintenance of pre-treatment equipment and disposal of waste;
- the powers of Council to enter premises in relation to any matter with regard to trade waste control;
- the obligations of the Approval Holder concerning any variations to operation or treatment processes that may affect discharge quantity or quality including change of business type;
- the obligations of the Approval Holder on suspension or cancellation of an approval;
- the formula for calculation of the quantity and quality charge to be levied on the rates notice.
- the obligations with respect to payment of charges, fees and penalties;
- additional charges for non-compliance;
- any other conditions considered by Council to be appropriate.

7.0 EFFLUENT PRE-TREATMENT / IMPROVEMENT PROGRAMS

7.1 CATEGORY 1 WASTE

7.1.1 General

For Category 1 waste, the installation of a properly sized, approved best practice pre-treatment device, together with an acceptable maintenance program in accordance with the trade waste approval conditions will be deemed to provide a satisfactory effluent with respect to the Parameters(s) in Table 1.

7.1.2 Basic Pre-treatment Devices

The nature of pre-treatment device that Council deems necessary for a particular business type is listed in Appendix 3.

In some instances, where a trade waste approval application is made for existing premises, and site constraints do not allow construction of the nominated device and or size, Council at its discretion may permit the discharge of the trade waste to Council's sewerage system with a smaller pre-treatment device (or no pre-treatment device) subject to payment of additional sewer loading charges.

7.1.3 Sizing of Pre-treatment Devices

The following sizing requirements for basic pre-treatment devices apply to all new or replacement devices installed as from July 2014, unless otherwise conditioned by Council.

- The minimum size of new or replacement basic pre-treatment devices (grease traps and oil traps) must be 1000 litres.
- Grease traps and oil traps must be sized to provide a minimum of one hour retention at peak hourly trade waste flow using industry fixture flows listed in Appendix A3-5.
- Council at its discretion may consider requests for variations on sizing of devices if applications are supported by calculations by a qualified hydraulics engineer.
- For new community title scheme land or multi tenancy complexes where business or tenancy occupiers are unknown, the applicant should liaise with Council prior to lodgement of any plumbing application or trade waste approval to confirm Council requirements. Where a common pre-treatment device is permitted, such device must have a minimum capacity of 1000 litres for the discharge of trade waste the subject of one Trade Waste Approval and 500 litres minimum for every subsequent Trade Waste Approval.

7.2 CATEGORY 2 WASTE

7.2.1 General

Council may, at its discretion, accept category 2 trade waste into Council's sewerage system at Category 2 trade waste sewer admission limit(s). Additional charges apply for discharge of category 2 trade waste.

Category 2 pre-treatment requirements will be determined on an individual basis. The Approval Holder will be required to employ the services of a Trade Waste Consultant to report on the type, volume and concentrations of trade waste and the methods that will be adopted to ensure Council's sewer admission limits are met. This report will be forwarded to Council as part of the application for approval, prior to any pre-treatment facilities being installed.

Where such an allowance is made, Council may, as a condition imposed on the Trade Waste Approval, require the Approval Holder to undertake an effluent improvement management plan. This plan should include:

- a description of the raw and treated effluent quantity and quality;
- provision for monitoring and reporting waste quantity and quality;
- operating guidelines to at least maintain allowable discharges
- an action program to enhance discharge quality through continuous treatment improvement;
- an examination of waste prevention and recycling options;
- an examination of options for the conservation of water;

- annual reporting to Council, including a summary of achievements and options.

Category 2 trade waste discharges will not be permitted unless all conditions of the approval are satisfied including, where conditioned, the establishment of the effluent improvement management plan.

At the time the Trade Waste Approval falls due for renewal, if Council considers the management plan is not being adequately followed, Council may issue a show cause notice seeking advice from the Approval Holder why Council should renew the approval.

8.0 COMMERCIAL SWIMMING POOLS/ORNAMENTAL PONDS

The back wash and pool water from commercial and public swimming pools and ornamental ponds constitute a trade waste and may not be discharged to sewer without approval through the issue of a trade waste approval.

The application for a trade waste approval must include a description of backwashing and pool emptying procedures. These procedures must include details of the anticipated discharge volume, the flow rate and the frequency of discharge.

The Approval Holder will be required to record all backwashing and pool emptying operations as specified above in a log book. The discharge volume may be calculated as the product of the rated capacity of the backwash pump and the term of operation of the pump as recorded in the log book. Records must be forwarded to Council's Trade waste inspector on a monthly basis.

These requirements will be included as a special condition of the approval.

9.0 DISCHARGE OF LIQUID WASTES FROM BUSES, AIRCRAFT & VESSELS

The discharge to sewer of certain galley and toilet wastes from recreational vessels may be permitted via approved 'pump out' facilities at Ports and Marinas. The waste discharged from these facilities must meet Sewer Admission Limits as set out in Appendix 2. The operator of such facilities must hold a trade waste approval for discharge. Charges will be in accordance with the category classification.

The discharge of untreated bilge water to the sewer is prohibited due to the possible presence of volatile substances.

The discharge of toilet waste from buses or other recreational vehicles may be permitted at approved discharge locations such as bus or transport depots, terminals, and caravan parks. The Owner/Occupier of the depot, terminal or caravan parks, where such facilities are located must hold a Trade Waste Approval and discharge must be in accordance with the approval conditions. Dumping fees of toilet waste would apply if the toilet waste discharge location is not directly connected to reticulated sewerage.

10.0 LANDFILL LEACHATE

Leachate from landfill sites and wastewater from waste treatment/disposal facilities constitutes a trade waste and may not be discharged to sewer without a trade waste approval.

Trade waste charges in accordance with the discharge category will apply.

11.0 DISCHARGE FROM OPEN AREAS

The discharge of rainwater or stormwater to sewer is prohibited.

The ingress of surface water from a potentially contaminated open area to the sewerage system can cause severe operational problems to Council. However, there may be circumstances when it is environmentally beneficial to accept these wastes to the sewer under strict controls.

A trade waste approval is required to discharge such waste. Controls will be required to ensure the discharge quality and quantity meet the requirements set by this policy and will include:

- all such water is pumped to sewer at a rate acceptable to Council;
- measures to ensure the discharge to sewer ceases automatically after a predetermined level of rainfall volume (mm) and/or intensity (mm/hr);
- measures to collect, segregate and treat the "first flush" volume, equivalent to 10mm X open area (m²), during wet weather with additional runoff directed to the storm water system;
- the "first flush" volume collected is pumped to sewer, after any necessary pre-treatment, no sooner than one (1) hour after the cessation of rain;
- a suitable device for the determination of sewer discharge volume to be installed; and
- any additional conditions as applicable.

All conditions will be specified in the approval.

Trade waste charges in accordance with the discharge category will apply.

12.0 TRADE WASTE FEES AND CHARGES

12.1 GENERAL

Charges to be levied in respect of trade waste for the ensuing financial year will be determined by Council resolution passed at the Budget Meeting in any financial year and listed in the Cassowary Coast Regional Council's approved Revenue Statement.

The trade waste approval annual access charge will be levied prorata on the rates notice with every billing cycle. Other charges relating to trade waste volume and quality, if applicable, will be levied on the rates notice with every billing cycle. Trade waste fees and charges are levied under sections 91(2), 92(4), 94 and 97 of the Local Government Act 2009. The amount levied will be due and payable within 30 days of the date of issue of the notice levying the charge and if not paid within that time will become a debt recoverable by the Council in a manner approved by Council. Any amount remaining unpaid as at the end of the rating period to which the notice relates will bear interest at such rate per centum per annum as fixed by Council by resolution.

12.2 PART A ANNUAL ACCESS UTILITY CHARGE

An annual access utility charge is levied on each Trade Waste Approval associated with a premises and is payable upon receipt of a Council rate notice. The access utility charge covers the cost of administration and compliance management of trade waste approvals and the trade waste services.

The annual access utility charge reflects the management and compliance auditing costs of a low risk trade waste generator with a discharge that poses a low risk of impacting Council's sewerage system. Council reserves the right to charge a higher annual access utility charge if the discharge is perceived as being higher risk and warranting more than 2 compliance audit inspections or any compliance sampling and testing in any 12 month period. If as condition of an approval more than 2 annual audit inspections will be required, any additional inspections will be charged at the fee as indicated in the Fees and Charges Schedule.

12.3 CATEGORY 1 VOLUME CHARGES

For low strength trade waste (Category 1), a trade waste volume charge is applicable and is calculated as follows:

A) FOR PREMISES WHERE THERE IS NO SEPARATE SUBMETERING FOR TRADE WASTE FACILITIES:

6 Mthly Trade Waste Volume Charge = ((Metered Water Consumption in 6 mths - Pedestal allowance per 6mth x No. of pedestals) x Industry Discharge Factor) x \$rate/kL from Annual Council Revenue Statement

Where:

6 months: For a financial year, 6 months is the period 1 July to 31 December, and 1 January to 30 June.

Council adopts a pedestal allowance of 138kL/pedestal/annum or 69kL/pedestal per 6 mths

The industry discharge factor is a fraction between .01 and 1 that indicates the proportion of water used in the non-residential part of the premises that is discharged as trade waste and will vary based on-

- commercial/industry type;
- the site's metering arrangements;
- on-site trade waste generating processes; and
- the mix of occupiers on the land.

Council has compiled a list of discharge factors as listed in table 2 which are largely based on metering information from large water authorities. Alternative mechanisms for calculation of the trade waste volume charge are also endorsed by Council and rely on metering of either water supply to trade waste facilities or effluent.

TABLE 2 :INDUSTRY DISCHARGE FACTORS

Industry	Definition	Discharge Factor
Aged care/nursing home	Nursing home, hostel, respite, hospice	0.80
Animal care	Veterinary, boarding kennels	0.70
Automotive	Mechanical workshop, garage, lawnmower repair, equipment hire, etc.	0.90
Bakeries	Bakery (small or large)	0.85
Boiler making/engineering	Sheet metal, steel fabrication,	0.90
Bowling club	Bowls club	0.70
Butchers	Butchers, small goods manufacturers	0.90
Car detailing	Car detailing	0.90
Caravan park	Caravan park, mobile home park	0.70
Chemical manufacturers	Manufacturing of chemicals	0.90
Chicken poultry shop	Chicken shop-no cooking	0.90
Chicken poultry shop	Chicken shop - cooking	0.80
Child care	Kindergartens, day care, child care centre	0.80
Churches/halls	Churches and community halls	0.90
Concrete batching plants	Concrete plants	0.02
Dental	Dental surgery	0.80
Factories (dry processing)	Manufacturing without water	0.70
Fast food (with disposable cutlery and plates)	KFC, McDonalds, Pizza, etc.	0.80

Industry	Definition	Discharge Factor
Food processor	Salad and vegetables	0.85
Golf clubs	Private and public golf club	0.90
Guesthouse/boarding house	Backpackers accommodation, boarding house	0.80
Hairdresser	Hairdresser/beauty salon	0.90
Hospitals	Hospitals private and public	0.90
Hotels	Licenced hotel premises/taverns	0.90
Laundries	Commercial laundries/drycleaners and Laundromats	0.85
Marinas	Marina complex, boat manufactures	0.90
Medical centre	Medical centre with x-ray	0.80
Mixed industries	Anything not covered by specific categories or multiple industries	0.90
Motels	Accommodation	0.90
Nurseries/agriculture	Whole and retail nurseries and agricultural business	0.10
Office blocks	Premises used for offices	0.90
Parks and gardens	Council parks and gardens	0.10
Radiator repair	Radiator repair	0.70
Railway	Railway stations	0.90
Registered clubs	RSL, sporting clubs excluding Bowls and golf clubs	0.90

Industry	Definition	Discharge Factor
Restaurants and cafes	Restaurants, cafes, take-a-ways, etc.(See also fast food)	0.90
Schools/Universities	Private and public education	0.80
Seafood	Wholesale, retail seafood processors, bait and fisheries	0.90
Service stations/car washes	Petrol stations, carwashes	0.90
Shopping centres	Shopping centre complexes (large or small)	0.90
Swimming pool	Swimming pool complex	0.70
Utility	Power, telephone, etc.	0.90
Vacant land	Vacant land	0
Waste recovery	Liquid waste disposal	0.90

Where individual Approval Holders have information which would indicate a departure from the above discharge factor, application may be made for reconsideration of the fraction used.

The following examples demonstrate the methodology for calculation of the category 1 trade waste volumetric charge.

Example 1: Restaurant on individual lot and not in a Body Corporate

6 Mth water consumption = 500 kilolitres

Pedestals = 5

Pedestal Allowance = 69 kilolitres/pedestal/6 mth

Trade Waste Discharge Factor = 0.90

Step 1 – calculate the pedestal allowance volume

5 toilets x 69 kilolitres per pedestal per 6mth = 345 kilolitres per 6mth.

Step 2 – deduct the pedestal allowance from the water consumption for the billing period

500 kilolitres – 345 kilolitres = 155 kilolitres.

Step 3 – multiply the ‘non-domestic’ water in Step 2 by the discharge factor

155 kilolitres x 0.9 = 139.5 kilolitres

Trade waste volume for the billing period is 139.5 kilolitres.

Step 4 – Multiply the Trade waste volume x \$X/kL - the trade waste volumetric charge dollar value per kilolitre (from Revenue Statement)

139.5 kilolitres x \$X per kilolitre = \$Y (amount to be levied on rates notice.)

EXAMPLE 2: Restaurant on an individual lot within a community title scheme land which has a bulk supply water meter for the entire scheme land and no water sub-meter or trade waste effluent discharge meter servicing the individual lot, and pedestals are on the common property. In this instance the restaurant is the sole trade waste generator in the CTS.

6 Mth water consumption = 500 kilolitres

Pedestals = 5

Pedestal Allowance = 69 kilolitres/pedestal/6 mth

Trade Waste Discharge Factor = 0.90

Step 1 – calculate the pedestal allowance volume

5 toilets x 69 kilolitres per pedestal per 6mth = 345 kilolitres per 6mth.

Step 2 – deduct the pedestal allowance from the water consumption for the billing period

500 kilolitres – 345 kilolitres = 155 kilolitres.

Step 3 – multiply the ‘non-domestic’ water in Step 2 by the discharge factor

155 kilolitres x 0.9 = 139.5 kilolitres

Trade waste volume for the billing period is 139.5 kilolitres.

Step 4 – Multiply the Trade waste volume x \$X/kL - the trade waste volumetric charge dollar value per kilolitre (from Revenue Statement)

139.5 kilolitres x \$X per kilolitre = \$Y (amount to be levied on rates notice.)

EXAMPLE 3: Restaurant and bakery each on an individual lot within a community title scheme land which has a bulk supply water meter for the entire scheme land and no water sub-meter or trade waste effluent discharge meter servicing the individual lot, and pedestals are on the common property.

6 Mth water consumption for CTS = 900 kilolitres

Pedestals = 5

Pedestal Allowance = 69 kilolitres/pedestal/6 mth

Trade Waste Discharge Factor = 0.90 for restaurant.

Trade Waste Discharge Factor = 0.85 for bakery

Step 1 – calculate the pedestal allowance volume

5 toilets x 69 kilolitres per pedestal per 6mth = 345 kilolitres per 6mth.

Step 2 – deduct the pedestal allowance from the water consumption for the billing period

900 kilolitres – 345 kilolitres = 555 kilolitres

Step 3 – Assess Trade Waste Discharge Volume for CTS

Trade Waste Discharge Volume = Volume from Step 2 * Lowest Discharge Factor Applying within CTS

555 kilolitres x 0.85 = 471.75 kilolitres

Trade waste discharge volume for CTS = 471.75 kilolitres. (A)

Step 4 – Apportion CTS Discharge Volume Based on Lot Size of Each Trade Waste Lot

Lot area of restaurant = 1200m² (B)

Lot area of bakery = 200m² (C)

Trade Waste Discharge Volume of Bakery = $A * C / (B + C) = 471.75 * 200 / 1400 = 67.39$ kL

Trade Waste Discharge Volume of Restaurant = $A * B / (B + C) = 471.75 * 1200 / 1400 = 404.36$ kL

Step 5 – Multiply the Trade waste discharge volume x \$X/kL - the trade waste volumetric charge dollar value per kilolitre (from Revenue Statement)

For bakery = 67.39 kilolitres x \$X per kilolitre = \$Y (amount to be levied on rates notice.)

For restaurant = 404.36 kilolitres x \$X per kilolitre = \$Z (amount to be levied on rates notice.)

Example 4: Restaurant on an individual lot in a Body Corporate with individual lot submetering of water consumption. Toilet facilities of restaurant on individual lot.

6 Mth water consumption = 500 kilolitres

Pedestals = 5

Pedestal Allowance = 69 kilolitres/pedestal/6 mth

Trade Waste Discharge Factor = 0.90

Step 1 – calculate the pedestal allowance volume

5 toilets x 69 kilolitres per pedestal per 6mth = 345 kilolitres per 6mth.

Step 2 – deduct the pedestal allowance from the water consumption for the billing period

500 kilolitres – 345 kilolitres = 155 kilolitres.

Step 3 – multiply the 'non-domestic' water in Step 2 by the discharge factor

155 kilolitres x 0.9 = 139.5 kilolitres

Trade waste volume for the billing period is 139.5 kilolitres.

Step 4 – Multiply the Trade waste volume x \$X/kL - the trade waste volumetric charge dollar value per kilolitre (from Revenue Statement)

139.5 kilolitres x \$X per kilolitre = \$Y (amount to be levied on rates notice.)

Example 5: Restaurant on individual lot in a Body Corporate with Individual Lot SubMetering Of Water Consumption. Toilet Facilities on Common Property.

6 Mth water consumption = 500 kilolitres

No Pedestal Allowance

Trade Waste Discharge Factor = 0.90

Step 1 - Calculate the Trade waste discharge volume = water consumption by the discharge factor

500 kilolitres x 0.9 = 450 kilolitres

Trade waste volume for the billing period is 450 kilolitres.

Step 2 – Multiply the Trade waste volume x \$X/kL - the trade waste volumetric charge dollar value per kilolitre (from Revenue Statement)

450 kilolitres x \$X per kilolitre = \$Y (amount to be levied on rates notice.)

EXAMPLE 6: Restaurant and bakery on a lease within a larger complex on a single lot. No other leased properties within the lot are trade waste business.

6 Mth water consumption for lot = 900 kilolitres

Pedestals = 5 shared in complex.

Pedestal Allowance = 69 kilolitres/pedestal/6 mth

Trade Waste Discharge Factor = 0.90 for restaurant.

Trade Waste Discharge Factor = 0.85 for bakery

Step 1 – calculate the pedestal allowance volume

5 toilets x 69 kilolitres per pedestal per 6mth = 345 kilolitres per 6mth.

Step 2 – deduct the pedestal allowance from the water consumption for the billing period

900 kilolitres – 345 kilolitres = 555 kilolitres

Step 3 – Assess Trade Waste Discharge Volume for complex (the lot)

Trade Waste Discharge Volume = Volume from Step 2 * Lowest Discharge Factor Applying within the lot

555 kilolitres x 0.85 = 471.75 kilolitres

Trade waste discharge volume for lot = 471.75 kilolitres. (A)

Step 4 – Apportion Lot Discharge Volume Based on Floor Area of Each Trade Waste Lot

Floor area of restaurant = 800m² (B)

Lot area of bakery = 200m² (C)

Trade Waste Discharge Volume of Bakery = $A \cdot C / (B + C) = 471.75 \cdot 200 / 1000 = 94.35 \text{ kL}$

Trade Waste Discharge Volume of Restaurant = $A \cdot B / (B + C) = 471.75 \cdot 800 / 1000 = 377.40 \text{ kL}$

Step 5 – Multiply the Trade waste discharge volume x \$X/kL - the trade waste volumetric charge dollar value per kilolitre (from Revenue Statement)

For bakery = 94.35 kilolitres x \$X per kilolitre = \$Y (amount to be levied on rates notice.)

For restaurant = 377.40 kilolitres x \$X per kilolitre = \$Z (amount to be levied on rates notice.)

B) FOR PREMISES WHERE THERE IS SEPARATE SUBMETERING INSTALLED ON TRADE WASTE FACILITIES:

The trade waste volumes recorded by submeters on trade waste fixtures will be used directly in the calculation for the volumetric charge and no offset will be granted for the pedestal allowance or the industry discharge factor.

6 Mthly Trade Waste Volume Charge = 6 Mth Submetered trade waste volume * trade waste volumetric \$rate/kL from Annual Council Revenue Statement

12.4 CATEGORY 2 TRADE WASTE VOLUME AND QUALITY CHARGE

The category 2 quantity and quality charge on the total annual discharge of trade waste to the sewer will be assessed on an individual case by case situation depending on the nature and strength of the waste discharged to Council's sewerage network. The charging formula will be issued with the conditions of any Approval.

For category 2 Approval Holders, it will be mandatory to install an effluent meter to measure the trade waste volume being discharged to the sewerage system. The discharge volume in the above formula will be the metered effluent volume. Human waste flows must be separated from trade waste and discharged separately to the sewer for category 2 Approval Holders.

For charging purposes, a system of self-monitoring by the Approval Holder will be used to collect sufficient data to enable the average mass load for the designated charging period to be calculated. Where pre-treatment is required to meet sewer admission limits for specified parameters, self-monitoring will be required for those parameters, or a suitable surrogate, to confirm satisfactory pre-treatment. Requirements for self-monitoring and auditing by Council will be specified in the approval. The Approval Holder will meet all costs of self-monitoring. All laboratory analyses will be performed by NATA registered laboratories.

Council will collect and analyse samples for overall assessment of compliance with Sewer Admission Limits. The anticipated cost of compliance sampling and testing will be included in the levied amount for the annual access utility charge.

Where additional inspection and testing is required to be done by Council as a result of non-compliance, Council will charge the Approval Holder for all costs associated with this inspection and testing as outlined in Council's Schedule of Fees and Charges.

12.5 MISCELLANEOUS CHARGES

Additional charges are outlined in the Revenue Statement and fees and charges schedule covering a range of other miscellaneous trade waste matters as outlined below:

- Sewer Loading Charge - Illegal Discharge eg. Failure to install appropriate pre-treatment devices or illegal discharge to sewer.
- Sewer Loading Charge - Non servicing of pre-treatment devices that lead to a discharge that exceeds the Council's sewer discharge limits.
- Sewer Loading Charge - non installation of pre-treatment facility where an existing waste stream requires the installation of an arrestor to provide best practice pre-treatment for category 1 and category 2 wastes, but Council agrees that site specific conditions do not allow for appropriate device to be installed.
- Sewer Loading Charge – undersized pre-treatment facility
- Charges for Food Waste Disposal Units - Approval Holders in category 1 with food waste disposal units (garbage grinders, fruit & vegetable peelers) will be charged a fee based on the power of the motor. This charge is an addition to other applicable trade waste charges:
 - Category A: To 700W rating
 - Category B: Above 700W rating
 - Category C: Garbage grinders in public and private hospitals and aged nursing homes
- Inspection fees – The annual access utility charge is based on a maximum of 2 compliance audits per annum. In the consideration of an application for a trade waste approval, Council will assess if the trade

waste is considered high risk with increased potential to damage Council's system. If assessed as high risk Council may condition, as part of the approval conditions, further audit inspections be undertaken and in this instance, additional inspection fees will be payable with the annual access utility charge.

- Noncompliance with trade waste approval conditions may also incur a requirement for additional inspections.
- Testing fees - the waste stream of a category 2 discharger will be audited by sampling and testing on a basis as outlined in the approval conditions. These tests are over and above the testing undertaken by the Approval Holder to monitor the performance of the pre-treatment device. The full cost of laboratory analyses will be recovered from the Approval Holder.
- Where Council agrees to accept a trade waste which has properties in excess of those defined in the General Limits in Appendix 2 of the Sewer Admission Limits, an additional charge will apply for each agreed non-complying parameter. The formula for calculation will be:

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

where d is a constant to be determined by Council;

the minimum ratio for (actual/approved) is 1.0; and

'approved' means the sewer admission limit value or other negotiated value defined in the trade waste approval.

'actual' is the average of the actual waste that is discharged over that period.

The period of the charge will be the time period, based on the sampling frequency, over which the limits are considered to have been exceeded.

- Septage and Other Liquid Waste fees - Licensed waste transporters disposing of septage, portable toilet or other approved liquid waste to the sewer under approved conditions will be charged on a calculated volume basis (\$/kL) which takes account of both the volume and strength of the waste.

12.6 REFUNDS ON FEES AND CHARGES FOR CESSATION

No refunds of any fees or charges will be paid on cessation of discharge.

13.0 INSPECTIONS AND AUDITING

13.1 GENERAL

Council undertakes an inspection and auditing program to ensure compliance with this management plan and trade waste approvals. The range of inspections by Council include:

- Initial inspections
- Routine compliance inspections
- Follow Up Inspection
- Investigation Inspection
- Customer Request Inspection

13.2 INITIAL INSPECTIONS

Initial inspections are performed prior to, or just after, the submission of a liquid trade waste application and ideally before any liquid trade waste is discharged to the sewerage system from the site. They are often used to assist applicants complete the trade waste application form.

Depending on the type of business, this inspection may consider;

- type of business/es to be conducted on the site;
- source points for the generation of liquid trade waste;
- proposed quantity and quality of the liquid trade waste to be discharged;
- proposed start date for the commencement of liquid trade waste discharge to sewer; and
- pre-treatment installed or proposed.

13.3 ROUTINE COMPLIANCE INSPECTIONS

For the purpose of monitoring and auditing the conditions of discharge, Council's trade waste officer will inspect the premises of all Approval Holders' premises to check:

- That pre-treatment facilities and diversion valves are regularly and properly serviced and standby equipment is available where necessary;
- All storage areas are properly isolated and are not improperly connected to sewer;
- There are no unauthorised trade waste connections to sewer;
- There are no illegal stormwater connections to the trade waste system or sewerage;
- There are no illegal trade waste connections to stormwater and that there is no potential for trade waste to flow improperly to sewer, stormwater or waterways;
- That conditions of the trade waste approval, such as monitoring requirements, are being adhered to;
- Calibration records of any monitoring equipment.

These inspections also enable Council's trade waste officers to take compliance samples, establish if the service frequency for pre-treatment equipment is adequate, assess the overall condition of the pre-treatment device, assess the waste reduction techniques employed and to provide general advice on trade waste management.

13.4 FOLLOW UP INSPECTIONS

Follow up inspections are required where incidents or breaches have occurred during a previous inspection site visit. The re-inspection may ascertain that:

- the incident of non-compliance has been rectified;
- procedures have been initiated to prevent re-occurrence;
- steps have been taken to modify the pre-treatment;
- steps in an Effluent Improvement Program have been completed; or
- no action has been taken to rectify the cause of the incident or breach, in which case further compliance action may be undertaken, including suspension or cancellation of the trade waste approval.

13.5 INVESTIGATION INSPECTION

Investigation inspections are performed predominantly on a reactive basis following:

- a complaint from an external source; or
- identification of an illegal discharge entering the sewerage system or treatment plant.

The purpose of these inspections is to track down and stop the source of the unauthorised discharge. The person responsible for the discharge may be charged a fee for repairs to any damage to the sewerage system caused as a result of the non-compliant discharge.

13.6 CUSTOMER REQUEST INSPECTION

A trade waste customer may request an additional inspection from Council for the purposes of assessing some component of their trade waste activity, such as the pre-treatment service frequency.

13.7 COST OF INSPECTIONS

Council may at its discretion, invoice the Approval Holder for any inspections not otherwise covered in the application fee or the annual access utility charge.

14.0 INSPECTION CHAMBERS AND/OR GAUGING FACILITY

Category 2 wastes will be discharged to Council's sewerage system via an open channel inspection chamber and/or gauging facility. The inspection chamber and/or gauging facility will be located on the trade waste discharge line in an area which is accessible at all times to Council's officers thus allowing for sampling and/or monitoring equipment to be installed and operated.

A suitable 240 volt power outlet and a standard water supply outlet with back-flow prevention device installed in accordance with AS 3500 Part 1 and AS 2845.3 and approved by Council is required at all gauging facility sites.

For new Category 2 installations (and where reasonably practical for new category 1 installations), the trade waste discharge line must be separate from the domestic waste discharge line. For existing installations retrofitting is not required except where it may be completed during any proposed upgrading or alterations to the installation.

Where a non-domestic premise does not have a separate trade waste discharge line to Council's sewerage system, an open channel inspection chamber must be installed on the house drain, in an accessible location, prior to leaving the property and/or connecting into the Council sewer.

Arrestor trap installations and other pre-treatment devices on premises discharging Category 1 wastes, must have an inspection opening provided externally to the building, within the premises, at finished ground level.

15.0 TRADE WASTE METERING

15.1 METERING OF NEW TRADE WASTE APPLICATIONS

Persons submitting new applications for category 1 trade waste with water consumptions likely to be in excess of 1ML per annum will be conditioned to install an approved flow submeter/s on the inlet to each trade waste fixture. Alternatively Council may approve an effluent meter prior to the connection to Council's sewerage system where a flow meter installation is not practical.

Persons submitting new applications for category 2 trade waste will be conditioned to install an effluent meter in a chamber immediately prior to the connection to Council's sewerage system. For new category 2 dischargers the domestic waste stream must be in a separate piped system from the trade waste flow stream, so the effluent metering will only measure the trade waste volume used for calculation of charging.

15.2 METERING UNDER EXISTING TRADE WASTE APPROVALS

For existing high volume category 1 Trade Waste Approvals, the Approval Holders are encouraged to install approved flow submeters on the inlet to each trade waste fixture. Where an Approval Holder requests the installation of trade waste submetering, and the proposal and associated plumbing application is accepted by Council, the Approval Holder may either undertake the work privately at his cost or engage Council to undertake the work by way of a private works agreement. If the former option is adopted, meters will be provided by Council at cost and the work must be done by a plumber or drainer in accordance with an approved plumbing application. If the latter option is undertaken, the Approval Holder will still be responsible for preparation of the plumbing application but Council plumbing staff will undertake the work on the basis of a fixed price quotation and the full amount received prior to commencement of works. Trade waste submeters or effluent meters approved by Council will become the property of Council who will be responsible to maintain the meters. Maintenance of pipework in private property other than the meter will be responsibility of the owner. Where the Approval Holder is not the owner of the premises, the Approval Holder must obtain the written authority of the Owner to such installation specifically noting agreement to the conditions with respect to maintenance responsibilities as outlined herein.

15.4 EFFLUENT METERING OPTION

In some circumstances, an option may be approved where an effluent meter could be installed immediately prior to the connection to Council's sewerage system. If such arrangement is approved, details of the effluent meter installation and pit will be confirmed by Council. As with the submetering option, the installation could be undertaken by the Approval Holder or by Council. The terms and conditions for installation and repayment of this option would be the same as for submetering.

Where an effluent meter is installed, and the pipe flow is the combination of the domestic waste stream and the trade waste flow, the trade waste volume for charging would be calculated as follows:

Trade waste volume for 6 mths = Effluent Metered Volume (in 6 mths) – 69kL x no.of pedestals.

15.5 METER REQUIREMENTS AND DETAILS

As noted above, trade waste submeters will be supplied by Council at the scheduled cost. Effluent meters will not be supplied by Council, unless the installation is undertaken by Council. Tradewaste meters used for trade or billing purposes by private entities and wastewater service providers must comply with the requirements of the national Measurement Act 1960 (Cth) (the Act), National Measurement Regulations 1999 (Cth) and the National Trade Measurement Regulations 2009 (Cth).

Meters must be able to retain their readings following a power failure. The meter must have an alternative power back-up. The meter installation will include a tamper proof mechanism to prevent unlawful interference with the meter. If evidence arises that metering is being bypassed or otherwise rendered ineffective in any manner, the trade waste volume will be assessed using the industry discharge factor method. Tradewaste meters must be installed in an accessible position and no submeters must be higher than 1.8 meters from floor/ground level. Tradewaste submeters must not be enclosed.

In order to be verified and calibrated, a tradewaste meter is required to be tested in accordance with the National Instrument Test Procedure for Utility Meters NIPT 14. Verification can only be performed by a Utility Meter Verifier under the Act. Calibration requirements including the frequency of calibration will be indicated in approval conditions.

16.0 REMOVAL OF INDUSTRIAL LIQUID WASTE FROM PREMISES

16.1 LIQUID WASTE DISPOSAL CONTRACTORS

Removal of scheduled liquid wastes from a premises must only be carried out by a waste transporter licensed in accordance with the *Environmental Protection Act 1994 and Environmental Protection Regulation 2008* and transported, stored, treated or disposed of in accordance with the requirements of the *Environmental Protection (Waste Management) Regulation 2000*.

Liquid waste disposal contractors wishing to discharge septage, portable toilet waste or other approved holding tank or liquid waste to the sewer or sewage treatment plant must be registered annually with Council and pay all charges for disposal. Application for registration as a liquid waste disposal contractor must be lodged on the prescribed form and must be accompanied with payment of the annual fee. Council may assign conditions to any approval issued to a liquid waste disposal contractor.

16.2 COLLECTION AND DISPOSAL OF LIQUID WASTES

No person will discharge or cause to be discharged directly or indirectly to the sewer, wastes from any liquid transport vehicle without Council approval through the issue of a trade waste approval.

Waste transporters must dispose of septage and/or other approved liquid waste into the sewerage system in accordance with their approval conditions. Trade waste charges apply for the disposal of septage and liquid waste as indicated in Council's Schedule of Fees and Charges.

Grease interceptor waste and oil interceptor waste other than treated effluent from approved installations must not be disposed of to the sewerage system. Such wastes must be disposed of in a manner and/or at a site approved in accordance with requirements of the Environmental Protection Act and the Environmental Protection Regulation 2008 and operated in accordance with the requirements of the Environmental Protection (Waste Management) Regulation 2000.

Advice on the disposal of liquid waste which is not suitable for discharge to sewer may be obtained from Council's Trade Waste Officer.

17.0 APPROVED SERVICE CONTRACTORS

Council has a list of approved service contractors for cleaning and servicing of pre-treatment and stormwater diversion equipment.

To be on the approved list, service contractors are required to commit to:

- Servicing pre-treatment or stormwater diversion devices to council requirements;
- Assessing each pre-device for damage (e.g. broken baffles) and maintenance requirements;
- Advising council if, in their opinion, the specified service frequency is inappropriate;
- Providing to council, monthly and in electronic form, details of devices serviced, including date of service, council barcode number and maintenance requirements.

Other service providers may be used. However Council may require a Trade Waste Officer to inspect the device immediately after servicing, at the Approval Holder's expense.

Maintenance cleaning of arrestors must be carried out on a regular basis in accordance with conditions of the trade waste approval by a waste transporter licensed under the Environmental Protection Act 1994 and the Environmental Protection Regulation 2008.

18.0 RECORDS AND TRADE WASTE INFORMATION

Council will maintain records of trade waste data, management documents and customer correspondence within its corporate record systems.

Information and data relating to a specific Approval Holder, obtained from reports, applications, approvals, monitoring programs will not be available to the public and are treated as commercial-in-confidence information.

19.0 TWEMP REVISION

This TWEMP will be subject to review on an annual basis or as circumstances require. The updated version of the TWEMP will be available on Council's website.

APPENDIX 1- SELECTED LEGISLATION RELATIVE TO TRADE WASTE

Water Supply (Safety and Reliability) Act 2008
Plumbing and Drainage Act 2002
Standard Plumbing and Drainage Regulation 2003
Environmental Protection Act 1994
Environmental Protection (Water) Policy 2009
Environmental Protection Regulation 2007
Environmental Protection (Waste Management) Policy 2000 (Repealed 2011)
Environmental Protection (Waste Management) Regulation 2000
Local Government Act 2009
Sustainable Planning Act 2009 replaces the Integrated Planning Act 1997
Sustainable Planning Regulation 2009
Radiation Safety Act 1999
Radiation Safety Regulation 2010
Gene Technology Act 2001 (Queensland Legislation)
Gene Technology Act 2000 (Commonwealth Legislation)

APPENDIX 2 - SEWER ADMISSION LIMITS

A2-1 PURPOSE AND SCOPE

These trade waste sewer acceptance criteria define the quality standards for trade waste approved for discharge into sewerage infrastructure owned by the Council.

Site-specific variations to the trade waste sewer acceptance criteria may be approved at Council's sole discretion and such variations will be documented in *Trade Waste Approval* conditions.

These trade waste sewer acceptance criteria conform to the Australian Sewage Quality Management Guideline 2012 (WSAA) and the requirements of the *Water Supply (Safety and Reliability) Act 2008*.

A2-2 PROHIBITED SUBSTANCES

Persons, including Approval Holders, are prohibited from introducing or cause to be introduced into Council's sewerage infrastructure, any prohibited substances listed in trade waste sewer acceptance criteria.

Prohibited substances are detailed in Schedule 1 of the Water Supply Act, and include:

- **A solid or viscous substance in a quantity, or of a size, that can obstruct sewage, or interfere with the operation of sewerage.**

Note: specifically including:

- Solid or viscous substances in amounts which will cause obstruction of the flow in Council's sewerage infrastructure resulting in interference; but in no case solids with a maximum linear dimension of greater than 13 millimetres and a quiescent settling velocity greater than 3 metres per hour.
- Animal guts or tissues, paunch manure, bones, hair, entrails, whole blood, feathers, ashes, cinders, sand, spent lime, stone or marble dusts, sawdust, metal, glass, straw, grass clippings, rags, spent grains, waste paper, wood and plastics.

- **A flammable or explosive solid, liquid or gaseous substance, including petrol**

Note: specifically including:

- Contaminants which create a fire or explosive hazard in sewerage infrastructure including, but not limited to, waste streams with a closed-cup flashpoint of less than 60°C.

- **Floodwater, rainwater, roof water, storm water, subsoil water and surface water.**

Note: Where rainwater is collected and used in substitute for potable water and then used to generate trade waste, the waste water will no longer be considered to be rainwater or groundwater.

- **A substance, that given its quantity, is capable alone, or by interaction with another substance discharged into sewerage, of:**

- inhibiting or interfering with a sewage treatment process; or
- causing damage or a hazard to sewerage; or
- causing a hazard for humans or animals; or
- creating a public nuisance; or
- creating a hazard in waters into which it is discharged; or
- contaminating the environment in places where effluent or sludge from a sewage treatment plant is discharged or reused.

Note: specifically including:

- Noxious or malodorous liquids, gases, solids, or other wastewater.
- Petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference (i.e. accumulation in a pump station wet well) or pass through.
- Alkaline degreasers or other products intended for the use of solubilising or emulsifying oil, grease and fat residues.
- Raw or depleted degreasing substances or baths of detergent cleaners, hydrocarbon cleansers, caustic soda, phenol/cresol solutions, cresylic acid and chlorinated hydrocarbons.
- Contaminants which result in the release of toxic gases, vapours, or fumes within sewerage infrastructure in a quantity that may cause worker health and safety problems.
- Any sludge, screenings, or other residual wastes from the pre-treatment of industrial or commercial wastes or from industrial or commercial processes, unless such wastes have undergone pre-treatment and have been approved for discharge by Council.

- **A substance at a temperature of more than 38°C**

A2-3 RESTRICTED SUBSTANCES

All persons, including Approval Holders, are prohibited from introducing or causing to be introduced into Council's sewerage infrastructure any restricted substance at concentration or mass load greater than the relevant sewer acceptance criteria listed in the tables below.

Any substance not listed in the sewer acceptance criteria is a restricted discharge and must not be discharged at measurable concentrations unless specifically approved by Council.

A2-3 RESTRICTED SUBSTANCES

PARAMETER	REMARKS
Medical and infectious wastes	<p>Pathological, infectious and cytotoxic wastes are prohibited except as allowed for under the <i>National Guidelines for the Management of Clinical and Related Wastes</i> produced by the National Health and Medical Research Council 1988.</p> <p>No person will discharge solid wastes from any hospital, clinic, surgery, laboratory or any other medical or veterinary facility to the sewers including but not limited to hypodermic needles, syringes, instruments, utensils, swabs, dressings, bandages, paper and plastic items of a disposable nature and any noticeable portion of human or animal anatomy.</p>
Genetically engineered organisms	<p>Dischargers must notify and obtain the written permission of Council prior to the discharge of genetically engineered organisms. Council, if not already in receipt of information from the Office of the Gene Technology Regulator (OGTR) about this application will refer the application to OGTR for comment.</p> <p>Laboratories and other facilities which culture, package or transport GMOs should have in place sufficient procedures and pre-treatment equipment to ensure that no live GMOs are discharged to sewerage.</p> <p>OGTR has issued guidelines on the disposal of genetically engineered organisms. For further information contact:</p> <p style="text-align: center;">Office of the Gene Technology Regulator MDP54 GPO Box 9848 Canberra ACT 2601 Email: ogtr@health.gov.au Phone: 1800 181 030 Fax: (02) 6271 4202</p>
Halogenated Aromatic Hydrocarbons (PCBs and PBBs)	Because of their stability, persistence and ability to bioaccumulate in animal tissue, these compounds have been severely restricted by health and environmental regulators. The discharge must be less than the limit of detection.
Pesticides – organochlorine	Because of their stability, persistence and ability to bioaccumulate in animal tissue, these compounds have been severely restricted by health and environmental regulators. The discharge must be less than the limit of detection.
Radioactive material	Radioactive material discharged to sewer must comply with requirements and discharge standards specified in the <i>Radiation Safety Act 1999</i> and associated regulations as updated from time to time.
Other substances	<p>Other substances to be controlled in discharges to sewer are those which:</p> <ul style="list-style-type: none"> • are persistent and/or toxic • pass through a treatment plant untreated or partially treated and affect the receiving environment • are deleterious to the sewerage system, employees of Council and/or the public • inhibit process efficiency or make collection and treatment of wastewater more expensive • could lead to contamination of the wastewater treatment products.

A2-4 ADMISSION LIMITS

The upper limits for the quality of trade waste discharged to the sewer for all categories are set out below. These admission limits will apply immediately. They are subject to periodic review.

I. GENERAL LIMITS

Parameter	Concentration (mg/l except *)
Temperature *	< 38°C
pH *	6 – 10
Biochemical Oxygen Demand (BOD ₅) +	600mg/L
Chemical Oxygen Demand (COD) +	1200mg/L
Total Organic Carbon (TOC) +	1200mg/L
Suspended Solids +	600mg/L
Total dissolved solids (TDS) ⁺	4000mg/L
Total oil/grease (Freon extractable)	200
Gross solids *	non faecal gross solids will have a maximum linear dimension of less than 20mm and a quiescent settling rate of less than 3m/hr.
Colour *	limited such as not to give any discernible colour in treatment works discharge
Odour *	not detectable in 1% dilution or causing an odour problem in Council's sewerage system
Chlorine (as Cl ₂)	10
Sulphate (as SO ₄ ⁻) [#]	2000
Sulphite (as SO ₂)	100
Surfactants - Anionic (MBAS)	500
Aluminium (as Al) [#]	100

Parameter	Concentration (mg/l except *)
Iron (as Fe) [#]	100
Ammonia plus ammonium ion (as N) [#]	100
Total Kjeldahl Nitrogen (as N) [#]	150
Phosphorus (Total P) [#]	50
Manganese (as Mn)	100

+ these levels () are for guidance only; the total mass load and the capacity of the sewerage system to accept the load will be considered for each application.

Council may in some circumstances accept waste containing higher concentrations of these substances. Additional charges for treatment (clause 7.6) will apply.

II. SPECIFIC LIMITS - INORGANIC

Parameter	Concentration mg/l
Boron (B)	100
Bromine (Br ₂)	10
Fluoride (F ⁻)	30
Cyanide (CN ⁻)	5
Sulphide (S ⁻)	5

III. SPECIFIC LIMITS - METALS

Parameter	Maximum Concentration (mg/l)	Daily mass load (g/day)
Arsenic (As)	5	15
Cadmium (Cd)	2	6
Chromium (Cr)		
Total	20	75*
Hexavalent	10	
Cobalt (Co)	10	30
Copper (Cu)	10	75
manganese (Mn)	10	30
Lead (Pb)	10	30
Mercury (Hg)	0.05	0.15
Nickel (Ni)	10	30
Selenium (Se)	5	15
Silver (Ag)	5	15
Tin (Sn)	10	30
Zinc (Zn)	10	75

The concentration values apply to dischargers having a daily mass load between the Lower Daily Mass Load (LDML) and the Upper Daily Mass Load (UDML). For small dischargers with a daily mass load below the LDML, no concentration limits apply. Dischargers who exceed Council's UDML limits will be required to take measures to meet the UDML. This may involve treating to a lower concentration than indicated above.

* For discharges below the Lower Daily Mass Load, hexavalent Cr must be reduced to trivalent Cr.

IV. SPECIFIC LIMITS - ORGANIC

Specific Acceptance Limits for Organic Compounds

PARAMETER	MAXIMUM LIMIT	REMARKS
Aldehydes		Aldehydes in the sewer atmosphere can adversely affect the safety of operations and maintenance personnel.
Formaldehyde (as HCHO)	30 mg/L	
Acetaldehyde (as CH ₃ CHO)	5 mg/L	
Propionaldehyde (as CH ₃ CH ₂ CHO)	5 mg/L	
Dimethyl sulphide	1 mg/L	Dimethyl sulphide is flammable and an irritant. Dimethyl sulphide has an unpleasant odour at even extremely low concentrations.
Ketones		Ketones in the sewer atmosphere can adversely affect the safety of operations and maintenance personnel.
Acetone	400 mg/L	
Methyl ethyl ketone	100 mg/L	
Pesticides – total (includes insecticides, herbicides, fungicides)	1.0 mg/L	<p>This category covers all pesticides other than those that are specifically listed below. They may:</p> <ul style="list-style-type: none"> adversely affect the treatment processes impair the quality of the receiving environment adversely affect the safety of operations and maintenance personnel restrict reuse/recycling applications.
Pesticides – organophosphor-ous (total)	0.1 mg/L	<p>Including: azinphos-methyl; azinphos-ethyl; coumaphos; demeton; dichlorvos; dimethoate; disulfoton; fenitrothion; fenthion; malathion; methamidophos; mevinphos; omethoate; oxydemeton-methyl; parathion; triazophos; trichlofon</p> <p>Other organophosphate pesticides are covered by the preceding <i>Pesticides (General)</i> category.</p> <p>This list includes substances on the following lists of environmental toxicants:</p> <ul style="list-style-type: none"> UK Red List UK Candidate List EC Priority Hazard List, and North Sea Agreement, APP. ID.
Petroleum hydrocarbons		Petroleum hydrocarbons may adversely affect the safety of operations and maintenance personnel.
Total	30 mg/L	
C ₆ –C ₉	5 mg/L	
Benzene	0.04 mg/L	
Toluene	0.5 mg/L	
Ethyl benzene	1.0 mg/L	
Xylene (total)	1.0 mg/L	
Phenolic compounds		Phenolic compounds may adversely affect biological treatment processes. They may not be completely removed by conventional treatment and subsequently may impact on the receiving environment.
Total Phenols	100 mg/L	
Pentachlorophenol	5 mg/L	<p>Pentachlorophenol:</p> <ul style="list-style-type: none"> can adversely affect the biological treatment process may impair the quality of the receiving environment.
Polynuclear Aromatic Hydrocarbons (PAHs)	5 mg/L	Many of these substances have been demonstrated to have an adverse effect on the health of animals. Some are also persistent and are not degraded by conventional treatment processes.

PARAMETER	MAXIMUM LIMIT	REMARKS
Volatile organic compounds		Volatile organic compounds may adversely affect the safety of operations and maintenance personnel.
Halogenated (total)	1 mg/L	
Trichloromethane (chloroform)	0.1mg/L	
Tetrachloroethene (perchloroethylene)	0.01mg/L	
Trichloroethene (trichloroethylene)	0.1 mg/L	

- V. Any substance not listed in the above tables is a prohibited discharge and may not be discharged without prior approval of Council. Council may request specific demonstrable evidence based on degradability and toxicity for any substance when assessing acceptance to sewer.

APPENDIX 3 - PRE-TREATMENT GUIDELINES FOR TRADEWASTE DISCHARGES

A3-1 INTRODUCTION

The following information is provided as a guide to assist Approval Holders. As waste quality may vary both within a given industry and between individual industries of the same type, the adequacy of these guidelines will need to be verified for each discharge.

A3-2 WASTE FROM COMMERCIAL AND SERVICE INDUSTRIES.

Occupiers or Owners of all premises where commercial or service enterprises are undertaken, or likely to be undertaken, must apply to the Council for a Trade Waste Approval to discharge trade waste to the Council sewer system. Discharge without approval is an offence under the Water Supply (Safety and Reliability) Act 2008 and is subject to penalties of up to 1665 penalty units (\$166,500.00) as defined in the Act.

Commercial and service enterprises include, but are not limited to, the following:

Restaurants, Coffee shops, Cafes

Fast food outlets/Take-a-ways

Butchers

Bakers/Hot bread shops

Seafood shops

Delicatessens

Pie/Pastry outlets

Ice-cream Parlours

Hotels

Motels

Backpacker accommodation

Caravan Parks with onsite laundry facilities or camp kitchens

Hospitals

Clubs

Laundromats

Hairdressers

Nursing homes

Medical surgeries (includes dental, veterinary, chiropractic – where have X-rays)

Garbage collection areas in commercial buildings

Service stations/ other automotive related businesses (small scale)

Small engineering works

Photographic/X-ray/Graphic arts/Mini labs

Air-conditioning waste-condensates, Cooling tower wastes

Commercial refrigeration condensates

Commercial/public swimming pool backwash water

Supermarkets/Shopping centres

In most cases wastes from these businesses would be termed as minor generators and would be suitable for discharge to the sewer after appropriate pre-treatment as indicated in Table 1. However, the Trade Waste Officer will access all trade waste generators and determine their category.

A3-3 CONTAINMENT OF TOXIC/HAZARDOUS SUBSTANCES

Any potentially toxic or hazardous substances must be stored in bunded areas where leaks, spillages, or overflows cannot be drained by gravity or by any automated mechanical means to the sewer or the stormwater system.

Bunding of toxic or hazardous substances must meet recommendations of applicable best practice guidelines, standards or codes of practice.

A3-4 PRE-TREATMENT REQUIREMENTS FOR BUSINESS TYPES

The business types listed below are deemed to comply with sewer acceptance criteria when discharging trade waste through properly installed and maintained pre-treatment infrastructure, unless otherwise specified in the relevant trade waste approval. The table below provides details of sizing requirements of facilities, if required, together with notations on special requirements. In all instances, sizing calculations for pre-treatment devices need to be confirmed by Council's Trade Waste Officer.

TABLE 1: PRE-TREATMENT REQUIREMENTS

BUSINESS TYPE	BASIC PRE-TREATMENT REQUIREMENTS
Workshops	
Automotive Industries service stations, car detailers	Oil silt arrestor with a capacity greater than the peak hourly flow (L/hour).
Mechanical Workshop	Oil silt arrestor with a capacity greater than the peak hourly flow (L/hour).
Food Service	

BUSINESS TYPE	BASIC PRE-TREATMENT REQUIREMENTS
Cafe/Canteen/Cafeteria cooking on site	Standard grease arrestor sizing.
Chicken (Fresh) cutting and preparation of fresh meat	Standard grease arrestor sizing.
Chicken Cooking (Minor Retail) BBQ, charcoal, rotisserie	Standard grease arrestor sizing.
Chicken Cooking (Major Retail) Direct cooker connection to sewer (i.e. steam "combi" oven)	Grease arrestor with a capacity greater than the peak hourly flow (L/hour), but minimum 3000L grease arrestor.
Coffee Shop/Sandwich Shop/Sandwich Bar no cooking on site and discharge <1000L/day	No pre-treatment required.
Coffee Shop/Sandwich Shop/Sandwich Bar cooking on site	Standard grease arrestor sizing.
Commercial Kitchen hotel, motel, function centre, hospital	Standard grease arrestor sizing. In food preparation and handling areas install: <ul style="list-style-type: none"> - authorised in-sink basket traps being of self-closing or fixed screen type. - authorised floor wastes being of a basket trap of self-closing or fixed screen type. Food disposal units must be registered with Council.
Community Hall Kitchens minimal food preparation at site	No pre-treatment required.
Community Hall Kitchens cooking on site	Standard grease arrestor sizing.
Doughnut Shop cooking on site	Standard grease arrestor sizing.
Fast Food Outlet – Major Franchise cooking on site	Grease arrestor with a capacity greater than the peak hourly flow (L/hour), but minimum 2000L grease arrestor.
Fish and Chip Shop	Standard grease arrestor sizing.
Hotel/Motel/Bar/Nightclub no cooking on site	No pre-treatment required.
Hotel/Motel/Bar/Nightclub with counter lunches, cooking	Standard grease arrestor sizing.
Ice Cream Parlour without hot food takeaway	No pre-treatment required.
Ice Cream Parlour with hot takeaway food	Standard grease arrestor sizing.
Pizza Shop (not a major chain)	Standard grease arrestor sizing.
Restaurant	Standard grease arrestor sizing.
School Canteen	No pre-treatment required.

BUSINESS TYPE	BASIC PRE-TREATMENT REQUIREMENTS
no cooking on site	
School Canteen cooking on site	Standard grease arrestor sizing.
School Home Science/Hospitality Kitchen	Standard grease arrestor sizing.
Takeaway Food Shop no food cooked on site (i.e. sandwich bar)	No pre-treatment required.
Takeaway Food Shop cooking on site	Standard grease arrestor sizing.
Tertiary Institution Kitchen/Canteen/Cafeteria	Standard grease arrestor sizing.
Specialty Food	
Bakery (Retail) cooking on site (preparation of pastries, pies, sausage rolls etc)	Standard grease arrestor sizing.
Butcher (Retail)	Standard grease arrestor sizing. All drainage from sinks and floor wastes must pass through an authorised basket trap of self-closing or fixed screen type.
Delicatessen no meat or hot food cooked on site	No pre-treatment required.
Delicatessen hot food cooked on site	Standard grease arrestor sizing.
Fresh Fish (Retail) no fish cleaned, filleted or cooked on site	No pre-treatment required.
Fresh Fish (Retail) fish cleaned, filleted or cooked on site	Standard grease arrestor sizing. In-sink basket traps of self-closing or fixed screen type.
Food Manufacturing/Processing	
Food Manufacturing – Minor (<10 kL/day discharge)	Standard grease arrestor sizing. In food preparation and handling areas install: - authorised in-sink basket traps being of self-closing or fixed screen type. - authorised floor wastes being of a basket trap of self-closing or fixed screen type.
Service Industries	
Beautician/ Hairdressing Salon	No pre-treatment required.
Hairdresser	No pre-treatment required. No discharge through grease arrestor.
Laundry coin operated only (not commercial)	No pre-treatment required.
Funeral Parlour	No pre-treatment required.

BUSINESS TYPE	BASIC PRE-TREATMENT REQUIREMENTS
School Science Laboratory	Authorised silt trap or dilution chamber with a capacity greater than the peak hourly flow (L/hour). Neutralisation chamber may be required.
School Art Studio/Block	Silt arrestor with a capacity greater than the peak hourly flow (L/hour).
Care Facilities	
Day Care Centre no cooking on site	No pre-treatment required.
Day Care Centre cooking on site	Standard grease arrestor sizing.
Hospital Kitchen	Standard grease arrestor sizing.
Nursing Home Kitchen	Standard grease arrestor sizing.
Retirement Village Kitchen	Standard grease arrestor sizing.
Commercial Process	
Bin Wash associated with commercial premises	Basket trap in floor waste being of self-closing or fixed screen type. Wastewater to pass via grease arrestor (if installed).
Carwash roofed and bunded	Oil silt arrestor with a capacity greater than the peak hourly flow (L/hour). Basket trap in floor waste being of self-closing or fixed screen type.
Cooling Tower Condensate/Blowdown where this is the only discharge type	No pre-treatment required. Metering solution required.
Refrigeration Condensate	No pre-treatment required. Metering solution required.
Compressor Condensate (large scale)	Oil silt arrestor with a capacity greater than the peak hourly flow (L/hour). Metering solution required.
Veterinary and Pet Care	
Veterinary Practice no discharge of regulated waste	No pre-treatment required.
Hydrobath	Basket trap in floor waste being of self-closing or fixed screen type.

1. Standard arrestor sizing details are provided in section 7.1.3 of the TWEMP. Notwithstanding where standard sizings are indicated above, in all instances, size of pretreatment devices must be confirmed by Council and will be noted in conditions of approval.
2. Refer also Table 2 for additional requirements for mechanical workshop trade waste generators.
3. Refer also Table 3 for additional requirements for food industry trade waste generators.

A3-5 GUIDELINES FOR ESTIMATING PEAK HOURLY FLOWS

FIXTURE/FITTING TYPE	PEAK HOURLY FLOW ALLOWANCE (LITRES/HOUR)
Bain Marie - water heated	Use 3 x maximum capacity of the apparatus
Bin Wash / wet garbage	Install in-floor self-closing dry bucket arrestor trap. Installation of a grease arrestor is not required.
Floor Waste / Bucket Trap / Grated Strip Drain	Allow 50 litres/hour for every 50 square metres of floor area, or part thereof. Add allowance for any listed connected apparatus
Sealed Floor Waste Gully	0
Cleaners Sink	30
Dishwasher - tunnel feed*	Use 3 x manufacturer's peak flow rate per hour
Dishwasher – large (>1 outlet)*	Use 3 x manufacturer's peak flow rate per hour
Dishwasher – medium (upright)*	300
Dishwasher – small (under bench)	150
Glass Washer - tunnel feed	Use 3 x manufacturer's peak flow rate per hour
Glass Washing Machine	150
Grease Canopy (water cleaned)	50
Hand Basin	30
Ice Cream Machine Soft Serve	60
Lab Sink (commercial or research lab)	50
Lab Sink (educational facility)	22
Noodle Cooker	100
Potato Peeler (large commercial application)	Use 3 x manufacturer's peak flow rate per hour
Potato Peeler (small kitchen application)	100
Rotisserie Rack	100
Steamer Roast Oven / Combi Oven	Allow 40 litres/hour per rack. 3000 litre grease arrestor minimum size.
Electric or Gas /Steamer Cooker / Kettle	200
Sink - Utility / Pot per outlet connected separately to drain (depth greater than 300mm)	300
Sink – Single Bowl (depth up to and including 300mm)	150
Sink – Double Bowl (depth up to and including 300mm fixture pair connection)	300

FIXTURE/FITTING TYPE	PEAK HOURLY FLOW ALLOWANCE (LITRES/HOUR)
Trough up to 4 taps	40
Trough greater than 4 taps	Refer to trade waste section for advice
Tundish Condensate (refrigerator / freezer condensate)	3
Tundish (not refrigerator/freezer condensate)	Allow 10 litres/hour Add allowance for any listed connected apparatus
Wok Burner Dry	30 litres/hour per water arm
Wok Burner Wet	Use 3 x manufacturer's peak flow rate per hour

* Note it is preferable for medium to large dishwashers to be plumbed around the grease arrestor.

A3-6 GREASE ARRESTOR REQUIREMENTS

A3-6-1 General

Information in Appendix A3-5 may be used for estimating the size of grease arrestors. The final determination of adequate capacity will be done by the Trade Waste Officer.

The maximum allowable capacity of an individual grease arrestor is 2000 litres. Where the capacity requirements for a premise are greater than 2000 litres, additional arrestors must be used, with each arrestor to be a discrete installation separately treating a defined waste stream.

The use of solvents, enzymes, mutant bacteria, odour control units or pesticide in grease arrestor traps is prohibited unless specifically approved by the Trade Waste Officer.

Cleaning and maintenance of grease arrestors will be carried out by Cassowary Coast Regional Council approved liquid waste disposal contractors at maximum of 3 monthly intervals or more frequently as specified in the Trade Waste Approval Conditions.

A hose tap is to be installed with-in 5 metres of the grease trap; this hose tap is to be used for grease trap cleaning purposes only. A backflow prevention device (double check valve) is to be installed immediately prior to the hose tap.

A permit to undertake plumbing work must be obtained from Council prior to installation.

All work to be performed by a licenced Plumber/Drainer.

A3-6-2 Installations Within Buildings

Grease arrestor traps installed inside buildings will normally not be allowed, except in exceptional circumstances, and only with the approval of Council's Trade Waste Officer and Council's Environmental Health Officers. When installed and requiring remote pump-out, the arrestor must be of the "Boat Bottom" design and fitted with gas tight lids.

A3-6-3 Cover and Frame Installation

The cast iron interceptor trap frame must be jointed to the thickening rib and or wall extension of the interceptor trap by Araldite Epoxy or similar Council approved material. The “in-situ” concrete surround around the frame must be 200mm wide and extend below the angle of the thickening rib of the interceptor trap.

A3-6-4 Grease Interceptor Trap Covers

Installation of covers and cast iron frame must comply with Councils requirements and the Sewerage and water Supply Act to ensure that a gas tight seal lids obtained between cover and frame. Covers must be machined edged.

The cast iron frame must be the full length and full width of the trap opening and placed on the thickening rib of the interceptor trap or the vertical concrete extension thereto of the interceptor trap wall and flush with the inside of the vertical wall extension and or the thickening rib of the interceptor trap. Lid must allow full access for servicing of the grease arrestor baffles.

Loose checker plate steel lid may be used in open air and un-trafficable areas only. Top of the grease trap will be a minimum of 50 mm above the surrounding surface area or flood level with a tapered concrete apron.

A3-6-5 Concrete Wall Extensions and Concrete

Pre-cast and “in situ” concrete wall extensions and or surrounds to be vertical, smooth and free of air holes and jointed flush with the inside of the interceptor trap wall. Material used for the jointing of the pre-cast concrete products to the interceptor trap must be industrial Araldite Epoxy or similar Council approved material.

A3-6-6 Grease Interceptor Outlet Inspection

Outlet inspection opening to be 100 mm screwed brass cleaning eye finished at ground level with a concrete surround.

A3-6-7 Venting of Grease Arrestors

Grease arrestors will be vented. Size of vent to be minimum of 100 mm diameter.

A3-7 GUIDE FOR DRAINS AND DISCHARGE PIPES CONVEYING TRADE WASTE

List of discharges wherein vitrified clay pipe or other approved materials would be required.

Laundries – commercial and hospital

Hospitals – sterilizers, autoclaves, laboratories

Tanneries

Anodising plants

Smallgoods manufacture

Boiler blow down from industrial premises

Poultry abattoir

Margarine and butter manufacture

Mechanical parts washing – solvents

Printing works
Food processing
Bakery
Restaurant
Fish and chip shop
Car wash
Retail butchery

List of discharge wherein vitrified clay pipe or other approved material would be optional.

Coffee shop
Milk bar
Garbage compaction areas

FIXTURE WASTES CONNECTED TO TRADE WASTE DRAINS ARE NOT TO BE INSTALLED IN COPPER/BRASS PIPING AND FITTINGS.

A3-8 FOOD WASTE DISPOSAL UNITS

Food waste disposal units (garbage grinders/in-sink waste disposal units) may be approved in commercial applications. Where installation is approved, an annual charge based on motor power will apply. Garbage grinders must discharge direct to sewer and cannot discharge through grease interceptor traps.

Potato peelers also come within this category and are subject to the same charges and conditions.

A3-9 OIL ARRESTORS

A3-9-1 Installation requirements for oil arrestors are as follows.

- Only council approved equipment to be installed
- Installation must comply with relevant Council Building and Plumbing by-laws
- Minimum capacity 1,000 litres per hour
- Where required pumps to be sized so as not to exceed the capacity of the arrestor
- Only approved non-emulsifying pumps to be used
- Sludge outlet to be fitted with a full flow valve
- Manufacturers recommended servicing/clean schedules must be adhered to
- Servicing records to be kept and made available to Trade Waste Officers
- Cleaners and detergents must be of "Quick Break" formulation

In ground triple chamber type oil arrestors are no longer permitted for oil and grease separation. Oil arrestors are to be of the Coalescing Plate type, Vertical Gravity arrestors, Hydro-cyclones, or other Council approved devices. Minimum capacity of oil traps to be 1kL/hour.

Only Council approved 'Quick Break Detergents' may be used where waste is discharged to sewer via an oil interceptor.

Only non – emulsifying pumps such as an electrically driven diaphragm pump (at less than 40 cycles per minute) may be used to pump the wastewater to an arrestor. The pump discharge must not be greater than the capacity of the arrestor.

Any person wishing to sell a Oil Arrestor system which includes the pump for treatment of wastewater going to sewer must confirm to these guidelines.

A3-9-2 House keeping procedures

'Housekeeping' refers to all work practices and activities which minimize waste. There are a number of housekeeping practices which can be adopted to reduce wastewater levels and lessen the load placed on pre-treatment facilities. Good housekeeping procedures should be adopted wherever possible and in some circumstances can even classify the generator as a non discharger. Some of the practices are:

- Use less water by adopting dry cleaning methods. The less water used the less trade waste wastewater to be treated.
- Dry cleaning methods include wiping up spills and sweeping, rather than hosing. There are absorbent packs available to soak up oil spills.
- Ensure that all equipment is properly cleaned and maintained.
- Don't pour oil down the drain, Ensure that adequate storage is provided for used oil and that a collection program is arranged with an oil recycler.
- Use "Quick Break" detergents. These help remove oil at the pre-treatment stage.
- Use cleaning products that have a PH of between 7 -10 at working concentrations.

A3-9-3 Maintenance of Oil Interceptors

Maintenance cleaning of oil interceptors must be carried out on a regular basis in accordance with conditions of the trade waste approval by a Council approved Industrial Liquid Removal Contractor licensed under the Environmental Protection Act and the Environmental Protection Regulation.

Building Codes Queensland's (BCQ) position regarding Oil separators (OS) and licensing requirements for servicing and maintaining trade waste apparatus.

1. *OS are a trade waste device connected to a sanitary drainage system. The installation and maintenance of OS units must be done by a licensed plumber drainer.*
2. *General servicing and cleaning of the OS can be performed by an unlicensed plumber however; any work necessary for maintaining or repairing the apparatus would have to be performed by a licensed plumber.*

Regular cleaning of oil separators is required to ensure effective operation.

Council will set the service frequency (period between services) of each oil separator as part of a Category 1 trade waste approval. This is usually every 3 months.

Maintenance should be in accordance with manufacturer's instructions. For most systems, the following process is used:

- Manually operate the pump to reduce the volume of wastewater in the holding tank to the lowest level.
- Drain sludge hopper on the separator back into the holding tank.
- Remove and clean plate or coil pack with quick break detergents and pressure cleaner.
- Hose out oil water separator thoroughly.
- Pump out all of the wastewater in the holding tank by a liquid waste contractor.
- Reinstall plate/coil pack and secure to oil separator to stop the pack from floating.
- Close sludge valve.
- Fill oil separator with clean water.
- Run on manual to reset oil skimmer level.

Council is to be advised within a month that the service has been completed and of any maintenance issues noted. It is preferred that this advice be provided by service contractors in a monthly service docket. Servicing records (from service agent, waste contractor and/or in-house records) should be kept and made available to Trade waste Officers when required.

A3-10 WORKSHOP PRE-TREATMENT REQUIREMENTS

Functional activities of mechanical workshops necessitate additional measures and pre-treatment to contain and treat the wastes from the site as outlined in Table 2.

TABLE 2: GENERAL PRE-TREATMENT GUIDELINES FOR MINOR MECHANICAL WORKSHOPS

PROCESS	PRE-TREATMENT	HINTS
Parts washing with water	Wash area to be bunded to contain wash water. If outside the workshop, wash area is to be bunded and roofed or if no roof, fitted with a first flush diversion system, a collection well and non-emulsifying pump.	Screens may be useful to exclude nuts and washers from the pump intake. Cleaning compounds to be compatible with the pre-treatment system. The cleaning and maintenance program specified by the supplier should be followed. Oil to be drained or wiped from parts prior to washing. Store used oil for recycling.
Parts washing with Solvents (preferred method)	Spent solvents to be removed off-site for regeneration or disposal. Area containing the parts wash to be bunded to contain any spillage or leakage. N.B. There is no discharge to Sewer	Read the MSDS for each of the materials being used
Floor wash Down (Periodic)	Area to be under roof and bunded to exclude rainwater but include wash water.	Screen may be used to exclude Washers and nuts from the pump intake. Cleaning compounds to be compatible with the pre-treatment system. The cleaning and maintenance program specified by the supplier should be followed. Oil spills should be soaked up prior to washing. Grease blobs should be scraped up before washing.

PROCESS	PRE-TREATMENT	HINTS
Vehicle body repair shops (Wet rubbing)	Wet rubbing area to be roofed and Bunded or fitted with a first flush diversion system. Area to drain to a minimum 1000 litre interceptor trap.	Interceptor to be serviced at regular intervals by a licenced contractor.
Washing of vehicle body Only. (No degreasing)	Wash area to be bunded to contain wash water. If outside the workshop The wash area is to be bunded and roofed, or if no roof installation of a first flush diversion system is required. A 550 litre minimum triple interceptor trap is required.	Interceptor to be serviced at regular intervals by a licenced contractor.
Vehicle detailing (De-greasing)	Area to be under roof and bunded to exclude rainwater but include wash water. A collection well and non-emulsifying pump. An approved oil arrestor with an oil collection container and sludge removal system, all within a roofed and bunded area.	Collection well/silt trap to be serviced at regular intervals by a licenced industrial liquid removal contractor.
Service stations – covered forecourt		NOT PERMITTED TO SEWER OR STORMWATER DRAIN. Dry cleaning technique should be adopted.

A3-11 FOOD INDUSTRY PRE-TREATMENT REQUIREMENTS

Functional activities of food industries necessitate additional measures and pre-treatment to contain and treat the wastes from the site as outlined in Table 3.

TABLE 3: MISCELLANEOUS GENERAL PRE-TREATMENT REQUIREMENTS FOR THE FOOD INDUSTRY

PROCESS	PRE-TREATMENT	HINTS
All premises involved in cooking food	Grease arrestor. For sizing see Table 1 and appendix A3-5. Dry basket arrestors in floor wastes and sinks. Used oil and fat storage area to be roofed and bunded. Garbage bin cleaning area to be roofed and bunded, wastewater to pass through a dry basket and discharged through a grease arrestor.	Grease arrestors to be serviced at regular intervals by a licenced liquid waste disposal contractor.
Food preparation only	Dry basket arrestors in floor wastes and in sinks. Grease arrestor in some circumstances as determined by the Trade Waste Officer.	Grease arrestors to be serviced at regular intervals by a licenced liquid waste disposal contractor.

A3-12 CATEGORY 2 - PRE-TREATMENT REQUIREMENTS

Category 2 pre-treatment requirements will be assessed on an individual basis. As part of the trade waste approval application process, the applicant will be required to employ the services of a Trade Waste Consultant to report on the type, volume and concentrations of trade wastewater and the methods that will be adopted to ensure Council's sewer admission limits are met. This report must be forwarded to Council with the application for approval.

APPENDIX A4 - AUTHORISED PRE-TREATMENT DEVICES

APPROVAL FOR COMMERCIAL PURPOSES

A4-1 GENERAL AUTHORISATION REQUIREMENTS

Installation of pre-treatment devices must meet Australian Standards, Occupational Health and safety Standards and Council guidelines. Pre-treatment devices installed in the Councils area of operations not meeting these standards and guidelines will be required to be removed at the cost of the installer.

Note: Grease traps with cartridge filters – kitchens cooking pasta or rice, cartridge type systems not allowed.

Only products currently authorized for installation in the Cassowary Coast Regional Councils area of operations will be permitted.

MATERIAL CODE	
C	Concrete/reinforced precast Must be epoxy coated internally
SS	Stainless Steel
G	Glass reinforced concrete. Must be epoxy coated internally
GRP	Glass reinforced plastic (Fiberglass)
M	Epoxy coated mild steel
P	Polyethylene/Polypropylene

PRODUCT CODE	
CPI	Coalescing plate interceptor
CPS	Corrugated plate separator
OWS	Oil water separator
VGS	Vertical gravity separator Both oily & greasy waste
kL/h	Kilolitre per hour
SCD	Surge control device

A4-2 AUTHORISED GREASE TRAPS AND GREASE EXTRACTORS

AUTHORISED AS AT 28TH JULY 2009

MANUFACTURER & CONTACT DETAILS	SUPPLIERS ITEM & CAPACITY	GREASETRAP BOATSHAPED	GREASE EXTRACTOR OR OTHER	ABOVE OR INGROUND INSTALLATION	MATERIAL CODE
Aglass Pty Ltd www.aglass.com.au	AGL 1000 – 1000 L AGL 1500 – 1500 L AGL 2000 – 2000 L	YES	NO	BOTH	GRP
	AGL-500-GA-SL-A AGL-500-GA-SL-B Both fitted with Zabel A300/12 filter	NO	YES		
AJM Environmental Services Pty Ltd www.ajmenviro.com.au	GA1000SS – 1000 L GA1500SS – 1500 L GA2000SS – 2000 L GA3000SS – 3000 L GA4000SS – 4000 L GA5000SS – 5000 L	YES	NO	ABOVE GROUND	SS
BCP Precast 1800 804 134 www.bcp.com.au	GAP-01000 - 1000 L GAP-01500 - 1500 L GAP-02000 - 2000 L GAP-03000 - 3000 L GAP-04000 - 4000 L GAP-05000 - 5000 L	YES	NO	BOTH	C
Eclipse Environmental 02 9721 3071	GA1000S – 1000 L GA1500S – 1500 L GA2000S – 2000 L GA3000S – 3000 L GA4000S – 4000 L GA5000S – 5000 L	YES	NO	ABOVE GROUND	SS
	GA1000F – 1000 L GA1500F – 1500 L GA2000F – 2000 L GA3000F – 3000 L GA4000F – 4000 L GA5000F – 5000 L	YES	NO	BOTH	GRP
	DELTA 1 (8 mm thick FRP)	NO	YES	BOTH	P
FRP Technologies P/L 02 9673 5366	FA-1 GABS 1000 L FA-1.5 GABS 1500 L FA-2 GABS 2000 L FA-3 GABS 3000 L FA-4 GABS 4000 L FA-5 GABS 5000 L	YES	NO	ABOVE GROUND	GRP

	FI-1 GABS 1000 L FI-1.5 GABS 1500 L FI-2 GABS 2000 L FI-3 GABS 3000 L FI-4 GABS 4000 L FI-5 GABS 5000 L	YES	NO	IN GROUND	GRP
	Profile 1 with A300 filter	NO	YES	BOTH	GRP
Gebel Aquasafe 02 4722 9696 sales@ gebelaquasafe.com.au	Aquasafe grease arrestor with Zabel A300 filter	NO	YES	BOTH	P

A4-3 GREASE TRAPS AND GREASE EXTRACTORS

AUTHORISED AS AT 28TH JULY 2009

MANUFACTURER & CONTACT DETAILS	SUPPLIERS ITEM & CAPACITY	GREASETRAP BOATSHAPED	GREASE EXTRACTOR OR OTHER	ABOVE OR INGROUND INSTALLATION	MATERIAL CODE
Halgan Pty Ltd 02 9972 1355	Ecotec S100 Grease Extractor	NO	YES	BOTH	P
	Modular Grease Trap with SCD, 1000 L to 5000 L	NO	YES	BOTH	
Everhard industries 13 19 26	550 L 1000L 2000L	NO	NO	BOTH	C
Industrial Separation Systems (ISS) 02 9524 6654	VGS 1500 L/h grease separator (with mono pump CP25) VGS 2500 L/h grease separator (with mono pump CP800) <i>Note: products for installation in McDonald's Restaurants only</i>	NO	YES	ABOVE GROUND	SS
J B Collitt Pty Ltd 02 9773 8816	JBC1000 SS 1000 L JBC2000 SS 2000 L JBC3000 SS 3000 L JBC4000 SS 4000 L JBC5000 SS 5000 L	YES	NO	ABOVE GROUND	SS
John Lynch Engineering Pty Ltd 0412 649 860	1500 L 5000 L	YES	NO	ABOVE GROUND SELF SUPPORTING	SS

Mascot Engineering 02 9644 1044 1300885 295 sales@mascoteng. com.au	GA-100 1000 L GA-150 1500 L GA-200 2000 L GA-200T 2000 L GA-300 3000 L GA-400 4000 L	YES	NO	BOTH	G
Sepa Waste Water Treatment P/L 9525 4788	BS 10 1000 L BS 15 1500 L BS 20 2000 L BS 30 3000 L BS 40 4000 L BS 50 5000 L	YES	NO	ABOVE GROUND	SS
Stainless Metal Craft 02 4735 5666	GT-1 1000 L GT-1.5 1500 L GT-2 2000 L GT-3 3000 L GT-4 4000 L GT-5 5000 L	YES	NO	ABOVE GROUND SELF SUPPORTING	SS

A4-4 AUTHORISED OIL WATER SEPARATORS

AUTHORISED AS AT 28TH JULY 2009

MANUFACTURER & CONTACT DETAILS	SUPPLIERS ITEM	LITRE/HOUR	PUMP TYPE	MATERIAL CODE
All Pumps Sales and Service 02 9683 5555	KWIKFO KCPS –1000	1000	KDS 25-100 DIAPHRAM	P
	KWIKFLO KCPS-1500	1500	KDS 25-150 DIAPHRAM	
Baldwin Industrial Systems Pty Ltd 02 9545 2811	CPS MPAK –MPM-12	1000 L/h	DS25 –diaphragm	P
	CPS MPAK –BMM-64/2/12	2000 L/h	DS32 - diaphragm	
	CPS MPAK –BMM-64/3/12	3000 L/h	DS38 - diaphragm	
	CPS VPAK –MPV-12	1000 L/h	DS25 - diaphragm	
	CPS VPAK –BMV-64/2/12	2000 L/h	DS32 - diaphragm	
	CPS VPAK –BMV-64/4/12	3000 L/h	DS38 -diaphragm	
Clearmake Pty Ltd 07 5455 6822	CB 1.0 SS - P vert. tube pack	700 L/h	CP11 RJ – mono	SS
	CL 1.5 SS - P vert. tube pack	700 L/h	CP11 RJ - mono	
	CL 3.0 SS - P vert. tube pack	1600 L/h	CP25 RJ – mono	
	CL 1.5 SS –D vert. tube pack	1140 L/h	CM 1000 –nitrile diaphragm	
Eclipse Environmental 02 9721 3071	Eclipse Hydroflow			SS
	1000S – fibreglass plates	1000 L/h	Eclipse DP25 - diaphragm	
	3000S – fibreglass plates	3000 L/h	Eclipse DP40 - diaphragm	
	5000S – fibreglass plates	5000 L/h	Eclipse DP50 - diaphragm	
FRP Technologies Pty Ltd 02 9673 5366	PTW OS15 - fibreglass plates	1.5 kL/h	Kwikflo K/SM 25 1380 L/h	GRP
	PTW OS30 - fibreglass plates	3.0 kL/h	Kwikflo K/SM 32 2750 L/h	

Industrial Separation Systems (ISS) 02 9524 6654	VGS V10P0F	1000 L/h	ASM DS/DT25 - diaphragm	P, SS
	VGS V15P0F	1500 L/h	ASM DS/DT25 - diaphragm	
	VGS V15P3F	1500 L/h	ASM DS/DT25 - diaphragm	
	VGS V15P3A	1500 L/h	ASM DS/DT25 - diaphragm	
	VGS V20P3A	2000 L/h	ASM DS32 - diaphragm	
	VGS V30P3A	3000 L/h	ASM DS38 - diaphragm	
	VGS V30S0F	3000 L/h	ASM DS38 - diaphragm	
	VGS V10P0FP	700 L/h	CP11 RJ - mono	P, SS
	VGS V15P3FP	1600 L/h	CP25 RJ - mono	
Mascot Engineering 02 9644 1044 1300885 295 sales@mascoteng.com.au	Mascot CFI 15	1500 L/h	ASM DS25 - diaphragm	GRP
	Mascot CFI 30	2500 L/h	ASM DS32 - diaphragm	
Mike Miles Trade Waste 02 9672 4858	Marlin OS 15	1.5 kL/h	ASM DS25 - diaphragm	GRP
	Marlin OS 30	3.0 kL/h	ADM DS32 - diaphragm	
Sepa Waste Water Treatment Pty Ltd 02 9525 4788	Sepa - SS 1500, ss plates	1380 L/h	DS or DT 25 - diaphragm	SS
	Sepa - SS 3000, ss plates	2580 L/h	DS or DT 32 - diaphragm	
	Sepa - SS 5000, ss plates	4200 L/h	DS or DT 38 - diaphragm	
Ultraspin Technology P/L 03 9872 5466	Ultraspin Oil/Water Separator		(Air operated diaphragm)	SS
	OS 20	1500 L/h	ARO 666-120-322-C	
	OS 35	3500 L/h	ARO 666-170-322-C	

A4-5 AUTHORISED OTHER PRE-TREATMENT PRODUCTS

AUTHORISED AS AT 28TH JULY 2009

PRODUCT HEADINGS	SUPPLIERS ITEM	MANUFACTURER & CONTACT DETAILS
AVERAGING, MIXING, DILUTION AND COOLING PIT	Mascot Averaging, Mixing, Cooling and Dilution Pits (GRC) L8/C8-800L, L10/C10-1000L, L12/C12-1200L, L15/C15-1500L - AMDCL8-800L, AMDCL10-1000L, AMDCL12-1200L, AMDCL15-1500L	Mascot Engineering Group 02) 9644 1044 1300885 295 sales@mascoteng.com.au
BIOLOGICAL ADDITIVE	Grease Eradication System – GES	Environmental Biotech 02 9810 7179
BUCKET TRAPS	Blucher – <i>Floor Models:</i> 780.200.000.03s, 780.200.000.05s, 780.300.000.03s, 780.300.000.05s (Stainless steel)	Blucher (Australia) Pty Ltd 08 8374 3426
	Capper – <i>Sink Model:</i> SG1 (Stainless steel)	Cap Kay Corporation 02 9629 5404
	Everbright - <i>Sink Models:</i> SA-001, SA-002 (Stainless steel)	Everbright 0416 239 986
	Mascot - <i>Floor Models:</i> SBA-1A, SBA-2A (GRC)	Mascot Engineering Group 02 9644 1044 1300885 295 sales@mascoteng.com.au
	Club Stainless & Accessories - <i>Sink models:</i> SSBW, SSBW-1 (Stainless steel)	Rovumstil P/L trading as Club Stainless & Accessories 02 4587 9887
	SPS - <i>Floor Models:</i> BA100SS, R150SR-BT, Q150SR-BT, LG100SA-BT, LG100SSA-BT, R150SA, R150SSA, R150SA2, R225SA, R225SSA, R225SA2, Q150SA, Q150SSA, Q150SA2, Q200SA, Q200SSA, Q200SA2, LG100A-S, LG100A-SSA, LG100A2-S, LG100A2-SS, R225SA3, R22SSA3, Q200-150SA, Q200-150SSA, Q225ABA, Q225SA, Q225SSA, Q300DA, Q300NA, Q300SA, Q300SSA, LG150A-N, LG150A-S, LG150A-SS, LG150A-SSA, Q150SR-BTM	Speciality Plumbing Supplies 02 9416 8031

	(Stainless steel, Bronze, Aluminium, Nickel-Bronze, Chrome-plated Bronze, Grey Cast Iron, Ductile Iron)	
	Stainless Metal Craft - <i>Sink Models:</i> WSK-1, ISW-50 <i>Floor Models:</i> AT-1, AT-1-HST, CKT-200, AT-1-100S, AT-2, AT-2-HST, CKT-150, AT-5, AT-5-ST, AT-5-HST, AT-5-VCR, CKT-125, AT-6, AT-6-XHD, AT-8, AT-9, FFW-1 (Stainless steel)	Stainless Metal Craft 02 4735 5666
	Vinidex - <i>Sink Models:</i> 93000, 93010 <i>Floor Model:</i> 93003 (Stainless steel)	Vinidex Pty Ltd 13 11 69
DRY ARRESTOR PIT	Mascot Dry Arrestor Pit, (GRC) Product No. S4 & S5	Mascot Engineering Group 02 9644 1044 1300885 295 sales@mascoteng.com.au

OTHER PRE-TREATMENT PRODUCTS

AUTHORISED AS AT 28TH JULY 2009

PRODUCT HEADINGS	SUPPLIERS ITEM	SPECIAL CONDITIONS	MANUFACTURER & CONTACT DETAILS
GENERAL PURPOSE PIT	Aglass General Purpose Pit (Fibreglass) Model: AGL1000GP – 1000 litres		Aglass Sales Pty Ltd 02 9526 2822
	Aline General Purpose Pit (Fibreglass) Model: AGPP-1000 – 1000 litres		Aline Pumps Sales & Service 02 9544 9999
	BCP General Purpose Pit (Precast Concrete) GPP-01000 1000 L, GPP-01500 1500 L, GPP-02000 2000 L		BCP Precast 1800 804 134
	Mascot General Purpose Pit (GRC) GP100-1000 L, GP150-1500 L, GP200-2000 L.		Mascot Engineering Group 02 9644 1044 1300885 295 sales@mascoteng.com.au
GREASE REMOVAL DEVICE UPSTREAM OF A STANDARD GREASE TRAP	Grease Guardian, (Stainless steel) Models: D1, D2, D3, D4, D5	ONLY FOR USE UPSTREAM OF AN AUTHORISED STANDARD SIZED GREASE TRAP	Patrick Charles Pty Ltd 02 9439 0000
	Thermaco Big Dipper (Stainless steel)	ONLY FOR USE	M A Griffith

	Models: W-150-IS-E, W-200-IS-E, W-250-IS-E, W-350-IS-E, W-500-IS-E	UPSTREAM OF AN AUTHORISED STANDARD SIZED GREASE TRAP	03 9399 8444
SILT ARRESTOR	Mascot Silt Arrestor Pit (GRC) Model: SA10-1000L, SA15-1500L, SA20-2000L		Mascot Engineering 02 9644 1044 1300885 295 sales@mascoteng. com.au
PLASTER TRAP	Alphabond Nr 1001 Gipsabscheider Plaster Trap		Alphabond Dental P/L 02 9411 6400
SOLIDS SETTLEMENT PIT	GJS Solid Separating Filtering Settling Tank - 250L holding capacity (for the printing industry)		GJS Machinery P/L 02 9790 1649
	Mascot Solids Settlement Pit (GRC) Product No: GSS5-500L, GSS7-750L, GSS10-1000L, GSS15-1500L, GSS20- 2000L GRC		Mascot Engineering 02 9644 1044 1300885 295 sales@mascoteng. com.au
UNDER SINK PUMP UNIT	Eclipse undersink unit (10 mm thick HDPE) USU1000 – with Davey pump/D15VA 110 L/m		Eclipse Environmental 02 9721 3071
	Gebel Aquasafe under sink unit 90 L with Hyflo submersible vortex pump /HV04-100 L/minute @ 7m		Gebel Aquasafe 02 4722 9696
	Halgan ECOTEC Grease Extractor S100 under sink pump unit - EUS/95/HV05A	ONLY FOR ABOVE GROUND USE	Halgan Pty Ltd 02 9972 1355



Services Management Guideline

Cassowary Coast Regional Council has in place processes for determining and recording what services will be provided by Council and the standard or level of those services which can be delivered in a manner that is sustainable.

Category	Financial Management	Policy Number: ORG020
Related forms, policies, and procedures	Asset Management Strategy/Plans Corporate Plan Community Engagement Plan Organisational Values Communication Plan Liveable Cassowary Coast 2020 Planning Scheme Risk Management Policy/Framework	
Key words	Services Catalogue, Levels of Service, Sustainability, Strategic Priorities, Community Engagement, Service Planning	
Relevant legislation	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i> <i>Financial Accountability Act 2009</i>	
References and resources	<i>QAO Report – Managing the sustainability of local government services (Report 2: 2019-20)</i>	
Review due by	Chief Financial Officer	Date: 1 February 2022
Approved by	Council Resolution XXX	Date: 25 June 2021
Approved by	Council Resolution B20015	Date: 7 July 2020

Services Management Guideline

1. Objective

The objective of Council's Services Management Guideline is to develop a clear understanding and agreement on the purpose, scope and desired outcomes of Council's services. This will assist Council and the Community in better understanding the range, true cost, resources and benefits in delivering services resulting in informed sustainable financial planning of Council's budget and capital programs. This will be captured in the CCRC Services Catalogue.

2. Scope

This guideline applies to permanent, temporary and casual employees, volunteers, sub-contractors, suppliers and members of the public receiving a service from Council.

3. Strategic Statement

Services need to align with Council's strategic goals and their objectives as identified in the Corporate Plan. Individual goal strategies help define how the Council will deliver its services in a manner which puts the "community first". Council has a strong commitment to continuously plan, review and make decisions about the continuation of services that represent value to the community and where they do, continue to improve value in the delivery of those services. In line with the Service Planning Principles (refer to Appendix A), Council will ensure community expectations and standards are met in a manner that represents value, and that service outcomes are aligned to Council's long-term strategic objectives and comply with relevant legislation and policy.

4. Purpose

The purpose of the Services Management Guideline is to provide direction and support Council and each service to:

- (a) determine the purpose and desired outcomes of each service, in line with Council's strategic objectives and relevant legislation; where services may not align with Council's strategic objectives or relevant legislation, investigate reasons for any differences and determine Council's role and commitment in delivering the service;
- (b) clarify "Council's role" in the service, determine if Council is the most appropriate and cost-effective agency to deliver the service, and identify if the community's capacity to access other services or programs external to Council would better meet their needs;

opportunities to establish partnership arrangements with other organisations or community groups should be considered as an alternative model of delivering the service where possible;

- (c) consider and, as required, seek community/service user's feedback about the adequacy, value and satisfaction of services in responding to needs and expectations; this must include the relevant cost information to ensure that the level of service and continuation or discontinuation of the service is considered as part of the feedback;
- (d) assess and monitor the effectiveness, efficiency and quality of the service delivery model;
- (e) identify service resource requirements for the longer term and consider what impact, if any, this will have on Council's long-term sustainability;
- (f) consider, and if necessary take steps to manage risks and community impacts associated with delivering (or not delivering) the service;
- (g) ensure that services are being delivered in a responsible, prudent and cost effective manner, providing value for ratepayer money;
- (h) ensure that services have regard to and meet the Local Government Principles, as outlined in the *Local Government Act 2009* (see 4.2).

5. Implementation

5.1 Roles and Responsibilities

The responsible Director/s has/have the overall responsibility, in consultation with the Chief Financial Officer, for ensuring the quality and timely completion of the Services Catalogue.

5.2 Range of Services

- (a) Council will document its existing range of services. This will be captured in a Services Catalogue. *Appendix B* provides additional information.
- (b) The Services Catalogue will be developed in accordance with this guideline and the prescribed templates issued by the Chief Financial Officer in consultation with the Executive Management Team (EMT) and the Asset Management Working Group (AMWG).

- (c) The Services Catalogue will be developed with input from Councillors, Senior Management Team and Staff and will form part of the budget process.

5.3 Review and Reporting

- (a) A service cost summary including asset information will be developed for review and prioritisation. The current service cost will be analysed for impacts of growth or decline in demand, whilst the level of service is held constant.
- (b) A service assessment and prioritisation will be undertaken to identify the highest to the least prioritised service for intensive review.

The following scoring criteria together with the relevant financial information will be used for prioritisation:

Score	Importance Scale	Satisfactory Rating
5	Crucial – must have	Very satisfied
4	Important – certainly expect	Satisfied
3	Nice to have – but not important	Not very satisfied
2	Not very important – not important	Dissatisfied
1	Unimportant – unnecessary	Very dissatisfied

The other factors considered for prioritising services for a detailed review within the Services Catalogue include:

- i) financial pressures and considerations, including withdrawal or changes to external funding arrangements;
- ii) legislative or regulatory changes;
- iii) evidence of changing demands or priorities for services, including customer and community feedback;
- iv) opportunities for improved (or new) service provision;
- v) organisational capacity, workloads and complementary activities.

The collated data will assist in determining the sustainability of service delivery. The current range, level of service and cost information will be modelled in the Long Term Financial Plan to validate whether Council can continue to afford to deliver these services at the current rating effort.

- (c) As part of the budget process, the Services Catalogue will be prepared and presented to EMT and Council for consideration and approval. This will consider growth, decline and

new demand for services. The outcome of community consultation will be considered into the budget process.

5.4 Community Engagement

- (a) The list of services documented in the Services Catalogue will be presented to the Community Engagement Panel in a condensed version for initial consultation.
- (b) In accordance with Council's Community Engagement Plan, collaboration and engagement will be undertaken with the Community in various forms to consult and seek feedback on the current Services Catalogue, particularly on the current levels and satisfaction ratings of services. This will take into consideration any changes to the legislation.
- (c) Council will analyse the feedback data and develop a Customer Experience Strategy which will assist in making informed decisions about services and service provisions. Aligning this to the Services Catalogue will ensure all different strands delivering services pull in the same direction with the same guiding values.
- (d) Surveys will become an integral part of the performance measure to ensure Council meets its service delivery targets. This will provide role clarity, improve culture and assist Council in improving performance measurements and management.

5.5 Implementation

- (a) A communication plan will be developed to inform employees, the community and other stakeholders of the changes to the level of services. The revised Services Catalogue will be included in the budget documents and made available to the Community.
- (b) Council to implement agreed levels of service as identified in the Services Catalogue and performance targets to be set for team and individual goals. A change management plan should be developed by Managers to assist employees if changes to services are major.

5.6 Future Reviews

The EMT will need to ensure that Council continues to review and refine the Services Catalogue and this will be achieved by progressing the following:

- i) Asset Improvement Plans
- ii) Customer Experience Strategy
- iii) Workforce Planning
- iv) Service Plans
- v) Service Agreements
- vi) Community Plans
- vii) Information Services Transformation Strategy

- viii) Culture Development Plan
- ix) Any other relevant strategy that aligns to the Services Catalogue

6. Definitions

Senior Management Team – refers to the Chief Executive Officer, Directors and Managers (Senior Officers of Council)

Service – a group of programs, activities and projects (irrespective of organisational structure and lines of reporting) which collectively aim to achieve similar overarching outcomes or objectives and are primarily focused towards a shared customer group

Services Catalogue – lists of services that Council delivers to its community

Service Delivery Model – describes where, when and how the activities and programs of a service are delivered

Service Level – defines the amount of activity (or standards) provided by a service. In some cases this may include quantitative descriptors of quality standards and qualitative statements outlining minimum expectations

Strategic Objectives – the outcomes Council is seeking to achieve as outlined in the CCRC Corporate Plan and Liveable Cassowary Coast 2020

Service Outcomes – define the results and objectives a service is intended to achieve

Service Planning – involves identifying the services Council provides, the users of the services, assets used to deliver the services, costs to operate and performance measures

Sustainability – social, financial and environmental resources will be utilised in a fair, responsible, transparent and efficient way. Council's commitment to sustainability will ensure we are living within the limits of the systems on which we depend and that future generations can also enjoy good quality of life and fulfil their potential

Value – the importance and usefulness of a service as viewed by the community

APPENDIX A - Service Planning Principles

1. Purpose

This document outlines the Service Planning Principles to be adhered to during the development of Service Plans. This document should be read in conjunction with the Service Planning Framework.

2. Principles

Council's Service Planning Framework aims to achieve the following service planning principles.

2.1. Outcome focused services

Council will regularly review its service delivery to ensure services are strategically aligned to Council's strategic objectives, have clear and measurable outcomes which respond to community expectations including value.

2.2. Responsive and accessible services

Council will regularly review its role in delivering services to ensure current and future needs and perceptions of value are being met. In delivering services, Council will not duplicate services already being adequately met by other service providers or agencies, and will aim to determine the best value role it can play in ensuring community expectations are being responded to.

2.3. Sustainable services

Council will regularly review its services to ensure it remains financially sustainable. Consideration will be given to environmental factors, technological enhancements, waste elimination and duplication underpinned by Council's values and focus on continuous improvement. Council should consider the long term sustainability implications of any service change and its impact on the community.

2.4. Evidence driven services

Council will regularly review its services to ensure services are planned on the basis of evidence and are being delivered in the most effective and efficient manner possible or in a manner which the community considers to represent value for them. Council will not commit to new services or make changes to existing services without effective service planning that considers Council's broader service delivery context, capacity and capability as well as impact on the community.

2.5. Appropriately resourced services

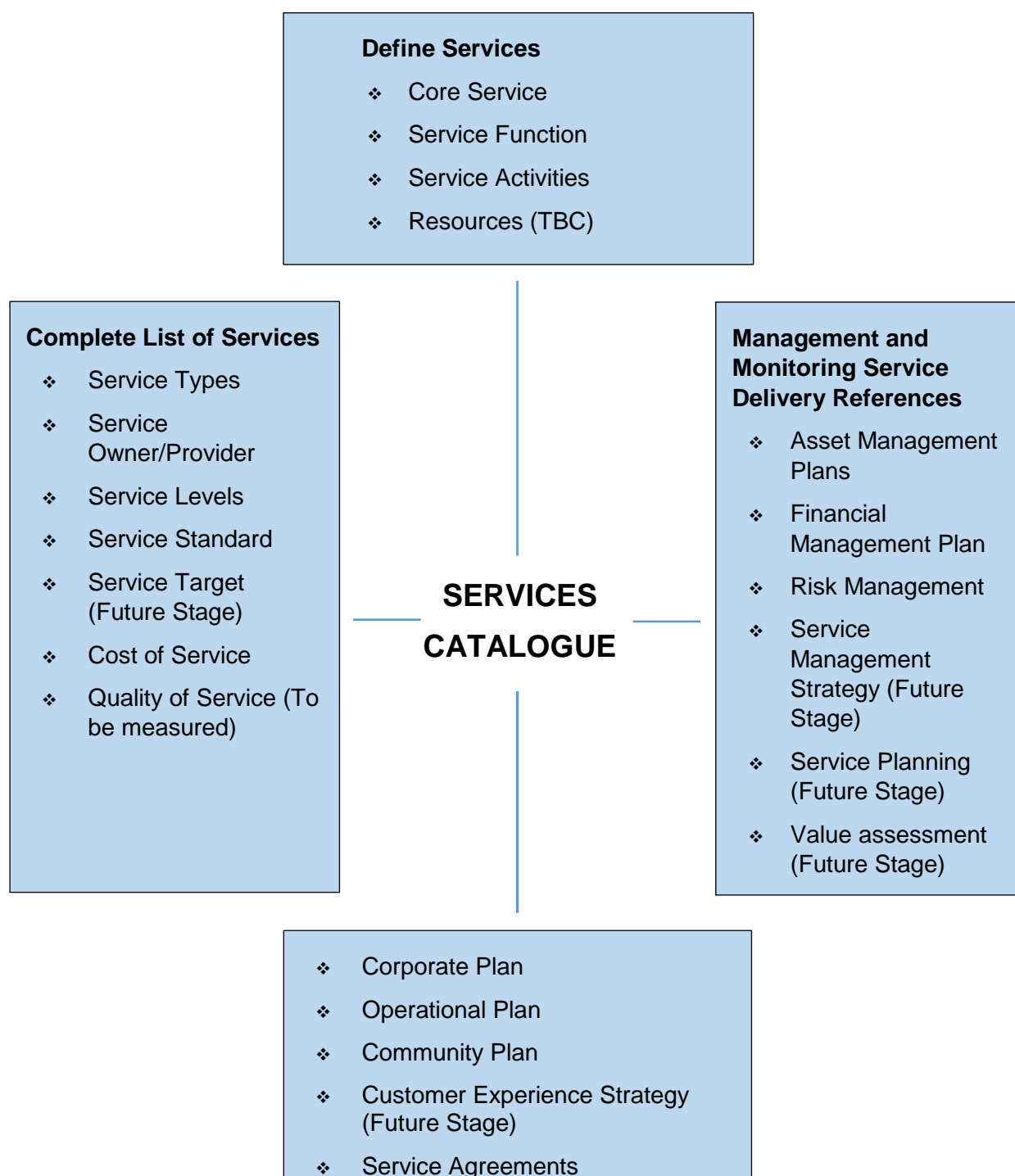
Council will commit to providing the appropriate resources required to meet agreed service levels determined during service planning. The allocation of resources across services should be made with consideration to ensuring the largest possible benefit for the community and minimising any long-term financial burden on Council and the wider Cassowary Coast community.

2.6. Sustainable assets that support services

Council will commit to responsible service planning that drives decisions regarding the renewal, upgrade or construction of new assets which support Council's service provision. Decisions about assets supporting services should be made with a clear understanding of the degree to which Council is responsible for meeting community need and how these assets will contribute to the achievement of Council's Strategic Objectives and the community expectations.

APPENDIX B – Services Catalogue

A Services Catalogue is a list of services that Cassowary Coast Regional Council (CCRC) delivers for its Community. The Services Catalogue performs a useful function in assisting customers to understand the current range, level and cost of services. Any changes to these factors may significantly impact Council's sustainability in the long term. The CCRC Services Catalogue is in the early stages of development and further work will be undertaken in future years as highlighted below. Some items will be developed gradually as part of the budget process or through reviews undertaken to other key strategy documents.



Report - Code of Competitive Conduct

Author & Officer's Title: Leah Bradley – Manager Finance

Meeting Date: 25 June 2021

Executive Summary:

Council is required to decide each year if it will apply the Code of Competitive Conduct to their business activities for the following financial year. Division 5 of the Local Government Regulation 2012 requires Council to apply the Code to its Water and Sewerage business units for the 2021-2022 financial year as they are above the significant business activity water connections threshold.

This report recommends that Council does not apply the Code of Competitive Conduct to its Waste Management business as it is under the significant business expenditure threshold.

Recommendation:

“That Council:

1. **Determines that the Code of Competitive Conduct is applicable to Water and Sewerage business for the 2021-2022 financial year;**
2. **Determines not to apply the Code of Competitive Conduct to the Waste and any other business for the 2021-2022 financial year.”**

Each financial year, Council must decide by resolution whether or not to apply the Code of Competitive Conduct (CCC) to its significant business activities as prescribed under the Local Government Regulation 2012. Council may also voluntarily elect to apply the code of competitive conduct to business activities that are not prescribed business activities. Part of the reform process includes applying full cost pricing to the business activity and the removal of competitive advantage or disadvantage where ever possible.

The thresholds for the 2021-2022 financial year are as follows:

Business Activity	Threshold for Significant Business Activity
Water and Sewerage	Number of premises (10,000 or more) connected to a water service as at 30 June of each financial year
Another business activity	\$9,700,000

Applying the Code requires the application of full cost pricing, identifying the cost of community service obligations and the elimination of the advantages and disadvantages of public ownership within that activity.

Full cost pricing helps ensure that Local Government business activities are charging commercially competitive prices for their goods and services by:

1. Ensuring projected revenue from the activities goods and services is enough to cover the projected total costs of conducting the activity
2. Removal of any competitive advantage or disadvantage

If Council business activities do not reach the prescribed threshold, Council is able to choose to apply the Code of Competitive Conduct to its Business Activities. The exceptions are the Roads Business Activity relating to the Department of Main Roads and Building Certification Services for which it is mandatory to apply the Code.

REVIEW OF SIGNIFICANT BUSINESS ACTIVITIES

Council has reviewed its current significant business activities against the thresholds as tabled below:

Business Activity	CCRC	Threshold	Exceeds threshold?
Water and Sewerage	13,217 water connections	10,000 water connections	Yes
Waste Management	\$8,738,462	\$9,700,000	No

As a result of this review, Council is required to apply the Code of Competitive Conduct to the Water and Sewerage business activities as it exceeds the number of water connections threshold. Council is not required to apply the Code of Competitive Conduct to its Waste Management business activities as it is currently under the expenditure threshold.

Link to Corporate Plan:

Goal 5 – Organisation – Our Team

O2: Commit to open, transparent and accountable governance to ensure community confidence and trust in Council.

Consultation:

Councillors, Finance, Manager Water, Manager Regulatory Services

Legal Implications (Statutory basis, legal risks):

Council is complying with its obligations under the *Local Government Act*

Policy Implications:

Nil

Risk Implications:

F14 – Unsuccessful monitoring of legislative changes resulting in Council not complying with legislative requirements

Financial & Resource Implications:

Applying the Code of Competitive Conduct will have minimal impact on Council's resources and financials.

Report prepared by:

Leah Bradley – Manager Finance

Report authorised by:

Gurbindar Singh – Chief Financial Officer

Report created date:

03 June 2021

2021-2022 CODE OF COMPETITIVE CONDUCT STATEMENT

Statement of Activities to which the Code of Competitive Conduct (CCC) applies.

Council has decided by resolution that the CCC is to be applied to the following Significant Business Activities for the 2021-2022 financial year:

Business Activities	
Water	Sewerage

Estimated Activity Statement – Water and Sewerage

Description	Total (\$)
Estimated Revenue	
Services Provided	21,869,011
Community Service Obligations	376,094
Revenue Total	22,245,105
Estimated Expenditure	
Employee Costs	4,262,055
Materials and Services	3,577,319
Depreciation	8,967,900
Other Expenditure	2,972,907
Expenditure Total	19,780,181
Estimated Surplus/(Deficit)	2,464,924

Estimated Costs of carrying out community service obligations – Water and Sewerage

Activity	Description of the nature of the Community Service Obligation	Net Cost of the CSO \$
Water Services	Initial call out and inspection for water leak not charged	24,986
Water Services	Concession for water consumption	300,000
Total		324,986
Sewerage Services	Initial call out and inspection for sewer blockage not charged	4,308
Sewerage Services	Sewerage concessions to Non for Profit organisations	46,800
Total		51,108
Total cost of Community Service Obligations		376,094

COUNCIL BUDGET DOCUMENTS 2021-2022

Council Annual Budget is required to be adopted in accordance with the *Local Government Act 2009 and the Local Government Regulation 2012*.

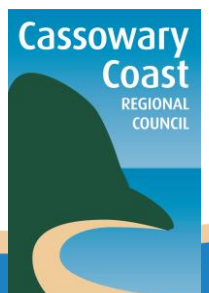
Section 170 of the Local Government Regulations 2012 provides that a local government must adopt its budget for a financial year before 1 August in the financial year to which the budget relates.

The content of the Annual Budget is prescribed in Section 169 of the Local Government Regulations 2012. Based upon the requirement the budget documents will contain the following:

Document	Appendix
Community Financial Report	
Statement of Financial Position	A
Statement of Cash Flow	B
Statement of Changes in Equity	C
Statement of Income & Expenditure	D
Operating Revenue & Expenditure Summary by Department	E
Operating Revenue & Expenditure Summary by Sub-Program	F
Capital Works Program Summary	G
Capital Works Program Detail	H
Long-term Financial Forecast <ul style="list-style-type: none"> Statement of Income and Expenditure Statement of Financial Position Statement of Cash Flow Statement of Changes in Equity 	I
Measures of Financial Sustainability <ul style="list-style-type: none"> Asset Sustainability Ratio Net Financial Liabilities Ratio Operating Surplus Ratio 	J
Total Value of Changes in Rates & Utility Charges	K

ANNUAL BUDGET REPORTS 2021-2022

Appendixes A - K



CASSOWARY COAST REGIONAL COUNCIL
BUDGET PAPERS 2021/22
STATEMENT OF FINANCIAL POSITION

Year ended	Estimated Actual	Budget	Forecast	
	30-Jun-21 \$'000	30-Jun-22 \$'000	30-Jun-23 \$'000	30-Jun-24 \$'000
Current assets				
Cash assets and cash equivalents	45,776	40,838	33,195	34,711
Inventories	1,693	1,693	1,693	1,693
Receivables	10,730	11,292	11,400	11,640
Total current assets	58,200	53,823	46,288	48,044
Non-current assets				
Property, plant and equipment	1,196,545	1,203,926	1,214,284	1,217,325
Intangible assets	1,707	1,489	1,331	1,013
Total non-current assets	1,198,252	1,205,415	1,215,615	1,218,338
Total Assets	1,256,451	1,259,238	1,261,903	1,266,382
Current liabilities				
Trade and other payables	5,830	3,304	3,220	3,281
Borrowings	-	589	595	602
Employee payables/provisions	8,975	8,895	8,895	8,895
Total current liabilities	14,805	12,788	12,710	12,777
Non-current liabilities				
Employee payables/provisions	11,284	11,365	11,365	11,365
Borrowings	3,000	3,790	3,195	2,593
Total non-current liabilities	14,284	15,155	14,560	13,958
Total Liabilities	29,090	27,942	27,270	26,735
Net Community Assets	1,227,362	1,231,296	1,234,633	1,239,647
Community equity				
Asset revaluation reserve	554,690	554,690	554,690	557,828
Retained surplus (deficiency)	672,672	676,605	679,943	681,819
Total Community Equity	1,227,362	1,231,296	1,234,633	1,239,647

CASSOWARY COAST REGIONAL COUNCIL
BUDGET PAPERS 2021/22
STATEMENT OF CASH FLOW

Year ended	Estimated Actual	Budget	Forecast	
	30-Jun-21 \$'000	30-Jun-22 \$'000	30-Jun-23 \$'000	30-Jun-24 \$'000
Cash flows from operating activities:				
Receipts from customers	71,602	73,089	75,356	77,211
Payment to suppliers and employees	(58,309)	(57,643)	(54,554)	(55,636)
Interest received	993	991	1,242	1,337
Rental Income	951	987	968	987
Non-Capital Grants and Contributions	10,315	7,792	6,789	6,768
Borrowing Costs	-	(28)	(49)	(42)
Net cash inflow (outflow) from operating activities	25,552	25,188	29,753	30,625
Cash flows from investing activities:				
Payments for property, plant and equipment	(36,913)	(35,426)	(40,071)	(30,349)
Subsidies, donations and contributions for new capital expenditure	16,052	3,922	3,264	1,836
Proceeds from sale of property, plant and equipment	735	-	-	-
Other cash flows from investing activities	24,000	-	-	-
Net cash inflow (outflow) from investing activities	3,873	(31,505)	(36,807)	(28,514)
Cash flows from financing activities				
Proceeds from borrowings	3,000	1,795	-	-
Repayment of borrowings	-	(416)	(589)	(595)
Net cash inflow (outflow) from financing activities	3,000	1,379	(589)	(595)
Net increase (decrease) in cash held	32,426	(4,938)	(7,643)	1,516
Cash at beginning of reporting period	13,350	45,776	40,838	33,195
Cash at end of reporting period	45,776	40,838	33,195	34,711

CASSOWARY COAST REGIONAL COUNCIL BUDGET PAPERS 2021/22 STATEMENT OF CHANGES IN EQUITY			
	Total \$'000	Retained surplus \$'000	Asset revaluation reserve \$'000
Balance at 30 Jun 2021	1,227,362	672,672	554,690
Net result for the period	3,934	3,934	-
Balance at 30 Jun 2022	1,231,296	676,605	554,690
Net result for the period	3,338	3,338	-
Balance at 30 Jun 2023	1,234,633	679,943	554,690
Net result for the period	1,876	1,876	-
Asset revaluation adjustment	3,137	-	3,137
Balance at 30 Jun 2024	1,239,647	681,819	557,828

CASSOWARY COAST REGIONAL COUNCIL				
BUDGET PAPERS 2021/22				
STATEMENT OF INCOME AND EXPENDITURE				
Year ended	Estimated Actual	Budget	Forecast	
	30-Jun-21 \$'000	30-Jun-22 \$'000	30-Jun-23 \$'000	30-Jun-24 \$'000
Revenue				
Recurrent revenue:				
General rates	38,860	39,631	40,622	41,638
Separate rates	5,460	5,633	5,746	5,861
Levies	122	51	52	53
Water	11,472	11,781	12,075	12,377
Sewerage	9,556	9,716	9,959	10,208
Waste management	5,747	5,868	6,014	6,165
Total rates and utility charge revenue	71,218	72,680	74,468	76,301
less: Discounts	(3,437)	(3,368)	(3,452)	(3,538)
less: Pensioner remissions	(763)	(690)	(707)	(725)
Net rates and utility charges	67,018	68,622	70,309	72,038
Fees and charges	2,966	3,128	3,188	3,249
Sales - contract and recoverable works	1,309	1,376	1,404	1,432
Grants and subsidies	9,275	6,526	6,630	6,763
Contributions and Donations	1,234	1,139	20	21
Interest received	993	991	1,242	1,337
Rental income	951	951	970	990
Other recurrent income	1,134	687	701	715
Total recurrent revenue	84,882	83,420	84,465	86,544
Capital revenue:				
Grants and Subsidies	20,916	3,922	3,264	1,836
Contributions and donations	1,092	-	-	-
Total capital revenue	22,008	3,922	3,264	1,836
Total income	106,890	87,341	87,729	88,379
Expenses				
Recurrent expenses:				
Employee benefits	26,305	27,974	28,670	29,384
Materials and services	31,072	26,970	25,626	26,136
Depreciation and amortisation	27,386	28,263	29,872	30,764
Finance costs	837	201	224	219
Total recurrent expenses	85,599	83,408	84,391	86,503
Capital Expenses:				
Disposal of non-current assets	7,104	-	-	-
Total capital expenses	7,104	-	-	-
Total expenses	92,703	83,408	84,391	86,503
Result from ordinary activities	14,187	3,934	3,338	1,877
Net result	14,187	3,934	3,338	1,877
OPERATING RESULT				
Operating revenue	84,882	83,420	84,465	86,544
Operating expense	85,599	83,408	84,391	86,503
Operating result	(717)	12	74	41

Appendix E

OPERATING INCOME AND EXPENDITURE SUMMARY	Revenue Budget 2021/2022 \$'000	Expenditure Budget 2021/2022 \$'000	Operating surplus / (deficit) Budget 2021/2022 \$'000
<u>Department</u>			
Chief Executive	46,662	16,140	30,522
Delivery Services (Excluding Waste)	9,452	35,923	(26,471)
Infrastructure Services (Excluding Water and Sewerage)	9,240	16,782	(7,542)
<u>Total Excluding Water, Sewerage and Waste</u>	65,354	68,845	(3,491)
Sewerage	9,993	8,724	1,269
Water	11,876	10,680	1,196
Waste	9,776	8,738	1,038
<u>Total Water, Sewerage and Waste</u>	31,646	28,143	3,503
<u>TOTAL CCRC</u>	96,999	96,987	12

**Please note: Figures include internal revenue and internal expenditure*

Appendix F

CASSOWARY COAST REGIONAL COUNCIL OPERATING INCOME AND EXPENDITURE SUMMARY BY SUB PROGRAM	Revenue Budget 2021/2022 \$'000	Expenditure Budget 2021/2022 \$'000	Operating surplus/ (deficit) Budget 2021/2022 \$'000
Department: Chief Executive			
Communication Team	71	593	(522)
Financial Services	45,173	6,914	38,259
Corporate Governance	38	701	(663)
Information Services Management	870	4,080	(3,210)
Office of the CEO	61	1,821	(1,760)
People & Culture	192	1,046	(854)
Procurement & Accounts Payable	200	716	(516)
Workplace Health & Safety	57	269	(212)
Chief Executive Total	46,662	16,140	30,522
Department: Delivery Services			
Community Development and Services Program	79	510	(431)
Customer Service	114	761	(647)
Delivery Asset Maintenance Program	0	414	(414)
Delivery Services Program Support	0	89	(89)
Disaster Management	69	373	(304)
Drainage	80	1,547	(1,467)
Educational Services	814	815	(1)
Environmental Services	472	741	(269)
External Works	1,338	1,205	133
Housing Services	678	914	(235)
Libraries	359	1,926	(1,567)
Marine Facilities Program Support	86	1,000	(914)
Recreation and Natural Areas	836	5,784	(4,948)
Community Relations and Services Program Support	0	280	(280)
Regional Tourism Development	62	638	(575)
Regulatory Services	145	817	(672)
Special Projects	65	240	(175)
Transport	4,255	17,871	(13,616)
Delivery Services Total	9,452	35,923	(26,471)

*Please note: Figures include internal revenue and internal expenditure

Appendix F

	Revenue Budget 2021/2022 \$'000	Expenditure Budget 2021/2022 \$'000	Operating surplus/ (deficit) Budget 2021/2022 \$'000
Department: Infrastructure Services			
Asset Management & GIS	0	156	(156)
Buildings Trades	1,070	9,037	(7,967)
Building	544	558	(14)
Development Control	219	278	(59)
Engineering Services	0	567	(567)
Infrastructure Program Support	0	121	(121)
Mechanical Trades Workshop	6,649	5,131	1,518
Planning Services	316	365	(49)
Strategic Planning	442	569	(127)
Infrastructure Services Total	9,240	16,782	(7,542)

Sewerage Business Unit			
Sewerage Reticulation	7	3,844	(3,837)
Sewerage Services	9,716	1,886	7,830
Sewerage Treatment	0	2,750	(2,750)
Trade Waste	270	244	26
Sewerage Business Unit Total	9,993	8,724	1,269

Water Business Unit			
Water Reticulation	96	7,160	(7,065)
Water Services	11,781	1,995	9,785
Water Treatment	0	1,524	(1,524)
Water Business Unit Total	11,876	10,680	1,196

Waste Business Unit			
Waste Management	9,776	8,738	1,038
Waste Business Unit Total	9,776	8,738	1,038

*Please note: Figures include internal revenue and internal expenditure

Cassowary Coast Regional Council Capital 2021/2022 Capital Budget									
BUDGET PAPERS 2021/2022 CAPITAL WORKS PROGRAM SUMMARY	Capital Budget 2021/2022	Capital Works from 2020/2021 budget to be completed in 2021/2022 or reserved for future projects in later years	Total Capital Budget	Capital Subsidies & Grants	Loan	Reserve & Developers contributions (Net)	Council Source Funding - Current Year	Funding Sources from Previous Year	Total Funds
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport	11,843,699	2,701,432	14,545,131	3,641,558		1,154,202	7,047,939	2,701,432	14,545,131
Drainage	3,459,563	47,332	3,506,895			139,673	3,319,890	47,332	3,506,895
Marine Facilities	638,500	42,663	681,163			425,989	212,511	42,663	681,163
Mechanical Trades Workshop	3,038,000	2,341,035	5,379,035			560,000	2,478,000	2,341,035	5,379,035
Building Trades Workshop	1,532,398	585,093	2,117,491	170,000		292,398	1,070,000	585,093	2,117,491
Recreation and Natural Areas	617,000	259,072	876,072	110,000			507,000	259,072	876,072
Customer Service & Libraries	7,000	-	7,000				7,000	-	7,000
Regulatory Services	25,000	-	25,000				25,000	-	25,000
Regional Tourism Development	-	247,276	247,276				-	247,276	247,276
Community Relations and Services	151,000	15,000	166,000				151,000	15,000	166,000
Total Infrastructure & Delivery Services	21,312,160	6,238,903	27,551,063	3,921,558	-	2,572,262	14,818,340	6,238,903	27,551,063
Governance	97,500	-	97,500				97,500	-	97,500
Information Services	935,000	562,408	1,497,408				935,000	562,408	1,497,408
Total Chief Executive Office	1,032,500	562,408	1,594,908	-	-	-	1,032,500	562,408	1,594,908
Waste Management	3,209,845	671,818	3,881,663		1,795,000	1,115,000	299,845	671,818	3,881,663
Total Waste Management	3,209,845	671,818	3,881,663	-	1,795,000	1,115,000	299,845	671,818	3,881,663
Water	5,971,644	2,325,937	8,297,581			2,273,192	3,698,452	2,325,937	8,297,581
Total Water	5,971,644	2,325,937	8,297,581	-	-	2,273,192	3,698,452	2,325,937	8,297,581
Sewerage	3,900,000	610,651	4,510,651			1,323,000	2,577,000	610,651	4,510,651
Total Sewerage	3,900,000	610,651	4,510,651	-	-	1,323,000	2,577,000	610,651	4,510,651
Total CCRC Capital Projects	35,426,149	10,409,717	45,835,866	3,921,558	1,795,000	7,283,454	22,426,137	10,409,717	45,835,866

Cassowary Coast Regional Council Capital Works Program Budget in Detail (Excluding Carry Forwards) for FY 2021/2022

Programme	Project ID	Title	Details	Internal	External	Reserve	Loan	Total
Building Trades	487	PROGRAM - Public Facilities and Amenities Renewal	Renewal of Public Facilities and Amenities to protect existing assets and reduce maintenance costs	95,000		15,000		110,000
	489	PROGRAM - Swimming Pools	Upgrades to swimming pools across CCRC area to keep equipment at required standard	30,000		144,265		174,265
	490	PROGRAM - Building Renewals	Building renewal program to maintain CCRC buildings, protect existing assets and reduce maintenance costs.	360,000				360,000
	496	PROGRAM - Facilities Air conditioner & Equipment Renewals	Facilities Air conditioner & Equipment Renewal Program			22,335		22,335
	1298	PROGRAM - Energy & Water Efficiency Upgrades	Energy & Water Efficiency Upgrades	100,000				100,000
	1386	PROGRAM Aerodrome Renewals and Upgrades	Upgrades to meet compliance and improve operations	210,000		110,798		320,798
	1469	PROGRAM - Depots	Depot renewal program to maintain CCRC depots, protect existing assets and reduce maintenance costs	105,000				105,000
	495	PROGRAM - Facilities Reseal/Asphalt	Reseal/Asphalt Program to renew and upgrade existing road/path surfaces within CCRC Facilities	50,000				50,000
	1678	W4Q Facilities Multi-purpose Enhancement Program	Upgrade of facilities to accommodate share use of assets to assist with the implementation of the asset rationalisation project.		50,000			50,000
	1676	W4Q Shire Hall Lighting & Audio Upgrade	Upgrade to lighting and audio systems at the Innisfail Shire Hall					
	1700	Etty Bay Caravan Park Land Acquisition	Purchase land from State to remove the Kiosk land from reserve to freehold	120,000	120,000			240,000
Building Trades Total				1,070,000	170,000	292,398		1,532,398
Customer Service & Libraries	1656	Tully Library Door Repairs	Repairs to aged automatics door systems at Tully Library	7,000				7,000
Customer Service & Libraries Total				7,000				7,000
Drainage	140	Mission Beach CBD Upgrade (reserve allocation)	Funding allocated for future renewal & upgrade of storm water, road, K&C, street scape and village green. Project will commence once an outcome is received from the external grant funding submission.	2,518,890				2,518,890
	269	PROGRAM - Stormwater Drainage Program	Priority based renewal of ageing drainage assets	676,000				676,000
	424	PROGRAM - Floodgate Renewal	Renewal of various floodgates throughout the region.			139,673		139,673
	1290	Stormwater Miscellaneous Upgrades - CCRC Regional Priorities	Stormwater Miscellaneous Upgrades - CCRC Regional Priorities	125,000				125,000
Drainage Total				3,319,890		139,673		3,459,563
Governance	1667	Internal Communications - TV Monitors	The provision of 5 x TV Screen/Monitors and supporting infrastructure to support the internal communications strategy.	22,500				22,500
	1668	CCRC Website Renewal	Renewal of Council's corporate website to achieve a fresh, modern look and feel, including a new homepage design and inner page layouts and new content.	50,000				50,000
	1669	Intranet Renewal	Renewal of Council's internal intranet webpage to improve internal efficiencies and service levels	25,000				25,000
				97,500				97,500
Governance Total				97,500				97,500
Information Services Management	968	Datacentre Server Hosts renewal	Datacentre Server Hosts renewal	95,000				95,000
	970	Datacentre Storage renewal	Datacentre Storage renewal	80,000				80,000
	974	UPS Renewal	UPS Renewal	25,000				25,000
	975	Printers MFD and Scanners	Printers, Multi Function Devices and Scanners	95,000				95,000
	980	Client Desktop, Laptop, Monitor & Workstations	Client Desktop, Laptop, Monitor & Workstations	225,000				225,000
	981	Mobile Phone Renewal	Mobile phone renewal	50,000				50,000
	982	Intangible Assets - Corporate Applications	Corporate/Enterprise Applications - intangible assets	200,000				200,000
	1400	Switches Renewal	Switches Renewal	95,000				95,000
	1401	Wireless Access	Wireless Access, including point2point	30,000				30,000
	1448	Tablets Renewal	Client Tablet renewal	40,000				40,000

Programme	Project ID	Title	Details	Internal	External	Reserve	Loan	Total
Information Services Management Total				935,000				935,000
Marine Facilities	1292	PROGRAM - Marine Facility Renewals	Renewal of Marine Infrastructure across the region	212,511		425,989		638,500
Marine Facilities Total				212,511		425,989		638,500
Mechanical Trades Workshop	313	PROGRAM - Fleet Replacement	Renewal of various fleet items	2,278,000		560,000		2,838,000
	1614	Water & Sewerage Fleet & Plant Purchases	Purchase of new water and sewerage fleet and plant items					
Mechanical Trades Workshop Total				200,000				200,000
				2,478,000		560,000		3,038,000
Recreation & Natural Areas	481	PROGRAM - Cemeteries Growth	Cemeteries future works general expansion as required to accommodate new customers.					
				25,000				25,000
	1380	PROGRAM - Recreation & Natural Areas Renewals	Renewals of Recreation & Natural Areas					
				457,000				457,000
	1677	W4Q Penning Park Gravel Road & Carpark Improvement	Improvements to gravel road and carpark at Penning Park					
	1673	PROGRAM - Parks Reseal/Asphalt	Reseal/Asphalt Program to renew and upgrade existing road/path surfaces within CCRC Parks		10,000			10,000
				25,000				25,000
	1675	W4Q Foreshore Bin Enclosures	Foreshore bin enclosures (Mission Beach, Kurrimine Beach, Cowley Beach) funded by Works for Queensland					
Recreation & Natural Areas Total								
				507,000	110,000			617,000
Community Relations and Services	442	PROGRAM- Housing Renewal/Upgrades	Renewal and upgrade of CCRC Community, Pensioner & Council Housing Assets to required standards and to protect existing assets and reduce maintenance costs.					
				151,000				151,000
Community Relations and Services Total				151,000				151,000
Regulatory Services Program	1264	Pound Facilities Tully and Innisfail - Infrastructure Upgrade	Pound Facilities Tully and Innisfail - Infrastructure Upgrade					
				25,000				25,000
Regulatory Services Program Total				25,000				25,000
Sewerage	280	INN - Sewer Rehabilitation Program	Innisfail - Sewer Rehabilitation Program. CCTV and relining program.	800,000				800,000
	283	TUL - Sewer Rehabilitation Program	Tully - Sewer Rehabilitation Program. CCTV and relining program.	300,000				300,000
	286	INN - Sewage Treatment Plant Program	Innisfail - Sewage Treatment Plant Program. Program to renew and replace mechanical and electrical equipment at the sewerage treatment plant.					
				75,000				75,000
	291	TUL - SCADA & Control Systems Program	Tully - SCADA & Control Systems Program					
				2,000		33,000		35,000
	296	MSB - SCADA & Control Systems Program	Mission Beach - SCADA & Control Systems Program					
				80,000				80,000
	302	MSB - Sewer Reticulation Program	Mission Beach - Sewer Reticulation Program. Renewal of sections of rising mains or sewers that cannot be repaired by relining programs					
				0		35,000		35,000
	304	TUL - Sewer Reticulation Program	Tully - Sewer Reticulation Program. Renewal of sections of rising mains or sewers that cannot be repaired by relining programs.					
				0		50,000		50,000
	305	TUL - Sewage Treatment Plant Program	Tully - Sewage Treatment Plant Program. Program to renew and replace mechanical and electrical equipment at the sewerage treatment plant					
				115,000		25,000		140,000
	527	PROGRAM - Forward design - Sewerage	Forward design program for sewerage	50,000				50,000
	546	INN - Sewer Pump Stations Program	Innisfail Sewer Pump Stations Program	15,000				15,000
	547	MSB - Sewer Pump Stations Program	Mission Beach Sewer Pump Stations Program	10,000				10,000
	548	TUL - Sewer Pump Stations Program	Tully Sewer Pump Stations Program			30,000		30,000
	1234	TUL - Sewage Treatment Plant Upgrade	Upgrade of the Tully Sewage Treatment Plant	150,000		1,150,000		1,300,000
	1698	Sewerage Emergent Works	Funding to be allocated to reserves to cover any unforeseen failures in the sewerage network that results in capital renewals.	100,000				100,000
	1588	SPS29 Diversion	New rising main from SPS29 and gravity line to SPS12 to stop overflows in properties facing Paul St and Anthony St, Cullinane	410,000				410,000
	1584	Augment sewer capacity Bon Villa Ave, Belvedere	New gravity sewer main to divert flows from Bon Villa Avenue to Brischetto Park.	270,000				270,000
	1635	INN STP Ninds Creek Bank Stabilisation	Sheet piling and rock protection for INN STP entry road and adjacent to outfall					
				200,000				200,000
Sewerage Total				2,577,000		1,323,000		3,900,000
Transport	17	PROGRAM - Regional Reseals	Resealing sections of roads across the region.	1,000,000				1,000,000
	86	PROGRAM - Regional Public Transport	Renewal of existing bus shelters	150,000				150,000
	88	PROGRAM - Sealed Roads Renewal Program	Maintain Level of Service. Full FNQROC requirements out of scope.					
				541,000		189,893		730,893

Programme	Project ID	Title	Details	Internal	External	Reserve	Loan	Total
Transport	89	PROGRAM - Unsealed Road Renewal Program	Gravel resheeting on sections of unsealed roads across the region.	814,000				814,000
	128	PROGRAM - Kerb and Channel Renewals	Replacement of sections of K&C.	165,000				165,000
	272	PROGRAM - Bridge Renewals	Renewal of bridges across the region based on condition/priority	400,000				400,000
	325	PROGRAM - Guardrail Renewals & Upgrades	Replacement of guardrail	50,000				50,000
	335	PROGRAM - Forward Survey & Design - Transport	Forward design program to design projects for the 10 year capital works program	915,000				915,000
	346	PROGRAM - Road Improvement Program	Upgrades to sections of the road network to improve access	0	826,047	49,309		875,356
	504	PROGRAM - Regional Pathway Expansion	Installation of new paths and widening of paths at time of renewal based on principle cycleway strategy.		350,000	350,000		700,000
	1275	W4Q Cardwell Transit Centre and Disability Upgrades	Reconfigure Brasenose St to better accommodate bus transits, long vehicle and other vehicle parking along with upgrades to disability access		200,000			200,000
	1303	PROGRAM - Culvert Renewal	Renewal of Culverts throughout the region. Based on condition and priority. Includes aged steel and concrete culverts.	550,000	450,000	70,000		1,070,000
	1304	PROGRAM - Paths Renewal	Pathway Renewals	0		120,000		120,000
	1679	Cowley Beach Road Culvert Upgrades	Upgrade culverts to improve heavy vehicle access via the only road to the beach side community of Cowley Beach	436,250	436,250			872,500
	1479	Barbwire Creek Bridge Renewal	Replace existing timber bridge with a new long life structure.	124,975	499,975	375,000		999,950
	1497	W4Q Cardier Road Deco Track	Install deco-granite track along Cardier Road from Myer Avenue to join with existing bitumen track to the north that leads to the school.		65,000			65,000
	1701	Mission Beach CBD carpark	Construction of the Mission Beach CBD Car park	450,000				450,000
	1307	Murray Street, Tully	Road reconstruction, K&C and drainage upgrade of Murray Street, from Richardson Street to Curtis Street	941,000				941,000
	1511	Owen Street (Innisfail CBD masterplan)	Rehabilitation of pathways, kerb and road Grace Street to Edith Street	510,714	739,286			1,250,000
	1674	W4Q Innisfail CBD Renewal	Innisfail CBD path renewal		75,000			75,000
Transport Total				7,047,939	3,641,558	1,154,202		11,843,699
Waste Management	780	PROGRAM - Transfer Station Upgrades	Upgrades to transfer stations throughout the region	72,537		27,463		100,000
	1581	Stoters Hill Landfill: Cell 2 Side Wall Construction - Lift 3-7	Construct side wall lining (lift 3 - 7) in Cell 2, Stoters Hill Landfill to capture and appropriately manage leachate.	27,308		150,000	1,795,000	1,972,308
	1289	Bells Creek Bank Stabilisation	Bells Creek bank stabilisation design.			25,000		25,000
	1586	Mission Beach Transfer station upgrade	Mission Beach Waste Transfer Station upgrade			912,537		912,537
	1279	Tully Landfill Site Infrastructure Upgrade	Upgrade of Tully landfill site infrastructure and facilities	50,000				50,000
	1277	Stoters Hill Site Infrastructure Upgrade	Upgrade of Stoters Hill site infrastructure and facilities	100,000				100,000
	1585	Tully Waste Transfer Station - Recycling area	Develop area to be more conducive to recycling.	50,000				50,000
Waste Management Total				299,845		1,115,000	1,795,000	3,209,845
Water	244	INN - Water Services & Meters (incl Smart Meters) Renewal Program	Innisfail - Water services and meter replacement program (including Smart meters)	520,000				520,000
	254	NYL - Water Services & Meters (incl Smart Meters) Renewal Program	Nyleta - Water services and meter replacement program (including Smart meters)	50,000				50,000
	463	TUL - Hyatt Street supply mains for new reservoir	Supply mains for new Hyatt St Reservoir	269,000		650,000		919,000
	474	INN - Water Treatment Program	Innisfail Water Treatment Plant - Mechanical & Electrical Renewal	0		25,000		25,000
	525	PROGRAM - Forward design - Water	Forward design program for water	50,000				50,000
	549	NYL - Water Program	Nyleta general water program including mains and reservoirs	47,452		611,048		658,500
	551	INN - Water Program	Innisfail general water program including mains and reservoirs	527,000				527,000
	553	TUL - Water Program	Tully general water program including mains and reservoirs	388,000		305,000		693,000
	556	CAR - Water Program	Cardwell general water program including mains and reservoirs	270,000				270,000
	1109	CAR - Intake Reservoir	Cardwell - Intake Reservoir	100,000				100,000
	1229	TUL - Water Treatment Program	Tully Water Treatment - Mechanical & Electrical Renewal			40,000		40,000
	1230	CAR - Water Treatment Program	Cardwell Water Treatment - Mechanical & Electrical Renewal	85,000				85,000
	1232	TUL - Water Services & Meters (incl Smart Meters) Renewal Program	Tully - Water services and meter replacement program (including Smart meters)	90,000		200,000		290,000

Programme	Project ID	Title	Details	Internal	External	Reserve	Loan	Total
Water	1233	CAR - Water Services & Meters (incl Smart Meters) Renewal Program	Cardwell - Water services and meter replacement program (including Smart meters)	30,000				30,000
	1314	INN - Pressure Control Valves for Loss Management	Pressure control valves for loss management			150,000		150,000
	1317	NYL - Pressure Control Valves for Loss Management	Pressure control valves for loss management	80,000		100,000		180,000
	1334	INN - Water Reservoirs Program	Innisfail - Water Reservoirs Program	130,000				130,000
	1337	CAR - Water Reservoirs Program	Cardwell - Water Reservoirs Program	0		52,144		52,144
	1347	TUL - Design for new Hyatt St Water Reservoir and earthworks	Design for new Hyatt St reservoir and earthworks	200,000				200,000
	1358	NYL - UV for Nyleta Hill Reservoir (HBT requirements)	UV for Nyleta Hill Reservoir (Health Based Targets requirements)			50,000		50,000
	1472	CAR - Pressure Control Valves for Loss Management	Pressure control valves for loss management	40,000		40,000		80,000
	1473	TUL - Bulgun Intake - raise height of weir	Raise the height of the weir at Bulgun Intake			50,000		50,000
	1583	Jubilee Bridge - replacement of water main under river	Jubilee Bridge - replacement of water main under river. Existing main above bed of river. High risk of failure. New main to be placed on bridge.	515,000				515,000
	1699	Water Emergent Works	Funding to be allocated to reserves to cover any unforeseen failures in the water network that results in capital renewals.	100,000				100,000
	1619	NYL Pump replacement Bingil Bay boosters	Replacement of pump at Bingil Bay boosters	80,000				80,000
	1670	NYL Bay Hill Reservoir Access Track Improvements	Improvements to reservoir access track for Bay Hill Reservoir	67,000				67,000
	1640	NYL - Nyleta Ck Intake - Access track renewal	Renewal of access track for Nyleta Ck Intake due to a major landslip	60,000				60,000
Water Total				3,698,452		2,273,192		5,971,644
Grand Total				22,426,137	3,921,558	7,283,454	1,795,000	35,426,149

Cassowary Coast Regional Council
Budget Paper 2021/22
Statement of Comprehensive Income

Year Ended	Jun-21 \$'000	Jun-22 \$'000	Jun-23 \$'000	Jun-24 \$'000	Jun-25 \$'000	Jun-26 \$'000	Jun-27 \$'000	Jun-28 \$'000	Jun-29 \$'000	Jun-30 \$'000	Jun-31 \$'000
Revenue											
Operating revenue											
Net rates, levies and charges	67,018	68,622	70,309	72,038	73,821	75,657	77,549	79,488	81,475	83,512	85,599
Fees and charges	2,966	3,128	3,188	3,249	3,321	3,396	3,478	3,562	3,648	3,739	3,833
Rental income	951	951	970	990	1,011	1,035	1,061	1,088	1,115	1,143	1,171
Interest received	993	991	1,242	1,337	1,373	1,509	1,701	1,753	1,848	1,905	1,982
Sales revenue	1,309	1,376	1,404	1,432	1,463	1,497	1,535	1,573	1,613	1,653	1,694
Other income	1,134	687	701	715	731	748	766	786	805	825	846
Grants, subsidies, contributions and donations	10,509	7,664	6,651	6,784	6,933	7,096	7,273	7,455	7,641	7,832	8,028
Total operating revenue	84,882	83,420	84,465	86,543	88,653	90,938	93,364	95,704	98,145	100,609	103,154
Capital revenue											
Grants, subsidies, contributions and donations	22,008	3,922	3,264	1,836	3,250	1,000	2,550	1,000	1,000	1,000	1,000
Total revenue	106,890	87,341	87,729	88,379	91,903	91,938	95,914	96,704	99,145	101,609	104,154
Capital income											
Total capital income	(6,594)	-	-	-	-	-	-	-	-	-	-
Total income	100,296	87,341	87,729	88,379	91,903	91,938	95,914	96,704	99,145	101,609	104,154
Expenses											
Operating expenses											
Employee benefits	26,305	27,974	28,670	29,384	30,153	30,979	31,830	32,704	33,601	34,524	35,471
Materials and services	31,072	26,970	25,626	26,136	26,711	27,484	28,169	28,871	29,636	30,598	31,412
Finance costs	837	201	224	219	214	211	209	206	206	208	211
Depreciation and amortisation	27,386	28,263	29,872	30,764	31,540	32,144	32,893	33,833	34,672	35,177	34,858
Total operating expenses	85,599	83,408	84,391	86,503	88,618	90,819	93,101	95,614	98,116	100,507	101,953
Capital expenses											
Total capital expenses	510	-	-	-	-	-	-	-	-	-	-
Net result before tax equivalents	14,187	3,934	3,338	1,876	3,285	1,120	2,813	1,090	1,030	1,103	2,201
Net result after tax equivalents	14,187	3,934	3,338	1,876	3,285	1,120	2,813	1,090	1,030	1,103	2,201
Total comprehensive income for the year	14,187	3,934	3,338	1,876	3,285	1,120	2,813	1,090	1,030	1,103	2,201
Operating result											
Operating revenue	84,882	83,420	84,465	86,543	88,653	90,938	93,364	95,704	98,145	100,609	103,154
Operating expenses	85,599	83,408	84,391	86,503	88,618	90,819	93,101	95,614	98,116	100,507	101,953
Operating result	(717)	12	74	41	35	120	263	90	30	103	1,201

Cassowary Coast Regional Council
Budget Paper 2021/22
Statement of Financial Position

Year Ended	Jun-21 \$'000	Jun-22 \$'000	Jun-23 \$'000	Jun-24 \$'000	Jun-25 \$'000	Jun-26 \$'000	Jun-27 \$'000	Jun-28 \$'000	Jun-29 \$'000	Jun-30 \$'000	Jun-31 \$'000
Assets											
Current assets											
Cash and cash equivalents	45,776	40,838	33,195	34,711	32,675	34,827	35,009	39,193	41,124	42,076	48,657
Trade and other receivables	10,730	11,292	11,400	11,640	11,956	12,251	12,557	12,835	13,191	13,521	13,859
Inventories	1,693	1,693	1,693	1,693	1,693	1,693	1,693	1,693	1,693	1,693	1,693
Total current assets	58,200	53,823	46,288	48,044	46,324	48,771	49,259	53,721	56,009	57,290	64,210
Non-current assets											
Property, plant & equipment	1,196,545	1,203,926	1,214,284	1,217,325	1,224,827	1,223,468	1,226,366	1,230,893	1,234,943	1,234,753	1,229,890
Other non-current assets	1,707	1,489	1,331	1,013	755	720	780	720	780	720	780
Total non-current assets	1,198,252	1,205,415	1,215,615	1,218,338	1,225,582	1,224,188	1,227,146	1,231,613	1,235,723	1,235,473	1,230,670
Total assets	1,256,451	1,259,238	1,261,903	1,266,382	1,271,907	1,272,959	1,276,405	1,285,333	1,291,732	1,292,763	1,294,880
Liabilities											
Current liabilities											
Trade and other payables	5,830	3,304	3,220	3,281	3,367	3,462	3,552	3,633	3,741	3,856	3,959
Borrowings	-	589	595	602	609	616	620	183	186	189	190
Provisions	3,224	3,143	3,143	3,143	3,143	3,143	3,143	3,143	3,143	3,143	3,143
Other current liabilities	5,751	5,751	5,751	5,751	5,751	5,751	5,751	5,751	5,751	5,751	5,751
Total current liabilities	14,805	12,788	12,710	12,777	12,870	12,973	13,066	12,711	12,822	12,939	13,044
Non-current liabilities											
Borrowings	3,000	3,790	3,195	2,593	1,984	1,368	748	565	379	190	0
Provisions	11,215	11,296	11,296	11,296	11,296	11,296	11,296	11,296	11,296	11,296	11,296
Other non-current liabilities	69	69	69	69	69	69	69	69	69	69	69
Total non-current liabilities	14,284	15,155	14,560	13,958	13,349	12,733	12,113	11,930	11,744	11,555	11,365
Total liabilities	29,090	27,942	27,270	26,735	26,219	25,706	25,179	24,641	24,565	24,494	24,409
Net community assets	1,227,362	1,231,296	1,234,633	1,239,647	1,245,688	1,247,253	1,251,226	1,260,692	1,267,167	1,268,270	1,270,471
Community equity											
Asset revaluation surplus	554,690	554,690	554,690	557,828	560,583	561,030	562,189	570,566	576,011	576,011	576,011
Retained surplus	672,672	676,605	679,943	681,819	685,104	686,224	689,037	690,127	691,156	692,259	694,460
Total community equity	1,227,362	1,231,296	1,234,633	1,239,647	1,245,688	1,247,253	1,251,226	1,260,692	1,267,167	1,268,270	1,270,471

Cassowary Coast Regional Council
Budget Paper 2021/22
Statement of Cash Flows

Year Ended	Jun-21 \$'000	Jun-22 \$'000	Jun-23 \$'000	Jun-24 \$'000	Jun-25 \$'000	Jun-26 \$'000	Jun-27 \$'000	Jun-28 \$'000	Jun-29 \$'000	Jun-30 \$'000	Jun-31 \$'000
Cash flows from operating activities											
Receipts from customers	71,602	73,089	75,356	77,211	79,046	81,030	83,050	85,155	87,217	89,429	91,665
Payments to suppliers and employees	(58,309)	(57,643)	(54,554)	(55,636)	(56,956)	(58,551)	(60,097)	(61,685)	(63,326)	(65,208)	(66,986)
Interest received	993	991	1,242	1,337	1,373	1,509	1,701	1,753	1,848	1,905	1,982
Rental income	951	987	968	987	1,008	1,032	1,058	1,084	1,111	1,139	1,167
Non-capital grants and contributions	10,315	7,792	6,789	6,768	6,910	7,073	7,249	7,433	7,613	7,806	8,001
Borrowing costs	-	(28)	(49)	(42)	(35)	(29)	(22)	(15)	(10)	(7)	(4)
Net cash inflow from operating activities	25,552	25,188	29,753	30,625	31,345	32,064	32,939	33,726	34,453	35,064	35,826
Cash flows from investing activities											
Payments for property, plant and equipment	(36,913)	(35,226)	(39,771)	(30,149)	(35,729)	(30,104)	(34,391)	(29,723)	(33,038)	(34,727)	(29,755)
Payments for intangible assets	-	(200)	(300)	(200)	(300)	(200)	(300)	(200)	(300)	(200)	(300)
Proceeds from sale of property, plant and equipment	735	-	-	-	-	-	-	-	-	-	-
Grants, subsidies, contributions and donations	16,052	3,922	3,264	1,836	3,250	1,000	2,550	1,000	1,000	1,000	1,000
Other cash flows from investing activities	24,000	-	-	-	-	-	-	-	-	-	-
Net cash inflow from investing activities	3,873	(31,505)	(36,807)	(28,514)	(32,779)	(29,304)	(32,141)	(28,923)	(32,338)	(33,927)	(29,055)
Cash flows from financing activities											
Proceeds from borrowings	3,000	1,795	-	-	-	-	-	-	-	-	-
Repayment of borrowings	-	(416)	(589)	(595)	(602)	(609)	(616)	(620)	(183)	(186)	(189)
Net cash inflow from financing activities	3,000	1,379	(589)	(595)	(602)	(609)	(616)	(620)	(183)	(186)	(189)
Total cash flows											
Net increase in cash and cash equivalent held	32,426	(4,938)	(7,643)	1,516	(2,036)	2,152	182	4,183	1,931	952	6,582
Opening cash and cash equivalents	13,350	45,776	40,838	33,195	34,711	32,675	34,827	35,009	39,193	41,124	42,076
Closing cash and cash equivalents	45,776	40,838	33,195	34,711	32,675	34,827	35,009	39,193	41,124	42,076	48,657

Cassowary Coast Regional Council
Budget Paper 2021/22
Statement of Changes in Equity

Year Ended	Jun-21 \$'000	Jun-22 \$'000	Jun-23 \$'000	Jun-24 \$'000	Jun-25 \$'000	Jun-26 \$'000	Jun-27 \$'000	Jun-28 \$'000	Jun-29 \$'000	Jun-30 \$'000	Jun-31 \$'000
Asset revaluation surplus											
Opening balance		554,690	554,690	554,690	557,828	560,583	561,030	562,189	570,566	576,011	576,011
Increase in asset revaluation surplus		-	-	3,137	2,756	446	1,159	8,377	5,445	-	-
Closing balance	554,690	554,690	554,690	557,828	560,583	561,030	562,189	570,566	576,011	576,011	576,011
Retained surplus											
Opening balance		672,672	676,605	679,943	681,819	685,104	686,224	689,037	690,127	691,156	692,259
Net result		3,934	3,338	1,876	3,285	1,120	2,813	1,090	1,030	1,103	2,201
Closing balance	672,672	676,605	679,943	681,819	685,104	686,224	689,037	690,127	691,156	692,259	694,460
Total											
Opening balance		1,227,362	1,231,296	1,234,633	1,239,647	1,245,688	1,247,253	1,251,226	1,260,692	1,267,167	1,268,270
Net result		3,934	3,338	1,876	3,285	1,120	2,813	1,090	1,030	1,103	2,201
Increase in asset revaluation surplus		-	-	3,137	2,756	446	1,159	8,377	5,445	-	-
Closing balance	1,227,362	1,231,296	1,234,633	1,239,647	1,245,688	1,247,253	1,251,226	1,260,692	1,267,167	1,268,270	1,270,471

**Cassowary Coast Regional Council
Budget Paper 2021/22 - Appendix J
Measures of Financial Sustainability**

Year Ended	Est Jun-21	Jun-22	Jun-23	Jun-24	Jun-25	Jun-26	Jun-27	Jun-28	Jun-29	Jun-30	Jun-31
Operating Surplus Ratio											
(Net Operating Surplus / Total Operating Revenue) (%)	(0.9)%	0.0%	0.1%	0.0%	0.0%	0.1%	0.3%	0.1%	0.0%	0.1%	1.2%
Target Ratio Lower Limit (%)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Target Ratio Upper Limit (%)	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%
Does Operating Surplus Ratio fall between the target band?	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Net Financial Asset / Liability Ratio											
((Total Liabilities - Current Assets) / Total Operating Revenue)	(34.5)%	(31.0)%	(22.5)%	(24.6)%	(22.7)%	(25.4)%	(25.8)%	(30.4)%	(32.0)%	(32.6)%	(38.6)%
Target Ratio Upper Limit (%)	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%
Does Net Financial Asset / Liability Ratio fall below the upper limit?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Asset Sustainability Ratio											
(Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)	97.0%	93.7%	112.4%	82.2%	92.4%	85.3%	84.9%	83.4%	76.3%	91.9%	81.3%
Target Ratio Lower Limit (%)	90.0%	90.0%	90.0%	90.0%	90.0%	90.0%	90.0%	90.0%	90.0%	90.0%	90.0%
Does Asset Sustainability Ratio fall above the lower limit?	Yes	Yes	Yes	No	Yes	No	No	No	No	Yes	No

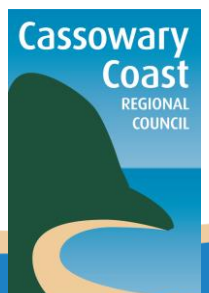
Budget Paper 2021/22 - Appendix K

Total Value of Changes in Rates & Utility Charges %

	Estimate	Budget		Variance	
	2020/2021	2020/2021	2021/2022	Est vs 21/22	20/21 vs 21/22
	\$'000	\$'000	\$'000	\$'000	\$'000
General Rates	38,860	39,042	39,631	1.98%	1.51%
Utilities and Charges	32,357	31,933	33,048	2.13%	3.49%
Total Net Rates and Utility Charges excluding discount	71,218	70,975	72,680	2.05%	2.40%
Less Discounts	(4,199)	(4,013)	(4,058)		
Total Net Rates and Utility Charges	67,018	66,962	68,622	2.39%	2.48%

COMMUNITY FINANCIAL REPORT

Budget 2021-2022



COMMUNITY FINANCIAL REPORT

This community financial report presents Council's financial performance and financial position in an informative and understandable way to enable easy evaluation by members of the community. Graphs are widely used for visual presentation of data and key financial statistics and ratios that can be useful indicators of Council's performance are included.

Council's annual budget comprises of two elements, the annual Operating Budget and the Capital Budget.

The annual operating budget takes into consideration the needs of the community and ensures that Council has adequate revenue to provide for those levels of service. Council maintains and manages infrastructure assets that are largely unique to the public sector, including the community's water, sewerage and waste infrastructure assets, a network of roads, bridges, drainage and marine assets, footpaths, parks, foreshores, camping grounds, sportsgrounds, showgrounds and community halls. It operates library and visitor information centers across the region, provides planning services and supports community, sport and cultural programs. Council provides for these extensive and diverse range of services primarily by utilising revenue from rates and grants. The 2021/2022 budget delivers a small operating surplus of \$12k.

The capital budget provides for investment in community infrastructure to service the region with a 10 year long term forecast designed to accommodate the needs of the community into the future. Community assets cover categories such as land, buildings, plant and equipment, road, water, sewerage and waste infrastructure. Continuing to invest in community assets, the 2021/2022 budget delivers a capital works program of \$35.4M.

In framing the budget, Council has focused on continuing to achieve efficiencies and reduce operating costs, whilst maintaining a level of service that meets community expectations. This has been achieved by including asset rationalisation targets, reviewing the way in which Council insures its assets and reducing the number of operational initiatives in the 2020/2021 financial year.

Taking these factors into consideration Council has determined a minimal increase to the level of rating with a general rate increase of 1.98% for the 2021/2022 financial year.

Annual Budget 2021/2022 At A Glance	
	\$'000s
Operating Revenue	\$83,420
Operating Expense	\$83,408
Operating Position	\$12
Capital Income	\$3,922
Capital Expenses	(\$0)
Net Result	\$3,934
Total Assets	\$1,259,238
Total Liabilities	\$27,942
Net Community Assets	\$1,231,296
Total Capital Works Expenditure	\$35,426

BACKGROUND

This community financial report provides an analysis of the Council's financial performance and position for the 2021/2022 financial year. This report has been designed utilising graphs and tables to provide a general overview.

The Budget Financial Statements have five key elements:

1. **Statement of Income and Expenditure** (Profit and Loss): measures how Council performed in relation to income and expenditure from operations to give a net result. Included is a range of capital revenue (grants and contributions) and expenses that recognise the movement in the value of provisions and asset valuations disclosed in the statement of financial position.
2. **Statement of Financial Position** (Balance Sheet): is a snapshot of what we own (our assets) and what we owe (our liabilities) as at the end of the financial year, with the difference (our equity) reflecting our net worth.
3. **Statement of Changes in Equity**: summarises changes in our net worth during the year including showing the movements in our retained earnings, reserves and asset revaluation surplus.
4. **Statement of Cash Flows**: shows cash movements that have occurred during the financial year. The closing balance reflects how much cash Council had at the end of the financial year.
5. **Financial Sustainability Ratios**: provide an indication of our relative sustainability based on the current year's performance and best estimates around future operational activities. The three sustainability indicators have been set up by the Department of Local Government, Racing and Multicultural Affairs to help monitor the long-term sustainability of all Councils across Queensland.

BUDGET ASSUMPTIONS AND PRINCIPLES

Under the requirements of the *Local Government Regulation 2012*, Council's budget must be prepared on an accrual basis and include financial statements for the year for which it was prepared and the next two financial years.

The results of this budget are linked to the Corporate Plan which provides the strategic direction for Council and the Operational Plan which outlines key objectives and deliverables for Council for the upcoming year. The budget forms the basis of Council's Long Term Financial Forecast and is aligned with Council's Asset Management Plans and Capital Works Program.

Council is committed to delivering balanced operating budgets and a capital works program that is deliverable and not only maintains existing assets but have a significant focus on renewals. Council aims to deliver on these long-term objectives with rate rises at or around CPI.

During 2021/2022, Council will continue to drive costs down by ensuring that the organisation is operating efficiently and effectively throughout the financial year.

STATEMENT OF INCOME AND EXPENDITURE

The statement of comprehensive income is a summary of revenue (income) recognised during the year, offset against expenses from the cost of our operations. Council is budgeting a small operating surplus (recurrent revenue less recurrent expenses) of \$12k.



OPERATING POSITION

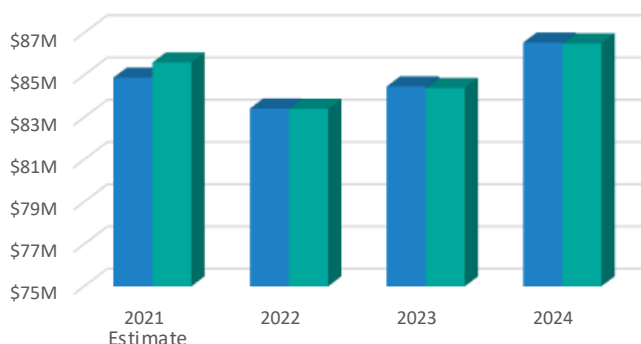
Council's operating position reflects the organisation's ability to meet its everyday running costs from operating revenue. The operating position is calculated by taking total operating expenses from total operating revenue and does not include revenue or expenditure amounts for capital projects. The result is either a surplus or a deficit.

Council has budgeted an operating surplus of \$12k for the 2021/2022 financial year and an operating surplus of \$74k and \$41k for the years 2022/2023 and 2023/2024 respectively.

A strong focus on efficiency and financial diligence has enabled Council to continue to deliver existing services along with new initiatives whilst also keeping this year's net general rates increase at 1.98%.

FINANCIAL SUMMARY - OPERATING

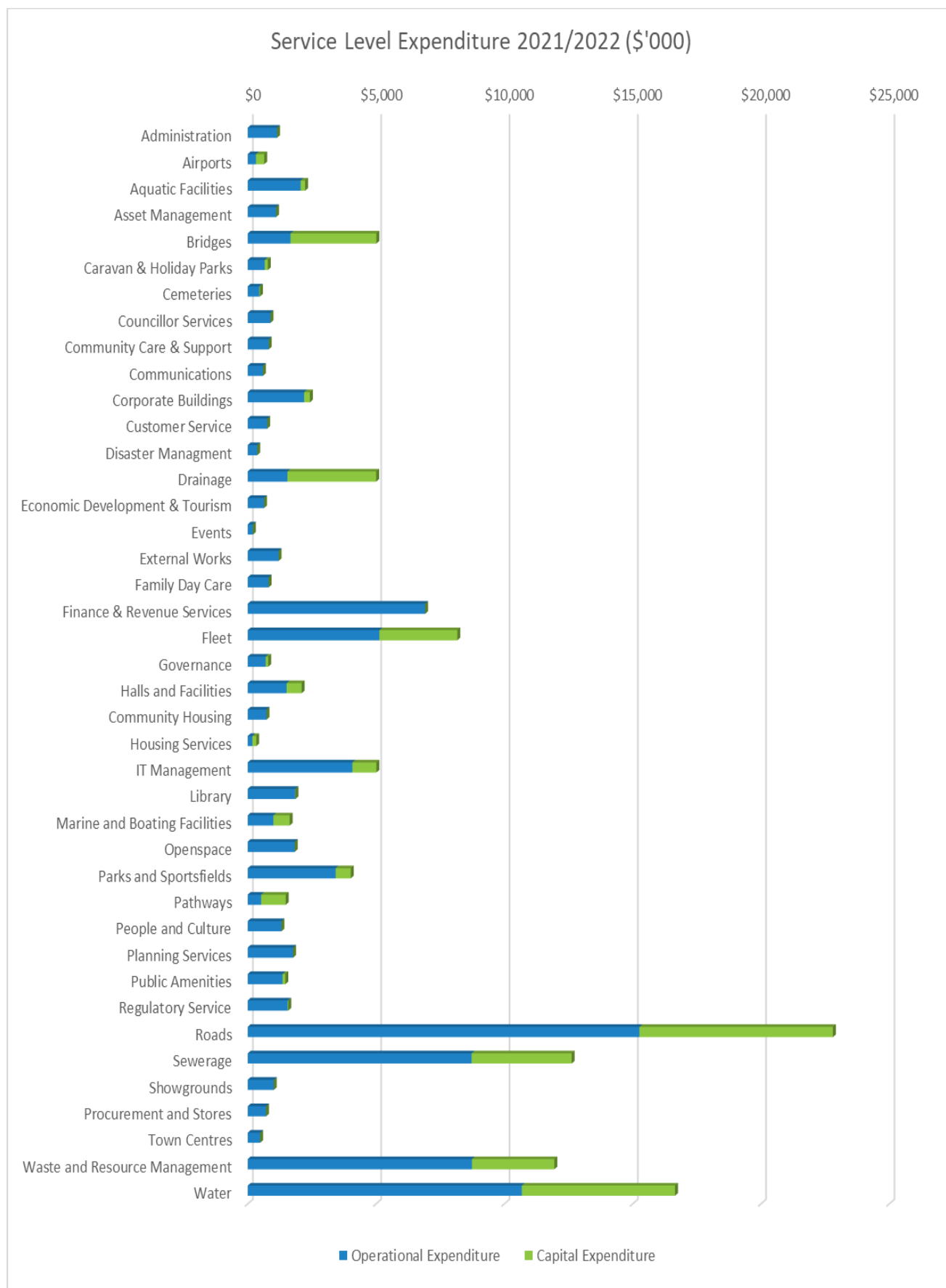
Financial Year	Operating Revenue \$'000	Operating Expenses \$'000
2021	\$84,882	\$85,599
2022	\$83,420	\$83,408
2023	\$84,465	\$84,391
2024	\$86,543	\$86,502



Operating activities do not include income or costs associated with construction, rehabilitation or renewal of community infrastructure. These elements are reflected in the Statement of Financial Position as additional assets owned by the community.

Implicit in Council's revenue assumptions is a minimal population growth rate of 0.60% and an average general rate increase of 1.98% in 2021/22 and then close to CPI in future years. Average utility charges have increased by 2.13% in 2021/22. The majority of Fees and charges have increased on average by 2%. Expenditure assumptions align mainly to CPI in future years.

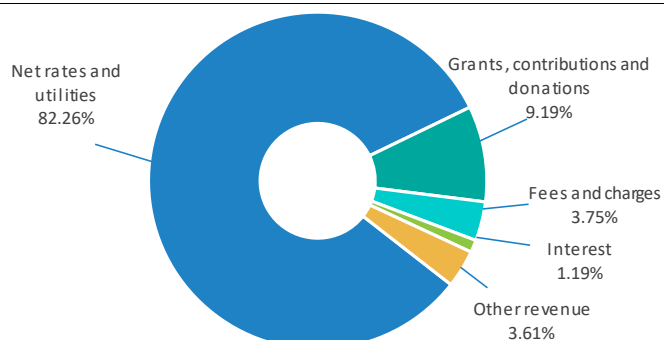
Council provides a range of services to the community. The total budgeted expenditure for 2021/2022 can be broken down into the following service types as displayed on the graph on the following page:



OPERATING REVENUE

OPERATING REVENUE CATEGORIES 2021/22

Category	Budget \$'000
Net rates and utilities	\$68,622
Grants, contributions and donations	\$7,664
Fees and charges	\$3,128
Interest	\$991
Other revenue	\$3,015
Total Operating Revenue	\$83,420

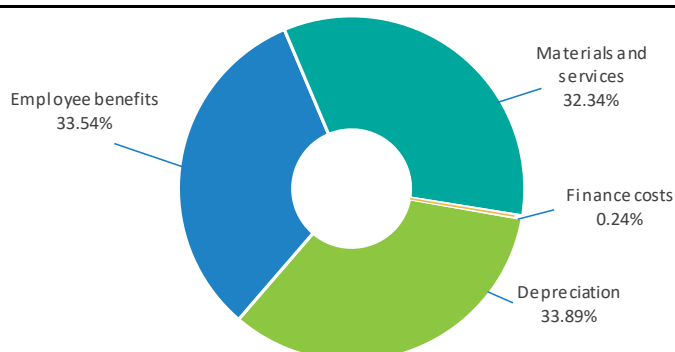


Rates and utility charges continue to be the major source of income for Council. Council endeavours to maximise revenue from sources other than rates by actively pursuing grants and subsidies from State and Federal Government, engaging in a range of external works projects and ensuring returns from assets and investment are adequate.

OPERATING EXPENSE

OPERATING EXPENSES CATEGORIES 2021/22

Category	Budget \$'000
Employee benefits	\$27,974
Materials and services	\$26,970
Depreciation	\$28,263
Finance costs	\$201
Total Operating Expenses	\$83,408



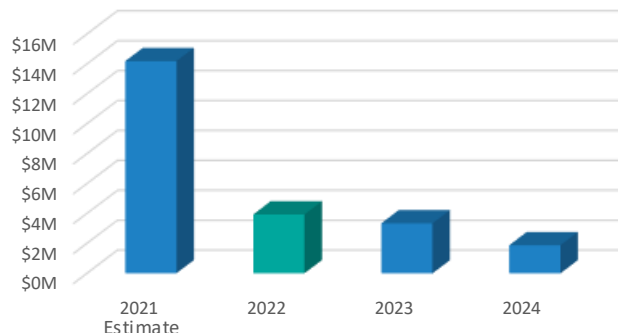
Materials and services together with employee benefits comprise 65.9% of Council's forecast total operating expenditure. Council is one of the region's largest employers and engages in business with a range of local suppliers and contractors to spending in the local economy. To assist with delivering a budget with minimal rate increases Council has factored in insurance and employee related savings of \$550k.

Depreciation is another major component of Council's operating expense. It represents the estimated reduction in the value of an asset as it is used to provide a service to the community. It provides a guide as to what Council should spend on asset renewals and it is a component of the Asset Sustainability Ratio. As such, Council's ability to reduce this figure is limited, however Asset Management Plans are in place with asset rationalisation possibilities being considered further in 2021/2022. A savings target of \$400k has been factored into the budget relating to work already undertaken with the Community Consultative Group to rationalise Council's significant asset base. This has significantly assisted Council in adopting a balanced budget for 2021/2022.

NET RESULT

FINANCIAL SUMMARY - NET RESULT

Financial Year	Net Result \$'000
2021	\$14,187
2022	\$3,934
2023	\$3,338
2024	\$1,876



Council's projected net result reflects total revenue less total expenses including capital revenue.

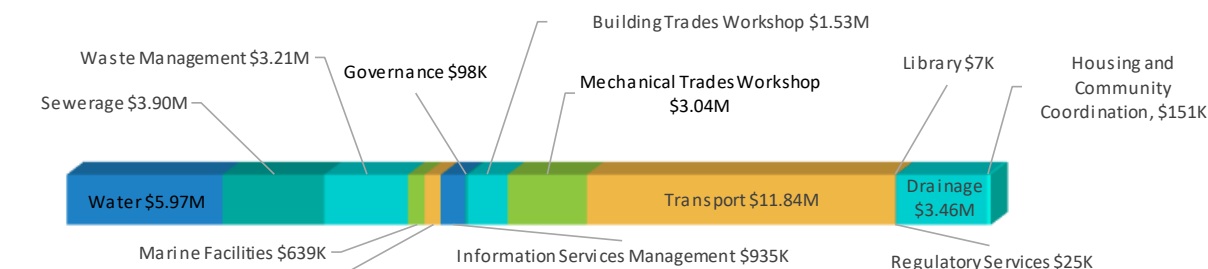


CAPITAL WORKS PROGRAM

Council manages a very diverse range of infrastructure assets with a gross value in excess of \$1.7B. These assets cover land, buildings, plant and equipment and a network of road, bridge, marine, drainage, waste, water and sewerage assets. Council is responsible for the construction, upgrade and renewal of these assets through its capital works program. This is achieved by utilising a combination of revenue and capital contributions and grants.

Council's capital works program for 2021/2022 totals \$35.4M. Council will use a combination of Council-sourced funding, loans and capital grants to fund this program. The following graph provides a breakdown of the proposed capital works for the 2021/2022 financial year by asset class.

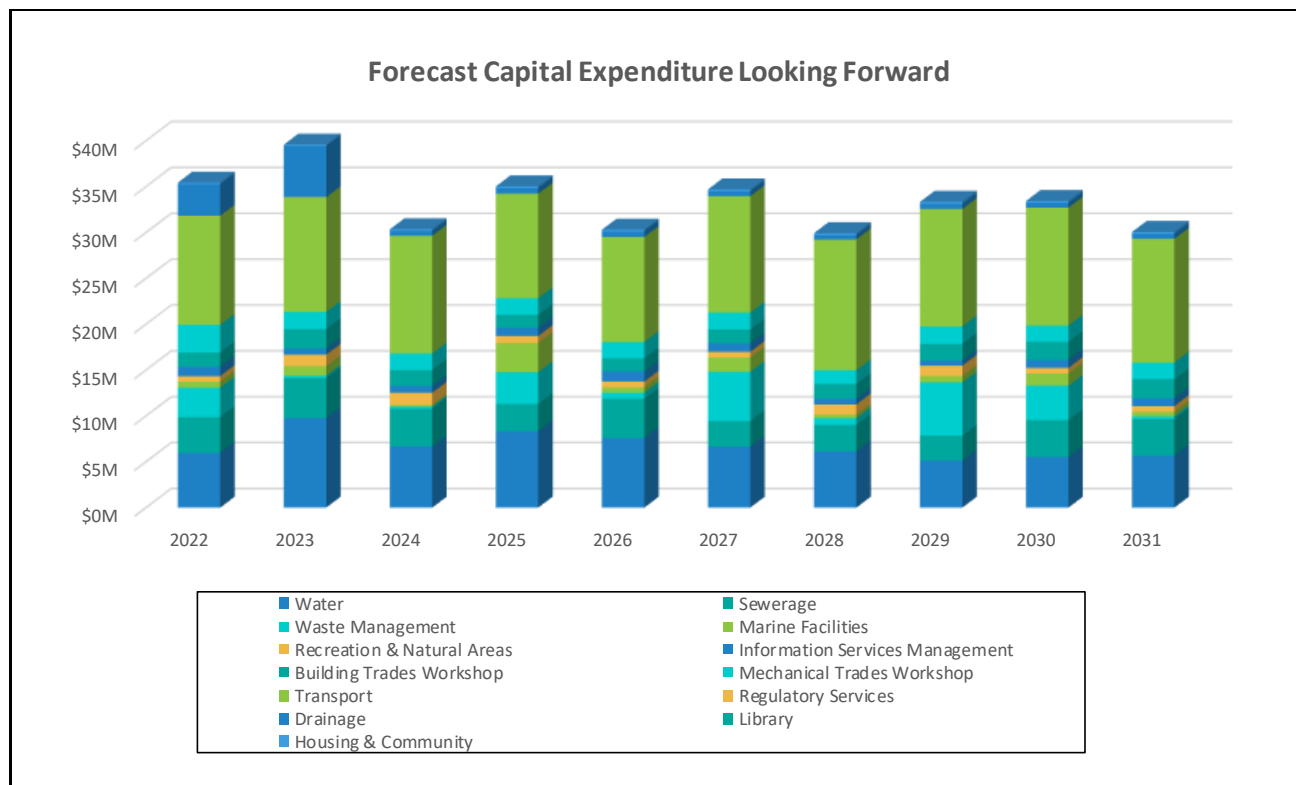
Capital Expenditure Budget 2021/22



Capital Expenditure Budget for 2021/22 totals \$35.4M

10 YEAR CAPITAL EXPENDITURE FORECAST

The 2021/2022 budget includes the adoption of a 10 year forecasted capital works program. This represents an investment of \$335M in community infrastructure assets, establishing a platform for regional growth and providing a sustained boost to local economic activity. The ten year capital program takes into account projected regional growth, better utilisation of assets, as well as the ageing of the assets and the need to renew.



STATEMENT OF FINANCIAL POSITION

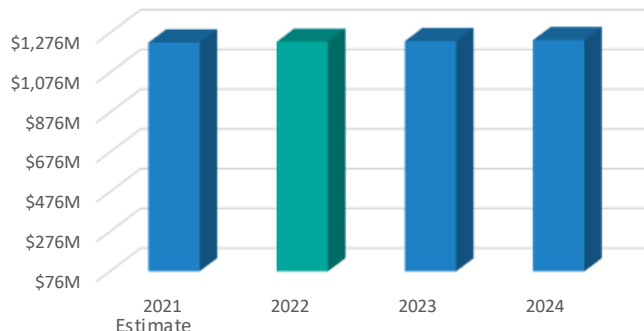
The statement of financial position is a snapshot of Council assets less liabilities. It presents what we own (assets) and what we owe (liabilities), with net community assets of Council being represented by the difference.

The budgeted result is a \$1.23B value of net community assets that is managed by Council on behalf of the ratepayers and residents of the region.

Net community assets is projected to increase over the next ten years, driven by Council's capital works program.

NET COMMUNITY ASSETS AS AT JUNE

Financial Year	Net Community Assets \$'000
2021	\$1,227,362
2022	\$1,231,296
2023	\$1,234,633
2024	\$1,239,647

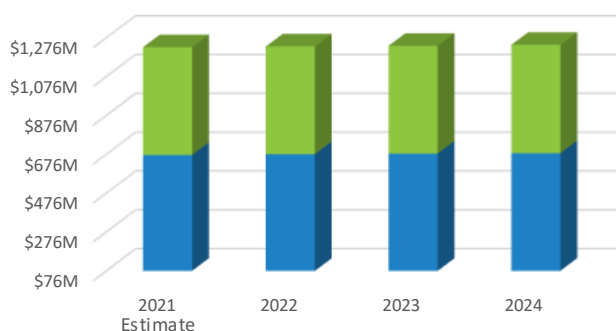


STATEMENT OF CHANGES IN EQUITY

The statement of Changes in Equity explains the change in the net wealth of Council during the financial year. Equity includes retained earnings from previous years, and any movement in asset values arising from annual revaluations of asset classes. As at the 30 June 2022, Council will have an estimated retained surplus of \$676.6M and an estimated Asset Revaluation surplus of \$554.7M.

EQUITY AS AT JUNE

Financial Year	Retained Surplus \$'000	Asset Revaluation Reserve \$'000
2021	\$672,672	\$554,690
2022	\$676,605	\$554,690
2023	\$679,943	\$554,690
2024	\$681,819	\$557,828



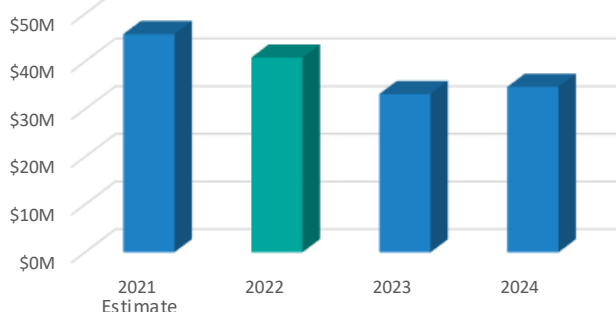
STATEMENT OF CASH FLOWS

This statement identifies where actual cash was received and how that cash was spent throughout the financial year. Expenditure could be from normal operating activities, investment in community infrastructure, or the receipt or payment of loans. The final balance shows the total cash at the end of the financial year budgeted in 2021/2022 to be \$40.8M. The total cash is budgeted to decrease by \$4.9M in the 2021/2022 year due to unknown funding sources for future capital works programs and the repayment of loans.

A large portion of the cash balance is restricted for future capital investment into community infrastructure. Council invests surplus funds throughout the year in low risk, short term investments in accordance with Council's investment policy and regulatory guidelines.

CLOSING CASH BALANCE HELD AS AT JUNE

Financial Year	Cash Balance \$'000
2021	\$45,776
2022	\$40,838
2023	\$33,195
2024	\$34,711

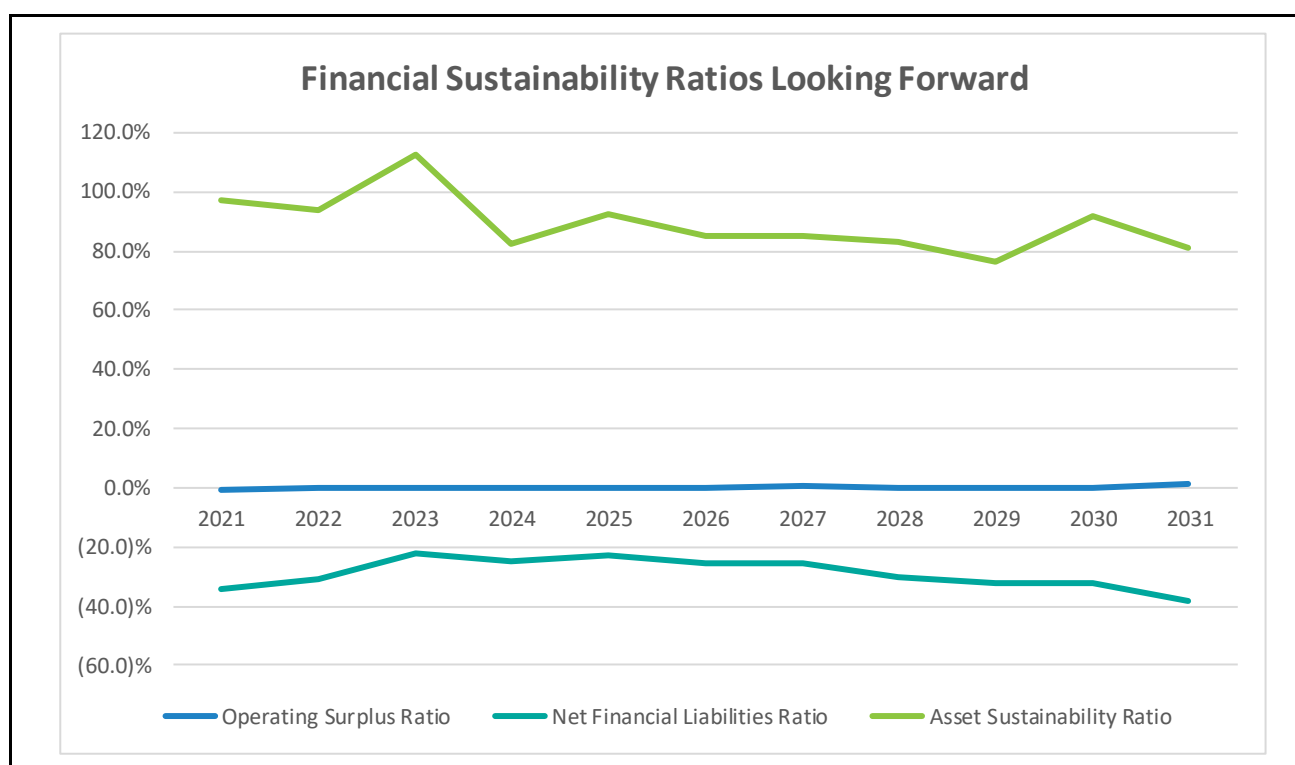


FINANCIAL SUSTAINABILITY RATIOS

During any period, whether it be growth, steady or decline, responsible financial management is crucial for Council to ensure it is financially sustainable for the short, medium and long term. There are three measures of financial sustainability used to demonstrate that Council is operating in a prudent financial manner whilst maintaining its financial management objectives.

The target range for the financial ratio graphs are in accordance with the Department of Local Government, Community Recovery and Resilience Financial management (Sustainability) Guidelines 2013. There are circumstances specific to Council where actual results may vary from target range.

Financial Ratios	Target Range
Operating Surplus Ratio	Between 0 and 10%
Net Financial Liabilities Ratio	Not greater than 60%
Asset Sustainability Ratio	Greater than 90%



The Operating Surplus Ratio for Council of 0% indicates that Council has budgeted to achieve a balanced operating result with recurrent operating revenue equal to recurrent operating expenses. Council is committed to achieving a positive operating surplus ratio into the future to ensure long-term financial sustainability. This strengthens our financial position, placing less reliance on borrowings with reduced debt levels and associated interest expense.

The Net Financial Liabilities Ratio is an indicator of the extent to which our liabilities can be serviced by our operating revenues. A ratio of less than zero (negative) indicates that the current assets (cash and receivables) exceed total liabilities (payables and provisions). This trend indicates that Council remains in a strong financial position and has the capacity to increase its loan borrowings if required in the future.

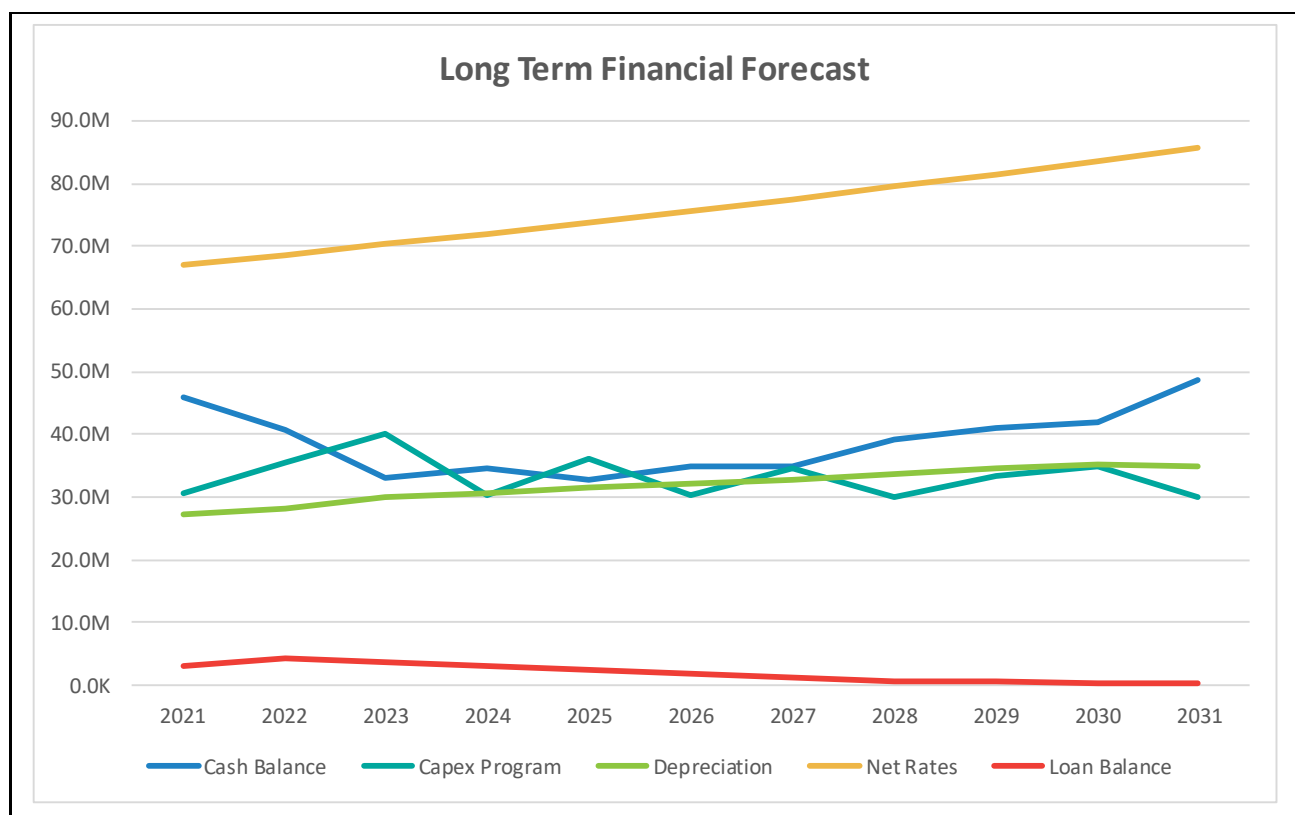
The Asset Sustainability Ratio is an approximation of the extent to which the property, plant and community infrastructure is being managed by Council and being replaced or renewed as it reaches the end of its useful lives. The ratio uses actual expenditure on the renewal and rehabilitation of assets as a percentage of the annual depreciation expense (which measures the rate at which assets are being used each year). This ratio indicates whether Council is renewing or replacing existing non-financial assets at the same rate that it is wearing out. Natural disaster relief and recovery activities can have a significant impact on this ratio.

LONG TERM FINANCIAL FORECAST

Council has developed, and maintains, a robust long term financial forecast in order to ensure Council continues to be sustainable in the long term. The forecast covers a period of 10 years and contains forecasts for operational and capital revenue and expenditure, asset, liabilities and equity. The long term financial forecast is key to the strategic direction of Council and is consistent with Council's Corporate Plan and Asset Management Plans.

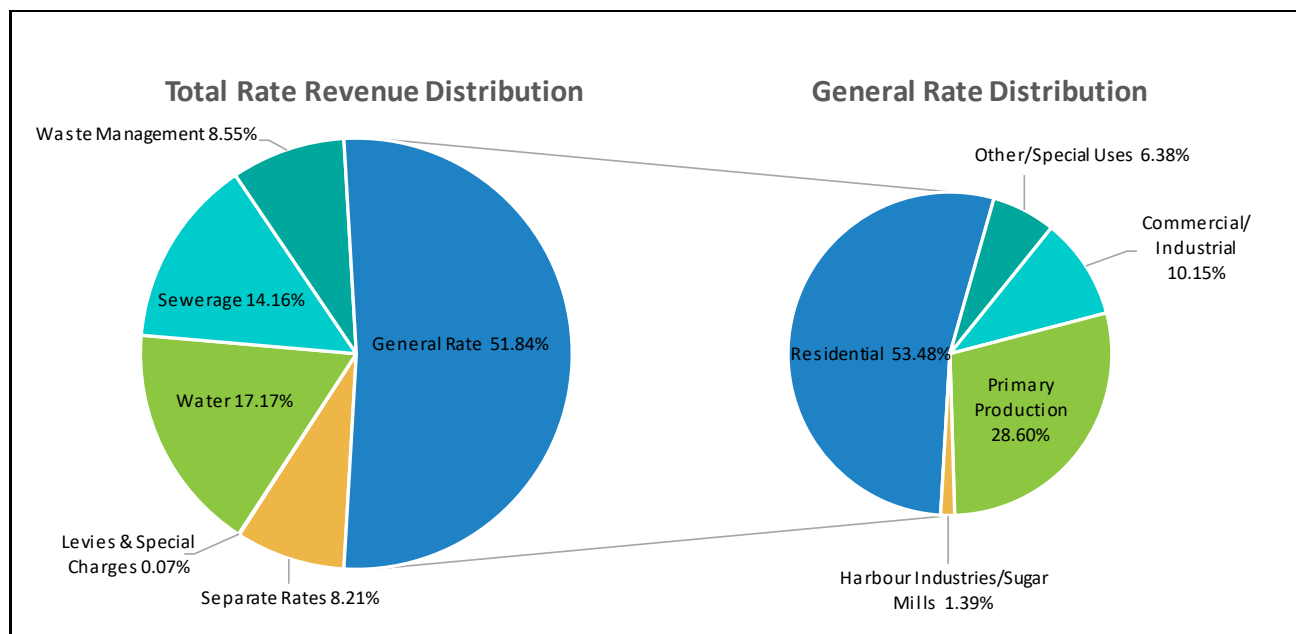
Council's 2021/2022 long term financial plan continues to indicate that Council will remain sustainable and has the ability to maintain outstanding levels of services, continued investment in infrastructure with an annual capital works program averaging \$33.3M per annum while maintaining an average rates rise within CPI expectations over the 10 year period.

Key outputs from the long term financial forecast as outlined below and are underpinned by reasonable annual increases in rates.



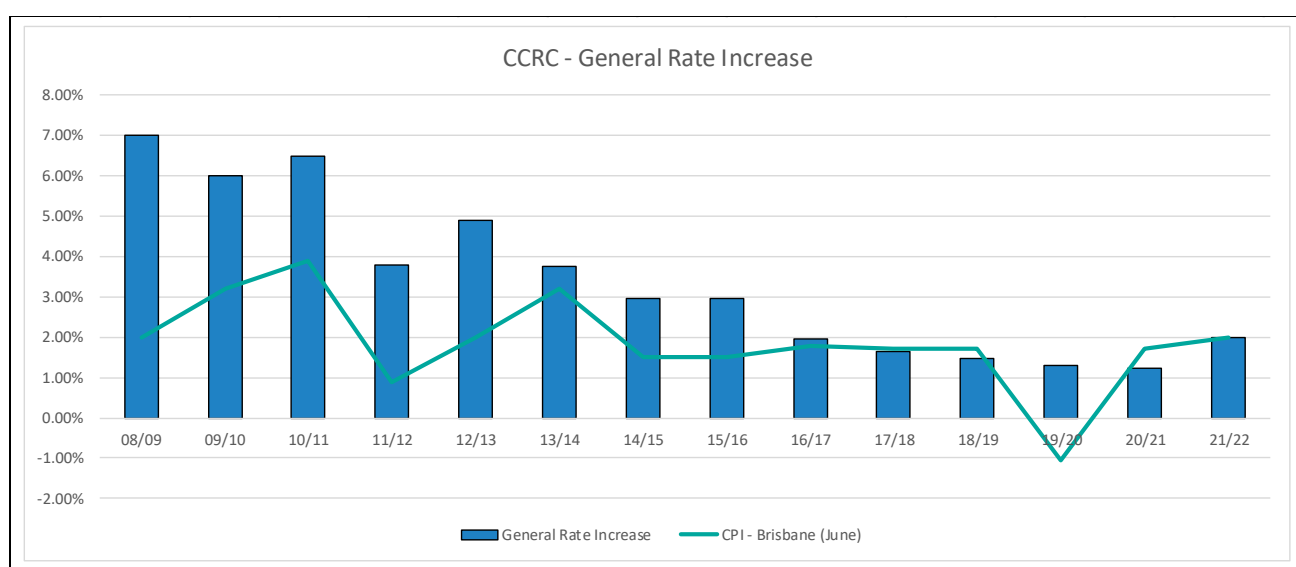
RATES REVENUE

Rates revenue continues to be the major source of income for Council at a budgeted 82% of total operational revenue for 2021/2022. This revenue is derived from various categories as detailed below:



The following table breaks down the forecast rate increases for general rates implicit in the long term forecast. Council is targeting rate rises at or around CPI over the long term.

	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31
Growth	0.15%	0.15%	0.15%	0.15%	0.15%	0.15%	0.15%	0.15%	0.15%	0.15%
CPI	2.00%	2.00%	2.00%	2.20%	2.35%	2.50%	2.50%	2.50%	2.50%	2.50%
General Rates	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%



RATES AND CHARGES COMPARATIVE

2020/2021 - 2021/2022 COMPARISON BETWEEN LAST YEAR & CURRENT YEAR RATES & CHARGES (Residential)

	<\$70,000 LY	<\$70,000 CY		\$70,000-\$119,999 LY	\$70,000-\$119,999 CY
INNISFAIL			INNISFAIL		
GENERAL RATES	1148.00	1171.00	GENERAL RATES	1591.00	1623.00
WATER	473.00	487.00	WATER	473.00	487.00
WATER CONSUMPTION (assumed 300kl)	285.00	297.00	WATER CONSUMPTION (assumed 300kl)	285.00	297.00
SEWERAGE	999.00	1016.00	SEWERAGE	999.00	1016.00
GARBAGE	347.00	352.00	GARBAGE	347.00	352.00
TRANSPORT INFRASTRUCTURE	138.00	145.00	TRANSPORT INFRASTRUCTURE	138.00	145.00
ENVIRONMENTAL MANAGEMENT LEVY	210.00	214.00	ENVIRONMENTAL MANAGEMENT LEVY	210.00	214.00
FIRE LEVY (20/21 FY)	179.40	179.40	FIRE LEVY (20/21 FY)	179.40	179.40
GROSS AMOUNT	3779.40	3861.40	GROSS AMOUNT	4222.40	4313.40
DISCOUNT	114.80	117.10	DISCOUNT	159.10	162.30
NET AMOUNT	3664.60	3744.30	NET AMOUNT	4063.30	4151.10
		2.17%			2.16%
CARDWELL			CARDWELL		
GENERAL RATES	1148.00	1171.00	GENERAL RATES	1591.00	1623.00
WATER	473.00	487.00	WATER	473.00	487.00
WATER CONSUMPTION (assumed 300kl)	285.00	297.00	WATER CONSUMPTION (assumed 300kl)	285.00	297.00
SEWERAGE			SEWERAGE		
GARBAGE	347.00	352.00	GARBAGE	347.00	352.00
TRANSPORT INFRASTRUCTURE	138.00	145.00	TRANSPORT INFRASTRUCTURE	138.00	145.00
ENVIRONMENTAL MANAGEMENT LEVY	210.00	214.00	ENVIRONMENTAL MANAGEMENT LEVY	210.00	214.00
FIRE LEVY (20/21 FY)	110.60	110.60	FIRE LEVY (20/21 FY)	110.60	110.60
GROSS AMOUNT	2711.60	2776.60	GROSS AMOUNT	3154.60	3228.60
DISCOUNT	114.80	117.10	DISCOUNT	159.10	162.30
NET AMOUNT	2596.80	2659.50	NET AMOUNT	2995.50	3066.30
		2.41%			2.36%
EL ARISH			EL ARISH		
GENERAL RATES	1148.00	1171.00	GENERAL RATES	1591.00	1623.00
WATER	473.00	487.00	WATER	473.00	487.00
WATER CONSUMPTION (assumed 300kl)	285.00	297.00	WATER CONSUMPTION (assumed 300kl)	285.00	297.00
SEWERAGE			SEWERAGE		
GARBAGE	347.00	352.00	GARBAGE	347.00	352.00
TRANSPORT INFRASTRUCTURE	138.00	145.00	TRANSPORT INFRASTRUCTURE	138.00	145.00
ENVIRONMENTAL MANAGEMENT LEVY	210.00	214.00	ENVIRONMENTAL MANAGEMENT LEVY	210.00	214.00
FIRE LEVY (20/21 FY)	110.60	110.60	FIRE LEVY (20/21 FY)	110.60	110.60
GROSS AMOUNT	2711.60	2776.60	GROSS AMOUNT	3154.60	3228.60
DISCOUNT	114.80	117.10	DISCOUNT	159.10	162.30
NET AMOUNT	2596.80	2659.50	NET AMOUNT	2995.50	3066.30
		2.41%			2.36%
MISSION BEACH (WB & SM)			MISSION BEACH (WB & SM)		
GENERAL RATES	1148.00	1171.00	GENERAL RATES	1591.00	1623.00
WATER	473.00	487.00	WATER	473.00	487.00
WATER CONSUMPTION (assumed 300kl)	285.00	297.00	WATER CONSUMPTION (assumed 300kl)	285.00	297.00
SEWERAGE	940.00	956.00	SEWERAGE	940.00	956.00
GARBAGE	347.00	352.00	GARBAGE	347.00	352.00
TRANSPORT INFRASTRUCTURE	138.00	145.00	TRANSPORT INFRASTRUCTURE	138.00	145.00
ENVIRONMENTAL MANAGEMENT LEVY	210.00	214.00	ENVIRONMENTAL MANAGEMENT LEVY	210.00	214.00
FIRE LEVY (20/21 FY)	110.60	110.60	FIRE LEVY (20/21 FY)	110.60	110.60
GROSS AMOUNT	3651.60	3732.60	GROSS AMOUNT	4094.60	4184.60
DISCOUNT	114.80	117.10	DISCOUNT	159.10	162.30
NET AMOUNT	3536.80	3615.50	NET AMOUNT	3935.50	4022.30
		2.23%			2.21%

RATES AND CHARGES COMPARATIVE (CONTINUED)

MISSION BEACH NTH (MB & BB)			MISSION BEACH (MB & BB)		
<\$70,000		<\$70,000	\$70,000-\$119,999		\$70,000-\$119,999
LY		CY	LY		CY
GENERAL RATES	1148.00	1171.00	GENERAL RATES	1591.00	1623.00
WATER	473.00	487.00	WATER	473.00	487.00
WATER CONSUMPTION (assumed 300kl)	285.00	297.00	WATER CONSUMPTION (assumed 300kl)	285.00	297.00
SEWERAGE	940.00	956.00	SEWERAGE	940.00	956.00
GARBAGE	347.00	352.00	GARBAGE	347.00	352.00
TRANSPORT INFRASTRUCTURE	138.00	145.00	TRANSPORT INFRASTRUCTURE	138.00	145.00
ENVIRONMENTAL MANAGEMENT LEVY	210.00	214.00	ENVIRONMENTAL MANAGEMENT LEVY	210.00	214.00
FIRE LEVY (20/21 FY)	110.60	110.60	FIRE LEVY (20/21 FY)	110.60	110.60
GROSS AMOUNT	3651.60	3732.60	GROSS AMOUNT	4094.60	4184.60
DISCOUNT	114.80	117.10	DISCOUNT	159.10	162.30
NET AMOUNT	3536.80	3615.50	NET AMOUNT	3935.50	4022.30
		2.23%			2.21%
TULLY			TULLY		
<\$70,000		<\$70,000	\$70,000-\$119,999		\$70,000-\$119,999
LY		CY	LY		CY
GENERAL RATES	1148.00	1171.00	GENERAL RATES	1591.00	1623.00
WATER	473.00	487.00	WATER	473.00	487.00
WATER CONSUMPTION (assumed 300kl)	285.00	297.00	WATER CONSUMPTION (assumed 300kl)	285.00	297.00
SEWERAGE	940.00	956.00	SEWERAGE	940.00	956.00
GARBAGE	347.00	352.00	GARBAGE	347.00	352.00
TRANSPORT INFRASTRUCTURE	138.00	145.00	TRANSPORT INFRASTRUCTURE	138.00	145.00
ENVIRONMENTAL MANAGEMENT LEVY	210.00	214.00	ENVIRONMENTAL MANAGEMENT LEVY	210.00	214.00
FIRE LEVY (20/21 FY)	110.60	110.60	FIRE LEVY (20/21 FY)	110.60	110.60
GROSS AMOUNT	3651.60	3732.60	GROSS AMOUNT	4094.60	4184.60
DISCOUNT	114.80	117.10	DISCOUNT	159.10	162.30
NET AMOUNT	3536.80	3615.50	NET AMOUNT	3935.50	4022.30
		2.23%			2.21%
KURRIMINE BEACH			KURRIMINE BEACH		
<\$70,000		<\$70,000	\$70,000-\$119,999		\$70,000-\$119,999
LY		CY	LY		CY
GENERAL RATES	1148.00	1171.00	GENERAL RATES	1591.00	1623.00
WATER	473.00	487.00	WATER	473.00	487.00
WATER CONSUMPTION (assumed 300kl)	285.00	297.00	WATER CONSUMPTION (assumed 300kl)	285.00	297.00
SEWERAGE			SEWERAGE		
GARBAGE	347.00	352.00	GARBAGE	347.00	352.00
TRANSPORT INFRASTRUCTURE	138.00	145.00	TRANSPORT INFRASTRUCTURE	138.00	145.00
ENVIRONMENTAL MANAGEMENT LEVY	210.00	214.00	ENVIRONMENTAL MANAGEMENT LEVY	210.00	214.00
FIRE LEVY (20/21 FY)	110.60	110.60	FIRE LEVY (20/21 FY)	110.60	110.60
GROSS AMOUNT	2711.60	2776.60	GROSS AMOUNT	3154.60	3228.60
DISCOUNT	114.80	117.10	DISCOUNT	159.10	162.30
NET AMOUNT	2596.80	2659.50	NET AMOUNT	2995.50	3066.30
		2.41%			2.36%
INNISFAIL			KURRIMINE BEACH		
\$120,000-\$159,999		\$120,000-\$159,999	\$120,000-\$159,999		\$120,000-\$159,999
LY		CY	LY		CY
GENERAL RATES	1909.00	1947.00	GENERAL RATES	1909.00	1947.00
WATER	473.00	487.00	WATER	473.00	487.00
WATER CONSUMPTION (assumed 300kl)	285.00	297.00	WATER CONSUMPTION (assumed 300kl)	285.00	297.00
SEWERAGE	999.00	1016.00	SEWERAGE		
GARBAGE	347.00	352.00	GARBAGE	347.00	352.00
TRANSPORT INFRASTRUCTURE	138.00	145.00	TRANSPORT INFRASTRUCTURE	138.00	145.00
ENVIRONMENTAL MANAGEMENT LEVY	210.00	214.00	ENVIRONMENTAL MANAGEMENT LEVY	210.00	214.00
FIRE LEVY (20/21 FY)	179.40	179.40	FIRE LEVY (20/21 FY)	110.60	110.60
GROSS AMOUNT	4540.40	4637.40	GROSS AMOUNT	3472.60	3552.60
DISCOUNT	190.90	194.70	DISCOUNT	190.90	194.70
NET AMOUNT	4349.50	4442.70	NET AMOUNT	3281.70	3357.90
		2.14%			2.32%

RATES AND CHARGES COMPARATIVE (CONTINUED)

MISSION BEACH (MB & BB)			MISSION BEACH (WB & SM)		
	\$120,000-\$159,999 LY	\$120,000-\$159,999 CY		\$120,000-\$159,999 LY	\$120,000-\$159,999 CY
GENERAL RATES	1909.00	1947.00	GENERAL RATES	1909.00	1947.00
WATER	473.00	487.00	WATER	473.00	487.00
WATER CONSUMPTION (assumed 300kl)	285.00	297.00	WATER CONSUMPTION (assumed 300kl)	285.00	297.00
SEWERAGE	940.00	956.00	SEWERAGE	940.00	956.00
GARBAGE	347.00	352.00	GARBAGE	347.00	352.00
TRANSPORT INFRASTRUCTURE	138.00	145.00	TRANSPORT INFRASTRUCTURE	138.00	145.00
ENVIRONMENTAL MANAGEMENT LEVY	210.00	214.00	ENVIRONMENTAL MANAGEMENT LEVY	210.00	214.00
FIRE LEVY (20/21 FY)	110.60	110.60	FIRE LEVY (20/21 FY)	110.60	110.60
GROSS AMOUNT	4412.60	4508.60	GROSS AMOUNT	4412.60	4508.60
DISCOUNT	190.90	194.70	DISCOUNT	190.90	194.70
NET AMOUNT	4221.70	4313.90	NET AMOUNT	4221.70	4313.90
		2.18%			2.18%

The tables above demonstrate the impact of changes made to rates and utility charges to the residential category. The notable items that has impacted rates and utilities for the next financial year are as follows:

- A modest average increase in General Rates of 1.98%
- An increase to Environmental (\$4) and Transport Levies (\$7)
- Increasing the water access charge by 3% to cover the cost associated with the investment in water related capital infrastructure including three new reservoirs and no boil water alerts as a result
- Reducing water consumption Tiers from 450KL to 425KL to encourage sustainable water usage across the Cassowary Coast
- 1.7% increase in sewerage charges
- Minimal increase to Trade Waste (2%) and Waste Management Charges (1.4%)

The impact of the items highlighted above will vary between the rating categories and Council has factored in the budget a savings target of \$950k for employee related expenditure, insurance and asset rationalisation to minimise the impact on ratepayers. The net change to rates and utility for Council overall is an increase of 2.29% when compared with the previous year's estimated figures.