

Agenda

Special Meeting (Finance and Budget)

Thursday, 11 June 2020

commencing at 9:00am

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1 DECLARATION OF OPENING

On establishing there is a quorum, the Chair will declare the meeting open.

2 RECORD OF ATTENDANCE AND LEAVE OF ABSENCE**3 INFORMING OF PERSONAL INTERESTS****3.1 MATERIAL PERSONAL INTEREST**

Pursuant to Section 175C of the *Local Government Act 2009*, a Councillor who has a material personal interest in an issue to be considered at a meeting of the local government, or any of its committees must –

- (a) inform the meeting of the Councillor's material personal interest in the matter and
- (b) leave the meeting room (including any area set aside for the public), and stay out of the meeting room while the matter is being discussed and voted on.

3.2 CONFLICT OF INTEREST / PERCEIVED CONFLICT OF INTEREST

Pursuant to Section 175E of the *Local Government Act 2009*, a Councillor who has a real or perceived conflict of interest in a matter to be considered at a meeting of the local government, or any of its committees, must inform the meeting about the councillor's personal interest the matter.

The other Councillors must then decide

- (a) whether the Councillor has a real conflict of interest or perceived conflict of interest in the matter and
- (b) if they decide the Councillor has a real conflict of interest or perceived conflict of interest in the matter
 - (i) whether the Councillor must leave the meeting room (including any area set aside for the public), and stay out of the meeting room while the matter is being discussed and voted on, or
 - (ii) that the Councillor may participate in the meeting in relation to the matter, including by voting on the matter.

4 REPORTS DIRECT TO COUNCIL**4.1 BUDGET REVIEW 3 2019/20****File No:** Council Meetings**Author:** Coordinator Financial Services
Business Performance Group**Appendices:** App A - 2019/20 Amended Budget Financial Statements 15

PURPOSE

To amend the 2019/20 budget to reflect Council's anticipated revenue and expenditure forecasts to 30 June 2020.

EXECUTIVE SUMMARY

Section 170 of the *Local Government Regulation 2012* allows Council to amend its budget by resolution at any time before the end of the financial year. Major budget reviews are undertaken on a periodic basis to reflect Executive Management's best estimate of its financial position at the end of a financial year.

The result of this budget review will decrease the 2019/20 operating result by \$19.5 million to \$584,000. Capital revenues have increased by \$1.3 million from \$116.7 million to \$118 million. Expenditure under the Capital Program decrease by \$569,000, from \$355.6 million to \$355 million.

The amendments in this budget review will decrease the 2019/20 forecast closing cash balance by \$20.7 million to \$229.1 million as at 30 June 2020.

The reduction in Council's operating result is largely attributable to the impacts of the COVID-19 restrictions, with a financial impact of \$8 million for 2019/20.

Deferral of land sales for the Maroochydore City Centre are also having an impact of \$9 million to Council's operating result. Although it is expected Council will enter into a contract for the sale of land, the change in accounting standards in regards to the recognition of revenue from contracts requires Council to recognise revenue in the 2020/21 financial year.

OFFICER RECOMMENDATION**That Council:**

- (a) receive and note the report titled "Budget Review 3 2019/20"
- (b) adopt Appendix A as tabled, pursuant to sections 169 and 170 of the *Local Government Regulation 2012*, Council's amended budget for 2019/20 financial year incorporating:
 - (i) the statement of income and expenditure
 - (ii) the statement of financial position
 - (iii) the statements of changes in equity
 - (iv) the statement of cash flow
 - (v) the relevant measures of financial sustainability
 - (vi) the long term financial forecast

- (vii) the Debt Policy
- (c) note the following documentation applies as adopted 20 June 2019
 - (i) the Revenue Policy
 - (ii) the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget, and
 - (iii) the Revenue Statement and the rates and charges to be levied for the 2019/20 financial year and other matters as adopted 20 June 2019.

FINANCE AND RESOURCING

Adoption of the recommendation of this report will formally amend the 2019/20 Budget.

CORPORATE PLAN

Corporate Plan Goal: *An outstanding organisation*
Outcome: 5.7 - A financially sustainable organisation
Operational Activity: 5.7.1 - Develop and monitor Council's budget, including legislated requirements.

CONSULTATION

Councillor Consultation

A workshop was held with Councillors in May 2020.

Internal Consultation

All Groups of Council were consulted in the course of the review.

External Consultation

No external consultation is required for this report.

Community Engagement

No community engagement is required for this report.

PROPOSAL

Section 170 of *the Local Government Regulation 2012* allows Council to amend its budget by resolution at any time before the end of the financial year.

Budget reviews are undertaken on a periodic basis to reflect management's best estimate of its financial position at the end of a financial year. Prudent financial management also requires Council to amend its budget if there are material changes to expected revenue or expenses for the year.

The result of this budget review will decrease the 2019/20 operating result by \$19.5 million to \$584,000. Capital revenues have increased by \$1.3 million from \$116.7 million to \$118 million. Expenditure under the Capital Program decrease by \$569,000, from \$355.6 million to \$355 million.

COVID-19 FINANCIAL IMPACT

The reduction in Council's operating result is largely attributable to the impacts of the COVID-19 restrictions, with a financial impact of \$8 million. Table 1 summarises the COVID-19 financial impacts included within this budget review.

Table 1: 2019/20 COVID-19 Financial Impacts

COVID-19 Impact	2019/20
	Financial Impact \$'000
Business Support Package	2,196
Corporate Finance	1,570
Closure of Council Facilities	1,178
Partial/Full Closure of Holiday Parks	2,918

Business Support Package

Through the COVID-19 Control Group, Council has endorsed over \$2.2 million of initiatives to assist business and residents during the COVID-19 pandemic.

These include the waiver of the following fees and charges –

- Footpath/outdoor dining and trading permit fees **(\$101,785)**
- Food licensing fees **(\$360,000)**
- Commercial low-use/commercial high use permits **(\$10,000)**
- Commercial leases **(\$180,000)**
- Caloundra Aerodrome Commercial leases **(\$45,000)**
- Community leases **(\$128,000)**
- Interest on rates in arrears **(\$300,000)**

The following initiatives were undertaken in regards to parking -

- Reduction in regulated parking officers issuing infringements **(\$400,000)**
- Turn off of on-street parking meters at Birtinya and Caloundra CBD **(\$180,000)**

Council also began the following initiatives to assist local businesses –

- Access to professional advice for small to medium businesses **(\$75,000)**
- Business signage to support business that have to alter their service arrangements **(\$10,000)**

Holiday Parks

The closure of Council's holiday parks to visitors has caused a loss of \$3.5 million in forgone revenue for 2019/20. Reduction in expected expenditure of \$558,000 will be realised causing a net financial impact of \$2.9 million.

Council Facilities

The closure of Council's facilities is expected to have a net financial impact of approximately \$1 million for 2019/20. The majority of this expenditure is due to foregone lease and event revenue at Sunshine Coast Stadium, Venue 114, Caloundra Indoor Stadium and the Nambour Showgrounds.

Through the COVID-19 Control Group, the Property Management branch has identified the acceleration of maintenance and renewal works to Council's facilities to be undertaken while

the venues are closed. The total value of the maintenance works are \$374,000 and will be undertaken in 2019/20.

Acceleration of Capital Works Program

To provide economic stimulus within the community and take advantage of the closure of Council's facilities, it has been proposed through the COVID-19 Control Group to accelerate capital works projects for 2019/20. The majority of these projects were expected to be completed in the 2020/21 financial year.

SIGNIFICANT ADJUSTMENTS

Reduced Interest on Investments

Council's expected revenue for short term deposit interest was \$8.8 million. Since the formulation of the 2019/20 budget in May 2019 the Reserve Bank of Australia cash rates have reduced by 0.75 basis points by October 2019. This reduction has reduced Council's ability to accrue interest from investments to the amount of \$4 million.

Bushfire Disaster Recovery

Council has received \$1.2 million from the Federal Government to assist with the recovery of the bushfires experienced around the region. The expenditure of these funds were approved by Council at the March Ordinary Meeting and will be included in Council's budget for 2020/21.

REGION SHAPING PROJECTS

Maroochydore City Centre

It is expected that Council will enter into a contract for the sale of land and licences for \$5.5 million, however due to the change in accounting standards from AASB 118 *Revenue* to AASB 15 *Revenue from Contracts with Customers* the recognition of revenue cannot occur until settlement. Settlement for this parcel of land will not occur until the 2020/21 financial year. Due to the financial treatment of land sales, the total effect on Council's operating result is \$9 million.

Table 2 summarises the impacts of this budget review on the operating result, capital expenditure and cash.

**Table 2: Revised 2019/20 Budget Summary
(Details contained in Appendix A)**

	2019/20 Current Budget \$'000	2019/20 Budget Review 3 \$'000	Variance \$'000
Operating Revenue	470,450	447,074	(23,376)
Operating Expenditure	450,319	446,490	3,829
Operating Result	20,130	584	19,547
Capital Revenue	116,772	118,034	1,262
Capital Expenditure - SCC Core	179,354	179,897	543
Capital Expenditure - Corporate Major Projects	9,918	9,918	-
Capital Expenditure - Region Shaping	166,315	165,204	(1,111)
Total Capital Expenditure	355,588	355,019	(568)
Estimated Closing Cash Balance	249,850	229,139	(20,711)

Legal

The report complies with Council's legislative obligations to amend its budget in accordance with Section 170 of the *Local Government Regulation 2012*.

Policy

There are no policy implications associated with this report.

Risk

There are no risks associated with this report.

Previous Council Resolution**Ordinary Meeting 12 December 2019, Budget Review 2 2019/20 (OM19/194)**

That Council:

- (a) *receive and note the report titled "**Budget Review 2 2019/20**"*
- (b) *adopt Appendix A as tabled, pursuant to sections 169 and 170 of the Local Government Regulation 2012, Council's amended budget for 2019/20 financial year incorporating:*
 - (i) *the statement of income and expenditure*
 - (ii) *the statement of financial position*
 - (iii) *the statements of changes in equity*
 - (iv) *the statement of cash flow*
 - (v) *the relevant measures of financial sustainability*
 - (vi) *the long term financial forecast*
 - (vii) *the Debt Policy and*
- (c) *note the following documentation applies as adopted 20 June 2019*
 - (i) *the Revenue Policy*
 - (ii) *the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget*
 - (iii) *the Revenue Statement and*
 - (iv) *the rates and charges to be levied for the 2019/20 financial year and other matters as adopted 20 June 2019.*

Ordinary Meeting 19 September 2019, Budget Review 1 2019/20 (OM19/148)

That Council:

- (a) *receive and note the report titled "**Budget Review 1 2019/20**"*
- (b) *adopt Appendix A as tabled, pursuant to section 107A of the Local Government Act 2009 and sections 169 and 170 of the Local Government Regulation 2012, Council's amended budget for 2019/20 financial year incorporating:*
 - (i) *the statement of income and expenditure*
 - (ii) *the statement of financial position*
 - (iii) *the statements of changes in equity*

- (iv) *the statement of cash flow*
- (v) *the relevant measures of financial sustainability*
- (vi) *the long term financial forecast*
- (vii) *the Debt Policy and*
- (c) *note the following documentation applies as adopted 20 June 2019*
 - (i) *the Revenue Policy*
 - (ii) *the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget*
 - (iii) *the Revenue Statement and*
 - (iv) *the rates and charges to be levied for the 2019/20 financial year and other matters as adopted 20 June 2019.*

Special Meeting Budget 20 June 2019 (SM19/13)

That Council:

- (a) *adopt Appendix A as tabled, pursuant to section 170A of the Local Government Act 2009 and sections 169 and 170 of the Local Government Regulation 2012, Council's budget for 2019/20 financial year incorporating:*
 - (i) *the statement of income and expenditure*
 - (ii) *the statement of financial position*
 - (iii) *the statements of changes in equity*
 - (iv) *the statement of cash flow*
 - (v) *the relevant measures of financial sustainability*
 - (vi) *the long term financial forecast*
 - (vii) *the Debt Policy*
 - (viii) *the Revenue Policy (adopted by Council resolution on 23 May 2019)*
 - (ix) *the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget;*
 - (x) *the Revenue Statement;*
 - (xi) *Council's 2019/20 Capital Works Program, endorse the indicative four-year program for the period 2021 to 2024, and note the five-year program for the period 2025 to 2029; and*
 - (xii) *Endorse the full time equivalent establishment as per the Sunshine Coast Council Establishment 2019/2020 report.*

Related Documentation

2019/20 Adopted Budget.

Critical Dates

Following adoption of this report, the proceeding month's financial reports will reflect the amendments in the current budget.

Implementation

Council's budget will be formally adjusted following the Council resolution and included in future monthly reports.



**Sunshine Coast Council - Total
 Statement of Income and Expense (i)**

For Period Ending 30 June

	Current Budget	Revised Budget	Forecast								
	2020 \$'000	2020 \$'000	2021 \$'000	2022 \$'000	2023 \$'000	2024 \$'000	2025 \$'000	2026 \$'000	2027 \$'000	2028 \$'000	2029 \$'000
Operating Revenue											
Gross Rates & Utility Charges	326,703	326,358	336,025	354,894	369,461	384,728	402,113	419,195	438,628	457,316	478,580
Interest from Rates & Utilities	670	380	-	416	434	454	476	497	521	544	571
Less Discounts, Pensioner Remissions	(14,871)	(14,871)	(19,620)	(16,286)	(17,003)	(17,751)	(18,621)	(19,440)	(20,392)	(21,290)	(22,333)
Net Rates & Utility Charges	312,502	311,867	316,405	339,024	352,892	367,430	383,968	400,251	418,757	436,571	456,818
Fees & Charges	57,857	52,199	56,885	60,204	61,920	63,747	65,627	67,891	70,234	72,657	75,163
Interest Received from Investments	8,838	4,838	3,611	4,838	4,838	4,838	4,838	4,838	4,838	4,838	4,838
Grants and Subsidies - Recurrent	7,796	9,379	12,224	12,380	12,380	12,380	12,380	12,380	12,380	12,380	12,380
Operating contributions	319	319	287	319	319	319	319	319	319	319	319
Unitywater Participation	49,838	49,838	49,838	49,838	49,838	49,838	49,838	49,838	49,838	49,838	49,838
Other Revenue	25,198	13,789	22,658	32,278	41,840	69,162	52,148	31,666	20,848	26,963	28,483
Internal Revenues	8,101	4,845	4,138	5,481	5,638	5,804	5,975	6,181	6,395	6,615	6,843
Total Operating Revenue	470,449	447,074	466,046	504,363	529,665	573,518	575,094	573,365	583,609	610,181	634,682
Operating Expenses											
Employee costs	147,021	147,829	147,114	152,264	156,832	161,537	166,383	171,374	176,516	181,811	187,265
Materials & Services	183,464	177,102	185,990	191,280	199,823	212,636	218,708	218,126	222,394	232,887	242,022
Finance Costs	10,025	9,522	12,049	13,362	10,036	9,582	8,759	7,854	6,595	5,442	4,289
Company Contributions	1,527	1,527	1,554	1,556	1,586	1,617	1,650	1,691	1,733	1,776	1,821
Depreciation	79,076	82,276	88,080	91,157	94,347	97,577	100,807	104,581	107,698	110,818	113,845
Other Expenses	21,378	21,702	22,673	22,314	22,950	23,627	24,324	25,164	26,032	26,930	27,859
Recurrent Capital Expenses	7,829	6,532	3,603	4,008	4,624	4,063	3,575	3,398	3,546	3,549	3,717
Total Operating Expenses	450,319	446,490	461,063	475,940	490,198	510,639	524,206	532,188	544,513	563,213	580,818
Operating Result	20,130	584	4,983	28,423	39,467	62,879	50,888	41,177	39,096	46,968	53,864
Non-recurrent Revenue & Expenses											
Capital Revenue											
Capital Grants and Subsidies	25,173	26,435	9,861	12,800	9,755	5,755	5,755	5,755	5,755	5,755	5,755
Capital Contributions	31,599	31,599	31,631	28,631	29,642	29,483	29,403	29,403	29,403	23,634	23,634
Contributed Assets	60,000	60,000	55,000	50,000	45,000	46,125	47,278	48,460	49,672	50,913	52,186
Total Capital Revenue	116,772	118,034	96,492	91,431	84,397	81,363	82,436	83,618	84,829	80,302	81,575
Non-recurrent Expenses											
Profit/Loss on disposal, revaluation & impairment	-	-	-	-	-	-	-	-	-	-	-
Movements in landfill and quarry provisions	(4,592)	(4,592)	(5,583)	(3,042)	(3,099)	(3,161)	(3,225)	(3,305)	(3,388)	(3,472)	(3,559)
Assets transferred to third parties	-	-	-	-	-	-	-	-	-	-	-
NET RESULT	130,918	114,027	95,892	116,812	120,765	141,081	130,099	121,490	120,538	123,798	131,880

**Sunshine Coast Council - Total
 Statement of Financial Position (ii)**

For Period Ending 30 June

	Current Budget	Revised Budget	Forecast								
	2020 \$'000	2020 \$'000	2021 \$'000	2022 \$'000	2023 \$'000	2024 \$'000	2025 \$'000	2026 \$'000	2027 \$'000	2028 \$'000	2029 \$'000
Current Assets											
Cash & Investments	251,420	229,139	200,866	222,116	217,915	250,076	226,432	239,414	208,641	230,043	229,774
Trade and other receivables	16,069	15,911	16,360	17,511	18,168	18,858	19,632	20,416	21,295	22,150	23,109
Inventories	17,526	12,100	18,203	18,262	17,902	15,976	16,085	16,088	16,965	17,100	17,195
Other Financial Assets	25,128	25,128	25,605	26,245	26,901	27,574	28,263	28,970	29,694	30,436	31,197
Non-current assets classified as held for sale	0	0	0	0	0	0	0	0	0	0	0
Total Current Assets	310,143	282,278	261,035	284,134	280,886	312,484	290,412	304,888	276,596	299,730	301,275
Non-Current Assets											
Trade and other receivables	461,208	461,208	461,208	446,208	446,208	446,208	446,208	446,208	446,208	446,208	446,208
Property, plant & equipment	4,842,343	4,838,569	5,165,619	5,157,099	5,401,544	5,630,586	5,898,144	6,139,641	6,404,461	6,668,881	6,928,549
Investment in associates	538,213	538,213	538,213	538,213	538,213	538,213	538,213	538,213	538,213	538,213	538,213
Long Term Inventories	35,957	38,031	37,858	37,402	35,449	27,932	27,602	26,882	29,235	28,940	28,486
Intangible assets	11,914	14,375	14,375	14,375	14,375	14,375	14,375	14,375	14,375	14,375	14,375
Total Non-Current Assets	5,889,635	5,890,397	6,217,273	6,193,298	6,435,789	6,657,313	6,924,542	7,165,319	7,432,492	7,696,616	7,955,831
TOTAL ASSETS	6,199,778	6,172,675	6,478,307	6,477,432	6,716,675	6,969,797	7,214,954	7,470,207	7,709,087	7,996,346	8,257,106
Current Liabilities											
Trade and other payables	77,891	77,245	63,742	65,202	66,997	69,069	71,316	73,738	76,250	78,858	81,565
Short Term Borrowings	23,131	23,142	293,659	32,643	37,793	40,870	61,015	47,971	50,373	52,853	38,360
Provisions	44,476	47,075	45,744	47,322	48,955	50,644	52,391	54,198	56,068	58,003	59,453
Other	40,390	17,046	41,158	42,186	43,241	44,322	45,430	46,566	47,730	48,923	50,146
Total Current Liabilities	185,889	164,508	444,302	187,354	196,986	204,905	230,152	222,473	230,422	238,637	229,524
Non-Current Liabilities											
Long Term Borrowings	554,637	546,390	360,956	387,143	368,586	339,360	290,262	286,811	246,320	244,110	218,609
Long Term Provisions	50,175	47,577	51,605	53,386	55,228	57,133	59,104	61,143	63,253	65,435	67,071
Total Non-Current Liabilities	604,812	593,967	412,561	440,528	423,814	396,493	349,366	347,954	309,573	309,545	285,680
TOTAL LIABILITIES	790,701	758,475	856,863	627,882	620,799	601,398	579,518	570,427	539,995	548,182	515,204
NET COMMUNITY ASSETS	5,409,077	5,414,200	5,621,444	5,849,550	6,095,876	6,368,399	6,635,437	6,899,780	7,169,092	7,448,164	7,741,902
Community Equity											
Asset revaluation surplus	1,102,128	747,775	859,127	977,661	1,103,222	1,234,665	1,371,603	1,514,456	1,663,230	1,818,504	1,980,363
Retained Earnings	4,306,949	4,666,425	4,762,317	4,871,889	4,992,654	5,133,735	5,263,834	5,385,325	5,505,862	5,629,660	5,761,540
TOTAL COMMUNITY EQUITY	5,409,077	5,414,200	5,621,444	5,849,550	6,095,876	6,368,400	6,635,437	6,899,781	7,169,093	7,448,165	7,741,903

**Sunshine Coast Council - Total
 Statement of Changes in Equity (iii)**

For Period Ending 30 June

	Current Budget	Revised Budget	Forecast									
	2020	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
Capital Accounts												
Asset Revaluation Reserve												
Balance at beginning of period	1,265,004	643,073	747,775	859,127	977,661	1,103,222	1,234,665	1,371,603	1,514,456	1,663,230	1,818,504	
Asset revaluation adjustments	100,661	104,702	111,352	118,534	125,561	131,442	136,938	142,853	148,774	155,274	161,858	
Transfers to capital, reserves and shareholdings	-	-	-	-	-	-	-	-	-	-	-	-
Balance at end of period	1,365,665	747,775	859,127	977,661	1,103,222	1,234,665	1,371,603	1,514,456	1,663,230	1,818,504	1,980,363	
Retained Earnings												
Balance at beginning of period	4,176,030	4,552,399	4,666,425	4,762,317	4,871,889	4,992,654	5,133,735	5,263,834	5,385,325	5,505,862	5,629,660	5,629,660
Net result for the period	130,918	114,027	95,892	109,572	120,765	141,081	130,099	121,490	120,538	123,798	131,880	
Transfers to capital, reserves and shareholdings	-	-	-	-	-	-	-	-	-	-	-	-
Transfers from capital, reserves and shareholdings	-	-	-	-	-	-	-	-	-	-	-	-
Asset revaluation adjustments	-	-	-	-	-	-	-	-	-	-	-	-
Balance at end of period	4,306,949	4,666,425	4,762,317	4,871,889	4,992,654	5,133,735	5,263,834	5,385,325	5,505,862	5,629,660	5,761,540	
Total												
Balance at beginning of period	5,441,034	4,774,302	4,993,030	5,200,274	5,428,380	5,674,706	5,947,230	6,214,267	6,478,611	6,747,923	7,026,995	7,026,995
Net result for the period	130,918	114,027	95,892	109,572	120,765	141,081	130,099	121,490	120,538	123,798	131,880	
Transfers to capital, reserves and shareholdings	-	-	-	-	-	-	-	-	-	-	-	-
Transfers from capital, reserves and shareholdings	-	-	-	-	-	-	-	-	-	-	-	-
Asset revaluation adjustments	100,661	104,702	111,352	118,534	125,561	131,442	136,938	142,853	148,774	155,274	161,858	
Balance at end of period	5,672,614	4,993,030	5,200,274	5,428,380	5,674,706	5,947,230	6,214,267	6,478,611	6,747,923	7,026,995	7,320,733	

**Sunshine Coast Council - Total
 Statement of Cash Flow (iv)**

For Period Ending 30 June

	Current Budget	Revised Budget	Forecast								
	2020	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Cash flows from operating activities											
Operating Result	20,130	584	4,983	28,423	39,467	62,879	50,888	41,177	39,096	46,968	53,864
Adjustments for:											
Depreciation	79,076	82,276	88,080	91,157	94,347	97,577	100,807	104,581	107,698	110,818	113,845
Interest and dividends received	(58,676)	(54,676)	(53,449)	(54,676)	(54,676)	(54,676)	(54,676)	(54,676)	(54,676)	(54,676)	(54,676)
Landfill Quarry Provision	(4,592)	(4,592)	(5,583)	(3,042)	(3,099)	(3,161)	(3,225)	(3,305)	(3,388)	(3,472)	(3,559)
Finance Costs	10,025	9,522	12,049	13,362	10,036	9,582	8,759	7,854	6,595	5,442	4,289
Change in Working Capital	9,980	5,260	(13,832)	19,453	7,324	14,829	5,830	6,630	2,823	6,481	5,655
Change in Receivables	626	788	(3,230)	13,209	(1,313)	(1,362)	(1,464)	(1,490)	(1,603)	(1,597)	(1,720)
Change in Inventories	4,185	386	82	397	2,313	9,444	221	716	(3,230)	161	359
Change in Payables	5,169	4,086	(10,684)	5,847	6,324	6,747	7,074	7,404	7,656	7,917	7,016
Net cash inflow (outflow) from operating activities	55,943	38,374	32,249	94,676	93,400	127,029	108,383	102,261	98,147	111,561	119,417
Cash flows from investing activities											
Payments for property, plant and equipment	(336,944)	(337,850)	(231,620)	(210,232)	(166,139)	(148,598)	(184,269)	(154,317)	(174,562)	(151,762)	(172,981)
Proceeds from disposal non current assets	-	-	-	290,000	-	-	-	-	-	-	-
Capital grants, subsidies, contributions, donations	56,772	58,034	41,492	41,431	39,397	35,238	35,158	35,158	35,158	29,389	29,389
Interest and dividends received	58,676	54,676	53,449	54,676	54,676	54,676	54,676	54,676	54,676	54,676	54,676
Finance Costs	(10,025)	(9,522)	(12,049)	(13,362)	(10,036)	(9,582)	(8,759)	(7,854)	(6,595)	(5,442)	(4,289)
Net cash inflow (outflow) from investing activities	(231,521)	(234,661)	(148,728)	162,513	(82,101)	(68,266)	(103,194)	(72,337)	(91,323)	(73,139)	(93,204)
Cash flows from financing activities											
Proceeds from borrowings	183,778	183,778	114,089	63,583	21,897	13,852	14,244	46,400	12,254	35,725	11,454
Repayment of borrowing	(21,772)	(21,772)	(25,883)	(299,523)	(37,396)	(40,454)	(43,078)	(63,342)	(49,851)	(52,744)	(37,935)
Net cash inflow (outflow) from financing activities	162,006	162,006	88,206	(235,940)	(15,499)	(26,602)	(28,834)	(16,942)	(37,597)	(17,019)	(26,482)
Net increase (decrease) in cash held	(13,572)	(34,281)	(28,273)	21,250	(4,201)	32,162	(23,645)	12,982	(30,773)	21,403	(269)
Cash at beginning of reporting period	263,422	263,421	229,139	200,866	222,116	217,915	250,077	226,432	239,414	208,641	230,044
Cash at end of reporting period	249,850	229,139	200,866	222,116	217,915	250,077	226,432	239,414	208,641	230,044	229,774

Sunshine Coast Council - Total Measures of Financial Sustainability (v)

For Period Ending 30 June

	Current Budget	Revised Budget	Forward Estimate								
	2020 \$'000	2020 \$'000	2021 \$'000	2022 \$'000	2023 \$'000	2024 \$'000	2025 \$'000	2026 \$'000	2027 \$'000	2028 \$'000	2029 \$'000
Operating Performance											
Operating Performance Ratio (%)	4.3%	0.1%	1.1%	5.6%	7.5%	11.0%	8.8%	7.2%	6.7%	7.7%	8.5%
Fiscal Flexibility											
Council controlled revenue (%)	78.7%	81.4%	80.1%	79.2%	78.3%	75.2%	78.2%	81.6%	83.8%	83.5%	83.8%
Total debt service cover ratio (times)	2.9 x	2.5 x	2.3 x	0.4 x	3.1 x	3.3 x	3.0 x	2.1 x	2.6 x	2.7 x	2.8 x
Net Financial Liabilities Ratio (%)	103.4%	106.5%	127.8%	68.2%	64.2%	50.4%	50.3%	46.3%	45.1%	40.7%	33.7%
Liquidity											
Cash expense cover ratio (months)	6.9	8.4	7.8	6.7	7.3	6.8	7.5	6.6	6.9	5.8	6.2
Asset Sustainability											
Asset Sustainability Ratio (%)	69.7%	69.7%	62.9%	73.1%	72.7%	68.9%	70.7%	70.6%	70.9%	71.7%	71.3%

Operating Performance Ratio

Measures the extent to which operating revenues raised cover operational expenses only or are available for capital funding purposes or other purposes.
Calculation: Operating Result (excluding capital items) as a percentage of operating revenue

Target: between 0% and 10%

Council Controlled Revenue Ratio

Indicates the degree of reliance on external funding sources such as operating subsidies, donations and contributions. Council's financial flexibility improves the higher the level of its own source revenue.
Calculation: Net rates, levies and charges & fees and charges / total operating revenue.

Target: Greater than 60%

Total Debt Service Cover Ratio

Indicates the ability to repay loan funds. A low cover indicates constrained financial flexibility and limited capacity to manage unforeseen financial shocks.
Calculation: (Operating result (excluding capital items) + depreciation and amortisation + gross interest expense) / (gross interest expense + prior year current interest bearing liabilities)

Target: Greater than 2 times

Net Financial Liabilities Ratio

Measures the extent to which the net financial liabilities of Council can be repaid from operating revenues.
Calculation: (Total liabilities - current assets) / total operating revenue (excl. capital items)

Target: not greater than 60%.

Cash Expense Cover Ratio

Indicates the number of months council can continue paying its immediate expenses without additional cash loans.
Calculation: (Current year's cash and cash equivalents balance / (total operating expenses - depreciation and amortisation - finance costs charged by QTC - interest paid on overdraft) * 12

Target: Greater than 3 months.

Asset Sustainability Ratio

This ratio reflects the extent to which the infrastructure assets managed by Council are being replaced as they reach the end of their useful lives.
Calculation: Capital expenditure on replacement assets (renewals) / depreciation expense

Target: greater than 90%.



**Sunshine Coast Council
 Capital Program (in 2019 dollars) (vi)**

For Period Ending 30 June

	Current Budget	Revised Budget	Forecast								
	2020	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Sunshine Coast Council Core Capital Program											
Aerodromes	275	225	350	200	530	200	200	200	200	200	200
Buildings & Facilities	17,568	18,657	45,987	42,238	14,665	6,773	8,873	12,998	21,590	19,921	32,676
Coast & Canals	2,080	2,080	2,830	2,325	2,850	2,237	2,450	2,150	2,090	1,290	2,145
Divisional Allocations	5,547	5,364	4,620	4,620	4,620	4,620	4,620	4,620	4,620	4,620	4,620
Environmental Assets	1,450	1,450	1,375	1,800	3,050	1,660	2,800	2,800	2,800	3,000	2,840
Fleet	2,772	2,786	2,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Holiday Parks	4,718	5,073	1,255	540	450	2,550	2,355	415	205	2,955	2,945
Information Communication Technology	8,906	7,615	6,434	4,795	3,575	3,725	3,375	3,975	3,450	3,750	3,642
Parks & Gardens	20,981	21,089	15,011	17,373	17,180	15,392	15,342	15,431	17,790	11,490	13,326
Quarries	1,234	1,234	480	635	610	210	485	160	160	160	160
Stormwater	5,174	5,174	6,772	6,742	7,114	7,829	7,522	7,236	6,354	6,366	7,220
Strategic Land & commercial Properties	21,958	21,958	9,039	7,260	5,000	3,500	7,750	14,700	6,800	8,000	9,900
Transportation	66,736	67,237	65,588	84,468	66,406	67,709	61,466	55,015	58,943	58,536	59,039
Waste	19,956	19,956	14,723	20,355	20,300	10,740	10,379	5,614	10,568	4,648	1,011
Total Sunshine Coast Council Core Capital Progra	179,355	179,897	176,464	196,350	149,349	130,144	130,617	128,314	138,570	127,936	142,723
Corporate Major Projects Capital Program											
Corporate Major Projects	9,918	9,918	16,333	-	-	-	-	-	-	-	-
Total Corporate Major Projects Capital Program	9,918	9,918	16,333	-	-	-	-	-	-	-	-
Region Shaping Capital Program											
Maroochydore City Centre	20,657	19,546	11,879	15,644	17,834	16,680	36,765	12,417	12,993	9,042	9,733
Sunshine Coast Airport Runway Project	129,884	129,884	36,819	-	-	-	-	-	-	-	-
Sunshine Coast International Broadband Network	15,774	15,774	-	-	-	-	-	-	-	-	-
Total Region Shaping Capital Program	166,315	165,204	48,698	15,644	17,834	16,680	36,765	12,417	12,993	9,042	9,733
SCC Total Capital Works Program	355,588	355,019	241,495	211,994	167,183	146,824	167,382	140,731	151,563	136,978	152,456



Strategic Policy

2019/20 Debt Policy

Corporate Plan reference:	5.6 Information, systems and process underpin quality decisions and enhance customer relationships 5.6.19 – Sustainable financial position maintained
Endorsed by Council on:	19 September 2019 Reference Number: OM19/148
Manager responsible for policy:	Chief Financial Officer, Business Performance Group

Policy purpose

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

Policy outcome

The policy will provide clear guidance for staff in the management of Council's debt portfolio and maintenance of appropriate debt and debt service levels.

Policy scope

This policy applies to all Councillors and council staff and extends to all borrowing activities of Council and any controlled entities.

Policy statement

New borrowings will only be made to fund capital expenditure, for a period less than or equal to the estimated useful life of the asset(s) and for no more than 20 years.

New borrowings will be undertaken in accordance with the Queensland Treasury Corporation Guidelines, the *Statutory Bodies Financial Arrangements Act 1982* and Section 192 of the *Local Government Regulation 2012*.

Borrowing Purposes

- Council will not utilise loan funding to finance operating activities or recurrent expenditure.
- Council undertakes full analysis of all funding options as outlined in the Long Term Financial Forecast, including a forward program of capital works, to determine loan funding requirements.
- Council recognises that infrastructure demands placed upon Council can often only be met through borrowings, but will always be mindful of the additional cost incurred by the community when assets are acquired through borrowings, as this increases the cost of providing capital infrastructure.
- Council will endeavour to fund all capital renewal projects from operating cash flows and borrow only for new or upgrade capital projects, having regard to sound financial management principles and giving consideration to inter-generational equity for the funding of long term infrastructure projects.

- Where capital expenditure is deferred from one year to the next, the drawdown of approved loan funds will be reviewed to minimise interest expenses.
- Borrowings for infrastructure that provides a return on assets will take priority over borrowing for other assets.

Debt Term

Where capital projects are financed through borrowings, Council will repay the loans within a term not exceeding the life of those assets, and over a term that optimises cash flow efficiency. Loans undertaken for core Sunshine Coast capital investment are planned to be repaid within a twelve (12) year period. Loans undertaken for Region Making projects may have a term of greater than twelve years.

- If surplus funds become available, and where it is advantageous to Council, one-off loan repayments will be made to reduce the term of existing loans.
- In an environment of fluctuating interest rates, and where there is a distinct economic advantage to Council, consideration will be given to renegotiating any outstanding loans to obtain the best long-term benefit to Council.

Repayment Ability

Council will maintain close scrutiny of debt levels to ensure that relative sustainability indicators will not exceed target parameters recommended by Queensland Treasury Corporation and *Local Government Regulation 2012*.

Borrowing Sources

Council will raise all external borrowings at the most competitive rates available and from sources available as defined by legislation. Consideration will be given to provision of loans to business units from surplus cash reserves held by Council by way of an internal loan.

Proposed Borrowings

Proposed Borrowings planned for the current financial year and the next nine financial years are outlined in Appendix A, in accordance with Section 192 *Local Government Regulation 2012*.

Internal Loans

The provision and approval of an internal loan will depend on the availability of surplus funds at the time of application and the capacity of the business unit or operational activity to repay the loan.

- All applications for internal loans will be made by reference to the Finance Branch for consideration in accordance with the Long Term Financial Forecast.
- The term of the loan will be appropriate to the life of the asset being financed.
- 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:
 - (a) the equivalent QTC borrowing rate for the proposed term;
 - (b) the QTC administration charge; and
 - (c) an additional margin above the QTC borrowing rate.
- The interest rate applicable to internal loans relating to operational activities of Council will be the actual borrowing cost from QTC including administrative charges.

Council may, upon reasonable notice being given, require repayment of part or all of the balance of the loan at any time, which would require the business unit to convert the outstanding balance of the loan to an external facility.

- Provision for the repayment of the loan will be included in the annual budget for the business unit.

Guiding principles

The purpose of establishing this policy is to:

- Provide a comprehensive view of Council's long term debt position and the capacity to fund infrastructure growth for the region;
- Increase awareness of issues concerning debt management;
- Enhance the understanding between Councillors, community groups and council staff by documenting policies and guidelines;
- Demonstrate to government and lending institutions that Council has a disciplined approach to borrowing.

Roles and responsibilities

Pursuant to Section 192 *Local Government Regulation 2012*, Council must prepare a debt policy each year that states the new borrowings planned for the current financial year and the next nine financial years.

The Finance Branch will review the cash flow requirements prior to loan proceeds being drawn down to minimise interest expenses.

Measurement of success

Financial sustainability indicators remain within target ranges and the provision of necessary infrastructure is not constrained through the lack of capital funding.

Details of outstanding loans will be reported annually in Council's Financial Statements and Annual Report.

Definitions

Business unit – A business activity within Council structure subject to the application of full cost pricing principles as defined under the National Competition Policy.

Inter-generational equity – This relates to the fairness of the distribution of the costs and benefits of a policy when costs and benefits are borne by different generations (i.e. the principle whereby those who derive a direct benefit from the service or infrastructure provided actually pay for that service).

QTC – Queensland Treasury Corporation.

Related policies and legislation

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Statutory Bodies Financial Arrangements Act 1982*
- *Statutory Bodies Financial Arrangements Regulation 2007*

Version control:

Version	Reason/ Trigger	Change (Y/N)	Endorsed/ Reviewed by	Date
1.0	Adopted			2 June 2015
1.1	Annual Review	Y		19 February 2016
	Endorsement		Council	16 June 2016
1.2	Annual Review	Y		
	Endorsement		Council	15 June 2017
1.3	Annual Review	Y		
	Endorsement		Council	17 May 2018
1.4	Annual Review	Y		
	Endorsement		Council	23 May 2019
1.5	Budget Review 1	Y	Council	19 Sep 2019

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Appendix A

Schedule of proposed external borrowings:

\$'000	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Sunshine Coast Council Core	\$27,031	\$71,701	\$47,625	\$21,950	\$11,696	\$11,707	\$6,400	\$16,462	\$5,546	\$1,288
Maroochydore City Centre Project	\$10,000	\$0	\$0	\$0	\$0	\$15,000	\$30,000	\$0	\$0	\$5,000
Sunshine Coast Airport Runway	\$143,247	\$36,819	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sunshine Coast International Broadband Network	\$3,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$183,778	\$108,520	\$47,625	\$21,950	\$11,696	\$26,707	\$36,400	\$16,462	\$5,546	\$6,288

Note that Council operates a central treasury model and as such does not generally provide debt funding for specific projects or assets but rather uses debt funding to finance Council's balance sheet, with the exception being for strategic projects.

4.2 INVESTMENT POLICY FOR 2020/21

File No:	Budget Development
Author:	Coordinator Financial Accounting Business Performance Group
Appendices:	App A - 2020/21 Investment Policy29

PURPOSE

This report seeks the adoption of an Investment Policy to apply for the 2020/21 financial year.

EXECUTIVE SUMMARY

The *Local Government Regulation 2012*, section 191 requires Council to prepare an Investment Policy annually.

This policy forms part of the Council's overall system of financial management, as required under section 104(5)(c)(i) of the *Local Government Act 2009*.

The Investment Policy sets the boundaries of investment and includes the overall philosophy and strategy for investment of surplus funds, along with detailed guidelines and procedures for officers in the application of the policy.

The only change to the existing policy is to slightly increase the Counterparty Limit for A-2 Financial Institutions (by 5%) as some of Council's financial institutions have been downgraded due to the impacts of COVID-19.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled "Investment Policy for 2020/21" and
- (b) adopt the 2020/21 Investment Policy (Appendix A).

FINANCE AND RESOURCING

Investment revenue is included in the draft budget and has been calculated on predicted daily cash balances and anticipated interest rates.

CORPORATE PLAN

Corporate Plan Goal:	<i>An outstanding organisation</i>
Outcome:	5.7 - A financially sustainable organisation
Operational Activity:	5.7.1 - Develop and monitor Council's budget, including legislated requirements.

CONSULTATION

Portfolio Councillor Consultation

The Portfolio Councillor has received advice of this report through the Budget Development process.

Internal Consultation

No internal consultation was required for this report.

External Consultation

Queensland Treasury Corporation (QTC)

Department of Local Government, Racing and Multicultural Affairs (DLGRMA)

Community Engagement

No community engagement was required for this report.

PROPOSAL

The *Local Government Regulation 2012*, section 191 requires Council to prepare an Investment Policy annually. This policy forms part of the Council's overall system of financial management, as required under section 104(5)(c)(i) of the *Local Government Act 2009*.

The Investment Policy must outline Council's overall investment objectives, risk philosophy and procedures for achieving the goals related to investment stated in the policy.

Council's overall philosophy is that priority is given to the preservation of capital invested over investment returns.

Investment Parameters and Guidelines

Council investments are limited to those prescribed by Section 6 of the *Statutory Bodies Financial Arrangements Act 1982* (hereafter "SBFAA") for local governments with Category 2 investment powers, which allows for investment with Queensland Treasury Corporation or Queensland Investment Corporation, along with a range of other higher-rated counterparties without further approval.

The SBFAA includes a list of prohibited investments that require Treasurer approval including derivative based instruments, non-Australian dollars and maturity maximum greater than three years.

The following table sets Council's investment parameters, where maximum percentage of funds can be invested within each category:

<i>Short Term Rating (S&P Global Ratings) or equivalent</i>	<i>Individual Counterparty Limit</i>	<i>Total Limit</i>
QIC / QTC Pooled Cash Management Fund A-1+	100%	100%
A-1+ Financial Institutions	60%	100%
A-1+ Bond Mutual Funds	30%	50%
A-1 Financial Institutions	50%	100%
A-2 Financial Institutions	50%	90%
A-3 Financial Institutions	10%	30%
Unrated	Nil	Nil

The only change to the existing policy is to slightly increase the Counterparty Limit for A-2 Financial Institutions (by 5%) as some of Council's financial institutions have been downgraded due to the impacts of COVID-19.

Legal

The adoption of this policy satisfies Council's legislative obligations.

Policy

The Investment Policy is reviewed annually as part of the budget development process

Risk

A key purpose of this policy is to minimise Council's exposure to credit, interest rate and foreign exchange risk. Proposed investments are assessed against a risk matrix with maximum exposure levels for individual counterparties and for each credit rating.

Previous Council Resolution

The Investment Policy for 2019/20 was adopted by Council under resolution OM19/74 at the Ordinary Meeting held on 23 May 2019.

That Council:

- (a) receive and note the report titled "***Investment Policy for 2019/20***"
- (b) adopt the 2019/20 Investment Policy (Appendix A).

Related Documentation

There is no related documentation for this report.

Critical Dates

This policy underpins elements of the 2020/21 Budget which will be presented to Council for final adoption at the Special Meeting (Budget Adoption) to be held 25 June 2020.

Implementation

There are no implementation details to include in this report.



Strategic Policy

2020/21 Investment Policy

Corporate Plan reference:	5.7 A financially sustainable organisation 5.7.1 – A financially sustainable organisation
Endorsed by Council on:	11 June 2020 Reference Number:
Manager responsible for policy:	Chief Financial Officer, Business Performance Group

Policy purpose

The intent of this document is to outline Sunshine Coast Council's investment policy and guidelines regarding the investment of surplus funds and the management of Council's foreign exchange (FX) exposure with the objective to maximise earnings within approved risk guidelines and to ensure the security of funds.

Policy outcome

Maximised investment earnings within investment parameters whilst ensuring the security of funds.

Policy scope

This policy applies to the investment of all funds held by Sunshine Coast Council (Council).

Policy statement

Council will maintain an active investment strategy with the following goals:

- Maximise investment returns from investment activities
- Exceed the benchmark of the Bloomberg AusBond Bill (BAUBIL) Index
- Invest only in investments as authorised under current legislation
- Invest only with approved institutions
- Invest to protect capital value of investments
- Minimise risk exposure by holding foreign currency in approved Foreign Exchange (FX) accounts
- Invest only in FX accounts as authorised by the Queensland Treasurer
- Ensure transaction and translation exposures on Council's Financial Statements are identified and managed as per AASB 121 *The Effects of Change in Foreign Exchange Rates*.

Guiding principles

Council's overall objective is to invest its funds at the most advantageous rate of interest available to it at the time, for that investment type, and in a way that it considers most appropriate given the circumstances. The investment portfolio will maintain sufficient liquidity to meet all reasonably anticipated operating cash flow requirements of Council, as and when they fall due, without incurring significant transaction costs due to being required to recall an investment.

Investment activities shall preserve capital as a principal objective of the investment portfolio. Investments will be performed in a manner that seeks to ensure security of principal of the overall portfolio. This would include managing credit risk, interest rate risk and FX risk within given risk management parameters and avoiding any transactions that would prejudice confidence in Council or its associated entities.

Credit Risk

Council will evaluate and assess credit risk prior to investment. Credit risk is the risk of loss due to the failure of an investment issuer or guarantor. The investment officers will minimise credit risk in the investment portfolio by prequalifying all transactions including the brokers/securities dealers with which they do business, diversify the portfolio and limit transactions to secure investments.

Interest Rate Risk

The investment officers shall seek to minimise the risk of a change in the market value of the portfolio because of a change in interest rates. This would be achieved by considering the cash flow requirements of Council and structuring the portfolio accordingly to avoid having to recall securities prior to maturity. Secondly, interest rate risk can be limited by investing in shorter term securities (i.e. less than 12 months).

FX Risk

Council will hold foreign currency in approved FX accounts to minimise the FX risk to cash balances. FX or exchange rate risk is a financial risk that exists when a financial transaction is denominated in a currency other than that of the Council.

AASB 121 *The Effects of Change in Foreign Exchange Rates* provides guidance on the presentation of foreign currency transactions on the Financial Statements. AASB 121 requires FX transactions to be recorded in Council's Financial Statements in AUD using the spot exchange rate on the date of the transaction.

Investment Parameters and Guidelines

Council investments are limited to those prescribed by Section 6 of the *Statutory Bodies Financial Arrangements Act 1982* (hereafter "SBFAA") for local governments with Category 2 investment powers, which allows for investment with Queensland Treasury Corporation or Queensland Investment Corporation, along with a range of other high-rated counterparties without further approval.

The SBFAA includes a list of prohibited investments that require Treasurer approval including derivative based instruments, non-Australian dollars and maturity maximum greater than three years.

Council will ensure appropriate approvals are obtained prior to investing in FX accounts.

It is noted that for the purposes of this investment portfolio, the percentage limits apply effective from the date of purchase as a percentage of the market value of the portfolio. No more than 20 per cent of the portfolio is to be invested in Floating Rate Notes.

The following table sets Council's investment parameters, where maximum percentage of funds can be invested within each category:

<i>Short Term Rating (S&P Global Ratings) or equivalent</i>	<i>Individual Counterparty Limit</i>	<i>Total Limit</i>
QIC / QTC Pooled Cash Management Fund A-1+	100%	100%
A-1+ Financial Institutions	60%	100%
A-1+ Bond Mutual Funds	30%	50%
A-1 Financial Institutions	50%	100%
A-2 Financial Institutions	50%	90%
A-3 Financial Institutions	10%	30%
Unrated	Nil	Nil

Maturity

The maturity structure of the portfolio will reflect a maximum term to maturity of three (3) years and includes an interest rate reset of no longer than twelve (12) months.

Authority

Council has been granted authority to exercise Category 2 investment power under Part 6 of the SBFAA.

Authority for implementation of the Investment Policy is delegated by Council to the Chief Executive Officer. The Chief Executive Officer has then delegated authority to the Group Executive Business Performance Group, and Chief Financial Officer in accordance with the *Local Government Act 2009*, Section 257 (1) (b) – Delegation of local government powers.

For the purposes of the appointment of an external fund manager pursuant to Section 59 of the SBFAA, to operate in a manner consistent with this policy will constitute compliance.

New investment products

A new investment product requires a full risk assessment by the Chief Financial Officer and Coordinator Financial Accounting (including compliance with the Act).

Breaches

Deposits are in the first instance deemed to be “unbreakable”, that is, no early exit. Where Council holds an investment that is downgraded below the minimum acceptable rating level, as prescribed under regulation for the investment arrangement, or where limits for different risk categories or where counterparty limits are breached, an assessment will be undertaken once the change becomes known. Any breach of this Investment Policy is to be reported to the Group Executive Business Performance Group and Chief Financial Officer.

Reporting on FX Transactions

Council is required upon opening an FX Account to provide a quarterly report to the Department of Local Government, Racing and Multicultural Affairs (DLGMA), which states the following:

- (i). All transactions using the FX Account; and
- (ii). The balance of the FX Account/s; and
- (iii). All Australian dollar transactions.

AASB 121 requires FX transactions to be recorded in Council's Financial Statements in AUD using the spot exchange rate on the date of the transaction. FX Accounts held as at the 30th June each year will be translated to AUD on the Statement of Financial Position using the closing rate. Any exchange differences relating to FX currency monetary items will be recognised in the Statement of Comprehensive Income as exchange gains or losses in the period in which they arise.

Roles and responsibilities

The Group Executive Business Performance Group, and the Chief Financial Officer are authorised to invest Sunshine Coast Council's operating funds at their discretion in investments consistent with this Investment Policy and legislation. The Financial Accounting and Treasury Unit are responsible for the operations and management of the funds.

Investments will be managed with the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons. This includes having in place appropriate reporting requirements that ensure the investments are being reviewed and overseen regularly.

Investment officers are to manage the investment portfolios not for speculation, but for investment and in accordance with the spirit of this Investment Policy. Investment officers are to avoid any transaction that might harm confidence in Council. They will monitor and manage cash flow when making an investment decision.

Ethics and conflicts of interest

Consideration will be given to ethical investment principles in determining the approved counterparty lists for investment of funds.

Investment officers/employees shall refrain from personal activities that would conflict with the proper execution and management of Sunshine Coast Council's investment portfolio. This includes activities that would impair the investment officer's ability to make impartial decisions.

This policy requires that employees and investment officers disclose to the Chief Executive Officer any conflict of interest on any investment positions that could be related to the investment portfolio.

Delegation of authority

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

Authority for the day-to-day management of Council's Investment Portfolio is to be delegated by the Chief Executive Officer to the Group Executive Business Performance Group, and the Chief Financial Officer, in accordance with Section 259 of the *Local Government Act 2009*, and subject to regular reviews from the Chief Executive Officer.

Criteria of authorised dealers and broker

Council will maintain a list of authorised financial institutions and securities brokers that the investment officers may deal with. These financial intermediaries must have a minimum long term rating of at least either BBB+ (S&P Global Ratings) or the equivalent Fitch or Moody's ratings of BBB+ and Baa1 respectively.

All transactions undertaken on behalf of the investment portfolio of Council will be executed either by Sunshine Coast Council directly, or through securities brokers registered as Australian Financial Service Licensees (AFS) with an established sales presence in Australia, or direct issuers that directly issue their own securities which are registered on Sunshine Coast Council's approved list of brokers/dealers and direct issuers.

Safekeeping and custody

Each transaction will require written confirmation by the broker/dealer/bank. Council will hold security documents.

Measurement of success

A summary of investments, amount invested and comparison above benchmark, at a minimum, is included in the monthly Financial Performance Report to Council Ordinary Meetings.

The benchmark target is to be set equal to or above the Bloomberg AusBond Bank Bill (BAUBIL) Index.

Definitions

BBSW – The **Bank Bill Swap Rate**, commonly known as **BBSW**, is simply the *short term swap rate*. In Australia, BBSW is the term used for interest rate swaps of six months or less, anything dated longer than six months is simply referred to as a *swap rate*.

Bloomberg AusBond Bank Bill (BAUBIL) Index - widely considered to be the industry benchmark for short term cash fund performance and is used by market participants as a means of comparing the returns generated by the various cash funds available in the market.

Ethical Investment Principles – Investment in companies or industries that promote positive approaches to environmental, social and corporate governance issues; or the avoidance of investment in industries deemed harmful to health or the environment. These principles have been recognised by the United Nations Principles for Responsible Investment.¹

Financial Institution is defined as an authorised deposit-taking institution within the meaning of the *Banking Act 1959 (Cwlth)*, Section 5.²

Investments are defined as arrangements that are undertaken or acquired for producing income and apply only to the cash investments of Sunshine Coast Council.

Market Value is the price at which an instrument can be purchased or sold in the current market.

¹ Further information on the United Nations Principles for Responsible Investment, including a schedule of Australian signatories, can be obtained from the following website <http://www.unpri.org/principles/>

² For a list of authorised deposit taking institutions, refer to the website of the Australian Prudential Regulation Authority: <http://www.apra.gov.au/adi/>

QIC – Queensland Investment Corporation.

QTC – Queensland Treasury Corporation.

Closing Rate – is the spot exchange rate at the reporting date

Foreign Exchange Risk – (also known as FX Risk) is the financial risk of change in value due to changes in currency exchange rates

Spot Exchange Rate – is the exchange rate for immediate delivery.

Related policies and legislation

Statutory Bodies Financial Arrangements Act 1982

Statutory Bodies Financial Arrangements Regulation 2007

Local Government Act 2009

Banking Act 1959 (Cwlth)

AASB 121 The Effects of Change in Foreign Exchange Rates

Version control:

Version	Reason/ Trigger	Change (Y/N)	Endorsed/ Reviewed by	Date
1.0	Created	N	Special Statutory Budget Meeting	9/6/2014
1.1	Annual Review	Y	Manager Finance	19/2/2016
1.1	Endorsement		Council	
1.2	Annual Review	Y	Manager Finance	
1.2	Endorsement		Council	18/5/2017
1.3	Annual Review	Y	Chief Financial Officer	12/4/2018
1.3	Endorsement		Council	17/5/2018
1.4	Annual Review	Y	Chief Financial Officer	
1.4	Endorsement		Council	23/5/2019
1.5	Annual Review	Y	Chief Financial Officer	28/4/2020
1.5	Endorsement		Council	

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4.3 DEBT POLICY FOR 2020/21

File No:	Budget Development
Author:	Coordinator Financial Services Business Performance Group
Appendices:	App A - 2020/21 Debt Policy37

PURPOSE

This report seeks the adoption of the Debt Policy to apply for the 2020/21 financial year.

EXECUTIVE SUMMARY

The *Local Government Regulation 2012*, section 192 requires Council to prepare a Debt Policy annually.

This policy forms part of the Council's overall system of financial management, as required under section 104(5)(c)(ii) of the *Local Government Act 2009*.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled "Debt Policy for 2020/21" and**
- (b) adopt the 2020/21 Debt Policy (Appendix A).**

FINANCE AND RESOURCING

The proposed borrowings and associated finance costs are included in the budget. New loans are generally not drawn down until late in the financial year to minimise interest expenses during that year, with normal repayments commencing in the following period.

CORPORATE PLAN

Corporate Plan Goal:	<i>An outstanding organisation</i>
Outcome:	5.6 - Information, systems and process underpin quality decisions and enhance customer relationships
Operational Activity:	5.6.19 - Sustainable financial position maintained.

CONSULTATION

Portfolio Councillor Consultation

The Portfolio Councillor has received advice of this report through the Budget Development process.

Internal Consultation

Internal consultation was conducted with Councillors and the Executive Leadership Team during the Budget Development process.

External Consultation

External consultation was conducted with Queensland Treasury Corporation (QTC).

PROPOSAL

The *Local Government Regulation 2012*, section 192 requires Council to prepare a Debt Policy annually. This policy forms part of the Council's overall system of financial management, as required under section 104(5)(c)(ii) of the *Local Government Act 2009*.

Council's borrowing activities are governed by the *Statutory Bodies Financial Arrangements Act 1982*, and the Debt Policy provides clear guidelines for loan raising, requiring an assessment of the impact of any borrowing decision on Council's long-term financial sustainability.

All borrowing proposals remain subject to evaluation by the Department of Local Government, Racing and Multicultural Affairs and periodic Credit Reviews are undertaken by Queensland Treasury Corporation.

There have been no changes to the existing policy.

Legal

The adoption of these policies satisfies Council's legislative obligations.

Policy

The Debt Policy is reviewed annually as part of the Budget Development process.

Risk

The Debt Policy provides the opportunity for restructure of the debt portfolio in the event of significant fluctuations in borrowing interest rates. Further, borrowing is restricted to Queensland Treasury Corporation under legislation without specific approval from the Treasurer under the advice of the Department of Infrastructure, Local Government and Planning.

Previous Council Resolution

The Debt Policy for 2019/20 was adopted by Council under resolution OM19/75 at the Ordinary Meeting held on 23 May 2019.

That Council:

- (a) receive and note the report titled "**Debt Policy for 2019/20**"
- (b) adopt the 2019/20 Debt Policy (Appendix A).

Critical Dates

This policy underpins elements of the 2020/21 budget which will be presented to Council for final adoption at the Special Meeting (Budget Adoption) to be held 25 June 2020.



Strategic Policy

2020/21 Debt Policy

Corporate Plan reference:	5.6 Information, systems and process underpin quality decisions and enhance customer relationships 5.6.19 – Sustainable financial position maintained
Endorsed by Council on:	Reference Number:
Manager responsible for policy:	Chief Financial Officer, Business Performance Group

Policy purpose

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

Policy outcome

The policy will provide clear guidance for staff in the management of Council's debt portfolio and maintenance of appropriate debt and debt service levels.

Policy scope

This policy applies to all Councillors and council staff and extends to all borrowing activities of Council and any controlled entities.

Policy statement

New borrowings will only be made to fund capital expenditure, for a period less than or equal to the estimated useful life of the asset(s) and for no more than 20 years.

New borrowings will be undertaken in accordance with the Queensland Treasury Corporation Guidelines, the *Statutory Bodies Financial Arrangements Act 1982* and Section 192 of the *Local Government Regulation 2012*.

Borrowing Purposes

- Council will not utilise loan funding to finance operating activities or recurrent expenditure.
- Council undertakes full analysis of all funding options as outlined in the Long Term Financial Forecast, including a forward program of capital works, to determine loan funding requirements.
- Council recognises that infrastructure demands placed upon Council can often only be met through borrowings, but will always be mindful of the additional cost incurred by the community when assets are acquired through borrowings, as this increases the cost of providing capital infrastructure.
- Council will endeavour to fund all capital renewal projects from operating cash flows and borrow only for new or upgrade capital projects, having regard to sound financial management principles and giving consideration to inter-generational equity for the funding of long term infrastructure projects.

- Where capital expenditure is deferred from one year to the next, the drawdown of approved loan funds will be reviewed to minimise interest expenses.
- Borrowings for infrastructure that provide the opportunity for a return on assets will take priority over borrowings for other assets.

Debt Term

Where capital projects are financed through borrowings, Council will repay the loans within a term not exceeding the life of those assets, and over a term that optimises cash flow efficiency. Loans undertaken for core Sunshine Coast capital investment are planned to be repaid within a twelve (12) year period. Loans undertaken for Region Making projects may have a term of greater than twelve years.

- If surplus funds become available, and where it is advantageous to Council, one-off loan repayments will be made to reduce the term of existing loans.
- In an environment of fluctuating interest rates, and where there is a distinct economic advantage to Council, consideration will be given to renegotiating any outstanding loans to obtain the best long-term benefit to Council.

Repayment Ability

Council will maintain close scrutiny of debt levels to ensure that relative sustainability indicators will not exceed target parameters recommended by Queensland Treasury Corporation and *Local Government Regulation 2012*.

Borrowing Sources

Council will raise all external borrowings at the most competitive rates available and from sources available as defined by legislation. Consideration will be given to provision of loans to business units from surplus cash reserves held by Council by way of an internal loan.

Proposed Borrowings

Proposed Borrowings planned for the current financial year and the next nine financial years are outlined in Appendix A, in accordance with Section 192 *Local Government Regulation 2012*.

Internal Loans

The provision and approval of an internal loan will depend on the availability of surplus funds at the time of application and the capacity of the business unit or operational activity to repay the loan.

- All applications for internal loans will be made by reference to the Finance Branch for consideration in accordance with the Long Term Financial Forecast.
- The term of the loan will be appropriate to the life of the asset being financed.
- 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:
 - (a) the equivalent QTC borrowing rate for the proposed term;
 - (b) the QTC administration charge; and
 - (c) an additional margin above the QTC borrowing rate.
- The interest rate applicable to internal loans relating to operational activities of Council will be the actual borrowing cost from QTC including administrative charges.

Council may, upon reasonable notice being given, require repayment of part or all of the balance of the loan at any time, which would require the business unit to convert the outstanding balance of the loan to an external facility.

- Provision for the repayment of the loan will be included in the annual budget for the business unit.

Guiding principles

The purpose of establishing this policy is to:

- Provide a comprehensive view of Council's long term debt position and the capacity to fund infrastructure growth for the region;
- Increase awareness of issues concerning debt management;
- Enhance the understanding between Councillors, community groups and council staff by documenting policies and guidelines;
- Demonstrate to government and lending institutions that Council has a disciplined approach to borrowing.

Roles and responsibilities

Pursuant to Section 192 *Local Government Regulation 2012*, Council must prepare a debt policy each year that states the new borrowings planned for the current financial year and the next nine financial years.

The Finance Branch will review the cash flow requirements prior to loan proceeds being drawn down to minimise interest expenses.

Measurement of success

Financial sustainability indicators remain within target ranges and the provision of necessary infrastructure is not constrained through the lack of capital funding.

Details of outstanding loans will be reported annually in Council's Financial Statements and Annual Report.

Definitions

Business unit – A business activity within Council structure subject to the application of full cost pricing principles as defined under the National Competition Policy.

Inter-generational equity – This relates to the fairness of the distribution of the costs and benefits of a policy when costs and benefits are borne by different generations (i.e. the principle whereby those who derive a direct benefit from the service or infrastructure provided actually pay for that service).

QTC – Queensland Treasury Corporation.

Related policies and legislation

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Statutory Bodies Financial Arrangements Act 1982*
- *Statutory Bodies Financial Arrangements Regulation 2007*

Version control:

Version	Reason/ Trigger	Change (Y/N)	Endorsed/ Reviewed by	Date
1.0	Adopted			2 June 2015
1.5	Annual Review	Y		
	Endorsement		Council	11 June 2020

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Appendix A

Schedule of proposed external borrowings:

\$'000	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Sunshine Coast Council Core	\$72,016	\$68,956	\$24,403	\$13,595	\$13,921	\$6,230	\$11,882	\$7,463	\$3,324	\$436
Maroochydore City Centre Project	\$7,500	\$10,000	\$0	\$0	\$0	\$40,000	\$0	\$28,000	\$8,000	\$18,000
Sunshine Coast Airport Runway	\$36,718	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$116,234	\$78,956	\$24,403	\$13,595	\$13,921	\$46,230	\$11,882	\$35,463	\$11,324	\$18,436

Note that Council operates a central treasury model and as such does not generally provide debt funding for specific projects or assets but rather uses debt funding to finance Council's balance sheet, with the exception being for strategic projects.

4.4 REVENUE POLICY FOR 2020/21

File No:	Budget Development
Author:	Chief Financial Officer Business Performance Group
Appendices:	App A - 2020/21 Revenue Policy45

PURPOSE

This report seeks the adoption of a Revenue Policy to apply for the 2020/21 financial year.

EXECUTIVE SUMMARY

Section 169(2)(c) of the *Local Government Regulation 2012* requires that Council include in the budget a Revenue Policy.

A local government must review its Revenue Policy annually and in sufficient time to allow an annual budget that is consistent with the Revenue Policy to be adopted for the next financial year. The 2020/21 Revenue Policy in accordance with section 193 of the *Local Government Regulation 2012* sets out the principles used by Council for:

- (a) levying rates and charges
- (b) granting concessions for rates and charges
- (c) recovering overdue rates and charges
- (d) cost-recovery methods.

The Revenue Policy has been reviewed and updated to include concessions Council may grant in accordance with section 120(1)(c) of the *Local Government Regulation 2012* if the payment of the rates or charges will cause hardship to the landowner.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Revenue Policy for 2020/21” and
- (b) adopt the 2020/21 Revenue Policy (Appendix A).

FINANCE AND RESOURCING

The framework does not place any financial and resourcing obligations on Council, but provides the principles for revenue raising for the 2020/21 Budget.

CORPORATE PLAN

Corporate Plan Goal:	<i>An outstanding organisation</i>
Outcome:	5.7 - A financially sustainable organisation
Operational Activities:	5.7.1 - Develop and monitor Council's budget, including legislated requirements.

CONSULTATION

Portfolio Councillor Consultation

The Portfolio Councillor has received advice of this report through the Budget Development process.

Internal Consultation

Internal consultation was conducted with Councillors and the Executive Leadership Team during the Budget Development process.

External Consultation

No external consultation was required for this report.

Community Engagement

No community engagement was required for this report.

PROPOSAL

As part of the annual budget, Council is required to adopt a Revenue Policy which states the guidelines that may be used for preparing the local government's Revenue Statement, including the principles used by Council in:

(a) levying of rates and charges:

Council will set the rates and charges at a level to provide for both current and future community requirements. This includes general rates, special rates, separate rates and charges and other charges.

Council continues to issue half yearly rates notices and promotes by various means of communication to ratepayers the issue date of rate notices and the on-time payment discount date. Council offers a wide range of payment options.

(b) granting concessions for rates and charges:

Council may grant a concession in the form of a rebate of all or part of the rates and charges, or an agreement to defer payment of rates and charges, in accordance with the specific criteria detailed in section 120 of the *Local Government Regulation 2012* and outlined in the Revenue Policy.

(c) recovering overdue rates and charges:

To reduce the overall rate burden on ratepayers, Council is guided by principles of equity, treating all ratepayers in similar circumstances in a similar manner; transparency, making clear the obligations of the ratepayer; and flexibility by accommodating short-term payment arrangements.

(d) cost-recovery methods:

All fees and charges will be set with reference to full cost pricing and cost recovery fees will be charged up to a maximum of full cost. Commercial charges will be at commercial rates.

Council acknowledges the community benefit associated with not-for-profit organisations and Traditional Owners conducting activities on the Sunshine Coast. All not-for-profit organisations are exempt from cost recovery fees for applications to conduct activities requiring an approval on public and private land within the Sunshine Coast Regional Council local government area. All applications from Traditional Owners of the Kabi Kabi and Jinibara people are exempt from cost-recovery application fees in relation to tourism and cultural business activities occurring on community land within the Sunshine Coast Regional Council local government area.

The Revenue Policy has been updated to include concessions Council may grant in accordance with section 120(1)(c) of the *Local Government Regulation 2012* if the payment of the rates or charges will cause hardship to the landowner.

Legal

The *Local Government Regulation 2012*, section 169(2)(c) requires that Council include a Revenue Policy in the budget.

The *Local Government Regulation 2012*, section 193 details what must be included in the Revenue Policy. This policy forms part of the Council's overall system of financial management, as required under Section 104(5)(c)(iii) of the *Local Government Act 2009*.

Policy

The Revenue Policy is reviewed annually as part of the budget development process.

Risk

No risks have been identified in relation to this report.

Previous Council Resolution

The Revenue Policy for 2019/20 was adopted by Council under resolution OM19/76 at the Ordinary Meeting held on 23 May 2019.

That Council:

- (a) *receive and note the report titled "2019/20 Revenue Policy"; and*
- (b) *adopt the 2019/20 Revenue Policy (Appendix A).*

Related Documentation

The Revenue Policy must form part of the annual budget.

Critical Dates

This policy underpins elements of the 2020/21 Budget which will be presented to Council for final adoption at the Special Meeting (Budget Adoption) to be held 25 June 2020.

Implementation

The Revenue Policy sets out the principles for the making and levying of rates and charges for the 2020/21 financial year.



Strategic Policy

2020/21 Revenue Policy

Corporate Plan reference:	5.7 – A financially sustainable organisation 5.7.1 – Develop and monitor Council's budget, including legislative requirements
Endorsed by Council on:	11 June 2020 Reference Number: OM
Manager responsible for policy:	Chief Financial Officer, Business Performance Group

Policy purpose

The purpose of this Revenue Policy is to set out the principles used by Council for:

- levying rates and charges;
- granting concessions for rates and charges;
- recovering overdue rates and charges; and
- cost-recovery methods.

Policy outcome

The Revenue Policy will be applied by Council in the development of the annual budget for the 2020/21 financial year.

Policy scope

The Revenue Policy applies to all areas identified in Section 193 of the *Local Government Regulation 2012*.

Policy statement

The Levying of Rates and Charges

Council levies rates and charges to fund the provision of valuable services to our community. When adopting its annual budget Council will set rates and charges at a level that will provide for both current and future community requirements. Council will apply the principle of transparency in making rates and charges.

1. Differential General Rates

Differential General Rate revenue provides essential whole of community services not funded through subsidies, grants, contributions or donations received from other entities, or not provided for by other levies or charges. Council will consider all full cost recovery options before calculating the differential general rate for each rating category.

Council is required to raise an amount of revenue it sees as being appropriate to maintain assets and provide services to the region as a whole. In deciding how that revenue is raised, Council has formed the opinion that a differential general rating scheme, based primarily on land use, provides the most equitable basis for the distribution of the general rate burden.

The rateable value for each property is the basis for determining the amount of the general rate levied. Council recognises that significant valuation fluctuations may have an adverse effect on pensioners. Council has implemented a Deferment of General Rates Policy to provide eligible pensioners with the opportunity to apply for a deferment of general rates.

2. Special and Separate Rates and Charges

Where appropriate Council will fund certain services, facilities or activities by means of separate or special rates or charges.

In accordance with Section 94 of the *Local Government Regulation 2012* Council will levy special rates and charges on certain properties that are considered to be specially benefited by the provision of a specific service, facility or activity.

Special rates are based on the rateable value of the land and special charges are a flat charge per property, where this is considered to provide a more equitable basis for the sharing of the cost.

In accordance with Section 103 of the *Local Government Regulation 2012* Council will levy a separate rate or charge on all rateable land in the region to fund a particular service, facility or activity where Council believes that the service, facility or activity is key in achieving council's vision to be Australia's most sustainable region – healthy, smart, creative.

3. Other Charges

In general, Council will be guided by the principle of user pays in making all other charges.

The Levying of Rates and Charges

In levying rates and charges, Council will apply the principles of:

- consistency, by scheduling the issue of rate notices on a half yearly basis;
- communication, by advising ratepayers about rate notice issue dates and discount dates;
- clarity, by providing meaningful information on rate notices to enable ratepayers to clearly understand their responsibilities; and
- flexibility, by providing payment arrangements to ratepayers in financial difficulty, along with a wide array of payment options.

In making and levying rates and charges, Council will be guided by the principles of:

- equitable distribution of the differential general rates burden as broadly as possible;
- transparency in the making and levying of rates;
- flexibility, to take account of changes in the local economy;
- clarity in terms of responsibilities (council's and ratepayers') in regard to the rating process;
- National Competition Policy legislation where applicable; and
- having in place a rating regime that is efficient to administer.

The Purpose of and Granting of Concessions for Rates and Charges

Under Chapter 14, Part 10, section 121 of the *Local Government Regulation 2012* Council may grant a concession. The concession may only be of the following types;

- a rebate of all or part of the rates or charges;
- an agreement to defer payment of the rates and charges;

- an agreement to accept a transfer of unencumbered land in full or part payment of rates.

In accordance with Section 120(1)(a) of the *Local Government Regulation 2012*, Council has determined that eligible pensioners who are property owners may receive concessions. The purpose of these concessions is to assist pensioner property owners remain in their own home by reducing the financial impact of rates and charges.

In accordance with Section 120(1)(b) of the *Local Government Regulation 2012* charitable organisations, community groups, and sporting associations, whose objects do not include making a profit may also be entitled to concessions. The purpose of these concessions is to encourage and support charitable organisations, community groups, and sporting associations as they contribute to the health and well-being of the community and the social cohesion of the region.

In accordance with Section 120(1)(c) of the *Local Government Regulation 2012* concessions may be granted if the payment of the rates or charges will cause hardship to the landowner. The purpose of these concessions is to assist ratepayers in hardship circumstances by reducing the short-term cash flow impact of paying rates and charges, by for example providing a longer period over which to pay rates and charges.

In accordance with Section 120(1)(d) of the *Local Government Regulation 2012* concessions may be granted if the concession will encourage the economic development of all or part of the local government area. In accordance with the provisions of the Sunshine Coast Investment Incentive Scheme an approved business or enterprise may be entitled to a concession in the form of a deferment of general rates for such period as Council may determine from time to time.

In exercising these concession powers Council will be guided by the principles of:

- transparency, by making clear the requirements necessary to receive concessions; and
- communication, by raising the awareness of target groups that may qualify for these concessions; and
- equity, by ensuring that all applicants of the same type receive the same concession.

The Recovery of Rates and Charges

Council will exercise its rate recovery powers pursuant to the provisions of Chapter 4 Part 12 of the *Local Government Regulation 2012* in order to reduce the overall rate burden on ratepayers, and will be guided by the principles of:

- equity, by treating all ratepayers in similar circumstances in the same manner;
- transparency, by making clear the obligations of ratepayers and the processes used by Council in assisting them to meet their financial obligations; and
- flexibility, by accommodating ratepayers' needs through short-term payment arrangements.

Cost Recovery Fees

All fees and charges will be set with reference to full cost pricing. Cost recovery fees will be charged up to a maximum of full cost. Commercial charges will be at commercial rates. Council acknowledges the community benefit associated with not-for-profit organisations and Traditional Owners conducting activities on the Sunshine Coast. All not-for-profit organisations are exempt from cost recovery fees for applications to conduct activities requiring an approval on public and private land within the region. All applications from Traditional Owners of the Kabi Kabi and Jinibara people are exempt from cost-recovery application fees in relation to tourism and cultural business activities occurring on community land within the Sunshine Coast Regional Council local government area.

New Development Costs

Developer contributions for infrastructure are determined each year in accordance with the philosophy that a developer should pay reasonable and relevant contributions towards the capital cost of the provision of infrastructure to meet past and future augmentation costs associated with

this new development, subject to State Government requirements. Infrastructure agreements are negotiated outcomes between Council and the developer.

Guiding principles

Council is required to prepare and adopt a Revenue Policy in accordance with Section 193 of the Local Government Regulation 2012. The Revenue Policy must be reviewed annually and in sufficient time to allow an annual budget that is consistent with the Revenue Policy to be adopted for the next financial year.

Accordingly, the principles contained within the Revenue Policy are applied in the determination of the Revenue Statement, rates, fees and charges.

Roles and responsibilities

All council staff are bound by the principles outlined in this policy in determining the level of rates, fees and charges, and in the application of concessions relating to those rates, fees and charges.

Measurement of success

Financial sustainability indicators remain within target ranges and Council maintains a strong financial position through adequate and equitable revenue streams.

Definitions

All words within this policy have the meaning assigned under the Dictionary from the schedule contained within the *Local Government Regulation 2012*

Related policies and legislation

Local Government Act 2009

Local Government Regulation 2012

Version control:

Version	Reason/ Trigger	Change (Y/N)	Endorsed/ Reviewed by	Date
1.0	Created	N	Special Statutory Budget Meeting	02/06/2014
2.0	Annual Review	Y	Manager Finance	30/03/2017
2.0	Endorsement	N	Council	15/06/2017
3.0	Annual Review	Y	Chief Financial Officer	30/03/2018
3.0	Endorsement	N	Council	17/05/2018
4.0	Annual Review	Y	Chief Financial Officer	02/04/2019
4.0	Endorsement	N	Council	23/05/2019
5.0	Annual Review	Y	Chief Financial Officer	07/05/2020
4.0	Endorsement		Council	11/06/20

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4.5 REGISTER OF GENERAL COST-RECOVERY FEES AND COMMERCIAL CHARGES 2020/21

File No:	Budget Development
Author:	Coordinator Financial Services Business Performance Group
Appendices:	App A - Register of General Cost-Recovery Fees and Commercial Charges 2020/21 (excluding Development Assessment Fees)53

PURPOSE

To seek adoption of the fees and charges (Appendix A) as the Register of General Cost-Recovery Fees and Commercial Charges 2020/21 (excluding Development Assessment Fees).

EXECUTIVE SUMMARY

A Fees and Charges Workshop was held with Councillors to present the Register of General Cost-Recovery Fees and Commercial Charges for 2020/21. The workshop focused on the added and deleted fees, fees with variations from the 2% budget fee increase parameter and fee decreases.

General cost-recovery fees and commercial charges revenue for 2020/21 is expected to be approximately \$38.5 million. The budget fee increase parameter is 2% (refer to section on Financing and Resourcing for more details).

Managers responsible for general cost-recovery fees were advised to calculate prices at full cost recovery where possible. Commercial charges may be set above full cost after considering market and other conditions. General cost-recovery fees and commercial charges for 2020/21 are set out in Appendix A.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Register of General Cost-Recovery Fees and Commercial Charges 2020/21”**
- (b) adopt the fees detailed in the Register of General Cost-Recovery Fees and Commercial Charges 2020/21 (Appendix A)**
- (c) resolve that, in relation to those cost-recovery fees to which Section 97 of the *Local Government Act 2009* apply:**
 - (i) the applicant is the person liable to pay these fees**
 - (ii) the fee must be paid at or before the time the application is lodged and**
- (d) delegate to the Chief Executive Officer the power to amend commercial charges to which *Section 262(3)(c) of the Local Government Act 2009* apply.**

FINANCE AND RESOURCING

General cost-recovery fees and commercial charges revenue for 2020/21 is expected to be approximately \$38.5 million.

Table 1 below shows the estimated general fees and charges revenue for 2020/21 by department and function.

Function	No. of Fees	Estimated Fees and Charges Revenue \$'000
Built Infrastructure		
Quarry Services	68	2,403
Parks Operations and Community Partnerships	5	13
Flooding Storm water Policy and Planning	4	148
Asset Strategy	1	14
Traffic and Transportation	8	1,338
Customer Engagement and Planning Services		
Response Services	66	2,174
Cemetery Services	100	1,559
Healthy Places	68	1,148
Waste Diversion and Disposals and Collection Services	117	7,624
Community Land Permits and Parking	71	2,775
Economic and Community Development		
Sunshine Coast Holiday Parks	109	13,548
Sports Venues and Development	142	353
Venue 114 and Community Spaces	167	347
Library Services	23	123
Creative Arts and Events	1	14
Major Events Delivery	1	2,237
Sunshine Coast Stadiums	167	1,055
Cultural Heritage Services	2	0
Livability and Natural Assets		
Environmental Operations	28	19
Business Performance		
Financial Operations	6	1,667
Property Management	5	0
Business Strategy and Innovation	15	0
Strategic Planning	7	0
Caloundra Aerodrome	12	0
Office of Mayor and CEO		
Legal Services	14	21
Corporate Governance	5	6
TOTAL	1,212	38,586

CORPORATE PLAN

Corporate Plan Goal:	<i>An outstanding organisation</i>
Outcome:	5.6 - Information, systems and process underpin quality decisions and enhance customer relationships
Operational Activity:	5.6.19 - Sustainable financial position maintained.

CONSULTATION

Portfolio Councillor Consultation

Consultation has been undertaken with the Portfolio Councillor, in advance of the May budget workshop.

Internal Consultation

Managers responsible for fees and charges across Council reviewed cost-recovery fees and commercial charges relevant to their branch and obtained Group Executive's endorsement for the proposed fees.

Consultations held with:

- Managers of all Branches responsible for fees and charges
- Team Leader Stormwater Policy and Planning
- Team Leader Technical Services
- Team Leader Land Information Services
- Right to Information Officer
- Coordinator Sunshine Coast Holiday Parks
- Team Leaders Sport and Community Venues
- Team Leaders Environmental Operations
- Coordinator Waste & Resource Management

Community Engagement

There has been no community engagement undertaken in relation to this report.

PROPOSAL

The Finance Branch facilitated and coordinated with managers and team leaders the review of general cost-recovery fees and commercial charges for the annual budget process.

The general principal in setting general cost-recovery fees and commercial charges is that the costs of services should be borne by those who benefit from them.

Cost-recovery fees covered under Section 97 of the *Local Government Act 2009* are required to be set equal or less than cost of providing that service.

Charges which are commercial in nature come under Section 262(3)(c) of the *Local Government Act 2009*. Commercial charges could be set with commercial considerations generally being increased by the budget fee increase parameter of 2%.

Legal

Local Government Act 2009:

- Section 97 Cost-Recovery Fees
- Section 98 Register of Cost-Recovery Fees
- Section 262(3)(c) Commercial Charges

Local Government Regulation 2012:

- Section 172 Revenue Statement
- Section 193 Revenue Policy.

A New Tax System (Goods and Services Tax) Act 1999.

Policy

General Cost-Recovery Fees and Commercial Charges are adopted by Council each financial year and can be amended during the year if need be. Authority to amend cost-recovery fees lies with Council while the authority to amend commercial fees may be delegated to the Chief Executive Officer.

Risk

Where user charges do not meet the cost of providing the service, subsidy from general rates will be required, which may risk the achievement of a balanced operating result.

Previous Council Resolution

Council adopted the 2019/20 Register of General Cost-Recovery Fees and Commercial Charges at the Ordinary Meeting held on 19 May 2019 (OM19/79):

That Council:

- (a) receive and note the report titled "Register of General Cost-Recovery Fees and Commercial Charges 2019/20"*
- (b) adopt the fees detailed in the Register of General Cost-Recovery Fees and Commercial Charges 2019/20 (Appendix A) as amended, namely fee code 7546, relating to Applications for Residential Parking Permits within the Birtinya Regulated Parking Area being reduced to \$25.00 on the basis that the introduction of a traffic area at this location is under trial*
- (c) resolve that, in relation to those cost-recovery fees to which Section 97 of the Local Government Act 2009 apply:*
 - (i) the applicant is the person liable to pay these fees and*
 - (ii) the fee must be paid at or before the time the application is lodged and*
- (d) delegate to the Chief Executive Officer the power to amend commercial charges to which Section 262(3)(c) of the Local Government Act 2009 apply.*

Related Documentation

Local Government Act 2009

Local Government Regulation 2012

Critical Dates

The 2020/21 cost-recovery fees and commercial charges apply from 1 July 2020. Adopting the fees and charges prior to adopting the 2020/21 budget in full allows advance notice for users and the community.

Implementation

Once adopted, the General Register of Cost-Recovery Fees and Commercial Charges 2020/21 (Appendix A) will be published on Council's website.



Register of General Cost-recovery Fees and Commercial Charges 2020/21

(Excluding Development Assessment Fees)

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
Facilities									
Aquatic Centres									
A - Nambour, Cotton Tree, Kawana, Caloundra									
6484	Adult	C	262(3)(c)		Admission Fees		10%	\$5.90	
6485	Concession (Under 16 and Senior)	C	262(3)(c)		Admission Fees		10%	\$5.00	
6486	Family (on same Medicare card)	C	262(3)(c)		Admission Fees		10%	\$18.50	
All Aquatic Centres									
6525	Spectator	C	262(3)(c)		Admission Fees		10%	\$2.30	
6513	School Groups - per child	C	262(3)(c)		Admission Fees		10%	\$3.40	
B - Eumundi, Coolum, Palmwoods, Buderim, Beerwah									
6521	Adult	C	262(3)(c)		Admission Fees		10%	\$5.60	
6522	Concession (Under 16 and Senior)	C	262(3)(c)		Admission Fees		10%	\$4.70	
6523	Family (on same Medicare card)	C	262(3)(c)		Admission Fees		10%	\$18.00	
Caloundra Aerodrome									
Fixed or Rotary Wing - Parking Charges									
7573	Caloundra - Fixed or Rotary Wing Aircraft - Parking Fees Daily rate per 1,000 kg MTOW pro-rata	C	262(3)(c)		Service Fee		10%	\$6.24	
7560	Caloundra - Fixed or Rotary Wing Aircraft - Parking Fees Twelve months paid in advance - per 1,000 kg MTOW pro-rata	C	262(3)(c)		Service Fee		10%	\$569.62	
7561	Caloundra - Fixed or Rotary Wing Aircraft - Parking Fees Six months paid in advance - per 1,000 kg MTOW pro-rata	C	262(3)(c)		Service Fee		10%	\$284.81	
7562	Caloundra - Fixed or Rotary Wing Aircraft - Parking Fees Three months paid in advance - per 1,000 kg MTOW pro-rata	C	262(3)(c)		Service Fee		10%	\$142.40	
Fixed Wing under 10,000 kg - Landing Fees									
7565	Caloundra - Fixed Wing - Landing Charges per 1,000 kg MTOW pro-rata	C	262(3)(c)		Service Fee		10%	\$7.28	
7569	Caloundra - Fixed Wing - Landing Charges Twelve months paid in advance - per 1,000 kg MTOW pro-rata	C	262(3)(c)		Service Fee		10%	\$531.64	
7568	Caloundra - Fixed Wing - Landing Charges Six months paid in advance - per 1,000 kg MTOW pro-rata	C	262(3)(c)		Service Fee		10%	\$266.40	
7567	Caloundra - Fixed Wing - Landing Charges Three months paid in advance - per 1,000 kg MTOW pro-rata	C	262(3)(c)		Service Fee		10%	\$132.91	
Rotary Wing - Landing Charges									
7566	Caloundra - Rotary Wing - Landing Charges per 1,000 kg MTOW pro-rata	C	262(3)(c)		Service Fee		10%	\$7.80	
Rotary Wing under 10,000 kg - Landing Fees									
7572	Caloundra - Rotary Wing - Landing Charges Twelve months paid in advance - per 1,000 kg MTOW pro-rata	C	262(3)(c)		Service Fee		10%	\$569.62	
7571	Caloundra - Rotary Wing - Landing Charges Six months paid in advance - per 1,000 kg MTOW pro-rata	C	262(3)(c)		Service Fee		10%	\$284.81	
7570	Caloundra - Rotary Wing - Landing Charges Three months paid in advance - per 1,000 kg MTOW pro-rata	C	262(3)(c)		Service Fee		10%	\$142.40	
Caloundra Indoor Stadium									
11299	NFP rate Meeting Room per hour	C	262(3)(c)		Hire Fee		0%	\$24.15	
11300	NFP rate Meeting Room per day	C	262(3)(c)		Hire Fee		0%	\$117.60	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
Caloundra Regional Gallery									
11129	The Art room hire fee	CR	262(3)(c)		Hire Fee		10%	\$0.00	POA
Cemeteries									
11372	Granite semi monumental headstone (supply and install)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$2,558.00	
11373	Granite desk for Kulangoor Hex Garden or Caloundra Remembrance Beam (supply and install)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		0%	\$1,460.00	
11251	Burial fee - Additional fee for family managed burials	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$166.00	
983	Weekday overtime charge per 30 minutes or part thereof (charge relates to burial services work on-site outside of standard hours 7am - 4pm)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$113.00	
10033	Weekend/ Public Holiday surcharge for ashes services (charge per hour or part thereof, minimum of 4 hour charge)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$151.00	
10032	Weekend/ Public Holiday surcharge for burial services (charge per hour or part thereof, minimum of 4 hour charge)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$226.00	
6436	Application for approval for burial on private property (non-refundable)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees		0	\$1,852.00	
9055	Application for burial or ashes reservation (non-refundable)	C	262(3)(c)	LGA 2009, s262(3)(c)	Application Fees		10%	\$98.00	
382	Application to erect vault or tomb (non-refundable)	C	262(3)(c)	LGA 2009, s262(3)(c)	Application Fees		10%	\$151.00	
383	Application to re-open and re-seal vault or tomb (non-refundable)	C	262(3)(c)	LGA 2009, s262(3)(c)	Application Fees		10%	\$151.00	
6437	Application for Monumental works (non-refundable)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees		0	\$236.00	
8427	Notice of intention to undertake works	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees		0	\$0.00	
11035	Interment of ashes in garden site	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$556.00	
10057	Interment of ashes into wall niche	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$556.00	
9061	Ashes Family Tree site (includes first ashes interment, granite pier and standard alloy or granite plaque (available at approved sites))	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$2,326.00	
11019	Family ashes Tree site, per additional interment of ashes at existing Family Tree site (includes ashes interment, pier and standard alloy or granite plaque)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$940.00	
8435	Interment of additional ashes into existing site (at the same time as another burial or ashes interment)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$97.00	
9063	Interment of ashes at Kulangoor Boulevard Tree site (includes single interment, granite surround and standard alloy or granite plaque)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$2,326.00	
993	Interment of ashes into an existing burial or ashes site	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$390.00	
387	Interment of ashes into garden site (includes first interment, concrete pier and standard alloy or granite plaque)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$940.00	
7629	Removal of ashes (includes transfer to another facility by registered post or delivery within Sunshine Coast region)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$104.00	
994	Scattering of ashes in cemetery grounds by Cemetery staff	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$158.00	
8419	Transferring ashes to new niche within Sunshine Coast Council Cemeteries (includes transfer of plaque)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$175.00	
950	Burial fee - Additional depth to allow for three burials (available where conditions allow)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$422.00	
9058	Burial fee - Burial at Kulangoor Hex Garden or Tree site (Tree site includes granite surround)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee	2	10%	\$6,272.00	
951	Burial fee - Child's interment site (0-12 years) (Applies to burial site or ashes site) (No additional fees apply for allowing depth for three interments where available)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$0.00	
8417	Burial fee - First interment for reserved burial site	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$3,293.00	
8418	Burial fee - New burial site (no reservation)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee	2	10%	\$4,932.00	
9059	Burial fee - Non standard machinery required for excavation (standard includes excavator up to 5 tonne)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$0.00	POA
11030	Burial fee - Pre 2014 - Reservations including interment	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$0.00	
939	Burial fee - Re-open burial site for additional interment (includes interment)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$3,126.00	
945	Removal of ledger or floor of full surround	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$0.00	POA
11013	Concrete base 1200mmx600mm (Adult size) (supply and install)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$421.00	
7258	Concrete base 1200mmx600mm and Concrete desk (Adult size) (supply and install)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$738.00	
11014	Concrete base 600mmx600mm (Child size) (supply and install)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$378.00	
11016	Concrete base 600mmx600mm and Concrete desk (Child size) (supply and install)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$579.00	
6439	Concrete Desk (Adult size) (supply only, does not include installation)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$318.00	
7257	Concrete Desk - (Child size) (supply only, does not include installation)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$202.00	
10039	Concrete full surround (double or single)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$0.00	POA

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
6438	Concrete lawn base (flat) (supply only, does not include installation)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$284.00	
11021	Concrete lawn base (flat) (supply and install)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$528.00	
11022	Concrete Pier (supply and install)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$417.00	
6440	Concrete Pier (supply only, does not include installation)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$173.00	
11023	Concrete Vase (supply and install)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$271.00	
7256	Concrete Vase (supply only, does not include installation)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$59.00	
6015	Above ground granite vault	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$0.00	POA
7626	Add second inscription to existing granite memorial	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$0.00	POA
11036	Granite full surround (double or single)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$0.00	POA
11024	Granite base 1200mmx600mm (Adult size) (supply and install)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$1,383.00	
11025	Granite base 600mmx600mm (Child size) (supply and install)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$1,055.00	
11028	Granite base and desk (Adult size) (supply and install)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$2,278.00	
11029	Granite base and desk (Child size) (supply and install)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$1,572.00	
11026	Granite desk (Adult size) (supply and install)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$1,138.00	
11027	Granite desk (Child size) (supply and install)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$762.00	
9064	Granite desk for Kulangoor Hex Garden or Caloundra Remembrance Beam (includes standard granite or alloy plaque)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$2,067.00	
7627	Granite lawn base 530mmx430mm (supply and install)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$874.00	
11032	Granite lawn base 530mmx430mm (supply only)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$626.00	
7259	Granite pier (supply and install from standard colour range)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$684.00	
11033	Granite pier (supply only)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$525.00	
6434	Granite semi monumental headstone (includes standard granite or alloy plaque, supply and install)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$3,164.00	
6435	Tree burial plaque (applies to tree burial sites purchased prior to 1 July 2015)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$2,033.00	
8431	Water blast and clean - Base and desk or semi monumental	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$184.00	
8432	Water blast and clean - Double full surround	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$280.00	
8424	Water blast and clean - Single full surround	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$217.00	
8429	Water blast, clean and repaint - Base and desk (using colour from standard range)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$217.00	
8433	Water blast, clean and repaint - Double full surround (using colour from standard range)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$334.00	
8430	Water blast, clean and repaint - Single full surround (using colour from standard range)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$314.00	
8422	Dismantle and removal of single or double full surround (where machine access is available)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$527.00	
8423	Dismantle and removal of single or double full surround (where no machine access is available)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$0.00	POA
1023	Enquiry relating to searching records and responding to request in writing for information	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$34.00	
981	Exhumation (includes all approvals)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Service Fee		10%	\$0.00	POA
6018	Hire of Kulangoor Outdoor Chapel	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$291.00	
10038	Hire of Kulangoor Outdoor Chapel for burial or ashes service with interment at a Sunshine Coast Council Cemetery	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$0.00	
8420	Supply, lay and establish turf on single grave site	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$0.00	POA
6427	Boulder memorial with plaque (available at Caloundra, Woombye only)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$767.00	
9065	Bronze flower holder for columbarium niche wall	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$108.00	
9066	Install flower vase hole in memorial	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$92.00	
8425	Install stones or feature pebbles to double full surround (does not include cost of stone or feature pebble)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$208.00	
8426	Install stones or feature pebbles to single full surround (does not include cost of stone or feature pebble)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$179.00	
6014	Refurbishment of existing bronze plaque.	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$318.00	
10036	Stones or feature pebbles for full double surround	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$0.00	POA
10037	Stones or feature pebbles for full single surround	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$0.00	POA
401	Additional line for plaque (per line)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$45.00	
10034	Additional motif for plaque	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$39.00	
6429	Alloy or granite plaque (254mmx152mm)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$502.00	
6428	Alloy or granite plaque (380mmx280mm)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$608.00	
6431	Ceramic or porcelain photo for plaque (includes sizes 50mmx70mm, 60mmx80mm, 70mmx90mm, 80mmx100mm, 90mmx120mm)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$294.00	
11037	Interment of ashes into double wall niche (includes double niche plaque)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$966.00	
378	Interment of ashes into wall niche (includes single niche plaque)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$807.00	
8436	Customised plaque and memorial items	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$0.00	POA
6430	Detachable plate for bronze plaque	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$323.00	
10043	Ivy leaf and plaque for pre-term baby memorial at Kulangoor Cemetery	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$0.00	
6017	Reservation for ashes garden position (includes first ashes interment, concrete pier, standard granite or alloy plaque)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee	1	10%	\$1,166.00	
999	Reservation of ashes wall niche (includes first interment and standard alloy plaque)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee	1	10%	\$1,166.00	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
6016	Reservation of burial site	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee	1	10%	\$3,658.00	
949	Reservation of Family Tree ashes site (includes first ashes interment, granite pier and standard alloy or granite plaque) (available at selected sites)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee	1	10%	\$2,326.00	
9062	Reservation of Kulangoor Boulevard Tree ashes site (includes first ashes interment, granite surround and standard alloy or granite plaque)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee	1	10%	\$2,326.00	
9057	Reservation of Kulangoor burial Hex Garden beam or burial Tree site (Tree site includes granite surround)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee	1	10%	\$5,098.00	
8428	Transfer of existing reservation	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$61.00	
11262	Hire Kulangoor Outdoor Chapel (Not for Profit Organisation)	C	262(3)(c)	LGA 2009, s262(3)(c)	Hire Fee		10%	\$0.00	

Community & Performance Venues

Beerwah Hall

9032	Security - Weekdays & week ends	C	262(3)(c)		Service Fee		10%	\$0.00	POA
9033	Security - Public holidays	C	262(3)(c)		Service Fee		10%	\$0.00	POA
9034	Technician per hour	C	262(3)(c)		Service Fee		10%	\$0.00	POA
9035	Cleaning per hour	C	262(3)(c)		Service Fee		10%	\$0.00	POA

Bellvista meeting place

9027	Security-Public Holidays	C	262(3)(c)		Service Fee		10%	\$0.00	POA
9028	Security-Weekdays& Weekends	C	262(3)(c)		Service Fee		10%	\$0.00	POA
9029	Cleaning per hour	C	262(3)(c)		Service Fee		10%	\$0.00	POA

Kawana Community Hall

11161	Security - Weekdays & week ends	C	262(3)(c)		Service Fee		10%	\$0.00	POA
11162	Security - Public holidays	C	262(3)(c)		Service Fee		10%	\$0.00	POA
11163	Technician per hour	C	262(3)(c)		Service Fee		10%	\$0.00	POA
11164	Cleaning per hour	C	262(3)(c)		Service Fee		10%	\$0.00	POA

Kawana Island Meeting Place

11168	Security - Weekdays & week ends	C	262(3)(c)		Service Fee		10%	\$0.00	POA
11169	Security - Public holidays	C	262(3)(c)		Service Fee		10%	\$0.00	POA
11170	Cleaning per hour	C	262(3)(c)		Service Fee		10%	\$0.00	POA

Nambour Music Room

7735	Music Room per hour	C	262(3)(c)		Hire Fee		10%	\$5.50	
10027	Music Room Refundable Bond	C	262(3)(c)		Bond		N/A	\$21.60	

Queen Street Hall

A: Community

6212	Hall per hour NFP, Community	C	262(3)(c)		Hire Fee		10%	\$24.90	
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B: Regular

6209	Hall per hour regular user FP	C	262(3)(c)		Hire Fee		10%	\$35.50	
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Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
C: Commercial									
6211	Hall per hour Commercial	C	262(3)(c)		Hire Fee		10%	\$68.40	
Venue 114									
10016	Meeting / Event Catering	C	262(3)(c)		Service Fee		10%	\$0.00	POA
10023	Wages: (per hour) -Front of House / Technical Supervisor (Weekdays)	C	262(3)(c)		Service Fee		10%	\$0.00	POA
10025	Wages: (per hour) -Front of House / Technical Supervisor (Saturdays)	C	262(3)(c)		Service Fee		10%	\$0.00	POA
10026	Wages: (per hour) -Front of House / Technical Supervisor (Sundays)	C	262(3)(c)		Service Fee		10%	\$0.00	POA
10044	Food & Beverage On-Site Vendor: POA	C	262(3)(c)		Service Fee		10%	\$0.00	POA
10014	Linen Napkins (per item)	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
11180	Merchandising - % Commission on gross sales (incl GST)	C	262(3)(c)		Merchandise		10%	\$0.00	POA
11211	Green Room	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
11212	Lakeside Courtyard	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
11213	Hall 1 Outdoor Stage & Grassed Area	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
11214	ZEST Food & Beverages	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
11215	Venue 114 Merchandise	C	262(3)(c)		Merchandise		10%	\$0.00	POA
11290	Wages (per hour) Duty Manager - (Saturday)	C	262(3)(c)		Service Fee		10%	\$0.00	POA
11291	Wages (per hour) Duty Manager -(Sunday/ Public Holiday)	C	262(3)(c)		Service Fee		10%	\$0.00	POA
11289	BAR Food & Beverages	C	262(3)(c)		Service Fee		10%	\$0.00	POA
11361	Meeting / Event Catering - Morning Tea (per person)	C	262(3)(c)		Service Fee		10%	\$0.00	POA
11362	Meeting / Event Catering - Afternoon Tea (per person)	C	262(3)(c)		Service Fee		10%	\$0.00	POA
11363	Meeting / Catering - Fruit Platter (per platter)	C	262(3)(c)		Service Fee		10%	\$0.00	POA
11364	Meeting / Event Catering - Juice (per person)	C	262(3)(c)		Service Fee		10%	\$0.00	POA
11365	Venue 114 Ground Level	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
11190	Whole venue	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8453	Equipment: (per item)-DVD/TV Player	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8454	Equipment: (per item)-Laptop (inc Wi Fi)	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8455	Equipment: (per item)-Flip Chart (inc paper)	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8456	Equipment: (per item)-Full Stage - Data Projector	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8457	Equipment: (per item)-Full Stage - Screen	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8458	Equipment: (per item)-Data Projector	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8459	Equipment: (per item)-Data Projector Screen	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8461	Equipment: (per item)-Piano Hire (Yamaha Upright)	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8462	Equipment: (per item)-Piano Tune	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8463	Equipment: (per item)-Stage Risers	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8464	Equipment: (per item)-Tiered Seating (Capacity 60)	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8466	Sound Equipment: (per item)-Hall 1 - House audio for seminars & presentations	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8467	Sound Equipment: (per item)-Hall 3 - House audio for seminars & presentations	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8468	Sound Equipment: (per item)-Concert Audio	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8469	Sound Equipment: (per item)-Mixing Desk (16 Channel)	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8470	Sound Equipment: (per item)-Radio microphone: handheld, lapel, headset	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8471	Sound Equipment: (per item)-Shotgun microphone (4)	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8472	Sound Equipment: (per item)-Choir microphones (4)	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8474	Lighting Equipment: (per item)-Hall 1 - Standard rig	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8475	Lighting Equipment: (per item)-Hall 3 - standard rig	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8476	Lighting Equipment: (per item)-Moving Lights	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8477	Lighting Equipment: (per item)-Hazer (incl 500ml fluid)	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8478	Lighting Equipment: (per item)-LED par 64 can	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8479	Lighting Equipment: (per item)-Variations to standard rig - tech to set & return to standard per hour	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8481	Box Office:- Ticketing Creation Fee	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8482	Box Office:- Booking Fee /per ticket	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8483	Box Office:- Booking Fee /per ticket (community & GA)	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8484	Box Office:- Credit Card charges to Promoter on tickets sold by EFT	C	262(3)(c)		Hire Fee		10%	\$0.00	POA

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
8485	Box Office:- Photocopy A4 per pg Black & White	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8486	Box Office:- Photocopy A4 per pg Colour	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8488	Wages: (per hour) -Front of House Supervisor / Technician Supervisor	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8489	Wages: (per hour) -Venue Assistant	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8490	Wages: (per hour) - Technical Operator	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8491	Wages: (per hour) -Security - outsourced	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8492	Wages: (per hour) -Set-up/Pack-down Chairs & Tables	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
11182	Box Office : Hard Copy Ticket Print (per ticket)	C	262(3)(c)		Administration Fee		10%	\$0.00	POA
11185	Equipment: (per item)-Display Boards	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
11187	Equipment: (per day)-Lake View Room AV Package	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
11188	Equipment: (per day)-Meeting Room AV Package	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8504	Tea & Coffee:- Water Only	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8507	Tea & Coffee:- Crockery/ Cutlery/ Glassware - fully catered event (per person)	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8509	Cleaning Rate - Food & Beverage Events:- 200- 400 pax	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8514	Cleaning Rate - Food & Beverage Events:- Penalty Cleaning Rate Per Hour	C	262(3)(c)		Hire Fee		10%	\$0.00	POA

Cultural Heritage

Glass House Mountains

10009	Sale of Merchandise	C	262(3)(c)		Merchandise		10%	\$0.00	POA
10008	Hire of Mary Grigor Centre	C	262(3)(c)		Hire Fee		10%	\$0.00	POA

Leisure Centres

Caloundra Indoor Stadium

738	Badminton - Per court	C	262(3)(c)		Hire Fee		10%	\$17.60	
736	Schools - Per head	C	262(3)(c)		Hire Fee		10%	\$3.64	
737	Individual - Casual Entry	C	262(3)(c)		Hire Fee		10%	\$4.70	
739	Indoor/outdoor courts 8:00 am to 6:00 pm - Per court, per hour	C	262(3)(c)		Hire Fee		10%	\$46.50	
740	Indoor/outdoor courts 6:00 pm to 11:00 pm - Per court, per hour	C	262(3)(c)		Hire Fee		10%	\$58.80	
4787	Major events by negotiation of the manager	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
6441	Meeting Room per hour	C	262(3)(c)		Hire Fee		10%	\$40.25	
6442	Meeting Room per day	C	262(3)(c)		Hire Fee		10%	\$196.00	
11140	Weekend Court Hire (Casual Hire)	C	262(3)(c)		Hire Fee		10%	\$58.80	

Multisports

Landsborough Sports Complex

714	Venue hire - kitchen - per hour	C	262(3)(c)		Hire Fee		10%	\$15.90	
7681	Venue hire - main hall or meeting room - Commercial or private user - per day	C	262(3)(c)		Hire Fee	1, 7	10%	\$259.55	
8443	Venue hire - main hall - Community or school user - per day	C	262(3)(c)		Hire Fee	1, 7	10%	\$182.20	
7684	Venue hire - main hall - tenured user - per day	C	262(3)(c)		Hire Fee	1, 5	10%	\$72.55	
7677	Venue hire - main hall - Commercial or private user - per hour	C	262(3)(c)		Hire Fee		10%	\$40.70	
7679	Venue hire - main hall - Community or school user - per hour	C	262(3)(c)		Hire Fee		10%	\$25.10	
7683	Venue hire - main hall - tenured user - per hour	C	262(3)(c)		Hire Fee	5	10%	\$5.15	
7685	Venue hire - kitchen - tenured user - per hour	C	262(3)(c)		Hire Fee	5	10%	\$3.30	
712	Cleaning Fee - (applied when facility left in unsatisfactory condition)	C	262(3)(c)		Hire Fee		10%	\$41.85	
710	Bond - private or high risk functions	C	262(3)(c)		Bond		0	\$1,500.00	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
11219	Bond for venue key	C	262(3)(c)		Bond		N/A	\$101.90	
Maroochydore Multisports Complex									
7650	Field Hire - AFL 1, 2 or 3 - per hour - Community user	C	262(3)(c)		Hire Fee	8,11	10%	\$29.50	
6453	Cleaning Fee - (applied when facility left in unsatisfactory condition)	C	262(3)(c)		Hire Fee		10%	\$59.25	
7658	Field Hire - Soccer - half day - Community user	C	262(3)(c)		Hire Fee	1, 7, 8,11	10%	\$77.35	
2595	Field Hire - Soccer - full day - School user	C	262(3)(c)		Hire Fee	1, 7, 8,11	10%	\$109.15	
7657	Field Hire - Soccer - full day - Community user	C	262(3)(c)		Hire Fee	1, 7, 8,11	10%	\$153.60	
7654	Field Hire - Soccer - half day - Commercial or private users	C	262(3)(c)		Hire Fee	1, 7, 8,11	10%	\$180.10	
11220	Bond for venue key	C	262(3)(c)		Bond		N/A	\$101.90	
11222	Non commercial use of open space – hard or grassed area - per hour	C	262(3)(c)		Hire Fee		10%	\$20.40	
7265	Field Hire - AFL 1, 2 or 3 - per hour - School user	C	262(3)(c)		Hire Fee	8,11	10%	\$20.40	
1328	Field Hire - AFL 1, 2 or 3 - full day - Commercial or private user	C	262(3)(c)		Hire Fee	1, 7, 8,11	10%	\$519.00	
1329	Field Hire - AFL 1, 2 or 3 - full day - Community user	C	262(3)(c)		Hire Fee	1, 7, 8,11	10%	\$365.50	
7647	Field Hire - AFL 1, 2 or 3 - full day - School user	C	262(3)(c)		Hire Fee	1, 7, 8,11	10%	\$157.85	
6929	Field Hire - AFL 1, 2 or 3 - half day - Commercial or private user	C	262(3)(c)		Hire Fee	1, 7, 8,11	10%	\$260.60	
6930	Field Hire - AFL 1, 2 or 3 - half day - Community user	C	262(3)(c)		Hire Fee	1, 7, 8,11	10%	\$182.20	
7648	Field Hire - AFL 1, 2 or 3 - half day - School user	C	262(3)(c)		Hire Fee	1, 7, 8,11	10%	\$78.40	
7649	Field Hire - AFL 1, 2 or 3 - per hour - Commercial or private user	C	262(3)(c)		Hire Fee	8,11	10%	\$67.80	
7655	Field Hire - Soccer - full day - Commercial or private users	C	262(3)(c)		Hire Fee	1, 7, 8,11	10%	\$362.25	
2594	Field Hire - Soccer - half day - School user	C	262(3)(c)		Hire Fee	1, 7, 8, 11	10%	\$55.64	
7656	Field Hire - Soccer - per hour - Commercial or private users	C	262(3)(c)		Hire Fee	8,11	10%	\$67.80	
7659	Field Hire - Soccer - per hour - Community user	C	262(3)(c)		Hire Fee	8,11	10%	\$29.50	
7653	Field Hire - Soccer - per hour - School user	C	262(3)(c)		Hire Fee	8,11	10%	\$20.40	
1330	Field lighting - AFL 1, 2, 3 - per hour	C	262(3)(c)		Hire Fee		10%	\$42.65	
7651	Field lighting - Soccer fields - per hour	C	262(3)(c)		Hire Fee		10%	\$15.70	
7663	Line marking	C	262(3)(c)		Service Fee		10%	\$0.00	POA
6451	Meeting room hire - both meeting rooms - Commercial or private user - per day	C	262(3)(c)		Hire Fee	1, 7, 10,11	10%	\$519.00	
6041	Meeting room hire - both meeting rooms - Commercial or private user - per hour	C	262(3)(c)		Hire Fee	10	10%	\$58.80	
6452	Meeting room hire - both meeting rooms - community or school user - per day	C	262(3)(c)		Hire Fee	1, 7, 10,11	10%	\$365.50	
6044	Meeting room hire - both meeting rooms - community or school user - per hour	C	262(3)(c)		Hire Fee	10	10%	\$40.80	
6039	Meeting room hire - room 1 or 2 - Commercial or private user - per hour	C	262(3)(c)		Hire Fee	10	10%	\$40.80	
6042	Meeting room hire - room 1 or 2 - Community or school user - per hour	C	262(3)(c)		Hire Fee	10	10%	\$25.10	
1334	Car Park hire - Parks 2 or 3 - full day	C	262(3)(c)		Hire Fee	1, 6	10%	\$370.70	
7652	Car Park hire - Parks 2 or 3 - half day	C	262(3)(c)		Hire Fee	1, 6	10%	\$186.43	
1333	Car Park hire - Parks 2 or 3 - per hour	C	262(3)(c)		Hire Fee	6	10%	\$57.80	
7662	Commercial use of open space - hard or grassed areas - per hour	C	262(3)(c)		Hire Fee		10%	\$50.35	
7266	Complex hire - whole of complex - per day	C	262(3)(c)		Hire Fee	1, 6, 7, 9	10%	\$0.00	POA
7664	Bond for major event	C	262(3)(c)		Bond	7	N/A	\$0.00	POA
6454	Extra Amenities Clean - to be quoted	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8440	Meeting room hire - room 1 or 2 - community or school user - per day	C	262(3)(c)		Hire Fee	1, 7, 10	10%	\$182.20	
8441	Meeting room hire - room 1 or 2 - commercial or private user - per day	C	262(3)(c)		Hire Fee	1, 7, 10,11	10%	\$260.56	
Nambour Showgrounds									
Nambour Showgrounds									
11141	Scout Hall per hour NFP	C	262(3)(c)		Hire Fee		10%	\$27.20	
11142	Scout Hall per day NFP	C	262(3)(c)		Hire Fee		10%	\$125.50	
11143	Scout Hall per hour COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$54.60	
11144	Scout Hall per day COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$226.80	
11225	Bond for events	C	262(3)(c)		Bond		N/A	\$0.00	POA

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
11221	Bond for venue key	C	262(3)(c)		Bond		N/A	\$100.00	
11223	Open space hard or grassed per hour NFP	C	262(3)(c)		Hire Fee		10%	\$20.40	
11226	Open space hard or grassed per hour COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$50.40	
11227	Equestrian Precinct Fee	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
11228	Outdoor or Rodeo Sand Arena per hour without lights NFP	C	262(3)(c)		Hire Fee		10%	\$12.20	
11229	Outdoor or Rodeo Sand Arena per hour with lights NFP	C	262(3)(c)		Hire Fee		10%	\$22.70	
11230	Outdoor or Rodeo Sand Arena per hour without lights COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$23.00	
11231	Outdoor or Rodeo Sand Arena per hour with lights COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$33.50	
11232	Duty Manager	C	262(3)(c)		Administration Fee		10%	\$0.00	POA
6457	Bump In and out - 50% of area Hire (COMMERCIAL and NFP)	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
6456	Portable Grandstands - relocation within grounds per unit	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
1689	Showgrounds Precinct (formally All of Showgrounds) Per day NFP	C	262(3)(c)		Hire Fee		10%	\$2,570.50	
7611	Showgrounds Precinct (formally All of Showgrounds) Per day COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$3,987.50	
1691	Camping per site per night (COMMERCIAL and NFP)	C	262(3)(c)		Hire Fee		10%	\$17.00	
1692	Development Levy NFP	C	262(3)(c)		Admission Fees		10%	\$0.35	
1693	Development Levy COMMERCIAL	C	262(3)(c)		Admission Fees		10%	\$1.05	
1695	Cleaning Fee	C	262(3)(c)		Service Fee		10%	\$0.00	POA
Area 01									
1644	Main Oval per day without lights NFP	C	262(3)(c)		Hire Fee		10%	\$462.00	
7602	Main Oval per day without lights COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$790.00	
7179	Main oval per hour NFP	C	262(3)(c)		Hire Fee		10%	\$61.50	
7617	Main oval per hour COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$102.80	
Area 02									
1646	Oval 2 or 3 per day NFP	C	262(3)(c)		Hire Fee		10%	\$229.00	
7604	Oval 2 or 3 per day COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$392.00	
Area 03									
7605	Ovals 2 or 3 per hour for school	C	262(3)(c)		Hire Fee		10%	\$18.60	
Area 04									
1650	Indoor Sand Arena per day NFP	C	262(3)(c)		Hire Fee		10%	\$229.00	
7630	Indoor Sand Arena per day COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$392.00	
1652	Outdoor or Rodeo Sand Arenas per day NFP	C	262(3)(c)		Hire Fee		10%	\$105.00	
7632	Outdoor or Rodeo Sand Arenas per day COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$180.20	
7633	Indoor Sand Arena per hour with lights COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$41.70	
1655	Indoor Sand Arena per hour NFP	C	262(3)(c)		Hire Fee		10%	\$18.80	
7635	Indoor Sand Arena per hour COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$31.80	
1657	NAGS member concessional charge	C	262(3)(c)		Hire Fee		10%	\$57.20	
1658	Stable per day (single stable) NFP	C	262(3)(c)		Hire Fee		10%	\$11.80	
7636	Stable per day (single stable) COMMERCIAL OR INDIVIDUAL HIRE	C	262(3)(c)		Hire Fee		10%	\$24.00	
6928	Stable per week (single stable) for pony club camps only	C	262(3)(c)		Hire Fee		10%	\$38.50	
7616	Stable per week (single stable) COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$142.00	
Area 06									
7638	Grandstand whole area per day NFP	C	262(3)(c)		Hire Fee		10%	\$726.00	
7639	Grandstand whole area per day COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$1,229.50	
Area 07									
1661	Main Pavilion upper or lower level per day NFP	C	262(3)(c)		Hire Fee		10%	\$229.00	
7640	Main Pavilion upper or lower level per day COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$392.00	
1662	Main Pavilion upper or lower level per hour NFP	C	262(3)(c)		Hire Fee		10%	\$29.70	
7642	Main Pavilion upper or lower level per hour COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$51.00	
7641	Main Pavilion upper or lower level per day COLLECTORAMA	C	262(3)(c)		Hire Fee		10%	\$307.50	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
Area 08									
1664	Fergus Scott Pavilion per day NFP	C	262(3)(c)		Hire Fee		10%	\$177.00	
7643	Fergus Scott Pavilion per day COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$299.00	
Area 10									
4805	Electricity at cost	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
1666	Trade Pavilions Precinct per day NFP	C	262(3)(c)		Hire Fee		10%	\$721.00	
7646	Trade Pavilions Precinct per day COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$1,229.50	
7247	Trade Pavilions Precinct per hour NFP	C	262(3)(c)		Hire Fee		10%	\$61.50	
7619	Trade Pavilions Precinct per hour COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$103.90	
7645	Trade Pavilions Precinct per day COLLECTORAMA	C	262(3)(c)		Hire Fee		10%	\$1,008.00	
Area 11									
1675	Poultry Pavilion per day NFP	C	262(3)(c)		Hire Fee		10%	\$270.30	
Area 12									
1676	Underground Training Facility per day NFP	C	262(3)(c)		Hire Fee		10%	\$96.40	
7608	Underground Training Facility per day COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$163.20	
1679	Apex Meeting Room and Underground Training facility per day NFP	C	262(3)(c)		Hire Fee		10%	\$193.00	
8030	Apex Meeting room and Underground Training Facility per day COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$281.00	
Area 13									
6048	Cattle yards per yard per day NFP	C	262(3)(c)		Hire Fee		10%	\$7.65	
7612	Cattle yards per yard per day COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$13.15	
6455	Cattle yards Whole area per day NFP	C	262(3)(c)		Hire Fee		10%	\$195.00	
7614	Cattle yards Whole area per day COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$335.00	
Rooms for Hire									
7620	School and Nicklin Building per 4 hour period (for existing NFP ancillary users only)	C	262(3)(c)		Hire Fee		10%	\$35.45	
7621	School Building, Apex Meeting Room, Grandstand Dining Hall, Wallace Meeting Room, Cricket Building upper level per hour NFP	C	262(3)(c)		Hire Fee		10%	\$24.00	
7622	School Building, Apex Meeting room, Grandstand Dining Hall, Wallace Meeting Room, Cricket Building upper level per hour COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$51.50	
7623	School Building, Apex Meeting room, Grandstand Dining Hall, Wallace Meeting Room, Cricket Building upper level per day NFP	C	262(3)(c)		Hire Fee		10%	\$115.00	
7624	School Building, Apex Meeting Room, Grandstand Dining Hall, Wallace Meeting Room, Cricket Building upper level per day COMMERCIAL	C	262(3)(c)		Hire Fee		10%	\$216.20	
Natural Areas Management									
11106	Ecoventure	CR	262(3)(c)		Attendance Fee		10%	\$0.00	POA
11234	Conservation Forum - Guest attendance	CR	262(3)(c)		Attendance Fee		0%	\$0.00	POA
11235	Revegetation Offset	C	262(3)(c)		Service Fee		0%	\$0.00	POA
Environmental Reserves									
11107	Apiary Permits	C	262(3)(c)		Administration Fee		10%	\$93.54	
Maroochy Bushland Botanic Gardens									
10053	Workshop Participant Adult	C	262(3)(c)		Attendance Fee		10%	\$10.00	POA

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
10054	Workshop Participant Child	C	262(3)(c)		Attendance Fee		10%	\$8.00	
Maroochy Wetlands Sanctuary									
10055	Workshop Participant Adult	C	262(3)(c)		Attendance Fee		10%	\$10.00	
10056	Workshop Participant Child	C	262(3)(c)		Attendance Fee		10%	\$8.00	
Mary Cairncross Scenic Reserve									
11259	Student Guided Walks out of region	CR	262(3)(c)		Attendance Fee		10%	\$3.06	
11260	Guided Tour - Adult - Not for profit	CR	262(3)(c)		Attendance Fee		10%	\$3.06	
11261	Guided Tour - Adult	CR	262(3)(c)		Attendance Fee		10%	\$5.10	
10045	Mary Cairncross Scenic Reserve Discovery Centre Theatre Community and NFP per hour	C	262(3)(c)		Hire Fee		10%	\$28.02	
10046	Mary Cairncross Scenic Reserve Discovery Centre Theatre Community and NFP per day	C	262(3)(c)		Hire Fee		10%	\$176.69	
10047	Mary Cairncross Scenic Reserve Discovery Centre Theatre Commercial per day	C	262(3)(c)		Bond		N/A	\$363.78	
11189	Mary Cairncross Scenic Reserve Discovery Centre Theatre Commercial per day	C	262(3)(c)		Hire Fee		10%	\$363.78	
10049	Cleaning Fee - (applied when facility left in unsatisfactory condition)	C	262(3)(c)		Service Fee		10%	\$77.95	
10050	Workshop Participant Adult	C	262(3)(c)		Attendance Fee		10%	\$10.00	
10051	Workshop Participant Child	C	262(3)(c)		Attendance Fee		10%	\$8.00	
10052	Sale of Merchandise	C	262(3)(c)		Merchandise		10%	\$0.00	POA
11009	Kids In Action School Registration	CR	262(3)(c)		Service Fee		10%	\$112.09	
11010	Materials Charge	CR	262(3)(c)		Search Fee		10%	\$5.20	
11105	Mary Cairncross Scenic Reserve Discovery Centre Theatre Commercial per hour	C	262(3)(c)		Hire Fee		10%	\$55.03	
11109	Student Guided Walks	CR	262(3)(c)		Attendance Fee		10%	\$2.00	
Maroochy Bushland Botanic Garden									
11108	Participant Professional Workshops	CR	262(3)(c)		Attendance Fee		10%	\$0.00	POA
Sports & Community Venues									
Beerwah Hall									
9036	Bond - Regular	C	262(3)(c)		Bond		N/A	\$250.00	
9037	Bond - Casual	C	262(3)(c)		Bond		N/A	\$400.00	
9038	Bond - High-risk	C	262(3)(c)		Bond		N/A	\$1,500.00	
A: Community									
6070	Hall per hour	C	262(3)(c)		Hire Fee		10%	\$26.50	
B: Regular									
6058	Hall per hour	C	262(3)(c)		Hire Fee		10%	\$33.20	
C: Commercial									
9031	Hall per hour	C	262(3)(c)		Hire Fee		10%	\$66.30	
Bellvista meeting place									
9026	Bond-Regular	C	262(3)(c)		Bond		N/A	\$250.00	
9025	Bond- Casual	C	262(3)(c)		Bond		N/A	\$400.00	
9024	Bond-High risk event	C	262(3)(c)		Bond		N/A	\$1,500.00	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
A: Community									
9022	Whole venue per hour	C	262(3)(c)		Hire Fee		10%	\$18.90	
B: Regular									
9023	Whole venue per hour	C	262(3)(c)		Hire Fee		10%	\$22.45	
D: Standard									
9030	Whole venue per hour	C	262(3)(c)		Hire Fee		10%	\$30.60	
Kawana Community Hall									
11165	Bond - Regular	C	262(3)(c)		Bond		N/A	\$250.00	
11166	Bond - Casual	C	262(3)(c)		Bond		N/A	\$400.00	
11167	Bond - High-risk	C	262(3)(c)		Bond		N/A	\$1,500.00	
A: Community									
6384	Hall 1 per hour	C	262(3)(c)		Hire Fee		10%	\$30.60	
6162	Meeting Room per hour	C	262(3)(c)		Hire Fee		10%	\$22.50	
B: Regular									
6159	Hall per hour	C	262(3)(c)		Hire Fee		10%	\$39.80	
6165	Meeting Room per hour	C	262(3)(c)		Hire Fee		10%	\$27.00	
C: Commercial									
7753	Hall per hour	C	262(3)(c)		Hire Fee		10%	\$79.50	
6167	Meeting Room per hour	C	262(3)(c)		Hire Fee		10%	\$45.90	
Kawana Island Meeting Place									
11171	Bond - Regular	C	262(3)(c)		Bond		N/A	\$250.00	
11172	Bond - Casual	C	262(3)(c)		Bond		N/A	\$400.00	
11173	Bond - High-risk	C	262(3)(c)		Bond		N/A	\$1,500.00	
A: Community									
7738	Meeting Room per hour	C	262(3)(c)		Hire Fee		10%	\$18.40	
7739	Whole venue per hour	C	262(3)(c)		Hire Fee		10%	\$35.70	
B: Regular									
7740	Meeting Room per hour	C	262(3)(c)		Hire Fee		10%	\$22.40	
7741	Whole venue per hour	C	262(3)(c)		Hire Fee		10%	\$41.80	
C: Commercial									
7736	Meeting Room per hour	C	262(3)(c)		Hire Fee		10%	\$27.50	
7737	Whole venue per hour	C	262(3)(c)		Hire Fee		10%	\$51.00	
Venue 114									
10022	Chair Sashes	C	262(3)(c)		Hire Fee		10%	\$1.36	
10021	Chair Covers	C	262(3)(c)		Hire Fee		10%	\$5.50	
11183	Bond - Major Event	C	262(3)(c)		Bond		N/A	\$1,500.00	
11184	Bond - Regular Hirer	C	262(3)(c)		Bond		N/A	\$250.00	
8494	Catering Requirements: -Table Cloths	C	262(3)(c)		Hire Fee		10%	\$10.70	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
8495	Catering Requirements: -Card Table Cloth	C	262(3)(c)		Hire Fee		10%	\$5.10	
8497	Catering Requirements: -Bridal table skirting (up to 10 people)	C	262(3)(c)		Hire Fee		10%	\$250.00	
8499	Tea & Coffee:- 1 Service per person	C	262(3)(c)		Service Fee		10%	\$3.50	
8500	Tea & Coffee:- 2 Service per person	C	262(3)(c)		Hire Fee		10%	\$6.00	
11181	Box Office : Phone booking fee - per transaction (outside charge to customer)	C	262(3)(c)		Administration Fee		10%	\$5.00	
8503	Tea & Coffee:- Chilled Water and Mints per person	C	262(3)(c)		Hire Fee		10%	\$1.00	
A: Community									
10011	Kitchen Hire	C	262(3)(c)		Hire Fee		10%	\$16.30	
7724	Meeting Room 1 & 2 per hour	C	262(3)(c)		Hire Fee		10%	\$35.70	
11148	Hall 1 + Stage (Community Rate)	C	262(3)(c)		Hire Fee		10%	\$61.20	
11151	Hall 3 + Stage Area (Community Rate)	C	262(3)(c)		Hire Fee		10%	\$53.50	
6387	Hall 1 per hour	C	262(3)(c)		Hire Fee		10%	\$48.50	
6248	Hall 2 per hour	C	262(3)(c)		Hire Fee		10%	\$35.70	
11158	Hall 3 per hour	C	262(3)(c)		Hire Fee		10%	\$35.70	
6262	Meeting Room 1 per hour	C	262(3)(c)		Hire Fee		10%	\$22.95	
6268	Meeting Room 2 per hour	C	262(3)(c)		Hire Fee		10%	\$12.75	
6274	Meeting Room 3 + 4 per hour	C	262(3)(c)		Hire Fee		10%	\$22.95	
6292	Meeting Room 5 per hour	C	262(3)(c)		Hire Fee		10%	\$22.95	
6298	Meeting Room 6 per hour	C	262(3)(c)		Hire Fee		10%	\$22.95	
6304	Meeting Room 7 per hour	C	262(3)(c)		Hire Fee		10%	\$22.95	
6310	Meeting Room 8 per hour	C	262(3)(c)		Hire Fee		10%	\$15.30	
6322	Lake View Room per hour	C	262(3)(c)		Hire Fee		10%	\$69.00	
6328	Board Room per hour	C	262(3)(c)		Hire Fee		10%	\$15.30	
B: Regular									
10012	Kitchen Hire	C	262(3)(c)		Hire Fee		10%	\$20.40	
11147	Hall 1 + Stage (Regular Rate)	C	262(3)(c)		Hire Fee		10%	\$73.50	
11150	Hall 3 + Stage Area (Regular Rate)	C	262(3)(c)		Hire Fee		10%	\$64.20	
7731	Meeting Room 1 & 2 per hour	C	262(3)(c)		Hire Fee		10%	\$42.80	
6245	Hall 1 per hour	C	262(3)(c)		Hire Fee		10%	\$58.10	
6251	Hall 2 per hour	C	262(3)(c)		Hire Fee		10%	\$42.80	
6257	Hall 3 per hour	C	262(3)(c)		Hire Fee		10%	\$42.80	
6265	Meeting Room 1 per hour	C	262(3)(c)		Hire Fee		10%	\$27.50	
6271	Meeting Room 2 per hour	C	262(3)(c)		Hire Fee		10%	\$15.30	
6277	Meeting Room 3 + 4 per hour	C	262(3)(c)		Hire Fee		10%	\$27.50	
6295	Meeting Room 5 per hour	C	262(3)(c)		Hire Fee		10%	\$27.50	
6301	Meeting Room 6 per hour	C	262(3)(c)		Hire Fee		10%	\$27.50	
6307	Meeting Room 7 per hour	C	262(3)(c)		Hire Fee		10%	\$27.50	
6313	Meeting Room 8 per hour	C	262(3)(c)		Hire Fee		10%	\$18.40	
6325	Lake View Room per hour	C	262(3)(c)		Hire Fee		10%	\$82.50	
6331	Board Room per hour	C	262(3)(c)		Hire Fee		10%	\$18.40	
D: Standard									
10013	Kitchen Hire	C	262(3)(c)		Hire Fee		10%	\$32.60	
11146	Hall 1 + Stage Area (Standard Rate)	C	262(3)(c)		Hire Fee		10%	\$122.50	
11149	Hall 3 + Stage Area (Standard Rate)	C	262(3)(c)		Hire Fee		10%	\$107.00	
7755	Meeting Room 1 & 2 per hour	C	262(3)(c)		Hire Fee		10%	\$71.50	
6267	Meeting Room 1 per hour	C	262(3)(c)		Hire Fee		10%	\$45.90	
6273	Meeting Room 2 per hour	C	262(3)(c)		Hire Fee		10%	\$25.50	
6279	Meeting Room 3 +4 per hour	C	262(3)(c)		Hire Fee		10%	\$45.90	
6297	Meeting Room 5 per hour	C	262(3)(c)		Hire Fee		10%	\$45.90	
6303	Meeting Room 6 per hour	C	262(3)(c)		Hire Fee		10%	\$45.90	
6309	Meeting Room 7 per hour	C	262(3)(c)		Hire Fee		10%	\$45.90	
6315	Meeting Room 8 per hour	C	262(3)(c)		Hire Fee		10%	\$30.60	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
6333	Board Room per hour	C	262(3)(c)		Hire Fee		10%	\$30.60	
8580	Hall 1 per hour	C	262(3)(c)		Hire Fee		10%	\$97.00	
11159	Hall 2 per hour	C	262(3)(c)		Hire Fee		10%	\$71.50	
11160	Hall 3 per hour	C	262(3)(c)		Hire Fee		10%	\$71.50	
8583	Lake View Room per hour	C	262(3)(c)		Hire Fee		10%	\$138.00	

Sunshine Coast Holiday Parks

11297	Laundry Fee - Washing machines and dryers (new model)	C	262(3)(c)		Service Fee		0%	\$5.00	
11298	Laundry Fee - Washing machines and dryers (old model)	C	262(3)(c)		Service Fee		0%	\$4.00	

All seasons

Weekly

9209	LONG-TERM SITES - PERMANENTS Dicky Beach (plus power)	C	262(3)(c)		Hire Fee		10%	\$172.00	
9210	LONG-TERM SITES - PERMANENTS - Coolum and Mudjimba	C	262(3)(c)		Hire Fee		10%	\$175.00	
9211	LONG-TERM SITES - PERMANENTS - Cotton Tree and Maroochydhore	C	262(3)(c)		Hire Fee		10%	\$180.00	
9213	LONG-TERM SITES - STORAGE - Mudjimba	C	262(3)(c)		Hire Fee		10%	\$170.00	
9214	LONG-TERM SITES - STORAGE - Cotton Tree and Maroochydhore	C	262(3)(c)		Hire Fee		10%	\$175.00	

Off Peak

Daily

11122	Coolum Beach Top of Dune and New Mooloolaba sites	C	262(3)(c)		Hire Fee		10%	\$56.00	
9101	TOURIST POWERED SITES - All Parks (other than listed)	C	262(3)(c)		Hire Fee		10%	\$50.00	
9102	TOURIST POWERED SITES - Dicky Beach - Slab	C	262(3)(c)		Hire Fee		10%	\$50.00	
9103	TOURIST POWERED SITES - Dicky Beach - Beach Site	C	262(3)(c)		Hire Fee		10%	\$56.00	
9105	TOURIST POWERED SITES - Waterfront Sites - Cotton Tree	C	262(3)(c)		Hire Fee		10%	\$62.00	
9132	TOURIST UNPOWERED CAMP SITES - All Parks (other than listed)	C	262(3)(c)		Hire Fee		10%	\$45.00	
9133	TOURIST UNPOWERED CAMP SITES - Waterfront (Cotton Tree)	C	262(3)(c)		Hire Fee		10%	\$52.00	
9149	CABINS & VILLAS - Studio Unit (Dicky Beach)	C	262(3)(c)		Hire Fee		10%	\$126.00	
9150	CABINS & VILLAS - Studio Unit (Maroochydhore Beach)	C	262(3)(c)		Hire Fee		10%	\$140.00	
9151	CABINS & VILLAS - 1 Bedroom	C	262(3)(c)		Hire Fee		10%	\$169.00	
9152	CABINS & VILLAS - 2 Bedroom Deluxe	C	262(3)(c)		Hire Fee		10%	\$191.00	
9173	BEACH HOUSE - Cotton Tree (up to 4 persons)	C	262(3)(c)		Hire Fee		10%	\$253.00	
9179	EXTRA PERSON - ANY AGE - All Parks (other than listed)	C	262(3)(c)		Hire Fee		10%	\$11.00	
9180	EXTRA PERSON - ANY AGE - Cabins (All) & Beach House	C	262(3)(c)		Hire Fee		10%	\$14.00	
9191	OTHER CHARGES - Extra Vehicles	C	262(3)(c)		Hire Fee		10%	\$6.00	
9192	OTHER CHARGES - Public Use of Amenities	C	262(3)(c)		Hire Fee		10%	\$5.00	
9193	OTHER CHARGES - Group Fee (20+)	C	262(3)(c)		Hire Fee		10%	\$14.00	
9194	OTHER CHARGES - Late Check Out	C	262(3)(c)		Hire Fee		10%	\$17.00	

Weekly

11123	Coolum Beach Top of Dune and New Mooloolaba Sites	C	262(3)(c)		Hire Fee		10%	\$362.00	
9106	TOURIST POWERED SITES - All Parks (other than listed)	C	262(3)(c)		Hire Fee		10%	\$319.00	
9107	TOURIST POWERED SITES - Dicky Beach - Slab (peak only)	C	262(3)(c)		Hire Fee		10%	\$319.00	
9108	TOURIST POWERED SITES - Dicky Beach - Beach Site	C	262(3)(c)		Hire Fee		10%	\$362.00	
9110	TOURIST POWERED SITES - Waterfront Sites - Cotton Tree	C	262(3)(c)		Hire Fee		10%	\$422.00	
9135	TOURIST UNPOWERED CAMP SITES - All Parks (other than listed)	C	262(3)(c)		Hire Fee		10%	\$269.00	
9136	TOURIST UNPOWERED CAMP SITES - Waterfront (Cotton Tree)	C	262(3)(c)		Hire Fee		10%	\$319.00	
9153	CABINS & VILLAS - Studio Unit (Dicky Beach)	C	262(3)(c)		Hire Fee		10%	\$667.00	
9154	CABINS & VILLAS - Studio Unit (Maroochydhore Beach)	C	262(3)(c)		Hire Fee		10%	\$810.00	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
9155	CABINS & VILLAS - 1 Bedroom	C	262(3)(c)		Hire Fee		10%	\$953.00	
9156	CABINS & VILLAS - 2 Bedroom Deluxe	C	262(3)(c)		Hire Fee		10%	\$1,064.00	
9174	BEACH HOUSE - Cotton Tree (up to 4 persons)	C	262(3)(c)		Hire Fee		10%	\$1,355.00	
9181	EXTRA PERSON - ANY AGE - All Parks (other than listed)	C	262(3)(c)		Hire Fee		10%	\$77.00	
9182	EXTRA PERSON - ANY AGE - Cabins (All) & Beach House	C	262(3)(c)		Hire Fee		10%	\$98.00	
9195	OTHER CHARGES - Extra Vehicles	C	262(3)(c)		Hire Fee		10%	\$42.00	
9196	OTHER CHARGES - Group Fee (20+)	C	262(3)(c)		Hire Fee		10%	\$100.00	

Peak**Daily**

11126	Coolum Beach Top of dune and New Mooloolaba Sites	C	262(3)(c)		Hire Fee		10%	\$72.00	
9121	TOURIST POWERED SITES - All Parks (other than listed) Peak Season	C	262(3)(c)		Hire Fee		10%	\$66.00	
9122	TOURIST POWERED SITES - Dicky Beach - Slab (peak only) Peak season	C	262(3)(c)		Hire Fee		10%	\$72.00	
9123	TOURIST POWERED SITES - Dicky Beach - Beach Site Peak season	C	262(3)(c)		Hire Fee		10%	\$80.00	
9125	TOURIST POWERED SITES - Waterfront Sites - Cotton Tree Peak	C	262(3)(c)		Hire Fee		10%	\$80.00	
9144	TOURIST UNPOWERED CAMP SITES - All Parks (other than listed) Peak Season	C	262(3)(c)		Hire Fee		10%	\$60.00	
9145	TOURIST UNPOWERED CAMP SITES - Waterfront (Cotton Tree) Peak season	C	262(3)(c)		Hire Fee		10%	\$71.00	
9165	CABINS & VILLAS - Studio Unit (Dicky Beach)	C	262(3)(c)		Hire Fee		10%	\$167.00	
9166	CABINS & VILLAS - Studio Unit (Maroochydore Beach)	C	262(3)(c)		Hire Fee		10%	\$185.00	
9167	CABINS & VILLAS - 1 Bedroom	C	262(3)(c)		Hire Fee		10%	\$231.00	
9168	CABINS & VILLAS - 2 Bedroom Deluxe	C	262(3)(c)		Hire Fee		10%	\$278.00	
9177	BEACH HOUSE - Cotton Tree (up to 4 persons)	C	262(3)(c)		Hire Fee		10%	\$342.00	
9187	EXTRA PERSON - ANY AGE - All Parks (other than listed)	C	262(3)(c)		Hire Fee		10%	\$11.00	
9188	EXTRA PERSON - ANY AGE - Cabins (All) & Beach House	C	262(3)(c)		Hire Fee		10%	\$14.00	
9203	OTHER CHARGES - Extra Vehicles	C	262(3)(c)		Hire Fee		10%	\$6.00	
9204	OTHER CHARGES - Public Use of Amenities	C	262(3)(c)		Hire Fee		10%	\$5.00	
9205	OTHER CHARGES - Group Fee (20+)	C	262(3)(c)		Hire Fee		10%	\$14.00	
9206	OTHER CHARGES - Late Check Out	C	262(3)(c)		Hire Fee		10%	\$17.00	

Weekly

11127	Coolum Beach Top of Dune and New Mooloolaba Sites	C	262(3)(c)		Hire Fee		10%	\$504.00	
9126	TOURIST POWERED SITES - All Parks (other than listed)	C	262(3)(c)		Hire Fee		10%	\$463.00	
9127	TOURIST POWERED SITES - Dicky Beach - Slab (peak only)	C	262(3)(c)		Hire Fee		10%	\$504.00	
9128	TOURIST POWERED SITES - Dicky Beach - Beach Site	C	262(3)(c)		Hire Fee		10%	\$560.00	
9130	TOURIST POWERED SITES - Waterfront Sites - Cotton Tree	C	262(3)(c)		Hire Fee		10%	\$560.00	
9147	TOURIST UNPOWERED CAMP SITES - All Parks (other than listed)	C	262(3)(c)		Hire Fee		10%	\$421.00	
9148	TOURIST UNPOWERED CAMP SITES - Waterfront (Cotton Tree)	C	262(3)(c)		Hire Fee		10%	\$499.00	
9169	CABINS & VILLAS - Studio Unit (Dicky Beach)	C	262(3)(c)		Hire Fee		10%	\$1,170.00	
9170	CABINS & VILLAS - Studio Unit (Maroochydore Beach)	C	262(3)(c)		Hire Fee		10%	\$1,298.00	
9171	CABINS & VILLAS - 1 Bedroom	C	262(3)(c)		Hire Fee		10%	\$1,619.00	
9172	CABINS & VILLAS - 2 Bedroom Deluxe	C	262(3)(c)		Hire Fee		10%	\$1,947.00	
9178	BEACH HOUSE - Cotton Tree (up to 4 persons)	C	262(3)(c)		Hire Fee		10%	\$2,396.00	
9189	EXTRA PERSON - ANY AGE - All Parks (other than listed)	C	262(3)(c)		Hire Fee		10%	\$77.00	
9190	EXTRA PERSON - ANY AGE - Cabins (All) & Beach House	C	262(3)(c)		Hire Fee		10%	\$98.00	
9207	OTHER CHARGES - Extra Vehicles	C	262(3)(c)		Hire Fee		10%	\$42.00	
9208	OTHER CHARGES - Group Fee (20+)	C	262(3)(c)		Hire Fee		10%	\$100.00	

Shoulder**Daily**

11124	Coolum Beach Top of Dune and New Mooloolaba sites	C	262(3)(c)		Hire Fee		10%	\$61.00	
9111	TOURIST POWERED SITES - All Parks (other than listed) Shoulder Season	C	262(3)(c)		Hire Fee		10%	\$55.00	
9112	TOURIST POWERED SITES - Dicky Beach - Slab (peak only) Shoulder Season	C	262(3)(c)		Hire Fee		10%	\$55.00	
9113	TOURIST POWERED SITES - Dicky Beach - Beach Site Shoulder Season	C	262(3)(c)		Hire Fee		10%	\$61.00	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
9115	TOURIST POWERED SITES - Waterfront Sites - Cotton Tree Shoulder Season	C	262(3)(c)		Hire Fee		10%	\$70.00	
9138	TOURIST UNPOWERED CAMP SITES - All Parks (other than listed) Shoulder Season	C	262(3)(c)		Hire Fee		10%	\$50.00	
9139	TOURIST UNPOWERED CAMP SITES - Waterfront (Cotton Tree) Shoulder Season	C	262(3)(c)		Hire Fee		10%	\$56.00	
9157	CABINS & VILLAS - Studio Unit (Dicky Beach)	C	262(3)(c)		Hire Fee		10%	\$140.00	
9158	CABINS & VILLAS - Studio Unit (Maroochydore Beach)	C	262(3)(c)		Hire Fee		10%	\$162.00	
9159	CABINS & VILLAS - 1 Bedroom	C	262(3)(c)		Hire Fee		10%	\$198.00	
9160	CABINS & VILLAS - 2 Bedroom Deluxe	C	262(3)(c)		Hire Fee		10%	\$234.00	
9175	BEACH HOUSE - Cotton Tree (up to 4 persons)	C	262(3)(c)		Hire Fee		10%	\$295.00	
9183	EXTRA PERSON - ANY AGE - All Parks (other than listed)	C	262(3)(c)		Hire Fee		10%	\$11.00	
9184	EXTRA PERSON - ANY AGE - Cabins (All) & Beach House	C	262(3)(c)		Hire Fee		10%	\$14.00	
9197	OTHER CHARGES - Extra Vehicles	C	262(3)(c)		Hire Fee		10%	\$6.00	
9198	OTHER CHARGES - Public Use of Amenities	C	262(3)(c)		Hire Fee		10%	\$5.00	
9199	OTHER CHARGES - Group Fee (20+)	C	262(3)(c)		Hire Fee		10%	\$14.00	
9200	OTHER CHARGES - Late Check Out	C	262(3)(c)		Hire Fee		10%	\$17.00	
Weekly									
11125	Coolool Beach Top of dune and New Mooloolaba sites	C	262(3)(c)		Hire Fee		10%	\$393.00	
9116	TOURIST POWERED SITES - All Parks (other than listed)	C	262(3)(c)		Hire Fee		10%	\$357.00	
9117	TOURIST POWERED SITES - Dicky Beach - Slab (peak only)	C	262(3)(c)		Hire Fee		10%	\$357.00	
9118	TOURIST POWERED SITES - Dicky Beach - Beach Site	C	262(3)(c)		Hire Fee		10%	\$393.00	
9120	TOURIST POWERED SITES - Waterfront Sites - Cotton Tree	C	262(3)(c)		Hire Fee		10%	\$481.00	
9141	TOURIST UNPOWERED CAMP SITES - All Parks (other than listed)	C	262(3)(c)		Hire Fee		10%	\$306.00	
9142	TOURIST UNPOWERED CAMP SITES - Waterfront (Cotton Tree)	C	262(3)(c)		Hire Fee		10%	\$357.00	
9161	CABINS & VILLAS - Studio Unit (Dicky Beach)	C	262(3)(c)		Hire Fee		10%	\$826.00	
9162	CABINS & VILLAS - Studio Unit (Maroochydore Beach)	C	262(3)(c)		Hire Fee		10%	\$1,016.00	
9163	CABINS & VILLAS - 1 Bedroom	C	262(3)(c)		Hire Fee		10%	\$1,228.00	
9164	CABINS & VILLAS - 2 Bedroom Deluxe	C	262(3)(c)		Hire Fee		10%	\$1,557.00	
9176	BEACH HOUSE - Cotton Tree (up to 4 persons)	C	262(3)(c)		Hire Fee		10%	\$1,659.00	
9185	EXTRA PERSON - ANY AGE - All Parks (other than listed)	C	262(3)(c)		Hire Fee		10%	\$77.00	
9186	EXTRA PERSON - ANY AGE - Cabins (All) & Beach House	C	262(3)(c)		Hire Fee		10%	\$98.00	
9201	OTHER CHARGES - Extra Vehicles	C	262(3)(c)		Hire Fee		10%	\$42.00	
9202	OTHER CHARGES - Group Fee (20+)	C	262(3)(c)		Hire Fee		10%	\$100.00	
Sunshine Coast Stadium and Kawana Sports Precinct									
8043	Stadium & Field - Events - Bump In & Bump out - Community - full day minimum	C	262(3)(c)		Hire Fee	2,3,8,8.1	10%	\$1,475.00	
8042	Stadium & Field - Events - Bump In & Bump out - Commercial - full day minimum	C	262(3)(c)		Hire Fee	2,3,7,7.1	10%	\$0.00	POA
All KSP Fields									
8046	All KSP Fields - Competition Sport - Full Day - Commercial	C	262(3)(c)		Hire Fee	2,3,7,7.1,15	10%	\$397.00	
8047	All KSP Fields - Competition Sport - Full Day - Community	C	262(3)(c)		Hire Fee	2,3,8,8.1,15	10%	\$170.00	
8048	All KSP Fields - Competition Sport - Full Day - Schools, Regional, Junior & Senior User Groups	C	262(3)(c)		Hire Fee	2,3,9,11,11.1,12,15	10%	\$120.00	
8051	All KSP Fields - Competition Sport - Half Day - Schools, Regional, Junior & Senior User Groups	C	262(3)(c)		Hire Fee	2,4,9,12,11,11.1,11,15	10%	\$61.00	
8049	All KSP Fields - Competition Sport - Half Day - Commercial	C	262(3)(c)		Hire Fee	2,4,7,7.1,15	10%	\$198.50	
8050	All KSP Fields - Competition Sport - Half Day - Community	C	262(3)(c)		Hire Fee	2,4,8,8.1,15	10%	\$84.50	
8054	All KSP Fields - Competition Sport - Per Hour - Schools, Regional, Junior & Senior User Groups	C	262(3)(c)		Hire Fee	2,9,12,11,11.1,15	10%	\$21.50	
8052	All KSP Fields - Competition Sport - Per Hour - Commercial	C	262(3)(c)		Hire Fee	12,7,7.1,15	10%	\$75.50	
8053	All KSP Fields - Competition Sport - Per Hour - Community	C	262(3)(c)		Hire Fee	2,8,8.1,15	10%	\$32.50	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
8058	All KSP Fields - Events - Full Day - Commercial	C	262(3)(c)		Hire Fee	2,3,7,7.1,15	10%	\$0.00	POA
8059	All KSP Fields - Events - Full Day - Community	C	262(3)(c)		Hire Fee	2,3,8,8.1,15	10%	\$848.00	
8060	All KSP Fields - Events - Half Day - Commercial	C	262(3)(c)		Hire Fee	2,4,7,7.1,15	10%	\$0.00	POA
8061	All KSP Fields - Events - Half Day - Community	C	262(3)(c)		Hire Fee	2,4,8,8.1,15	10%	\$424.00	
11280	All KSP Fields - Events - Per Hour - User Group	C	262(3)(c)		Hire Fee	2,4,8,8.1,15	10%	\$0.00	POA
11279	All KSP Fields - Events - Per Hour - Commercial	C	262(3)(c)		Hire Fee	2,4,7,7.1,15	10%	\$0.00	POA
11054	All KSP Fields - Events - Per Hour - Community	C	262(3)(c)		Hire Fee	2,8,8.1,15	10%	\$95.50	
11046	All KSP Fields - Non Events - Per Hour - Commercial	C	262(3)(c)		Hire Fee	2,7,7.1,15	10%	\$51.00	
11047	All KSP Fields - Non Events - Per Hour - Community	C	262(3)(c)		Hire Fee	2,8,8.1,15	10%	\$25.50	
10059	All KSP Fields - Personal Training - Per Hour - Commercial	C	262(3)(c)		Hire Fee	2,7,7.1	10%	\$71.50	
8062	All KSP Fields - Personal Training - Per Hour - Community	C	262(3)(c)		Hire Fee	2,8,8.1	10%	\$50.00	
10060	All KSP Fields - Personal Training - Per Hour - Schools, Regional, Junior & Senior User Groups	C	262(3)(c)		Hire Fee	2,9	10%	\$0.00	POA
8057	All KSP Fields - Training - Per Hour - Junior User Group	C	262(3)(c)		Hire Fee	2,12	10%	\$5.60	
8056	All KSP Fields - Training - Per Hour - Senior User Group	C	262(3)(c)		Hire Fee	2,11,11.1	10%	\$7.60	
8055	All KSP Fields - Training - Per Hour - Regional User Group	C	262(3)(c)		Hire Fee	2,10	10%	\$12.70	
8066	All KSP Fields - Waste Levy - Per Day - All Users	C	262(3)(c)		Service Fee	2,15,15.1	10%	\$102.00	
11282	All KSP Fields - Bump In & Bump Out - Community	C	262(3)(c)		Hire Fee		10%	\$420.00	
11281	All KSP Fields - Bump In & Bump Out - Commercial	C	262(3)(c)		Hire Fee		10%	\$0.00	POA

Bonds

8150	Bond - Boat - Lake Kawana	C	262(3)(c)		Bond	21	N/A	\$500.00	
8151	Bond - Lake Kawana - Major Event	C	262(3)(c)		Bond	20	N/A	\$0.00	POA
8148	Bond - Lost Key Charge (Charge Card - Lights)	C	262(3)(c)		Bond		N/A	\$150.00	
8149	Bond - Lost Padlock Charge	C	262(3)(c)		Bond		N/A	\$125.00	
8153	Bond - Main Precinct - Major Event	C	262(3)(c)		Bond		N/A	\$0.00	POA
8152	Bond - Stadium - Major Event	C	262(3)(c)		Bond		N/A	\$0.00	POA

Entry Cove

11044	Lake Entry Cove - General Use - Annual - Schools, Regional, Junior & Senior User Groups	C	262(3)(c)		Hire Fee	9,15,17	10%	\$424.00	
9073	Lake Entry Cove - General Use - Full Day - Commercial	C	262(3)(c)		Hire Fee	7,7.1,17	10%	\$286.00	
9074	Lake Entry Cove - General Use - Full Day - Community	C	262(3)(c)		Hire Fee	8,8.1,17	10%	\$142.00	
9075	Lake Entry Cove - General Use - Full Day - Schools, Regional, Junior & Senior User Groups	C	262(3)(c)		Hire Fee	17	10%	\$0.00	POA
11038	Lake Entry Cove - General Use - Half Day - Commercial	C	262(3)(c)		Hire Fee	4,7,7.1,8,8.1,15,17	10%	\$137.50	
11039	Lake Entry Cove - General Use - Half Day - Community	C	262(3)(c)		Hire Fee	4,8,8.1,15,17	10%	\$68.50	
11040	Lake Entry Cove - General Use - Half Day - Schools, Regional, Junior & Senior User Groups	C	262(3)(c)		Hire Fee	4,9,15,17	10%	\$0.00	POA
11041	Lake Entry Cove - General Use - Hourly - Commercial	C	262(3)(c)		Hire Fee	7,7.1,15,17	10%	\$42.50	
11042	Lake Entry Cove - General Use - Hourly - Community	C	262(3)(c)		Hire Fee	8,8.1,15,17	10%	\$21.00	
11043	Lake Entry Cove - General Use - Hourly - Schools, Regional, Junior & Senior User Groups	C	262(3)(c)		Hire Fee	9,15,17	10%	\$0.00	POA

General Charges

11135	General Hire - Car Parking within precinct - per visit - Commercial Event	C	262(3)(c)		Hire Fee	7,7.1	10%	\$10.00	
8128	General Hire - Car Parking within precinct - per visit - Community Event	C	262(3)(c)		Hire Fee	8.8.1	10%	\$5.00	
11191	General Hire - Food and Beverage Corporate Package - Per Person	C	262(3)(c)		Service Fee		10%	\$0.00	POA
10061	General Hire - Tablecloths - per tablecloth per day	C	262(3)(c)		Hire Fee	3	10%	\$8.50	
8139	General Hire - Tea & Coffee: 1 Service per person	C	262(3)(c)		Hire Fee		10%	\$4.00	
10062	General Hire - Dry Bar Events- Per Bar Per Day	C	262(3)(c)		Hire Fee	15	10%	\$8.50	
9068	General Hire - Laptop - Per day	C	262(3)(c)		Hire Fee		10%	\$41.00	
11134	General Hire - Smart Screen - Per Day - All Users	C	262(3)(c)		Hire Fee		10%	\$125.00	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
11274	General Hire - Smart Screen - Half Day - All Users	C	262(3)(c)		Hire Fee		10%	\$70.00	
8120	General Hire - Chairs - per chair per day	C	262(3)(c)		Hire Fee	3	10%	\$3.00	
8119	General Hire - Folding Table - per table per Day	C	262(3)(c)		Hire Fee	3	10%	\$8.50	
9069	General Hire - Projector/Screen-Per Day	C	262(3)(c)		Hire Fee		10%	\$112.00	
8129	General Hire - Ancillary Service & Equipment	C	262(3)(c)		Hire Fee	22	10%	\$0.00	POA
9071	General Hire - Audio Set Up - Per Day	C	262(3)(c)		Hire Fee		10%	\$0.00	POA
8121	General Hire - Fencing Hire - per metre per day depends on height, length & construction required	C	262(3)(c)		Hire Fee	3	10%	\$0.00	POA
8122	General Hire - Portable Toilet Hire - Per Day	C	262(3)(c)		Hire Fee	3	10%	\$187.00	
11137	General Hire - Portaloos Pump Out Per Day	C	262(3)(c)		Hire Fee	3	10%	\$0.00	POA
11138	General Hire - Radios - Per Radio Per Day - All Users	C	262(3)(c)		Hire Fee		10%	\$20.00	
11045	Fields - Field Markings - beyond standard markings - Per Field	C	262(3)(c)		Service Fee	2,6	10%	\$0.00	POA
8063	Fields 1,2,5 & 6 - Lighting - Per Hour - All Users	C	262(3)(c)		Hire Fee	2,19	10%	\$22.90	
8064	Fields 3 & 7, Western Fields 1, 2 & 3 - Lighting - All Users	C	262(3)(c)		Hire Fee	2,9,19	10%	\$16.90	
8134	Merchandising - % Commission on gross sales (includes GST)	C	262(3)(c)		Administration		10%	\$0.00	POA
11058	Vendor Site Fee - per 3x3m incl power - Per Day - Commercial	C	262(3)(c)		Hire Fee	4,8,8,1,15	10%	\$0.00	POA
11057	Vendor Site Fee - over 3x3m incl power - Per Day - Community	C	262(3)(c)		Hire Fee	2,8,8,1,15	10%	\$0.00	POA
11056	Vendor Site Fee - per 3x3m incl power - Per Day - Community	C	262(3)(c)		Hire Fee	8,8,8,1,15	10%	\$0.00	POA

Gymnasium

8111	Gymnasium - Per Hour - Commercial	C	262(3)(c)		Hire Fee	7,7,1,15	10%	\$101.00	
8112	Gymnasium - Per Hour - Community	C	262(3)(c)		Hire Fee	8,8,1,15	10%	\$69.50	
8113	Gymnasium - Per Hour - User Group	C	262(3)(c)		Hire Fee	9	10%	\$37.50	

KSP

11271	KSP - Eastern Block Toilet Hire - Full Day - All Users	C	262(3)(c)		Hire Fee	4,14	10%	\$350.00	
11272	KSP - Eastern Block Toilet Hire - Half Day - All Users	C	262(3)(c)		Hire Fee	4,14	10%	\$220.00	
11270	KSP - Northern Block Toilet Hire - Full Day - All Users	C	262(3)(c)		Hire Fee	4,14	10%	\$350.00	
11273	KSP - Northern Block Toilet Hire - Half Day - All Users	C	262(3)(c)		Hire Fee	4,14	10%	\$220.00	

Lake Kawana

8093	Lake Kawana - Access to 3 phase power	C	262(3)(c)		Service Fee	16	10%	\$68.00	
8094	Lake Kawana - Distribution Board and leads	C	262(3)(c)		Hire Fee	16	10%	\$275.00	
8084	Lake Kawana - Eastern Foreshore - Full Day - Commercial	C	262(3)(c)		Hire Fee	3,7,7,1,16,15	10%	\$0.00	POA
8085	Lake Kawana - Eastern Foreshore - Full Day - Community	C	262(3)(c)		Hire Fee	3,8,8,1,16,15	10%	\$625.00	
8086	Lake Kawana - Eastern Foreshore - Full Day - User Group	C	262(3)(c)		Hire Fee	3,9,16,15	10%	\$312.00	
11055	Lake Kawana - Eastern Foreshore - Half Day - Community	C	262(3)(c)		Hire Fee	4,8,8,1,15	10%	\$307.00	
10010	Lake Kawana - Finish Tower (Event Use Only) - Per Day - All Users	C	262(3)(c)		Hire Fee	16,15	10%	\$96.50	
8090	Lake Kawana - Foreshore BBQ Areas - Half Day - Commercial	C	262(3)(c)		Hire Fee	4,7,7,1,16,17,15	10%	\$704.00	
8091	Lake Kawana - Foreshore BBQ Areas - Half Day - Community	C	262(3)(c)		Hire Fee	4,8,8,1,16,17,15	10%	\$350.00	
8092	Lake Kawana - Foreshore BBQ Areas - Half Day - User Group	C	262(3)(c)		Hire Fee	4,9,16,17,15	10%	\$175.00	
8083	Lake Kawana - Pontoon Hire - Per Day - All Users	C	262(3)(c)		Hire Fee	5,16,15	10%	\$300.00	
8081	Lake Kawana - Pontoon Set Up or Reposition or Removal - Weekday - All Users	C	262(3)(c)		Hire Fee	5,8,8,1,16	10%	\$0.00	POA
8082	Lake Kawana - Pontoon Set Up or Reposition or Removal - Weekend - All Users	C	262(3)(c)		Service Fee	5,16	10%	\$0.00	POA
8078	Lake Kawana - Sport Training - Per Hour - Commercial	C	262(3)(c)		Hire Fee	7,7,1,16	10%	\$43.80	
8079	Lake Kawana - Sport Training - Per Hour - Community	C	262(3)(c)		Hire Fee	7,8,1,16	10%	\$22.40	
8080	Lake Kawana - Sport Training - Per Hour - User Group	C	262(3)(c)		Hire Fee	9,16	10%	\$10.70	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
8076	Lake Kawana (incl Eastern Foreshore, Excl lake) - Bump In/Out - Full Day - Commercial	C	262(3)(c)		Hire Fee	3,7,7.1,16	10%	\$595.00	
8077	Lake Kawana (incl Eastern Foreshore, Excl lake) - Bump In/Out - Full Day - Community	C	262(3)(c)		Hire Fee	3,8,8.1,16	10%	\$298.00	
10072	Lake Kawana (incl Eastern Foreshore, Excl lake) - Bump In/Out - Full Day - User Group	C	262(3)(c)		Hire Fee	16	10%	\$0.00	POA
8070	Lake Kawana 1km Course - Competition Sport - Full Day - Commercial	C	262(3)(c)		Hire Fee	3,7,7.1,16,15	10%	\$0.00	POA
8071	Lake Kawana 1km Course - Competition Sport - Full Day - Community	C	262(3)(c)		Hire Fee	3,8,8.1,16,15	10%	\$1,182.00	
8072	Lake Kawana 1km Course - Competition Sport - Full Day - Schools, Regional, Junior & Senior User Groups	C	262(3)(c)		Hire Fee	3,9,16,15	10%	\$595.00	
10066	Lake Kawana 1km Course - Sport Event - Half Day - Commercial	C	262(3)(c)		Hire Fee	4,7,7.1,16,15	10%	\$0.00	POA
10067	Lake Kawana 1km course - Sport Event - Half Day - Community	C	262(3)(c)		Hire Fee	4,8,8.1,16,15	10%	\$595.00	
10068	Lake Kawana 1km course - Sport Event - Half Day - User Group	C	262(3)(c)		Hire Fee	4,9,16,15	10%	\$295.50	
8068	Lake Kawana 2km Course - Competition Sport - Full Day - Community	C	262(3)(c)		Hire Fee	3,8,8.1,16,15	10%	\$2,298.00	
8069	Lake Kawana 2km Course - Competition Sport - Full Day - Schools, Regional, Junior & Senior User Groups	C	262(3)(c)		Hire Fee	3,9,16,15	10%	\$1,145.00	
8067	Lake Kawana 2km Course - Event - Full Day - Commercial	C	262(3)(c)		Hire Fee	7,7.1,16,15	10%	\$0.00	POA
10063	Lake Kawana 2km Course - Sport Event - Half Day - Commercial	C	262(3)(c)		Hire Fee	4,7,7.1,16,15	10%	\$0.00	POA
10064	Lake Kawana 2km Course - Sport Event - Half Day - Community	C	262(3)(c)		Hire Fee	4,8,8.1,16,15	10%	\$1,145.00	
10065	Lake Kawana 2km Course - Sport Event - Half Day - User Group	C	262(3)(c)		Hire Fee	4,9,16,15	10%	\$572.00	
8073	Lake Kawana 500m Course - Competition Sport - Full Day - Commercial	C	262(3)(c)		Hire Fee	3,7,7.1,16,15	10%	\$0.00	POA
8074	Lake Kawana 500m Course - Competition Sport - Full Day - Community	C	262(3)(c)		Hire Fee	3,8,8.1,16,15	10%	\$595.00	
8075	Lake Kawana 500m Course - Competition Sport - Full Day - Schools, Regional, Junior & Senior User Groups	C	262(3)(c)		Hire Fee	3,16	10%	\$298.00	
10069	Lake Kawana 500m course - Competition Sport - Half Day - Commercial	C	262(3)(c)		Hire Fee	4,7,7.1,16,15	10%	\$0.00	POA
10071	Lake Kawana 500m course - Competition Sport - Half Day - User Group	C	262(3)(c)		Hire Fee	4,9,16,15	10%	\$297.00	
10070	Lake Kawana 500m course - Sport - Competition - Half Day - Community	C	262(3)(c)		Hire Fee	4,8,8.1,16,15	10%	\$149.00	

Space Hire

8108	Stadium - Change Rooms - Per Hour - Commercial	C	262(3)(c)		Hire Fee	7,7.1,15	10%	\$61.00	
8109	Stadium - Change Rooms - Per Hour - Community	C	262(3)(c)		Hire Fee	8,8.1,15	10%	\$31.50	
8095	Stadium - Corporate Lounge - Full Day - Commercial	C	262(3)(c)		Hire Fee	3,7,7.1,15	10%	\$385.00	
8096	Stadium - Corporate Lounge - Full Day - Community	C	262(3)(c)		Hire Fee	3,8,8.1,15	10%	\$190.50	
8097	Stadium - Corporate Lounge - Half Day - Commercial	C	262(3)(c)		Hire Fee	4,7,7.1,15	10%	\$190.50	
8098	Stadium - Corporate Lounge - Half Day - Community	C	262(3)(c)		Hire Fee	4,8,8.1,15	10%	\$99.00	
11052	Stadium - Foyer - Full Day - Commercial	C	262(3)(c)		Hire Fee	3,7,7.1,15	10%	\$540.50	
11053	Stadium - Foyer - Full Day - Community	C	262(3)(c)		Hire Fee	3,8,8.1,15	10%	\$270.50	
11050	Stadium - Foyer - Half Day - Commercial	C	262(3)(c)		Hire Fee	4,7,7.1,15	10%	\$265.50	
11051	Stadium - Foyer - Half Day - Community	C	262(3)(c)		Hire Fee	4,8,8.1,15	10%	\$132.50	
8110	Stadium - Toilet Hire - Full Day - All Users	C	262(3)(c)		Hire Fee	4,14	10%	\$450.00	
11139	Stadium - Toilet Hire - Half Day - All Users	C	262(3)(c)		Hire Fee	4,14	10%	\$280.00	
11103	Stadium & Field - Full Venue Hire - (including profit share arrangements) - Full Day - Commercial	C	262(3)(c)		Hire Fee	3,8,8.1	10%	\$0.00	POA
11136	Storage (Outside) - General Use - Annual - All Users	C	262(3)(c)		Hire Fee		10%	\$1,040.00	
9072	Storage Shed - General Use - Annual - All Users	C	262(3)(c)		Hire Fee		10%	\$1,645.00	
8065	Western Precinct - Club House Hire - Per Day - All Users	C	262(3)(c)		Hire Fee	15	10%	\$0.00	

Staff

8118	Staff - Cleaner - Per Hour - All Users	C	262(3)(c)		Service Fee	14	10%	\$61.50	
11049	Food and Beverage Coordinator - per hour plus penalty rates	C	262(3)(c)		Service Fee		10%	\$63.00	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
8126	General Hire - Field Sweeper - Per Clean - All Users	C	262(3)(c)		Service Fee	2	10%	\$915.00	
Regulation									
Animals									
7541	Reciprocal Registration - dog or cat currently registered with any other local government with application made to transfer registration to Sunshine Coast Council within 14 days of taking residence	CR	97 (2)(a)	AMA 2008, s.46(b)(i) & 57(2)(b)	Registration Fee		0	\$0.00	
6424	Puppy - up to 6 months of age	CR	97 (2)(a)	AMA 2008, s.46(b)(i) & 57(2)(b)	Registration Fee		0	\$0.00	
4098	Guide, Hearing or Assistance dogs	CR	97 (2)(a)	AMA 2008, s.46(b)(i) & 57(2)(b)	Registration Fee		0	\$0.00	
9014	Desexed cat or dog with microchip (PPID) – adopted from SCARS, 4Paws or RSPCA (Initial registration only)	CR	97 (2)(a)	AMA 2008 s.46(b)(i) & 57(2)(b), LL 2 2011 s.4D(b)(i)	Registration Fee		0	\$0.00	
6393	Desexed dog with microchip (PPID) – owned by a pensioner	CR	97 (2)(a)	AMA 2008, s.46(b)(i) & 57(2)(b)	Registration Fee		0	\$0.00	
6392	Desexed dog with microchip (PPID)	CR	97 (2)(a)	AMA 2008, s.46(b)(i) & 57(2)(b)	Registration Fee		0	\$14.00	
4094	Desexed dog - owned by a pensioner	CR	97 (2)(a)	AMA 2008, s.46(b)(i) & 57(2)(b)	Registration Fee		0	\$22.00	
4093	Desexed dog	CR	97 (2)(a)	AMA 2008, s.46(b)(i) & 57(2)(b)	Registration Fee		0	\$31.00	
6773	Non desexed dog - owned by a member of the Canine Control Council or similar state or national organisation	CR	97 (2)(a)	AMA 2008, s.46(b)(i) & 57(2)(b)	Registration Fee		0	\$75.00	
7540	Racing Greyhound - owned by a member of a Greyhound racing club	CR	97 (2)(a)	AMA 2008 s.46(b)(i) & 57(2)(b)	Registration Fee		0	\$75.00	
4096	Non desexed dog - owned by a pensioner	CR	97 (2)(a)	AMA 2008, s.46(b)(i) & 57(2)(b)	Registration Fee		0	\$120.00	
4095	Non desexed dog	CR	97 (2)(a)	AMA 2008, s.46(b)(i) & 57(2)(b)	Registration Fee		0	\$141.00	
6905	Regulated dog - declared dangerous dog - registration fee	CR	97 (2)(a)	AMA 2008, s.72 & Sch 1	Registration Fee		0	\$493.00	
8402	Regulated dog - declared menacing dog - registration fee	CR	97 (2)(a)	AMA 2008, s.72 & Sch 1	Registration Fee		0	\$493.00	
8403	Regulated dog - declared restricted dog - registration fee	CR	97 (2)(a)	AMA 2008, s.72 & Sch 1	Registration Fee		0	\$493.00	
11011	Regulated dog - declared menacing dog – desexed registration fee	CR	97 (2)(a)	AMA 2008, s.52(2)	Registration Fee		0	\$377.00	
11000	Regulated Dog - Initial registration of a restricted / menacing / dangerous dog following declaration of a registered dog - Prorata fees apply	CR	97 (2)(a)	AMA 2008, s.72 & Sch 1	Registration Fee		0	\$0.00	POA
11121	Replacement regulated dog collar for a dangerous / menacing / restricted dog	C	262(3)(c)	LGA 2009, s.262(3)(c)	Service Fee		10%	\$42.00	
8401	Kitten - under 6 months of age	CR	97 (2)(a)	LL 2 2011 s.34 (2)(b)	Registration Fee		0	\$0.00	
9013	Lifetime registration for desexed and microchipped cat	CR	97 (2)(a)	LL 2 2011 s.4D(b)(i)	Registration Fee		0	\$83.00	
6395	Desexed cat with a microchip (PPID) - owned by a pensioner	CR	97 (2)(a)	LL 2 2011 s. 4D(b)(i)	Registration Fee		0	\$0.00	
6394	Desexed cat with a microchip (PPID)	CR	97 (2)(a)	LL 2 2011 s. 4D(b)(i)	Registration Fee		0	\$14.00	
6397	Desexed cat - owned by a pensioner	CR	97 (2)(a)	LL 2 2011 s. 4D(b)(i)	Registration Fee		0	\$22.00	
6396	Desexed cat	CR	97 (2)(a)	LL 2 2011 s. 4D(b)(i)	Registration Fee		0	\$31.00	
6774	Non desexed cat - owned by a member of Qld Feline Association or similar state or national organisation	CR	97 (2)(a)	LL 2 2011 s. 4D(b)(i)	Registration Fee		0	\$75.00	
6399	Non desexed cat - owned by a pensioner	CR	97 (2)(a)	LL 2 2011 s. 4D(b)(i)	Registration Fee		0	\$120.00	
6398	Non desexed cat	CR	97 (2)(a)	LL 2 2011 s. 4D(b)(i)	Registration Fee		0	\$141.00	
4112	Veterinary care - Livestock/Poultry/Dogs/Cats - Actual Cost - Price on Application	CR	97 (2)(d)	LL 2 2011 s. 34 (2)(b)	Impound Fee		0	\$0.00	POA
4106	Owned dog surrendered	CR	262(3)(c)	LL 2 2011 s.26 (1)(f)	Service Fee		0	\$88.00	
9016	Owned dog surrendered – dog assessed as community safety risk	CR	97 (2)(a)	LL 2 2011 s. 26 (1)(f)	Service Fee		0	\$0.00	
8404	Owned cat surrendered	CR	262(3)(c)	LL 2 2011 s.26 (1)(f)	Service Fee		0	\$88.00	
8411	Impound fee - First impound for a registered dog (does not include regulated dogs) - Truck release	CR	97 (2)(a)	LL 2 2011 s.34 (2)(b)	Impound Fee		0	\$0.00	
11118	Owned poultry or bird/s surrendered	CR	97 (2)(a)	LL 2 2011 s.26 (1)(f)	Service Fee		0	\$0.00	
4116	Impound fee - First impound for a registered dog (does not include regulated dogs) - Release from Pound	CR	97 (2)(a)	LL 2 2011 s. 34 (2)(b)	Impound Fee		0	\$0.00	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
11119	Owened livestock surrendered	CR	97 (2)(a)	LL 2 2011 s.26 (1)(f)	Service Fee		0	\$0.00	POA
7689	Impound fee - Impound for an unregistered dog or second or subsequent impounds for registered dog - Release from Pound	CR	97 (2)(d)	LL2 2011 s.34 (2)(b)	Impound Fee		0	\$258.00	
8412	Impound fee - First impound for a registered cat - Truck release	CR	97 (2)(a)	LL 2 2011 s.34 (2)(b)	Impound Fee		0	\$0.00	
8410	Impound fee - First impound for a registered cat - Release from Pound	CR	97 (2)(a)	LL 2 2011 s.34 (2)(b)	Impound Fee		0	\$0.00	
8413	Impound fee - Impound for an unregistered cat or second or subsequent impounds for registered cat - Release from Pound	CR	97 (2)(d)	LL 2 2011 s.34 (2)(b)	Impound Fee		0	\$258.00	
4107	Impound fee - Livestock - per hour or part thereof for each Response Services Officer or contractor responding to the impound	CR	97 (2)(d)	LL2 2011 s. 34 (2)(b)	Impound Fee		0	\$127.00	
4110	Daily boarding and handling - dog - per overnight stay per animal	CR	97 (2)(d)	LL2 2011 s. 34 (2)(b)	Impound Fee		0	\$45.00	
8405	Daily boarding and handling - cat - per overnight stay per animal	CR	97 (2)(a)	LL2 2011 s.34 (2)(b)	Impound Fee		0	\$45.00	
4109	Daily boarding and handling - Livestock - per overnight stay per animal	CR	97 (2)(d)	LL2 2011 s. 34 (2)(b)	Impound Fee		0	\$29.00	
7543	Daily boarding and handling - poultry or birds - 1 - 6 poultry or birds - per overnight stay	CR	97 (2)(d)	LL2 2011 s.34 (2)(b)	Impound Fee		0	\$38.80	
7544	Daily boarding and handling - 7 or more poultry or birds - per overnight stay	CR	97 (2)(d)	LL2 2011 s.34 (2)(b)	Impound Fee		0	\$141.00	
4113	Keeping more than the prescribed number of dogs (application fee) - to keep 3 or more dogs over the age of 3 months on a property	CR	97 (2)(a)	LL 1 2011 s. 8(2)(c)	Application Fees		0	\$210.00	
8407	Keeping more than the prescribed number of restricted dogs (application fee) - to keep 1 or more restricted dogs over the age of 3 months on a property	CR	97 (2)(d)	AMA 2008, s.83(c)	Application Fees		0	\$210.00	
8406	Keeping more than the prescribed number of cats (application fee) - to keep 3 or more cats over the age of 3 months on a property	CR	97 (2)(d)	LL1 2011 s.8(2)(c)	Application Fees		0	\$210.00	
8408	Keeping more than the prescribed number of poultry (application fee) - to keep more than 6 head of poultry in an urban area on a property smaller than 800 square metres in size	CR	97 (2)(d)	LL1 2011 s.8(2)(c)	Application Fees		0	\$210.00	
8409	Keeping more than the prescribed number of rooster, guinea fowl or peacock (application fee) - to keep a rooster, guinea fowl or peacock on a property that is less than 8001 square metres in size	CR	97 (2)(d)	LL1 2011 s.8(2)(c)	Application Fees		0	\$210.00	
9017	Keeping more than the prescribed number of dogs (renewal fee) - to keep 3 or more dogs over the age of 3 months on a property	CR	97 (2)(a)	LL1 2011 s.8(2)(c)	Application Fees		0	\$0.00	
9018	Keeping more than the prescribed number of restricted dogs (renewal fee) - to keep 1 or more restricted dogs over the age of 3 months on a property	CR	97 (2)(a)	AMA 2008, s.83(c)	Application Fees		0	\$51.00	
9019	Keeping more than the prescribed number of cats (renewal fee) - to keep 3 or more cats over the age of 3 months on a property	CR	97 (2)(a)	LL1 2011 s. 8(2)(c)	Application Fees		0	\$0.00	
9020	Keeping more than the prescribed number of poultry (renewal fee) - to keep more than 6 head of poultry in an urban area on a property smaller than 800 square metres in size	CR	97 (2)(a)	LL1 2011 s. 8(2)(c)	Application Fees		0	\$0.00	
9021	Keeping more than the prescribed number of rooster, guinea fowl or peacock (renewal fee) - to keep a rooster, guinea fowl or peacock on a property that is less than 8001 square metres in size	CR	97 (2)(a)	LL1 2011 s. 8(2)(c)	Application Fees		0	\$0.00	
10041	Microchip a cat or dog	C	262(3)(c)	LGA 2009 s.262(3)(c)	Service Fee		10%	\$59.00	
10042	Microchip a registered cat or dog at an event to promote responsible pet ownership (animals can be registered on the day of the event)	C	262(3)(c)	LGA 2009 s.262(3)(c)	Service Fee		10%	\$0.00	
11120	Hire of a cat cage for a 14 day period	C	262(3)(c)	LGA 2009, s262(3)(c)	Hire Fee		10%	\$0.00	

Community Leasing

6422	Annual lease, licence, permit to occupy or management agreement fee - non profit organisation - one (1) unit	CR	97 (2)(a)		Licence Fee		10%	\$265.00	
6666	Annual lease, licence, permit to occupy or management agreement fee - non profit organisation - with liquor and/or gaming licence	CR	97 (2)(a)		Licence Fee		10%	\$0.00	POA

Healthy Places

4001	Accommodation Park - Caravan Parks/ Camping Grounds/ Relocatable Home Parks - Application for licence fee	CR	97 (2)(a)	LL1 (Administration), s8 & s42	Licence Fee		0	\$123.00	
4002	Accommodation Park - Caravan Parks/ Camping Grounds/ Relocatable Home Parks - Application to proceed in establishing a Caravan Park/Camping Ground/Relocatable Home Park (assessment and approval of plans and proposed use) - Each proposal/plan	CR	97 (2)(a)	LL1 (Administration), s8 & s42	Licence Fee		0	\$305.00	
4003	Accommodation Park - Caravan Parks/ Camping Grounds/ Relocatable Home Parks - Approval to operate fee (compliance check licensing of owner/operator and approval and licence of premises) - Each site up to and including 40 sites	CR	97 (2)(a)	LL1 (Administration), s8 & s42	Licence Fee		0	\$14.37	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
4004	Accommodation Park - Caravan Parks/ Camping Grounds/ Relocatable Home Parks - Approval to operate fee (compliance check licensing of owner/operator and approval and licence of premises) - Each site exceeding 40 sites	CR	97 (2)(a)	LL1 (Administration), s8 & s42	Licence Fee		0	\$4.59	
4005	Accommodation Park - Caravan Parks/ Camping Grounds/ Relocatable Home Parks - Renewal of licence fee - Each application - Premises exceeding 40 sites = the renewal of licence fee for 40 sites + the site rental fee for each site exceeding 40 sites)	CR	97 (2)(a)	LL1 (Administration), s14 & s42	Licence Fee		0	\$4.79	
4006	Accommodation Park - Caravan Parks/ Camping Grounds/ Relocatable Home Parks - Renewal of licence fee - Each application - Premises up to and including 40 sites	CR	97 (2)(a)	LL1 (Administration), s14 & s42	Licence Fee		0	\$518.00	
4007	Accommodation Park - Caravan Parks/ Camping Grounds/ Relocatable Home Parks - Transfer of licence fee	CR	97 (2)(a)	LL1 (Administration), s15 & s42	Licence Fee		0	\$123.00	
3686	Temporary Accommodation - Application for licence fee	CR	97 (2)(a)	LL1 (Administration), s8 & s42	Licence Fee		0	\$489.00	
3687	Temporary Accommodation - Transfer of licence fee	CR	97 (2)(a)	LL1 (Administration), s15 & s42	Licence Fee		0	\$123.00	
7539	Temporary Accommodation - Renewal of licence fee	CR	97 (2)(a)	LL1 (Administration), s14 & s42	Licence Fee		0	\$373.00	
6617	Food Business - Plan assessment and fit out inspections fee (for proposed new food premises or for structural changes to existing food premises)	CR	97 (2)(a)	Food Act 2006, s31 & s85	Licence Fee	1.1, 1.2, 1.3, 1.4, 32	0	\$627.00	
6874	Food Business - Amendment of existing licence without alterations to the premises fee (No cost for first amended licence issued by mail)	CR	97 (2)(a)	Food Act 2006, s31 & s85	Licence Fee	1.1, 1.2, 1.3, 1.4	0	\$73.00	
6619	Food Business - Issue or renewal of licence fee - Multiple food preparation areas	CR	97 (2)(a)	Food Act 2006, s31 & s85	Licence Fee	0, 1.1, 1.2, 1.3, 1.4, 10, 28, 30, 32	0	\$1,074.00	
6622	Food Business - Issue or renewal of licence fee - Child care centre	CR	97 (2)(a)	Food Act 2006, s31 & s85	Licence Fee	0, 1.1, 1.2, 1.3, 1.4, 15, 28, 30, 32	0	\$539.00	
6623	Food Business - Issue or renewal of licence fee - Takeaway food bar	CR	97 (2)(a)	Food Act 2006, s31 & s85	Licence Fee	0, 1.1, 1.2, 1.3, 1.4, 18, 28, 30, 32	0	\$539.00	
6624	Food Business - Issue or renewal of licence fee - Bakery	CR	97 (2)(a)	Food Act 2006, s31 & s85	Licence Fee	0, 1.1, 1.2, 1.3, 1.4, 19, 28, 30, 32	0	\$539.00	
6625	Food Business - Issue or renewal of licence fee - Eating Establishment	CR	97 (2)(a)	Food Act 2006, s31 & s85	Licence Fee	0, 1.1, 1.2, 1.3, 1.4, 17, 28, 30, 32	0	\$539.00	
6626	Food Business - Issue or renewal of licence fee - Off site caterer	CR	97 (2)(a)	Food Act 2006, s31 & s85	Licence Fee	0, 1.1, 1.2, 1.3, 1.4, 16, 28, 30, 32	0	\$539.00	
6627	Food Business - Issue or renewal of licence fee - Food vehicle, Food van, Food caravan or Food boat	CR	97 (2)(a)	Food Act 2006, s31 & s85	Licence Fee	0, 1.1, 1.2, 1.3, 1.4, 23, 28, 30, 32	0	\$539.00	
6628	Food Business - Issue or renewal of licence fee - Retail food shop	CR	97 (2)(a)	Food Act 2006, s31 & s85	Licence Fee	0, 1.1, 1.2, 1.3, 1.4, 20, 28, 30, 32	0	\$353.00	
6629	Food Business - Issue or renewal of licence fee - Bed and Breakfast	CR	97 (2)(a)	Food Act 2006, s31 & s85	Licence Fee	0, 1.1, 1.2, 1.3, 1.4, 22, 28, 30, 32	0	\$353.00	
6630	Food Business - Issue or renewal of licence fee - Retail food vehicle/Vending machine	CR	97 (2)(a)	Food Act 2006, s31 & s85	Licence Fee	0, 1.1, 1.2, 1.3, 1.4, 21, 28, 30, 32	0	\$214.00	
6631	Food Business - Issue or renewal of licence fee - Manufacturer	CR	97 (2)(a)	Food Act 2006, s31 & s85	Licence Fee	0, 1.1, 1.2, 1.3, 1.4, 11, 28, 30, 32	0	\$353.00	
6632	Food Business - Issue or renewal of licence fee - Annual temporary food premises	CR	97 (2)(a)	Food Act 2006, s31 & s85	Licence Fee	0, 1.1, 1.2, 1.3, 1.4, 25, 28, 30, 32	0	\$353.00	
6633	Food Business - Issue or renewal of licence fee - Potable water carrier	CR	97 (2)(a)	Food Act 2006, s31 & s85	Licence Fee	0, 1.1, 1.2, 1.3, 1.4, 24, 28, 30, 32	0	\$142.00	
7697	Food Business - Licence fee - Assessment of application and plans and issuing of licence - Event temporary food premises - 1 off event - a maximum of 4 days	CR	97 (2)(a)	Food Act 2006, s31 & s85	Licence Fee	1.1, 1.2, 1.3, 1.4, 29, 32	0	\$122.00	
4162	Food Business - Restoration fee	CR	97 (2)(a)	Food Act 2006, s31 & s85	Licence Fee		0	\$123.00	
4164	Food Business - Replacement Licence Certificate - second request issued by mail (No cost for first request issued by mail)	CR	97 (2)(a)	Food Act 2006, s31 & s85	Licence Fee		0	\$82.00	
4735	Food Safety Program - Application for accreditation	CR	97 (2)(a)	Food Act 2006, s31 & s85	Licence Fee		0	\$571.00	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
6635	Food Safety Program - Compliance audit - per hour	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee	1.1, 1.2, 1.3, 1.4	10%	\$189.00	
6636	Food Safety Program - Assessment or amendment to Accredited Food Safety Program	CR	97 (2)(a)	Food Act 2006 s31, s102, s112 & s115	Application Fees	1.1, 1.2, 1.3, 1.4	10%	\$189.00	
6637	Food Safety Program - Non-conformance audit for food premises with an Accredited Food Safety Program - per hour	CR	97 (2)(a)	Food Act 2006, s31 & s160	Service Fee	1.1, 1.2, 1.3, 1.4	0	\$164.00	
6638	Food Safety Program - Assessment - per hour	CR	97 (2)(a)	Food Act 2006 s31 & s102	Application Fees	1.1, 1.2, 1.3, 1.4	10%	\$189.00	
3907	Food Business - Licensed business inspection fee - For inspection of licensed premises to ensure compliance with legislative requirements (other than routine inspections) or for each inspection after a notice has been issued	CR	97 (2)(a)	Food Act 2006, s31 & s85	Service Fee		0	\$247.00	
6662	Personal Appearance Services - Application for licence fee	CR	97 (2)(a)	PH(ICPAS)2003, s9, s30 & s58	Licence Fee	0, 1.1, 1.2, 1.3, 1.4, 30, 32	0	\$452.00	
4141	Personal Appearance Services - Plan assessment and onsite inspections	CR	97 (2)(a)	PH(ICPAS)2003, s9, 30 & s58	Licence Fee	32	0	\$452.00	
4142	Personal Appearance Services - Renewal of licence fee	CR	97 (2)(a)	PH(ICPAS)2003, s9, s44 & s58	Licence Fee	0, 30	0	\$452.00	
4143	Personal Appearance Services - Transfer of licence fee	CR	97 (2)(a)	PH(ICPAS)2003, s9, s49 & s58	Licence Fee		0	\$123.00	
4144	Personal Appearance Services - Amendment of licence fee	CR	97 (2)(a)	PH(ICPAS)2003, s9, s47 & s58	Licence Fee		0	\$362.00	
3903	Personal Appearance Services - Inspection of personal appearance services premises to ensure compliance with legislative requirements - Each initial inspection	CR	97 (2)(a)	PH(ICPAS)2003, s9 & s105	Service Fee		0	\$294.00	
6663	Invasive Biosecurity Matter - Property inspection fee- private property search for restricted and prohibited invasive biosecurity matter under the Biosecurity Act 2014 - per property	C	262(3)(c)	LGA 2009, s262(3)(c)	Inspection Fee	1.1, 1.2, 1.3, 1.4	10%	\$518.00	
3844	Invasive Biosecurity Matter - Clearing of property by contractor where recipient fails to comply with biosecurity order (per property) - Administration Fee (Plus contractor's cost)	CR	97 (2)(a)	LGA 2009, s262(3)(c), BQ Act 2014 s380	Service Fee		0	\$309.00	
9216	Invasive Biosecurity Matter - Clearing of property by contractor where recipient fails to comply with biosecurity order (per property) - Contractor Fee (plus Administration fee)	C	262(3)(c)	LGA 2009, s262(3)(c), BQ Act 2014 s380	Service Fee		10%	\$0.00	POA
6875	Invasive Biosecurity Matter - Clearing of property by contractor on request by recipient following receipt of biosecurity order to invasive biosecurity matter (per property) - Administration Fee (Plus contractor's cost)	C	262(3)(c)	LGA 2009, s262(3)(c), BQ Act 2014 s380	Service Fee		10%	\$153.00	
4166	Provision of training to external groups, organisations etc - Each hour (Minimum 2 hours)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$189.00	
6664	Full Health Search - single licence - Property Business Licence Search Fee (includes records search, inspection and written report for Food Businesses, Environmental Authorities, Personal appearance services or Accommodation Parks)	C	262(3)(c)	LGA 2009, s262(3)(c)	Inspection Fee		10%	\$518.00	
7536	Full Health Search fee-multiple licences for one business and location-(records, inspection, written report of licensed Food Businesses, Environmental Authorities, Personal Appearance Services & Accommodation Parks)	C	262(3)(c)	LGA 2009, s262(3)(c)	Inspection Fee		10%	\$704.00	
7537	Records Only Health Search - Business Licence Search Fee - per property (includes records search and report Food Businesses, Environmental Authorities, Personal Appearance Services or Accommodation Parks)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$155.00	
7538	Business Licence Search Fee - fast track fee - per property (5 business day turnaround when paid in addition to Full Health or Records Only - Business Licence Search Fees)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$125.00	
7708	Environmental Authority - Amendment - application fee	CR	97 (2)(a)	Env Prot Reg 2008, s117, sch10	Registration Fee		0	\$327.60	
6647	Environmental Authority - Annual fee - Surface coating: anodising, electroplating, enamelling or galvanizing, using 1 to 100 tonnes of surface coating materials in a year	CR	97 (2)(a)	Env Prot Reg 2008, s117, sch2 & 10	Registration Fee	1.1, 1.2, 1.3, 1.4	0	\$457.00	
6639	Environmental Authority - Annual Fee - Asphalt manufacturing - manufacturing more than 1000 tonnes of asphalt in a year	CR	97 (2)(a)	Env Prot Reg 2008, s117, sch2 & 10	Registration Fee	1.1, 1.2, 1.3, 1.4	0	\$742.00	
6641	Environmental Authority - Annual Fee - Boat maintenance or repair	CR	97 (2)(a)	Env Prot Reg 2008, s117, sch2 & 10	Registration Fee	1.1, 1.2, 1.3, 1.4, 31, 32	0	\$457.00	
6650	Environmental Authority - Annual fee - Manufacturing, in year, a total of 50 tonnes or more of plastic products, other than foam, composite plastics or rigid fibre-reinforced plastics	CR	97 (2)(a)	Env Prot Reg 2008, s117, sch2 & 10	Registration Fee	1.1, 1.2, 1.3, 1.4	0	\$457.00	
6658	Environmental Authority - Annual fee - Metal forming - Forming a total of 10 000 tonne or more of metal in a year	CR	97 (2)(a)	Env Prot Reg 2008, s117, sch2 & 10	Registration Fee	1.1, 1.2, 1.3, 1.4	0	\$215.00	
6652	Environmental Authority - Annual fee - Metal recovery - Recovering 100 tonnes or more of metal in a day, or 10 000 tonnes or more of metal in a year without using a fragmentiser	CR	97 (2)(a)	Env Prot Reg 2008, s117, sch2 & 10	Registration Fee	1.1, 1.2, 1.3, 1.4	0	\$457.00	
6660	Environmental Authority - Annual fee - Metal recovery - Recovering less than 100 tonnes of metal in a day	CR	97 (2)(a)	Env Prot Reg 2008, s117, sch2 & 10	Registration Fee	1.1, 1.2, 1.3, 1.4	0	\$215.00	
6645	Environmental Authority - Annual fee - Operating a facility for incinerating or thermally treating waste - Waste incineration and thermal treatment - incinerating waste vegetation, clean paper or cardboard	CR	97 (2)(a)	Env Prot Reg 2008, s117, sch2 & 10	Registration Fee	1.1, 1.2, 1.3, 1.4	0	\$457.00	
6657	Environmental Authority - Annual fee - Plastic product manufacture - 5 tonne or more of foam, composite plastics or rigid fibre-reinforced plastics in a year	CR	97 (2)(a)	Env Prot Reg 2008, s117, sch2 & 10	Registration Fee	1.1, 1.2, 1.3, 1.4	0	\$215.00	
7709	Environmental Authority - Application to change environmental authority (other than a minor change) - application fee	CR	97 (2)(a)	Env Prot Reg 2008, s117, sch10	Application Fees		0	\$339.00	
6661	Environmental Authority - Transfer fee	CR	97 (2)(a)	Env Prot Reg 2008, s117, sch10	Application Fees	1.1, 1.2, 1.3, 1.4	0	\$135.40	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
3829	Environmental authority - Late Fee - Late payment of an annual fee	CR	97 (2)(a)	Env Prot Reg 2008, s117, sch10	Application Fees		0	\$135.40	
3842	Transitional Environmental Program - Prepare a draft program (Costs include administration costs, officer costs and external consultancy where required)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$0.00	POA
3833	Transitional Environmental Program - Application for the amendment of a condition of an Annual Return monitoring assessment fee (costs include admin/officer, analysis and external consultancy where required)	CR	97 (2)(a)	Env Prot Reg 2008, s117 & s140	Application Fees		0	\$0.00	POA
3837	Transitional Environmental Program - Annual Return monitoring assessment fee (costs include admin/officer, analysis and external consultancy where required)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$0.00	POA
3839	Transitional Environmental Program - Assessment of Environmental Management System (EMS) or draft Transitional Environmental Program (Costs include administration costs, officer costs and external consultancy where required)	C	262(3)(c)	LGA 2009, s262(3)(c)	Service Fee		10%	\$0.00	POA
11267	Building work noise/building site delivery noise outside normal hours - Application for a permit to carry out prescribed activity	CR	97 (2)(a)	Local Law No. 1 (Administration) 2011, section 8 & section 42	Permit Fee		10%	\$346.00	
11268	Operation of an amplified music venue within a special entertainment precinct - application for a permit to carry out prescribed activity	CR	97 (2)(a)	Local Law No. 1 (Administration) 2011, section 8 & section 42	Permit Fee		10%	\$346.00	

Parking

Birtinya

11374	Parking fee for a place or traffic area for a specified time as designated by Council - Birtinya Metered Parking Bays 70-114 (Fee per hour)	C	262(3)(c)	TORUM Act 1995 s101(2)(b)	Parking Fee		10%	\$1.50	
11099	Parking fee for a place or traffic area for a specified time as designated by Council - Birtinya Metered Parking Bays 1-69 and 115-127 (Fee per hour)	C	262(3)(c)	TORUM Act 1995 s101(2)(b)	Parking Fee		10%	\$3.00	

Caloundra

3769	Parking fee for a place or traffic area for a specified time as designated by Council - Caloundra (Fee per hour)	C	262(3)(c)	TORUM Act 1995 s101(2)(b)	Parking Fee		10%	\$1.50	
3770	Application and Renewal Fee - Prepaid Parking Permit (Metered Bay only)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees		0	\$74.00	
3776	Replacement Label - Parking Permit (second or subsequent replacement)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees		0	\$50.00	

Sunshine Coast

8013	Application and Renewal Fee - Commercial Vehicle Identification Label	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees		0	\$52.00	
11265	Application and Renewal Fee - Health and Community Services Parking Permit	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees		0	\$52.00	
11286	Application and Renewal Fee - Health and Community Services Parking Permit (Vehicle registered to a Not for profit)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees		0%	\$0.00	
9045	Application and Renewal Fee - Prepaid Parking Permit (War Vets only)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees		0	\$0.00	
8010	Application and Renewal Fee - Prepaid Parking Permit (non-metered bay only)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees		0	\$52.00	
7546	Application and Renewal Fee - Residential Parking Permit (residents of the Nambour Hospital 3P area and residents of Lady Musgrave Drive, Mountain Creek)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees		0	\$52.00	
11264	Application and Renewal Fee - Residential Parking Permit (residents of the Birtinya Regulated Paring Area)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees		0	\$26.00	
8011	Application and Renewal Fee - Works Zone Parking Permit	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees		0	\$52.00	

Parks & Gardens

Not affected by local law change

6916	Vehicle Access Open Space - Application for a permit - Construction access Type 1-3	CR	97 (2)(a)		Permit Fee		0%	\$177.00	
6917	Vehicle Access Open Space - Bond - Construction Access Type 1	CR	97 (2)(a)		Bond		0%	\$270.00	
6918	Vehicle Access Open Space - Bond - Construction Access Type 2	CR	97 (2)(a)		Bond		0%	\$2,806.00	
6919	Vehicle Access Open Space - Bond - Construction Access Type 3	CR	97 (2)(a)		Bond		0%	\$5,614.00	
11249	Vehicle Access Open Space - Bond - Construction Access Type 4	CR	97 (2)(a)		Bond		0%	\$0.00	POA

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21		POA
								Fee Incl	GST	
Response Services										
3623	Release of seized Goods and Appurtenances - each unit/item - Minimum Fee (or Actual Cost, whichever is greater)	CR	97 (2)(a)	LL1 2011 s. 28(4)	Impound Fee		0	\$340.00		
3627	Release of Impounded Vehicles / Boats and Trailers - each unit - Minimum Fee (or Actual Cost, whichever is greater)	CR	97 (2)(a)	TORUM Act 1995, S. 100	Impound Fee		0	\$538.00		
9039	Storage of Impounded Vehicles / Boats and Trailers – each unit per week or part thereof	CR	97 (2)(a)	TORUM 1995, s.100	Impound Fee		0	\$17.00		
3677	Administration fee - Overgrown and unsightly allotments	CR	262(3)(c)	LL 1 s.26 (2) & LGA 2009 s142	Administration Fee		0	\$159.20		
3679	Clearing of overgrown and unsightly allotments - Clearing of allotment by contractor where owner fails to comply with notice - Each allotment - Contractor's cost	C	262(3)(c)	LL 1 s.26 (2) & LGA 2009 s142	Service Fee		10%	\$0.00		POA
3681	Administration - CITEC Registration Search - to acquire vehicle owner details	C	262(3)(c)	SPER Act 1999 s.14(2)(a)	Service Fee		10%	\$0.00		POA
3682	Administration - SPER referral	C	262(3)(c)	SPER Act 1999 s. 33(1)	Service Fee		10%	\$0.00		POA
11157	Administration – Court fees	C	262(3)(c)	Justices Act 1886 s54(2)	Service Fee		N/A	\$0.00		POA

Right to Information

430	Application under Right to Information Act 2009	CR	Not Applicab	RTI Act s.24	Application Fees	1	0	\$0.00		POA
425	Copying and access charges for application under Right to Information Act 2009	CR	Not Applicab	RTI Act s.57	Application Fees	1	0	\$0.00		POA
426	Time based processing charges for application under Right to Information Act 2009	CR	Not Applicab	RTI Act s.56	Application Fees	1	0	\$0.00		POA
10007	Annual Report - Copy of document	C	262(3)(c)		Administration		0	\$20.00		

Roads

4819	Application fee - Works on a road or verge - Installing a gate or grid	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Permit Fee		0	\$88.00		
4820	Application fee - Temporary works or interfering with a road or verge permit - Residential	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Permit Fee		0	\$195.00		
4822	Application fee - Temporary works or interfering with a road or verge permit - Commercial	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Permit Fee		0	\$536.00		

Use of Public Land and Operating a Business

692	Application Fee Wedding and Formal Ceremonies	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$86.00		
678	Application fee - Street Performance	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$86.00		
6389	Application fee - Street Performance (Youth only)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$40.00		
9046	Renewal fee - Street Performance	CR	97 (2)(a)	LL1 (Admin), s14(1)(b) & s42	Application Fees	8	0	\$52.00		
9047	Renewal fee - Street Performance (Youth only)	CR	97 (2)(a)	LL1 (Admin), s14(1)(b) & s42	Application Fees	8	0	\$19.00		
11091	Application or Renewal fee - Street Performance (Not for profit organisation only)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$0.00		
8016	Application fee - Roadside Stall (Not Primary Producer)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$156.00		
8015	Application fee - Roadside Stall (Primary Producer only)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$0.00		
8017	Renewal fee - Roadside Stall (Not Primary Producer)	CR	97 (2)(a)	LL1 (Admin), s14(1)(b) & s42	Application Fees	8	0	\$52.00		
9054	Renewal Fee - Roadside Stall (Primary Producers only)	CR	97 (2)(a)	LL1 (Admin), s14(1)(b) & s42	Application Fees	8	0	\$0.00		
9051	Application fee - Infrastructure on council-controlled land	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8,11	0	\$270.00		
9052	Assessment fee - High Impact Infrastructure on council-controlled land	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees		0	\$864.00		
11266	Application fee - Temporary placement of a shipping container	CR	97 (2)(a)	LL1 (Administration) 2011, section 8 & section 42	Application Fees		10%	\$270.00		
8028	Application fee - Street Stall (Not for profit organisation only)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$0.00		

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
7771	Application fee - Movable Advertising Device on public/private land	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$217.00	
7772	Application fee - Movable Advertising Device on public/private land (Not for profit organisation only)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$0.00	
7704	Application fee - Variable Message Sign on public/private land	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8,11	0	\$217.00	
11255	Renewal fee - Movable Advertising Device on public/private land	CR	97 (2)(a)	LL1 (Admin), S14(1)(b) & s42	Application Fees	8	0%	\$105.00	
4813	Application fee - Annual Beach Access Permit	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	6,8	0	\$228.00	
8022	Renewal fee - Annual Beach Access Permit	CR	97 (2)(a)	LL1 (Admin), s14(1)(b) & s42	Application Fees	6,8	0	\$52.00	
11092	Application fee - Memorial and Plaque (public land)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$270.00	
11093	Application fee - Memorial and Plaque (public land - Not for profit organisation)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$0.00	
11101	Installation fee - Memorial and/or Plaque (public land)	C	262(3)(c)	LL1 (Admin), s8(2)(c) & s42	Service Fee		10%	\$0.00	POA
11094	Installation fee - Custom memorial items (public land)	C	262(3)(c)	LL1 (Admin), s8(2)(c) & s42	Service Fee		10%	\$0.00	POA
11253	Application fee - Road Verge Activities	CR	97 (2)(a)	LL1(Admin), s14(1)(b) & s42	Application Fees	8	0%	\$270.00	
11254	Assessment fee - High Impact Road Verge Activities	CR	97 (2)(a)	LL1(Admin), s8(2)(c)	Application Fees	8	0%	\$864.00	
11256	Renewal fee - Road Verge Activities	CR	97 (2)(a)	LL1(Admin), s14(1)(b) & s42	Application Fees	8	0%	\$105.00	
4245	Permit Monitoring per Council Officer - Charge per hour or part thereof (Minimum charge of 4 hours)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Permit Fee		10%	\$106.00	
4473	Bond for approval issued under Local Law No. 1 (Administration) 2011	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Bond		0	\$0.00	POA
6411	Application Fee - Low Use / Low Impact (Not for profit organisation only)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$0.00	
7695	Application Fee - Low Use / Low Impact (Commercial Fitness and Itinerant Food Vendors)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$270.00	
7696	Application Fee - Low Use / Low Impact (other activities only)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$444.00	
11115	Annual Fee - Low-use / Low-impact Commercial Use of Community Land (per square metre)	C	262(3)(c)	LL1 (Admin), s8(2)(c) & s42	Rental Fee	4,5,7,8	10%	\$29.00	
11156	Annual Fee - Low-use / Low-impact Commercial Use of Community Land (per square metre) (Not for profit organisations only)	C	262(3)(c)	LL1 (Admin), s8(2)(c) & s42	Rental Fee	8	10%	\$0.00	
7762	Renewal Fee - Low Use / Low Impact (Not for profit organisations only)	CR	97 (2)(a)	LL1 (Admin), s14(1)(b) & s42	Application Fees	8	0	\$0.00	
8018	Renewal Fee - Low Use / Low Impact (Commercial Fitness, Itinerant Food Vendors, Other Activities)	CR	97 (2)(a)	LL1 (Admin), s14(1)(b) & s42	Application Fees	8	0	\$105.00	
11367	Application Fee - Footpath Trading (Outdoor Dining & Goods on Footpath) (Where existing plates are in place)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0%	\$126.00	
3689	Application Fee - Footpath Trading (Outdoor Dining & Goods on Footpath)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$433.00	
9040	Annual Fee - Outdoor Dining (first 12 square metres or less of council-controlled land used)	C	262(3)(c)	LL1 (Admin), s8(2)(c) & s42	Rental Fee	4,5,7,8	10%	\$105.00	
9041	Annual Fee - Outdoor Dining (per additional square metre above 12 square metres of council-controlled land used)	C	262(3)(c)	LL1 (Admin), s8(2)(c) & s42	Rental Fee	4,5,7,8	10%	\$105.00	
9044	Renewal Fee - Footpath Trading (Outdoor Dining & Goods on Footpath)	CR	97 (2)(a)	LL1 (Admin), s14(1)(b) & s42	Application Fees	8	0	\$125.00	
9042	Annual Fee - Goods on Footpath (first six (6) square metres or less of council-controlled land used)	C	262(3)(c)	LL1 (Admin), s8(2)(c) & s42	Rental Fee	4,5,7,8	10%	\$105.00	
9043	Annual Fee - Goods on Footpath (per additional square metre above six (6) square metres of council-controlled land used)	C	262(3)(c)	LL1 (Admin), s8(2)(c) & s42	Rental Fee	4,5,7,8	10%	\$105.00	
7699	Application Fee - Temporary Event on public or private land	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$272.00	
8024	Application Fee - Temporary Event on public or private land (Not for profit organisation only)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$0.00	
9048	Assessment Fee - High Impact Temporary Event on public or private land	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$864.00	
8026	Application Fee - Regulated Activity (Not for profit organisation only)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$0.00	
7706	Application Fee - Regulated Activity	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$270.00	
9049	Assessment Fee - High Impact Regulated Activity	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$864.00	
8029	Application Fee - Commercial Filming (Not for profit organisations only)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$0.00	
7593	Application Fee - Commercial Filming (Promoting tourism, local business, local industry or major event)	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8,9	0	\$0.00	
7702	Application Fee - Commercial Filming	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8,9	0	\$270.00	
9050	Assessment Fee - High Impact Commercial Filming	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$112.00	
11252	Electricity - Usage Fee (Minor power use only, e.g. small amplification)	C	262(3)(c)	LL1(Admin), S8(2)(c) & s42	Service Fee	8	10%	\$26.00	
685	Electricity - Access Fee (not applicable for commemorative events)	C	262(3)(c)	LL1 (Admin), s8(2)(c) & s42	Service Fee	8	10%	\$15.00	
11257	Electricity Usage Charge (Major Event or ongoing regular use)	C	262(3)(c)	LL1 (Admin), s8(2)(c) & s42	Service Fee		0%	\$0.00	POA
7710	Application Fee - High-use / High-impact Commercial Use of Community Land	CR	97 (2)(a)	LL1 (Admin), s8(2)(c) & s42	Application Fees	8	0	\$566.00	
7711	Annual Fee - High-use / High-impact Commercial Use of Community Land Permit Fee (per square metre)	C	262(3)(c)	LL1 (Admin), s8(2)(c) & s42	Permit Fee	1,2,3,4,5,7,8	10%	\$97.00	

Use of Public Space and Council Land - Strategic Property Caloundra

896	Non-Refundable Deposit (lodged with Council external solicitors) to cover legal fees and outlays for a lease to construct or assign a pontoon/deck within the Parrearra Lake Reserve, Pelican Waters Northern Lake, Twin Waters Lake and Lake Kawana Birtinya	C	262(3)(c)		Service Fee		10%	\$1,393.81	
695	Non-Refundable Deposit to cover Council's costs and outlays for processing 'commercial' requests to use/access land owned or controlled by Council	C	262(3)(c)		Service Fee		10%	\$1,868.81	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
700	Non-Refundable Deposit to cover Council's costs and outlays for tenure dealings impacting Council freehold land. This also covers the costs associated with seeking Council's approval under section 236 of the Local Government Act 2012	C	262(3)(c)		Service Fee		10%	\$1,868.81	

Waterways - Caloundra**Parrearra Navigational Lock**

884	Card Issue Fee (pro-rata rates apply)	CR	262(3)(c)		Application Fees	1	10%	\$162.00	
879	Charge for replacement card (includes lost cards and faulty cards more than two years old)	CR	262(3)(c)		Service Fee		10%	\$65.00	
881	Callout assistance from Council contractor (not applied when callout is due to a faulty card or other unavoidable reason)	CR	262(3)(c)		Service Fee		10%	\$211.00	

Pelican North

11269	Pelican North Lock Card Bond	CR	262(3)(c)		Bond		0	\$100.00	100
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Service**Asset Information - Spatial**

6670	As constructed infrastructure map	C	262(3)(c)		Merchandise		10%	\$34.54	
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Caloundra Music Festival

11155	Caloundra Music Festival Sales (Tickets, Goods, Beverages, Retail)	C	262(3)(c)		Attendance Fee		10%	\$0.00	POA
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Carrier Business**Duct Access Agreement**

11197	Duct or subduct access to another party from point A to point B for an agreed period	C	262(3)(c)		Service Fee	2	10%	\$0.00	POA
11198	Duct or subduct access from another party from point A to point B for an agreed period	C	262(3)(c)		Service Fee	2	10%	\$0.00	POA
11199	Duct or subduct swap of agreed distance/value identifying point A to point B segments for an agreed period	C	262(3)(c)		Service Fee	2	10%	\$0.00	POA

Facilities Access Agreement

11193	Access to an international transmission room in the CLS of the designated area, power supply and rights agreed on rate PA for a specific period with process	C	262(3)(c)		Service Fee	1	10%	\$0.00	POA
11194	Access to a rack for carrier interconnects in the CLS the City PoP at an agreed rate per month over specific period	C	262(3)(c)		Service Fee	1	10%	\$0.00	POA
11192	Access to a rack for Internet Exchange Peering and Content Delivery Network purposes in the CLS City PoP at an agreed rate per month over specific period	C	262(3)(c)		Service Fee	1	10%	\$0.00	POA
11195	Access to a rack for Data Centre and Software as a Service purposes in the CLS City PoP at an agreed rate per month over specific period	C	262(3)(c)		Service Fee	1	10%	\$0.00	POA
11196	Access to Council Smart City facilities for Carrier or Internet of Things at an agreed rate for specific period	C	262(3)(c)		Service Fee	1	10%	\$0.00	POA

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
Indefeasible Right of Use (IRU)									
11200	IRU to another party over nominated number of cores of fibre point A to point B for an agreed period	C	262(3)(c)		Service Fee	3	10%	\$0.00	POA
11201	IRU from another party over nominated numbers of cores of fibre point A to point B for an agreed period	C	262(3)(c)		Service Fee	3	10%	\$0.00	POA
11202	IRU Swap with another party over nominated number of cores of fibre point A to point B for an agreed period	C	262(3)(c)		Service Fee	3	10%	\$0.00	POA
Legal Services									
1247	Preparation of lease or Management Agreement - commercial operator	C	262(3)(c)		Service Fee	1	10%	\$1,621.50	
1248	Preparation of lease - non profit organisations and leases for pontoon/deck	C	262(3)(c)		Service Fee		10%	\$759.10	
1249	Production of Council Title Deed or any other document to the Department of Natural Resources and Mines at the request of another party - outlays	C	262(3)(c)		Service Fee		10%	\$267.25	
1250	Preparation of licence or Amendment of Lease or Agreement	C	262(3)(c)		Service Fee	1	10%	\$521.00	
1251	Consent or Surrender of Lease Charge	C	262(3)(c)		Service Fee	1	10%	\$388.00	
1252	Solicitor	C	262(3)(c)		Service Fee		10%	\$322.40	
1253	Clerk	C	262(3)(c)		Service Fee		10%	\$83.75	
1254	Communication sites: Consideration of Application for Approval of Communication site where the complexity of an item, above warrants a Charge greater than that provided, an hourly rate can be applied. Lawyers	C	262(3)(c)		Service Fee		10%	\$241.25	
1255	Communication sites: Consideration of Application for Approval of Communication site where the complexity of an item, above warrants a Charge greater than that provided, an hourly rate can be applied. Technical Staff	C	262(3)(c)		Service Fee		10%	\$177.85	
1256	Communication sites: Consideration of Application for Approval of Communication site where the complexity of an item, above warrants a Charge greater than that provided, an hourly rate can be applied. Administration	C	262(3)(c)		Service Fee		10%	\$117.55	
1257	Communication sites: Consideration of Application for Approval of Communication site where the complexity of an item, above warrants a Charge greater than that provided, an hourly rate can be applied. Surveyor	C	262(3)(c)		Service Fee		10%	\$117.55	
1258	Communication sites: Consideration of Application for Approval of Communication site where the complexity of an item, above warrants a Charge greater than that provided, an hourly rate can be applied. Clerk	C	262(3)(c)		Service Fee		10%	\$83.75	
11203	Legal costs in the assessment / review / finalisation of an Infrastructure Agreement (other than as set out in section 11.1 for an adopted infrastructure charge)	C	262(3)(c)		Administration Fee		10%	\$0.00	POA
11204	Legal costs in the assessment / review / finalisation of a request to amend an existing Infrastructure Agreement (including variation, novation, or similar)	C	262(3)(c)		Administration Fee		10%	\$0.00	POA
Library Services									
7766	Book Club Annual Membership Fee (per club)	C	97 (2)(a)		Service Fee		10%	\$100.00	
4668	Discarded Library Items	C	262(3)(c)		Merchandise		10%	\$0.00	POA
11287	Inter-Library Loan - Standard electronic delivery	CR	262(3)(c)		Service Fee		10%	\$18.50	
11295	Inter-library Loans - Express electronic delivery	CR	262(3)(c)		Service Fee		10%	\$55.50	
11296	Inter-library Loans - Express item delivery	CR	262(3)(c)		Service Fee		10%	\$70.50	
11288	Inter-library Loans - Rush electronic delivery	CR	262(3)(c)		Service Fee		10%	\$37.00	
11294	Inter-library Loans - Rush item delivery	CR	262(3)(c)		Service Fee		10%	\$52.00	
4692	Inter-library Loans - Standard item delivery	C	262(3)(c)		Service Fee		10%	\$28.50	
7590	Local Studies - Provision of digital image - commercial use	C	262(3)(c)		Service Fee		10%	\$42.00	
7591	Local Studies - Provision of digital image - private use	C	262(3)(c)		Service Fee		10%	\$20.00	
4683	Lost / Damaged Item - damaged item	C	262(3)(c)		Service Fee		10%	\$0.00	POA
6693	Meeting Room Hire Charges (Commercial use) - per day	C	262(3)(c)		Hire Fee		10%	\$105.00	
6692	Meeting Room Hire Charges (Commercial use) - per half day	C	262(3)(c)		Hire Fee		10%	\$52.00	
6691	Meeting Room Hire Charges (Commercial use) - per hour	C	262(3)(c)		Hire Fee		10%	\$21.00	
4686	Photocopying/printing in Library - per A3 black & white copy	C	262(3)(c)		Service Fee		10%	\$0.50	
6761	Photocopying/printing in Library - per A3 colour copy	C	262(3)(c)		Service Fee		10%	\$2.00	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
4694	Photocopying/printing in Library - per A4 black & white copy	C	262(3)(c)		Service Fee		10%	\$0.20	
4678	Photocopying/printing in Library - per A4 colour copy	C	262(3)(c)		Service Fee		10%	\$1.00	
7592	Retail Products	C	262(3)(c)		Merchandise		10%	\$0.00	POA
7549	Sale of Artwork	C	262(3)(c)		Merchandise		10%	\$0.00	POA
7550	Sale of Merchandise	C	262(3)(c)		Merchandise		10%	\$0.00	POA
7547	Sale of On-Line Merchandise	C	262(3)(c)		Merchandise		10%	\$0.00	POA
7548	Sale of Publications	C	262(3)(c)		Merchandise		10%	\$0.00	POA

Property Information

6697	Rate & valuation search	CR	97 (2)(c)		Search Fee		0	\$69.00	
4743	Change of Ownership	CR	97 (2)(b)		Administration Fee		0	\$76.50	
4756	Owner's name (counter/phone)	CR	97 (2)(c)		Search Fee		0	\$16.50	
4759	Previous years rates enquiries (statement of account or rates notice copies)	CR	97 (2)(c)		Search Fee	1	0	\$34.00	

Property Information - Spatial

6671	Standard land map, multi-layer in PDF format	C	262(3)(c)		Merchandise		10%	\$65.22	
6672	Non-standard land map (min charge \$70.00) in PDF format	C	262(3)(c)		Merchandise		10%	\$0.00	POA
6673	Additional printed map charge (per print) - Print size A4	C	262(3)(c)		Merchandise		10%	\$31.59	
6674	Additional printed map charge (per print) - Print size A3	C	262(3)(c)		Merchandise		10%	\$42.80	
6675	Additional printed map charge (per print) - Print size A2	C	262(3)(c)		Merchandise		10%	\$66.24	
6676	Additional printed map charge (per print) - Print size A1	C	262(3)(c)		Merchandise		10%	\$89.67	
6677	Additional printed map charge (per print) - Print size A0	C	262(3)(c)		Merchandise		10%	\$125.34	
6678	Aerial photography, per tile, km ² current imagery in ECW format	C	262(3)(c)		Merchandise		10%	\$24.35	
6679	Aerial photography, per tile, km ² historic imagery in ECW format	C	262(3)(c)		Merchandise		10%	\$7.44	
6680	Laser/Remote Survey or derived data Digital per Tile (km ²) in LAS, XYZ, Grid format POA on bulk/multiple products	C	262(3)(c)		Merchandise		10%	\$26.49	
9067	Laser/Remote survey historic digital data per tile(km sq.) Text file format : POA on bulk products	C	262(3)(c)		Merchandise		10%	\$8.46	
6681	Spatial data layers, whole of region, in Esri format	C	262(3)(c)		Merchandise		10%	\$0.00	POA
6682	Spatial data layers, project extent, in Esri format	C	262(3)(c)		Merchandise		10%	\$0.00	POA

Quarries

Aggregates

11323	Basalt Sealing Aggregate 7mm	C	262(3)(c)		Tonne		0%	\$0.00	POA
11324	Basalt Sealing Aggregate 10mm	C	262(3)(c)		Tonne		0%	\$0.00	POA
11325	Basalt Sealing Aggregate 16mm	C	262(3)(c)		Tonne		0%	\$0.00	POA
11326	Basalt Sealing Aggregate 20mm	C	262(3)(c)		Tonne		0%	\$0.00	POA
11327	Basalt Precoat Aggregate 7mm	C	262(3)(c)		Tonne		0%	\$0.00	POA
11328	Basalt Precoat Aggregate 10mm	C	262(3)(c)		Tonne		0%	\$0.00	POA
11329	Basalt Precoat Aggregate 16mm	C	262(3)(c)		Tonne		0%	\$0.00	POA
11330	Basalt Precoat Aggregate 20mm	C	262(3)(c)		Tonne		0%	\$0.00	POA
11331	Basalt Precoat Aggregate 14mm	C	262(3)(c)		Tonne		0%	\$0.00	POA

By - Products

11332	Rhyolite Rubble 50-75mm	C	262(3)(c)		Tonne		0%	\$0.00	POA
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Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
11333	Rhyolite Rubble 100-200mm	C	262(3)(c)		Tonne		0%	\$0.00	POA
11334	Rhyolite Rubble 30-40mm	C	262(3)(c)		Tonne		0%	\$0.00	POA
11335	Basalt Rubble 30-40mm	C	262(3)(c)		Tonne		0%	\$0.00	POA
11336	Basalt Rubble 50mm	C	262(3)(c)		Tonne		0%	\$0.00	POA
11337	Basalt Rubble 100-200mm	C	262(3)(c)		Tonne		0%	\$0.00	POA
11339	Rhyolite Scalps	C	262(3)(c)		Tonne		0%	\$0.00	POA
11239	Basalt Scalps	C	262(3)(c)		Tonne		0%	\$0.00	POA
6760	Asphalt Sweepings	C	262(3)(c)		Tonne		0%	\$0.00	POA
11341	Asphalt Profilings	C	262(3)(c)		Tonne		0%	\$0.00	POA
Crusher Dust									
11355	Basalt Crusher Dust - 2% cement	C	262(3)(c)		Tonne		0%	\$0.00	POA
11356	Basalt Crusher Dust - 3% cement	C	262(3)(c)		Tonne		0%	\$0.00	POA
11357	Basalt Crusher Dust - 4% cement	C	262(3)(c)		Tonne		0%	\$0.00	POA
11358	Basalt Crusher Dust - 5% cement	C	262(3)(c)		Tonne		0%	\$0.00	POA
11338	Rhyolite Crusher Dust	C	262(3)(c)		Tonne		0%	\$0.00	POA
11342	Non - Descript Crusher Dust	C	262(3)(c)		Tonne		0%	\$0.00	POA
11340	Basalt Crusher Dust	C	262(3)(c)		Tonne		0%	\$0.00	POA
Fill Products									
11301	Rhyolite General Fill (Overburden)	C	262(3)(c)		Tonne		0%	\$0.00	POA
11302	Rhyolite -75mm Fill	C	262(3)(c)		Tonne		0%	\$0.00	POA
11303	Rhyolite -100mm Fill	C	262(3)(c)		Tonne		0%	\$0.00	POA
11304	Basalt General Fill (Overburden)	C	262(3)(c)		Tonne		0%	\$0.00	POA
11305	Basalt -75mm Fill	C	262(3)(c)		Tonne		0%	\$0.00	POA
11306	Basalt -100mm Fill	C	262(3)(c)		Tonne		0%	\$0.00	POA
11293	Non - Descript -75mm Fill	C	262(3)(c)		Tonne		0%	\$0.00	POA
Rock Construction Products									
11307	Rhyolite Armour Rock (300)	C	262(3)(c)		Tonne		0%	\$0.00	POA
11308	Rhyolite Armour Rock (400-600)	C	262(3)(c)		Tonne		0%	\$0.00	POA
11309	Rhyolite Armour Rock (600+)	C	262(3)(c)		Tonne		0%	\$0.00	POA
11310	Basalt Armour Rock (300)	C	262(3)(c)		Tonne		0%	\$0.00	POA
11311	Basalt Armour Rock (400-600)	C	262(3)(c)		Tonne		0%	\$0.00	POA
11312	Basalt Armour Rock (600+)	C	262(3)(c)		Tonne		0%	\$0.00	POA
Screenings									
11320	Rhyolite Drainage Aggregate 7mm	C	262(3)(c)		Tonne		0%	\$0.00	POA
11321	Rhyolite Drainage Aggregate 10mm	C	262(3)(c)		Tonne		0%	\$0.00	POA
11322	Rhyolite Drainage Aggregate 20mm	C	262(3)(c)		Tonne		0%	\$0.00	POA
11368	Non - Descript Drainage Aggregate 7mm	C	262(3)(c)		Tonne		0%	\$0.00	POA
11369	Non - Descript Drainage Aggregate 10mm	C	262(3)(c)		Tonne		0%	\$0.00	POA
Specified Gravel (cement treated base)									
11350	Rhyolite Bound Pavement Type 2.1 - 5% cement	C	262(3)(c)		Tonne		0%	\$0.00	POA
11351	Basalt Bound Pavement Type 2.1 - 2% cement	C	262(3)(c)		Tonne		0%	\$0.00	POA
11352	Basalt Bound Pavement Type 2.1 - 3% cement	C	262(3)(c)		Tonne		0%	\$0.00	POA
11353	Basalt Bound Pavement Type 2.1 - 4% cement	C	262(3)(c)		Tonne		0%	\$0.00	POA
11354	Basalt Bound Pavement Type 2.1 - 5% cement	C	262(3)(c)		Tonne		0%	\$0.00	POA
11313	Rhyolite Unbound Pavement Type 2.5 (CBR 15)	C	262(3)(c)		Tonne		0%	\$0.00	POA
11314	Basalt Unbound Pavement Type 2.3 (CBR 15)	C	262(3)(c)		Tonne		0%	\$0.00	POA
11315	Basalt Unbound Pavement Type 2.1/2.2	C	262(3)(c)		Tonne		0%	\$0.00	POA
11316	Rhyolite Bound Pavement Type 2.3 - 2% cement	C	262(3)(c)		Tonne		0%	\$0.00	POA
11317	Rhyolite Bound Pavement Type 2.3 - 3% cement	C	262(3)(c)		Tonne		0%	\$0.00	POA
11318	Rhyolite Bound Pavement Type 2.3 - 4% cement	C	262(3)(c)		Tonne		0%	\$0.00	POA

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
11319	Rhyolite Bound Pavement Type 2.3 - 5% cement	C	262(3)(c)		Tonne		0%	\$0.00	POA
11343	Basalt Bound Pavement Type 2.3 - 2% cement	C	262(3)(c)		Tonne		0%	\$0.00	POA
11344	Basalt Bound Pavement Type 2.3 - 3% cement	C	262(3)(c)		Tonne		0%	\$0.00	POA
11345	Basalt Bound Pavement Type 2.3 - 4% cement	C	262(3)(c)		Tonne		0%	\$0.00	POA
11346	Basalt Bound Pavement Type 2.3 - 5% cement	C	262(3)(c)		Tonne		0%	\$0.00	POA
11347	Rhyolite Bound Pavement Type 2.1 - 2% cement	C	262(3)(c)		Tonne		0%	\$0.00	POA
11348	Rhyolite Bound Pavement Type 2.1 - 3% cement	C	262(3)(c)		Tonne		0%	\$0.00	POA
11349	Rhyolite Bound Pavement Type 2.1 - 4% cement	C	262(3)(c)		Tonne		0%	\$0.00	POA
11370	Rhyolite Unbound Pavement Type 2.3 (CBR 15)	C	262(3)(c)		Tonne		0%	\$0.00	POA
Sundry									
11371	Medium Sand	C	262(3)(c)		Tonne		0%	\$0.00	POA
11366	Pugmill Establishment Fee (Qty<100t)	C	262(3)(c)		Tonne		0%	\$0.00	POA
Unspecified Gravel									
11292	Non - Descript Road Base	C	262(3)(c)		Tonne		0%	\$0.00	POA
6743	Rhyolite Maintenance Gravel	C	262(3)(c)		Tonne		0%	\$0.00	POA
Storm Water									
11233	Engineering assessment of infrastructure or alteration near or over stormwater/easement	CR	262(3)(c)		Permit Fee		0	\$0.00	POA
Streetlights									
11128	Street Lighting - Glare Complaint - Supply and fit internal Baffle shield	C	262(3)(c)		Service Fee	1	10%	\$0.00	POA
1244	Street Lighting - Glare Complaints - Work carried out by Energex - Supply and fit aero screen unit to replace semi cut off (SCO) luminaire	C	262(3)(c)		Service Fee	1	10%	\$0.00	POA
1243	Street Lighting - Glare Complaints - Work carried out by Energex - Supply and fit unique external shield	C	262(3)(c)		Service Fee	1	10%	\$0.00	POA
1241	Street Lighting - Glare Complaints - Work carried out by Energex - Supply and fit adhesive shield	C	262(3)(c)		Service Fee	1	10%	\$0.00	POA
Transport & Infrastructure									
7174	Flood Information Search	CR	97 (2)(c)		Search Fee		0	\$108.00	
7175	Primary Flood Data Provision	CR	97 (2)(c)		Search Fee		0	\$400.00	
11237	Advanced Flood Data Provision	CR	97 (2)(c)		Service Fee		0%	\$0.00	
7176	Drainage Deficiency Area Survey	CR	97 (2)(c)		Search Fee		0	\$535.00	
8451	Flood Model Extraction	CR	97 (2)(c)		Search Fee		0	\$2,700.00	
Waste Management									
A - Disposal Charges									
Concrete/Bricks/Asphalt									
799	Concrete and brick - clean for recycling (pro rata per tonne / m3) – not mixed with other waste types	C	262(3)(c)		Waste Management	2, 5, 7	10%	\$21.50	
9002	Concrete and brick - clean for recycling (ute/trailer) – not mixed with other waste types	C	262(3)(c)		Waste Management	2,5,7	10%	\$9.50	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
7765	Asphalt - clean suitable for recycling (pro rata per tonne / m3) – not mixed with other waste types	C	262(3)(c)		Waste Management	2,5,7	10%	\$21.50	
Construction And Demolition									
7328	Construction and Demolition Waste Small - up to an average sedan boot or half of a small trailer, approximately 0.5 m3.	C	262(3)(c)		Waste Management	4,9, 10	10%	\$14.50	
7329	Construction and Demolition Waste Medium - up to approximately 1m3. This may be a full normal sized trailer body (up to approx. 2m x 1m x 0.5m or 7' x 4') or a full similar size utility tray	C	262(3)(c)		Waste Management	4,9, 10	10%	\$52.00	
7330	Construction and Demolition Waste Large - any volume larger than 1m3 but less than 500kg. This includes box trailers, full vans and full utes with trailers.	C	262(3)(c)		Waste Management	4,9, 10	10%	\$82.00	
7332	Construction and Demolition Waste (pro rata per m3) - any vehicle / waste load not described above	C	262(3)(c)		Waste Management	4,7, 10	10%	\$137.00	
7331	Construction and Demolition Waste (pro rata per tonne) - any vehicle / waste load not described above	C	262(3)(c)		Waste Management	4,5, 10	10%	\$206.00	
Dead Animals									
4842	Dead Animals Small - Generally less than 25 kgs	C	262(3)(c)		Waste Management		10%	\$5.00	
4843	Dead Animals Medium - Generally weighing between 26-100 kgs	C	262(3)(c)		Waste Management		10%	\$15.00	
4844	Dead Animals Large - Generally weighing over 101 kgs (includes site preparation)	C	262(3)(c)		Waste Management		10%	\$85.00	
General Waste - Commercial									
7112	Commercial and Industrial Waste Small - up to an average sedan boot or half of a small trailer, approximately 0.5 m3.	C	262(3)(c)		Waste Management	4,9	10%	\$14.50	
7113	Commercial and Industrial Waste Medium - up to approximately 1m3. This may be a full normal sized trailer body (up to approx. 2m x 1m x 0.5m or 7' x 4') or a full similar size utility tray	C	262(3)(c)		Waste Management	4,9	10%	\$52.00	
7114	Commercial and Industrial Waste Large - any volume larger than 1m3 but less than 500kg. This includes box trailers, full vans and full utes with trailers.	C	262(3)(c)		Waste Management	4,9	10%	\$82.00	
7116	Commercial and Industrial Waste (pro rata per m3) - any vehicle / waste load not described above	C	262(3)(c)		Waste Management	4,7	10%	\$137.00	
7115	Commercial and Industrial Waste (pro rata per tonne) - any vehicle / waste load not described above	C	262(3)(c)		Waste Management	4,5	10%	\$206.00	
General Waste - Domestic									
803	Domestic Waste Small - up to an average sedan boot or half of a small trailer, approximately 0.5 m3.	C	262(3)(c)		Waste Management	4,9	10%	\$10.50	
793	Domestic Waste Medium - up to approximately 1m3. This may be a full normal sized trailer body (up to approx. 2m x 1m x 0.5m or 7' x 4') or a full similar size utility tray	C	262(3)(c)		Waste Management	4,9	10%	\$31.00	
824	Domestic Waste Large - any volume larger than 1m3 but less than 500kg. This includes box trailers, full vans and full utes with trailers.	C	262(3)(c)		Waste Management	4,9	10%	\$49.50	
794	Domestic Waste (pro rata per m3) - any vehicle / waste load not described above	C	262(3)(c)		Waste Management	4,7	10%	\$82.50	
795	Domestic Waste (pro rata per tonne) - any vehicle / waste load not described above	C	262(3)(c)		Waste Management	4,5	10%	\$123.50	
Green Waste/Vegetation (excludes processed timber)									
776	Green Waste Small - up to an average sedan boot or half of a small trailer, approximately 0.5 m3.	C	262(3)(c)		Waste Management	3, 9	10%	\$6.00	
790	Green Waste Medium - up to approximately 1m3. This may be a full normal sized trailer body (up to approx. 2m x 1m x 0.5m or 7' x 4') or a full similar size utility tray	C	262(3)(c)		Waste Management	3, 9	10%	\$17.00	
779	Green Waste Large - any volume larger than 1m3 but less than 500kg. This includes box trailers, full vans and full utes with trailers.	C	262(3)(c)		Waste Management	3, 9	10%	\$23.00	
743	Green Waste (pro rata per m3) - any vehicle / waste load not described above	C	262(3)(c)		Waste Management	3, 7	10%	\$34.00	
757	Green Waste (pro rata per tonne) - any vehicle / waste load not described above	C	262(3)(c)		Waste Management	3, 5	10%	\$55.00	
Lower Hazard Regulated Waste									
781	Application to dispose of Asbestos	C	262(3)(c)		Waste Management	1	10%	\$50.00	
791	Application to dispose of Regulated, Contaminated, Special Waste or Supervised Burial - e.g. regulated contaminated soil, CCA timber	C	262(3)(c)		Waste Management	1	10%	\$175.00	
11241	Asbestos Small - up to an average sedan boot or half of a small trailer, approximately 0.5 m3.	C	262(3)(c)		Waste Management	1, 9, 21	0%	\$10.50	
11242	Asbestos Medium - up to approximately 1m3. This may be a full normal sized trailer body (up to approx. 2m x 1m x 0.5m or 7' x 4') or a full similar size utility tray	C	262(3)(c)		Waste Management	1, 9, 21	0%	\$31.00	
11243	Asbestos Large - any volume larger than 1m3 but less than 500kg. This includes box trailers, full vans and full utes with trailers.	C	262(3)(c)		Waste Management	1, 9, 21	0%	\$49.50	
11244	Asbestos (pro rata per m3) - any vehicle / waste load not described above	C	262(3)(c)		Waste Management	1, 7, 21	0%	\$82.50	
11245	Asbestos (pro rata per tonne) - any vehicle / waste load not described above	C	262(3)(c)		Waste Management	1, 5, 21	0%	\$123.50	
11246	Contaminated Soil (pro rata per tonne / m3)	C	262(3)(c)		Waste Management	1, 5, 7	0%	\$123.50	
11247	Regulated Waste - Category 1 (pro rata per tonne / m3)	C	262(3)(c)		Waste Management	1, 5, 7, 20	0%	\$294.00	
11248	Regulated Waste - Category 2 (pro rata per tonne / m3)	C	262(3)(c)		Waste Management	1, 5, 7, 20	0%	\$239.00	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
Other									
807	Account investigation / enquiry (receipt/ invoice copy)	C	262(3)(c)		Waste Management		10%	\$29.10	
806	Vehicle registration search (CITEC search)	C	262(3)(c)		Waste Management		10%	\$24.90	
808	Account Charge (minimum)	C	262(3)(c)		Waste Management		10%	\$15.60	
Other Charges									
9003	Timber Clean Small - up to an average sedan boot or half of a small trailer, approximately 0.5 m3.	C	262(3)(c)		Waste Management	9,12	10%	\$5.00	
9004	Timber Clean Medium - up to approximately 1m3. This may be a full normal sized trailer body (up to approx. 2m x 1m x 0.5m or 7' x 4') or a full similar size utility tray	C	262(3)(c)		Waste Management	9,12	10%	\$15.00	
9005	Timber Clean Large - any volume larger than 1m3 but less than 500kg. This includes box trailers, full vans and full utes with trailers.	C	262(3)(c)		Waste Management	9,12	10%	\$20.00	
9006	Timber Clean (pro rata per m3) - any vehicle / waste load not described above	C	262(3)(c)		Waste Management	7,12	10%	\$30.00	
9007	Timber Clean (pro rata per tonne) - any vehicle / waste load not described above	C	262(3)(c)		Waste Management	5,12	10%	\$50.00	
9008	Plasterboard Clean Small - up to an average sedan boot or half of a small trailer, approximately 0.5 m3.	C	262(3)(c)		Waste Management	9,13	10%	\$5.00	
9009	Plasterboard Clean Medium - up to approximately 1m3. This may be a full normal sized trailer body (up to approx. 2m x 1m x 0.5m or 7' x 4') or a full similar size utility tray	C	262(3)(c)		Waste Management	9,13	10%	\$15.00	
9010	Plasterboard Clean Large - any volume larger than 1m3 but less than 500kg. This includes box trailers, full vans and full utes with trailers.	C	262(3)(c)		Waste Management	9,13	10%	\$20.00	
9011	Plasterboard Clean (pro rata per m3) - any vehicle / waste load not described above	C	262(3)(c)		Waste Management	7,13	10%	\$30.00	
9012	Plasterboard Clean (pro rata per tonne) - any vehicle / waste load not described above	C	262(3)(c)		Waste Management	5,13	10%	\$50.00	
767	Kerbside recyclables - steel and aluminium cans, plastic milk/soft drink bottles, glass bottles and jars, paper and cardboard	C	262(3)(c)		Waste Management		10%	\$0.00	
789	Domestic Oil (maximum 20 litres)	C	262(3)(c)		Waste Management		10%	\$0.00	
6458	Commercial Oil (per 100 litres or part thereof)	C	262(3)(c)		Waste Management		10%	\$20.00	
765	Domestic - pesticides, chemicals and non architectural paint (maximum 20 litres)	C	262(3)(c)		Waste Management		10%	\$0.00	
11104	Architectural and decorative paint (water or solvent based) up to 100 litres per visit	C	262(3)(c)		Waste Management	18	10%	\$0.00	
10001	Mattress	C	262(3)(c)		Waste Management		10%	\$20.00	
6471	LPG cylinders, Butane gas bottles (used for portable cooking) and auto tanks	C	262(3)(c)		Waste Management		10%	\$0.00	
7119	Fluorescent Tubes (FT) & Compact Fluorescent Lights (CFL) domestic	C	262(3)(c)		Waste Management		10%	\$1.00	
10003	Fluorescent Tubes (FT) & Compact Fluorescent Lights (CFL) commercial (10 or more per load per day) - per bulb	C	262(3)(c)		Waste Management		10%	\$2.00	
6461	Lightweight General Waste (per tonne, m3 or part thereof) - contaminated polystyrene, pontoons, jettys, insulation batts or similar lightweight material	C	262(3)(c)		Waste Management	8	10%	\$550.00	
11236	Polystyrene - clean uncontaminated domestic up to 1 cubic metre per transaction	C	262(3)(c)		Waste Management		0%	\$0.00	
4599	Recyclables Sales and Disposal - Delegated authority to Manager to price as required	C	262(3)(c)		Waste Management	15	10%	\$0.00	
798	Management Fee - charged for management / reloading any waste incorrectly declared at the weighbridge or deposited in incorrect area e.g. asbestos	C	262(3)(c)		Waste Management		10%	\$250.00	
Scrap Metals									
750	Scrap Metal - cars, whitegoods, decommissioned refrigeration appliances etc.	C	262(3)(c)		Waste Management		10%	\$0.00	
784	Refrigeration Appliances - not decommissioned and/or without certificate verifying refrigerant recovered by a Restricted Refrigerant Recovery Licensee	C	262(3)(c)		Waste Management		10%	\$0.00	
Tyres									
761	Tyre Car / Motorcycle	C	262(3)(c)		Waste Management		10%	\$6.00	
763	Tyre Small Truck / 4WD	C	262(3)(c)		Waste Management		10%	\$8.00	
766	Tyre Truck / Bobcat	C	262(3)(c)		Waste Management		10%	\$15.00	
11012	Tyre other (pro rata per tonne) - any tyre larger than a truck / bobcat tyre	C	262(3)(c)		Waste Management		10%	\$1,000.00	
B - Casual Collection Service Charges									
Casual Collection Services									
1336	Waste Bin 140 litre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$17.00	
6474	Waste Bin on property 140 litre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$17.00	
1337	Waste Bin 240 litre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$17.00	
6475	Waste Bin on property 240 litre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$17.00	
1341	Waste Low Noise Bin 660 litre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$26.50	
1342	Waste Low Noise Bin 1100 litre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$44.00	
1343	Waste Bulk Bin 1 cubic metre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$35.10	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
1344	Waste Bulk Bin 1.5 cubic metre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$55.10	
1345	Waste Bulk Bin 2 cubic metre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$71.30	
1346	Waste Bulk Bin 3 cubic metre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$99.80	
8353	Waste Bulk Bin 4.5 cubic metre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$131.00	
1349	Waste Compactor Bin 17 cubic metres - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$939.60	
10004	Waste Compactor Bin 19 cubic metre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$1,052.90	
10005	Waste Compactor Bin 23 cubic metre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$1,154.70	
6476	Garden Waste Bin 240 litre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$17.00	
6477	Garden Waste Bin on property 240 litre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$17.00	
8362	Garden Waste Low Noise Bin 660 litre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$26.50	
8363	Garden Waste Low Noise Bin 1100 litre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$44.00	
1339	Recycle Bin 240 litre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$17.00	
6478	Recycle Bin on property 240 litre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$17.00	
8354	Recycle Bin 360 litre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$17.00	
8355	Recycling Bin on property 360 litre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$17.00	
7718	Recycle Low Noise Bin 660 litre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$26.50	
826	Recycle Low Noise Bin 1100 litre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$44.00	
1350	Recycle Bulk Bin 1 cubic metre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$34.50	
6480	Recycle Bulk Bin 1.5 cubic metre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$54.10	
1351	Recycle Bulk Bin 2 cubic metre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$69.70	
1352	Recycle Bulk Bin 3 cubic metre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$97.70	
8356	Recycle Bulk Bin 4.5 cubic metre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$129.90	
11003	Recycle Compactor Bin 23 cubic metre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$301.40	
8357	Cardboard Bulk Bin 1 cubic metre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$10.80	
8358	Cardboard Bulk Bin 1.5 cubic metre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$16.20	
10006	Cardboard Bulk Bin 2 cubic metre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$21.60	
8359	Cardboard Bulk Bin 3 cubic metre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$32.40	
8360	Cardboard Bulk Bin 4.5 cubic metre - charge per extra service	C	262(3)(c)		Waste Management		N/A	\$48.70	
Other									
8366	Account investigation / enquiry (receipt/ invoice copy)	C	262(3)(c)		Waste Management		10%	\$29.10	
9001	Bin Delivery Fee - following impoundment or unauthorised return	C	262(3)(c)		Waste Management	14	10%	\$63.40	
11002	Bin Replacement Fee - for the replacement of a repeatedly stolen, misused or damaged bin	C	262(3)(c)		Waste Management		10%	\$84.70	
11001	Bin Delivery & Removal Fee - Following temporary collection service	C	262(3)(c)		Waste Management		10%	\$26.50	
C - Liquid Waste Charges									
Liquid Waste Collection (Casual)									
6481	Holding Tank - charge per extra service - inclusive of service & disposal < 5000 litres	C	262(3)(c)		Waste Management	6	0	\$157.00	
6483	Holding Tank - extra litres pumped (>5000 litres) per litre	C	262(3)(c)		Waste Management		0	\$0.01	
8365	Holding Tank - charge per after hours service - inclusive of service & disposal < 5000 litres	C	262(3)(c)		Waste Management	6,11	0	\$394.90	
Other									
8367	Account investigation / enquiry (receipt/ invoice copy)	C	262(3)(c)		Waste Management		10%	\$29.10	
D - Maroochydore Priority Development Area (PDA)									
Casual Collection Services									
11359	Cardboard Low Noise Bin 1100 litre - charge per service (at Councils discretion and subject to availability)	C	262(3)(c)		Waste Management		N/A	\$30.00	
11360	Crushed Glass Bin (maximum 60 litres) - charge per service (at Councils discretion and subject to availability)	C	262(3)(c)		Waste Management		N/A	\$30.00	
Prescribed Service Charge (PSC)									
11005	Waste Prescribed Service Charge Residential 1 Bedroom	C	262(3)(c)		Waste Management	16.0,16.1,16.2	N/A	\$159.10	
11006	Waste Prescribed Service Charge Residential 2 or more Bedrooms	C	262(3)(c)		Waste Management	16.0,16.1,16.2	N/A	\$176.70	

Fee Code	Fee Description	Class	LGA	Legislative Authority	Fee Type	Note Ref	GST	2020/21 Fee Incl GST	POA
11007	Waste Prescribed Service Charge Non-Residential Type 1 - per 100m2 gross floor area (pro-rata)	C	262(3)(c)		Waste Management	16.0,16.1,16.2,17.0	N/A	\$494.90	
11008	Waste Prescribed Service Charge Non-Residential Type 2 - per 100m2 gross floor area (pro-rata)	C	262(3)(c)		Waste Management	16.0,16.1,16.2,17.0	N/A	\$106.00	

4.6 DEVELOPMENT SERVICES REGISTER FOR COST-RECOVERY FEES AND COMMERCIAL CHARGES 2020/21

File No:	Council meetings
Author:	Manager Development Services Customer Engagement & Planning Services Group
Appendices:	App A - Development Services Register for Cost-recovery Fees and Commercial Charges 2020/2197
Attachments:	Att 1 - Development Services Fee 2020/21 Comparison..... 137 Att 2 - Urban Development Institute of Australia (UDIA) QLD Research Foundation Sunshine Coast Fees and Charges Development Application Fees 2019 153 Att 3 - Targeted Benchmarking of a number of South East Queensland Council's 157

PURPOSE

The purpose of this report is to seek adoption of the Development Services Register for Cost-recovery Fees and Commercial Charges 2020/21 (refer to Appendix A).

EXECUTIVE SUMMARY

The Development Services Register for Cost-recovery Fees and Commercial Charges includes relevant fees for development assessment, development information, development audit and compliance as well as building and plumbing services.

For 2020/21, we have combined and presented the previous two separate Registers into a single Register being *Development Services Register for Cost-recovery Fees and Commercial Charges 2020/21* (refer to Appendix A).

The 2020/21 revenue projection for the Development Services Register is expected to be approximately \$19 million.

Managers responsible for general cost-recovery fees are advised to set prices at full cost recovery where possible. Commercial charges may be set above full cost after considering market and other conditions.

There are limited number of changes proposed and outlined in the proposal.

The Development Services Register has been reviewed and updated in accordance with Council's budget guidelines. For customers ease of use, rounding up has been applied where appropriate.

Fees included in Section 15 (Environmentally Relevant Activity) and Section 16 (Contributions) are governed by State policy, which has not been released to date. These fees will be updated in the Register prior to the release on 1 July 2020.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Development Services Register for Cost-recovery Fees and Commercial Charges 2020/21”
- (b) adopt the fees detailed in the Development Services Register of Cost-recovery Fees and Commercial Charges for Sunshine Coast Council 2019/20 (Appendix A)
- (c) resolve that, in relation to those cost recovery fees to which Section 97 of the *Local Government Act 2009* apply:
 - (i) the applicant is the person liable to pay these fees
 - (ii) the fee must be paid at or before the time the application is lodged
- (d) delegate to the Chief Executive Officer the power:
 - (i) to amend commercial charges to which section 262(3) (c) of the *Local Government Act 2009* apply
 - (ii) to determine a reasonable fee based on cost recovery principles when a price on application is requested.

FINANCE AND RESOURCING

There are a number of factors within the business environment that impact on the forecasting of Development Services revenue projections, including:

- Broad economic conditions and the underlying demand for development stock.
- Confidence in the local development market – impacted by the broader business environment and relevant policy.
- Development Applications generally include a base fee plus a unit charge, therefore the size of an application is an important (and largely unknown) factor in forecasting revenue.

Development activity has been stable in 2019/20, however, at this time it is challenging to determine the anticipated development activity for 2020/21 due to the economic uncertainty resulting from the current COVID-19 event. Whatever the outcome, Development Services Branch will continue to support the community, the customers and the development industry in delivering its services while maintaining an appropriate balance between operational expenses and revenue. Based on the current pricing parameter as set in Council’s budget guidelines, Development Services revenue is forecasted to be in the vicinity of \$18 to \$19 million.

CORPORATE PLAN

Corporate Plan Goal: *Service excellence*

Outcome: 4.4 - Service quality assessed by our performance and value to customers

Operational Activity: 4.4.2 - Deliver Planning and Development Services to ensure statutory requirements are met to achieve positive customer experiences and maintain strong industry engagement.

CONSULTATION

Councillor Consultation

The Mayor and Councillors have been consulted in relation to this report.

Internal Consultation

A number of internal staff were consulted in order to develop the 2020/21 Fees Register:

- Group Executive, Customer Engagement and Planning Services
- Coordinator Planning Assessment, Development Services Branch
- Coordinator Customer and Support Services, Development Services Branch
- Coordinator Engineering and Environment Assessment, Development Services Branch
- Coordinator Building and Plumbing Services, Development Services Branch
- Coordinator Development Audit and Response, Development Services Branch
- Coordinator Kawana Waters and Palmview, Development Services Branch
- Manager, Transport and Infrastructure Policy Branch
- Senior Management Account, Financial Services
- Head of Trade and Investment, Economic Development

External Consultation

Benchmarking with Urban Development Institute of Australia (UDIA) and other South East Queensland Council's.

PROPOSAL

The Development Services Register of Cost-recovery Fees and Commercial Charges 2020/21 includes relevant fees for development assessment, development information, development audit and compliance, as well as building and plumbing. In previous years, Development Services has had two separate Registers for Cost-recovery Fees and Commercial Charges being:

- Planning, Engineering and Environment Assessment; and
- Building and Plumbing Services.

For 2020/21, we have combined and presented these two separate Registers into a single Register being *Development Services Register for Cost-recovery Fees and Commercial Charges 2020/21* (refer to Appendix A).

The 2020/21 revenue projection for this Register is expected to be approximately \$18 to \$19 million based on development activity for previous years, however, this revenue may be impacted by the recent COVID-19 event.

Managers responsible for general cost-recovery fees are advised to set prices at full cost recovery where possible. Commercial charges may be set above full cost after considering market and other conditions.

The below information has been used to assist in updating the fees for Development Services Branch:

- *Development Services Fees 2020/21 Comparison* (refer to Attachment 1) shows the existing 2019/20 fees and the proposed 2020/21 fees, highlighting any major changes to the fees.

- *Urban Development Institute of Australia (UDIA) QLD Research Foundation Sunshine Coast Fees and Charges Development Application Fees 2019* (refer to Attachment 2) shows a benchmark of Sunshine Coast Council fees against some of the main fee categories for 15 South East Queensland Council's.
- *Targeted Benchmarking of a number of South East Queensland Council's* (refer to Attachment 3) shows specific fee categories that have been analysed and determined to be changed.

The majority of the fees in the Register have been increased in accordance with the pricing parameter set in the budget guidelines. However, while taking into consideration the above information, it is proposed to make a number of changes as detailed below:

Format and Administrative Change:

- The format and structure of the '*Development Services Register for Cost-recovery Fees and Commercial Charges 2020/21*' has significantly changed to combine the previous two Register applicable for Development Services (Register for Planning, Engineering and Environment Assessment and Register for Building and Plumbing Services) into one Register. Consolidating into one Register has enable the removal of duplication sections that were included in both Registers as well as improvements and changes to ensure consistent fees, terminology and references throughout the Register. The new format and structure has been closely aligned with Council's Register of General Cost-recovery Fees and Commercial Charges to ensure a consistent customer experience and demonstrate being one Council.

Updated/Changed Existing Fees:

- *Section 2.2.2 Detailed Pre-lodgement On-site Meetings* – This section has been changed to specify a fee of \$965 per hour (including travel time) and will be rounded up to the nearest hour. Since the introduction of this fee in 2018/19, applicants are requesting an on-site meeting rather than office based meeting due to the fee being a minor (\$1,650) with the potential for a full refund of this fee at time of lodgement of the subsequent application. This fee and refund arrangement is not considered to be reasonable taking into consideration travel time to and from the site meeting for numerous Council officers and the volume of requests being lodged. On this basis, changes have been made to this section to ensure appropriate costs recovery and refund arrangement.
- *Section 3 Dwelling House and Dual Occupancy* – The fees have been amalgamated under a new heading and the fees have been adjusted for a Dwelling House to ensure consistency across all assessment requirements.
- *Section 4.2.3 Bar* – fee changed to align with other South East Queensland Council's fees. Attachment 3 clearly demonstrates and justifies the changed fees when compared with other Council's in the South East Queensland region.
- *Section 4.3.3 High Impact Industries and Section 4.3.7 Research and Technology* – the capping per square metre has been changed to 3000m² for consistency and alignment across all other Industry uses. The reduction of this capping further supports and reinforces the high value uses identified in Council's Regional Economic Development Strategy.
- *Section 7.1.2 and 7.2.2 Operational Works Construction* – The fee for additional prescribed Council inspections has been changed to \$400 per inspection to ensure the fee closely aligns with the other inspection fees and to ensure that the fee is being reasonably applied. Attachment 3 clearly demonstrates and justifies the changed fees when compared with other Council's in the South East Queensland region.

- *Section 10.3 and 10.4 Changing a Development Approval* – a number of changes have been made to the fees associated with a Minor Change request. The fees have been changed to relate specifically to whether the request is simple or complex.
- *Section 11.1.1 Building Work Applications* – The fees have been changed to Price on Application (POA) and further information on this change is outlined in the Building Certification Fees and Charges section in this report.
- *Section 13.1.10 and 13.1.11 Plumbing Records Search* – The fee categories have been changed from simple and complex to domestic and commercial records and fee adjusted to cover administration costs. Attachment 3 clearly demonstrates and justifies the changed fees when compared with other Council's in the South East Queensland region.
- *Section 14.1.18 for infrastructure agreements and external expert consultants* – The fees and wording have been changed to include legal costs, particularly where associated with the assessment/review/finalisation of infrastructure agreements. The fees align with similar fees in Council's Register of General Cost-recovery Fees and Commercial Charges.

New Fees:

- *Section 10.2 Minor Change involving changes to Operational Works* – A new fee has been included in the Register to accommodate changes of a minor nature to Operational Works approved plans (maximum four plans) and/or one condition.
- *Section 11.2.3 Transfer of Assessment Manager Functions* – An existing fee of \$425 applies for any transfer of functions to Council to undertake building certification however this fee does not sufficiently cater for the more detailed work required for a commercial development. For this reason, the fees have been changed to separate into domestic and commercial building works and the new fee for commercial is Price on Application (POA).
- *Section 11.7.5 Temporary accommodation buildings* - New fees have been included in the Register to ensure cost recovery associated for referrals to Council to assess whether building work complies with Performance Criteria 1 of the Queensland Development Code Part 3.3.
- *Section 11.7.6 Building work relating to end of trip facilities* – A new fee has been included in the Register to ensure cost recovery for referrals to Council to assess whether building work complies with Performance Criteria 12 of the Queensland Development Code Part 4.1.
- *Section 12.5.9 Temporary building site amenities and site sheds* – A new fee has been introduced to ensure that these temporary structures are captured as well as the provision of appropriately drainage and plumbing.
- *Section 14.1.15 Preparation of an infrastructure agreement* – A new fee has been included to ensure cost recovery for major infrastructure agreements or deed of variation with the new fee being identified as Price on Application (POA).

The Development Services Register has been reviewed and updated in accordance with Council's budget guidelines. For customers ease of use, rounding up has been applied where appropriate.

Fees included in Section 15 (Environmentally Relevant Activity) and Section 16 (Contributions) are governed by State policy, which has not been released to date. These fees will be updated in the Register prior to the release on 1 July 2020.

Building Certification Fees

The professional indemnity (PI) insurance market for building industry professionals has changed significantly over the past couple of years. PI insurance is a fundamental part of ensuring building industry professionals are suitably covered for claims against professional services provided. Building certifiers are required to have PI insurance without exclusions to obtain a License from the Queensland Building and Construction Commission (QBCC). Since mid-2018, there has been a significant tightening in the PI insurance market and increasing difficulty in obtaining exclusion-free PI insurance by building industry professionals, particularly private building certifiers. This has occurred against the backdrop of significant events, including the fires at the Lacrosse Tower in 2014, Grenfell Tower in 2017 and the Neo 200 fire in early 2019.

This PI insurance problem is a result of:

- Years of underpricing of the Australian PI market;
- Claims increasing and becoming substantially higher than premiums; and
- A rebalancing of the Australian PI insurance market as part of a global shift.

In turn, this has affected the availability and affordability of compliant PI insurance across Australia. Consequently, some private building certifiers are not able to meet requirements for registration and are being forced to stop providing building certifying functions. The *Building Act 1975* includes provisions that allow building certifying functions for building work decisions to be either undertaken or transferred to local government.

At present, Sunshine Coast Council has two building certifiers and therefore is not appropriately resourced to undertake building certifying functions. Taking into consideration the PI insurance matter and reduced private certification providers, it is likely that Council may need to undertake this services into the future. At this time, Council has not received any building certification requests, so in the interim a Price on Application (POA) fee for building certifying functions and services has been included in the Register to cater for any potential increase in this work.

Contributions - Development Infrastructure Charges

Infrastructure Charges listed within Appendix A are regulated by the State Government and will be indexed and included in the schedule upon release on 1 July 2020.

Legal

Local Government Act 2009

- Section 98 Register of Cost-recovery Fees.
- Section 262(3)(c) Commercial Charges.

Local Government Regulation 2012.

- Section 172 Revenue Statement.
- Section 193 Revenue Policy.

Policy

Fees and charges are adopted by Council for each financial year and can be amended during the year.

Risk

The continual variability of the development market activity and legislative changes necessitate the ongoing review of fees and charges to ensure that we have sufficient fee revenue for cost-recovery and resourcing.

Previous Council Resolution**Ordinary Meeting 23 May 2019 (OM19/80)**

That Council:

- (a) *receive and note the report titled “**Development Services Register for Cost-recovery Fees and Commercial Charges 2020/21**” and*
- (b) *adopt the fees detailed in the Development Services Registers of Cost Recovery Fees and Commercial Charges for Sunshine Coast Council 2020/21 (Appendix A)*
- (c) *resolve that, in relation to those cost recovery fees to which Section 97 of the Local Government Act 2009 apply:*
 - (i) *the applicant is the person liable to pay these fees; and*
 - (ii) *the fee must be paid at or before the time the application is lodged; and*
- (d) *delegate to the Chief Executive Officer the power:*
 - (i) *to amend commercial charges to which section 262(3) (c) of the Local Government Act 2009 apply*
 - (ii) *to determine a reasonable fee based on cost recovery principles when a price on application is requested.*

Related Documentation

Local Government Act 2009

Local Government Regulation 2012

Critical Dates

The *Development Services Register for Cost-recovery Fees and Commercial Charges 2020/21* will apply from 1 July 2020. Adopting the fees and charges prior to adopting the 2020/21 budget in full allows advance notice for users and the community.

Implementation

Should the recommendation be accepted by Council, the *Development Services Register for Cost-recovery Fees and Commercial Charges 2020/21* will become operational for new applications and services from 1 July 2019. The fees and charges will be published on Council's website.



Development Services Register of Cost-recovery Fees and Commercial Charges 2020/2021

Assessment and Services for Planning, Engineering, Environment, Building and Plumbing

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1. Preamble

1.1 General

The Development Services Register of Cost-recovery Fees and Commercial Charges includes all fees and charges relevant for planning, engineering, environment, building and plumbing assessment and services.

All cost recovery fees within this Register have been adopted by council under Section 97 of the *Local Government Act 2009*. All commercial fees for the provision of services, which require a GST payment, have been adopted by council under Section 262(3)(c) of the *Local Government Act 2009*.

All fees, unless otherwise specified, are GST- exempt.

An applicant can only apply for a single fee adjustment under Sections 1.3 to 1.8. The highest reduction will apply.

1.2 Payment of Fees and Lodgement of Applications

Applications that are accompanied by **cheques** made payable to Sunshine Coast Regional Council or paid by **credit card** may be mailed to:

Sunshine Coast Regional Council, Locked Bag 72, Sunshine Coast Mail Centre QLD 4560.

The required fee must accompany any application.

Applications can be received/delivered to the following counter locations:

- 10 First Avenue, Maroochydore
- 1 Omrah Avenue, Caloundra
- Ground floor, Eddie de Vere Building, corner of Currie and Bury Streets, Nambour.

Or lodged via council's online application service <https://mycouncil.sunshinecoast.qld.gov.au/>.

The *Planning Act 2016* requires that development applications lodged under the Development Assessment Rules be "properly made". The receipting of an application does not signify acceptance of the application as being properly made.

Council has a [Development Application Fee Estimate Calculator](#) that provides customers with the ability to access a fee estimate 24 hours per day, 7 days per week.

For any further information visit www.sunshinecoast.qld.gov.au/development or phone of dedicated development counter on 07 5475 PLAN.

1.3 Subsidy for Community, Sporting and Religious Organisations

A non-profit, volunteer, charitable, community, sporting, religious organisation not in possession of a permanent liquor or gaming licence, or a surf lifesaving club (or similar organisation) in possession of a permanent liquor or gaming licence, is eligible for a 50% reduction in application fees.

In order for the organisation to be eligible as a volunteer, community, sporting or religious organisation, at the time of lodgement of the application, the organisation must provide current, verifiable written proof that the organisation is either registered with the Australian Taxation Office (ATO) as a charitable/non-profit organisation or, alternatively, is registered with the Office of Fair Trading under either the *Associations Incorporation Act 1981* or the *Corporations Act 2001*.

Conditions apply - see section 1.1 General.

1.4 Waiver of Fees

Any request to waive a development application fee, partially or in whole, must be made in writing prior to the lodgement of the application. This requires the applicant to provide significant justification that the fee is obviously unreasonable and will be considered on its merits by a delegated council officer.

Conditions apply - see section 1.1 General.

1.5 Concessions for Buildings and Sites Affected by Heritage Provisions

Where an application for demolition (including partial demolition) or removal of a structure or place affected by the cultural heritage provisions of the *Sunshine Coast Planning Scheme 2014*, a fee of \$1,495 shall apply.

Where a development application (Material Change of Use or Building Work), other than referred to above, is required solely as a result of the heritage provisions of the *Sunshine Coast Planning Scheme 2014*, whether code or impact assessable, no fee shall apply to such an application.

1.6 Applications involving a Mixed Use Development

Fees for the application shall be the sum of the Primary Use fee plus 50% of the fees for each type of other use (e.g. Multiple Dwelling, Restaurant, Shops = Fee for Multiple Dwelling plus 50% of the fees for the Restaurant and Shops). Only applicable if uses are on the same site.

Note: Primary Use is the use with the highest application fee.

This mixed use fee does not apply to applications for preliminary approvals, including Variation Requests.

Conditions apply - see section 1.1 General.

1.7 Combined Applications

Applications can be lodged at the same time involving more than one development type (e.g. Material Change of Use/Reconfiguring a Lot/Operational Work). Full fees are payable for each development type included in an application, except where a combined application for both Material Change of Use and associated Operational Work for a Dual Occupancy (assessed under council's FastTrack process). In this instance, only the Material Change of Use fee for a Dual Occupancy will be charged.

Conditions apply - see section 1.1 General.

1.8 Material Change of Use within an Existing Building

If an application involves a Material Change of Use within an existing building, the application shall be discounted by 25%.

Conditions apply - see section 1.1 General.

1.9 Impact Assessment Fees

Fees listed in the register are for code assessment only.

The cost of an impact assessable application is set at a standard multiplier of 1.5 above the code assessable fee.

1.10 Preliminary Approvals

Applications involving a Preliminary Approval (other than a Variation Request) shall attract a fee based on the applicable uses or types of development (including predicted Reconfiguring a Lot) as for a development permit.

1.11 Variation Requests

Applications for a Variation Request shall be 100% of the fees for the applicable uses or types of development (including predicted Reconfiguring a Lot). Where a variation request includes a development permit for a component of the development, no further fee is payable.

1.12 Minor Changes made during Application Process

Where a minor change is made (that is not a result of an Information Request) prior to the application being decided and the change results in an increase in the size or scale of the development or it increases the development yield (i.e. total use area, number of lots or Gross Floor Area), additional fees will be payable in accordance with the Fees and Charges outlined in the Register below.

1.13 Undefined Use Applications

Where an application type is not specifically provided for in this register or the application could not reasonably be included in a category that is provided in this register, the applicant is to provide plans of the proposal and this will be considered on its merits by council to determine the applicable fee.

1.14 Price on Application

For Material Change of Use and Reconfiguring a Lot applications with a fee calculation of \$200,000 or higher as per the fees identified in this Register – Price on Application (POA) fee to be determined by council having regard to the full details and plans of the proposal to be submitted with a written request for a fee quote prior to time of lodgement and an assessment will be undertaken to determine the applicable fee.

For other references to Price on Application (POA) in this Register - Fee to be determined by council having regard to the full details and plans of the proposal to be submitted with a written request for a fee quote prior to time of lodgement and an assessment will be undertaken to determine the applicable fee.

1.15 Minimum Fees

For any Material Change of Use, Reconfiguring a Lot, Operational Work and Building Work application:

The minimum fee for any matter relating to a decision for a development application and requiring a report to be placed before council, that is not otherwise defined in this Register	\$1,555.00
The minimum fee for any matter relating to a decision for a development application, or other matter not listed in the Register and not requiring a report to council	\$945.00

1.16 Refund of Fees

If a Material Change of Use, Reconfiguring a Lot, Operational Work and Building Work application is withdrawn before it is decided by council, a refund will be given depending on the processing stage at the time of withdrawal as follows:

Relevant Period	Applicable Refund
Application Part	90%
Information Request Part OR Referral Part	60%
Public Notification Part	30%
Decision Part	10%

Note: Where an application is changed during the assessment process, the applicable refund will be determined on its merits by council.

If a Changing a Development Approval application (minor or other change), the applicable refund will be determined on its merits by council.

If a Concurrence Agency Referral is withdrawn before it is decided by council, a refund will be given depending on the processing stage at the time of withdrawal as follows:

Relevant Period	Applicable Refund
Referral Confirmation Period	90%
Information Request Period	60%
Referral Agency Assessment Period	10%

If a Plumbing and Drainage application is cancelled prior to the issue of a permit, 50% of fees paid will be refunded, minus an administration fee.

Reference	Fee Description	2020/21 Fees & Charges
2. Development Advice Services		
2.1 Pre-Advice Services		
2.1.1	Written advice	\$300
2.1.2	Town Planning appraisal	\$300
<i>Note: the above fees include GST</i>		
2.2 Pre-lodgement and pre-application meetings		
2.2.1	Detailed pre-lodgement meeting – office based 1 hour meeting	\$965
	Additional follow up meetings – per hour	\$725
<i>Note: The detailed pre-lodgement meeting office based fee can be subject to consideration of a discount application fee for the subsequent application, if this application satisfies all aspects of the pre-lodgement meeting notes provided. Applicants seeking a fee refund are required to pay the full fees at the time of lodgement of the subsequent application. A written request for a fee refund can be made prior to the decision of the subsequent application and an assessment will be undertaken by council to determine if a refund is applicable. A maximum fee refund of \$965 is applicable for an office based meeting.</i>		
2.2.2	Detailed pre-lodgement meeting – on-site meeting per hour (including travel time) to be rounded up to the nearest hour	\$965
	Additional follow up meetings – per hour	\$725
<i>Note: The need for an on-site meeting will be required to be deemed suitable by council. The detailed pre-lodgement meeting on-site fee can be subject to consideration of a discount application fee for the subsequent application, if this application satisfies all aspects of the pre-lodgement meeting notes provided. Applicants seeking a fee refund are required to pay the full fees at the time of lodgement of the subsequent application. A written request for a fee refund can be made prior to the decision of the subsequent application and an assessment will be undertaken by council to determine if a refund is applicable. A maximum fee refund of \$965 is applicable for an on-site meeting.</i>		
2.2.3	Personalised case management pre-application services (ranging from \$5,000 to \$10,000)	POA
2.3 Pre-assessment technical report/s		
2.3.1	Minor technical report (for smaller proposals e.g. simple bushfire, engineering reports)	\$530
2.3.2	Standard technical report (for more complex proposals)	\$1,040
2.3.3	Major technical report (for highly complex, major development proposals e.g. flooding assessment, ecological assessment, infrastructure reports)	\$1,675

Reference	Fee Description	2020/21 Fees & Charges
3. Dwelling House and Dual Occupancy		
3.1	<i>Dual occupancy</i>	\$4,020
3.2	<i>Dwelling house</i>	\$640
3.3	Concurrence Agency Assessment associated with a Dwelling House	\$640
3.4	Other Change to a Private Building Certifier Building Work approval associated with a dwelling house where council is a concurrence agency	\$640
3.5	Minor Change to a Concurrence Agency Response associated with a dwelling house where council is the responsible entity	\$360
3.6	Minor Change to a Private Building Certifier Building Work approval associated with a dwelling house where council is the affected entity	\$360
3.7	Minor Change associated with a dwelling house	\$360
4. Material Change of Use		
4.1 Residential Uses		
4.1.1	<i>Caretaker's accommodation</i>	\$2,045
4.1.2	<i>Community residence</i>	\$2,045
4.1.3	<i>Dwelling unit</i>	\$945
4.1.4	<i>Multiple dwelling *capped at 100 units</i>	
	Base fee	\$4,020
	Plus per unit	\$595
4.1.5	<i>Nature-based tourism *capped at 20 beds/sites</i>	
	Base fee	\$2,050
	Plus per bed/camp-site	\$435

Reference	Fee Description	2020/21 Fees & Charges
4.1.6	<i>Relocatable home park</i> *capped at 100 beds/sites	
	Base fee	\$2,155
	Plus per bed/camp-site	\$435
4.1.7	<i>Residential care facility</i> *capped at 100 beds	
	Base fee	\$5,405
	Plus per bed	\$105
4.1.8	<i>Retirement facility</i> *capped at 100 units	
	Base fee	\$2,050
	Plus per units	\$435
4.1.9	<i>Resort complex</i> *capped at 100 units	
	Base fee	\$2,155
	Plus per unit	\$435
4.1.10	<i>Rooming accommodation</i> *capped at 20 beds/sites	
	Base fee	\$2,050
	Plus per bed/camp site	\$435
4.1.11	<i>Short-term accommodation</i> *capped at 20 beds/sites	
	Base fee	\$2,050
	Plus per bed/camp-site	\$435
4.1.12	<i>Tourist park</i> *capped at 100 units	
	Base fee	\$2,155
	Plus per unit	\$435

Reference	Fee Description	2020/21 Fees & Charges
4.2 Business and Commercial Uses		
4.2.1	<i>Adult store</i> *capped at 3,000m ²	
	Base fee	\$3,785
	Plus per sqm	\$15
4.2.2	<i>Agricultural supplies store</i> *capped at 3,000m ²	
	Base fee	\$3,785
	Plus per sqm	\$10
4.2.3	<i>Bar</i> *capped at	
	Base fee	\$4,590
	Plus per sqm	\$15
4.2.4	<i>Carwash</i>	\$6,480
4.2.5	<i>Crematorium</i> *capped at 500m ²	
	Base fee	\$5,130
	Plus per sqm	\$10
4.2.6	<i>Food and drink outlet</i> *capped at 1,000m ²	
	Base fee	\$4,055
	Plus per sqm	\$10
4.2.7	<i>Function facility</i> *capped at 2,000m ²	
	Base fee	\$4,055
	Plus per sqm	\$10

Reference	Fee Description	2020/21 Fees & Charges
4.2.8	<i>Funeral parlour</i> *capped at 1,000m ²	
	Base fee	\$4,055
	Plus per sqm	\$15
4.2.9	<i>Garden centre</i> *capped at 2,000m ²	
	Base fee	\$3,785
	Plus per sqm	\$10
4.2.10	<i>Hardware and trade supplies</i> *capped at 3,000m ²	
	Base fee	\$3,790
	Plus per sqm	\$10
4.2.11	<i>Health care services</i> *capped at 2,000m ²	
	Base fee	\$4,590
	Plus per sqm	\$10
4.2.12	<i>Home based business</i>	\$2,430
4.2.13	<i>Hotel</i> *capped at 2,000m ²	
	Base fee	\$4,590
	Plus per sqm	\$15
4.2.14	<i>Office</i> *capped at 3,000m ²	
	Base fee	\$3,785
	Plus per sqm	\$15
4.2.15	<i>Outdoor sales</i> *capped at 2,000m ²	
	Base fee	\$2,970
	Plus per sqm	\$10

Reference	Fee Description	2020/21 Fees & Charges
4.3.16	<i>Market</i> *capped at 5 ha	
	Base fee	\$5,130
	Plus per ha	\$165
4.2.17	<i>Nightclub entertainment facility</i> *capped at 2,000m ²	
	Base fee	\$10,800
	Plus per sqm	\$10
4.2.18	<i>Sales office</i>	\$1,190
4.2.19	<i>Service station</i>	\$16,205
4.2.20	<i>Shop</i> *capped at 3,000m ²	
	Base fee	\$4,055
	Plus per sqm	\$15
4.2.21	<i>Showroom</i> *capped at 6,000m ²	
	Base fee	\$4,055
	Plus per sqm	\$10
4.2.22	<i>Shopping centre</i> *capped at 15,000m ²	
	Base fee	\$10,800
	Plus per sqm	\$15
4.2.23	<i>Theatre</i> *capped at 3,000m ²	
	Base fee	\$2,705
	Plus per sqm	\$10

Reference	Fee Description	2020/21 Fees & Charges
4.2.24	<i>Tourist attraction</i> *capped at 20 ha	
	Base fee	\$4,590
	Plus per ha	\$165
4.2.25	<i>Veterinary services</i> *capped at 2,000m ²	
	Base fee	\$4,055
	Plus per sqm	\$10
4.3 Industrial Uses		
4.3.1	<i>Bulk landscape supplies</i> *capped at 3000m ² TUA	
	Base fee	\$4,590
	Plus per sqm total use area	\$10
4.3.2	<i>Extractive industry</i>	
	Base fee	\$21,605
	Plus per ha	\$2,700
4.3.3	<i>High impact industry</i> *capped at 3,000m ² TUA	
	Base fee	\$5,670
	Plus per sqm total use area	\$10
4.3.4	<i>Low impact industry</i> *capped at 3,000m ² TUA	
	Base fee	\$4,060
	Plus per sqm total use area	\$10

Reference	Fee Description	2020/21 Fees & Charges
4.3.5	<i>Marine industry</i> *capped at 3,000m ² TUA	
	Base fee	\$4,590
	Plus per sqm total use area	\$10
4.3.6	<i>Medium impact industry</i> *capped at 3,000m ² TUA	
	Base fee	\$4,590
	Plus per sqm total use area	\$10
4.3.7	<i>Research and technology industry</i> *capped at 3,000m ² TUA	
	Base fee	\$5,670
	Plus per sqm total use area	\$10
4.3.8	<i>Service industry</i> *capped at 3,000m ² TUA	
	Base fee	\$4,060
	Plus per sqm total use area	\$10
4.3.9	<i>Special industry</i> *capped at 3,000m ² TUA	
	Base fee	\$5,670
	Plus per sqm total use area	\$10
4.3.10	<i>Transport depot</i> *capped at 3,000m ² TUA	
	Base fee	\$4,590
	Plus per sqm total use area	\$10
4.3.11	<i>Warehouse</i> *capped at 3,000m ² TUA	
	Base fee	\$4,060
	Plus per sqm total use area	\$10

Reference	Fee Description	2020/21 Fees & Charges
4.4 Community Uses		
4.4.1	<i>Cemetery</i> *capped at 2 ha	
	Base fee	\$4,860
	Plus per ha	\$165
4.4.2	<i>Child care centre</i>	\$8,370
4.4.3	<i>Community care centre</i> *capped at 3,000m ²	
	Base fee	\$4,320
	Plus per sqm	\$10
4.4.4	<i>Community use</i> *capped at 3,000m ²	
	Base fee	\$2,785
	Plus per sqm	\$10
4.4.5	<i>Educational establishment</i> *capped at 10,000m ²	
	Base fee	\$2,785
	Plus per sqm	\$10
4.4.6	<i>Emergency services</i>	\$2,430
4.4.7	<i>Hospital</i> *capped at 10,000m ²	
	Base fee	\$540
	Plus per sqm	\$10
4.4.8	<i>Place of worship</i> *capped at 3,000m ²	
	Base fee	\$4,320
	Plus per sqm	\$10

Reference	Fee Description	2020/21 Fees & Charges
4.5 Sport and Recreation Uses		
4.5.1	<i>Club</i> *capped at 3,000m ² TUA	
	Base fee	\$3,130
	Plus per sqm total use area	\$15
4.5.2	<i>Indoor sport and recreation</i> *capped at 3,000m ² TUA	
	Base fee	\$3,130
	Plus per sqm total use area	\$15
4.5.3	<i>Major sport, recreation and entertainment facility</i>	POA
4.5.4	<i>Motor sport facility</i>	POA
4.5.5	<i>Outdoor sport and recreation</i> *capped at 5ha	
	Base fee	\$4,750
	Plus per ha	\$215
4.6 Rural Uses		
4.6.1	<i>Animal keeping</i> (per animal) capped at 20 animals	\$215
4.6.2	<i>Animal husbandry, Cropping, Permanent plantation, Wholesale nursery,</i>	\$3,130
4.6.3	<i>Aquaculture</i> TUA	
	Base fee	\$1,350
	Plus per sqm total use area	\$10
4.6.4	<i>Intensive horticulture</i> *capped at 20ha	
	Base fee	\$2,705
	Plus per ha	\$435

Reference	Fee Description	2020/21 Fees & Charges
4.6.5	<i>Intensive animal industry</i>	\$11,450
4.6.6	<i>Roadside stall</i>	\$1,295
4.6.7	<i>Rural workers accommodation *capped at 100 beds</i>	
	Base fee	\$2,040
	Plus per unit	\$405
4.6.8	<i>Rural industry *capped at 3,000m² TUA</i>	
	Base fee	\$2,705
	Plus per sqm total use area	\$10
4.6.9	<i>Winery *capped at 3,000m² TUA</i>	
	Base Fee	\$4,055
	Plus per sqm total use area	\$10
4.7 Other Uses		
4.7.1	<i>Air services *capped at 2 ha TUA</i>	
	Base fee	\$3,240
	Plus per sqm total use area	\$10
4.7.2	<i>Environment facility TUA</i>	
	Base fee	\$5,940
	Plus per sqm total use area	\$15
4.7.3	<i>Major electricity facility *capped at 6,000m² TUA</i>	
	Base fee	\$5,940
	Plus per sqm total use area	\$15

Reference	Fee Description	2020/21 Fees & Charges
4.7.4	<i>Port services</i> *capped at 2ha TUA	
	Base fee	\$3,245
	Plus per sqm total use area	\$10
4.7.5	<i>Parking station</i> *capped at 3,000m ²	
	Base fee	\$8,640
	Plus per sqm	\$10
4.7.6	<i>Renewable energy facility</i>	POA
4.7.7	<i>Substation</i> *capped at 6,000m ² TUA	
	Base fee	\$5,940
	Plus per sqm total use area	\$15
4.7.8	<i>Telecommunication facility</i>	\$5,940
4.7.9	<i>Utility Installation</i> *capped at 3,000m ² TUA	
	Base fee	\$5,940
	Plus per sqm total use area	\$15
5. Reconfiguring a Lot		
5.1 Code Assessment		
5.1.1	Fee is based on the total number of lots in the proposed reconfiguration, including the existing lot(s)	
	Base fee	\$1,510.00
	Plus per lot	\$870

Reference	Fee Description	2020/21 Fees & Charges
5.2 Other		
5.2.1	Boundary realignment involving a minor adjustment	\$1,510
5.2.2	Reconfiguring a Lot involving re subdivision of existing lots	\$1,510
	Base fee	\$1,510
	Plus per lot	\$870
5.2.3	Assessment of development lease subdivision plans:	
	Base fee	\$1,510
	Plus per lot	\$870
5.2.4	Easement application fees	\$1,510
5.2.5	Reconfiguring a lot to create a Community Title Scheme and Multiple Lease where a Material Change of Use pre determines development per lot	\$1,510
5.3 Approval of Subdivision Plans		
5.3.1	Approval of Building Format Plans, Standard Format and Volumetric Format Plans	
	Fee per lot	\$420
	Minimum fee	\$1,015
5.4 Endorsement of Other Documents		
5.4.1	Endorsement of a Community Management Statement (not applicable if lodged with a subdivision plan)	\$530
5.4.2	Endorsement of legal documents, and/or the coordination of endorsement of legal documents (e.g. environmental covenants, access easements and drainage easements). Per document	\$530
5.4.3	Re-endorsement of plans after expiry. Per plan	\$330

Reference	Fee Description	2020/21 Fees & Charges
6. Operational Work - Assessment		
6.1 Relating to Reconfiguring a Lot		
6.1.1	Works relating to Reconfiguring a Lot (e.g. stormwater, roadworks, electrical reticulation, street lighting & landscaping work etc.) and where lodged as an integrated application per lot	
	Base fee	\$1,190
	Plus per lot	\$460
6.1.2	Where not lodged as an integrated application, the above fee shall be paid for each separate application with the exception of landscaping work	\$1,190
6.1.3	Electricity reticulation and street or outdoor lighting	
	Base fee	\$375
	Plus per lot	\$55
6.2 Relating to Material Change of Use		
6.2.1	Works relating to external road works, stormwater, landscaping work, car parking and driveways within a development stage. The charge is based on the site area for each stage, which is defined as the development footprint area of the approved use	
	Up to 1000m ²	\$2,315
	1001-1200m ²	\$2,970
	1201-1400m ²	\$3,725
	1401m ² and above	\$4,320
6.3 Advertising Device		
6.3.1	Signs – per application	\$1,250

Reference	Fee Description	2020/21 Fees & Charges
6.4	Other	
6.4.1	Works not relating to Reconfiguring a Lot or Material Change of Use or other development approvals (e.g. bulk earthworks, changes to natural surface levels, bridges, other infrastructure):	
	Minimum fee (where the 0.5% estimated value of work exceeds the minimum fee, the maximum fee will be applied)	\$1,780
	Maximum fee (whichever is the greater)	\$25,000 or 0.5% of estimated value of work
6.4.2	Carrying out Operational Works for Excavation and Filling to establish a dam and where excavated material remains on-site:	
	Where no overlays apply	\$435
	Where one or more overlays apply	\$945
6.4.3	Carrying out Operational Work for Prescribed Tidal Works (pontoons, decks & boat ramps for private use associated with a residential use)	\$1,205
6.4.4	Carrying out Operational Work for Prescribed Tidal Works (all other Prescribed Tidal Works)	\$1,885
6.4.5	Vehicle crossover	\$435
6.4.6	Vegetation clearing (area to be cleared – measured to the outer drip line)	
	Less than 50m ²	\$80
	Over 50m ²	\$165

Reference	Fee Description	2020/21 Fees & Charges
7. Operational Work - Construction		
7.1 Relating to Reconfiguring a Lot		
7.1.1	Prestart meeting and prescribed council inspections for stormwater, roadworks, driveways, electrical reticulation, street lighting and landscaping work etc.	
	Base fee	\$760
	Plus per lot	\$110
7.1.2	Additional inspection beyond prescribed council inspections – per inspection	\$400
7.1.3	Where a separate prestart meeting is conducted for a component of the work after initial prestart meeting has been held e.g. landscaping work	\$545
7.2 Relating to Material Change of Use		
7.2.1	Prestart meeting and prescribed council inspections for works that will become council infrastructure including roadworks, stormwater, landscaping work etc. or are required by an Operational Work approval	
	Minimum fee (where the 0.2% estimated value of work exceeds the minimum fee, the maximum fee will be applied)	\$545
	Maximum fee (whichever is the greater)	\$5,000 or 0.2% of estimated value of work
7.2.2	Additional inspection beyond prescribed council inspections – per inspection	\$400
7.2.3	Where a separate prestart meeting is conducted for a component of the work after initial prestart meeting has been held e.g. landscaping work	\$545
7.3 Priority Development Area (PDA)		
7.3.1	Development inspections and review	
	Minimum fee	\$875
	Plus per lot	\$245

Reference	Fee Description	2020/21 Fees & Charges
8. Major Development Area Applications - Kawana Waters		
Fees associated with Master Plan applications in accordance with the Kawana Waters Development Agreement (neighbourhood/village plan, detailed planning area plan, precinct/estate plan or site development plan) attract no application fee if the land is in the ownership of the master developer.		
8.1 Kawana Master Plan Applications		
8.1.1	Fees associated with Kawana Master Planning Applications and not in the Ownership of Stockland Pty Ltd:	POA
	Other than Site Development Plan up to 1ha	\$27,455
	Other than Site Development Plan between 1ha and 5ha, per ha	\$18,355
	Other than Site Development Plan over 5ha, per ha	\$9,175
8.1.2	Site Development Master Plan (per plan)	\$47,795
8.2 Kawana Design Plan Applications		
8.2.1	Design Plan application fees shall be the same as the fee for a Code Assessable Reconfiguring a Lot application fee for the same number of lots.	As per code assessment
8.3 Kawana Master Plan Amendments		
8.3.1	Structure plan amendments	POA
8.3.2	Site development master plan amendment:	
	Minor	\$8,395
	Major	\$31,455
8.3.3	Other than Site Development Plan minor change (not involving changes to land use):	
	Kawana Master Plans	\$4,025
<i>Note: The determination of the amendment as minor or major shall be made by council prior to lodgement.</i>		

Reference	Fee Description	2020/21 Fees & Charges
8.4 Kawana Clearance to Instigate Settlement		
8.4.1	Clearance to instigate settlement	
	Base fee	\$530
	Plus per lot	\$190
9. Major Development Area Applications - Palmview		
9.1 Palmview Development Applications		
9.1.1	Area Development Application	POA
9.1.2	Change to an Area Development Approval	POA
9.1.3	Assessment of technical reports (submitted post approval of Area Development Application). Reports include: Local Ecological and Landscape Protection and Rehabilitation Plans, Biodiversity Offset Plan, Fire Management Plan, etc. per report	POA
9.2 Palmview Amendments		
9.2.1	Palmview Structure Plan amendments	POA
9.2.2	Change to an Area Development Approval	POA
9.3 Contributions		
Contributions are required under the Palmview Structure Plan Area Infrastructure Agreement 2010 (Consolidation No. 2) and administration of Prescribed Notices under the Palmview Structure Plan Area		
9.3.1	Infrastructure Agreement 2010 (Consolidation No. 2) (excluding Notices associated with the Palmview Prescribed Road Infrastructure)	POA
9.3.2	Administration of bank guarantees/performance securities (excluding bonds or security associated with the Palmview Prescribed Road Infrastructure)	\$530

Reference	Fee Description	2020/21 Fees & Charges
10. Changing a Development Approval		
This section covers the general assessment of plans, documents or works (excluding Approval of Subdivision Plans, Building and Plumbing) associated a change to an approval after the decision starts to have effect, including referrals where council was not the Assessment Manager or a pre-request for a Response Notice.		
10.1	Minor Change involving a change to or cancelling of one condition only and not involving a change to approved plans	\$945
10.2	Minor Change involving changes to Operational Work approved plans (maximum four plans) and/or one condition	\$945
10.3	Minor Change involving changes to approved plans and/or involving a change to or cancelling up to 5 conditions	\$2,685
10.4	All other Minor Changes	\$4,115
<i>Note: Price on Application to be determined by council based on 25% of the current development application fee applicable at the time of lodgement of the minor change. A written request for a fee quote must be made prior to time of lodgement and an assessment will be undertaken to determine the applicable fee.</i>		
10.5	Other Change – the fee is 100% of the application fee calculated as if the application were a new application	FULL FEE
10.6	Change to a Variation Request approved under the <i>Planning Act 2016</i> , or a Preliminary Approval Overriding the Planning Scheme under either Section 242 of the <i>Sustainable Planning Act 2009</i> or Section 3.1.6 of the <i>Integrated Planning Act 1997</i>	POA
10.7	Extension of currency period	\$1,955
11. Building Work		
11.1 Building Work Applications		
11.1.1	Building Work application (where council is the Assessment Manager)	POA
11.2 Post Building Work Approval		
11.2.1	Extension of currency period by Private Building Certifier (where extending more than once as per legislation procedure)	\$310
11.2.2	Change by Private Building Certifier to Building Work approval issued by council	\$360
11.2.3	Transfer of assessment manager functions to council to undertake building certification (including first inspection)	
	Domestic building work	\$435
	Commercial building work	POA
11.2.4	Issue of a Certificate of Classification where not previously issued (assessment and one inspection only)	\$960

Reference	Fee Description	2020/21 Fees & Charges
11.3 Building Work Inspections		
11.3.1	Out of date Building Work final inspection request for one single Class 1a or Class 10a buildings and structures	\$605
11.3.2	Out of date Building Work final inspection request for Class 1a duplexes or Class 2-9 buildings	POA
11.4 Building Work or Rebuild Security Deposits		
11.4.1	Administration of security deposits	\$540
11.5 Private Building Certification Document Lodgement Fees		
11.5.1	Online lodgement fee for all classes of building	\$100
11.5.2	Hardcopy and e-mailed lodgement fee for single Class 1 and Class 10 buildings and structures	\$195
11.5.3	Hardcopy and e-mailed lodgement fee for multiple Class 1 and Class 2-9 buildings	\$275
11.6 Pool Fencing		
11.6.1	Pool fence exemption	\$430
11.6.2	Pool fence safety inspection and pool fence safety certificate	\$465
11.6.3	Pool fence safety re-inspection	\$205
11.7 Building Work General		
11.7.1	Budget Accommodation buildings - compliance with the Fire Safety Standard (inspection and report)	
	Up to 20 persons accommodated	\$745
	21 and over persons accommodated	\$940
11.7.2	Request for approval of longer period to comply with the Fire Safety Standard	\$310

Reference	Fee Description	2020/21 Fees & Charges
11.7.3	Building work for residential services	
	Up to 20 persons accommodated	\$745
	21 and over persons accommodated	\$940
11.7.4	Building Work for Removal or Rebuilding	\$310
11.7.5	Temporary accommodation buildings	
	Up to 20 persons accommodated	\$745
	21 and over persons accommodated	\$940
11.7.6	Building work relating to end of trip facilities for Queensland Development Code, part 4.1	\$640

12. Plumbing and Drainage Work

12.1 Domestic – One new Class 1a or Class 10a building (does not include Dual occupancy)

To calculate the combined application and inspection fee, multiply the total number of fixtures, appliances and apparatus by \$65.00 and add the relevant base fee. For staged development, each development stage is classed as a separate plumbing application for fee purposes.

12.1.1	Sewered Area	
	Base fee	\$400
	Fixture/appliance/apparatus – each	\$65
12.1.2	Non-Sewered Area	
	Base fee	\$745
	Fixture/appliance/apparatus – each	\$65

Reference	Fee Description	2020/21 Fees & Charges
12.2 Commercial – Class 2-9 buildings, attached Class 1 buildings (includes Dual occupancy)		
<p>To calculate the combined application and inspection fee, multiply the total number of fixtures, fittings, appliances and apparatus by \$85 and add the relevant base fee. For staged development, each development stage is classed as a separate plumbing application for fee purposes.</p> <p>Note: Other fees must be added to the fee calculation such as internal water and sewer reticulation, fire services, sub meters and alternative solutions, where applicable.</p> <p>Where associated with another application, fire service fees such as hydrants and hose reels etc. are to be added to the fee calculation as appliances. Similarly, backflow prevention devices and trade waste devices are to be added as apparatus.</p> <p>A full list of fixtures, fittings, appliances, and apparatus is also available at https://www.sunshinecoast.qld.gov.au/Development/Building-and-Plumbing/Lodging-Applications/Plumbing-List-of-Fixtures.</p>		
12.2.1	Sewered Area	
	Base fee	\$400
	Fixture/appliance/apparatus – each	\$85
12.2.2	Non-Sewered Area	
	Base fee	\$745
	Fixture/appliance/apparatus – each	\$85
12.2.3	Internal water and sewer reticulation – per floor/per lot of each building or per allotment	\$255
12.2.4	Fire services per floor of each building	\$135
12.2.5	Unitywater sub meters:	
	1 – 5 Unitywater sub meters	\$315
	Additional sub meters thereafter – each	\$20
12.3 Alternative/Performance Solutions		
12.3.1	Low complexity (i.e. solar hot water orientation) includes one inspection	\$265
12.3.2	Medium complexity (i.e. innovative products) includes one inspection	\$530
12.3.3	High complexity (i.e. warm water systems) includes one inspection	\$795

Reference	Fee Description	2020/21 Fees & Charges
12.4 Amended Permits		
12.4.1	Submission of amended domestic plans/amended reports	
	Base fee	\$400
	Additional fixture/appliance/apparatus – each	\$65
12.4.2	Submission of amended commercial plans/amended reports	
	Base fee	\$400
	Additional fixture/appliance/apparatus – each	\$85
12.5 Stand-Alone Applications		
12.5.1	Conversion/upgrade of existing On-site Sewerage Facility to new On-site Sewerage Facility including relocation/upgrade of Land Application Area (flat fee)	\$580
12.5.2	Decommission existing On-site Sewerage Facility (flat fee)	\$505
12.5.3	Installation of grey water treatment plant in a sewerred area (flat fee)	\$580
12.5.4	Connection of existing effluent system to sewer (flat fee)	\$505
12.5.5	Connection to or approval of mobile homes in a sewerred area (flat fee)	\$265
12.5.6	Connection to or approval of mobile homes in a non-sewerred area (flat fee)	\$505
12.5.7	Sewer cap off (flat fee)	\$265
12.5.8	Minor alteration of drain - commercial development (includes one inspection)	\$265
12.5.9	Temporary building site amenities and site sheds	\$555
12.6 Plumbing and Drainage Work Inspections		
12.6.1	All reinspections – per inspection	\$155
12.6.2	Special Inspection or one-off inspection – per inspection	\$165
12.6.3	Notifiable work inspection – one inspection only	\$265

Reference	Fee Description	2020/21 Fees & Charges
12.6.4	Inspection outside of 8:00 am to 4:00 pm Monday to Friday – per inspection	\$340
12.6.5	Cancellations of Inspection Bookings – cancellation or changes made within 1 hour of a scheduled inspection	\$155
12.6.6	Out of date plumbing final inspection request for one single Class 1a or Class 10a building	\$605
12.6.7	Out of date plumbing final inspection request for Class 1a duplexes and Class 2-9 buildings	POA
12.7 Backflow Prevention Device Registration		
12.7.1	Backflow Prevention Device annual registration: Per device	\$50
12.8 Plumbing and Drainage Work General		
12.8.1	Referral fees (plumbing) local government concurrence agency per referral	\$480
12.8.2	Extension of duration of plumbing permit	\$400
12.8.3	Council's plumbing consultancy charge (per hour plus GST)	\$240
12.8.4	On-Site Sewerage Facilities administration fee for submission of hard copy report/s	\$25
13. Certificates/Searches/Information		
13.1.1	Property development notes	\$80
13.1.2	Limited planning and development certificate	\$235
13.1.3	Standard planning and development certificate	\$700
13.1.4	Full planning and development certificate (vacant site)	\$1,510
13.1.5	Full planning and development certificate (built site)	\$4,450
13.1.6	Building records search (simple)	\$190
13.1.7	Building records search (complex or large scale development)	POA
13.1.8	Request for Building Certificate of Classification	\$65

Reference	Fee Description	2020/21 Fees & Charges
13.1.9	'As Constructed' Drainage Plans for each property or for each building where multiple buildings:	
	Base fee (includes 1 by A4 plan copy only)	\$50
	Plus per additional plan copied	\$16
13.1.10	Plumbing records search (domestic)	\$80
13.1.11	Plumbing records search (commercial)	\$250
13.1.12	Request for Plumbing Inspection Certificate	\$65
13.1.13	Charge for retrieval of decision documents, which includes decision notice/permit, approved plans and specifications:	
	Per file and limited to A4 and A3 sized plan copies only	\$160
	Copying of plans or documents larger than A3 size	POA
14. Miscellaneous Fees		
14.1.1	Assessment of Minor technical report (reports for smaller proposals e.g. simple bushfire, engineering)	\$530
14.1.2	Assessment of Standard technical report (reports for more complex proposals)	\$1,040
14.1.3	Assessment of Major technical report (reports that are highly complex or are for major development proposals e.g. flooding assessment, ecological assessment, infrastructure reports)	\$1,675
14.1.4	Submission of a Lake Management Plan as a requirement of condition of approval (including Master Plan approvals)	\$8,480
14.1.5	Assessment and endorsement of plans and documents as a requirement of condition of approval	\$485
14.1.6	Generally in accordance requests following an approval	\$485
14.1.7	Building work not associated with a Material Change of Use	\$2,680
14.1.8	Lodgement of an application that is identical to the lapsed application - within three months of the lapse date, otherwise full fee applies	\$945
14.1.9	Exemption Certificate:	
	Minimum fee OR	\$915
	Maximum fee (whichever is the greater)	25% of applicable fee for the proposed development

Reference	Fee Description	2020/21 Fees & Charges
14.1.10	Superseded Planning Scheme request	\$2,050
14.1.11	Administration fee to be retained where a refund is requested for over payment of fee not resulting from a fee calculation error by council (GST inclusive)	\$60
14.1.12	Administration fee to be retained where cancelling a written advice, a search, or other similar service	\$190
14.1.13	Administration fee to be retained where cancelling a file retrieval requests or other similar services that have a scheduled fee of under \$200	\$60
14.1.14	All other administration fees	\$190
14.1.15	Preparation of an infrastructure agreement:	
	Minor infrastructure agreement (such as an adopted infrastructure charge or car parking contribution)	\$945
	Other infrastructure agreement and/or deed of variation	POA
14.1.16	Bond or bank guarantee relating to any development and/or approval (excluding uncompleted works bonds)	\$540
14.1.17	Uncompleted works bonds relating to any development and/or approval	\$945
14.1.18	External expert consultant fees (including any associated legal costs)	POA
<p><i>Note: The cost of external expert consultant fees (including any associated legal costs) for any assessment or advice required by council in consideration of an application or submission and/or technical report and/or infrastructure agreement (including an amendment, variation, novation or similar) will be charged to the applicant, including re-submissions. The applicant will be consulted prior to engagement of an external expert. The cost for any external experts must be paid to council prior to council's final determination of the application.</i></p>		

Reference	Fee Description	2020/21 Fees & Charges
15. Environmentally Relevant Activity		
15.1	Material Change of Use Application ¹ that also relates to a Prescribed Environmentally Relevant Activity ² that is an ERA administered by council ³ , or	
15.2	A self-assessable development ¹ that relates to a Prescribed Environmentally Relevant Activity ² that is an ERA ³ administered by council.	
	The Fee Payable equals:	
	The application fee, currently \$652 ⁴ for assessment of the concurrence ERA; PLUS 30% of the annual fee ⁴ for the ERA environmental authority	
	Where a development application is for a Material Change of Use of premises or is self-assessable and also relates to a Prescribed Environmentally Relevant Activity, then the application is taken to also be an application for an Environmental Authority (approval) for the prescribed ERA, <i>Section 115 (2) of the Environmental Protection Act 1994</i> .	
	Prescribed Environmentally Relevant Activities (includes definition and ERA trigger threshold) are listed in <i>Section 101</i> and <i>Schedule 2</i> of the Environmental Protection Regulation 2008 .	
	ERAs administered by council:	
	ERA No. 6 (Asphalt manufacturing), 12 (Plastic product manufacturing), 19 (Metal forming), 20 (Metal recovery), 38 (Surface coating), 49 (Boat maintenance or repair) and 61 (Waste incineration and thermal treatment). Refer to Glossary below for further details on these ERAs.	
	These fees are set in accordance with Section 120 and Schedule 10 Part 2b of the <i>Environmental Protection Regulation 2008</i> and https://environment.des.qld.gov.au/assets/documents/regulation/era-is-summary-annual-fees.pdf	
16. Contributions		
16.1 General - Infrastructure Unit Charges		
16.1.1	Request for written advice of infrastructure contributions estimate pre-development application stage	\$245
16.2 Maroochy Plan 2000 Infrastructure Unit Charge		
16.2.1	Refer to Maroochy Plan 2000 Planning Scheme Policy DCA Administration Section 3.5: \$C=	\$1,5722
Parks Contributions (Fees are calculated on total number of lots on survey plan less original and balance lots)		
16.2.2	For residential, commercial and industrial subdivision as follows:	
	Lots up to 500m ²	\$2,628
	Lots between 501m ² and 1000m ²	\$4,380
	Lots between 1001m ² and 5000m ²	\$8,761
	Lots between 5001m ² and 10,000m ²	\$13,141

Reference	Fee Description	2020/21 Fees & Charges
	Lots greater than 10,000m ² in area	\$17,521
	For rural residential subdivision	\$5,256
	For rural excision lots whose primary purpose is for rural residential / residential use	\$3,900
<i>Note: These contributions only apply to development applications assessed under the Maroochy 1985 Superseded Planning Scheme.</i>		
16.2.3	Road network analysis Fee (Fees are calculated on total number of lots on survey plan less original and park lots). Per lot created	\$542
Roadworks Contribution Fee (Fees are calculated on total number of lots on survey plan less original and park lots)		
16.2.4	Family transfer / retirement / rural home site / rural residential excision (not requiring road constructions) / per created lot	\$25,406
16.2.5	Rural subdivisions for allotments fronting bitumen surfaced roads	\$25,406
16.2.6	Rural subdivisions for allotments fronting gravel surfaced roads	\$29,000
16.2.7	Contributions in lieu of provision of car parking spaces Zone 1 as shown on Drawing 3747 Zone 2 as shown on Drawing 3747 Zone 3 as shown on Drawing 3747 Zone 4 being balance of the Shire	\$39,860 \$29,978 \$19,931 \$14,893
<i>Note: These contributions only apply to development applications assessed under the Maroochy 1985 Superseded Planning Scheme.</i>		
Social Amenities Contribution		
16.2.8	For duplex accommodation in Residential A Zone - per additional created dwelling. <i>Note: This contribution only applies to development applications assessed under the Maroochy 1985 Superseded Planning Scheme.</i>	\$1,813
16.3 Caloundra City Plan		
Water Supply Headworks		
16.3.1	Caloundra / Kawana: Per capita Per residential allotment Per additional allotment created where subdivision is in existing industrial zone	\$2,647 \$7,938 \$3,967
16.3.2	Hinterland Towns: Per capita Per residential allotment Per additional allotment created where subdivision is in existing industrial zone	\$2,625 \$7,466 \$3,733

Reference	Fee Description	2020/21 Fees & Charges
16.3.3	Maleny:	
	Per capita	\$2,487
	Per residential allotment	\$7,466
	Per additional allotment created where subdivision is in existing industrial zone	\$3,733
Sewerage Headworks		
16.3.4	Caloundra / Kawana:	
	Per capita	\$2,286
	Per residential allotment	\$7,466
	Per additional allotment created where subdivision is in existing industrial zone	\$3,733
16.3.5	Hinterland Towns:	
	Per capita	\$3,358
	Per residential allotment	\$10,081
	Per additional allotment created where subdivision is in existing industrial zone	\$10,081
16.3.6	Maleny:	
	Per capita	\$1,947
	Per residential allotment	\$5,842
	Per additional allotment created where subdivision is in existing industrial zone	\$5,842
Parks Contributions		
16.3.7	Residential (including Special Residential) zones per additional lot	\$3,840
16.3.8	Park Residential zone per additional lot	\$2,421
16.3.9	Rural/Rural Residential zone per additional lot	\$1,930
16.3.10	Industrial/Commercial zone per additional lot	\$2,899
Mosquito Control Contributions		
16.3.11	For applications involving the use of development of land in areas affected by mosquitoes (as described in Local Planning Policy 5.0/4), the following contributions will be required as conditions of approval for development applications:	
	Urban/Low Density Residential per ha	\$1,730
	Park/Rural Residential per ha	\$519
	Other uses – per unit	\$170

Reference	Fee Description	2020/21 Fees & Charges
Car Parking Contributions		
16.3.12	Local, Central and Special Business Zones and Special Development Zone within the CBD area per space	\$28,211

17. Glossary and Other Supporting Information

Appliance (AS3500.0 Appliance)

A piece of equipment designed to connect to a plumbing system to perform a specific task.

Note: Fees will be charged at application stage where provision for an appliance has been made, i.e. washing machine, dishwasher, plumbed refrigerator, fire hydrant, fire hose reel etc.

Apparatus (PDR Apparatus)

a) For sanitary plumbing, sanitary drainage and on-site sewerage facilities –

i) Includes an arrestor, cistern, pump, siphon or valve; but

ii) Does not include an appliance, fitting, fixture or straight pipe; or

b) For water plumbing –

i) Includes a backflow prevention device, cistern, pump, domestic water filter, water meter, siphon, tap, valve, water heater or water softener; but

ii) Does not include an appliance, fitting or straight pipe.

Charge Calculations

Fees are calculated to the whole unit and all part number is rounded up to the next whole number (i.e. 3.29Ha will equal to 4Ha). Some larger type of application uses have been capped at a maximum size for charging of fees.

ERA

Environmentally Relevant Activity - ERAs administered by council as a concurrence agency are listed below.

6 Asphalt Manufacturing

Asphalt manufacturing consists of manufacturing in a year 1000 tonnes or more of asphalt.

12 Plastic Product Manufacturing

Consists of: Manufacturing, in a year, a total of 50 tonnes or more of plastic products.

Consists of: Manufacturing, in a year, a total of 5 tonnes or more of foam, composite plastics or rigid fibre-reinforced plastics.

19 Metal Forming

Metal forming consists of forming a total of 10,000 tonnes or more of metal in a year using hot processes.

20 Metal Recoveries

Metal recovery consists of:

- Recovering less than 100 tonnes of metal in a day.
- Recovering 100 tonnes or more of metal in a day, or 10,000 tonnes or more of metal in a year without using a fragmentiser.

38 Surface Coating

Consists of: Anodising, electroplating, enamelling or galvanising by using 1 to 100 tonnes of surface coating materials in a year.

49 Boat Maintenance or Repair

Boat maintenance or repair consists of conducting on a commercial basis a boat repair facility being carried out within 50 metres of natural waters.

61 Waste Incinerations and Thermal Treatment

Consists of: Incinerating waste vegetation, clean paper or cardboard.

Fixture (AS3500.0 Fixture)

A receptacle with necessary appurtenances designed for a specific purpose, the use or operation of which results in a discharge into the sanitary plumbing or sanitary drainage installation. A water closet pan, urinal, slop hopper, autopsy table, bedpan washer or sanitary napkin disposal unit. Any fixture other than a soil fixture.

GFA

Gross Floor Area – As defined by relevant Planning Scheme.

Queensland Development Code (QDC)

The Queensland Development Code (QDC) consolidates Queensland specific building standards into a single document. The code covers Queensland matters outside the scope of, and in addition to, the Building Code of Australia, such as requirements for private health facilities.

TUA

Total Use Area – includes GFA and any part of the site used for external display, storage and activities/operations associated with the use but excluding car parking and vehicle manoeuvring area.

List of fixtures, appliances and apparatus:

For a full list of fixtures, appliances, and apparatus in relation to calculating fees, please see <https://www.sunshinecoast.qld.gov.au/Development/Building-and-Plumbing/Lodging-Applications/Plumbing-List-of-Fixtures>. This list is not exhaustive and may not include recently released products.

Note: where associated with another application, fire service fees such as hydrants and hose reels etc. are to be added to the fee calculation as appliances. Similarly, backflow prevention devices and trade waste devices are to be added as apparatus.

*This fee covers the instances where council is a Concurrence Agency for Siting and Design, Amenity and Aesthetics and Particular Buildings Occupied for Residential Purposes.



Development Services Fee 2020/21 Comparison

	Existing 2019/20 Fee	Proposed 2020/21 Fee	Potential % increase (approx. 3%) or decrease	Explanatory Note
1.5 Concessions for Buildings and Sites affected by Heritage Provisions				
Where an application for demolition (including partial demolition) or removal of a structure or place affected by the cultural heritage provisions of the Planning Scheme, a fee of \$1,465.00 shall apply. Where a development application (Material Change of Use or Building Work), other than referred to above, is required solely as a result of the heritage provisions of the Sunshine Coast Planning Scheme, whether code or impact assessable, no fee shall apply to such an application	\$1,465.00	\$1,495.00	2.05%	
1.15 Minimum Fees				
The fee for any matter relating to a decision for a development application and requiring a report to be placed before council, that is not otherwise defined in the Register	\$1,525.00	\$1,555.00	1.97%	
The fee for any matter relating to a decision for a development application, or other matter not listed in the Register and not requiring a report to council	\$925.00	\$945.00	2.16%	
2.1 Pre-Advice Services				
Written Advice	\$295.00	\$300.00	1.69%	
Town planning appraisals	\$295.00	\$300.00	1.69%	
2.2 Pre-lodgement and pre-application meetings				
Detailed pre-lodgement meeting – office based 1 hour meeting	\$945.00	\$965.00	2.12%	
Additional follow up meetings – per hour	\$710.00	\$725.00	2.11%	
Detailed pre-lodgement meeting – on-site meeting per hour (including travel time) to be rounded up to the nearest hour	\$1,650.00	\$965.00	2.12%	
Additional follow up meetings – per hour	\$710.00	\$725.00	2.11%	
Personalised case management pre-application services (ranging from \$5,000 to \$10,000)	POA	POA	0.00%	No change to this fee approach
2.3 Pre-assessment technical report/s				
Minor technical report (e.g. simple bushfire, engineering reports for smaller proposals)	\$520.00	\$530.00	1.92%	
Standard technical report (e.g. reports for more complex proposals)	\$1,020.00	\$1,040.00	1.96%	
Major technical report (e.g. reports that are highly complex, major development proposals including flooding assessment, ecological assessment, infrastructure reports etc.)	\$1,640.00	\$1,675.00	2.13%	
3 Dwelling House and Dual Occupancy				
Dual occupancy	\$3,940.00	\$4,020.00	2.03%	
Dwelling house	\$620.00	\$640.00	3.20%	
Concurrence Agency Assessment associated with a Dwelling House	\$625.00	\$640.00	2.4%	
Other Change to a Private Building Certifier Building Works approval associated with a dwelling house where council is a concurrence agency	\$625.00	\$640.00	2.40%	
Minor Change to a Concurrence Agency Response associated with a dwelling house where council is the responsible entity	\$350.00	\$360.00	2.86%	
Minor Change to a Private Certifier Building Works approval decision associated with a dwelling house where council is the affected entity	\$350.00	\$360.00	2.86%	
Minor Change associated with a dwelling house (including secondary dwellings) and dual occupancy	\$515.00	\$360.00	-30.09%	Dwelling House fees changed to ensure consistency across all assessment requirements
4.1 Residential Uses				
Caretaker's accommodation	\$2,005.00	\$2,045.00	2.00%	
Community residence	\$2,005.00	\$2,045.00	2.00%	
Dwelling unit	\$925.00	\$945.00	2.16%	
Multiple dwelling *capped at 100 units				
Base fee	\$3,940.00	\$4,020.00	2.03%	



Development Services Fee 2020/21 Comparison

	Existing 2019/20 Fee	Proposed 2020/21 Fee	Potential % increase (approx. 3%) or decrease	Explanatory Note
Plus per unit	\$585.00	\$595.00	1.71%	
Nature-based tourism *capped at 20 beds/sites				
Base fee	\$2,010.00	\$2,050.00	1.99%	
Plus per bed/camp-site	\$425.00	\$435.00	2.35%	
Relocatable home park *capped at 100 beds/sites				
Base fee	\$2,115.00	\$2,155.00	1.89%	
Plus per bed/camp-site	\$425.00	\$435.00	2.35%	
Residential care facility *capped at 100 beds				
Base fee	\$5,300.00	\$5,405.00	1.98%	
Plus per bed	\$105.00	\$105.00	0.00%	No increase at this time – 5% increment increase in 2019/20
Retirement facility *capped at 100 units				
Base fee	\$2,010.00	\$2,050.00	1.99%	
Plus per units	\$425.00	\$435.00	2.35%	
Resort complex *capped at 100 units				
Base fee	\$2,115.00	\$2,155.00	1.89%	
Plus per unit	\$425.00	\$435.00	2.35%	
Rooming accommodation *capped at 20 beds/sites				
Base fee	\$2,010.00	\$2,050.00	1.99%	
Plus per bed/camp-site	\$425.00	\$435.00	2.35%	
Short-term accommodation *capped at 20 beds/sites				
Base fee	\$2,010.00	\$2,050.00	1.99%	
Plus per bed/camp-site	\$425.00	\$435.00	2.35%	
Tourist park *capped at 100 Units				
Base fee	\$2,115.00	\$2,155.00	1.89%	
Plus per unit	\$425.00	\$435.00	2.35%	
4.2 Business and Commercial Uses				
Adult store *capped at 3,000m ²				
Base fee	\$3,710.00	\$3,785.00	2.02%	
Plus per sqm	\$15.00	\$15.00	0.00%	No increase at this time – 50% increment increase in 2019/20
Agricultural supplies store *capped at 3,000m ²				
Base fee	\$3,710.00	\$3,785.00	2.02%	
Plus per sqm	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Bar *capped at 500m ²				
Base fee	\$10,605.00	\$4,590	-56.72%	Fee changed to align with other similar business/commercial uses and other SEQ council's
Plus per sqm	\$15.00	\$15.00	0.00%	No increase at this time – 50% increment increase in 2019/20
Carwash				
	\$6,355.00	\$6,480.00	1.97%	
Crematorium *capped at 500m ²				
Base fee	\$5,030.00	\$5,130.00	1.99%	
Plus per sqm	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Food and drink outlet *capped at 1,000m ²				
Base fee	\$3,975.00	\$4,055.00	2.01%	
Plus per sqm	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20



Development Services Fee 2020/21 Comparison

	Existing 2019/20 Fee	Proposed 2020/21 Fee	Potential % increase (approx. 3%) or decrease	Explanatory Note
Function facility *capped at 2,000m ²				
Base fee	\$3,975.00	\$4,055.00	2.01%	
Plus per sqm	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Funeral parlour *capped at 1,000m ²				
Base fee	\$3,975.00	\$4,055.00	2.01%	
Plus per sqm	\$15.00	\$15.00	0.00%	No increase at this time – 50% increment increase in 2019/20
Garden centre *capped at 2,000m ²				
Base fee	\$3,710.00	\$3,785.00	2.02%	
Plus per sqm	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Hardware and trade supplies *capped at 3,000m ²				
Base fee	\$3,715.00	\$3,790.00	2.02%	
Plus per sqm	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Health care services *capped at 2,000m ²				
Base fee	\$4,500.00	\$4,590.00	2.00%	
Plus per sqm	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Home based business	\$2,380.00	\$2,430.00	2.10%	
Hotel *capped at 2,000m ²				
Base fee	\$4,500.00	\$4,590.00	2.00%	
Plus per sqm	\$15.00	\$15.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Market *capped at 5ha				
Base fee	\$5,030.00	\$5,130.00	1.99%	
Plus per hectare	\$160.00	\$165.00	3.13%	
Nightclub entertainment facility *capped at 2,000m ²				
Base fee	\$10,590.00	\$10,800.00	1.98%	
Plus per sqm	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Office *capped at 3,000m ²				
Base fee	\$3,710.00	\$3,785.00	2.02%	
Plus per sqm	\$15.00	\$15.00	0.00%	No increase at this time – 50% increment increase in 2019/20
Outdoor sales *capped at 2,000m ²				
Base fee	\$2,910.00	\$2,970.00	2.06%	
Plus per sqm	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Sales office	\$1,165.00	\$1,190.00	2.15%	
Service station	\$15,885.00	\$16,205.00	2.01%	
Shop *capped at 3,000m ²				
Base fee	\$3,975.00	\$4,055.00	2.01%	
Plus per sqm	\$15.00	\$15.00	0.00%	No increase at this time – 50% increment increase in 2019/20
Showroom *capped at 6,000m ²				
Base fee	\$3,975.00	\$4,055.00	2.01%	
Plus per sqm	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Shopping centre *capped at 15,000m ²				
Base fee	\$10,590.00	\$10,800.00	1.98%	
Plus per sqm	\$15.00	\$15.00	0.00%	No increase at this time – 50% increment increase in 2019/20



Development Services Fee 2020/21 Comparison

	Existing 2019/20 Fee	Proposed 2020/21 Fee	Potential % increase (approx. 3%) or decrease	Explanatory Note
Theatre *capped at 3,000m ²				
Base fee	\$2,650.00	\$2,705.00	2.08%	
Plus per sqm	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Tourist attraction *capped at 20ha				
Base fee	\$4,500.00	\$4,590.00	2.00%	
Plus per hectare	\$160.00	\$165.00	3.13%	
Veterinary services *capped at 2,000m ²				
Base fee	\$3,975.00	\$4,055.00	2.01%	
Plus per sqm	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
4.3 Industrial Uses				
Bulk landscape supplies *capped at 3000m ² TUA				
Base fee	\$4,500.00	\$4,590.00	2.00%	
Plus per sqm total use area	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Extractive industry				
Base fee	\$21,180.00	\$21,605.00	2.01%	
Plus per hectare	\$2,645.00	\$2,700.00	2.08%	
High impact industry *capped at 3,000m ² TUA				
Base fee	\$5,560.00	\$5,670.00	1.98%	
Plus per sqm total use area	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Low impact industry *capped at 3,000m ² TUA				
Base fee	\$3,980.00	\$4,060.00	2.01%	
Plus per sqm total use area	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Marine industry *capped at 3,000m ² TUA				
Base fee	\$4,500.00	\$4,590.00	2.00%	
Plus per sqm total use area	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Medium impact industry *capped at 3,000m ² TUA				
Base fee	\$4,500.00	\$4,590.00	2.00%	
Plus per sqm total use area	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Research and technology industry *capped at 3,000m ² TUA				
Base fee	\$5,560.00	\$5,670.00	1.98%	
Plus per sqm total use area	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Service industry *capped at 3,000m ² TUA				
Base fee	\$3,980.00	\$4,060.00	2.01%	
Plus per sqm total use area	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Special industry *capped at 3,000m ² TUA				
Base fee	\$5,560.00	\$5,670.00	1.98%	
Plus per sqm total use area	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Transport depot *capped at 3,000m ² TUA				
Base fee	\$4,500.00	\$4,590.00	2.00%	
Plus per sqm total use area	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20



Development Services Fee 2020/21 Comparison

	Existing 2019/20 Fee	Proposed 2020/21 Fee	Potential % increase (approx. 3%) or decrease	Explanatory Note
Warehouse *capped at 3,000m ² TUA				
Base fee	\$3,980.00	\$4,060.00	2.01%	
Plus per sqm total use area	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
4.4 Community Uses				
Cemetery *capped at 2 ha				
Base fee	\$4,765.00	\$4,860.00	1.99%	
Plus per hectare	\$160.00	\$165.00	3.13%	
Child care centre	\$8,205.00	\$8,370.00	2.01%	
Community care centre *capped at 3,000m ²				
Base fee	\$4,235.00	\$4,320.00	2.01%	
Plus per sqm	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Community use *capped at 3,000m ²				
Base fee	\$2,730.00	\$2,785.00	2.01%	
Plus per sqm	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Educational establishment *capped at 10,000m ²				
Base fee	\$2,730.00	\$2,785.00	2.01%	
Plus per sqm	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Emergency services	\$2,380.00	\$2,430.00	2.10%	
Hospital *capped at 10,000m ²				
Base fee	\$530.00	\$540.00	1.89%	
Plus per sqm	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Place of worship *capped at 3,000m ²				
Base fee	\$4,235.00	\$4,320.00	2.01%	
Plus per sqm	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
4.5 Sport and Recreational Uses				
Club *capped at 3,000m ² TUA				
Base fee	\$3,070.00	\$3,130.00	1.95%	
Plus per sqm total use area	\$15.00	\$15.00	0.00%	No increase at this time – 50% increment increase in 2019/20
Indoor sport and recreation *capped at 3,000m ² TUA				
Base fee	\$3,070.00	\$3,130.00	1.95%	
Plus per sqm total use area	\$15.00	\$15.00	0.00%	No increase at this time – 50% increment increase in 2019/20
Major sport, recreation and entertainment facility	POA	POA	0.00%	No change to this fee approach
Motor sport facility	POA	POA	0.00%	No change to this fee approach
Outdoor sport and recreation *capped at 5ha				
Base fee	\$4,655.00	\$4,750.00	2.04%	
Plus per hectare	\$210.00	\$215.00	2.38%	
4.6 Rural Uses				
Animal keeping (per animal) capped at 20 animals	\$210.00	\$215.00	2.38%	
Animal husbandry, Cropping, Permanent plantation, Wholesale nursery	\$3,070.00	\$3,130.00	1.95%	
Aquaculture TUA				
Base fee	\$1,325.00	\$1,350.00	1.89%	
Plus per sqm total use area	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20



Development Services Fee 2020/21 Comparison

	Existing 2019/20 Fee	Proposed 2020/21 Fee	Potential % increase (approx. 3%) or decrease	Explanatory Note
Intensive horticulture *capped at 20ha				
Base fee	\$2,650.00	\$2,705.00	2.08%	
Plus per hectare	\$425.00	\$435.00	2.35%	
Intensive animal industry	\$11,225.00	\$11,450.00	2.00%	
Roadside stall	\$1,270.00	\$1,295.00	1.97%	
Rural workers accommodation *capped at 100 Beds				
Base fee	\$2,000.00	\$2,040.00	2.00%	
Plus per unit	\$395.00	\$405.00	2.53%	
Rural industry *capped at 3,000m² TUA				
Base fee	\$2,650.00	\$2,705.00	2.08%	
Plus per sqm total use area	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Winery *capped at 3,000m² TUA				
Base fee	\$3,975.00	\$4,055.00	2.01%	
Plus per sqm total use area	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
4.7 Other Uses				
Air services *capped at 2ha TUA				
Base fee	\$3,180.00	\$3,240.00	2.05%	
Plus per sqm total use area	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Environment facility TUA				
Base fee	\$5,825.00	\$5,940.00	1.97%	
Plus per sqm total use area	\$15.00	\$15.00	0.00%	No increase at this time – 50% increment increase in 2019/20
Major electricity facility *capped at 6,000m² TUA				
Base fee	\$5,825.00	\$5,940.00	1.97%	
Plus per sqm total use area	\$15.00	\$15.00	0.00%	No increase at this time – 50% increment increase in 2019/20
Port services *capped at 2ha TUA				
Base fee	\$3,180.00	\$3,245.00	2.04%	
Plus per sqm total use area	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Parking station *capped at 3,000m²				
Base fee	\$8,470.00	\$8,640.00	2.01%	
Plus per sqm	\$10.00	\$10.00	0.00%	No increase at this time – 100% increment increase in 2019/20
Renewable energy facility	POA	POA	0.00%	
Substation *capped at 6,000m² TUA				
Base fee	\$5,825.00	\$5,940.00	1.97%	
Plus per sqm total use area	\$15.00	\$15.00	0.00%	No increase at this time – 50% increment increase in 2019/20
Telecommunication facility	\$5,825.00	\$5,940.00	1.97%	
Utility Installation *capped at 3,000m² TUA				
Base fee	\$5,825.00	\$5,940.00	1.97%	
Plus per sqm total use area	\$15.00	\$15.00	0.00%	No increase at this time – 50% increment increase in 2019/20



Development Services Fee 2020/21 Comparison

	Existing 2019/20 Fee	Proposed 2020/21 Fee	Potential % increase (approx. 3%) or decrease	Explanatory Note
Reconfiguring a Lot				
5.1 Code Assessment				
Fee is based on the total number of lots in the proposed reconfiguration, including the existing lot(s)				
Base fee	\$1,480.00	\$1,510.00	2.03%	
Plus per lot	\$850.00	\$870.00	2.30%	
5.2 Other				
Boundary realignment involving a minor adjustment	\$1,480.00	\$1,510.00	2.03%	
Reconfiguring a Lot involving re subdivision of existing lots				
Base fee	\$1,480.00	\$1,510.00	2.03%	
Plus per lot	\$850.00	\$870.00	2.30%	
Assessment of Development lease subdivision plans:				
Base fee	\$1,480.00	\$1,510.00	2.03%	
Plus per lot	\$850.00	\$870.00	2.30%	
Easement application fees	\$1,480.00	\$1,510.00	2.03%	
Reconfiguring a lot to create a Community Title Scheme and Multiple Lease where a Material Change of Use pre determines development per lot	\$1,470.00	\$1,510.00	2.70%	
5.3 Approval of Subdivision Plans				
Approval of Building Format Plans, Standard Format and Volumetric Format Plans				
Fee per lot	\$410.00	\$420.00	2.38%	
Minimum fee	\$995.00	\$1,015.00	2.01%	
5.4 Endorsement of Other Documents				
Endorsement of a Community Management Statement (not applicable if lodged with a subdivision plan)	\$520.00	\$530.00	1.92%	
Endorsement of legal documents, and/or the coordination of endorsement of legal documents (e.g. environmental covenants, access easements and drainage easements). Per document	\$520.00	\$530.00	1.92%	
Re-endorsement of plans after expiry (Per plan)	\$325.00	\$330.00	1.54%	
Operational Work - Assessment				
6.1 Relating to Reconfiguring a Lot				
Works relating to Reconfiguring of a Lot (e.g. stormwater, roadworks, electrical reticulation, street lighting & landscaping work etc.) and where lodged as an integrated application per lot				
Base Fee	\$1,165.00	\$1,190.00	2.15%	
Plus per lot	\$450.00	\$460.00	2.17%	
Where not lodged as an integrated application, the above fee shall be paid for each separate application with the exception of landscaping work	\$1,165.00	\$1,190.00	2.15%	
Electricity reticulation and street or outdoor lighting				
Base fee	\$370.00	\$375.00	1.35%	
Plus per lot	\$55.00	\$55.00	0.00%	No increase at this time – 100% increment increase in 2019/20
6.2 Relating to Material Change of Use				
Works relating to external road works, stormwater, landscaping work, car parking and driveways within a development stage. The charge is based on the site area for each stage, which is the defined as the development footprint area of the approved use.				
Up to 1000m ²	\$2,270.00	\$2,315.00	1.98%	
1001-1200m ²	\$2,910.00	\$2,970.00	2.06%	
1201-1400m ²	\$3,650.00	\$3,725.00	2.05%	
1401m ² and above	\$4,235.00	\$4,320.00	2.01%	
6.3 Advertising Device				
Signs – per application	\$1,225.00	\$1,250.00	2.04%	



Development Services Fee 2020/21 Comparison

	Existing 2019/20 Fee	Proposed 2020/21 Fee	Potential % increase (approx. 3%) or decrease	Explanatory Note
6.4 Other				
Works not relating to Reconfiguring a Lot or Material Change of Use or other development approvals (e.g. bulk earthworks, changes to natural surface levels, bridges, other infrastructure):				
Minimum fee or maximum fee of \$25,000 or 0.5% of estimated value of work (whichever is the greater)	\$1,745.00	\$1,780.00	2.01%	
Maximum fee (whichever is the greater)	\$25,000 or 0.5% of estimated value of work	\$25,000 or 0.5% of estimated value of work	0.00%	No change to this fee approach
Operational Works for Excavation and Filling (to establish dam/s and where excavated material remains on-site):				
No overlays apply	\$425.00	\$435.00	2.35%	
Where one or more overlays apply	\$925.00	\$945.00	2.16%	
Carrying out Operational Works for Prescribed Tidal Works (pontoons, decks & boat ramps for private use associated with a residential use)	\$1,180.00	\$1,205.00	2.12%	
Carrying out Operational Works for Prescribed Tidal Works (all other Prescribed Tidal Works)	\$1,850.00	\$1,885.00	1.89%	
Vehicle crossover	\$425.00	\$435.00	2.35%	
Vegetation clearing (area to be cleared – measured to the outer drip line)				
Less than 50m ²	\$80.00	\$80.00	0.00%	No increase at this time due to 6.66% increase in 2019/20 Register
Over 50m ²	\$160.00	\$165.00	3.13%	
Operational Work - Construction				
7.1 Relating to Reconfiguring a Lot				
Prestart meeting and prescribed council inspections for stormwater, roadworks, driveways, electrical reticulation, street lighting and landscaping work etc.				
Base fee	\$745.00	\$760.00	2.01%	
Plus per lot	\$110.00	\$110.00	0.00%	No increase at this time due to 4.76% increase in 2019/20 Register
Additional inspection beyond prescribed inspections – per inspection	\$715.00	\$400.00	-44.06%	Fees changed to closely align with the other inspection fees and ensure that the fee is being reasonably applied.
Where a separate prestart meeting is conducted for a component of the work after initial prestart meeting has been held e.g. landscaping work	\$530.00	\$545.00	2.83%	
7.2 Relating to Material Change of Use				
Prestart meeting and prescribed council inspections for works that will become council infrastructure including roadworks, stormwater, landscaping work etc. or are required by an Operational Work approval				
Minimum fee or maximum fee of \$5,000 or 0.2% of estimated value of work (whichever is the greater)	\$530.00	\$545.00	2.83%	Fees changed to closely align with the other inspection fees and ensure that the fee is being reasonably applied.
Maximum fee (whichever is the greater)	\$5,000 or 0.2% of estimated value of work	\$5,000 or 0.2% of estimated value of work	0.00%	No change to this fee approach
Additional inspection beyond prescribed council inspections – per inspection	\$715.00	\$400.00	-44.06%	Fees changed to closely align with the other inspection fees and ensure that the fee is being reasonably applied.
Where a separate prestart meeting is conducted for a component of the work after initial prestart meeting has been held e.g. landscaping work	\$530.00	\$545.00	2.83%	
7.3 Priority Development Area (PDA)				
Development inspections and review				
Minimum Fee	\$875.00	\$875.00	0.00%	No increase at this time
Plus per lot	\$240.00	\$245.00	2.08%	



Development Services Fee 2020/21 Comparison

	Existing 2019/20 Fee	Proposed 2020/21 Fee	Potential % increase (approx. 3%) or decrease	Explanatory Note
Major Development Area Applications – Kawana Waters				
8.1 Kawana Master Plan Applications				
Fees associated with Kawana Master Planning Applications and not in the Ownership of Stockland Pty Ltd				
Other than Site Development Plan up to 1ha	\$26,915.00	\$27,455.00	2.01%	
Other than Site Development Plan between 1ha and 5ha per ha	\$17,995.00	\$18,355.00	2.00%	
Other than Site Development Plan over 5ha per ha	\$8,995.00	\$9,175.00	2.00%	
Site development master plan (per plan)	\$46,860.00	\$47,795.00	2.00%	
8.2 Kawana Design Plan Applications				
Design Plan application fees shall be the same as the fee for a Code Assessable Reconfiguring a Lot application fee for the same number of lots.				
8.3 Kawana Master Plan Amendments				
Structure plan amendments	POA	POA	0.00%	No change to this fee approach
Site development master plan amendment				
Minor	\$8,230.00	\$8,395.00	2.00%	
Major	\$30,840.00	\$31,455.00	1.99%	
Other than Site Development Plan minor change (not involving changes to land use)				
Kawana Master Plans	\$3,945.00	\$4,025.00	2.03%	
8.4 Kawana Clearance to Instigate Settlement				
Clearance to instigate settlement				
Base fee	\$520.00	\$530.00	1.92%	
Plus per lot	\$180.00	\$190.00	1.92%	
Major Development Area Applications – Palmview				
9.1 Palmview Development Applications				
Area Development Application	POA	POA	0.00%	No change to this fee approach
Change to an Area Development Approval	POA	POA	0.00%	No change to this fee approach
Assessment of Technical reports (submitted post approval of Area Development Application). Reports include: Local Ecological and Landscape Protection and Rehabilitation Plans, Biodiversity Offset Plan, Fire Management Plan, etc. per report	POA	POA	0.00%	No change to this fee approach
9.2 Palmview Amendments				
Palmview Structure Plan amendments	POA	POA	0.00%	No change to this fee approach
Change to an Area Development Approval	POA	POA	0.00%	No change to this fee approach
9.3 Contributions				
Contributions are required under the Palmview Structure Plan Area Infrastructure Agreement 2010 (Consolidation No. 2) and administration of Prescribed Notices under the Palmview Structure Plan Area				
Infrastructure Agreement 2010 (Consolidation No. 2) (excluding Notices associated to the Palmview Prescribed Road Infrastructure)	POA	POA	0.00%	No change to this fee approach
Administration of bank guarantees/performance securities (excluding bonds or security associated to the Palmview Prescribed Road Infrastructure)	\$520.00	\$530.00	1.92%	
10 Changing a Development Approval				
Minor Change involving a change to or cancelling of one condition only and not involving a change to approved plans	\$925.00	\$945.00	2.16%	
Minor Change involving changes to Operational Works approved plans only (maximum four plans) and/or one condition		\$945.00	NEW	A new fee has been included to accommodate changes of a minor nature with a reasonable fee



Development Services Fee 2020/21 Comparison

	Existing 2019/20 Fee	Proposed 2020/21 Fee	Potential % increase (approx. 3%) or decrease	Explanatory Note
Minor Change involving changes to approved plans only and/or involving a change to or cancelling up to 5 conditions (and does not involve an increase in the number of lots, does not involve an increase in the use area)	\$2,630.00	\$2,685.00	2.09%	Amended wording to better explain the changes applicable under this fee
All other Minor Changes	\$3,995.00	\$4,115.00	3.00%	
Other Change - the fee is 100% of the application fee calculated as if the application were a new application	Full Fee	Full Fee	0.00%	No change to this fee approach
Change to a Variation Request under the <i>Planning Act 2016</i> , or a Preliminary Approval Overriding the Planning Scheme under either Section 242 of the <i>Sustainable Planning Act 2009</i> or Section 3.1.6 of the <i>Integrated Planning Act 1997</i>	POA	POA	0.00%	No change to this fee approach
Extension of currency period	\$1,915.00	\$1,955.00	2.09%	
Building Work				
11.1 Building Work Application				
Building Works application (where council is the Assessment Manager)		POA	NEW	New fee to ensure cost recovery where council is the assessment manager – refer to specific details explaining this fee in the council report.
11.2 Post Building Work Approval				
Extension of currency period by Private Building Certifier (where extending more than once as per legislation procedure)	\$305.00	\$310.00	1.64%	
Change by Private Building Certifier to Building Works approval issued by council	\$350.00	\$360.00	2.86%	
Transfer of assessment manager functions to council to undertake building certification (including first inspection):				
Domestic building works	\$425	\$435	2.35%	
Commercial building works		POA	NEW	New fee to ensure cost recovery where council is the assessment manager.
Issue of a Certificate of Classification where not previously issued (assessment and one inspection only)	\$940.00	\$960.00	2.13%	
11.3 Building Work inspections				
Out of date building final inspection request for one single class 1a or 10a building	\$595.00	\$605.00	1.68%	
Out of date building final inspection request for class 1a duplexes or class 2-9 buildings	POA	POA	0.00%	No change to this fee approach
11.4 Building Work or Rebuild Security Deposits				
Administration of security deposits	\$530.00	\$540.00	1.89%	
11.5 Private Building Certification Document Lodgement Fees				
Online lodgement fee for all class of building	\$100.00	\$100.00	0.00%	No increase in fee to encourage online lodgement of documents rather than hardcopy
Hardcopy and e-mailed lodgement Fee for single class 1a, 1b, 10 and 10b buildings	\$190.00	\$195.00	2.63%	
Hardcopy and e-mailed lodgement Fee for Multiple Class 1a buildings, class 2-9 buildings	\$270.00	\$275.00	1.85%	
11.6 Pool Fencing				
Pool fence exemption	\$420.00	\$430.00	2.38%	
Pool fence safety inspection and pool fence safety certificate	\$455.00	\$465.00	2.20%	
Pool fence safety re-inspection	\$200.00	\$205.00	2.50%	
11.7 Building Work General				
Budget Accommodation buildings - compliance with the Fire Safety Standard (inspection and report)				
Up to 20 persons accommodated	\$730.00	\$745.00	2.05%	
21 and over persons accommodated	\$920.00	\$940.00	2.17%	
Request for approval of longer period to comply with the Fire Safety Standard	\$305.00	\$310.00	1.64%	
Building work for residential services				
Up to 20 persons accommodated	\$730.00	\$745.00	2.05%	



Development Services Fee 2020/21 Comparison

	Existing 2019/20 Fee	Proposed 2020/21 Fee	Potential % increase (approx. 3%) or decrease	Explanatory Note
21 and over persons accommodated	\$920.00	\$940.00	2.17%	
Building Work for Removal or Rebuilding	\$305.00	\$310.00	1.64%	
Temporary accommodation buildings				New fees to cover costs associated with referrals to council to assess whether building work complies with Performance Criteria 1 of the Queensland Development Code Part 3.3
Up to 20 persons accommodated		\$745.00	NEW	
21 and over persons accommodated		\$940.00	NEW	
Building work relating to end of trip facilities for Queensland Development Code, Part 4.1		\$640.00	NEW	A new fee to cover costs associated with referrals to council to assess whether building work complies with Performance Criteria 12 of the Queensland Development Code Part 4.1
Plumbing and Drainage Work				
12.1 Domestic – One new Class 1a or Class 10a building (does not include Dual occupancy)				
Sewered				
Base fee	\$390.00	\$400.00	2.56%	
Fixture/appliance/apparatus – each	\$65.00	\$65.00	0.00%	No increase at this time
Non sewered				
Base fee	\$730.00	\$745.00	2.05%	
Fixture/appliance/apparatus – each	\$65.00	\$65.00	0.00%	No increase at this time
12.2 Commercial - Class 2-9 buildings, attached Class 1 buildings (includes Dual occupancy)				
Sewered				
Base fee	\$390.00	\$400.00	2.56%	
Fixture/appliance/apparatus – each	\$85.00	\$85.00	0.00%	No increase at this time
Non sewered				
Base fee	\$730.00	\$745.00	2.05%	
Fixture/appliance/apparatus – each	\$85.00	\$85.00	0.00%	No increase at this time
Internal water and sewer reticulation – per floor/per lot of each building or per allotment	\$250.00	\$255.00	2.00%	
Fire services per floor of each building	\$130.00	\$135.00	3.85%	
Unity Water sub meters				
1 – 5 Unitywater sub meters	\$310.00	\$315.00	1.61%	
Additional sub meters thereafter – each	\$20.00	\$20.00	0.00%	No increase at this time
12.3 Alternative/Performance Solutions				
Low complexity (i.e. solar hot water orientation) includes one inspection	\$260.00	\$265.00	1.92%	
Medium complexity (i.e. innovative products) includes one inspection	\$520.00	\$530.00	1.92%	
High complexity (i.e. warm water systems) includes one inspection	\$780.00	\$795.00	1.92%	
12.4 Amended Permits				
Submission of amended domestic plans/amended reports				
Base fee	\$390.00	\$400.00	2.56%	
Additional fixture/appliance/apparatus – each	\$65.00	\$65.00	0.00%	No increase at this time
Submission of amended commercial plans/amended reports				
Base fee	\$390.00	\$400.00	2.56%	
Additional fixture/appliance/apparatus – each	\$85.00	\$85.00	0.00%	No increase at this time
12.5 Stand-Alone Applications				
Conversion/upgrade of existing On-site Sewerage Facility to new On-site Sewerage Facility including relocation/upgrade of Land Application Area (flat fee)	\$570.00	\$580.00	1.75%	
Decommission existing On-site Sewerage Facility (flat fee)	\$495.00	\$505.00	2.02%	



Development Services Fee 2020/21 Comparison

	Existing 2019/20 Fee	Proposed 2020/21 Fee	Potential % increase (approx. 3%) or decrease	Explanatory Note
Installation of grey water treatment plant in a sewer area (flat fee)	\$570.00	\$580.00	1.75%	
Connection of existing effluent system to sewer (flat fee)	\$495.00	\$505.00	2.02%	
Connection to or approval of mobile homes in a sewer area (flat fee)	\$260.00	\$265.00	1.92%	
Connection to or approval of mobile homes in a non-sewered area (flat fee)	\$495.00	\$505.00	2.02%	
Sewer cap off (flat fee)	\$260.00	\$265.00	1.92%	
Minor alteration of drain - commercial development (includes one inspection)	\$260.00	\$265.00	1.92%	
Temporary building site amenities and temporary site sheds		\$555.00	NEW	A new fee has been introduced to ensure these temporary structures are captured as well as the provision of appropriately drainage and plumbing.
12.6 Plumbing and Drainage Work Inspections				
All re-inspections – per inspection	\$150.00	\$155.00	3.33%	
Special Inspection or one-off inspection – per inspection	\$160.00	\$165.00	3.13%	
Notifiable work inspection – one inspection only	\$260.00	\$265.00	1.92%	
Inspection outside of 8:00 am to 4:00 pm Monday to Friday – per inspection	\$335.00	\$340.00	1.49%	
Cancellations of Inspection Booking - cancellation or changes made within 1 hour of a scheduled inspection	\$150.00	\$155.00	3.33%	
Out of date plumbing final inspection request for one single class 1a or 10a building	\$595.00	\$605.00	1.68%	
Out of date plumbing final inspection request for class 1a duplexes and class 2-9 buildings	POA	POA	0.00%	No change to this fee approach
12.7 Backflow Prevention Device Registration				
Backflow Prevention Device annual registration:				
Per device	\$50.00	\$50.00	0.00%	No increase at this time
12.8 Plumbing and Drainage Work General				
Referral fees (plumbing) local government concurrence agency per referral	\$470.00	\$480.00	2.13%	
Extension of duration of plumbing permit	\$390.00	\$400.00	2.56%	
Council's plumbing consultancy charge (per hour plus GST)	\$235.00	\$240.00	2.13%	
On-Site Sewerage facilities administration fee for submission of hard copy report/s	\$25.00	\$25.00	0.00%	No increase at this time
13 Certificates/Searches/Information				
Property development notes	\$80.00	\$80.00	0.00%	No increase at this time
Limited planning and development certificate	\$230.00	\$235.00	2.17%	
Standard planning and development certificate	\$685.00	\$700.00	2.19%	
Full planning and development certificate (vacant site)	\$1,480.00	\$1,510.00	2.03%	
Full planning and development certificate (built site)	\$4,365.00	\$4,450.00	1.95%	
Building records search (simple)	\$185.00	\$190.00	2.70%	
Building records search (complex or large scale development)	POA	POA	0.00%	No change to this fee approach
Request for Building Certificate of Classification	\$65.00	\$65.00	0.00%	No change to this fee approach
'As Constructed' Drainage Plans – per each property or per each building where there are multiple buildings				
Base fee (includes 1 by A4 plan copy only)	\$50.00	\$50.00	0.00%	
Plus per additional plan copied	\$16.00	\$16.00	0.00%	
Plumbing records search (domestic)	\$80.00	\$80.00	0.00%	Fee names changed from simple and complex to domestic and commercial records and fee adjusted to cover administration costs.



Development Services Fee 2020/21 Comparison

	Existing 2019/20 Fee	Proposed 2020/21 Fee	Potential % increase (approx. 3%) or decrease	Explanatory Note
Plumbing records search (commercial)	POA	\$250.00	Fee structure changed	Fee names changed from simple and complex to domestic and commercial records and fee adjusted to cover administration costs.
Request for Plumbing Inspection Certificate	\$65.00	\$65.00	0.00%	No increase at this time
Charge for retrieval of decision documents which includes decision notice/permit, approved plans and specifications:				
Per file and limited to A4 and A3 sized plan copies only	\$160.00	\$160.00	0.00%	No increase at this time
Copying of plans or documents larger than A3 size	POA	POA	0.00%	No change to this fee approach
14 Miscellaneous Fees				
Assessment of Minor technical report (reports for smaller proposals e.g. simple bushfire, engineering)	\$520.00	\$530.00	1.92%	
Assessment of Standard technical report (reports for more complex proposals)	\$1,020.00	\$1,040.00	1.96%	
Assessment of Major technical report (reports that are highly complex or are for major development proposals e.g. flooding assessment, ecological assessment, infrastructure reports)	\$1,640.00	\$1,675.00	2.13%	
Submission of a Lake Management Plan as a requirement of condition of approval (including Master Plan approvals)	\$8,315.00	\$8,480.00	1.98%	
Assessment and Endorsement of Plans and documents as a requirement of condition of approval	\$475.00	\$485.00	2.11%	
Generally in accordance requests following an approval	\$475.00	\$485.00	2.11%	
Building works not associated with a material change of use	\$2,625.00	\$2,680.00	2.10%	
Lodgement of an application that is identical to the lapsed application - within three months of the lapse date, otherwise full fee applies	\$925.00	\$945.00	2.16%	
Exemption Certificate:				
Minimum fee	\$895.00	\$915.00	2.23%	
Maximum fee (whichever is the greater)	25% of applicable fee for the proposed development	25% of applicable fee for the proposed development	0.00%	No change to this fee approach
Superseded Planning Scheme	\$2,010.00	\$2,050.00	1.99%	
Administration fee to be retained where a refund is requested for over payment of fee not resulting from a fee calculation error by council (GST inclusive)	\$60.00	\$60.00	0.00%	No increase at this time
Administration fee to be retained where cancelling a written advice, a search or other similar service	\$185.00	\$190.00	2.70%	
Administration fee to be retained where cancelling a file retrieval requests or other similar services that have a scheduled fee of under \$200	\$65.00	\$65.00	0.00%	No increase at this time – was a new fee implemented in 2019/20
All other administration fees	\$185.00	\$190.00	2.70%	
Preparation of an infrastructure agreement:				
Minor infrastructure agreement (such as an adopted infrastructure charge or car parking contribution)	\$925.00	\$945.00	2.16%	
Other infrastructure agreement and/or deed of variation		POA	NEW	This new fee has been added to ensure cost recovery for legal costs, particularly where associated with the assessment/review/finalisation of Infrastructure Agreements. The changed fees align with similar fees in Council's Register and with other SEQ council's
Bond or bank guarantee submitted relating to any development and/or approval (excluding uncompleted works bonds)	\$530.00	\$540.00	1.89%	
Uncompleted works bonds relating to any development and/or approval	\$925.00	\$945.00	2.16%	
External expert consultant fees (including any associated legal costs)	POA	POA	0.00%	No change to this fee approach



Development Services Fee 2020/21 Comparison

	Existing 2019/20 Fee	Proposed 2020/21 Fee	Potential % increase (approx. 3%) or decrease	Explanatory Note
15 Environmentally Relevant Activity				
The Fee Payable equals: (i) The application fee, currently \$652 for assessment of the concurrence ERA; PLUS (ii) 30% of the annual fee for the ERA environmental authority, as set by council in the Sunshine Coast Council Fees and Charges.	\$652.00		N/A	Set by State
16 Contributions				
General				Set by State in April – based on March CPI
Infrastructure Unit Charges				Set by State in April – based on March CPI
Request for written advice of infrastructure contributions estimate (pre-development application stage)	\$240.00	\$245.00	2.08%	
Maroochy Plan 2000				Set by State in April – based on March CPI
Infrastructure Unit Charges				
Refer to MPK2000 Planning Scheme Policy DCA Administration Section 3.5	\$1,572.22			Set by State in April – based on March CPI
Parks contributions				
(Fees are calculated on total number of lots on survey plan less original and balance lots) For residential, commercial and industrial subdivision as follows:				Set by State in April – based on March CPI
Lots up to 500m ²	\$2,589.00			Set by State in April – based on March CPI
Lots between 501m ² and 1000m ²	\$4,315.00			Set by State in April – based on March CPI
Lots between 1001m ² and 5000m ²	\$8,631.00			Set by State in April – based on March CPI
Lots between 5001m ² and 10,000m ²	\$12,946.00			Set by State in April – based on March CPI
Lots greater than 10,000m ² in area	\$17,260.00			Set by State in April – based on March CPI
For rural residential subdivision	\$5,178.00			Set by State in April – based on March CPI
For rural excision lots whose primary purpose is for rural residential / residential use.	\$3,842.00			Set by State in April – based on March CPI
Note: These contributions only apply to development applications assessed under the 1985 Superseded Planning Scheme				Set by State in April – based on March CPI
Road network analysis Fee (Fees are calculated on total number of lots on survey plan less original and park lots) Per lot created	\$534.00			Set by State in April – based on March CPI
Roadworks Contribution Fee				
(Fees are calculated on total number of lots on survey plan less original and park lots)	\$25,028.00			Set by State in April – based on March CPI
(This contribution only applies to development applications assessed under the Superseded Planning Scheme.)	\$25,028.00			Set by State in April – based on March CPI
Family transfer / retirement / rural home site / rural residential excision (not requiring road constructions) / per created lot	\$28,568.00			Set by State in April – based on March CPI
Rural subdivisions for allotments fronting bitumen surfaced roads	\$39,267.00			Set by State in April – based on March CPI
Rural subdivisions for allotments fronting gravel surfaced roads	\$29,532.00			Set by State in April – based on March CPI
Zone 1 as shown on Drawing 3747	\$19,635.00			Set by State in April – based on March CPI
Zone 2 as shown on Drawing 3747	\$14,672.00			Set by State in April – based on March CPI
Zone 3 as shown on Drawing 3747	\$25,028.00			Set by State in April – based on March CPI
Zone 4 being balance of the Shire	\$25,028.00			Set by State in April – based on March CPI
Note: These contributions only apply to development applications assessed under the 1985 Superseded Planning Scheme				Set by State in April – based on March CPI
Social amenities contribution				
For duplex accommodation in Residential A Zone - per additional created dwelling. (This contribution only applies to development applications assessed under the 1985 superseded planning scheme.)	\$1,786.00			Set by State in April – based on March CPI



Development Services Fee 2020/21 Comparison

	Existing 2019/20 Fee	Proposed 2020/21 Fee	Potential % increase (approx. 3%) or decrease	Explanatory Note
Caloundra City Plan 2004				Set by State in April – based on March CPI
Water Supply Headworks				
Set by State in April – based on March CPI				
Caloundra / Kawana				Set by State in April – based on March CPI
Per capita	\$2,608.00			Set by State in April – based on March CPI
Per residential allotment	\$7,820.00			Set by State in April – based on March CPI
Per additional allotment created where subdivision is in existing industrial zone	\$3,908.00			Set by State in April – based on March CPI
Hinterland Towns:				
Per capita	\$2,586.00			Set by State in April – based on March CPI
Per residential allotment	\$7,766.00			Set by State in April – based on March CPI
Per additional allotment created where subdivision is in existing industrial zone	\$3,908.00			Set by State in April – based on March CPI
Maleny:				
Per capita	\$2,450.00			Set by State in April – based on March CPI
Per residential allotment	\$7,355.00			Set by State in April – based on March CPI
Per additional allotment created where subdivision is in existing industrial zone	\$3,678.00			Set by State in April – based on March CPI
Sewerage Headworks				
Set by State in April – based on March CPI				
Caloundra / Kawana				Set by State in April – based on March CPI
Per capita	\$2,252.00			Set by State in April – based on March CPI
Per residential allotment	\$7,355.00			Set by State in April – based on March CPI
Per additional allotment created where subdivision is in existing industrial zone	\$3,678.00			Set by State in April – based on March CPI
Hinterland Towns:				
Per capita	\$3,308.00			Set by State in April – based on March CPI
Per residential allotment	\$9,931.00			Set by State in April – based on March CPI
Per additional allotment created where subdivision is in existing industrial zone	\$9,931.00			Set by State in April – based on March CPI
Maleny:				
Per capita	\$1,918.00			Set by State in April – based on March CPI
Per residential allotment	\$5,755.00			Set by State in April – based on March CPI
Per additional allotment created where subdivision is in existing industrial zone	\$5,755			Set by State in April – based on March CPI
Parks Contributions				
Set by State in April – based on March CPI				
Residential (including Special Residential) zones per additional lot	\$3,783.00			Set by State in April – based on March CPI
Park Residential zone per additional lot	\$2,385.00			Set by State in April – based on March CPI
Rural / Rural Residential zone per additional lot	\$1,902.00			Set by State in April – based on March CPI
Industrial / Commercial zone per additional lot	\$2,856.00			Set by State in April – based on March CPI
Mosquito Control Contributions				
Set by State in April – based on March CPI				
For applications involving the use of development of land in areas affected by mosquitoes (as described in Local Planning Policy 5.0/4), the following contributions will be required as conditions of approval for development applications.				Set by State in April – based on March CPI
Urban / Low density residential per hectare	\$1,705.00			Set by State in April – based on March CPI
Park / rural residential per hectare	\$512.00			Set by State in April – based on March CPI
Other uses – per unit	\$168.00			Set by State in April – based on March CPI
Car Parking Contributions				
Set by State in April – based on March CPI				
Local, Central & Special Business Zones and Special Development Zone within the CBD area per space	\$27,791.00			Set by State in April – based on March CPI



SUNSHINE COAST FEES & CHARGES DEVELOPMENT APPLICATION FEES 2019

The information contained in this document was obtained and verified by council in August 2019 and has been calculated based on code assessable applications. In total, the development application fees of 15 Local Government Areas were measured across 15 indices. Development Application fees were compared against other South East Queensland (SEQ) or non-SEQ areas dependent upon location. More information on the categorisation of each council can be found on the UDIA Queensland website.

PRE-LODGE ^{MENT}	% CHANGE
\$945	2.0% ▲
2018 FEE \$925	

	2017	2018	2019
SEQ AVERAGE	\$169	\$289	\$296
ABOVE OR BELOW AVERAGE	\$169 ▼	\$636 ▲	\$649 ▲

HOME BUSINESS	% CHANGE
\$2,380	2.0% ▲
2018 FEE \$2,335	

	2017	2018	2019
SEQ AVERAGE	\$1,821	\$1,892	\$1,936
ABOVE OR BELOW AVERAGE	\$469 ▲	\$443 ▲	\$444 ▲


HOUSE	% CHANGE
\$620	2.0% ▲
2018 FEE \$610	

	2017	2018	2019
SEQ AVERAGE	\$1,485	\$1,525	\$1,559
ABOVE OR BELOW AVERAGE	\$885 ▼	\$915 ▼	\$939 ▼

GRANNY FLAT	% CHANGE
\$620	2.0% ▲
2018 FEE \$610	

	2017	2018	2019
SEQ AVERAGE	\$1,578	\$1,525	\$1,559
ABOVE OR BELOW AVERAGE	\$978 ▼	\$915 ▼	\$939 ▼



 DUAL OCCUPANCY	% CHANGE
\$3,940	2.0% ▲
2018 FEE \$3,860	

	2017	2018	2019
SEQ AVERAGE	\$4,063	\$4,023	\$4,115
ABOVE OR BELOW AVERAGE	\$268 ▼	\$163 ▼	\$175 ▼

 10 LOT RESIDENTIAL SUBDIVISION	% CHANGE
\$9,980	2.0% ▲
2018 FEE \$9,750	

	2017	2018	2019
SEQ AVERAGE	\$7,406	\$7,624	\$7,856
ABOVE OR BELOW AVERAGE	\$2,169 ▲	\$2,126 ▲	\$2,124 ▲

 100 LOT RESIDENTIAL SUBDIVISION	% CHANGE
\$86,480	2.0% ▲
2018 FEE \$84,450	

	2017	2018	2019
SEQ AVERAGE	\$63,199	\$65,103	\$64,762
ABOVE OR BELOW AVERAGE	\$19,726 ▲	\$19,347 ▲	\$21,718 ▲

 5 UNITS	% CHANGE
\$6,865	2.0% ▲
2018 FEE \$6,710	

	2017	2018	2019
SEQ AVERAGE	\$5,676	\$6,014	\$6,266
ABOVE OR BELOW AVERAGE	\$919 ▲	\$696 ▲	\$599 ▲

 50 UNITS	% CHANGE
\$33,190	3.0% ▲
2018 FEE \$32,360	

	2017	2018	2019
SEQ AVERAGE	\$23,963	\$25,106	\$25,666
ABOVE OR BELOW AVERAGE	\$7,832 ▲	\$7,254 ▲	\$7,524 ▲

 500M ² GFA COMMERCIAL	% CHANGE
\$11,475	29.0% ▲
2018 FEE \$8,895	

	2017	2018	2019
SEQ AVERAGE	\$6,887	\$7,031	\$7,299
ABOVE OR BELOW AVERAGE	\$1,933 ▲	\$1,864 ▲	\$4,176 ▲

1000M ² GFA INDUSTRIAL	% CHANGE
\$13,980	57.0% ▲
2018 FEE \$8,900	

	2017	2018	2019
SEQ AVERAGE	\$6,256	\$6,401	\$7,502
ABOVE OR BELOW AVERAGE	\$2,568 ▲	\$2,499 ▲	\$6,478 ▲

PLAN SEALING 5 LOTS	% CHANGE
\$2,050	45.0% ▲
2018 FEE \$1,410	

	2017	2018	2019
SEQ AVERAGE	\$2,250	\$2,415	\$2,452
ABOVE OR BELOW AVERAGE	\$875 ▼	\$1,005 ▼	\$402 ▼

PLAN SEALING 50 LOTS	% CHANGE
\$20,500	116.0% ▲
2018 FEE \$9,510	

	2017	2018	2019
SEQ AVERAGE	\$19,556	\$20,285	\$22,083
ABOVE OR BELOW AVERAGE	\$10,306 ▼	\$10,775 ▼	\$1,583 ▼

COMBINED RAL & OP WORKS (10 LOTS AND \$700K IN OP WORKS)	% CHANGE
\$15,645	2.0% ▲
2018 FEE \$15,290	

	2017	2018	2019
SEQ AVERAGE	-	\$16,689	\$17,941
ABOVE OR BELOW AVERAGE	-	\$1,399 ▼	\$2,296 ▼

COMBINED RAL & OP WORKS (50 LOTS AND \$3.5M IN OP WORKS)	% CHANGE
\$67,645	2.0% ▲
2018 FEE \$66,090	

	2017	2018	2019
SEQ AVERAGE	-	\$85,659	\$80,707
ABOVE OR BELOW AVERAGE	-	\$19,569 ▼	\$13,062 ▼

Footnotes:

1. All fees assume a code assessable application unless otherwise noted.; 2. SEQ average relates to the average fee across surveyed SEQ councils.; 3. All fees assume electronic lodgement.; 4. All fees have been rounded to the nearest dollar.

Disclaimer: This report has been prepared for the general information of the Institute's members and stakeholders only. However, the Institute is not liable to any person or entity for any damage or loss that has occurred, or may occur, in relation to that person or entity taking or not taking action in respect of any representation, statement, opinion or advice referred to herein. This is a guide only, please check council's website for up-to-date fees.

Targeted SEQ Benchmark of Development Services Fees – 2019/20

A range of fees have been changed in the Register to align them with fees in other South East Queensland (SEQ) council's. A targeted benchmarking analysis of a number of South East Queensland council's fees clearly demonstrates the change to the 2020/21 fees for a Bar, a Sales Office, a Tourist Attraction, Operational Works Additional Inspection, Plumbing Record Searches and change to approval applications.

Figures 1, 2 and 3 below shows a comparison of the proposed 2020/21 Sunshine Coast Council fees and current 2019/20 Sunshine Coast Council / South East Queensland (SEQ) council's fees.

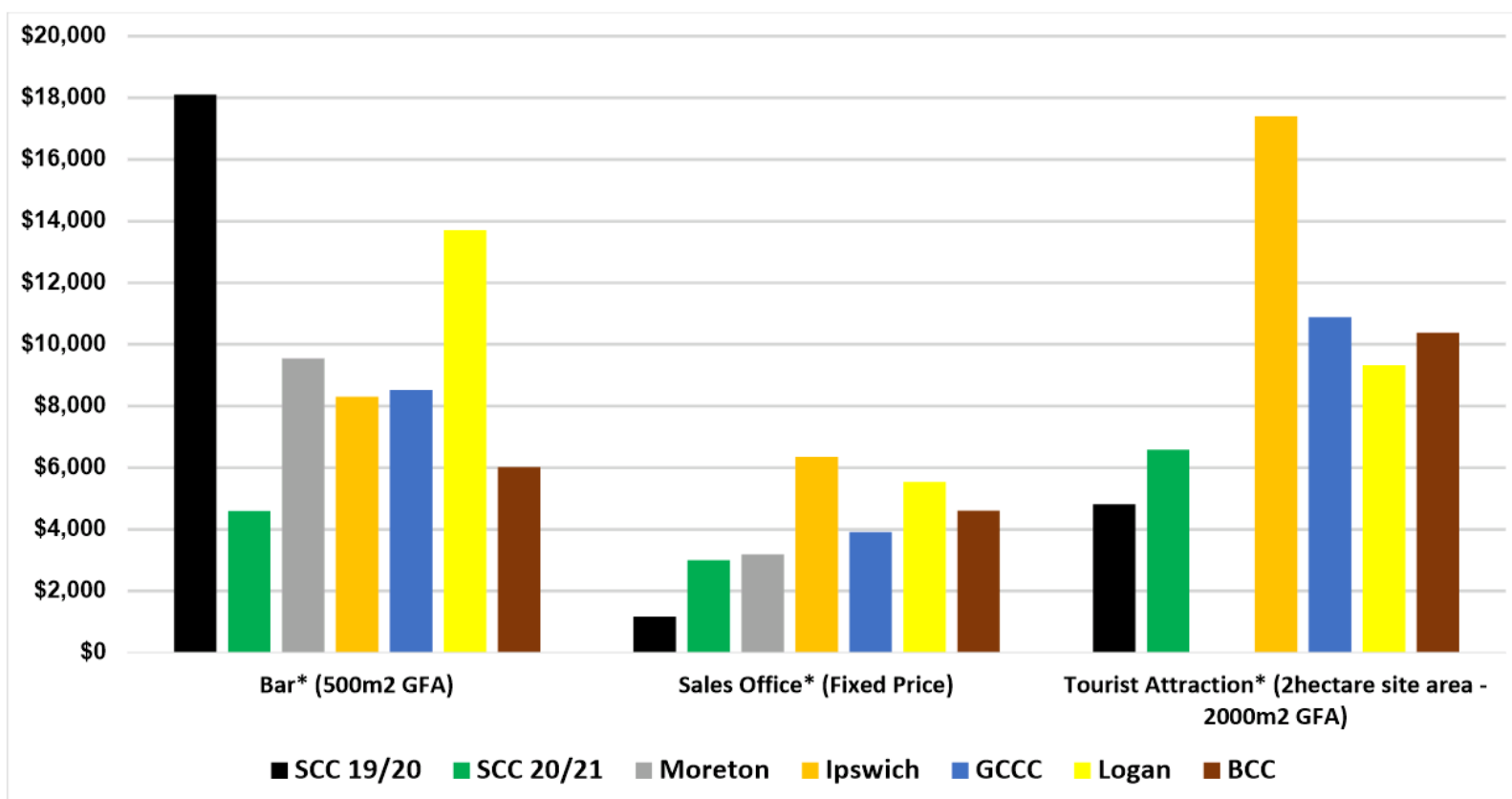


Figure 1 – Proposed 2020/21 Sunshine Coast Council Fees and current 2019/20 Sunshine Coast Council / SEQ council's Fees Bar, Sales Office and Tourist Attraction Uses

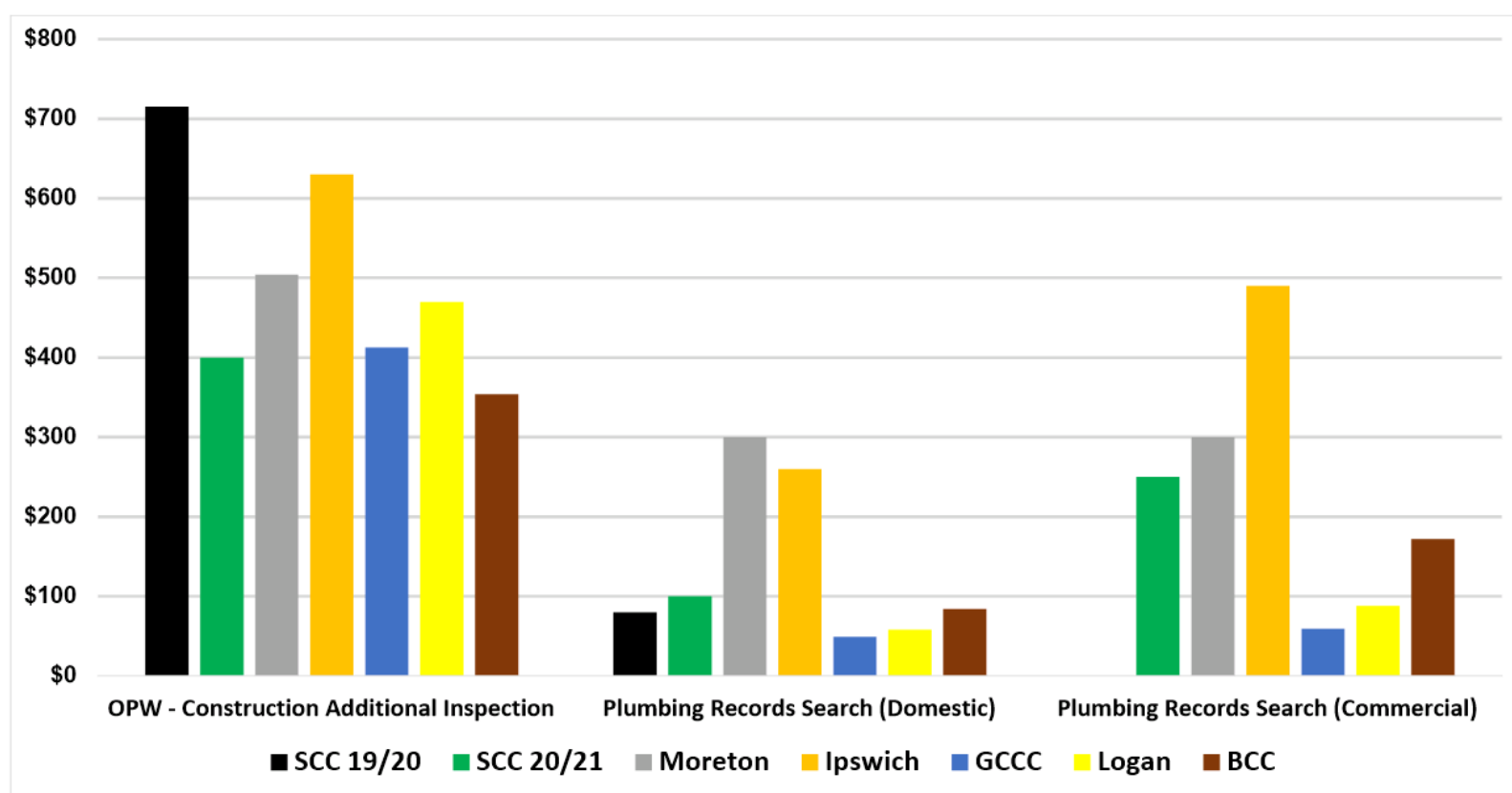


Figure 2 – Proposed 2020/21 Sunshine Coast Council Fees and current 2019/20 Sunshine Coast Council / SEQ council's Fees Operational Works Additional Inspections and Plumbing Records Search (Domestic and Commercial)

Minor Change Fee Category	2019/20 Existing SCC Fee	2020/21 Proposed SCC Fee	% increase or decrease	Moreton	Ipswich	Gold Coast	Logan	Brisbane
10.1 Minor Change involving a change to or cancelling of one condition only and not involving a change to approved plans	\$925	\$945	2.16%	Full Fee	\$610	\$655	Full Fee	\$708
10.2 Minor Change involving changes to Operational Works approved plans only (maximum four plans) and/or one condition		\$945	New	Full Fee	\$990	\$1,054	Full Fee	50% of Fee
10.3 Minor Change involving changes to approved plans only and/or involving a change to or cancelling up to 5 conditions (and does not involve an increase in the number of lots, does not involve an increase in the use area)	\$2,630	\$2,685*	2.09%	Full Fee	\$5,440	\$15,323	Full Fee	50% of Fee
10.4 All other Minor Changes	\$3,995	POA	Change	Full Fee	\$5,400	\$3,648	Full Fee	\$2,832

* This fee category is proposed to be changed in 2020/21 which means that some of the previous minor change requests would now be under the 'All other Minor Changes' fee category, resulting in Price on Application (POA).

Figure 3 – Proposed 2020/21 Sunshine Coast Council Fees and Current 2019/20 Sunshine Coast Council / SEQ council's Fees – Minor Change Fees

4.7 APPLICATION OF NATIONAL COMPETITION POLICY 2020/2021

File No:	Council Meetings	
Author:	Coordinator Commercial Analysis Business Performance Group	
Attachments:	Att 1 - Reform Options.....	165
	Att 2 - Business Activity Identification 2020-2021	167
	Att 3 - Full Cost Performance 2018-2019	171

PURPOSE

The purpose of this report is to make recommendations for the application of National Competition Policy reforms for the 2020/2021 financial year.

EXECUTIVE SUMMARY

The key recommendations for the 2020/2021 financial year resulting from the annual review of the application of National Competition Policy reforms to Council's business activities are outlined in this report.

The recommended business activity structure for 2020/2021 is as follows:

- Apply Full Cost Pricing to the Waste & Resources Management significant business activity
- Apply the Code of Competitive Conduct to Sunshine Coast Holiday Parks, and Quarries business activities.

The reform options and key differences between Full Cost Pricing, Commercialisation, Code of Competitive Conduct, and cost-recovery pricing principles are outlined in Attachment 1.

Legislative requirements and the process for business activity identification are illustrated in Attachment 2.

Business activity full cost pricing performance for 2018/2019 is shown in Attachment 3.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled "Application of National Competition Policy 2020/2021"**
- (b) apply Full Cost Pricing to the Waste and Resource Management significant business activity for the 2020/2021 financial year in accordance with section 44(1)(b) of the *Local Government Act 2009***
- (c) apply the Code of Competitive Conduct to the following business activities, for the 2020/2021 financial year, in accordance with section 47 of the *Local Government Act 2009*:**
 - (i) Sunshine Coast Holiday Parks and**
 - (ii) Quarries.**

FINANCE AND RESOURCING

The finance and resourcing implications of applying the National Competition Policy reforms primarily relate to competitive neutrality and cost reflective pricing for Council's business activities.

CORPORATE PLAN

Corporate Plan Goal: *An outstanding organisation*
Outcome: 5.7 - A financially sustainable organisation
Operational Activity: 5.7.1 - Develop and monitor Council's budget, including legislated requirements.

CONSULTATION

Councillor Consultation

Portfolio Councillors, Councillor E Hungerford and Councillor J Natoli were consulted in relation to this report.

Internal Consultation

- Group Executive Business Performance
- Group Executive Economic and Community Development
- Manager Business and Innovation
- Manager Waste and Resources Management
- Manager Sport and Community Venues
- Coordinator Sunshine Coast Holiday Parks
- Manager Civil Asset Management
- Quarry Manager
- Chief Financial Officer
- Manager Transport Infrastructure Management

External Consultation

No external consultation has been undertaken in relation to this report.

Community Engagement

No community consultation has been undertaken in relation to this report.

PROPOSAL

In the mid to late 1990s, a suite of market and economic reforms were introduced to stimulate growth and job creation in Australia. For local governments in Queensland these reforms revolved around the following:

1. The extension of the trade practices laws prohibiting anti-competitive activities to all businesses including local government businesses
2. The introduction of competitive neutrality so that private businesses could compete on an equal footing with those owned by local government
3. The review and reform of all laws that restrict competition
4. Specific reform and price monitoring of the water industry.

National Competition Policy reforms are applied to various identified 'business activities' of the Council.

Competitive neutrality aims to promote efficient competition between Council businesses and private sector businesses. Specifically, the application of competitive neutrality seeks to ensure that Council's business activities do not enjoy competitive advantages over their private sector competitors simply by virtue of their public sector ownership.

A fundamental part of competitive neutrality is full cost pricing. Full cost pricing in simple terms means that, on average, prices should fully recover all the relevant costs of supplying a product or service and total revenue received by the business should equal the sum of:

- a. Efficient operating expenses;
- b. A return of capital (i.e. depreciation expense); and
- c. A return on capital (i.e. cost of debt plus return on equity invested in the business).

Full cost pricing is achieved if the total expected revenue from all sources, including subsidies and customer service obligations, is sufficient to meet expected total costs as defined above.

Attachment 1 outlines the reform options and the key differences between Commercialisation, Full Cost Pricing, Code of Competitive Conduct, and cost recovery pricing principles.

Attachment 2 sets out the legislative requirements, threshold analysis of Council's business activities and the process for annual business activity identification.

Attachment 3 shows business activity full cost pricing performance based on 2018/2019 audited actual results.

Identification and classification of Council's Business Activities

Business activities are classified against expenditure thresholds set each financial year. For significant business activities, expenditure for this purpose is the operating expenditure less depreciation and any expenditure to achieve competitive neutrality which is not actually incurred plus loan redemption payments. The 2019/2020 thresholds are as follows:

- Significant business activities (SBA) have expenditure over the \$9.9 million threshold
- Business activities (BA) have expenditure over the \$347,000 threshold.

The classification of Council's business activities are listed in the Table 1 below for 2019/2020 and 2020/2021.

Table 1: Current and Proposed Business Activity Classification

Business Activity	2019/2020	2020/2021
	Current Classification	Proposed Classification
Waste and Resources Management	SBA	SBA
Sunshine Coast Holiday Parks	BA	BA
Quarries	BA	BA

A public benefit assessment is required for newly identified significant business activities or when business activities move classification from a business activity to a significant business activity. A public benefit assessment determines which reform option will achieve the greatest net community benefit.

During the course of the 2020-2021 Council will complete two initiatives that will be assessed as potential business activities once the operational phase is commenced.

International Broadband Submarine Cable Network

Construction is complete on the \$6.6 million cable landing station, which is the major land-based facility for the submarine cable network.

The submarine cable landing station, located at Maroochydore, will help deliver Australia's fastest data and telecommunications connection to Asia from the east coast of Australia and the second fastest to the United States via an undersea fibre optic cable.

Agreements for the commercialisation of the network are under development. Once finalised the activity will need to be assessed as a potential business activity.

Paid Off-street Parking

Council is undertaking an \$18 million redevelopment of the Brisbane Road Car Park in Mooloolaba. The new eight-storey multi-deck car park will increase public parking in Mooloolaba from 176 spaces to over 700 car parking spaces, with a further 54 motorcycle spaces and 50 bicycle spaces.

In May 2019, Council entered into a contract with Evans Built Pty Ltd., a locally owned and operated business, to design and construct the multi-deck car park on the parcel of land facing Smith Street and First Avenue. The multi-deck car park is expected to be completed by December 2020 (weather and site conditions permitting)

If Council decides to introduce paid off-street parking at Brisbane Road Car Park the activity will need to be assessed as a potential business activity.

Summary Outcomes of Business Activity Review

The recommended 2020/2021 business activity structure based on the annual business activity review and identification conducted in accordance with the legislation is to:

1. apply the Full Cost Pricing in accordance with section 44(1)(b) of the *Local Government Act 2009* to the Waste and Resource Management significant business activity and
2. apply the Code of Competitive Conduct to the Sunshine Coast Holiday Parks and Quarries business activities, in accordance with sections 47 of the *Local Government Act 2009*.

Council's Annual Budget

The intent of the legislation is to enhance transparency regarding the financial performance of business activities, requiring them to be reported separately from other Council activities in the budgeted financial reports. Income and expense statements are to be published in the budget separately for commercialised business units, significant business activities operating under full cost pricing, as well as other business activities in accordance with the reporting formats consistent with those contained in the organisational policy. Details regarding community service obligations are also required to be published for each business activity.

The budget process for significant business activities and business activities under the code of competitive conduct includes the following key stages:

- Revenue requirements are determined from long term financial plans and full cost pricing models (that includes recovery of efficient operating costs, return of capital and return on capital).
- Activity based costing analysis is undertaken to determine outputs for products and services provided by each business activity
- An overarching price strategy is determined regarding accepted level of cost recovery.
- Council is informed regarding price strategy for each business activity to achieve full cost recovery.

- Approved pricing strategy and activity based costing outputs used to inform increases in utility charges / fees and charges.

Council's Annual Report

The annual report of Council requires the inclusion of business activity identification and performance. As the annual financial statements are included in Council's annual report, business activity identification and performance are to be contained in the body of the financial statements in line with legislative requirements (and reporting formats consistent with those contained in the organisational policy).

Audit

Queensland Audit Office undertakes annual compliance and financial statement audits that incorporate competition reform compliance and reporting.

Legal

In accordance with Chapter 3 of the *Local Government Act 2009* and the *Local Government Regulation 2012*, Council is required each year to identify any new 'financially significant' business activities, and also to identify its business activities.

There are no legal implications with applying the National Competition Policy reforms.

Attachment 2 describes the current statutory requirements.

Policy

The organisational policy on Competition Reform Compliance sets out a framework outlining annual compliance requirements in relation to the application of competition policy principles to Council's nominated business activities in accordance with applicable legislative requirements.

Risk

Council would not be complying with the key legislative National Competition Policy principles contained in the *Local Government Act 2009* and *Local Government Regulation 2012* if the National Competition Policy reforms are not applied.

Competitive neutrality complaints may arise from time to time.

Previous Council Resolution

Ordinary Meeting 20 June 2019 (OM19/92)

That Council:

- (a) *receive and note the report titled "**Application of National Competition Policy 2019/2020**"*
- (b) *apply Full Cost Pricing to the Waste and Resource Management significant business activity for the 2019/2020 financial year in accordance with section 44(1)(b) of the Local Government Act 2009*
- (c) *apply the Code of Competitive Conduct to the following business activities, for the 2019/2020 financial year, in accordance with section 47 of the Local Government Act 2009:*
 - (i) *Sunshine Coast Holiday Parks*
 - (ii) *Quarries*

Critical Dates

This recommendation needs to be adopted each financial year per legislative requirements.

Implementation

Should the recommendation be accepted by Council, it is noted that the Chief Executive Officer will continue to apply National Competition Policy reforms for the 2020/2021 financial year. As the recommended business activity structure for 2020/2021 is the same as the business activity structure currently in place, there are no significant changes in process required.

ATTACHMENT 1

REFORM OPTIONS AND KEY DIFFERENCES

1. Significant Business Activities

The significant business activity expenditure threshold for 2020-21 financial year is \$9.9 million. Competition reforms may be applied to significant business activities via Full Cost Pricing or Commercialisation.

Full Cost Pricing

- Reform option applied via public benefit assessment process.
- Retention of the business activity within Council's current organisational structure.
- Setting prices in accordance with commercial full cost recovery principles, including recovery of:
 - Efficient operating expenses;
 - A return of capital (i.e. depreciation expense); and
 - A return on capital (i.e. cost of debt plus return on equity invested in the business).
- Full cost pricing reform implies the application of competitive neutrality principles.

Commercialised Business Unit

- Reform option applied via public benefit assessment process.
- Creation of a commercialised business unit (not a separate legal entity) to manage the business.
- Setting prices in accordance with commercial full cost recovery principles, including recovery of:
 - Efficient operating expenses;
 - A return of capital (i.e. depreciation expense); and
 - A return on capital (i.e. cost of debt plus return on equity invested in the business).
- Increased managerial autonomy for day-to-day operations.
- Greater ability to source inputs from outside of Council.
- Own business and operating plan.
- More commercial orientation than full cost pricing.
- Additional reporting obligations such as annual tax equivalent returns, annual performance plan and separate reporting of performance in Council's annual report.
- Commercialisation requires the application of competitive neutrality principles.

Corporatisation

The corporatisation processes within the *Corporations Act 2001 (Cwlth)* applies to local governments seeking to establish corporations. Creation of separate legal entity to manage a

business results in the corporation being subject to National Competition Policy through the *Competition and Consumer Act 2010 (Cwlth)*.

2. Code of Competitive Conduct Business Activities

- The business activity expenditure threshold for 2020-21 financial year is \$347,000.
- Reform option applied via annual Council resolution.
- Retention of the business activity within Council's current organisational structure.
- Setting prices in accordance with commercial full cost recovery principles, including recovery of:
 - Efficient operating expenses;
 - A return of capital (i.e. depreciation expense); and
 - A return on capital (i.e. cost of debt plus return on equity invested in the business).
- Code of competitive conduct implies the application of competitive neutrality principles.
- Automatic application of the code of competitive conduct to building certification and competitive roads activities.

3. No Reforms Elected to Be Applied

Cost Recovery Pricing Principles

- Retention of the activity within Council's current organisational structure.
- Setting prices to reflect the cost of providing non-competitive services including recovery of:
 - Efficient operating expenses; and
 - A return of capital (i.e. depreciation expense).
- Excludes the application of competitive neutrality principles to non- competitive services.
- Note: application of the code of competitive conduct must be applied if the activity engages in competitive services and is above the \$347,000 expenditure threshold.

ATTACHMENT 2

BUSINESS ACTIVITY IDENTIFICATION

1. Current Statutory Requirements

The following issues continue to be relevant under legislation for councils when applying National Competition Policy to business activities:

1. Annual identification of business activities (including significant business activities) via a review of expenditure against the relevant thresholds. Refer to the flowchart in section 3 below for the process for business activity identification.
2. Undertake Public Benefit Assessments for newly identified (financially) significant business activities and apply appropriate competitive neutrality and structural reforms. Financially significant business activities do not include road construction and maintenance and library services, but may include water and sewerage services, cleansing services, off-street parking, and cultural, sporting and recreational facilities.
3. Councils are now responsible for formulating and carrying out their own benefit assessment process under section 46 of the *Local Government Act 2009*. The process was formerly prescribed by regulation to the extent of requiring it to comply with the 'Local Government Competitive Neutrality Public Benefit Assessment Guidelines 1997', made by the Department.
4. Continue to apply competitive neutrality and structural reforms to (financially) significant business activities.
5. The mandatory application of the Code of Competitive Conduct to roads business activities and building certification business activities, irrespective of the level of expenditure of the activities.
6. The voluntary recognition of business activities deemed to be in competition with, or potentially in competition with, the private sector, and the resulting application of a code of competitive conduct to those identified activities. Such activities may be identified if they feature more than \$347,000 in annual expenditure (including operating costs, administration/overhead costs, cost of resources and depreciation charges). Competitive activities do not include library services.
7. The application of competitive neutrality principles (including full cost pricing) to significant business activities and other activities. Full cost pricing in simple terms means that, on average, prices should fully recover all the relevant costs of supplying a product or service and total revenue received by the business should equal the sum of:
 - a. Efficient operating expenses;
 - b. A return of capital (i.e. depreciation expense); and
 - c. A return on capital (i.e. cost of debt plus return on equity invested in the business).Full cost pricing is achieved if the total expected revenue from all sources, including subsidies and customer service obligations, is sufficient to meet expected total costs as defined above.
8. The revenue requirement for:
 - a. significant business activities must cover the projected total costs of conducting the activity each financial year.
 - b. code of competitive conduct business activities must cover the projected total costs of conducting the activity over a period of up to five years.

Refer to **Attachment 3** for business activity full cost pricing performance for 2019-2020.

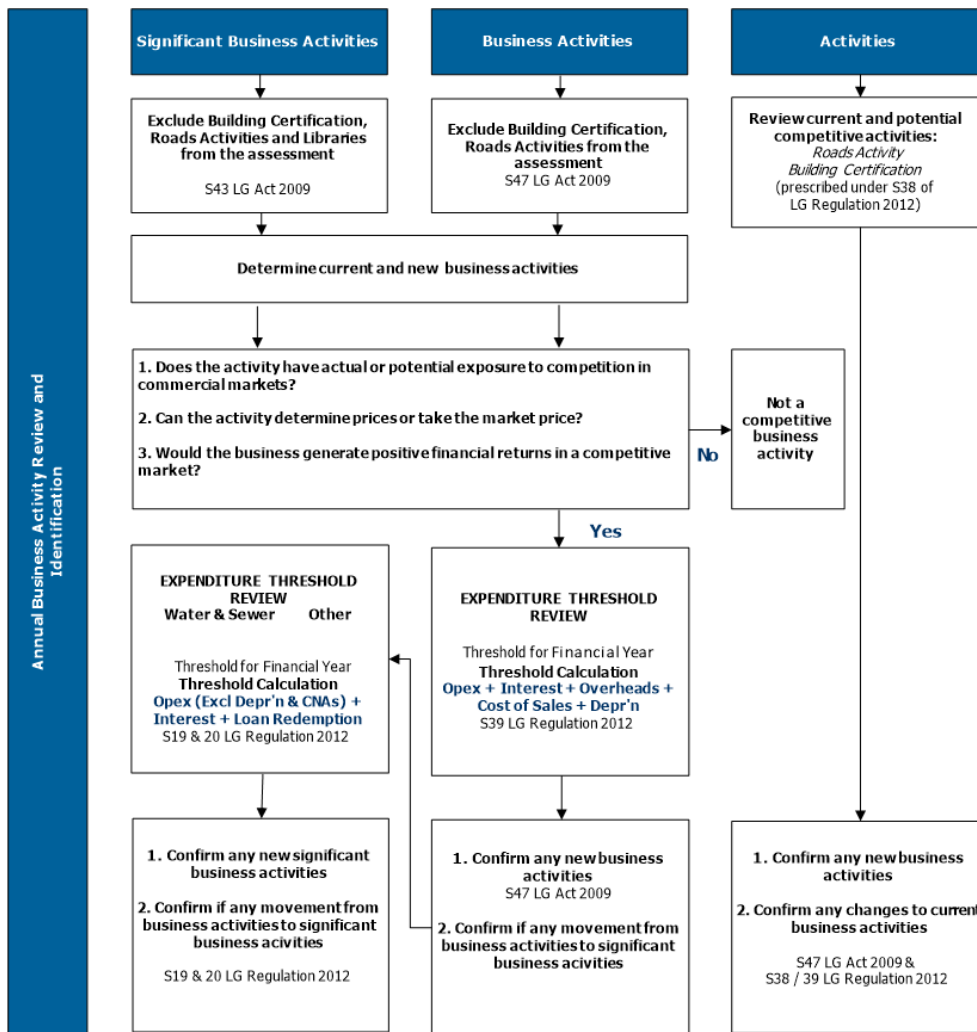
9. Meet minimum reporting guidelines for business activities.

10. The implementation of a competitive neutrality complaints process for all identified business activities.
11. The disclosure of community service obligations and cross subsidies in service provision.

2. Annual Review and Identification of Business Activities

In accordance with the *Local Government Act 2009* and regulations, Council is required each year to identify any new 'financially significant' business activities, and also to identify its competitive business activities. Council must also resolve whether to apply the Code of Competitive Conduct to its identified business activities and the reason for non-application of the Code if relevant.

To simplify the review and identification process, the following flowchart has been developed:



Note
 Opex = Operating Costs, Dep'n = Depreciation, CNA = Competitive Neutrality Adjustments

Generally changes to the status of a business activity may arise due to the following:

1. New business activities are established as a result in a change in Council's structure or as a result of the establishment of new business ventures.
2. Existing businesses are divested.
3. Annual expenditure threshold levels are reached or not (generally impacting on significant business activities); and

Once the process of reviewing current business activities and identifying potential new 'financially significant' business activities and all other types of business activities has been completed, it is necessary to apply the appropriate reforms to ensure legislative compliance.

2. Business Activity Threshold Analysis 2020-2021

Threshold analysis is based on the 2018-2019 audited financial statements data.

	Waste and Resources Management	Sunshine Coast Holiday Parks	Quarries
	\$'000	\$'000	\$'000
Operating Expenditure excluding interest	\$51,803	\$8,678	\$7,122
Less: Depreciation	-\$4,225	-\$1,085	-\$272
Less: Competitive Neutrality Costs	-\$1,120	-\$547	-\$34
Less: Income tax	-\$2,005	-\$289	\$0
Plus: Interest	\$3,001	\$280	\$0
Plus: Loan redemption	\$4,225	\$289	\$0
Expenditure for threshold comparison	\$51,678	\$7,326	\$6,815
Significant business activity threshold	\$9,890		
Business activity threshold		\$347	\$347
2019-2020 Business Activity Status	SBA	BA	BA
Recommended 2020-2021 Business Activity Status	SBA	BA	BA

Source: 2018-2019 Audited Financial Statements for business activities

Road Works

Council road works activities are predominantly non-competitive activities focused on internal construction and maintenance rather than external tendering for contract works. Road maintenance and construction activities are undertaken by a combination of day labour force and contract services.

Council does not actively submit competitive tenders for works on state controlled roads or other roads in neighbouring Council areas. Council undertakes minor works for Main Roads based on negotiated shared cost arrangements.

Accordingly, road works has not been identified as a business activity of Council.

New ventures – potential future business activities

The Local Government Act 2009 definition of a business activity of a local government means trading in goods and services by the local government.

During the course of the 2020-2021 Council will complete two initiatives that will be assessed as potential business activities once the operational phase is commenced.

The Local Government Act requires previous financial year expenditure to be used in business activity threshold analysis. These initiatives will each be assessed as a potential business activity following the first year of operation. Accordingly, these initiatives have not been identified as a business activity of Council for 2019-2020.

International Broadband Submarine Cable Network

Construction is complete on the \$6.6 million cable landing station, which is the major land-based facility for the submarine cable network.

The submarine cable landing station, located at Maroochydore, will help deliver Australia's fastest data and telecommunications connection to Asia from the east coast of Australia and the second fastest to the United States via an undersea fibre optic cable.

Agreements for the commercialisation of the network are under development. Once finalised the activity will need to be assessed as a potential business activity.

Paid Off-street Parking

Council is undertaking an \$18 million redevelopment of the Brisbane Road Car Park in Mooloolaba.

The new eight-storey multi-deck car park will increase public parking in Mooloolaba from 176 spaces to over 700 car parking spaces, with a further 54 motorcycle spaces and 50 bicycle spaces.

In May 2019, council entered into a contract with Evans Built Pty Ltd., a locally owned and operated business, to design and construct the multi-deck car park on the parcel of land facing Smith Street and First Avenue.

The multi-deck car park is expected to be completed by December 2020 (weather and site conditions permitting)

If Council decides to introduce paid off-street parking at Brisbane Road Car Park the activity will need to be assessed as a potential business activity.

ATTACHMENT 3

2018-2019 Actual	Waste and Resources Management	Sunshine Coast Holiday Parks	Quarries
	\$'000	\$'000	\$'000
Operating Revenue	\$65,006	\$17,563	\$6,520
Community Service Obligations	\$1,120		
Total Operating Revenue	\$66,126	\$17,563	\$6,520
Operating Expenditure excluding interest	\$51,803	\$8,678	\$7,122
Depreciation	\$4,225	\$1,085	\$272
Competitive Neutrality Costs excluding income tax equivalent	\$413	\$547	\$34
Total Operating Expenditure	\$56,440	\$10,311	\$7,428
Earnings before interest and tax	\$9,686	\$7,252	-\$908
Return (pre-tax nominal) %	11.3%	17.7%	-14.8%
Target return	\$8,599	\$4,235	\$405
Weighted average cost of capital %	9.2%	11.4%	10.2%
Surplus (Shortfall) EBIT to target return	\$1,086	\$3,017	-\$1,313
Value of Council's Investment in the Business Activity	\$71,329	\$47,589	\$5,256

Note: Weighted average cost of capital and Target return are calculated on a pre-tax nominal basis.
 Value of Council's Investment in the Business Activity excludes strategic land holdings.

4.8 2020/2021 PROCUREMENT POLICY AND PROCUREMENT AND CONTRACTING FRAMEWORK

File No:	Council meetings
Author:	Head of Business and Innovation Business Performance Group
Appendices:	App A - Procurement Policy181 App B - Contract Manual193 App C - Local Preference in Procurement Guideline.....243 App D - Social Benefit in Procurement Guideline.....249 App E - First Nations Procurement Guideline.....255 App F - Innovation and Market Led Proposal Guideline261

PURPOSE

The purpose of this report is to present the 2020/21 Procurement Policy and the Procurement and Contracting Framework and have Council adopt the policy, procedures and associated guidelines detailed in this report that comprise the framework.

EXECUTIVE SUMMARY

The *Local Government Act 2009* (the Act) and the *Local Government Regulation 2012* (the Regulation) outline the procurement and contracting frameworks through which Councils must conduct procurement of goods and services, and disposal of non-current assets.

The Regulations require Council's procurement and contracting framework to be reviewed and adopted on an annual basis.

Council's procurement and contracting framework includes the following documents:

- Procurement Policy (Appendix A)
- Contracting Plan
- Contract Manual (Appendix B)

Guidelines supporting the procurement and contracting framework include the following:

- Local Preference in Procurement Guideline (Appendix C)
- Social Benefit Procurement Guideline (Appendix D)
- First Nations Procurement Guideline (Appendix E)
- Innovation and Market-Led Engagement Guideline (Appendix F)

The Local Preference in Procurement Guideline has been the subject of detailed review in light of the Covid-19 pandemic and its profound impact on business and the community. The Guideline proposed has been designed to support local business recovery and provide further economic stimulus opportunity to business from Council.

The amendments have also been made having considered the local business and industry maturity and the ability for those industries to connect and support supply chain networks to ensure Council projects are delivered to the appropriate time, price and quality.

The proposed procurement and contracting framework complies with all legislative obligations. It takes into consideration internal, external and investigative body audit

recommendations and provides an appropriate framework for conducting effective and efficient contracting activities.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “2020/2021 Procurement Policy and Procurement and Contracting Framework”
- (b) adopt the proposed procurement and contracting framework for 2020/21 as follows:
 - (i) Procurement Policy (Appendix A)
 - (ii) Contract Manual (Appendix B)
 - (iii) Local Preference in Procurement Guideline (Appendix C)
 - (iv) Social Benefit Procurement Guideline (Appendix D)
 - (v) First Nations Procurement Guideline (Appendix E)
 - (vi) Innovation and Market-Led Engagement Guideline (Appendix F).

FINANCE AND RESOURCING

The Procurement Policy and procurement and contracting framework will guide best practice procurement and contracting in a manner that is compliant with relevant legislation.

The Procurement Policy and procurement and contracting framework will be administered by the Business and Innovation Branch of Business Performance Group. No additional funding is required to implement or administer the Policy.

CORPORATE PLAN

Corporate Plan Goal: *An outstanding organisation*

Outcome: 5.6 - Information, systems and process underpin quality decisions and enhance the customer experience

Operational Activity: 5.6.3 - Enhance the Organisational Performance framework and supporting system to monitor ongoing delivery of strategic priorities and assist decision making.

CONSULTATION

Internal Consultation

During the operation of the current procurement and contracting framework and development of this framework, engagement has occurred with various officers for all levels of the organisation. Specific engagement has occurred with:

- Economy Portfolio Councillors
 - Councillor J O’Pray
 - Councillor T Landsberg
- Chief Executive Officer
- Executive Leadership Team
- Manager Audit and Assurance

A Communications Plan will be developed to inform internal stakeholders of the additions and amendments.

External Consultation

The Procurement Policy and procurement and contracting framework remains consistent with external legal advice.

A Communications Plan will be developed to inform the local community of the relevant additions and amendments. This includes presentation at Supplier Briefings and other business and community engagement opportunities.

Community Engagement

No community consultation was required in the preparation of this report.

PROPOSAL

The *Local Government Act 2009* (the Act) and the *Local Government Regulation 2012* (the Regulation) outline the procurement and contracting frameworks through which Councils may conduct procurement of goods and services, and disposal of non-current assets.

Strategic Contracting Procedures

The Regulation provides two frameworks through which Council may conduct procurement of goods and services and the disposal of surplus assets. The two frameworks are:

- Strategic Contracting Procedures (SCP)
- Default Contracting Procedures (DCP)

Council is bound to use the DCP unless it adopts the SCP. Council has adopted the SCP for the past two financial years. The SCP are adopted and implemented through Council's procurement and contracting framework.

Council's Procurement and Contracting Framework

The Regulations require Council's procurement and contracting framework to be reviewed and adopted on an annual basis.

Council's procurement and contracting framework, that implements the SCP, includes the following documents:

- Procurement Policy
- Contracting Plan
- Contract Manual

Guidelines supporting the procurement and contracting framework include the following:

- Local Preference in Procurement Guideline
- Social Benefit Procurement Guideline
- First Nations Procurement Guideline
- Innovation and Market-Led Engagement Guideline

Procurement Policy

A Procurement Policy (Appendix A) is the central document in establishing a procurement and contracting framework. The Regulation requires any Procurement Policy to outline the principles the Council will apply in its procurement and contracting activities. The Sound

Contracting Principles provided in the Act are considered in this Procurement Policy. A Procurement Policy must be reviewed and adopted annually.

Contract Manual

A Contract Manual (Appendix B) is a document that outlines how Council will conduct contracting activities for both the procurement of goods and services and the disposal of non-current assets. The Regulation requires that a Contract Manual must:

- Apply the Sound Contracting Principles
- Be consistent with and support the achievement of the strategic directions provided in Council's 5 year corporate plan
- Be consistent with the Contracting Plan
- Include a policy that outlines how Council will dispose of low value assets.

The 2020/21 Contract Manual addresses these requirements and provides a comprehensive guide for conducting contracting activities for Council. Contracting for supply of goods and services will generally be by way of competitive process.

Contracting to dispose of non-current assets will be by way of a competitive process designed to realise the greatest value from the asset being disposed of.

The Regulation prohibits the SCP being applied to disposal activities relating to land. The result is that any disposal of land, whether by sale, lease, easement, or other form of disposal will still be conducted under the provisions of the DCP. Land will still therefore be disposed of by Expression of Interest, written Tender, Auction or an available exception, all of which require resolution of Council or Ministerial exemption.

Supporting Guidelines

The procurement and contracting framework is supported by a number of guidelines. The guidelines and an explanation of their influence are as follows:

Local Preference in Procurement Guideline

The current Local Preference in Procurement Guideline (Appendix C) has guided Council's preference for engaging with local suppliers. This has resulted in Council spending more than \$213 million with local suppliers for the current financial year (to 1 May 2020), which represents 69.5% of the available procurement spend. This is up from \$200 million at the same time last financial year.

The Local Preference in Procurement Guideline has been the subject of detailed review in light of the Covid-19 pandemic and its profound impact on business and the community. The Guideline proposed has been designed to support local business recovery and provide further economic stimulus opportunity from Council to local business.

The preference for local engagement to be applied to a Contracting Activity is as follows:

ONE quote required	\$0 - \$25,000	Quote/s will be sought ONLY from Local and Deemed Local Suppliers.
Request for Quote (minimum THREE quotes)	\$25,000 - \$250,000	Quote/s will be sought ONLY from Local and Deemed Local Suppliers , unless a genuine reason not to applies.
Request for Quote (minimum FIVE quotes)	\$250,000 - \$1,000,000	Quote/s will preferably be sought ONLY from Local or Deemed Local Suppliers. Minimum of FOUR Local and Deemed Local Suppliers to be invited to quote.

Written Tender	\$250,000 to \$5,000,000	Evaluation criterion for contribution made to the local economy will receive 20% minimum weighting.
Significant Contracting Plan	\$5,000,000 and above	Evaluation criterion for contribution made to the local economy will receive 20% minimum weighting.

The amendments have also been made having considered the local business and industry maturity and the ability for those industries to connect and support supply chain networks to ensure Council projects are delivered to the appropriate time, price and quality.

Social Benefit Procurement Guideline

The Social Benefit Procurement Guideline (Appendix D) was developed to support Sunshine Coast Community Strategy 2019 - 2041.

Social Benefit Suppliers (SBS) have social missions centred on benefitting a group of people who are considered disadvantaged in the local community. The guideline seeks to support those supplier by:

- Directing procurement processes at SBS's
- Acknowledging and encouraging commercial organisations who sub-contract to SBS's

First Nations Procurement Guideline

The First Nations Procurement Guideline (Appendix E) is a direct action from Council's existing Reconciliation Action Plan (RAP) 2017-19 and will support the RAP anticipated for adoption in 2020. The guideline seeks to foster and support development and engagement of First Nations businesses and encourage employment of our First Nations people.

Innovation and Market-Led Engagement Guideline

The Innovation and Market-Led Guideline (Appendix F) is unique to our Council. The guideline will create a pathway for specialised engagements of contractors:

- Providing innovative solutions
- Market Led Proposals (similar to State Government Framework)

The guideline contains appropriate checks and balances to ensure compliance with legislation and community expectations.

Other considerations in preparing this framework

The review conducted in preparing the proposed procurement and contracting framework has considered and responded to a wide variety of matters. These include:

- Internal audits of procurement and contracting activities and recommendations coming from those audits
- External audits, either conducted by external bodies, such as Queensland Audit Office or commissioned audits prepared by consultants and recommendations coming from those audits
- Impending or implemented changes in law, such as Building Industry Fairness (Security of Payment) Legislation and Project Bank Account implications
- Market influences, such as changes in industry capability
- Improvement opportunities, such as amending Council template contracts to further protect sub-contractors

Contracting Plan and Significant Contracting Plans

Council is also required to adopt a Contracting Plan regarding its procurement and contracting activities and Significant Contracting Plans for its major (value greater than \$5 million) and/or higher risk contracts. These documents may only be adopted after the annual budget to which they apply has been adopted.

The Contracting Plan and Significant Contracting Plans will be presented to Council at a later Ordinary Meeting of Council.

Supporting Strategies and Programs

Council will review but maintain delivery of support programs, including:

Suppliers Briefings

Council has conducted two Supplier Briefings in the past year. The Supplier Briefing outlines Council plans for the coming year with regards contracting for capital works delivery and goods and services generally. The Supplier Briefings also provide information to business on Council's safety requirements, procurement processes and communication plans.

Doing Business with Council workshops

Council delivers these workshops to interested parties at least six times per year. The workshops assist mostly local attendees in explaining how to best reply to Invitations to Tender and Request for Quotes from Council.

Outcomes of the Framework and Supporting Strategies

Council's desired policy outcomes of the framework and supporting strategies are to:

- a) provide a framework for undertaking Contracting Activities, within an effective governance framework and sound probity environment;
- b) encourage strategic decision-making and sustainable procurement practices;
- c) facilitate efficient and timely delivery of Council's capital works, operational activities, and the disposal of assets;
- d) deliver value for money;
- e) encourage an open, efficient and competitive market place;
- f) encourage development of competitive local business and industry;
- g) manage Council's risk exposure; and
- h) comply with all applicable laws including the *Local Government Act 2009 (Qld)* (the Act) and *Local Government Regulation 2012 (Qld)* (the Regulation).

Legal

External legal advice has previously been sought regarding the format and content of proposed procurement and contracting framework, including the 2020/21 Procurement Policy. This advice supports the framework as being compliant and appropriate for Council.

Policy

The Procurement Policy and documents comprising the procurement and contracting framework will provide a structured framework for Council's procurement and disposal contracting activities and ensure compliance with the relevant legislation.

Risk

The Procurement Policy and documents comprising the procurement and contracting framework mitigates the risks associated with undertaking contracting activities relating to procurement of goods and services and disposal of assets.

Previous Council Resolution**Ordinary Meeting 20 June 2019 (OM19/93)**

That Council:

- (a) *receive and note the report titled “2019/2020 Procurement Policy and Procurement and Contracting Framework”*
- (b) *adopt the Strategic Contracting Procedures framework for 2019/20 as follows:*
 - (i) *Procurement Policy (Appendix A)*
 - (ii) *Contract Manual (Appendix B) and*
 - (iii) *Contracting Plan (Appendix C) and Significant Contracting Plans (Appendix D, E, F, G, H and I).*

Ordinary Meeting 21 June 2018 (SM18/9)

That Council:

- (a) *receive and note the report titled “2018/19 Contracting Plan”*
- (b) *adopt the 2018/19 Contracting Plan which is to remain in force from 1 July 2018 to 30 June 2019 (Appendix A)*
- (c) *adopt the Significant Contracting Plan for Retail Electricity Services - Street Lighting (Appendix B)*
- (d) *adopt the Significant Contracting Plan for Street Sweeping Services (Appendix C) and*
- (e) *adopt the Significant Contracting Plan for Tree Maintenance Services (Appendix D).*

Ordinary Meeting 14 June 2018 (OM18/95)

That Council:

- (a) *receive and note the report titled “2018/2019 Procurement Policy”*
- (b) *adopt the 2018/2019 Procurement Policy (Appendix A).*

Ordinary Meeting 14 June 2018 (OM18/94)

That Council:

- (c) *receive and note the report titled “2018/2019 Contracting Manual” and*
- (d) *adopt the 2018/19 Contracting Manual which is to remain in force from 1 July 2018 to 30 June 2019.*

Ordinary Meeting 17 May 2018 (OM18/62)

That Council:

- (a) *receive and note the report titled “Strategic Contracting Procedures” and*
- (b) *apply Chapter 6 Part 2 Strategic Contracting Procedures of the Local Government Regulation 2012 to its contracts, following adoption by Council of:*
 - (i) *a contracting plan; and*

- (ii) *a contracting manual
which will not be more than one year after the date of this resolution.*

Related Documentation

Local Government Act 2009

Local Government Regulation 2012

Various Internal Audit Reports for the 2019/20 financial year

Critical Dates

The *Local Government Regulation 2012* requires Council review its Procurement Policy annually and adopt a Contracting Plan for each financial year. Other than annual review, there are no critical dates associated with the Procurement Policy and documents comprising the procurement and contracting framework.

Implementation

The Procurement Policy and documents comprising the procurement and contracting framework will commence on 1 July 2020 and will continue the application of the Strategic Contracting Procedures for Council.



Strategic policy

2020/21 Procurement Policy

Corporate Plan references:	<i>A smart economy</i> <i>An outstanding organisation</i>
Endorsed by Council on:	
Manager responsible for policy:	Manager, Business & Innovation

Purpose

This Procurement Policy will outline the principles and procurement framework that Council will adopt and apply when conducting Contracting Activities, which include contracts for the procurement of goods and services and the disposal of assets.

Outcome

Council's desired policy outcomes are to:

- a) provide a procurement framework for undertaking Contracting Activities, within an effective governance and sound probity environment;
- b) encourage strategic procurement and sound decision-making;
- c) encourage sustainable procurement practices;
- d) facilitate efficient and timely contracting for Council's capital works, operational activities, and the disposal of assets;
- e) deliver value for money;
- f) encourage an open, effective and competitive market place;
- g) encourage development of competitive local business and industry;
- h) manage Council's risk exposure; and
- i) comply with all applicable laws including the *Local Government Act 2009 (Qld) (LGA 2009)* and *Local Government Regulation 2012 (Qld) (LGR 2012)*.

Scope

This Procurement Policy applies to Council Officers and Councillors who undertake any part of a Contracting Activity on behalf of Council.

Prohibition on Contractors conducting Contracting Activities

Council Officers and/or Councillors are the only persons authorised to initiate any procurement process, or to contract on behalf of Council.

Persons engaged by Council in Contracts for Service (e.g. consultants and project managers) are not permitted to commence or control any Contracting Activity. For clarity, contractors may participate in a Contracting Activity by providing, for example, technical advice during the evaluation of tenders, however they are not permitted to undertake any action that results in them commencing a procurement process or forming a contract on behalf of Council.

Guiding principles

Council will ensure it is financially sustainable by establishing a financial management system that ensures regard is had for the Sound Contracting Principles when contracting for the supply of goods or services (including the carrying out of works) and the disposal of assets.

Council will continue to apply the Sound Contracting Principles throughout the financial year along with other adopted principles in relation to Contracting Activities.

Sound Contracting Principles

The Sound Contracting Principles are:

- a) value for money; and
- b) open and effective competition; and
- c) the development of competitive local business and industry; and
- d) environmental protection; and
- e) ethical behaviour and fair dealing.

Regard will be had for each principle, although each principle may not receive equal consideration.

Council will apply, and have regard for, the Sound Contracting Principles in the following manner:

Value for money

The concept of value for money is not restricted to the price of the goods, services or works.

Council will consider a number of factors when assessing value for money, including:

- a) whole-of-life costs including acquisition, use, maintenance and disposal costs;
- b) contribution to the achievement of Council's policies and priorities;
- c) fitness for purpose, quality, service and support;
- d) internal administration costs;
- e) technical compliance costs;
- f) risk exposure; and
- g) the value of any associated environmental benefits.

Open and effective competition

Contracting Activities will be conducted by Council using an open and competitive process unless a specific exception applies. Open and effective competition will be achieved by ensuring that:

- a) procedures and processes for contracting are visible to Council, suppliers and the community;
- b) prospective suppliers are given fair and reasonable consideration; and
- c) evaluation of offers is undertaken pursuant to the legislation, procedures and evaluation criteria applicable to the Contracting Activity.

The development of competitive local business and industry

Council encourages the development of competitive local businesses and will endeavour to promote and support competitive local industry while conducting Contracting Activities.

In addition to price, capability, performance, quality and suitability, Council may also consider the following factors when conducting Contracting Activities:

- a) creation of local employment opportunities;
- b) economic growth within the local area;
- c) readily available servicing support and supply chain capability; and
- d) the benefit to Council of contracting with local suppliers and the associated local commercial transactions that flow from these engagements.

Environmental protection

Council will seek to complement its broader environmental commitments and initiatives when conducting Contracting Activities. While conducting those activities, Council will have regard to a range of environmental factors including:

- a) the environmental benefits and impacts for the whole lifecycle of products and services including manufacture, supply, use, maintenance and disposal;
- b) procurement of environmentally responsible products, services, works and assets that satisfy whole-of-life cost and value for money criterion;
- c) products that use fewer resources and have reduced environmental impacts throughout their lifecycle, evidenced by:
 - reduced toxicity;
 - reduced packaging;
 - reducing waste to landfill;
 - greater energy efficiency and/or reduced carbon pollution,
 - greater water efficiency and/or reduced water use;
- d) use of products made from recycled materials, recycled green organics and/or recycled plastic products; and
- e) provide an example to business, industry and the community in promoting the use of environmentally responsible goods and services.

Ethical behaviour and fair dealing

Council will conduct Contracting Activities with impartiality, fairness, independence, openness, and integrity to ensure probity, transparency and accountability for the outcomes. Council will promote ethical behaviour and fair dealing by:

- a) ensuring legislative and policy compliance in Contracting Activities;
- b) ensuring compliance with Employee and Councillor Codes of Conduct;
- c) creating and maintaining a robust and effective procurement process that operates in a mature probity environment;
- d) identifying and managing possible, real or perceived conflicts of interest between Council, Council Officers, Councillors and prospective or existing contractors;
- e) ensuring equal and impartial treatment of all prospective and existing suppliers.

Policy statement

Council adopts the *LGR 2012*, Chapter 6 Contracting, Part 2 Strategic Contracting Procedures for entering into contracts for the:

- a) supply of goods and services (including carrying out work); and

- b) disposal of non-current assets (other than land).

Council will comply with these procedures when conducting Contracting Activities, other than those applying to disposal of land or an interest in land.

Council will deal with the disposal of land under the *LGR 2012*, Chapter 6 Contracting, Part 3 Default Contracting Procedures.

Requirements of Strategic Contracting Procedures

The Strategic Contracting Procedures, comprise of:

- a) Contract Manual;
- b) Contracting Plan and associated guidelines, which include:
 - Local Preference in Procurement Guideline;
 - Social Benefit Procurement Guideline;
 - First Nations Procurement Guideline; and
 - Innovation and Market-Led Engagement Guideline;
- c) Significant Contracting Plan/s.

Application to Procurement Contracting Activities

Council will conduct Procurement Contracting Activities, in the following manner:

Table 1: Procurement Contracting Activity thresholds

Contract Threshold	Procurement Routes
\$5,000,000 and greater OR High Risk/Complex Contracts	<ul style="list-style-type: none"> • A Significant Contracting Plan is required for any Contract that is: <ul style="list-style-type: none"> ○ expected to reach the Contract Threshold; or ○ of a high risk; or ○ of a complex nature. <p>A Significant Contracting Plan must be made before the Contract starts. Each Significant Contracting Plan will identify the chosen procurement strategy. All Significant Contracting Plans must be adopted by Council and may only be modified by resolution of Council.</p>
\$1,000,000 up to \$5,000,000	<ul style="list-style-type: none"> • Expression of Interest (EOI) • Invite Tenders • Available Exception
\$250,000 up to \$1,000,000	<ul style="list-style-type: none"> • EOI • Invite Tenders • Request for Quote issued to at least five (5) suitably capable suppliers • Available Exception
\$25,000 up to \$250,000	<ul style="list-style-type: none"> • EOI • Invite Tenders • Request for Quote issued to at least three (3) suitably capable suppliers • Available Exception
Up to \$25,000	<ul style="list-style-type: none"> • Request for Quote issued to at least one (1) suitably capable supplier

Exceptions relating to Procurement Contracting Activities

Council has created alternative procurement routes to the primary procurement routes (of EOI, Tender and Request for Quote) by establishing the following Exceptions:

Table 2: Exceptions relating to Procurement Contracting Activities

Exception	Process for establishing and/or exercising an Exception:
Supplier Arrangements	<p>Council will create Supplier Arrangements where the goods or services are required frequently, in high volume, or where it is important to understand the capability of the Suppliers.</p> <p>Council will maintain an open and transparent process for creating, managing, refreshing, and finalising Supplier Arrangements.</p> <p>The Supplier Arrangement may be priced or non-priced.</p> <p>Supplier Arrangement with price provided</p> <p>Council will invite the highest ranked Supplier on the Supplier Arrangement to provide the goods or services. Where the highest ranked does not or cannot provide the goods or services, the next highest ranked Supplier may be engaged, and so on, until a Supplier is engaged.</p> <p>Supplier Arrangement without price provided</p> <p>Council will invite a quote or quotes from any Supplier Arrangement where price is not provided, having regard to the Procurement Contracting Activities Thresholds outlined in Table 1 above.</p> <p>In exceptional circumstances, a contract valued over \$25,000 may be formed following a Request for Quote process with just one Supplier that has been prequalified on a Supplier Arrangement.</p> <p>Council will maintain and engage from the Registers of Pre-Qualified Suppliers and Preferred Supplier Arrangements that existed at the time of the commencement of the Strategic Contracting Procedures on 1 July 2018 until such time as those Registers of Pre-Qualified Suppliers and Preferred Supplier Arrangements are replaced, expire or are ended.</p>
Local Government Association Arrangement	The Contract is entered into under an LGA Arrangement.
Sole or Specialised Supplier/s	<p>Council determines that:</p> <ul style="list-style-type: none"> • there is only one supplier who is reasonably available; or • because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes or tenders
Genuine Emergency	<p>A Genuine Emergency exists.</p> <p>If the money spent in response to the Genuine Emergency is not provided for in the annual budget, Council must make a resolution about spending the money; either before, or as soon as practicable after, the money is spent.</p>
Auction Purchase	The Contract is for the purchase of goods and is made by auction.
Second-hand Goods	The Contract is for the purchase of second-hand goods.
Governmental Arrangement	The Contract is made with, or under an arrangement with, a Government Agency.

Exception	Process for establishing and/or exercising an Exception:
Innovation and Market-Led Engagement Guideline	Council has adopted an Innovation Market-Led Engagement Guideline to identify the circumstances and processes for engaging with Suppliers who provide goods or services that fall within the contemplation of the Guideline.
Tender/Quote Consideration Plan/s	If a Tender/Quote Consideration Plan has been approved or adopted, then Council may form a Contract from that Plan as contemplated by that Plan.

NOTE: Use of any of the aforementioned exceptions is limited to those with the delegated authority to conduct Contracting Activities, and within authorised expenditure limits.

Application to Disposal Contracting Activities

Council will conduct Disposal Contracting Activities having regard to the adopted Thresholds for Valuable Non-Current Assets.

Thresholds for Valuable Non-Current Assets (VNCA)

The LGR 2012 provides that a VNCA is:

- land; or
- another non-current asset that has an apparent value that is equal to or more than a limit set by Council.

Council sets the value for VNCAs, other than land at:

- for plant or equipment - \$5,000;
- for another type of non-current asset - \$10,000.

For clarity, items with a greater value than the above figures are VNCAs. Those items with an estimated value below the identified thresholds are Surplus Assets.

Council will consider and apply the most appropriate process for each Disposal Contracting Activity to realise the best value for Council from the disposal. The available disposal processes include:

- EOI
- Tender
- Auction of an appropriate form
- Trade in
- Recycling
- Donation to Government Agency or community organisation

Disposal of Land and Exceptions

Council will continue to dispose of land, or any interest in land in a manner consistent with the LGR 2012, Chapter 6 Contracting, Part 3 Default Contracting Procedures. These procedures require that, unless an exception applies, Council will dispose of land, or an interest in land by:

- EOI
- Tender
- Auction

Table 3: Exceptions for Disposal of Land

Exception	Legislative requirement
Previous offer for sale or auction LGR 2012, s.236(1)(a)	The land was previously offered for sale by tender or auction but was not sold; and is being sold for more than the highest tender or auction bid that was received.
Government Agency or Community Organisation LGR 2012, s.236(1)(b)	The land is disposed of to a Government Agency or a Community Organisation. <i>Point (b) immediately below this table does not apply to this exception.</i>
Forms of disposal for land or an interest in land LGR 2012, s.236(1)(c)	(a) For the disposal of <i>land</i> or an <i>interest in land</i> : The land will not be rateable land after the disposal; The land is disposed of to a person whose restored enjoyment of the land is consistent with Aboriginal tradition or Island custom; <i>Point (b) immediately below this table does not apply to this exception.</i> The disposal is for the purpose of renewing the lease of land to the existing tenant of the land. The land is disposed of to a person who owns adjoining land if: (i) the land is not suitable to be offered for disposal by tender or auction for a particular reason, including, for example, the size or the existence of infrastructure; and (ii) there is not another person who owns other adjoining land who wishes to acquire the land; and (iii) it is in the public interest to dispose of the land without a tender or auction; and (iv) the disposal is otherwise in accordance with the Sound Contracting Principles. All or some of the consideration for the disposal is consideration other than money, for example, other land in exchange for the disposal, provided: (i) it is in the public interest to dispose of the land without a tender or auction; and (ii) the disposal is otherwise in accordance with the Sound Contracting Principles. The disposal is for the purpose of a lease for a telecommunication tower. The disposal is of an interest in land that is used as an airport or for related purposes, provided: (i) it is in the public interest to dispose of the land without a tender or auction; and (ii) the disposal is otherwise in accordance with the Sound Contracting Principles.
Forms of disposal – Specific to leasing LGR 2012, s.236(1)(e)	The disposal of a VNCA, by the grant of a lease, if the grant of lease has been previously offered by tender or auction, but a lease has not been entered into.
Ministerial exemption LGR 2012, s.236(1)(f)	The Minister exempts Council from complying with section 227. An exemption given under this subsection may be given subject to conditions. <i>Points (a) and (b) immediately below this table do not apply to this exception.</i>

Exercise of the aforementioned exceptions is subject to the following qualifications:

- a) For exceptions mentioned in subsections 236(1)(a) to (e), before the disposal, Council decides by resolution that the exception may apply to that particular disposal.

- b) For exceptions relating to disposal of land or an interest in land, the consideration for the disposal would be equal to, or more than, the market value of the land or the interest in land including the market value of any improvements. A written report about the market value from a valuer registered under the *Valuers Registration Act 1992* (not an employee of Council) will be sufficient evidence of the market value.
- c) Point (b) immediately above does not apply to disposal of land or an interest in land which is disposed of under sections 236(1)(b), (1)(c)(ii) or (1)(f).

Other obligations

Outlined below is a series of further obligations that must be met or maintained. They are:

Powers to delegate (LGA 2009, ss.257, 259 & LGR 2012, s.238)

Council may delegate by resolution, a power under the *LGA 2009* or another Act to the Chief Executive Officer (CEO). Any delegation to the CEO will be reviewed annually. The Council must not delegate a power that an Act states must be exercised by resolution. Council may delegate a power with conditions.

Council has delegated powers to the CEO relating to Contracting Activities. The CEO has in turn delegated these powers onto appropriately qualified Local Government Employees. These delegations are recorded in the delegations register maintained by the CEO.

Requirement to keep record of particular matters (LGR 2012, s.164)

Council will keep a written record stating the risks Council's operations are exposed to, to the extent they are relevant to financial management and the control measures adopted to manage the risks. Council will keep a copy of the Procurement Policy with that record.

Unauthorised spending (LGR 2012, s.173)

Council will only spend money in a financial year if it is adopted in the budget for the financial year; or before adopting its budget for the financial year, if it then provides for the spending in the budget for that financial year.

Council may spend money, not authorised in its budget, for genuine emergency or hardship. In this instance Council must make a resolution about spending the money; either before, or as soon as practicable after, the money is spent. The resolution will state how the spending is to be funded.

Other contents - Annual Report – changes to tenders (LGR 2012, s.190)

Council will include the number of invitations to change tenders under the *LGR 2012*, Section 228(7) during that financial year in its annual report for the financial year.

Procurement Policy – annual review (LGR 2012, s.198)

Council will prepare and adopt a Procurement Policy that will be reviewed annually. The Procurement Policy will include details of the principles, including the Sound Contracting Principles that Council will apply to purchasing goods and services.

Public access to relevant financial and planning documents (LGR 2012, s.199)

Council will allow the public to inspect this Procurement Policy by making it available:

- a) on its website <http://www.sunshinecoast.qld.gov.au>; and
- b) at Council's public offices.

Council will also make a copy of the Procurement Policy available for purchase at a cost of no more than it costs Council to make it available.

Publishing details of contractual arrangements worth \$200,000 or more (LGR 2012, s.237)

Council will, as soon as practicable after entering into a contractual arrangement worth \$200,000 or more (GST exclusive), publish the relevant details of the contractual arrangement:

- a) on its website <http://www.sunshinecoast.qld.gov.au>; and
- b) in a conspicuous place in a public office.

Relevant details of a Contract means:

- a) the person with whom Council has entered into the contractual arrangement;
- b) the value of the contractual arrangement; and
- c) the purpose of the contractual arrangement.

For the purposes of this section a reference to Contractual Arrangement means a single Contract.

Councillor requests for information

The LGA 2009 provides the circumstances under which Councillors may request information or assistance from Local Government Employees. A framework for this process has been established by the Councillors Acceptable Request Guidelines. This guideline outlines the processes for Councillors requesting, and Local Government Employees providing, information.

Councillors and Local Government Employees should comply with the legislation, the relevant Guideline and the respective Codes of Conduct when dealing with matters relating to Contracting Activities.

Councillors should direct any issues regarding Contracting Activities to the CEO. They should not attempt to influence any Contracting Activity. Attempts to do so may constitute a breach of legislation and/or the Councillor Code of Conduct. Further, attempts may cause the favoured industry participant to be disqualified from consideration under Council's probity conditions established under its procurement process and general conditions of offer.

Prohibition on splitting of Orders or Contracting Activities

Splitting orders or splitting Contracting Activities to attempt to avoid thresholds is not permitted.

Roles and responsibilities

Council Officers with a role or responsibility to Contracting Activities are:

Chief Executive Officer is responsible for overseeing all aspects of the Procurement Policy.

Group Executive, Business Performance Group is responsible for overseeing all financial management systems and services, including Contracting Activities.

Manager, Business and Innovation is responsible for implementing and maintaining a framework for undertaking efficient and sustainable Contracting Activities, within an effective governance framework and sound probity environment. This includes creating appropriate guidelines, processes, procedures and documents.

All Managers are responsible for ensuring all Officers comply with this Procurement Policy and associated guidelines, processes and procedures.

Procurement Contracts Committee is responsible for providing an effective decision making forum regarding Contracting Activities.

All Officers are responsible for complying with this Procurement Policy and associated guidelines, processes and procedures. Only Officers delegated the authority to conduct Contracting Activities as per Delegation of Authority – Delegation No. 2 – Procurement and Contracting Activities and Payments are permitted to commence or bind Council in contract resulting from a Contracting Activity, and only within the limits of the relevant financial authority set in that delegation.

Measurement of success

Success of this Procurement Policy will be measured by:

- Monthly and yearly dollar value and percentage of available procurement spend with local suppliers compared with non-local suppliers;
- Number of contracts awarded to local suppliers compared with non-local suppliers from the Purchase Order System within a financial year. This measure will be considered, by dividing the contracts into those which fall within the following values:
 - Less than \$25,000;
 - \$25,000 or more, but less than \$250,000;
 - \$250,000 or more, but less than \$1,000,000; and
 - \$1,000,000 and above.
- Number and percentage of Contracting Activities with an environmental criterion;
- Audit Reports rating the procurement function with a strong outcome or better; and
- Review of each invitation to change tenders under *LGR 2012, s.228 (7)* during the financial year.

Definitions

The following definitions apply to this policy and any associated document:

Community Organisation means:

- a) an entity that carries on activities for a public purpose; or
- b) another entity whose primary object is not directed at making a profit.

Contract means a contract (including purchase orders and purchase card transactions) for:

- a) the supply of goods or services; or
- b) the carrying out of work; or
- c) the disposal of non-current assets.

In this policy, this term does not include a contract of employment between Council and a Local Government Employee (as defined in the *LGA 2009*).

Contracting Activity means a Procurement Contracting Activity and/or a Disposal Contracting Activity.

Contract Manual means the Contract Manual prepared and adopted by Council for the financial year, as required under the provisions of the *LGR 2012, s. 222*.

Contracting Plan means the Contracting Plan prepared and adopted by Council for the financial year, as required under the provisions of the *LGR 2012, s. 220*.

Contract for Service means a contract to which an independent contractor is a party and that relates to the performance of work by the independent contractor.

Council Officer means a Local Government Employee (as that term is defined in the *LGA 2009*) of the Sunshine Coast Regional Council, but does not include a person engaged on a Contract for Service for a defined time or designated project.

Disposal Contracting Activity means an activity to dispose of an asset, including Valuable Non-Current Assets, Surplus Assets and land, including an interest in land.

EOI means an Expression of Interest.

Expression of Interest means an Expression of Interest process conducted by the Council.

Government Agency is:

- a) the State, a government entity, a corporatised business entity or another local government;
or
- b) another Australian government or an entity of another Australian government; or
- c) a local government of another State.

Invitation to Tender means a document released to the public titled "Invitation to Tender".

LGA Arrangement means an arrangement established by Peak Services and/or Local Buy Pty Ltd, LGAQ Ltd or other entity of which LGAQ Ltd is the only shareholder.

Procurement Contracting Activity means an activity for the making of a contract for the provision of goods and services.

Prospective Respondent means a person or entity that has requested or received an Invitation to Tender or Request for Quote but has not submitted a Tender Response Form or Request for Quote Response Form.

Quote means a quote or quotes (including Alternative Quotes) submitted by Respondents in response to a Request for Quote.

Respondent/s means a person or entity that has submitted an offer in response to an Invitation to Tender or Request for Quote.

Request for Quote/s means a document released by Council to Prospective Respondents titled "Request for Quote".

Request for Quote Response Form means the response form set out in the Request for Quote.

Significant Contracting Plan means a Significant Contracting Plan prepared and adopted by Council, as required under the provisions of the *LGR 2012*, s. 221.

Sound Contracting Principles means the principles provided in the *LGA 2009*, s.104.

Supplier Arrangement means a list of suppliers established by Council to facilitate the procurement of goods or services required frequently, in high volume and/or where the capability of the suppliers has been determined.

Surplus Asset means an asset that is plant or equipment or another type of non-current asset that does not reach the value threshold of a Valuable Non-Current Asset as prescribed by Council in this policy.

Tender/s means a tender or tenders (including Alternative Tenders) submitted by Respondents in response to the Invitation to Tender.

Tender Response Form means the response form set out in the Invitation to Tender.

Valuable Non-Current Asset means land or another non-current asset that has a value equal to or more than the value threshold of a Valuable Non-Current Asset as prescribed in this policy.

Related policies and legislation

- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- *Statutory Bodies Financial Arrangements Act 1982 (Qld)*
- *Public Sector Ethics Act 1994 (Qld)*
- *Disaster Management Act 2003 (Qld)*

This policy is supported by the following organisational documents:

- Sunshine Coast Council's Corporate Plan 2020-2024
- Sunshine Coast Council's Operational Plan 2019/20
- 2020/21 Contract Manual

- 2020/21 Contracting Plan
- Local Preference in Procurement Guideline
- Social Benefit Procurement Guideline
- First Nations Procurement Guideline
- Innovation and Market-Led Engagement Guideline
- Significant Contracting Plan/s
- Council's current delegations
- Employee Code of Conduct
- Code of Conduct for Councillors
- Purchase Cards Guideline
- Councillors Acceptable Request Guidelines

Note: In the event of conflict between any guideline/s or procedure/s and this policy, the policy will prevail to the extent of any inconsistency.

Version control:

Version	Reason/ Trigger	Change (Y/N)	Endorsed/ Reviewed by	Date
1.0	Endorsement		Council	11 June 2020

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2020/21 Contract Manual	
Corporate Plan reference	<i>A smart economy</i> <i>An outstanding organisation</i>
Endorsed by Council on	
Manager responsible for policy	Manager, Business and Innovation

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1 Purpose

The purpose of this Contract Manual (Manual) is to outline how Sunshine Coast Council (Council) will carry out Contracting Activities in the most effective manner that complies with applicable legislation and Council's Procurement Policy.

2 Outcome

Council's objectives and desired outcomes are to conduct Contracting Activities in a manner that:

- (a) Provides an effective and efficient framework that delivers sound contracting outcomes;
- (b) Complies with the Procurement Policy; and
- (c) Complies with all applicable laws including the *Local Government Act 2009* (Qld) (LGA 2009) and the *Local Government Regulation 2012* (Qld) (LGR 2012).

Conflict

2.1 Legislation will prevail overall to the extent of any inconsistencies. The Procurement Policy will prevail over any inconsistencies with this Manual.

3 Guideline Statement

The LGA 2009 and LGR 2012 impose specific obligations upon Local Governments when conducting Contracting Activities. Contracting Activities are the processes by which Council forms contracts with suppliers for the provision of goods, services, and works, and through which it disposes of valuable non-current assets or surplus assets.

Pursuant to Chapter 6, Part 2 of the LGR 2012, Council resolved to apply the Strategic Contracting Procedures to its Contracting Activities and as a result Council's Procurement and Contracting Framework comprises:

- Procurement Policy;
- Contract Manual;
- Contracting Plan and any Significant Contracting Plan/s;
- Local Preference in Procurement Guideline;
- Social Benefit Procurement Guideline;
- First Nations Procurement Guideline;
- Innovation and Market-Led Engagement Guideline.

4.14 Scope

This Manual applies to Council Officers and elected members of Council who undertake Contracting Activities on behalf of Council.

Prohibition on undertaking a Contracting Activity

This Manual applies to Council Officers and elected members of Council. Persons engaged by Council in Contracts for Service, such as consultants and project managers, are not authorised to initiate any procurement process, sign any letters, or Contract on behalf of Council.

5 Sound Contracting Principles

Council will have regard to the Sound Contracting Principles when entering into Contracts for the supply of goods, services, and works and the disposal of assets.

The **Sound Contracting Principles** are:

- (a) value for money;
- (b) open and effective competition;
- (c) the development of competitive local business and industry;
- (d) environmental protection; and
- (e) ethical behaviour and fair dealing.

Regard must be had for these principles whenever a Contract is formed, irrespective of the value. This includes Contracts for even the smallest amounts, or those formed under Exceptions that are established in this Manual. There is never an exception to having regard to the Sound Contracting Principles. Council must only form a Contract with a supplier who provides the most advantageous offer to it, having regard to the Sound Contracting Principles.

6 Governance and Probity

To ensure that Council is accountable, effective, efficient, and sustainable, anyone performing a function under the LGA 2009 must do so in a manner that is consistent with the Local Government Principles. To meet these obligations the following Probity Framework sets out the governance and probity requirements for Contracting Activities.

6.1 Probity Requirements

A sound probity environment must be maintained during any Contracting Activity for any value. Promoting probity and having a framework to embed probity in Council's Contracting Activities is an integral element in ensuring that regard has been had for the Sound Contracting Principles, as well as ensuring our conduct reflects the ethical principles and local government principles. The ethical principles are those outlined in the *Public Sector Ethics Act 1994* (Qld) and are:

- Integrity and impartiality;
- Promoting the public good;
- Commitment to the system of government; and
- Accountability and transparency.

It is the responsibility of all Council officers and Councillors associated with a Contracting Activity to ensure probity is achieved as outlined in the Procurement Policy.

Probity is underpinned by the ethical principles, the local government principles, and the fifth Sound Contracting Principle: ethical behaviour and fair dealing. The broad objectives of probity in Contracting Activities are to:

- ensure conformity to Council's Procurement Policy, principles, and processes that are designed to achieve the most advantageous outcome for Council;
- improve accountability;
- encourage commercial competition on the basis that all offers will be assessed against the same criteria;
- preserve public and Respondent confidence in Council processes;
- improve defensibility of decisions to potential administrative and legal challenge;
- underpin a transparent and competitive process; and
- identify and resolve any conflicts of interest.

The framework for probity in Council's Procurement and Contracting Activities includes:

- Having a Probity Plan for Contracting Activities of a certain value;
- Setting evaluation criteria where applicable;
- Declaring and managing conflicts of interests;
- Ensuring security and confidentiality in the process;
- Having effective and appropriate communication including:
 - requests for clarification
 - negotiations
 - feedback to respondents
- Consistent processes for how Tenders, EOIs and Quotes are received and opened;
- Undertaking evaluations;
- Identifying critical issues and risks;
- Engaging with probity advisors where applicable; and
- Dealing with breaches of probity.

Probity Plan and Probity Checklist

- 6.2 A Probity Plan (refer to 11.2.2) needs to be completed and signed by each evaluation panel member, the Branch Manager, and/or the Contract Sponsor for a Contracting Activity with value of \$25,000 or greater where submissions (Tenders/EOIs/Quotes) will be received from Prospective Respondent/s. The Probity Plan also requires the evaluation panel members to declare that they have read and understood Council's probity requirements. Submissions (Tenders, Quotes, and any other submission or offer) cannot be released to evaluation panel members prior to signing the Probity Plan.

Evaluation criteria weightings in the Probity Plan must be set prior to signing so as to ensure that these are pre-determined before submissions are viewed and evaluated.

- 6.3 A Probity Checklist is provided for guidance on probity related matters for a Contracting Activity of any value.

Conflict of Interest

Members of the evaluation panel need to declare any relationships or connections they currently have, or previously had, with any of the Respondents or their employees. Throughout any Contracting Activity, members of the evaluation panel or advisors to the panel cannot accept offers of gifts, meals, or any other benefit from any interested party and/or Prospective Respondent. Furthermore, members of the evaluation panel and advisors will be expected to declare in writing to the chair of the evaluation panel the existence of any actual, perceived, or potential conflict of interest as soon as they become aware of it.

- 6.4 In the case where a member of the evaluation panel has declared a conflict of interest with a Prospective Respondent, and due to the nature of the conflict, either the member or the evaluation panel feel that the person could not continue their involvement without potentially compromising the procurement process, that member should be replaced on the evaluation panel and not take further part in the evaluation.

Confidentiality

It is essential for the integrity of the Contracting Activity that confidentiality is maintained. Respondents have a right to expect that commercial information will be treated in confidence. Lapses on the part of any evaluation panel member may seriously jeopardise the Contracting Activity. Similarly, the evaluation panel must maintain the confidentiality of all documentation relating to the evaluation including evaluation reports and other information generated during the evaluation process.

At the end of the procurement process all documents received from Respondents and records created throughout the Contracting Activity are to be captured into Council's Electronic Document Management System in a secure manner.

While it is understood that requests under the *Right to Information Act 2009* or related legislation could ultimately lead to the disclosure of confidential information, this does not diminish the need for the evaluation process to be conducted in a secure and confidential manner. Confidential information is to be shared only within the evaluation panel environment, unless otherwise authorised by the Chair of the Procurement Contracts Committee.

Receipt and opening of submissions

Tenders and EOs will not be publicly opened, but will be electronically opened by a Procurement and Contracts staff member via an encryption key after the closing date. For QTenders submissions, the opening will be witnessed by another Procurement and Contracts staff member who will electronically sign in to verify their presence. A Download Response Report will be held by Procurement and Contracts staff. Council's Procurement and Contracts staff will forward Tenders to the evaluation panel.

Quotes submitted via [Council's Contract Management System](#) will be opened electronically by the chair of the evaluation panel after the closing date.

Probity Advisor or Auditor

6.6 Advice in relation to probity matters can be obtained internally from the Procurement and Contracts Teams or Legal Services, however there will be instances where an external probity advisor and/or auditor may be required. Consideration should be given to engaging an external probity advisor for Contracting Activities that are high value, high risk, or complex; this should be identified in the procurement planning phase. This should be monitored throughout the Contracting Activity and if circumstances arise that a procurement becomes complex, protracted, probity risks are identified, the risks of the activity increases, or the value increases, then engagement of an external probity advisor or auditor may be required.

Engagement of external probity advisors/auditors will be undertaken by the chair of the Procurement Contracts Committee. An external probity advisor/auditor may also be appointed at the direction of the CEO, Group Executive, or Manager Business and Innovation.

Probity Check-in Points

During the course of a Contracting Activity, probity is revisited whenever required but is specifically considered at the following key points in the Contracting Activity:

1. At the commencement of developing the procurement strategy for the Contracting Activity
2. Prior to approaching the market
3. Prior to and upon the close of a tender box or receipt of submissions
- 6.8 4. Prior to releasing submissions to evaluation panel members
5. During the evaluation
6. Prior to the award of the Contract
7. When providing submission feedback to Respondents.

Breach of Probity

Should any breach or suspected breaches of probity processes occur at any time, Council Officers are required to report the breach in writing to the chair of the Procurement Contracts Committee.

7 Responsibilities, Delegations and Authorities

Before a Contracting Activity can be undertaken it is necessary to know and understand who has responsibility for the Contract/project, who has the necessary authority to approve the process and expend Council funds, and who has the necessary delegated authority to bind the Council in a lawful Contract with a supplier.

A brief description of the stakeholders and their responsibilities are as follows:

Contract Sponsor

A Contract Sponsor is responsible for ensuring there is a need and sufficient budget for the goods or services being procured, and is often the financially delegated officer for the Contracting Activity. For contracts worth less than \$1,000,000, the relevant Branch Manager must sign the Probity Plan

- 7.1 as Contract Sponsor, and for contracts worth more than \$1,000,000, the Probity Plan is sponsored by the relevant Branch Manager and Group Executive.

Contract Administrator

- 7.2 A Contract Administrator is the person appointed by the stakeholder branch or group to coordinate and manage the Contracting Activity. This requires a direct and 'hands-on' management from its inception, through to Contract formation and throughout the life of the Contract. The tasks that a Contract Administrator is responsible for include:

- Identifying the expected value of a Contract;
- Obtaining a Contract Number from the Contracts and Supply Services team for Contracts worth \$200,000 or more (irrespective of the procurement route);
- Ensuring sufficient budget is available for the project/Contract and have Branch Manager confirmation;
- Inclusion of a contract performance management framework within the Contract or arrangement, including but not limited to Key Performance Indicators (KPI's);
- Preparing a Contract Management Plan as outlined in 18.1;
- Advising the Contract and Supply Services Team of any changes to the contract (e.g. variations, extensions, change of Contract Administrator post award) to ensure that the contract register is maintained as complete and accurate; and
- 7.3 • Contract performance management throughout the life of the contract.

Procurement Specialists

Procurement Specialists are allocated to work with Contract Administrators to develop the procurement strategy and necessary documentation for all Expressions of Interest (EOI), Written Tenders, and high value Request for Quote (RFQ) processes. They provide guidance and support throughout the process to ensure Council meets its legislative and policy obligations and has regard for the Sound Contracting Principles.

Procurement Specialists are also able to provide advice in relation to RFQ processes, although they are not normally allocated to work on those projects (unless they are high value) in the same manner as for Written Tenders.

The Procurement Specialists also provide guidance, advice, and support on how to develop KPIs and on how to manage the performance of a Contract once it has been established following a procurement process. For further information on Contract Performance see Part 18.

Coordinator Contracts and Supply Services

The Coordinator Contracts and Supply Services is responsible for Council's Contract Register, publishing Contracts in accordance with the LGR 2012, and provides guidance, advice and support relating to the contractual aspects of Contracting Activities.

Coordinator Procurement and Contract Performance

7.4 The Coordinator Procurement and Contract Performance is responsible for leading and supporting the Procurement Team, and providing guidance and advice to Council Officers on procurement and contract performance related matters.

7.5 Procurement Contracts Committee (PCC)

The purpose of the PCC is to provide a consolidated and consistent approach to Council's Contracting Activities for high value contracts, including the formation of Supplier Arrangements. It also provides a key governance mechanism in Council's [Governance and Probity](#) framework. PCC

7.6 is primarily responsible for:

- approving release of Written Tenders, EOIs, and high value RFQs;
- considering the recommendations of evaluation panels for advertised Written Tenders, EOIs, and high value RFQs;
- making contracts with Respondents who provide the most advantageous offers to Council;
- considering and approving the establishment and the exercise of exceptions to the general Written Tender or RFQ obligations where necessary;
- considering and approving:
 - contract variations;
 - contract extensions; and
 - discharge of contracts, for Written Tenders and high value RFQs.

The Procurement Contracts Committee is governed by its [Terms of Reference](#).

When the procurement (or disposal) documentation has been completed, the project is placed on the agenda for the next PCC meeting, held every Wednesday in accordance with the [Terms of Reference](#). PCC agenda closing time is noon on the Monday prior to the PCC meeting. All reports and accompanying documentation must be finalised and with the Procurement Specialist by this time.

PCC reviews the documentation to ensure compliance with legislation and Council policies, and that relevant commercial considerations and procurement objectives have been met, before approving their release.

The Manager, Business and Innovation Branch has the necessary delegated authority to invite Written Tenders, high value RFQs, and EOIs.

7.7 Minutes of PCC meetings are recorded and retained. They provide a clear explanation and justification of the recommendations made by the committee and the exercise of the powers of the delegated officer.

PCC also acts as Gate 3 of the Gateway Process for Project Delivery.

Contracting and Financial Delegations

There are two types of delegated authorities relating to a Contracting Activity; these are an authority to make, amend or discharge a Contract, and the expenditure authority (sometimes referred to as a Financial Delegation). It should be noted that there is a significant difference between a delegated

authority to make, amend and discharge Contracts (Contracting Delegation), and the authority to expend Council money.

The relevant power in relation to conducting a Contracting Activity is a power to make, amend and discharge contracts. However, the expenditure authority (Financial Delegation), is given by the CEO to specific positions or officers within the organisational structure authorising them to make payments and expend money, including expenditure relating to contracts, up to a designated threshold. The expenditure authority is an internal departmental management process whereby the CEO permits persons to expend money, up to a certain limit, for already established contracts.

It is a combination of the delegated authority to make, amend or discharge a contract and the delegated authority to expend money that operate in concert to provide a structured process for binding Council in contract, and approving payments once Council has an existing contract.

Where a Council Officer has both a delegated authority to make, amend and discharge contracts, and an authority to expend Council money, that Council Officer may bind Council in contract, however the maximum value of that contract is limited to the threshold of the expenditure authority.

Where a Council Officer only has an authority to expend money, they are only permitted to approve payments on established contracts up to the limit of their expenditure authority.

The Contracting Delegation and Financial Delegation have been combined into the one delegation document. A copy of Delegation No. 2 – Delegation of Authority to conduct Contracting Activities and Payments from CEO to Council Officers may be found on the [Procurement Intranet Site](#).

Budget - Unauthorised spending

- 7.8 Council may only spend money in a financial year if it is adopted in the budget for the financial year, or before adopting its budget for the financial year, if it then provides for the spending in the budget for that financial year.

Contract Administrators must therefore ensure sufficient budget is available for and committed to the contract being sought, before it is formed. It is the responsibility of the Branch Manager from the branch seeking to make a contract to confirm that sufficient budget is available and committed to a contract before it is formed. Evidence of this budgetary commitment will be required during the Contracting Activity.

The only exception to this requirement is where Council expends money for a genuine emergency or hardship. In this instance, Council must make a resolution about spending the money, either

- 7.9 before, or as soon as practicable after the money is spent. The resolution must state how the spending is to be funded.

Publishing details of contracts

Section 237 of the LGR 2012 requires that a local government must publish details of contracts it enters worth \$200,000 or more. These details must be published on the local government's website

- 7.10 and displayed in a conspicuous place in the local government's public office.

To ensure this occurs, the Contract Administrator is responsible for submitting a Contract Number Request Form and advising the Coordinator Contracts and Supply Services when a Contract worth \$200,000 or more has been entered into by Council.

Training

Training is provided by the Business and Innovation Branch in relation to procurement, contracting, and purchasing as detailed on Council's intranet.

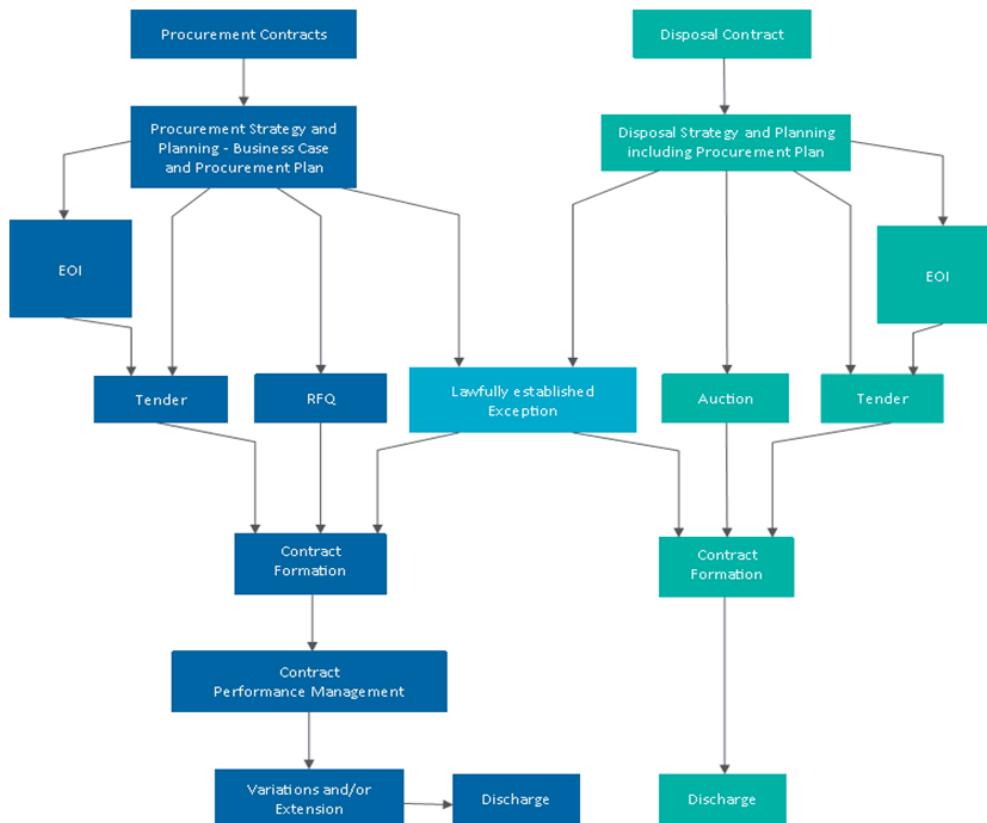
8 Contract Type and Method of Procurement

The types of contracts which may be formed under the Strategic Contracting Procedures are outlined in Table 1.

Table 1: Types of contracts

Contract type:	Contract for:	Go to:
Procurement Contracts	Contracts to purchase goods and services, including the provision of works.	Part 9
Exceptions relating to Procurement Contracting Activities	Procurement contracts via alternative procurement routes.	Part 15
Disposal Contracts	Contracts for the disposal of Valuable Non-Current Assets (including Land) and Surplus Assets.	Part 16
Disposal of Land and Exceptions	Contracts established under legislative Exceptions for the Disposal of Land.	Part 17

A diagrammatic explanation of the processes is as follows:



9 Procurement Contracts (Contracts for Supply of Goods and Services)

The primary step in establishing a Procurement Contract is to determine which of the procurement processes should be adopted to lawfully procure the goods or services.

Council will conduct its Contracting Activities using an appropriate procurement process having regard to relevant value thresholds. Those values and corresponding processes are as follows:

Table 2: Contract value and related procurement routes

Contract Value	Procurement Routes	Council requirements
\$5,000,000 and greater OR High Risk/Complex Contracts	<ul style="list-style-type: none"> Written Tender EOI Available Exception 	A Significant Contracting Plan is required for any Contract that is: <ul style="list-style-type: none"> expected to reach this Contract Threshold; or of a high risk; or of a complex nature. A Significant Contracting Plan must: <ul style="list-style-type: none"> be made before the Contract starts identify the chosen procurement strategy be adopted by a resolution of Council and may only be modified by resolution of Council.
\$1,000,000 up to \$5,000,000	<ul style="list-style-type: none"> Written Tender EOI Available Exception 	Progress through the Procurement Process: <ul style="list-style-type: none"> Written Tender (refer to Part 11) EOI (refer to Part 12) Exceptions (refer to Part 15)
\$250,000 up to \$1,000,000	<ul style="list-style-type: none"> Written Tender EOI Request for Quote issued to at least five suitably capable suppliers (high value RFQ) Available Exception 	Progress through the Procurement Process: <ul style="list-style-type: none"> Written Tender (refer to Part 11); EOI (refer to Part 12) RFQ (refer to Part 13) Exceptions (refer to Part 15)
\$25,000 up to \$250,000	<ul style="list-style-type: none"> Written Tender EOI Request for Quote issued to at least three suitably capable suppliers Available Exception 	Progress through the Procurement Process: <ul style="list-style-type: none"> Written Tender (refer to Part 11) EOI (refer to Part 12) RFQ (refer to Part 13) Exceptions (refer to Part 15)
Up to \$25,000	<ul style="list-style-type: none"> For services (including works) obtain one written Quote minimum from at least one suitably capable supplier For goods obtain one verbal Quote minimum from at least one suitably capable supplier 	A clear scope must be provided to the prospective respondent(s) along with Terms and Conditions appropriate for the Goods or Services sought. Notes should be made of the quote and recorded in a safe and accessible location, sufficient to demonstrate that regard was had for the Sound Contracting Principles.

9.1

Order Splitting Prohibited

Order splitting, whereby the required goods, services, or works are divided into smaller order values for the purpose of circumventing the procedures and delegation levels of upper thresholds, is not permitted.

10 Procurement Planning & Development of Procurement Strategy (Written Tender, EOI, and RFQ)

Regardless of which procurement process is adopted, consideration must be given to the planning and development of the procurement strategy. Council's objectives when conducting procurement planning and development are to:

- encourage strategic procurement decision making;
- establish innovative contracts;
- deliver value for money;
- promote an open and competitive market place;
- develop competitive local business and industry;
- achieve sustainable procurement practices;
- select the best business partners; and
- manage exposure to risk.

Contract Administrators and any other person undertaking Contracting Activities should be guided by the following:

Business Case

- 10.1 A business case should be completed to identify Council's need to procure any goods, services or works. If the project is a capital works project, this will be the project brief delivered to the Investment Steering Committee.

10.2 Procurement Plan

A Procurement Plan must be prepared for a Written Tender, EOI, or high value RFQ. The Procurement Plan must be completed in conjunction with the Procurement Specialist assigned to the procurement. The Procurement Plan template is available in [Council's Contract Management System](#) and covers the following aspects:

- procurement and operational objectives;
- an analysis of internal demand;
- an analysis and summary of the supply market;
- an assessment of procurement strategies;
- procurement implementation plan including performance management; and
- an assessment of potential risks and mitigation strategies.

Sound planning is essential to achieving a successful project outcome. Sufficient time should be allocated to the planning process to allow assessment of the market, and development and implementation of the procurement strategy, before approaching the market to establish a contract.

Outlined in 10.3 to 10.8 below are items to be considered in procurement planning.

Significant Contracting Plan

Contracts that have been identified as Significant Contracts due to their value, risk, or complexity, require a Significant Contracting Plan in addition to a Procurement Plan. Significant Contracting Plans must be prepared prior to commencement of the Significant Contract, and require resolution of Council. They will state:

- 10.3
- the objectives of the significant contract;
 - how the objectives are to be achieved;
 - how achievement of the objectives will be measured;
 - any alternative ways of achieving the objectives, and why the alternative ways were not adopted;
 - proposed contractual arrangements for the activity; and
 - a risk analysis of the market in which the contract is to happen.

The Significant Contracting Plan template is available on the [Procurement Intranet Site](#) and [Council's Contract Management System](#), and will be prepared in consultation with the Procurement Specialist assigned to the procurement.

Sustainable procurement

- 10.4 Council is committed to stimulating the sustainability of our region, protecting the environment, delivering social benefits and supporting the local economy by adopting a sustainable procurement approach.

Council recognises that as a major contract provider, it has the ability to drive sustainability practices and influence supply chains across the Sunshine Coast. Council's preference is to engage with suppliers who are working towards upholding sustainability principles and environmental performance standards.

The application of sustainable procurement practices will differ depending on the goods or services being procured. General sustainability principles to be considered include:

- **Eliminate unnecessary purchasing** by determining if the goods or services are necessary, if existing items could be reused or if demand management approaches could reduce the apparent need.
- **Adopt a whole-of-life cost approach (value for money)** by considering all the costs and benefits associated with the goods or service over its entire life (including purchase, maintenance, operational and disposal costs).
- **Reduce greenhouse gas emissions** by considering goods and services that reduce or avoid greenhouse gas emissions.
- **Minimise waste** by choosing recycled products, minimising the use of raw materials, and seeking options that facilitate the long-term reuse and recycling of materials (i.e. adopting circular economy principles).
- **Encourage innovation** in the development of goods and services that lead the market in sustainability and environmental performance.
- **Promote sustainability in our region and supply chains** by supporting and rewarding sustainable goods, services and business practices.
- **Manage exposure to and future risk from policy and market changes** environmental conditions and climate change by applying beyond-compliance environmentally sustainable standards to Council's procurement.

The social and economic components of sustainable procurement are addressed in the respective guidelines (Local Preference in Procurement Guideline and Social Benefit Procurement Guideline), which include the following considerations:

- **Support social procurement** by engaging social enterprises and suppliers that provide community benefits.
- **Support suppliers that have fair and ethical sourcing practices** that improve the conditions of their employees (e.g. Fairtrade).
- **Support local businesses and industry** by contracting with local suppliers.

Key steps to ensuring sustainability and environmental performance addressed as part of procurement include:

- **Identifying opportunities to reduce or avoid consumption** of new goods and services prior to undertaking procurement
- **Identifying key sustainability and environmental impacts and opportunities** relating to the goods and services to be procured
- **Writing specifications** that include consideration of the relevant sustainability and environmental impacts into the performance criteria, scope and specifications for the methodology.
- **Requesting information on supplier commitment and credentials** to environmental management and sustainability, to support and recognise businesses who actively manage and improve their own sustainability and environmental performance.
- **Seeking verification of sustainability and environmental performance commitments and statements** during the evaluation procedure.
- **Establishing ongoing contract performance monitoring** to ensure the supplier delivers in accordance with the sustainability and environmental performance requirements, contract terms, and /or action plans.

Integrating sustainability and environment aspects early in the process ensures that sustainability risks, opportunities, innovation are incorporated into procurement decision-making.

Market Research and Design

The encouragement of competitive markets by:

- Building procurement capability by analysing demand and supply pressures, tracking extent of competition, and guarding against public sector organisations competing against one another and bidding up prices due to market scarcity;
- Seeking to avoid over-reliance on a small number of industry participants;
- Encouraging deeper markets by developing industry capacity and capability;
- Maintaining a fair market by preventing bias in favour of particular industry participants.

There is no prescribed method for market research; it typically involves researching and identifying capable suppliers within the relevant market/industry. Contacting Prospective Respondents prior to release of a Written Tender or RFQ to assess their capacity and interest in responding to the proposed procurement is acceptable; as is forwarding Tender Alerts to Prospective Respondents. However, it is important to remain transparent and treat suppliers fairly in order to maintain a level playing field.

When researching the market in which the contract is to happen, Council Officers should consider whether a closed or restricted process could be warranted, whereby submissions will only be accepted from Respondents who are Social Benefit Suppliers and/or First Nations Businesses. Refer to the Social Benefit Procurement Guideline and the First Nations Procurement Guideline for further information and guidance.

Procurement design

The way in which the procurement process is structured will:

- Clearly specify the supply or disposal needed;
- Ensure complete scoping and effective staging before signing a contract or commencing work;
- 10.6 • Prevent overestimating benefits and underestimating risks;
- Pre-qualify potential industry participants;
- Construct the evaluation criteria carefully; and
- Look for 'win-win' outcomes for all parties.

Aggregating Contracts

To determine which procurement process should be adopted, it is necessary to determine the anticipated value of the contract. When preparing to undertake a procurement activity, Contract Administrators should consider whether others within or outside their branch may require the same goods, services, or works for aggregation into one contract. This may achieve better value and reduce the administrative and contract management effort, and avoid conducting multiple procurement activities.

Procurement management

10.7 The conduct of the process will:

- Maintain competitive tension to deliver value for money;
- Prevent using competition to drive down price at expense of quality;
- Benchmark against in-house delivery where a market is weak;
- Survey the market to establish level of interest;
- Structure the project in a way that is attractive to industry;
- Engage with potential industry participants to inform them of opportunities and to ascertain their needs and priorities;
- Be explicit about the evaluation criteria;
- 10.8 • Avoid 'project drift' by careful planning; and
- Minimise the risk of unanticipated and directly related contract variations.

Contract design

Good contract design is the essence of successful procurement achieved by:

- Aligning public and private interests in defining the contractual terms;
- Maintaining control over public pricing particularly for monopolistic facilities and services;
- Proper use of prescriptive specification or outcome-based approach;
- Recognising that output-based contracts transfer risk to industry and need careful management;
- Making sure that the performance regime delivers the core outcomes; and
- Including terms and conditions in the contract that Council can and intends to enforce.

11 Written Tender Process

The following process relates to the Written Tender process only. The process for RFQ's is addressed at Part 13.

Written Tender development

- Conducting procurement by Written Tender has a number of legislative and policy influences that necessitate it being conducted by following a particular process. To assist with navigating through the process, a Procurement Specialist will be allocated to partner with the Contract Administrator throughout the procurement process. The tender development process will be dependent on the
11. type of contract, its complexity, and the associated risks, and may include market sounding and extensive consultation.

Written Tender documentation

- All documents required for conducting a Written Tender may be found in [Council's Contract Management System](#).

- 11.2 These documents are updated and modified on as-needs basis, having regard to changes in the law, Council policies, and best-practice procurement process. As a result, any person undertaking a Written Tender process is required to download clean template documents at the commencement of each Contracting Activity.

Using any other version of the documents may result in avoidable errors being made, resulting in time loss when the correct documents have to be prepared; or at worst, expose Council to unnecessary risk in its contracting.

The documents required to undertake the Written Tender Process include:

11.2.1 Contract Number Request Form

- When a Written Tender process is being used to obtain goods or services, or to dispose of Valuable Non-Current Assets, the Contract Administrator must obtain a contract number from the Contracts and Supply Services Team by completing the [Contract Number Request Form](#).

11.2.2 Probity Plan

- An integral part of Council's probity framework, and one of the first documents that should be completed in accordance with Council's [Governance and Probity](#) framework, is the Probity Plan. This plan contains details of the Tender evaluation panel and the Evaluation Criteria weightings. The second page of the Probity Plan contains the probity requirements for each member of the evaluation panel.

11.2.3 Invitation to Tender

- The Invitation to Tender document is the first document that a Prospective Respondent will view when accessing information about a Written Tender. This document provides a brief description of the goods and/or services sought. It also references other documents, which form part of the Written Tender process by hyperlink or attachment.

Tender Process Terms

A hyperlink in the Invitation to Tender document links to Council's [Tender Process Terms](#) (TPTs).

The TPTs might be considered the 'rule book' for conducting a Written Tender, EOI or RFQ. It outlines the process to be adopted and the rights and obligations of the parties throughout the Tender process. In this instance the Tender process commences with the issue of the invitation and continues to the point of contract award. It applies to Council and to any party submitting an offer.

Case law on the issue of tender process has found the party conducting the tender enters into a 'process contract' with each Respondent. Consequently, Council could breach that contract by

forming a contract with a Respondent to an Invitation to Tender, in a manner not consistent with the TPTs.

General Terms and Conditions of Contract

The General Terms and Conditions of Contract will be an attachment to the Invitation to Tender. This document contains the legal terms and conditions of the contract that will be formed with the successful Respondent.

11.25 The Contracts and Supply Services Team maintains a suite of Australian Standard General Conditions of Contracts through a licence with SAI Global. The contracts are for the following:

- AS 2124 Major construction
- AS 4122 Consultants
- AS 4902 Design and construct
- AS 4906 Minor works (Principal administered).
- AS 4910 Supply of equipment with installation

Council also maintains its own General Terms and Conditions of Contract for:

- Goods and services; and
- Purchase orders.

These conditions of contract must be used for any contracts formed by Council, unless internal or external legal advice is obtained to establish a bespoke contract tailored to the particular needs of the contract/project. A Procurement Specialist will assist with any such engagement should it be identified by the Contract Administrator and confirmed as necessary by the Coordinator of Contracts and Supply Services.

The benefit of using a suite of General Terms and Conditions of Contract is consistency across Council's contracts. The more consistency that is maintained in Council's contracting, the more secure the market may feel in making offers to Council, and the easier it can be for addressing issues that arise with individual contracts.

11.28 Contract Administrators need to ensure that a Respondent has not proposed their own (or changes to Council's) General Terms and Conditions of Contract, and if so, that these are resolved prior to entering into a contract with a Respondent.

Special Terms and Conditions of Contract

11.27 On occasion, specific projects may require special conditions be included. These special conditions should be incorporated into the General Terms and Conditions with the assistance of the Procurement Specialist and the Coordinator of Contracts and Supply Services. They should be prepared in consultation with the appointed Procurement Specialist and included only after appropriate consultation with the relevant managers, or following legal advice.

Specification and Scope

A central element to procuring the appropriate goods, services, or works from a supplier is having an effective and sufficiently detailed Specification (technical or otherwise) and/or Scope document/s, which will usually be an attachment to the Invitation to Tender. This document contains the detail of what is required and may include or refer to:

- plans, drawings, and/or maps;
- prescriptive outline (exactly what Council is seeking to obtain);
- health and safety performance criteria; and
- sustainability and environmental performance criteria.

The Scope will include a list of what is required under the contract and another list outlining what is not included within the contract. This document should not contain any items which would be considered a General Term and Condition of Contract.

When drafting the specification and scope, consider ways in which the environmental and sustainability aspects of the required goods, services, or works can be incorporated or improved. Refer to part 10.4 for guidance.

This Specification/Scope document/s are central to a Prospective Respondent being able to price the goods, services or works that are required. Poorly framed Specification and Scope documents often result in unnecessarily wide variation in the offers made by Respondents. This can have serious consequences for the entire project, including lost time or financial implications.

The degree of specificity regarding how the contract is to be performed will often be determined by the nature of the contract. For example, construction projects necessitate a prescriptive specification, whereas an outcome-based approach for a service contract would allow Respondents to be innovative in their proposed delivery.

It is the responsibility of the Contract Administrator to ensure that the Specification and Scope is suitable for the project being undertaken. In the event that an external consultant has prepared the Specification or Scope, it remains the responsibility of the Contract Administrator to ensure that the Specification and Scope procured from an external consultant is fit for purpose.

Tender Response Form

11.21 The Tender Response Form (TRF), released by Council with a Written Tender for completion by a Respondent, when returned, contains the offer made to Council, and along with the aforementioned documents will form part of the contract with the successful Respondent.

It is critical that the TRF be given due and diligent consideration in the preparation stage of the procurement process. It should be tailored to the individual procurement, having regard to the specifics of the goods, services, or works required. Consideration must be given to the information sought in the TRF, as this is what will be evaluated. The effects of a poorly framed TRF are equally poor responses, difficulties in evaluation, variation in prices offered, and poor contract form. Combined, these issues represent increased opportunity of awarding to a less than desirable Respondent, with higher probability of requiring contract variations and extensions.

A way to ensure the TRF is correctly framed is to first consider the Specification and Scope document/s, as this should outline what Council is seeking. Then consider what information should be sought from the Respondent in order to establish that they can deliver the project or services. Finally, it is worthwhile putting yourself in the position of a Prospective Respondent and asking, "If I was asked to provide that information, would I understand what was asked and could I reasonably respond to it?"

11.21 It should be noted that the TRF is broken into schedules that align with the evaluation criteria established in the Probity Plan. The information sought within each of those schedules should be assessed within that schedule. After each schedule is scored, the scores combine in the evaluation to identify the most advantageous Respondent.

Contract performance management

Contract performance management will need consideration at two critical points in the contract lifecycle process. Firstly, as part of the Written Tender development stage detailed above, where what will be included in the documentation is ascertained to determine how the established contract will be performance managed. This will result in the contract documents having suitable Key Performance Indicators (KPI's) included. The second point will be at relevant times during the contract execution, where contractor performance can be evaluated and managed.

The Procurement and Contract Performance Team will work with the Contract Administrator to develop an effective performance management framework. Contract performance management is comprehensively explained at Part 18.

Tender advertising

All approved Written Tenders are advertised via Council's Tender Alert Service and on the Queensland Government electronic tender system, QTenders. This facility provides for Prospective Respondents to download Written Tender documentation and upload their Tender submissions.

- Contracts for larger or more complex projects may be published in newspapers with a wider circulation base. Contracts targeted at niche businesses may be advertised in publications focused on the niche industry for the relevant goods, services, or works sought.

Written Tenders are to remain open for a period of no less than fourteen days after the advertisement has been released. Consideration should be given to the complexity of the project, and how long it would reasonably take to appropriately complete the TRF. Public holidays that fall within this advertising period are also to be considered.

Communications with Respondents during Written Tender process

- The chair of the evaluation panel is the only panel member authorised to deal with Prospective Respondents. Should any other panel member receive an enquiry relating to a Contracting Activity, that officer must direct them to the chair. Any questions or requests from Prospective Respondents are to be put in writing and submitted via proper channels (e.g. Tender Enquiries Mailbox). Should telephone or personal contact be unavoidable, the officer will make file notes of all discussions and forward to the chair for record keeping.

The chair of the evaluation panel is to use good judgment in responding to questions and all contact with Prospective Respondents is to be documented, transparent and unbiased. These processes are to ensure the [Governance and Probity](#) of the Tender is maintained, and that all Respondents are treated fairly and equitably.

Under no circumstances is information to be provided which gives, or has the potential to give, an unfair advantage to the enquirer.

The membership of the evaluation panel will not be disclosed to Respondents under any circumstances. This will minimise the likelihood of Respondents contacting evaluation panel members to solicit information and/or influence the evaluation process.

- In any situation where an evaluation panel member is concerned he or she may have been compromised, or that such a perception may exist, they should document details promptly and raise the matter with the chair of the evaluation panel.

Notice to Respondents (NTR)

- Where a question or inquiry is received from a Prospective Respondent, the response is to be issued by NTR. NTRs are issued to all Prospective Respondents in response to specific queries, or where the need arises to convey information to Prospective Respondents. The Procurement and Contracts Performance Team distribute NTRs via QTenders; the appointed Procurement Specialist will assist with this activity.

Seeking clarification from a Respondent

- The evaluation panel may (but is not obligated to) seek clarification from a Respondent where information is missing or unclear, or where pricing is significantly lower or higher than other tenders or independent estimates. This is undertaken in a structured format through direct written contact with the particular Respondent only. The appointed Procurement Specialist will assist with this activity.

Information Session

Information sessions and/or site inspections are often held for Written Tenders. The Contract Administrator and Procurement Specialist run the sessions jointly.

At an information session or site inspection, Council emphasises the critical elements that Prospective Respondents need to address in their Tender, and Respondents can seek clarification of requirements.

Minutes of the information session, including questions raised and responses provided, are distributed via NTR as soon as possible after the session to all parties that have downloaded the Tender documents via QTenders.

Disclosure of Weightings and Budget

Evaluation criteria weightings are to be provided to Prospective Respondents as part of the Quote or Tender documentation.

In some very unique situations, an indicative maximum and minimum budget price may be included in the Written Tender documentation. An example may be where a Written Tender to contract with a consultant for a large project is being conducted and release of the figure will be beneficial to Council in encouraging competitive tenders within Council's expected range. This will only occur in consultation with the appointed Procurement Specialist.

Post Tender Negotiations

In cases where post tender negotiations are required, the negotiation panel is to be kept to a minimum, but at least two Council representatives must be present at all negotiations. The negotiations are to be minuted and emailed to the Respondent within 24 hours to initial and date the minutes and return. The Council officers are also required to initial the minutes and then forward to the chair of the evaluation panel for record keeping.

11.5 Tender box close

Following tender box close, Contracts and Supply Services Team members download submissions from QTenders and distribute to the evaluation panel. A copy of the submissions is filed in Council's electronic document management system by the Contracts and Supply Services Team.

11.6 Evaluation process for Written Tenders

The appointed evaluation panel listed on the Probity Plan undertakes the evaluation process in accordance with Part 14. The Procurement Specialist will adopt either an approved Evaluation Workbook (in Microsoft Excel format) to evaluate and record all tender evaluations, or alternatively, Council's Contract Management System to set up the evaluation and record all tender evaluations. Which tool is used will depend upon the complexity of the evaluation being undertaken.

Contract award for high value RFQs and Written Tenders

The Contract Administrator and Procurement Specialist draft a PCC Award Report recommending the most advantageous offer based on the outcome of the evaluation, and attach appropriate supporting documents.

Key sections of the report include budget implications, probity issues, risk management, and local contribution.

The report is placed on the agenda for the next PCC meeting. PCC review the report and consider the officer recommendation, and if accepted, the resolution is agreed and minuted. The Manager, Business and Innovation may exercise the delegation following a recommendation from PCC to make, amend or discharge contracts and establish arrangements. This also acts as Gate 4 of the Gateway Process for Project Delivery.

Contract formation is the point where Council becomes bound to fulfil its obligations under the Contract. This can result in Council becoming bound to significant expenditure to those contracts. As such, only those with the appropriate delegated authority may form a Contract.

Post award communications with Respondents

Acceptance letters

An acceptance letter, signed by the Delegated Officer, is sent to the preferred Respondent. The acceptance letter confirms acceptance of their Tender and has the effect of forming a binding contract. The letter will also confirm the General Terms and Conditions of Contract and list the documents that comprise the contract. The successful Respondent must return a signed duplicate copy of the letter acknowledging receipt of the letter.

11.8.1 A copy of all contract documents, is to be sent to the successful Respondent electronically via Council's secure file sharing system.

Copies of the acceptance letter and contract documents are made available electronically to the Contract Administrator and other relevant staff.

Unsuccessful Respondent advice and feedback

The standard notification to unsuccessful Respondents informs all other Respondents that their Tender has been unsuccessful. It also provides a brief outline of the evaluation process. The letter invites the Respondent to request feedback on their submission.

11.8.2 The Contract Administrator and Procurement Specialist jointly provide feedback on request, which in the first instance will generally be in writing, but may include meeting with the unsuccessful Respondent. The feedback should identify the relative strengths and weaknesses of the Respondent's submission, and may include the scoring range that their evaluated scores fell within, but must not provide information relating to the submissions of other Respondents, nor provide any comparison of submissions.

12 Expression of Interest Process (EOI)

An EOI is normally used where Council is seeking input from the market on achieving a particular solution or outcome for a complex project. Examples include establishment of a public lighting services contract, and the solar farm. There are a number of conditions to using the EOI process.

12.1 The conditions and process for using an EOI are as follows:

Conduct of EOI

When Council uses the EOI process it must:

- (a) be advertised via Council's Tender Alert service and QTenders; and
- (b) accept responses for at least fourteen days after the advertisement is published.

Where Council invites EOIs before considering whether to invite Written Tenders, Council may:

- 12.2 (a) prepare a short-list from Respondents to the EOI invitation; and
- (b) invite Written Tenders from that shortlist.

The above does not apply to EOIs for the disposal of Land, which must be undertaken in compliance with the LGR 2012.

Procurement and Contracts Performance Team to assist

Where a branch of Council is considering utilising the EOI process, the Procurement and Contracts Performance Team will assist that branch through the process. To facilitate this, a Procurement Specialist will be appointed to assist the branch. The Procurement Specialist should be engaged at the earliest possible opportunity, well before any efforts are committed to developing the EOI.

13 Request for Quote Process (RFQ)

The RFQ and Written Tender processes are largely the same with both being designed to procure necessary goods, services, and works through Contracts that are the most advantageous for Council.

The primary difference between the Written Tender process and the RFQ process is that a Written Tender process must be released to the public at large via Council's Tender Alert Service and QTenders, inviting any supplier to submit a Tender, whereas the RFQ process leaves the decision of whom to invite quotes from to Council. The Written Tender process, which is explained at Part 11 and the evaluation at Part 14, should therefore be followed when conducting an RFQ, with some exceptions, which are outlined below.

RFQ Documentation

All documents for conducting an RFQ may be found in [Council's Contract Management System](#).

- 13.1 These documents are updated and modified on an as-needs basis having regard to changes in legislation, Council policies, and the procurement process. As a result, any person undertaking the RFQ process is required to download clean documents at the commencement of each activity.

Using any other version of the documents may result in avoidable errors being made, resulting in time loss when the correct documents have to be prepared, or at worst, expose Council to unnecessary risk in its contracting.

Inviting Quotes

- 13.2 The primary method of inviting Quotes from suppliers is through [Council's Contract Management System](#). The invitation should be sent to those from whom a Quote is being requested, outlining the project, referring to a scope and/or specification, and stating a clear submission (closing) date. All emails and attachments should be retained for later reference in the process or where an audit is conducted. When Quotes are returned by suppliers via email, the Quotes must not be opened until after the closing date and are to be uploaded into Council's Contract Management System.

- 13.3 The time for which quotes must be returned should be determined having regard for the complexity of the project and the time it would reasonably take a supplier to prepare a useful and competitive offer. High value RFQs (valued between \$250,000 and \$1,000,000) are to remain open for a period of no less than fourteen days following release. This period may be reduced following written approval from the Coordinator Procurement and Contract Performance.

Conduct when Limited Quotes Received

For Contracts valued between \$25,000 and \$250,000, Quotes are to be invited from a minimum of three suppliers capable of delivering the required goods, services, or works. For Contracts valued between \$250,000 and \$1,000,000, Quotes are to be invited from a minimum of five suppliers capable of delivering the required goods, services, or works.

On occasion, invited suppliers will not respond with a Quote. In such instances, it is necessary to consider whether a Contract should be established following evaluation of two, or even one quote. It may be difficult to demonstrate sufficient regard was had for the Sound Contracting Principle of value for money when only two prices were compared. It will be virtually impossible where only one offer is received. Awarding a Contract in the belief that receiving a lesser number of Quotes than that sought justifies continuance of the process will attract negative review. In these circumstances, consideration should be given to re-conducting the RFQ following further market sounding, or finding other means to demonstrate value for money. Other means may include some independent assessment of value for money.

Contract award for RFQ's

Following proper evaluation, contracts may be formed from an RFQ with the Respondent who provides the most advantageous offer to Council.

A member of the branch seeking the contract who has delegated authority to conduct Contracting Activities, may form the contract by sending an Acceptance Letter, provided the total contract value is within their expenditure authority (See Part 7.7 for more information on the appropriately delegated

13. officer) and from an approved budget.

Once a contract is formed with the successful Respondent, all other Respondents must be notified that they were unsuccessful.

14 Evaluations of Written Tenders, EOIs, and RFQs

Evaluation

The evaluation will be undertaken by the evaluation panel. For a Written Tender, EOI, or RFQ the Procurement Specialist will adopt either an approved evaluation workbook (in Microsoft Excel format) to evaluate and record all tender evaluations, or alternatively, [Council's Contract Management System](#) to set up the evaluation and record all evaluations. Which tool is used will depend upon the complexity of the evaluation being undertaken. For RFQs and Exceptions [Council's Contract Management System](#) is to be used to set up the evaluation process and record all evaluations.

In the first instance, each panel member conducts their own individual evaluation and allocates a score out of 10 (or out of 100 in Microsoft Excel workbook) against each predetermined evaluation criteria or sub-criteria. This information should be recorded on the individual members own evaluation. The evaluation panel then meets to undertake an evaluation moderation, where they discuss their individual findings and scores, and arrive at a consensus score for each of the criteria or sub-criteria (moderated scores). If evaluated using a Microsoft Excel evaluation workbook, a final evaluation spreadsheet is prepared and signed by the chair of the evaluation panel.

It is imperative to an effective, accountable, and transparent evaluation process that good and comprehensive notes are taken and that individual evaluations are followed by a moderation to ensure that a consensus has been reached.

Evaluation Panel

An appropriate evaluation panel must be formed to evaluate the submissions against the pre-determined evaluation criteria. A two-tiered evaluation panel structure can be utilised with the first-tier members to conduct a full evaluation, while the second-tier members provide subject matter advice on relevant parts of the submissions. The second-tier members do not directly participate in all of the evaluation. The evaluation panel should comprise of:

Tier 1 - Evaluation Panel Members (compulsory)

- Contract Administrator (Chair of the evaluation panel if no Procurement Specialist is chairing the Panel);
- Procurement Specialist (for EOIs, Written Tenders, or high value RFQs; Chair of the evaluation panel);
- Independent Member:
 - for a Contracting Activity over the value of \$250,000 independent of Contract Administrator's branch and can be a stakeholder where a Project Delivery Branch officer is the Contract Administrator;
 - for Contracting Activities up to the value of \$250,000 the independent evaluation panel member should be from outside the Contract Administrator's team, but need not be from outside their branch.
- Technical expert/ available officer (if required to establish a full evaluation panel).

Tier 2 - Evaluation Panel Members (optional)

- Health and Safety Advisor;
- Technical Expert (if required for subject matter evaluation);
- Financial Analyst;
- Other value adding contributors.

Refer to the Procurement Thresholds Chart on the Procurement Intranet page for more information on the evaluation panel requirements.

Each member of the panel must sign the Probity Plan acknowledging they have read, understood, and accept the probity requirements. This has the effect of binding the member to undertaking the evaluation in a manner consistent with the Employee Code of Conduct and Council’s governance and probity framework.

Each Probity Plan is sponsored by the Branch Manager for contracts worth less than \$1,000,000 and by the Branch Manager and Group Executive for contracts worth more than \$1,000,000.

It is preferable that panel members from outside the branch seeking the contract outnumber members from the branch. This provides a useful governance mechanism to encourage transparency and fair dealing.

A fully signed copy of the Probity Plan must be forwarded to the Procurement Specialist or placed in the Contract Management System prior to the release of submissions to evaluation panel members.

An outline of the Evaluation Criteria, Mandatory Criteria, and recommended evaluation weightings is as follows:

14.1.2 Evaluation Criteria

Table 3: Table of Evaluation Criteria for Contracting Activities over \$100,000

Criteria	Percentage (%)
1. Price	Recommended range 30-45%. Weighting should be within identified range, unless there are justifiable reasons for it not to be.
2. Capability and Experience	Guide range of 15-20%. Weighting should be within identified range, unless there are justifiable reasons for it not to be.
3. Methodology. This includes: <ul style="list-style-type: none"> • Methodology for delivery, including resources. • Health and Safety • Environment and Sustainability • Innovation 	Guide range of 15-25%. Weighting should be within identified range, unless there are justifiable reasons for it not to be.
4. Contribution to Local Economy	Recommended minimum 20%. Weighting should be as recommended, unless there are justifiable reasons for it not to be.
5. Social Benefit Engagement or First Nations Engagement	Guide range of 5-10%. Weighting should be within identified range, unless there are justifiable reasons for it not to be.

Table 4: Table of Evaluation Criteria for Contracting Activities up to \$100,000 (Short-Form RFQ)

Criteria	Percentage (%)
1. Price	Recommended 35-40%. Weighting should be as recommended, unless there are justifiable reasons for it not to be.

2. Capability and Methodology	Guide range of 35 - 40%. Weighting should be recommended, unless there are justifiable reasons for it not to be.
3. Contribution to Local Economy	Recommended minimum 20%. Weighting should be as recommended, unless there are justifiable reasons for it not to be.
4. Social Benefit Engagement or First Nations Engagement	Guide range of 5-10%. Weighting should be within identified range, unless there are justifiable reasons for it not to be.

Mandatory Criteria

The chair of the evaluation panel (in conjunction with the evaluation panel where necessary) will assess the Mandatory Criteria. This criteria is outlined at Table 5 and includes financial capacity. The level of evaluation of financial capacity required is to be determined from Table 6.

14.1.3

Table 5: Table of Mandatory Criteria

Criteria	Disqualifying
1. Financial Capacity (where relevant, see Table 6 below)	Yes
2. Relevant Insurances for the Contract	Yes
3. Acceptance of the General Terms and Conditions of Contract	No but non-conforming (see clause 5.4(a)(iii) of the Tender Process Terms referred to in 11.2.4)
4. Relevant Licences, Certifications and Qualification	Yes
5. Risk Assessment	No

Table 6: Evaluation of Mandatory Criteria – Financial Capacity

Type	Value of Contract/Resultant Project or Risk Level*	Evaluation or Analysis	Documentation and Process
1	\$0 to \$250,000 Standard Risk Profile (Low to Medium M44)	Evaluation criteria of Capability and Experience (or Capability) must be evaluated with consideration to: <ul style="list-style-type: none"> • Delivery of contracts of similar size and nature in recent times • Amount of sub-contracting required to deliver 	Detailed evaluation commentary Delegated Officer entering into the Contract to be briefed on risks before approving
2	\$250,000 to \$1,000,000 Standard Risk Profile (Low to Medium M44)	Evaluation criteria of Capability and Experience must be evaluated with consideration to: <ul style="list-style-type: none"> • Delivery of contracts of similar size and nature in recent times • Amount of sub-contracting required to deliver Company Search to be undertaken at a minimum by Procurement and Contracts Performance Team to ensure company is bona fide	Notes made on Procurement Plan Detailed evaluation commentary PCC Award Report to directly address the Financial Assessment undertaken
3	\$1,000,000 to \$5,000,000 Medium or High Risk Profile (M48 to H64)	Evaluation criteria of Capability and Experience must be evaluated with consideration to: <ul style="list-style-type: none"> • Delivery of contracts of similar size and nature in recent times • Amount of sub-contracting required to deliver A credit or procurement search on the company to be undertaken by Procurement and Contracts Performance Team to ensure no obvious issues with financial status of company	Notes made on Procurement Plan Detailed evaluation commentary PCC Award Report to directly address the Financial Assessments undertaken
4	Over \$5,000,000 OR Commercial and Community Leases	Evaluation criteria of Capability and Experience must be evaluated with consideration to: <ul style="list-style-type: none"> • Delivery of contracts of similar size and nature in recent times 	Financial Capacity Evaluation Criteria to be included in Tender Response Form Notes made on Procurement Plan

High or Extreme Risk Profile (H64 or higher risk)	<ul style="list-style-type: none"> Amount of sub-contracting required to deliver Evaluation criteria of Financial Capacity must be evaluated by a financial analyst (internal or external) A credit or procurement search to be undertaken by Procurement and Contracts Performance Team to ensure no obvious issues with financial status of company based on publicly available information.	Detailed evaluation commentary PCC Award Report to directly address the Financial Assessments undertaken
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* All risk ratings are to be obtained using Council's [Risk Assessment Calculator](#)

15 Exceptions Relating to Procurement Contracting Activities

The procurement processes (Written Tender, EOI, and RFQ) are the default processes to be adopted for conducting Contracting Activities, unless an Exception exists. The following Exceptions may be exercised where the relevant pre-requisites for use have been met.

Not exceptions to the Sound Contracting Principles

15.1 It is important to note that the Exceptions are alternatives to the standard procurement routes, but are not exceptions to the Sound Contracting Principles or any other sections or obligations imposed by the LGA 2009 or LGR 2012.

Exceptions and the circumstances under which they may be exercised are outlined in the following table:

Exceptions for Procurement Contracts – Goods, Services, and Works

15.2 Council has a number of Exceptions available to the Written Tender and RFQ processes for entering into Procurement Contracts.

Table 7: Exceptions for Procurement Contracts

Exception	Process for establishing and/or exercising an Exception
Supplier Arrangements	Council will create Supplier Arrangements where the goods or services are required frequently, in high volume or where it is important to understand the capability of the Suppliers. Council will maintain an open and transparent process for creating, managing, refreshing, and finalising Supplier Arrangements. The Supplier Arrangement may be priced or non-priced. Supplier Arrangement with price provided Council will invite the highest ranked Supplier on the Supplier Arrangement to provide the goods or services. Where the highest ranked does not or cannot provide the goods or services, the next highest ranked Supplier may be engaged, and so on, until a Supplier is engaged. Supplier Arrangement without price provided Council will invite a quote or quotes from any Supplier Arrangement where price is not provided, having regard to the Procurement Contracting Activities Thresholds outlined in Table 1 above. In exceptional circumstances, a contract valued over \$25,000 may be formed following a Request for Quote process with just one Supplier on a Supplier Arrangement. Please contact the Coordinator Procurement and Contract Performance prior to entering into a contract if this exception is required. Council will maintain and engage from the Registers of Pre-Qualified Suppliers and Preferred Supplier Arrangements that existed at the time of adoption of this Contract Manual until such time as those Registers of Pre-Qualified Suppliers and Preferred Supplier Arrangements are replaced, expire, or are ended.
Local Government Association Arrangement	The Contract is entered into under a LGA Arrangement.

Exception	Process for establishing and/or exercising an Exception
Sole or Specialised Supplier/s	Council determines that: <ul style="list-style-type: none"> there is only one supplier who is reasonably available; or because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes or tenders.
Genuine Emergency	A Genuine Emergency exists. If the money spent in response to the Genuine Emergency is not provided for in the annual budget, Council must make a resolution about spending the money; either before, or as soon as practicable after, the money is spent.
Auction Purchase	The Contract is for the purchase of goods and is made by auction.
Second-hand Goods	The Contract is for the purchase of second-hand goods.
Governmental Arrangement	The Contract is made with, or under an arrangement with, a Government Agency.
Innovation and Market-Led Engagement Guideline	Council has adopted an Innovation and Market-Led Engagement Guideline to identify the circumstances and processes for engaging with Suppliers who provide goods or services that fall within the contemplation of the Guideline.
Tender/Quote Consideration Plan/s	If a Tender/Quote Consideration Plan has been approved or adopted, then Council may form a Contract from that Plan as contemplated by that Plan.

NOTE: Use of any of the aforementioned exceptions is limited to those with the delegated authority to conduct Contracting Activities, and within authorised expenditure limits.

15.2.1 Supplier Arrangements established by Council

Supplier Arrangements are valuable procurement tools for Council. The benefit of forming a contract via a Supplier Arrangement is that suppliers have been pre-qualified as capable of providing/performing the required goods/services, thus simplifying the engagement process.

A Supplier Arrangement is not a contract. A contract is formed with a supplier from a Supplier Arrangement on each occasion that a supplier is engaged. Council is not bound to use the arrangement when goods, services or works covered by the arrangement are required. However, it is neither good business nor effective use of resources to continually go outside an existing arrangement, as that would require a Written Tender or RFQ process to be conducted.

Only in justifiable circumstances should an arrangement not be used, when the goods, services or works to be procured fall within the scope of an established Supplier Arrangement. An example might be where the required services are more complicated than those generally sought and a belief exists that conducting a Written Tender or RFQ process will obtain a more advantageous outcome, considering all the circumstances of the project.

Establishing a Supplier Arrangement

Supplier Arrangements can be established by Written Tender or RFQ process to identify and pre-qualify suppliers who have the technical, financial and managerial capability to perform contracts on time, and in accordance with agreed requirements of Council.

Respondents are evaluated against pre-determined criteria relating to the purpose of the arrangement being established. This criteria includes but is not limited to the Respondents' legislative safety and environmental obligations.

Engagement of Suppliers via a Supplier Arrangement

If only non-price criteria are evaluated at establishment of a Supplier Arrangement, then Quotes must be sought from the suppliers prior to forming a contract. This simplified RFQ process will involve an assessment of the Respondents' methodology and price to deliver what is sought.

To ensure regard is had for the Sound Contracting Principles of value for money and open and effective competition, it is necessary to request quotes from an appropriate number of suppliers from a non-priced, non-ranked Supplier Arrangement, having regard to the value of the contract. No less than three Quotes should be requested for a contract with an anticipated value between \$25,000 and \$250,000, and no less than five quotes should be requested for a contract valued at \$250,000 or greater.

When considering which suppliers will be invited to provide the work it is appropriate to have regard for the Sound Contracting Principle of ethical behaviour and fair dealing. The concept of fair dealing in this instance requires that each supplier be given fair opportunity to be considered to provide the goods or services.

In exceptional circumstances, a contract valued over \$25,000 may be formed following a Request for Quote process with just one Supplier on a Supplier Arrangement. Please contact the Coordinator Procurement and Contract Performance prior to entering into a contract if this exception is required.

If the price of the goods or services to be provided under the Supplier Arrangement can be assessed at establishment and fixed for the term of the arrangement, then suppliers can be ranked and engaged without the need to seek quotes. That said, quotes can still be sought from ranked Supplier Arrangements for large projects.

The preference ranking provides a prioritised order in which suppliers should be approached to provide goods or services. The prioritised order should be followed unless there are justifiable reasons not to. This is because selecting a supplier from lower on the preference list would be selecting a supplier when another supplier (higher on the list) has been evaluated as having provided a more advantageous offer to Council. Such a practice would not demonstrate that sufficient regard was had for the Sound Contracting Principles.

A lower ranked supplier may only be engaged if a Contract Administrator can demonstrate that the supplier is better placed to provide the required goods or services than a higher ranked supplier.

15.2.1.3 Scope of Supplier Arrangement

Each Supplier Arrangement has been established with a scope and specification. If the goods, services, or works sought are outside of the scope and specification of the arrangement, it will be necessary to conduct an RFQ or Written Tender process rather than utilising the Supplier Arrangement. Attempts to use an arrangement wider than its design intention will attract negative review. However, when conducting the RFQ or Written Tender process, suppliers from arrangements may be engaged.

Use of another local government contract or government agency

15.2.3 Subject to approval by the Procurement and Contracts Performance Team, there are other local government and government agency arrangements and contracts that Council can access such as Local Buy and Whole of Government Arrangements. These vary in their constitution and requirements, and advice should be sought before utilising these arrangements and contracts.

Sole and Specialised Suppliers

Council maintains a list of suppliers that have been deemed sole or specialised for the provision of specific goods or services. Council Officers may apply to have a supplier added to the list in circumstances where:

- there is only one supplier who is reasonably available; or
- because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes or tenders.

The sole or specialised supplier application form can be found on the [Procurement Intranet Site](#). It requires support and signing by the Manager and Group Executive of the business area from which the application generates, and the Manager Business and Innovation. The Chief Executive Officer

is the approving officer for these applications. This must be obtained prior to entering into the contract.

Quote or Tender Consideration Plans

Quote or Tender Consideration Plans can be created for types of contracting activities where competitive quotes cannot always be sought (e.g. public art and entertainment).

A Quote or Tender Consideration Plan is a document which states:

- 15.2.4
- (a) the objectives of the plan; and
 - (b) how the objectives are to be achieved; and
 - (c) how the achievement of the objectives will be measured; and
 - (d) any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and
 - (e) the proposed terms of the contract for the goods or services; and
 - (f) a risk analysis of the market from which the goods or services are to be obtained.

The Coordinator Procurement and Contract Performance will facilitate the creation of any new Quote or Tender Consideration Plans, which require support and signing by the Manager and Group Executive of the business area wishing to create the Quote or Tender Consideration Plan, and the Manager Business and Innovation. The Chief Executive Officer is the approving officer for these plans.

Contact the Procurement and Contract Performance Team if you believe creation of a Quote or Tender Consideration Plan may be warranted for a type of contracting activity.

16 Disposal Contracts

Council possesses or acquires various assets, which include almost any tangible property. When appropriate, including when no longer required, these assets should be thoughtfully disposed of. If an asset has some value, it should be disposed of in a manner that realises its value to Council. In these cases, the disposal will cause Council to enter into a Disposal Contract, which when executed will pass title or an interest in the property from Council to another entity.

Assets held by Council may be disposed of having regard to type of asset they are. Assets considered for disposal fall into two types:

- 16.1
- Valuable Non-Current Assets (VNCA); and
 - Surplus Assets.

Each of the types may have a different process for disposal.

Valuable Non-Current Assets

- 16.2 The LGR 2012 defines a Valuable Non-Current Asset as:
- Land, including an interest in land (see Part 17);
 - Plant or equipment worth more than \$5,000; and
 - Any other type of VNCA worth more than \$10,000.

Surplus Assets

A Surplus Asset is any asset that is not a VNCA, which has been identified for disposal. Consequently, Surplus Assets will be the following:

- Plant or equipment worth \$5,000 or less; and

- Any other type of asset, which is not a VNCA, worth \$10,000 or less.

Reasons for disposal of VNCAs and Surplus Assets

Assets may be appropriate for disposal for many reasons, including:

- No longer required due to changed procedures, functions or usage patterns;
- No longer complying with occupational health and safety standards;
- 16.3 • Occupying storage space and will not be needed in the foreseeable future;
- Reaching their optimum selling time for maximisation of returns;
- Found to contain hazardous materials;
- Beyond repair but able to be sold for scrap; or
- Identified for disposal by Council.

Planning for disposal

There are a number of issues to be considered in the planning phase of a disposal. These include:

16.3 Sustainability impacts

Environmental and social issues and their corresponding impacts must be considered when deciding if a Surplus Asset should be disposed of and how it is to be disposed.

From a sustainability perspective it may be preferable to delay disposal; however, it is important to note that this may result in a decrease in the value of the Asset. The 'end of life' management decision involves examining whether disposal is really necessary or if it is possible to extend the useful life of the Surplus Asset. Extension of useful life may be achieved by considering repairing, refurbishing, modifying or upgrading the item, or the item may be able to be reused for another purpose elsewhere within Council.

When a decision is made to dispose of an Asset it is important to consider:

- Waste management - determine what Council's waste management policies are and ensure compliance.
- Sustainability impacts - subsequent impacts occurring from disposal, including hazardous substances in the item which may involve toxic leachates, or health consequences associated with improper disposal.

Take back options

- 16.3.1 Investigate whether there is a take back option included in the procurement or contract arrangement. Such an option would involve the supplier collecting the Asset/s and disposing of them as agreed in the terms of arrangements/contract.

Value of Assets for disposal

- 16.3.2 The Apparent Value of an Asset will partly determine requirements for disposal. The Apparent Value of the Asset can be obtained from the Asset Accounting Team. Where the Asset Accounting Team cannot provide the Apparent Value, other methods for the valuation of the Asset should be explored. These may include engaging the services of an independent registered valuer for Assets where the value is difficult to determine (for example, specialised equipment). If these methods are unavailable, informal methods of valuation may be used and include references to advertisements for sale of similar items.

Achieving best value when disposing of VNCAs (Other than Land) and Surplus Assets

To realise the highest value when disposing of Surplus Assets, the following should be considered:

Most cost-effective disposal method

An analysis of Net Disposal Return should be conducted to determine the most cost-effective method of disposal of the Asset while considering sustainability impacts and probity. Cost assessment should consider both economic and environmental costs and impacts.

The net disposal cost or revenue forms part of the whole-of-life cost of an Asset. Revenue received in the disposal process is offset against the costs incurred. Therefore, seeking to minimise disposal costs and maximise disposal revenue will contribute to a reduced overall whole-of-life cost.

Potential for a future serviceable life of an asset (life extension)

Factors that may affect an assets future useful life include:

- the nature of the item: this has a bearing on the Asset's possible length of service;
- maintenance costs of the item: these typically increase with age and use;
- compliance with legislation: specific disposal requirements for various 'dangerous goods';
- new technology: resale value drops rapidly when goods are superseded;
- compatibility of the Asset with new or changed working environment;
- capacity to repair, refurbish, modify or upgrade the item.

Optimum selling time

Once a decision has been made that an item has come to the end of its useful life, it is important to arrange for its disposal as soon as possible. This will maximise the Net Disposal Return and avoid unnecessary storage costs.

Sustainability impacts of disposal

Different disposal methods can give rise to very different social and environmental outcomes, and these should be fully considered. When evaluating and selecting a disposal method, consider the future environmental and social implications associated with the option, and ensure these are factored into the decision.

16.3.4

Methods of disposal

Any method of disposal must have regard for the Sound Contracting Principles and probity, ensuring the process is fair, open, and competitive.

If the Apparent Value **exceeds** the limits set by the LGR 2012 or Council has outlined in the Procurement Policy, the item will be a Valuable Non-Current Asset and **must** be disposed of in the appropriate manner (see Part 16.1).

The available methods for disposal are:

EOI or Written Tenders

Disposal of a VNCA by EOI or Written Tender is normally conducted for items of high value or an unusual nature. An EOI or Written Tender should also be considered for VNCAs located in remote areas, with a dispersed potential market. Contact the Procurement and Contracts Performance Team for assistance with this process. The Written Tender process is outlined at Part 11 and the EOI process is outlined at Part 12.

Public Auction

VNCAs or Surplus Assets may be disposed of by public auction. Considerations for this method include:

- Is there market demand for the goods?
- How far away is the auction centre?
- Will transport and auction costs outweigh the return from selling the goods at auction?
- Are enough items available to make an on-site auction viable?

- Can items from elsewhere within Council be included in order to improve Net Disposal Return?

Recycling

Recycling ensures the reuse of recyclable components such as glass, plastic and metals; it assists in reducing demand for limited natural resources and also prevents harmful chemicals and toxins (such as mercury and lead) entering landfill.

All recycling **must** be managed by Council's Waste and Resource Management Branch.

Waste / dumping

Assets with little or no commercial value that cannot be recycled should be disposed of in an environmentally responsible manner.

Advice should be sought from Council's Waste and Resource Management branch before disposing of Assets which may contain dangerous chemicals, liquids or other substances. Such Assets are likely to be governed by restrictions or legislation concerning disposal.

Trade-in

VNCA's or Surplus Assets may be disposed of by trade-in on new equipment provided the trade-in meets the requirements of this Manual by having regard for the Sound Contracting Principles, probity, and realisation of the Net Disposal Return.

Scrap Materials

Council produces various types of scrap, surplus materials, low-value materials and waste. All scrap material disposal must be coordinated and managed by Council's Waste and Resource Management Branch to achieve the most advantageous revenue outcome for Council.

Donation to Government Agency or Community Organisation

A VNCA (other than land) or Surplus Asset can be disposed of to a Government agency or Community Organisation without first inviting Written Tenders or by auction. This exception requires written approval from the Chief Executive Officer for VNCA's or Group Executive for Surplus Assets.

No warranties

16.3.5 Surplus Assets are to be sold or traded as is, with no warranty/guarantee provided except where there is a remaining warranty/guarantee provided by the manufacturer.

Responsibilities for disposal of Surplus Assets

The responsibilities for establishing Disposal Contracts for disposal of Surplus Assets, is as follows:

Fleet Management

The Manager Business and Innovation, in consultation with the Coordinator Fleet Services, is responsible for coordinating disposal of all fleet Assets.

All fleet, plant, and equipment must be disposed of by:

- Trade-in on the procurement of a similar new item of equipment following best value analysis; or
- Public auction using a reputable auction provider.

Fleet Management will maintain the asset records in the Asset System Register and the Financial Asset System register following the sale of any item.

Property Management

Property Management Branch is responsible for coordinating disposal of all office furnishings.

Waste and Resource Management

Council’s Waste and Resource Management Branch is responsible for coordinating disposal of all scrap material and surplus office furnishings on behalf of Property Management Branch.

Financial Accounting (Assets)

The Financial Accounting Team process the disposal consideration received against the Surplus Asset. The net profit or loss is reported in Council’s Financial Asset Register and financial reports.

Other branches

Where members of branches not listed above have Surplus Assets for disposal, the manager of that branch should contact the Procurement and Contracts Performance Team for advice on disposal.

17 Disposal of Land and Exceptions

Disposal of land is a legal term, which simply means to sell the land. In this case, the owner will dispose of the entire interest, resulting in them having no rights over the land. Disposal of an interest in land means to do something less than sell, which results in the owner surrendering, and another party acquiring, some rights to it. An example would be when the owner/lessor enters into a lease. By entering into a lease, a lessor disposes of the interest that is their right to be on and use the land. Of course, this usually occurs in return for money.

Council will continue to dispose of land, or any interest in land in a manner consistent with the LGR 2012, Chapter 6 Contracting, Part 3 Default Contracting Procedures. These procedures require that, unless an exception applies, Council will dispose of land, or an interest in land by:

- EOI
- Tender
- Auction

Table 8: Exceptions for Disposal of Land

Exception	Legislative requirement
Previous offer for sale or auction <i>LGR 2012, s.236(1)(a)</i>	The land was previously offered for sale by tender or auction but was not sold; and is being sold for more than the highest tender or auction bid that was received.
Government Agency or Community Organisation <i>LGR 2012, s.236(1)(b)</i>	The land is disposed of to a Government Agency or a Community Organisation. <i>Point (b) immediately below this table does not apply to this exception.</i>
Forms of disposal for land or an interest in land <i>LGR 2012, s.236(1)(c)</i>	(a) For the disposal of <i>land</i> or an <i>interest in land</i> :
	The land will not be rateable land after the disposal;
	The land is disposed of to a person whose restored enjoyment of the land is consistent with Aboriginal tradition or Island custom; <i>Point (b) immediately below this table does not apply to this exception.</i>
	The disposal is for the purpose of renewing the lease of land to the existing tenant of the land.
	The land is disposed of to a person who owns adjoining land if: (i) the land is not suitable to be offered for disposal by tender or auction for a particular reason, including, for example, the size or the existence of infrastructure; and (ii) there is not another person who owns other adjoining land who wishes to acquire the land; and (iii) it is in the public interest to dispose of the land without a tender or auction; and (iv) the disposal is otherwise in accordance with the Sound Contracting Principles.
All or some of the consideration for the disposal is consideration other than money, for example, other land in exchange for the disposal, provided:	

	(i) it is in the public interest to dispose of the land without a tender or auction; and (ii) the disposal is otherwise in accordance with the Sound Contracting Principles.
	The disposal is for the purpose of a lease for a telecommunication tower.
	The disposal is of an interest in land that is used as an airport or for related purposes, provided: (i) it is in the public interest to dispose of the land without a tender or auction; and (ii) the disposal is otherwise in accordance with the Sound Contracting Principles.
Forms of disposal – Specific to leasing <i>LGR 2012, s.236(1)(e)</i>	The disposal of a VNCA, by the grant of a lease, if the grant of lease has been previously offered by tender or auction, but a lease has not been entered into.
Ministerial exemption <i>LGR 2012, s.236(1)(f)</i>	The Minister exempts Council from complying with section 227. An exemption given under this subsection may be given subject to conditions. <i>Points (a) and (b) immediately below this table do not apply to this exception.</i>

Exercise of the aforementioned exceptions is subject to the following qualifications:

- a) For exceptions mentioned in subsections 236(1)(a) to (e), before the disposal, Council decides by resolution that the exception may apply to that particular disposal.
- b) For exceptions relating to disposal of land or an interest in land, the consideration for the disposal would be equal to, or more than, the market value of the land or the interest in land including the market value of any improvements. A written report about the market value from a valuer registered under the *Valuers Registration Act 1992* (not an employee of Council) will be sufficient evidence of the market value.
- c) Point (b) immediately above does not apply to disposal of land or an interest in land which is disposed of under sections 236(1)(b), (1)(c)(ii) or (1)(f).

18 Managing Established Contracts and Supplier Arrangements

18.1

Contract Performance Management

Regardless of the procurement process used to form a contract, once formed it becomes necessary to manage its performance. Contract Performance Management is a central element for ensuring that Council obtains from a supplier what they promised or were contracted to provide. Further, it is an important process for ensuring that Council meets its obligations to the Sound Contracting Principles, including obtaining value for money from the contracts that it enters into.

18.2 During a procurement process for contracts valued over \$1,000,000, the Contract Administrator must prepare a Contract Management Plan (CMP) which assesses key areas of risk that must be managed through the life of the contract. As short form CMP must be prepared for contracts with an anticipated value of \$1,000,000, and a long form CMP must be prepared for contracts valued over \$5,000,000. The CMP should also identify who is responsible and accountable for the ongoing risk assessment during the life of the contract. If the contract is being awarded at a PCC meeting, the CMP should be presented to the PCC at award.

Supplier Arrangement Performance Management

As with Contracts, Supplier Arrangements must also be managed appropriately. Arrangement Administrators are responsible for managing Supplier Arrangements. The usage and performance of Supplier Arrangements must be reviewed at intervals predetermined at the time of award of the Supplier Arrangement, including prior to seeking to exercise an available extension.

If a Supplier on a Supplier Arrangement is performing poorly, and/or no longer meeting the requirements of the Supplier Arrangement, they may be removed in accordance with the General Terms and Conditions of the Supplier Arrangement. This may include temporarily suspending the Supplier from the Supplier Arrangement while affording them the opportunity of remedying the default.

If a Supplier Arrangement is not functioning to Council's expectations (e.g. Suppliers on the Supplier Arrangement are not responding to RFQs when invited, or some Suppliers have been removed from the Supplier Arrangement), or there has been significant change in the market since formation of the Supplier Arrangement, this may warrant refreshing the Supplier Arrangement (by conducting a Written Tender) to allow additional suppliers the opportunity to become pre-qualified. Incumbent Suppliers need not re-apply during a refresh, but if the Supplier Arrangement is priced/ranked, they must be afforded the opportunity to re-submit rates.

Contact the Coordinator Procurement and Contract Performance for guidance and support if you are experiencing issues regarding the performance of a Supplier Arrangement or a Pre-qualified Supplier.

Contract and Supplier Arrangement Performance Assistance

The Procurement and Contracts Performance Team provides guidance, advice, and support on how to manage the performance of Contracts and Supplier Arrangements once they have been established following a procurement process. It is recommended to seek support, if required, prior to contract formation.

Contract Performance Management Step by Step

It is the responsibility of the **Contract Administrator** to manage performance of the contract. Below are some useful steps that can be utilised to help manage a Contract:

- Step 1** Development of Key Performance Indicators (KPIs) aligned to the requirements for the delivery of the contract. This includes determining the frequency of performance evaluations. Development of KPIs occurs at the point of Tender/RFQ development, and form part of the specification.
- Step 2** When evaluating Tender and/or Quote submissions obtain any Council retained information of the performance track record of Respondents. This information can be obtained from the [Contracts Performance Database](#), through the assigned Procurement Specialist or by making contact with other areas of Council, if not centrally recorded.
- Step 3** Develop Contractor Performance evaluation measurement criteria and processes directly linked to the contract requirements and the defined KPI's. These items will be discussed with the contractor for further development and advice soon after the award of the contract.
- Step 4** On a frequent basis the Contract Administrator will be assessing the performance of contractor/s through required interactions and supervision. Any matters will be discussed openly with the contractor and recorded.
- Step 5** When the contract is on-foot, the Contract Administrator will formally evaluate contractor performance at the pre-determined frequency. This formal evaluation will be shared with the contractor/s to allow for a response and to negotiate any strategies for remedy and/or improvement.
- Step 6** The retention of all contract related and performance related communications and documentation and recording of all information in a central repository is to occur throughout each of the 5 steps above.

19 Variation, Extension & Discharge (Written Tender and RFQ)

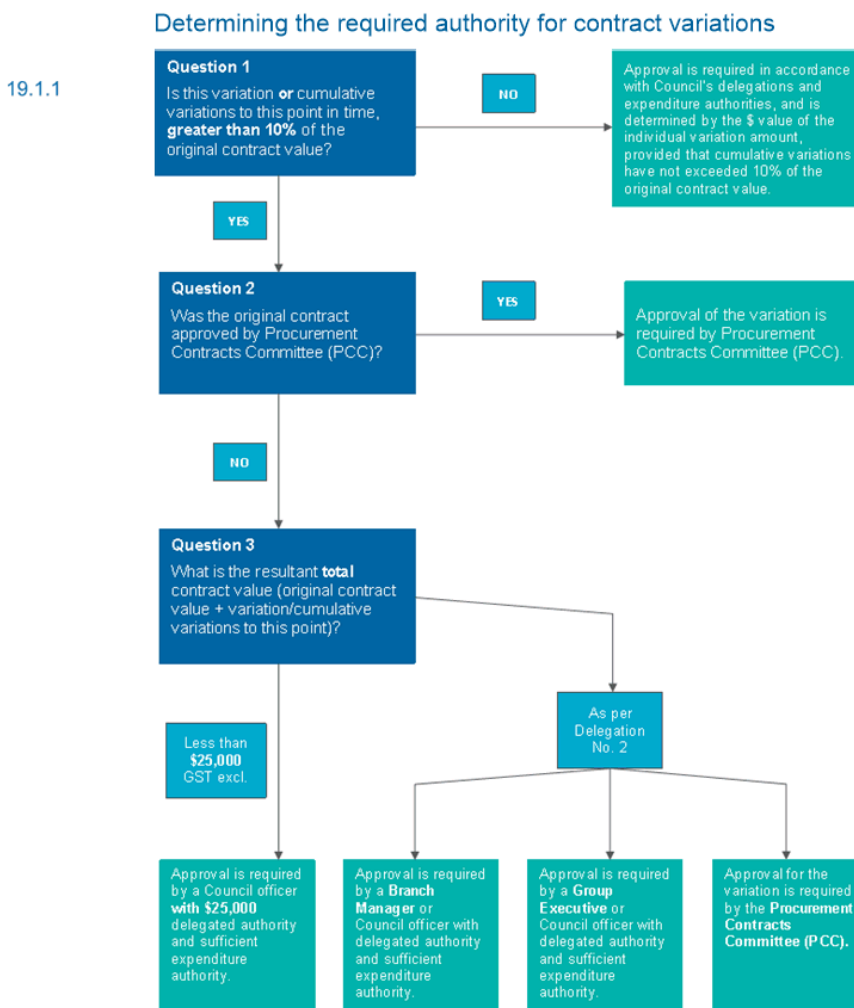
Contracts may need to be varied from their original form, or extended in time from their originally anticipated end.

Variations

Contract variations are any material change to the specification and scope or any change that alters the price paid for completing the contract.

19.1 For price related variations, if a variation (or cumulative variations) exceeds 10% of the original contract value, the resultant value of the total contract (original price and variation/s) will dictate the process to be adopted for seeking approval for the variation. Contract variations are to be approved in accordance with Council's delegation and expenditure authorities (see 7.7).

The following diagram provides an explanation for approval of variations.



Extensions

Contracts will generally contain a term regarding their discharge or end date. Council may include another clause providing a right to extend the contract for a fixed period, or a number of specific periods of time (Example – a one year extension or options of two by/times one year extensions).

Exercise of the extension periods must be carefully considered, taking into account various factors. Considerations include:

- 19.2
- contractor performance over the term;
 - whether the contract, if extended, will provide value for money to Council over the life of the extension; and
 - present market forces, including whether the market has grown, improved or diminished during the term, thereby placing Council in a better or vulnerable position if a new Tender was conducted.

Discharge

Discharge is the point at which a contract comes to an end. The common law provides that contracts may only be discharged by:

- 19.3
- performance (the contract is completed);
 - termination for breach (following a breach of an essential term or serious breach of an intermediate term);
 - frustration (due to some event, not the fault of either party, the contract cannot be performed as intended); or
 - agreement (the parties agree that the contract is discharged).

The vast majority of contracts will be discharged by performance, with the time or method of discharge (e.g. following delivery of the goods purchased, or on a certain date) being included in the contract at the time of formation. When the contract is performed as required, it will discharge at its end, with nothing further required from the person with appropriate delegated authority.

However, in some circumstances it may be necessary to discharge a contract by one of the other means. Where consideration is given to discharging the contract via one of the other methods, significant investigation must be conducted and advice obtained to ensure that exercising the method is justified and will withstand scrutiny. Bringing a contract to an end when not justified may have significant legal consequences for Council.

Prior to seeking to discharge a contract by termination for breach, frustration or agreement, Contract Administrators or any person seeking to have the contract discharged must contact the Procurement and Contract Performance Team and/or the Chief Legal Officer, Legal Services. Critically, only Council Officers with delegated authority to conduct Contracting Activities, in particular the power to make, amend or discharge contracts, have the power to bring them to an end.

20.1

20 Purchasing and Contracting Systems

Council has two systems to manage purchasing and contracting; they are Council's Financials System (T1 Financials) and [Council's Contract Management System](#) (Open Windows):

T1 Financials

T1 Financials is Council's financial system where the accounting aspects of the Contracting Activities are to be managed through a Purchase Order. This section sets out the requirements and obligations of raising Purchase Orders and provides the guiding principles and processes for the Purchase Orders in T1 Financials.

T1 Financials Purchase Orders

Purchase Orders are a traditional method of purchasing, usually on account. A Purchase Order is usually sent to a supplier, who delivers the goods/service, and then invoices Council.

The lapsed time and labour cost of processing Purchase Orders can be increased if the most efficient process is not followed. System and purchasing controls can also be compromised if a knowledgeable person does not authorise the Purchase Order.

20.1.1 In brief, the process for a Purchase Order is as follows:

- Step 1** Person raises purchase requisition in T1 Financials (a T1 Financials Requisitioner) or requests for a Purchase Order to be raised.
- Step 2** The purchase requisition is created in T1 Financials (by a T1 Financials Requisitioner or an Order Controller) who understands the business and budget implications.
- Step 3** The Purchase Order is approved in T1 Financials by a person with appropriate financial delegation for the Contracting Activity (and in the instances of PCC approved Contracts, the requisition is to be sent to the Contract and Supply Services team for confirmation of the PO amount against the PCC awarded Contract and for approval).
- Step 4** The Purchase Order is sent to the supplier.
- Step 5** The supplier provides the goods and/or services.
- Step 6** The Purchase Order is receipted against once delivery of the goods and/or services have been provided to confirm the Purchase Order has been delivered.
- Step 7** The supplier invoices Council (which is sent directly to Accounts Payable).
- Step 8** Accounts Payable match the invoice to the Purchase Order receipt and pay the invoice.

Order Controllers are embedded in the business units of Council and have a good understanding of the business undertaken by the unit. This increases the proper use and control of Purchase Orders in a large organisation.

20.1.2

Purchase Order Efficiency

The process can become labour intensive if Purchase Orders are not delivered on in a timely manner or if invoice matching is difficult. For the system based procure to pay process to operate efficiently, it is important to have Purchase Order Receipts performed in T1 Financials prior to the invoice arriving at Accounts Payable.

Users of T1 Financials are encouraged where possible to process Purchase Order Receipts in T1 Financials once it is confirmed the goods and/or services have been provided to Council. It is not necessary to wait for the invoice to be submitted to Council to prompt this action. Timely processing of Purchase Order Receipts results in more accurate financial reporting, more efficient Accounts Payable (invoice matching) processes, and assists in getting suppliers paid within the required payment terms.

20.1.3 To ensure Council's terms and conditions are applied at all times, Purchase Orders must always be provided to the supplier at the time of ordering goods and/or services. This is to ensure that Council enters into a Contract with a supplier that has appropriate terms and conditions.

Council Officers involved in the purchasing process must apply the most efficient procure to pay processes. In particular, purchasing officers should use their best endeavours to procure/purchase with purchase cards for low value transactions (less than \$500).

Financial Delegation Limits in T1 Financials

The Expenditure Authority (Financial Delegation) limits referred to at 7.7 given to a role are reflected in T1 Financials and the limits are to be applied to all Purchase Requisitions (which result in the

creation of a Purchase Order), Purchase Order amendments, and Purchase Order Receipts.
[Delegations](#)

Any amendments to delegation limits are to be submitted by completing the approved [Financial Delegation - New and/or Amendment Form](#) to the Contracts and Supply Services Coordinator signed by the relevant Manager.

Amendments to delegations may also be implemented based on higher duties. Amendments based on higher duties will only be implemented upon the satisfactory completion of the Employee Status Change Form signed and processed by People and Culture.

Contract Numbers in T1 Financials

A contract number is required for every Purchase Order in T1 Financials that is worth \$25,000 or more; this is a mandatory field and is data validated to ensure a contract number is provided. All contract numbers available in T1 Financials are maintained by the Contracts and Supply Services Team. This will either be a Contract Number issued in accordance with 7.1 or 11.2 or the Contract Number allocated by [Council's Contract Management System](#).

Where an Exception Contract is being formed using the exceptions detailed in 15, then the following is to be used in the Contract Number field in the Purchase Order:

1. For an engagement from a priced Supplier Arrangement the Arrangement Number followed by a suffix letter is to be used from the SCC Contract Number field pick list that relates to the Contractor who is being engaged off that arrangement for example "SA131AA".
2. For an engagement off a non-priced Supplier Arrangement the Contract Number allocated in [Council's Contract Management System](#) should be used.
3. For purchases utilising a sole supplier or specialised supplier, the Contract Number set out in the Sole or Specialised Supplier listing adopted by Council resolution is to be used, for example: "SPC123" or "SOL123".
4. For purchases at an auction "EXAUCT".
5. For genuine emergencies "EXEMERG".
6. For purchases from a government entity "EXGOVT".

Where another government entity arrangement is being accessed by Council, such as Local Buy/Peak (LGAQ wholly owned companies) or a State Government Arrangement, Procurement & Contracts Performance Team must be consulted and a unique contract number obtained.

Purchase Order types

It is important that Purchase Orders are set up with the correct Purchase Order, and that the values and dissections are reflective of the true amount expected to be paid within the current financial year (part thereof if the Contract only spans part of a financial year) and these amounts are to be based on the value of the Contract, budget or estimated/anticipated spend based on what has been expensed in the previous financial year/s. It is in Council's best interest to take time to raise Purchase Orders correctly because ultimately this will reduce the necessity to amend the Purchase Order during the course of the year and/or 'topping up' the amount frequently.

Purchase Orders are to be raised in T1 Financials utilising the correct Purchase Order type depending on the purpose of the purchase. There are three Purchase Order types available in T1 Financials with Standard type and Blanket type utilised most frequently. Standing type Purchase Orders are also available and provide a template. Standing type Purchase Orders are used very infrequently. Consult Contracts and Supply Services Team prior to and for assistance with Standing Purchase Orders.

A Purchase Order types list is available on the Contracts & Supply Services intranet site and sets out the common attributes and distinguishing features of the different Purchase Order types, and provides examples where they may be used.

Depending on the type of Purchase Order, the management/approval process of amendments to the Purchase Order will vary.

If the Purchase Order is created with the incorrect Purchase Order type, the Purchase Order must be cancelled and recreated correctly. If the Purchase Order is still a Purchase Requisition (not approved or released), the Purchase Order may be amended and re-sent for approval and subsequently released with the correct Purchase Order type.

Responsibilities of the Requisitioner

The Requisitioner is to ensure all Purchase Requisitions / Purchase Orders are prepared in T1 Financials in accordance with Procurement Policy and this Manual. The Requisitioner role is responsible for raising the Purchase Requisition in T1 Financials. The Requisitioner has no financial delegation to authorise the purchase requisition, but does have the ability to perform Purchase Order Receipts in T1 Financials against a Purchase Order.

Responsibilities of the Order Controller

The Order Controller is one of Council's Procurement Policy management figures within the procure-to-pay process. Order Controllers are embedded within the business to best serve the needs of Council. The Order Controller is to ensure all Purchase Requisitions / Purchase Orders within their business area are prepared in T1 Financials in accordance with the Procurement Policy and this Manual.

Tasks will include raising Purchase Requisitions, approving and releasing Purchase Orders, referring Purchase Orders and Receipts on for approval in the T1 Financials workflow, amending or cancelling Purchase Orders, management of invoices from Accounts Payable, and Purchase Order reporting. The Order Controller is also responsible for monitoring purchasing practices in their area of responsibility and identifying and recommending improved purchasing practices such as blanket type Purchase Orders or the use of purchase cards when appropriate. The Order Controller will periodically (monthly as a minimum) undertake a review of outstanding Purchase Orders, Purchase Order Receipts and Purchase Requisitions, and cancel those transactions no longer required.

The Order Controller has a financial delegation of \$15,000 for Purchase Orders and \$15,000 for Receipts and is able to approve their own Purchase Orders to the limit of their financial delegation. This is known as self-approval.

Responsibilities of the Approval Officer

The approval officer is to ensure all purchases are appropriate and comply with Procurement Policy and this Manual, and they must ensure they have the appropriate Financial Delegation for all activities in T1 Financials and also the Contracting Delegation.

Any procedural or regulatory contraventions such as inappropriate or personal purchases are to be reported to your Manager and the Contracts and Supply Administration staff.

Contracts and Supply Administration Unit

Contracts and Supply Administration will assist each area to co-ordinate and control the administration of Purchase Orders within T1 Financials. Contracts and Supply Administration will maintain user access to T1 Financials based on a user's financial delegation and the identified role/function access based on a completed and signed TechnologyOne Financials New/Amendment User Request Form.

They will document any procedural or regulatory contraventions and report such breaches to the Manager Business and Innovation and where necessary Council's Executive Leadership Team.

They provide application administration of the T1 Financials Purchase Order Module, dealing with software issues, testing and enhancements, coordinating financial month-end and year-end activities, conduct training sessions (and refresher training sessions), and support for purchasing users ensuring they are fully aware of the Purchase Order system.

They produce and publish purchasing activity and performance reports from T1 Financials to ensure officers have the tools to ensure their Contracting Activities are compliant with the Procurement Policy and this Manual.

Open Windows Contract Management System

Council's Contract Management System is a system from a software vendor called Open Windows and it is the Council wide system to be used to manage the operational aspects of a Contracting Activity. The records created in this system in relation to a Contracting Activity also form Council's Contract Register.

20.4 The Contract Management System is to be used for all Contracting Activities worth \$25,000 or more.

In the Contract Management System, Council officers will undertake the following steps in relation to a procurement activity:

1. Create a record of their Contracting Activity which will automatically generate a Contract Number that will ultimately be used in T1 Financials;
2. Generate and save the documentation required for their Contracting Activity (including a Probity Plan);
3. Set their evaluation criteria;
4. Obtain approval to release the Contracting Activity to the market;
5. For Request for Quotes, detail those who have been invited to Quote and invite them to Quote through the electronic eTendering Portal;
6. Record and respond to Requests for Information and Questions and issue any Addenda;
7. For Request for Quotes, open the electronic Tender Box and download submissions from Respondents;
8. Undertake the evaluation electronically in the system;
9. Identify the successful and unsuccessful Respondents in the system;
10. Generate and record the Acceptance Letters that form the Contract with a Respondent;
11. Convert the Contracting Activity into a Contract in the system.

Contracts and Supply Services Team are the Application Administrators for the Contract Management System and provide support and training for this system.

21.1 Attractive items and restricted transactions

Restricted Transactions

Purchases of items such as mobile phones, plant, equipment, computer hardware and software are restricted. The table below lists those transactions that are restricted.

Table 9: Restricted Transactions

Good/Service	Requirement
Alcohol	Not to be purchased unless prior written approval has been given from Executive Management. Refer Entertainment and Hospitality Policy.
Computer Hardware or Software	Purchases of computer hardware and/or software are to be made by Digital and Information Services Branch.
Mobile Phones/Portable Devices	Purchases of mobile phones are to be procured through the Digital and Information Services Branch. Purchase Card is available for purchase of mobile phone accessories such as cases and chargers.
Motor Vehicles, Plant/Equipment, Power Tools for internal hire	Purchases of motor vehicles, plant/equipment, power tools internal hire are to be performed by Fleet Administration.
Office Furniture	Purchases of office furniture are to be performed by the Property Management Branch.

Attractive Items

An Attractive Item is an item that is portable, valuable (> \$200), and 'Attractive' for personal use or resale.

The purchase and use of Attractive Items by Council need to be registered and tracked.

Below is a list of common Attractive Items:

21.12 **Table 10: Attractive Items**

Identifier	Description	Details
AC&K	Access Cards & Keys	Only Cards that are not already maintained/issued by Property Management Branch.
CDS	CDs - Specific Data	Only those that are not already maintained by Digital and Information Services Branch.
CTD	Cordless Tools - Drills	To be purchased by the Supply Depots (Stores) only. (A single Register is to be maintained by the Supply Depot Staff for whole of Council).
CTO	Cordless Tools - Other	To be purchased in consultation with Supply Depot personnel. Contracts and Supply Services Team to record and maintain listing of these items
CPC	Corporate Purchasing Cards	Maintained by Accounts Payable separately
D	Dictaphones	
DC	Digital Cameras	
GPS	GPS Receivers	
PC	Pen Computers	
HHDEL	Hand Held Data Entry Loggers	
IDC	ID Cards	Only those Cards that are not already maintained/issued by Property Management Branch
KE	Kitchen Equipment	
LAB	Labellers	
LAM	Laminators	
LC	Laptop Computers	To be purchased by Digital Information Services Branch.
MS	Memory Sticks/USB	
MT	Mobile Telephones	Maintained by Digital and Information Services Branch separately
OTH	Other	All other items deemed attractive but not issued with a unique identifier on this list
P	Pagers	
PDA	Personal Digital Assistant	To be purchased by Digital Information Services Branch
PMEEMS	Portable Monitoring Equipment - EMS	
PMERC	Portable Monitoring Equipment - Road Counters	
PMEO	Portable Monitoring Equipment - Other	
PR	Projectors or Lite Pros	
SG	Safety Glasses	Restricted purchase – should be issued via Supply Depots and recorded separately.
SE	Safety Equipment	
SURE	Surveying Equipment	
T	Televisions	
V/DVD	Video Players & DVDs	
HHR	Hand Held Radios	

MB	Mountain Bikes	
MFP	Multifunction Colour Printers	To be purchased by Digital and Information Services Branch.

Method of Purchase

Attractive items should only be purchased through Council's Purchasing Systems (Purchase Order and Purchase Card). Council staff should not purchase these items personally and make claim for reimbursement.

Order Controllers and Attractive and Restricted Items

21.1.3 Order Controllers play a key role in identifying the acquisition of attractive items. As such, Order Controllers are primarily responsible for the upkeep of a register within their Branch. They are required to identify attractive items as they are purchased and ensure they are added to the Register.

21.1.4 **Registration Process**

When an attractive item is purchased, it is allocated to the Council Officer who has the highest frequency of use for the item, or where the item is provided for the use of a Team or Branch, it shall be allocated to the Supervisor, Team Leader or Manager responsible for the business area.

21.1.5 Each Council Branch is responsible to establish and maintain a register of all Attractive Items within their area. The register should contain the following information:

- An Identifier Code
- Date of Purchase
- Method of Purchase
- Purchase Order number
- Nominated Requisitioner on the Purchase Order or Purchase Card Holder name
- Supplier Name
- Purchase Price
- Full description of item
- Brand
- Model

- 21.1.6
- Serial number
 - Council officer responsible for item.

Restricted Purchases

21.1.7 Items deemed as Attractive but not required to be recorded in this register include Mobile Phones, Laptop Computers, Security/ID Swipe Cards, Purchase Cards, as details of these items are recorded and monitored by the responsible area (refer Restricted Items list above). Items deemed restricted must only be purchased by the business area listed.

Employee Termination

Upon termination of employment of a staff member from that Branch, the register must always be consulted to ensure that any items registered to that employee have been surrendered.

If any items cannot be accounted for, a Stolen, Lost or Damaged (Beyond Repair) form must be completed and copies supplied to the Branch Manager.

Transfer of Attractive Items to Another Officer

If an item is to be transferred to another employee within the same Branch, ensure that the register is updated accordingly. If the item is to be retained for shared use, this must be stated on the register and the Branch Manager should be listed as the officer ultimately responsible for the item.

- Should a Council Officer transfer to another position within Council, outside of the Branch, and agreement is reached with the Branch Manager that the Officer can retain the item listed in their new role, the transfer of the item must be denoted on both the old and new Branch registers.

Audit of Attractive Items

An audit of the items listed on the register for each Branch must be conducted on a quarterly basis.

- A list of attractive items is to be produced for each employee by the Order Controller. Items listed are to be verified by the employee and validated by the Branch Manager; each officer is required to sign the listing.

Reporting

- On an annual basis, a report is to be produced within the Branch which lists the attractive items that have been either lost or stolen throughout the preceding Financial Year. This list will be by attractive item Identifier Code and show the value of the item and the employee to who the item was assigned. This report will also show instances where an employee has lost more than one item in the preceding two-year period.

This report should be supplied to the Branch Manager for his/her attention and appropriate action.

Definitions

Apparent Value means the current depreciated value or written down value for the plant or equipment.

Attractive Item means an item that is valuable, portable and considered 'attractive' for use privately or for re-sale.

Branch Manager means an L3 manager within Council's organisation structure who has responsibility for a branch of that structure.

Community Organisation means:

- (a) an entity that carries on activities for a public purpose; or
- (b) another entity whose primary object is not directed at making a profit.

Contract means a contract (including purchase orders and purchase card transactions) for:

- (a) the supply of goods or services;
- (b) the carrying out of work; or
- (c) the disposal of non-current assets.

In this instance, the term does not include a contract of employment between Council and a Local Government Employee (as defined in the *LGA 2009*).

Contract Administrator is as set out in 7.2 and also means Project Manager (if the Project Manager is a Council Officer)

Contract for Service means a contract to which an independent contractor is a party and that relates to the performance of work by the independent contractor.

Contract Management System means the electronic software/system implemented by Council to manage Council's Contracting Activities.

Contracting Activity means a Procurement Contracting Activity and/or a Disposal Contracting Activity.

Council Officer means a Local Government Employee (as that term is defined in the *LGA 2009*) of the Sunshine Coast Regional Council, but does not include a person engaged on a Contract for Service for a defined time or designated project.

Disposal Contracting Activity means an activity to dispose of an asset, including Valuable Non-Current Assets, Surplus Assets and land, including an interest in land.

Exception Contract means a contract formed from exercise of the exceptions to Written Tender or RFQ processes.

EOI means an Expression of Interest.

Expression of Interest means an Expression of Interest process conducted by the Council.

Genuine Emergency includes:

- (a) Any time that the Local Disaster Coordinator is performing a function under the *Disaster Management Act 2003*; or
- (b) Any time an event occurs resulting in actual or likely loss of life or serious injury to person/s and where action from Council may prevent or reduce the actual or likely loss of life or serious injury to person/s, or aid and assist in response to the event; or
- (c) Any time an event occurs resulting in actual or likely serious damage to property and where action from Council may prevent or reduce the actual or likely serious damage, or aid and assist in response to the event.

Government Agency is:

- (a) the State, a government entity, a corporatised business entity or another local government; or
- (b) another Australian government or an entity of another Australian government; or
- (c) a local government of another State.

LGA Arrangement means an arrangement established by Peak Services and/or Local Buy Pty Ltd, LGAQ Ltd or other entity of which LGAQ Ltd is the only shareholder.

Net Disposal Return means the revenue from a Disposal Contract, less all costs associated with the disposal.

Notice to Respondents means a written notice sent by Council to either:

- (a) in situations where the tender box has not closed, all Prospective Respondents to a Written Tender, who have downloaded the tender information, or
- (b) in situations where the tender box has closed, all Respondents who submitted an offer in response to a Written Tender.

PCC means the definition provided under Procurement Contracts Committee.

Preferred Supplier Arrangement is an arrangement established by Council of ranked suppliers who Council has assessed as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.

Procurement Contract means a contract for the purchase of goods or the supply of services.

Procurement Contracting Activity means an activity for the making of a contract for the provision of goods and services.

Procurement Contracts Committee means the committee established and governed by the [Procurement Contract Committee Terms of Reference](#).

Project Manager (if a Council Officer) see Contract Administrator.

Prospective Respondent means a person or entity that has requested or received an Invitation to Tender or Request for Quote but has not submitted a Tender Response Form or Request for Quote Response Form.

Quote means a quote or quotes (including Alternative Quotes) submitted by Respondents in response to a Request for Quote.

Respondent means a person or entity that has submitted an offer in response to an EOI, Invitation to Tender or Request for Quote.

Request for Quote means the process of Council requesting quotes, the preparation and submission of quotes by Respondents, the communications and negotiations between Council and Respondents in relation to the process and quotes, evaluation of quotes by Council and the negotiation of and entering into a contract.

RFQ means Request for Quote.

Significant Contracting Plan means a Significant Contracting Plan prepared and adopted by Council, as required under the provisions of the *LGR 2012*, s. 221.

Sound Contracting Principles means the principles provided in the *LGA 2009*, s. 104 and described in section 5 of this Manual.

Supplier Arrangement means a list of suppliers established by Council to facilitate the procurement of goods or services required frequently, in high volume and/or where the capability of the suppliers has been determined.

Surplus Asset means an asset that is plant or equipment or another type of non-current asset that does not reach the value threshold of a Valuable Non-Current Asset as prescribed by Council.

Tender/s means a tender or tenders (including Alternative Tenders) submitted by Respondents in response to the Invitation to Tender.

Tender Response Form means the response form set out in the Invitation to Tender.

Valuable Non-Current Asset means land or another non-current asset that has a value equal to or more than the value threshold of a Valuable Non-Current Asset as prescribed by Council.

Verbal Quote means a verbal quote from a person or entity offering to supply goods to Council.

Written Quote means a completed written quote from an entity offering to supply goods or services to Council, which includes the price and methodology for supply of the goods, services or works.

Written Tender means the process of Council inviting written tenders, the preparation and submission of Tenders by Respondents, the communications and negotiations between Council and Respondents in relation to the process and Tenders, evaluation of Tenders by Council and the negotiation of and entering into a contract.

Related policies and legislation

- *Local Government Act 2009* (Qld)
- *Local Government Regulation 2012* (Qld)
- *Statutory Bodies Financial Arrangements Act 1982* (Qld)
- *Public Sector Ethics Act 1994* (Qld)
- *Disaster Management Act 2003* (Qld)

This Contract Manual is supported by the following organisational documents:

- Sunshine Coast Council's Corporate Plan 2020-2024
- Sunshine Coast Council's Operational Plan 2019/20
- 2020/21 Procurement Policy
- 2020/21 Contracting Plan
- Local Preference in Procurement Guideline
- Social Benefit Procurement Guideline
- First Nations Procurement Guideline
- Innovation and Market-Led Engagement Guideline
- Significant Contracting Plan/s and Template
- Council's current delegations
- Employee Code of Conduct
- Code of Conduct for Councillors
- Purchase Cards Guideline
- Councillors Acceptable Request Guidelines

Note: In the event of conflict between any guideline/s or procedure/s and this policy, the policy will prevail to the extent of any inconsistency.

Version control:

Version	Reason/ Trigger	Change (Y/N)	Endorsed/ Reviewed by	Date
1.0	Create new		Council	14 June 2018
2.0	Annual Endorsement	Y	Council	20 June 2019
3.0	Annual Endorsement	Y	Council	2020

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Organisational guideline	
Local Preference in Procurement Guideline	
Corporate Plan reference	<i>A smart economy</i> <i>An outstanding organisation</i>
Endorsed by Chief Executive Officer	
Manager responsible for policy	Manager, Business & Innovation

Council recognises the inherent benefits in contracting with local suppliers for the provision of goods and services.

These benefits include:

- Developing a competitive local business and industry;
- Local goods are more readily available reducing lead time to fulfil orders or provide parts required for maintenance;
- Service providers are in closer proximity and can provide faster service and faster support;
- Ability to provide more environmentally sustainable outcomes through conserving the use of energy and resources such as reducing fuel consumption in travel and transport;
- Create new local employment opportunities and maintain the existing local employment base;
- Create new business and commercial opportunities, and continue to support the existing business and commercial base;
- Supporting local supply chains by encouraging all Council suppliers to sub-contract with, or seek goods and services from, local suppliers;
- Council investing in the community it serves to provide benefits to the local community; and
- Economic growth contributing to community prosperity.

Purpose

To outline Council's framework for facilitating the development of competitive local business and industry through a preference for contracting with local suppliers.

Outcome

Positive, effective, and sustainable engagement of local suppliers for the provision of goods and services (which includes works) required by Council.

Scope

This guideline applies to Contracting Activities for the provision of goods and services undertaken on behalf of Council.

Guideline statement

Council will encourage the development of a competitive local business and industry by facilitating a preference for local suppliers in its Contracting Activities. The preference for local engagement to be applied to a Contracting Activity is as follows:

Table 1:

Procurement process	Contract Value	Local preference
ONE quote required	\$0 - \$25,000	Quote/s will be sought ONLY from Local and Deemed Local Suppliers. No local preference criterion in evaluation required.
Request for Quote (minimum THREE quotes)	\$25,000 - \$250,000	Quote/s will be sought ONLY from Local and Deemed Local Suppliers, unless a genuine reason not to applies (see below). Evaluation criterion for contribution made to the local economy will receive 20% minimum weighting.
Request for Quote (minimum FIVE quotes)	\$250,000 - \$1,000,000	Quote/s will preferably be sought ONLY from Local or Deemed Local Suppliers. Minimum of FOUR Local and Deemed Local Suppliers to be invited to quote. Evaluation criterion for contribution made to the local economy will receive 20% minimum weighting.
Written Tender	\$250,000 to \$5,000,000	Evaluation criterion for contribution made to the local economy will receive 20% minimum weighting.
Significant Contracting Plan	\$5,000,000 and above	Evaluation criterion for contribution made to the local economy will receive 20% minimum weighting.

Forming Supplier Arrangements

When conducting a procurement process to create a Supplier Arrangement, Council will, at a minimum, include the evaluation criterion for the contribution made by the respondent to the local economy. This criterion will receive a minimum 20% weighting. Council may, in appropriate circumstances, consider and apply other strategies in those tenders to support or drive greater local engagement.

Contracts formed from Supplier Arrangements

Council has priced and non-priced Supplier Arrangements. Generally, priced Supplier Arrangements include suppliers in a ranked order, and in most cases will directly approach the highest ranked supplier for the provision of the goods and services. If the highest ranked provider cannot supply those goods or services, Council will approach the next highest ranked supplier.

When forming contracts from a non-priced Supplier Arrangement, Council will invite quotes from some, or all, of the suppliers on the Supplier Arrangement with a view to undertaking a short evaluation to identify the most advantageous supplier. When seeking to form contracts from a non-priced Supplier Arrangement, the preference for local engagement will be applied in the following manner:

Table 2:

Contract Value	Procurement process	Local preference
\$0 - \$25,000	One quote required	Quote/s will be sought ONLY from Local and Deemed Local Suppliers on the Supplier Arrangement.
\$25,000 - \$250,000	Request a minimum THREE quotes	Quote/s will be sought ONLY from Local and Deemed Local Suppliers, unless a genuine reason not to applies (see below).
\$250,000 and above	Request a minimum FIVE quotes	Quote/s will preferably be sought ONLY from Local or Deemed Local Suppliers. Minimum of FOUR Local and Deemed Local Suppliers to be invited to quote.

Genuine reason *not* to follow this guideline

Council acknowledges there will be occasions when the requirements of this guideline cannot be followed. A genuine reason not to comply with the guideline will exist where:

- it is not possible to meet the requirements because, for example, there is not a local supplier, or sufficient local suppliers to enable the requirements of this guideline to be met; or
- there is sufficient local supplier availability, but because of the size, complexity or timing of the goods and/or services required, there are not sufficient local suppliers capable of meeting Council's requirements.

Where there is a genuine reason that the requirements of this guideline cannot be met then certain Council Officers may approve a departure from it.

A Council Officer at the level of Manager (L3 or equivalent position) may approve departure from this guideline when a genuine reason exists and the contract value is within that Council Officer's delegated authority for creating the contract. All other departures from this guideline must be approved by a Group Executive (L2).

Where a gap in the local business or industry is identified such that a capable local supplier is not, and will not, be available in the foreseeable future, or it is believed that the most advantageous outcome cannot be achieved by engaging with a local supplier, a Group Executive (L2) may give a blanket exemption from complying with this guideline. Any blanket exemption must be for an identified type of contract and timeframe.

Further where a gap is identified, it is imperative the Economic Development Branch be advised to ensure appropriate measures and opportunities are explored with industry to address the gap.

All departures from this guideline are to be reported to the Manager, Business & Innovation

Contracts formed from External Supplier Arrangements

An externally created supplier arrangement is one that Council did not form, but Council is seeking to utilise for a particular procurement. The most common example of such arrangements are those created by Local Buy, and by Commonwealth, State or other local Governments.

Where a contract is sought to be formed using an externally created supplier arrangement, Council Officers should seek to identify if there are any suppliers on that supplier arrangement that would be considered local suppliers by this guideline. If there are, appropriate consideration should be given to inviting quote/s from those local supplier/s.

Tender and Request for Quote - Evaluation of the Contribution made to the local economy

Council will invite written tenders via QTenders and receive Tenders from any Respondent, regardless of their location. Also, some procurements conducted by Request for Quote will invite Local, Deemed Local and Non-local Suppliers.

In these instances, the evaluation criterion of the contribution made to the local economy must be included in the evaluation of these procurements.

The criterion will be evaluated having regard to the local presence of the Respondent and the Respondent’s explanation of the contribution already being made to the local economy, the contribution that will be made should they be awarded the contract, or both. Explanation of that contribution may include:

- Local Supplier with primary office and primary ongoing business within Sunshine Coast.
- Local presence of ongoing business within Sunshine Coast:
 - Number of employees;
 - Location of property and/or offices;
 - Plant and equipment used to deliver business, sourcing of those and maintenance costs;
 - Consumables and sourcing;
 - Opportunities for further local engagement, for example sub-contracting;
 - Contributions made to local community organisations;
 - Contributions, support, sponsorship and volunteering for local community events.
- Benefits to the local government area from the Successful Respondent:
 - How the contract might contribute to the business maintaining its local presence;
 - New employment opportunities or requirements;
 - New or expansion of property, office space, vehicles or plant and equipment;
 - Opportunities for local sub-contracting;
 - Evidence of support for local community organisations;
 - Contributions, support, sponsorship and volunteering for local community events.

Evaluation of each submission will consider the above information and scoring will be applied as follows:

Table 3:

Local presence	Scoring:	% Score	Overall weighting
Local Supplier	10-20 / 20	50-100%	Minimum 20%
Supplier deemed local	5-20 / 20	25-100%	
Non-Local Supplier	0-10 / 20	0-50%	

Roles and responsibilities

Council Officers with a role or responsibility under this guideline are:

Chief Executive Officer is responsible for approving this Guideline.

Group Executive Business Performance is responsible for overseeing all financial management systems and services, including Contracting Activities.

Manager, Business & Innovation is responsible for implementing and maintaining this guideline. This includes reviewing and reporting on its effectiveness, Council’s compliance with it, and recommending changes to improve its effectiveness.

All Managers are responsible for ensuring all Council Officers comply with this guideline when undertaking Contracting Activities.

All Officers are responsible for complying with this guideline when undertaking Procurement and Contracting Activities. Only officers delegated the authority to conduct Contracting Activities as per Delegation No 2 – Procurement and Contracting Activities and Payments Delegation are permitted to commence or bind Council in contract resulting from a Contracting Activity, and only within the limits of the relevant financial authority set in that delegation.

Measurement of Success

Success of this guideline will be measured by assessing:

- Monthly and yearly dollar value and percentage of available procurement spend with local suppliers compared with non-local suppliers from the Accounts Payable System; and
- Number of contracts awarded to local suppliers compared with non-local suppliers from the Purchase Order System within a financial year. This measure will be considered, by dividing the contracts into those which fall within the following values:
 - less than \$25,000;
 - \$25,000 or more, but less than \$250,000; and
 - \$250,000 or more.

Definitions

The definitions in the Procurement Policy apply to this guideline. The definitions applicable to this guideline are:

Excluded supplier means a government body or utility service provider who Council has little or no choice but to contract with. For example, government agencies such as telecommunication providers, fuel suppliers or Australia Post.

Local Supplier means a supplier who:

- was established in and maintains their primary office within the Sunshine Coast Council Local Government Area;
- has an office, but not the primary office, within the Sunshine Coast Local Government Area.

Non-local Supplier means a supplier who is not from within the Sunshine Coast Local Government Area, or is not a Supplier deemed local.

Deemed Local Supplier means a supplier who:

- has a head office in another location, but has a primary service area and an employment base that comes from within the Sunshine Coast Local Government Area;
- does not have a primary office within the Sunshine Coast Local Government Area, but has a significant business or employee base within the area.

Related policies and legislation

Public Sector Ethics Act 1994 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Procurement Policy (as updated from time to time) and other guidelines for that policy.

2020/21 Contact Manual

2020/21 Contracting Plan

Version control:

Version	Reason/ Trigger	Change (Y/N)	Endorsed/ Reviewed by	Date
1.0	Create New	N	Council	21/04/2016
2.0	Annual Endorsement	Y	Council	18/05/2017
3.0	Annual Endorsement	Y	Council	21/06/2018
4.0	Annual Endorsement	Y	Council	11/06/2019

5.0	Annual Endorsement	Y	Council	25/06/2020
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Organisational Guideline	
Social Benefit Procurement Guideline	
Corporate Plan references and Strategic Pathways	<p>A smart economy A regional hub for innovation, entrepreneurship and creativity</p> <p>A strong community An inclusive community, with opportunities for everyone Connected, resilient communities, with the capacity to respond to local issues Creative and innovative approaches to building a strong community</p> <p>An outstanding organisation Collaborative, proactive partnerships with community, business and government A reputation for implementing innovative and creative solutions for future service delivery</p>
Endorsed by Chief Executive Officer	
Manager responsible for guideline	Manager Business & Innovation

Purpose

Council's *Corporate Plan 2020-2024* recognises that "In all our communities, people are included, treated with respect and opportunities are available to all".

Social benefit procurement uses procurement processes and purchasing power to generate positive social and economic outcomes in addition to the efficient delivery of goods, services and works. Council recognises the value of engaging in social procurement.

Council's support of social benefit procurement can enable local enterprise growth and responses to social issues that improve the quality of life for local residents.

The purpose of this guideline is to outline a framework for council to conduct social benefit procurement in its contracting activities.

Objectives

The objectives of this guideline are to:

- encourage council officers to enquire of potential capable Social Benefits Suppliers for the delivery of goods, services, and works;
- assist council officers when making decisions about contracting activities that may provide a social benefit;
- enable identification of opportunities to support enterprises that deliver a social benefit to our region;
- encourage greater consideration of, and an increase in, social benefits in council's contracting activities.

Scope

This guideline applies to any contracting activities for the provision of goods and services undertaken by Council.

Guideline statement

The guiding principles for social procurement are:

Build and sustain stronger communities – our communities are socially inclusive and opportunities are available to all

Strengthen local skill bases – new opportunities for training, new entrant level jobs and jobs for the long term unemployed strengthen local skill bases

Support local economic development – the use of social benefit suppliers and social clauses in contracts to support local companies

Develop partnerships – mutually beneficial partnerships are formed across the local government, not for profit and business sectors that are effective in addressing complex social issues

Demonstrate leadership – council through identification and embracing opportunities for social benefit procurement leads by example

Deliver sustainable procurement practices – the social benefits attained through procurement are enhanced whilst achieving value for money

This guideline should be read in conjunction with the Procurement Policy and associated guidelines, including the *Local Preference in Procurement Guideline*.

Social Benefit Suppliers

Social Benefit Suppliers are organisations whose social mission is centred on benefitting a group of people who are considered disadvantaged in their local community. Such organisations channel economic and social resources into a community in response to an underlying social need/issue.

Social Benefit Suppliers may include:

- Community Organisations, including not-for-profit entities
- Australian disability enterprises
- Charitable business ventures
- Community development finance institutions
- Worker or community owned co-operatives
- Fair trade social enterprises
- Intermediate labour market companies
- Social enterprises

Approaches to achieving objectives

Social benefit through procurement can occur in a direct or indirect manner.

Direct approach

The direct approach involves directly engaging a Social Benefit Supplier for the delivery of goods or services. For example awarding a contract for the management of a resource recovery centre to an enterprise that employs a number of people that have been out of work for 10 years or more.

Indirect Approach

The indirect approach involves engaging suppliers who are not Social Benefit Suppliers, but who demonstrate the inclusion of social benefit suppliers in their supply chain.

Social benefit in council's procurement process

Step 1 – Identify the goods or services to be supplied;

Step 2 – Consider whether a Social Benefit Supplier could supply the goods or services required (direct approach);

Step 3 – Conduct market sounding to identify Social Benefit Suppliers capable of supplying the goods or services required;

Step 4 – If several capable Social Benefit Suppliers have been identified, consider conducting a restricted procurement process where only Social Benefit Suppliers may respond;

Step 5 – If limited or no capable Social Benefit Suppliers have been identified, take the indirect approach by including weighted Social Benefit Engagement criterion in the Quote or Tender Response form to encourage respondents to subcontract parts of the work to Social Benefit Suppliers, and/or include Social Benefit Suppliers in their supply chain.

Step 6 – Ensure that methods and mechanisms are in place for measuring the service deliverables and the social benefits.

Forming Supplier Arrangements

Council creates Supplier Arrangements by conducting a written tender.

When conducting a written tender to create a Supplier Arrangement, council will, at a minimum, include the evaluation criterion for Social Benefit Engagement. This criterion will receive a minimum 5% weighting. Council may, in appropriate circumstances, consider and apply other strategies in those tenders to support or drive greater Social Benefit Supplier engagement.

Contracts formed from External Supplier Arrangements

An externally created Supplier Arrangement is one that council did not form, but council is seeking to utilise for a particular procurement. The most common example of such arrangements are those created by Local Buy, and by Commonwealth, State, or other Local Governments.

Where a contract is sought to be formed using an externally created Supplier Arrangement, council Officers should seek to identify if there are any Social Benefit Suppliers on that Supplier Arrangement. If there are, appropriate consideration should be given to inviting quote/s from those supplier/s.

Tender and Request for Quote - Evaluation of Social Benefit Suppliers

When council undertakes a contracting activity where responses are to be evaluated against pre-determined evaluation criteria, then the evaluation criterion of Social Benefit Engagement must be included and evaluated.

The criterion will be evaluated having regard to the business of the Respondent and the Respondent's explanation of their Social Benefit Engagement.

Evaluation of each submission will consider the above information and scoring will be applied as follows:

Supplier	Scoring:	% Score	Overall weighting
A Supplier that is a Social Benefit Supplier	5/5	100%	Minimum 5%
A Supplier that is not a Social Benefit Supplier but demonstrates that they are engaging Social Benefit Suppliers in their supply chain	0-5/5	0-100%	
Not a Social Benefit Supplier and not engaging Social Benefit Suppliers in their supply chain	0/5	0%	

Drafting of specifications

When drafting specifications, the author should consider whether the goods or services sought can be delivered by a Social Benefit Supplier or whether a commercial supplier could engage members from a disadvantaged group.

If drafting of the specification is outsourced to a consultant, this should be conveyed to the consultant for consideration/inclusion in the specification.

Roles and responsibilities

Council officers with a role or responsibility under this guideline are:

Chief Executive Officer is responsible for approving this guideline.

Group Executive, Business Performance Group is responsible for overseeing all financial management systems and services, including Contracting Activities.

Manager, Business & Innovation is responsible for implementing and maintaining this guideline. This includes reviewing and reporting on its effectiveness, council's compliance with it, and recommending changes to improve its effectiveness.

All Managers are responsible for ensuring all council officers comply with this guideline when undertaking Contracting Activities.

All Officers are responsible for complying with this guideline when undertaking Procurement and Contracting Activities. Only officers delegated the authority to conduct Contracting Activities as per Delegation No 2 – Procurement and Contracting Activities and Payments Delegation are permitted to commence or bind council in contract resulting from a Contracting Activity, and only within the limits of the relevant financial authority set in that delegation.

Measurement of success

Success of this guideline will be measured by assessing:

- Yearly dollar value of available procurement spend with Social Benefit Suppliers;
- Number of contracts awarded to Social Benefit Suppliers;
- Number of contracts formed with commercial suppliers that engage Social Benefit Suppliers or individual/s from a disadvantaged group.

Definitions

The definitions in the *Procurement Policy* and *Contract Manual* apply to this guideline.

Related legislation and policies

Public Sector Ethics Act 1994 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Procurement Policy and associated Organisational guidelines (as updated from time to time)

Version control:

Version	Reason/ Trigger	Change (Y/N)	Endorsed/ Reviewed by	Date
1.0	Create New		Council	21 June 2018
2.0	Annual Endorsement	N	Council	20 June 2019
3.0	Annual Endorsement	Y	Council	25 June 2020

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Organisational guideline	
First Nations Procurement Guideline	
Corporate Plan reference	<p>A smart economy A regional hub for innovation, entrepreneurship and creativity</p> <p>A strong community Resilient and engaged communities</p> <p>An outstanding organisation Collaborative, proactive partnerships with community, business and government</p>
Endorsed by Chief Executive Officer	
Manager responsible for policy	Manager Business and Innovation

Purpose

Council’s *Corporate Plan 2020-2024* recognises that “In all our communities, people are included, treated with respect and opportunities are available to all”.

Council’s Reconciliation Action Plan (RAP) aims to address the social, economic, cultural and environmental needs of our region and to meet that aim it provides a plan for enabling social change and economic opportunities for First Nations (Aboriginal and Torres Strait Islander) community. In addition the RAP commits to identifying opportunities for First Nations businesses to supply council with goods and services.

Further, the *Sunshine Coast – The Natural Advantage: Regional Economic Development Strategy 2013-2033* seeks to ensure the region realises its full potential – with a confident future and as an active participant in the global economy which will afford greater stability to the regional economy in terms of a broader (including First Nations) industry and investment base.

Council recognises the inherent benefits in contracting with First Nations suppliers or supply chains for the provision of goods and services.

The purpose of this First Nations (Aboriginal and Torres Strait Islander) Procurement Guideline (“First Nations Procurement Guideline”) is to outline Council’s framework to increase procurement from First Nations Business and supply chains and in the first year of this guideline to assess the baseline spend with a view to setting spend targets in future years.

Objectives

The objectives of this guideline include:

- Developing a competitive First Nations business and industry both locally and regionally;

- Creating new business and commercial opportunities for First Nations suppliers, and support the existing First Nations business and commercial base;
- Creating new local employment opportunities and maintain the existing First Nations local employment base;
- Supporting First Nations supply chains by incentivising all Council suppliers to sub-contract with, or procure goods and services from, First Nations suppliers;
- Diversifying economic growth contributing to community prosperity.

Scope

This guideline applies to any contracting activities for the provision of goods and services undertaken by Council.

Guideline statement

Council will incentivise the development of a competitive First Nations business and industry by facilitating a preference for First Nations businesses and supply chains in its contracting activities.

The preference for First Nations business and industry engagement to be applied to contracting activities is as follows:

1. Conducting a restricted procurement process where capable First Nations businesses have been identified; or
2. Identifying contracting activities where the contract will require a supplier to reach a specific target relating to the employment and/or training of local First Nations people in the delivery of the services under the contract; or
3. Inviting and assessing Tenders and Quotes from suppliers as set out in the table below.

Contract Value	Procurement process	First Nations Businesses to be invited
\$0 - \$25,000	One quote required	If any First Nations Businesses are able to be identified through the Black Business Finder (or other approved registers that identify First Nations Businesses) who provide the goods or services required then they must be invited to Quote.
\$25,000 - \$1,000,000	Request for Quote processes for inviting three or five quotes	If any First Nations Businesses is able to be identified through the Black Business Finder (or other approved registers that identify First Nations Businesses) who provide the goods or services required then they must be invited to Quote. Evaluation criterion for First Nations business contracting will receive 5% minimum weighting.
\$250,000 and above	Written public tender	Evaluation criterion for First Nations business contracting will receive 5% minimum weighting.

Forming Supplier Arrangements

Council creates Supplier Arrangements by conducting a written tender.

When conducting a written tender to create a Supplier Arrangement, Council will, at a minimum, include the evaluation criterion for First Nations engagement in contracting. This criterion will receive a minimum 5% weighting. Council may, in appropriate circumstances, consider and apply other strategies in those tenders to support or drive greater First Nations engagement.

Contracts formed from External Supplier Arrangements

An externally created Supplier Arrangement is one that Council did not form, but Council is seeking to utilise for a particular procurement. The most common example of such arrangements are those created by Local Buy, and by Commonwealth, State or other Local Governments.

Where a contract is sought to be formed using an externally created Supplier Arrangement, Council Officers should seek to identify if there are any suppliers on that Supplier Arrangement that would be considered a First Nations Business. If there are, appropriate consideration should be given to inviting quote/s from those supplier/s.

Tender and Request for Quote - Evaluation of contracting opportunities

When Council undertakes a contracting activity where responses are to be evaluated against pre-determined evaluation criteria then the evaluation criterion of First Nations engagement in contracting must be included and evaluated.

The criterion will be evaluated having regard to the business of the Respondent and the Respondent's explanation of the contribution to First Nations engagement in contracting. When considering that contribution the following must be evaluated:

- Whether the Supplier is an First Nations Business;
- Whether the Supplier's First Nations people employment rate exceeds 25%;
- Whether the Supplier is engaging in its supply chain, a First Nations Business.

Evaluation of each submission will consider the above information and scoring will be applied as follows:

Evaluation information	Scoring:	% Score	Overall weighting
Supplier that is a First Nations Business	5/5	100%	Minimum 5%
Supplier that is not a First Nations Business that demonstrates that they are engaging First Nations Business/es in their supply chain, employ more than 25% First Nations people or are employing at least one additional First Nations person in the delivery of the contract	5/5	100%	
Non-First Nations Business that is not engaging First Nations Business in their supply chain	0/5	0%	

Genuine reason *not* to follow this guideline

Council acknowledges there will be occasions when the requirements of this guideline cannot be followed, either because it is not possible to comply due to the nature of the procurement, or it is not in the best interests for achieving the most advantageous outcome.

A genuine reason not to comply with the guideline will exist where there is a First Nations Business availability, but because of the size, complexity or timing of the goods and/or services required, it is not in the interests of achieving the most advantageous outcome to invite the First Nations Business/es.

Where there is a genuine reason that the requirements of this guideline cannot be met then certain Council Officers may approve a departure from it.

A Council Officer at the level of Co-ordinator (L4 or equivalent position) may approve departure from this guideline when a genuine reason exists and the contract value is within that Council Officer's delegated authority for creating the contract. All other departures from this guideline must be approved by a Manager (L3).

All departures from this guideline are to be reported to the Manager Business and Innovation with reporting available to the Executive Leadership Team (ELT) and/or members of ELT.

Roles and responsibilities

Council Officers with a role or responsibility under this guideline are:

Chief Executive Officer is responsible for approving this Guideline.

Group Executive Business Performance is responsible for overseeing all financial management systems and services, including Contracting Activities.

Manager Business and Innovation is responsible for implementing and maintaining this guideline. This includes reviewing and reporting on its effectiveness, Council's compliance with it, and recommending changes to improve its effectiveness.

All Managers are responsible for ensuring all Council Officers comply with this guideline when undertaking Procurement and Contracting Activities.

All Officers are responsible for complying with this guideline when undertaking Procurement and Contracting Activities. Only officers delegated the authority to conduct Contracting Activities as per Delegation No 2 – Procurement and Contracting Activities and Payments Delegation are permitted to commence or bind Council in contract resulting from a Contracting Activity, and only within the limits of the relevant financial authority set in that delegation.

Measurement of success

Success of this guideline will be measured by assessing yearly dollar value and percentage of available procurement spend with First Nations Businesses.

Definitions

The definitions in the Procurement Policy and Contract Manual apply to this guideline. The definitions applicable to this guideline are:

First Nations Business means a supplier or respondent who:

1. is majority owned by Aboriginal or Torres Strait Islander people;
2. is 50% owned by Aboriginal or Torres Strait Islander people;
3. is a non-First Nations business that employees at least 75% of Aboriginal or Torres Strait Islander workers;
4. is an equal Joint Venture agreement with a majority owned Aboriginal or Torres Strait Islander business entity; or
5. Is registered as a First Nations Business with the Black Business Finder or with Supply Nation.

Related policies and legislation

Public Sector Ethics Act 1994 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Procurement Policy (as updated from time to time) and other guidelines for that policy

Reconciliation Action Plan 2017-2019 or any future adopted RAP.

Version control:

Version	Reason/ Trigger	Change (Y/N)	Endorsed/ Reviewed by	Date
1.0	Create New	N	Council	21 June 2018

2.0	Annual Endorsement	Y	Council	20 June 2019
3.0	Annual Endorsement	Y	Council	25 June 2020

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Organisational Guideline	
Innovation & Market-Led Engagement Guideline	
Corporate Plan references	<p>A smart economy</p> <ul style="list-style-type: none"> • A regional hub for innovation, entrepreneurship and creativity <p>A healthy environment</p> <ul style="list-style-type: none"> • A reputation for innovation, sustainability and liveability <p>An outstanding organisation</p> <ul style="list-style-type: none"> • Collaborative, proactive partnerships with community, business and government • A reputation for implementing innovative and creative solutions for future service delivery
Endorsed by Chief Executive Officer	
Manager responsible for guideline	Manager Business & Innovation

Purpose

Sunshine Coast Council (Council) is committed to the Sunshine Coast being a prosperous, and high-value economy of choice for business, investment, and employment. This is underpinned by an appreciation for, and strong commitment to, innovation. Council is committed to the Sunshine Coast being a regional hub for innovation, entrepreneurship, and creativity.

The Sunshine Coast – The Natural Advantage: Regional Economic Development Strategy 2013-2033 seeks to ensure the region realises its full potential, with a confident future as an active participant in the global economy which will afford greater stability to the regional economy in terms of a broader industry and investment base.

Council is also one of the largest contributors to the economy of the Sunshine Coast through its annual budget, which expends upwards of \$250 million per annum in contracting for goods and services, with the majority of that being expended with local suppliers.

Council realises, however, that it cannot achieve its vision for the Sunshine Coast alone and that the private sector can contribute to the delivery of goods, services, and infrastructure across the Sunshine Coast.

The purpose of this guideline is to outline a framework for Council to:

- identify, invite, and consider submissions from suppliers offering innovative or unique approaches to delivering goods, services, or works (Innovation Contract); and
- receive and consider Market-Led Proposals (MLP's).

Objectives

The objectives of this guideline are to:

- outline a framework for council to create Innovation Contracts and accept Market-Led Proposals;
- assist council officers with decision making about innovation opportunities and when private sector investment may present an opportunity for improving delivery of goods, services and infrastructure across the Sunshine Coast; and
- enable identification of opportunities to enter into Innovation Contracts and Market-Led Proposals.

Scope

This guideline *may* apply to:

- certain Contracting Activities for the provision of goods, services, or works to be undertaken by Council, and any other existing service provided by Council that may be improved through some innovation; and
- Market-Led Proposals involving some form of contracting by Council for provision of goods or services, including works or disposal of Valuable Non-Current Assets (VNCA) (under certain defined circumstances).

Innovation Proposal

Council's strong commitment to the value of innovation is imbedded within the Corporate Plan. Council also appreciates that opportunities to innovate are not without some challenges. Often great ideas and innovative opportunities need to be tested, developed, incubated and matured. Additionally, entities seeking to receive the benefit of an innovative opportunity (from a supplier) need to ensure the legitimacy and capability of the goods or services.

Council also recognises that, in some instances, mainstream procurement frameworks can restrict, and be counter-productive to, the introduction and realisation of innovative solutions. This tension can lead to the loss of otherwise viable opportunities.

A structured solution to the tension between mainstream procurement and realising innovation is to identify circumstances when the procurement will depart from that mainstream framework in pursuit of an innovative solution. Any departures or alternative processes will require governance mechanisms that adequately manage the risk associated with the solution.

Application to Contracting Activities

Council may depart from the Activities outlined in the Procurement Policy when it seeks to establish an Innovation Contract, but only in accordance with this Guideline.

An Innovation Contract may be considered by Council if it meets the following characteristics:

- the Innovation Contract will introduce a potential innovation that provides a cost, time, service improvement or advantage to Council or the Community; and
- the innovation sought is (in the opinion of Council) either:
 - only reasonably available to Council from a single external entity; or
 - a solution which
 - is from a market or provider with limited depth, capability or maturity; and
 - requires some level of further testing, development, verification, support or the like prior to adoption with any degree of permanency
- the Innovation Contract is valued at no more than \$100,000 (Exclusive of GST); and
- the Innovation Contract is for a term of no longer than 12 months.

Establishing the basis for an Innovation Contract

A Council Officer who believes a potential innovation may be realised from an Innovation Contract should:

- seek assistance from a Procurement Specialist or other appointed Council Officer from the Business and Innovation Branch;
- ensure appropriate budget exists for the Innovation Contract being pursued; and
- prepare an Innovation Contract Report.

Innovation Contract Report

Prior to establishing an Innovation Contract, a report (Innovation Contract Report) must be produced for the consideration of an Evaluation Panel. The Council Officer presenting the proposed Innovation Contract must prepare an Innovation Contract Report which identifies the following:

- comprehensive details of the proposed Innovation Contract, including the total anticipated cost and term of the Innovation Contract;
- the anticipated outcomes from the Innovation Contract, including the time, cost, service improvement or advantage to Council or the Community that may be realised from the Innovation Contract;
- a plan of how those outcomes will be measured and reported;
- any alternative ways of achieving the outcomes, and why the alternative ways were not adopted;
- a risk assessment of the Innovation Contract and the market from which the goods or services are to be obtained; and
- a Procurement Plan outlining the procurement strategy to be employed to establish the Innovation Contract that ensures appropriate regard for the Sound Contracting Principles.

For clarity, it is acknowledged that the Procurement Plan may propose a procurement route that is not consistent with the Procurement Policy. This may be acceptable to the CEO (at the CEO's discretion), provided that the proposed procurement route is reasonable and appropriate to the circumstances.

Completed reports should be supported by the Branch Manager and submitted to the Head of Business and Innovation who will establish an Evaluation Panel to evaluate the report. The Evaluation Panel will consider the report and make a recommendation to the Head of Business and Innovation. The Head of Business and Innovation may provide the report and recommendation to the CEO for consideration.

The CEO may approve, reject or require further information about the proposed Innovation Contract.

Managing an Innovation Contract

When an Innovation Contract has been approved by the CEO, the contract should be managed in a manner consistent with contemporary contract management as outlined in the Contracting Manual. During the life of the contract, the following matters should be considered:

- cost;
- risk; and
- ongoing assessment of the outcomes from the Innovation Contract, including the time, cost, service improvement or advantage to Council or the Community.

Innovation Contract Finalisation Report

At the conclusion of an Innovation Contract, the Contract Administrator is required to produce a report (Innovation Contract Finalisation Report) for the consideration of the CEO, outlining the following:

- the outcomes from the Innovation Contract, including the time, cost, service improvement or advantage to Council or the Community;
- total cost and term of the Innovation Contract;
- a critical assessment of the Innovation Contract, including whether it:
 - met Council's objectives for the Innovation Contract;
 - provided the intended benefit to Council or the Community; and
 - represented value for money;
- a recommendation as to whether the Innovation Contract should be considered for renewal or further investigation by Council.

The Innovation Contract Report should be an annexure to the Innovation Contract Finalisation Report.

Market-Led Proposal (MLP)

MLP's provide an opportunity for Council to engage with the private sector in a manner that allows both Council and the private sector to collaboratively take part in the delivery of goods, services, and infrastructure to address the needs of the Sunshine Coast Community.

A MLP could be for:

- a commercial activity, involving some contribution from Council;
- the acquisition of, or access to, Council assets, including land or other assets, information or partnerships;

(Note: where a MLP involves disposal of Council land, Council must ensure compliance with the provisions of the *Local Government Regulation 2012* regarding contracts for the disposal of land and the Procurement Policy regarding Disposal Contracting Activities)

- development of public or open access infrastructure on the Sunshine Coast; or
- delivery of services to, or on behalf of, Council.

A successful MLP may result in Council departing from the processes for conducting a Contracting Activity provided in the Procurement Policy to contract directly with a proponent.

To justify this direct sourcing, the proposal must meet stringent criteria, outlined under 'Criteria for assessment' section of this guideline.

Criteria for assessment

A successful MLP must satisfy the following assessment criteria:

1. Council policy, priority and community need

The proposal must satisfy a community need and align with Council policies, strategies and priorities.

2. Justification for direct negotiation

The proposal must demonstrate that the public interest is best served by Council negotiating directly with a proponent, rather than by engaging in a competitive process.

3. Sound Contracting Principles

The proposal must be consistent with the Sound Contract Principles, including demonstration that the proposal represents value-for-money for Council.

4. Capacity and capability of the proponent

A proponent must demonstrate that it has the financial and technical capacity, capability, and experience to deliver the outcome successfully.

5. Risk and cost allocation

The proposal must include the proposed allocation of costs and risks between the proponent and Council.

6. Feasibility of the proposal

The proposal must be technically, commercially and practically feasible.

Submission and assessment of Market-Led Proposals

The process for assessing MLPs is staged so that proponents can align their effort with the level of Council interest and commitment. An assessment is completed by Council at each stage and proposals only move forward at the recommendation of Council.

There are four steps in the assessment process:

- Preliminary assessment
- Stage 1: Initial Proposal
- Stage 2: Detailed Proposal
- Stage 3: Final Binding Offer.

An Evaluation Panel of relevant senior Council Officers will be established when any proposal is received. The Evaluation Panel will determine whether or not a proponent will be invited to submit a proposal for Stage 1: Initial Proposal.

Preliminary assessment

The preliminary assessment stage enables Council to provide high-level feedback to proponents about the likely alignment of the MLP with criteria prior to proponents committing considerable resources to a formal submission.

The MLP preliminary assessment template sets out the initial information a proponent should provide to Council. Key requirements include a clear articulation of the proposal, what is sought from Council and the expected outcomes.

Possible outcomes

The Evaluation Panel may decide that the proposal:

- may meet the MLP criteria, in which case the proponent may be invited to submit the proposal for consideration in Stage 1: Initial Proposal;
(Note: An invitation by Council to submit a Stage 1 proposal does not give any inference or indication that Council will accept the proposal, it simply indicates that the Evaluation Panel considers the concept somewhat aligns with the MLP criteria and would like to consider the concept further)
- is unlikely to meet the MLP criteria in its present form;
(Note: Feedback will be provided to the proponent to help them decide whether the proposal could be amended to better align with the MLP criteria)
- is unlikely to meet the MLP criteria but is considered to have merit and so the concept may be further developed by Council; or
- should proceed via a competitive procurement process.

Preliminary Assessment responsibilities

The proponent will:

- submit their idea to Council, using the MLP preliminary assessment template to inform the discussion; and
- respond to requests for further information, as requested by the Evaluation Panel. The information requested will depend on the size and complexity of the proposal.

The Evaluation Panel will:

- promptly acknowledge receipt of the proposal;
- undertake a preliminary assessment of the proposal; and
- provide feedback to the proponent.

Stage 1: Initial Proposal

During Stage 1: Initial Proposal, the proponent will expand on the information provided in the preliminary assessment and, in particular, address in more detail the following criteria:

- Council policy, priority and community need;
- justification for direct negotiation;
- value for money; and
- capacity and capability of the proponent.

An Evaluation Panel will be established to review the Initial Proposal against these criteria to determine whether the Initial Proposal aligns with these criteria.

The Evaluation Panel will also consider:

- whether any other proposal addressing the same need, or proposing a similar outcome, is under active consideration by Council; and
- if the proposal is a genuine and feasible commercial proposition requiring the support of Council and is unsuited to existing funding mechanisms.

Possible outcomes

The Evaluation Panel may decide, upon review of the Stage 1: Initial Proposal, that:

- the proposal meets the MLP criteria in principle and the proponent may be invited to progress to Stage 2: Detailed Proposal;
(Note: An invitation by Council to submit a Stage 2 proposal to Council does not give any inference or indication that Council will accept the proposal, it simply demonstrates that Council considers the proposal to meet the MLP criteria in principle and have an interest in the concept)
- the proposal is not suitable to progress to Stage 2: Detailed Proposal, but has merit and so the concept may be further developed by Council; or
- the proposal is not suitable for further consideration.

Stage 1 responsibilities

The proponent will:

- provide a formal submission to Council; and
- provide additional information, participate in meetings or workshops and respond to any requests for clarification as requested by Council to assist in the assessment of the proposal.

The Evaluation Panel will:

- undertake a formal assessment of the proposal against the MLP criteria;
- request further information from the proponent, if necessary;
- maintain regular contact with the proponent; and
- advise the proponent about Council's decision and provide a written summary of assessment findings.

Proponents can discuss the findings with the Evaluation Panel (or a representative of the Evaluation Panel appointed to discuss the findings with the proponent on the Evaluation Panel's behalf).

Stage 2: Detailed Proposal

At the detailed proposal stage, a proponent is required to comprehensively demonstrate how the proposal satisfies all of the MLP criteria, namely:

- Council policy, priority and community need;
- justification for direct negotiation;
- value for money;
- capacity and capability of the proponent;
- risk and cost allocation; and
- feasibility of the proposal.

The Evaluation Panel will consider the Detailed Proposal against these criteria.

The Evaluation Panel will also consider whether:

- any other proposal addressing the same need, or proposing a similar outcome, is under active consideration by Council; and
- the proposal is a genuine commercial proposition requiring the support of Council and is unsuited to existing funding mechanisms.

The output of this stage is a comprehensive final proposal, the content of which is similar to a detailed business case or a detailed bid in a competitive process. The detailed proposal will inform Council's decision as to whether it will enter into a final binding offer for progression and delivery of the proposal (Stage 3).

Unless otherwise agreed between the parties it is expected that the proponent will:

- bear all their own risks and costs of preparing, lodging, developing, and negotiating the proposal; and
- meet Council's reasonable costs in Stages 2 and 3.

All or part of the activities in Stage 3: Final Binding Offer may be run concurrently with Stage 2: Detailed Proposal. If this occurs it does not necessarily represent any commitment on the part of Council that Council has decided the proposal will progress to Stage 3.

Possible outcomes

The Evaluation Panel may decide that:

- the proponent is invited to progress to Stage 3 subject to any specific terms being agreed with Council;
(Note: An invitation by Council to progress to Stage 3 indicates that Council is considering entering into a contract with the proponent but it does not infer or imply any obligation on the part of Council to actually enter into the contract)
- the proposal is not suitable to progress to Stage 3 but has merit and so the concept may be further developed by Council; or
- the proposal is not suitable for further consideration.

Stage 2 responsibilities

The proponent will:

- enter into a process deed with Council, which will guide the proponent's engagement with Council;
- provide information to enable a determination as to whether or not the proposal meets the assessment criteria;
- where requested by Council, provide additional information and participate in meetings or workshops; and
- assist in Council's assessment of the proposal.

The Evaluation Panel will:

- assess the detailed proposal and provide recommendations to Council about it;
- undertake an interactive process to facilitate the proponent's development of a detailed proposal;
- undertake a formal assessment of the detailed proposal against each of the assessment criteria;
- request further information from the proponent, where necessary; and
- advise the proponent about Council's decision and provide a written summary of assessment findings.

Proponents can discuss the findings with the Evaluation Panel (or a representative of the Evaluation Panel appointed to discuss the findings with the proponent on the Evaluation Panel's behalf).

Stage 3: Final Binding Offer

The final binding offer stage involves the preparation by the proponent of a final binding offer which may be accepted or rejected by Council.

If the offer is accepted, this stage will involve the negotiation of a contract between Council and the proponent for delivery of a project. Council's Evaluation Panel will negotiate with the proponent and prepare a contract for consideration by the CEO and/or Council.

Possible outcomes

The Evaluation Panel may decide to recommend to the Business and Innovation Manager that:

- Council accept the terms contained in the final binding offer and approve that a contract be entered into with the proponent on this basis; or
- Council accept the final binding offer subject to specific conditions; or
- Council does not accept the final binding offer, but that the proposal has merit and Council should seek to further develop the concept; or
- Council does not accept the final binding offer and conclude the MLP assessment process without entering into a contract.

The Business and Innovation Manager may provide the Evaluation Panel's assessment and recommendations to the CEO for approval. The CEO may decide to adopt the Evaluation Panel's recommendations, and Council may enter into a Contract with the proponent as a result.

Stage 3 responsibilities

The proponent will:

- participate in the negotiation process; and
- submit a final binding offer to Council.

Council will:

- advise the proponent of the processes, protocols, and elements for negotiation and agreement through Stage 3, and keep the proponent apprised of contract management and implementation materials developed through this stage; and
- develop contract management arrangements setting out how to monitor implementation and operational stages of the project and ensure contracted outcomes are achieved.

The Evaluation Panel will:

- undertake a comprehensive assessment of the contractual documentation included in the final binding offer submitted by the proponent; and
- decide whether or not to recommend that Council accept the proponent's final binding offer and communicate its decision to the proponent.

Roles and responsibilities

Council officers with a role or responsibility under this guideline are:

Chief Executive Officer is responsible for approving this Guideline.

Group Executive, Business Performance Group is responsible for overseeing all financial management systems and services, including Contracting Activities.

Manager, Business and Innovation is responsible for implementing and maintaining this guideline, including reviewing and reporting on its effectiveness, Council's compliance with it, and recommending changes to improve its effectiveness.

Managers are responsible for ensuring all Council officers comply with this guideline when undertaking Contracting Activities.

Officers are responsible for complying with this guideline when undertaking Contracting Activities. Only officers delegated the authority to conduct contracting activities as per Delegation No 2 – Contracting Activity Delegation, are permitted to commence or bind Council in any contract resulting from a contracting activity, and only within the limits of the relevant financial authority set in that delegation.

Measurement of success

Success of this guideline will be measured by assessing:

- community and Infrastructure needs for the Region are increased and addressed;
- stimulation of the Regional economy;
- economic growth contributing to community prosperity;
- Council's goals to keep it local for Regional benefits;
- commercial activity to or on behalf of Council increase;
- development of new jobs for the Region;
- Council investing the community it serves to provide benefits to the local community;
- innovative pathways for business and Council to work together addressing the Region's needs;
- development of a competitive local business and industry; and
- improvement in the ability to provide more environmentally sustainable outcomes through conserving the use of energy and resources such as reducing fuel consumption in travel and transport across the Region.

Definitions

The definitions in the *Procurement Policy* and *Contract Manual* apply to this guideline.

Related legislation and policies

Public Sector Ethics Act 1994 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Procurement Policy and associated Organisational guidelines (as updated from time to time)

2019/20 Contract Manual

2019/20 Contracting Plan

Version control:

Version	Reason/ Trigger	Change (Y/N)	Endorsed/ Reviewed by	Date
1.0	Create New		Council	20 June 2019
2.0	Annual Endorsement	Y	Council	2020

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5 NEXT MEETING

Nil

6 MEETING CLOSURE