

6.4. AMENDMENT TO FEES AND CHARGE SCHEDULE 2023-2024

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RECOMMENDATION

That Council:

1. **Adopts the proposed amendments to Schedule of Fees and Charges for the 2023-2024 financial year; and**
2. **Delegates authority under s 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 2023-2024 financial year was adopted by Council resolution on 26 April 2023.

Since then, certain modifications have become necessary, and these revisions are outlined below.

The proposed amendments to the fees and charges were discussed with Councillors on 22 August 2023.

BACKGROUND

The Schedule of Fees and Charges are 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 cross subsidisation of providing services from other revenue streams or other customers.

COMMENTS

Notations and brief explanations have been included in the "Comments" column of the amended fees and charges attachment and a colour coding system has been used to identify any changes as follows:

Red	Delete
Green	New
Yellow	Amendment to a fee amount
Purple	Amendment to a fee name or description

Community Halls

The Set-Up fee for Community Hall hire needs to be deleted as this service is no longer offered now that Council do not employ caretakers for the halls. Access is now gained via PIN pads only.

Cemetery and Burials

The word "Inurnment" has been added. "After working hours" fees for this type of service has not been required in the past.

Water and Wastewater

The introduction of the Sub-Metering (Water) Policy, adopted by Council resolution on 30 May 2023 has necessitated new fees to be included covering the supply and commissioning of the new smart sub-meters.

Building, Planning & Plumbing

The existing installation of a mechanical sub meter has been moved from the Plumbing section to Water and Wastewater.

PROPOSAL

The amendments to the 2023-2024 Schedule of Fees and Charges are presented to Council for adoption. The amended fees and charges will come into effect immediately after adoption.

FINANCIAL/RESOURCE IMPLICATIONS

Fees and Charges are an integral component of the 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.

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.*

Operational Plan 2023-2024 Actions:

Legislative requirement.

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:

Regulator 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.

Service Provider 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 amendments have been subject to a workshop with Councillors on 22 August 2023.

External: Nil

ATTACHMENTS

1. DRAFT August 2023 - Amendment to Fees and Charges 2023-2024 [6.4.1 - 5 pages]



COMMUNITY FACILITIES

Description of Fee, Charge, Penalty plus conditions	Unit	2023/24 Rate Including GST	GST	Comments
COMMUNITY FACILITIES				
Fee Structure				
<p>Set Up Fee Set up must be booked and paid in full at least 72 hours prior the event so that the set up can be arranged. Set up is only available for Port Douglas and Mossman Community Halls. Set up is not available for wedding.</p>				Delete - fee no longer applicable.
Set-up	Hour	83.00	7.55	Delete - fee no longer applicable.

BURIALS & CEMETERIES



Description of Fee, Charge, Penalty plus conditions	Unit	2023/24 Rate Including GST	GST	Comments
<p>New wording: Operational hours are defined as 7:00 am to 3:00 pm Monday - Friday. The surcharges below will be applied to interments, inurnments and post-service activities conducted outside operational hours as indicated, including weekends and public holidays. Subject to staff availability.</p> <p>Old wording: Operational hours are defined as 7:00 am to 3:00 pm Monday - Friday. The surcharges below will be applied to interments and post-interment activities conducted outside operational hours as indicated, including weekends and public holidays.</p>				Added the word "inurnment" and "subject to staff availability"
<p>New fee name: Surcharge for outside operational hours interment/inurnment - Monday - Friday (per 30 minutes)</p> <p>Old fee name: Surcharge for outside operational hours interment - Monday - Friday (per 30 minutes) This fee will be charged on weekdays after 3pm.</p>	30 mins	122.00	11.09	Added the word "inurnment"
<p>New fee: Surcharge for outside operational hours inurnment - weekends and public holidays (minimum 4 hours)</p>	4 hours	496.00	45.09	New surcharge fee for inurnments as preparation is less than for an interment.
<p>New fee name: Surcharge for outside operational hours interment/inurnment - weekends and public holidays (per 30 minutes)</p> <p>Old fee name: Surcharge for outside operational hours interment - weekends and public holidays (per 30 minutes) This fee will be charged per 30 minutes after the initial 4 hour minimum surcharge.</p>	30 mins	122.00	11.09	Added the word "inurnment"
<p>New fee name: Post service ceremonies (e.g. headstone unveiling ceremony)</p> <p>Old fee name: Post interment ceremonies (e.g. headstone unveiling ceremony)</p>	Application	POA	POA	Change word "interment" to "Service" to cover both interment and inurnment

WATER & WASTEWATER



Description of Fee, Charge, Penalty plus conditions	Unit	2023/24 Rate Including GST	GST	Comments
WATER AND WASTEWATER				
Subsidiary Water Meters	Unit	Fee	GST	Comments
New fee: Application to Install a 20mm Smart Digital Water Subsidiary Meter (including purchase of approved meter and commissioning) For new smart sub meter installations. Smart meter and commissioning included. Installation of the sub-meter must be completed by a licensed plumber.	Application/ Meter	498.00	0.00	Fee covers administration, purchase of water sub-meter and commissioning.
New fee: Application to Install a 25mm Smart Digital Water Subsidiary Meter (including purchase of approved meter and installation) For new smart sub meter installations. Smart meter and commissioning included. Installation of the sub-meter must be completed by a licensed plumber.	Application/ Meter	728.00	0.00	Fee covers administration, purchase of water sub-meter and commissioning.
New fee: Application to change mechanical Sub-Meter to 20mm Smart Sub-Meter (including purchase of approved meter and commissioning) For existing mechanical sub meter changing to smart meter including replacement of smart meter. Smart meter and commissioning included. Installation of the sub-meter must be completed by a licensed plumber.	Application/ Meter	292.00	0.00	Fee covers administration, purchase of water sub-meter and commissioning for premises with EXISTING mechanical sub-meters to change over to new smart system.
New fee: Application to change mechanical Sub-Meter to 25mm Smart Sub-Meter (including purchase of approved meter and commissioning) For existing mechanical sub meter changing to smart meter including replacement of smart meter. Smart meter and commissioning included. Installation of the sub-meter must be completed by a licensed plumber.	Application/ Meter	522.00	0.00	Fee covers administration, purchase of water sub-meter and commissioning for premises with EXISTING mechanical sub-meters to change over to new smart system.

WATER & WASTEWATER



Description of Fee, Charge, Penalty plus conditions	Unit	2023/24 Rate Including GST	GST	Comments
<p>New wording: Permission to Install a Mechanical Subsidiary Water Meter Applications for the installation of mechanical sub-meters may be installed at non-meterable premises. Purchase of the mechanical meter is applicants responsibility. Installation of the sub-meter must be completed by a licensed plumber.</p> <p>Old wording: Permission to Install a Subsidiary Water Meter The applicant is responsible for purchasing Subsidiary Water Meter and arranging installation by a licensed plumber. If the subsidiary water meter is to be read by Council, the subsidiary meter must be located directly beside the Main Water Metre (within 1 metre). If installing subsidiary water meter/s to apartments, the Body Corporate must approve installation.</p>	Application	232.00	0.00	Moved fee to from Plumbing section so all Sub-Meter fees are together. Reworded description to compy with new policy.

BUILDING, PLANNING & PLUMBING



Description of Fee, Charge, Penalty plus conditions	Unit	2023/24 Rate Including GST	GST	Comments
BUILDING, PLANNING & PLUMBING				
PLUMBING AND DRAINAGE SERVICES				
Permission to Install a Subsidiary Water Meter The applicant is responsible for purchasing Subsidiary Water Meter and arranging installation by a licensed plumber. If the subsidiary water meter is to be read by Council, the subsidiary meter must be located directly beside the Main Water Metre (within 1 metre). If installing subsidiary water meter/s to apartments, the Body Corporate must approve installation.	Application	232.00	0.00	Move fee from Plumbing section and move to Water and Waste water with other sub meter fees.