

## 5.9. PROPOSED AMENDED SCHEDULE OF FEES AND CHARGES 2020/21

**REPORT AUTHOR** Katie Wilkinson, Asset Accountant

**MANAGERS** Tara Killeen, Chief Financial Officer  
Terry Farrelly, Manager People and Community Services  
Pieter Kleinhans, Acting Manager Infrastructure

**DEPARTMENT** Finance and Corporate Services

### RECOMMENDATION

**That Council:**

- 1. adopts the amended sections of the Schedule of Fees and Charges for the 2020/21 financial year for Cemetery Services, Caravan Parks and Campgrounds and Flagstaff Hill; and**
- 2. delegates authority under Section 257 of the *Local Government Act 2009* to the Chief Executive Officer to negotiate fees and charges where circumstances warrant and to make minor administrative amendments to the Schedule.**

---

### EXECUTIVE SUMMARY

The schedule of fees and charges developed for the 2020/21 financial year strives to achieve an equitable "user pays" system for services provided that will continue to assist Council in becoming a long term, financially sustainable organisation.

The 2020/21 Schedule of Fees and Charges was adopted by Council on 9<sup>th</sup> June 2020. Since adoption, three departments have requested changes to their fees and charges. These changes are necessary to more accurately align the provision of cost of the service and provide a clearer explanation of the fees to all users.

### BACKGROUND

In conjunction with the annual budget preparation, Council is required to adopt a schedule of fees and charges to be applied for each financial year. Although the schedule is adopted for the full year, should circumstances warrant new fees can be introduced or fees amended throughout the year.

### COMMENT

The 2020/21 Schedule of Fees and Charges has been developed based on the fundamental principle of financial sustainability and ensuring the actual quantum of fees imposed more accurately represents the cost to Council of providing the applicable service.

This approach is consistent with a "user pays" system and reduces the cross subsidisation of providing services from other revenue streams or other customers.

Council staff propose the amendments to the following sections of the adopted Schedule of Fees and Charges for the 2020/21 Financial Year:

Cemetery Services- there is no proposed changes to the dollar amount of the fees. The proposed change is to make the description of the fees clearer and more concise to provide all users with a clearer understanding of the fees. This has resulted in the removal of excess wording and sections that have been considered as confusing to the user.

Caravan Parks and Campgrounds- proposed changes relate to the addition of long term stays at Wonga Beach and minor changes to the weekly stay rate at Mossman Caravan Park.

Flagstaff Hill- proposed change is to decrease the rate of the site power use per kWh.

## PROPOSAL

The amended sections for the Schedule of Fees and Charges for the 2020/21 financial year for Cemetery Services, Caravan Parks and Campgrounds and Flagstaff Hill is presented to Council for adoption.

## FINANCIAL/RESOURCE IMPLICATIONS

Fees and Charges are an integral component of Council's revenue stream. Wherever possible, Council aims to recover the cost of providing the service. In other cases, Council subsidises the service in recognition of the broader community interest. Movements in the level of fees over the previous year are balanced against Council's goal of achieving long term financial sustainability.

## RISK MANAGEMENT IMPLICATIONS

Obtaining appropriate fees for services provided will assist Council in its long-term objective of delivering balanced budgets and mitigate the risk of financial constraints restricting capacity on Council operations.

## SUSTAINABILITY IMPLICATIONS

**Economic:** Council strives to achieve economic sustainability by recovering as many costs as possible through charging fees to the user.

**Environmental:** Nil

**Social:** Nil

## CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE

This report has been prepared in accordance with the following:

### Corporate Plan 2019-2024 Initiatives:

#### Theme 5 - Robust Governance and Efficient Service Delivery

Strong governance and financial management are the foundations of the way in which Council will conduct its business and implement the initiatives of the Corporate Plan.

**Goal 3 - We will make sound financial decisions by ensuring robust strategic planning, financial management and reporting.**

## COUNCIL'S ROLE

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council's involvement will vary from information only through to full responsibility for delivery.

The following areas outline where Council has a clear responsibility to act:

<b>Regulator</b>	Council has a number of statutory obligations detailed in numerous regulations and legislative Acts. Council also makes local laws to ensure that the Shire is well governed. In fulfilling its role as regulator, Council will utilise an outcomes based approach that balances the needs of the community with social and natural justice.
<b>Service Provider</b>	Council provides many services to the community from roads and waste services to libraries and recreational facilities. Services evolve over time and it is the Council's mission to ensure that these services are appropriate, delivered efficiently, and designed with the customer at the centre.

## CONSULTATION

**Internal:** Relevant officers, including management staff have been involved in the review of the Schedule of Fees and Charges and the proposed amendment has been subject to a workshop with Councillors.

**External:** Nil

## ATTACHMENTS

1. Cemetery- Proposed Final Fees & Charges 20.21 [5.9.1 - 2 pages]
2. Caravan Parks- Proposed Final Fees & Charges 20.21 [5.9.2 - 2 pages]
3. Flagstaff - Proposed Final Fees & Charges 20.21 [5.9.3 - 1 page]

## DOUGLAS SHIRE COUNCIL - CEMETERY SERVICES - Fees &amp; Charges Schedule 2020 / 2021



Description of Fee, Charge, Penalty plus conditions	Deposit	Unit	Rate incl. GST if applicable	Minimum or Surcharge	Cost Recovery Fee	Legislation & Section	LGA S97 Paragraph
<b>INTERMENTS (BURIALS)</b>							
<i>Council will supply a shelter and up to 12 chairs</i>							
Gravesite		Grave	1,064.50				
Interment		Each	1,205.50				
Gravesite - Children's Section <i>For a child 1-8 years, with coffin not greater than 1.2 metres. No charge for a child under 12 months (only the interment fee applies).</i>		Grave	575.00				
Interment - Children's Section		Each	603.00				
Application to operate a private cemetery - fee upon approval		Each	POA				
<b>INURNMENTS OF CREMATED REMAINS (ASHES)</b>							
Columbarium Wall - single niche		Each	193.50				
Columbarium Wall - double niche		Each	389.00				
Columbarium Wall inurnment including plaque with up to seven (7) lines of wordng		Per niche	374.00				
Columbarium Wall plaque extra lines		Per line	26.00				
Columbarium Wall plaque accessories - emblem		Per emblem	35.50				
tranquillity vase		Per vase	47.00				
small cross		Per emblem	15.00				
Memorial Garden - site		Each	276.00				
Inurnment of ashes into existing grave or Memorial Garden site		Each	187.00				
<b>MAUSOLEUMS - Mossman Cemetery only</b>							
<i>Gravesites sufficient to accommodate the proposed mausoleum must be purchased prior to construction. The entombment fee cannot be prepaid. It will be the current fee applicable at the time of entombment.</i>							
Installation by suitably qualified professional - conduct on-site works		Application	192.50				
Entombment		Each	638.50				
<b>PLAQUE INSTALLATION</b>							
<i>Plaque is organised by the applicant with the exception of plaques for the Columbarium Wall.</i>							
Plaque only		Each	101.50				
Plaque and plinth (not available in Lawn Sections)		Each	230.50				
<b>HEADSTONE / VAULT / MEMORIAL</b>							
Installation by suitably qualified professional - conduct on-site works		Application	192.50				
Minor repair or cleaning work - contact Council before proceeding			0.00				
<b>INTERMENTS OUTSIDE OPERATIONAL HOURS</b>							

DOUGLAS SHIRE COUNCIL - CEMETERY SERVICES - Fees & Charges Schedule 2020 / 2021



Description of Fee, Charge, Penalty plus conditions	Deposit	Unit	Rate incl. GST if applicable	Minimum or Surcharge	Cost Recovery Fee	Legislation & Section	LGA S97 Paragraph
<i>Operational hours are defined as 7:00 am to 3:30 pm on business days. If a gravesite is not vacated by 3:00 pm to permit post-interment activities, then a surcharge will be applied each 30 minutes for each staff member in attendance from 3:30 pm onwards.</i>							
Surcharge for each staff member in attendance outside operational hours - business days		30 mins	54.50				
Surcharge for weekends and public holidays		Burial	882.50				
<b>RESERVATIONS</b>							
<i>The reservation fee is the site fee applicable at the time of reservation. The interment or inurnment fee cannot be prepaid. It will be the current fee applicable at the time of interment or inurnment. Fees will apply to subsequent interments or inurnments in an existing grave.</i>							
Gravesite - adult		Grave	1,064.50				
Columbarium Wall -single niche		Each	193.50				
Columbarium Wall - double niche		Each	389.00				
Memorial Garden - site		Each	276.00				
Transfer of reservation		Application	65.00				
Direct Debit application (non-refundable)		Application	55.00				
<b>EXHUMATIONS</b>							
Application		Application	224.00				
Operational works - including plant and labour hire - (minimum fee)		Each	320.00				
Additional operational charge if required		30 mins	83.50				
<i>Exhumations may only occur Monday to Friday during operational hours.</i>							
<b>OTHER</b>							
Research Council records for genealogical purposes - written response provided by email only.							
<b>STANDARD REGULATIONS</b>							
<i>Fees and charges are standard to all Council-operated cemeteries unless stated otherwise.</i>							
<i>No charge is made for the gravesite of any child under 12 months when interred in a designated children's section, however operational surcharges will apply if interment occurs outside operational hours (see Interments Outside Operational Hours above).</i>							



Description of Fee, Charge, Penalty plus conditions	Deposit	Unit	Rate incl. GST if applicable	Minimum or surcharge	Cost Recovery Fee	Legislation & Section	LGA S97 Paragraph
<b>WONGA BEACH CARAVAN PARK</b>							
Per night: Up to 2 people		Night	34.00				
Per week: Up to 2 people		Week	238.00				
Per week: Up to 2 people (Off Peak Season 1st October - 31st March)		Week	204.00				
Additional Person - Per Night		Night	7.00				
Child under 3 years - No charge		Night	0.00				
Long Stay per week (more than 12 weeks) (up to 2 people) Tenancy Agreement Applicable		Week	155.00				
Additional persons per week		Week	10.00				
<b>MOSSMAN CARAVAN PARK</b>							
<b>Powered Sites</b>							
Powered Site per night - Up to 2 people		Night	40.00				
More than 4 weeks stay but less than 12 weeks		Week	266.00				
Seniors More than 4 weeks stay but less than 12 weeks		Week	252.70				
Powered site per night - Seniors Up to 2 People		Night	38.00				
Additional adult/child 4 years + per night		Night	8.00				
Under 3		Night	0.00				
<b>Unpowered Sites</b>							
Unpowered Site per night		Night	32.00				
Unpowered Site per night - Seniors		Night	30.00				
Additional adult/child 4 years + per night		Night	7.00				
Under 3		Night	0.00				
<b>Cabins Minimum Stay 2 Nights</b>							
Cabin per night - 2 people		Night	120.00				
Cabin per night - Seniors 2 people		Night	114.00				
7 night stay - 2 people		Week	760.00				
7 Nights Stay - Seniors 2 people		Week	722.00				
Additional adult/child 4 years + per night		Night	10.00				
Under 3		Night	0.00				
<b>Long Stay/Tenancy Agreements</b>							
Long Stay per week (more than 12 weeks) (up to 2 people) Tenancy Agreement Applicable		Week	239.00				

DOUGLAS SHIRE COUNCIL - CARAVAN PARKS & REC CAMP GROUNDS - Fees & Charges Schedule 2020 / 2021



Description of Fee, Charge, Penalty plus conditions	Deposit	Unit	Rate incl. GST if applicable	Minimum or surcharge	Cost Recovery Fee	Legislation & Section	LGA 597 Paragraph
Additional persons per week		Week	10.00				
Wi-Fi permanent residences		Week	10.00				

DOUGLAS SHIRE COUNCIL - FLAGSTAFF HILL TELECOMMUNICATIONS TOWER - Fees & Charges Schedule 2020/21



Description of Fee, Charge, Penalty plus conditions	Deposit	Unit	Rate incl. GST if applicable	Minimum or Surcharge	Cost Recovery Fee	Legislation & Section	LGA S97 Paragraph
<b>FLAGSTAFF HILL TELECOMMUNICATIONS TOWER</b>							
Initial Application Assessment		Application	808.00				
Minor Assessment		Application	308.50				
Site Access Fee per annum		Year	5,232.00				
- Minor uses (2way, local radio etc.)		Year	2,925.00				
Communication Hut Rental per Annum		m³	1,349.00				
Minimum fee			671.50				
<b>ANTENNA ACCESS FEE PER ANNUM</b>							
Antenna < 30 metres		Year	1,688.00				
Antenna > 30 metres		Year	4,221.50				
Large Antenna < 30 metres		Year	4,221.50				
<b>SITE POWER USE</b>							
< 500 kWh per annum		Year	0.00				
> 500 kWh per annum (based on power audit)		kWh (based on power audit)	0.55				