



**I hereby give notice that a Special Meeting of Council will be held on:**

**Date:** Tuesday, 22 June 2021  
**Time:** 9.00am  
**Location:** Council Chambers  
Administration Office  
10 Furneaux Street, Cooktown

**AGENDA AND BUSINESS PAPERS**  
**Special Council Meeting**  
**BUDGET 2021/2022**

**22 June 2021**

**Linda Cardew**  
**Chief Executive Officer**



**Order Of Business**

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- 1 ATTENDANCE**
- 2 MEETING OPENED**
- 3 APOLOGIES**
- 4 ACKNOWLEDGEMENT OF COUNTRY**

On behalf of all Councillors, the Mayor acknowledged the Waymburr Warra people, Traditional Custodians of the land on which we meet today, and paid respects to all Traditional Owners, past, present and emerging throughout Cook Shire.

## 5 ORGANISATIONAL BUSINESS SERVICES - REPORTS

### 5.1 ADOPTION OF COOK SHIRE COUNCIL 2021/2022 OPERATIONAL PLAN

**File Number:** D21/8691

**Author:** Audit and Risk Advisor

**Authoriser:** Heather Kelly, Director Organisational Business Services

**Attachments:** 1 [Operational Plan 2021-2022](#)

#### PRECIS

The Queensland *Local Government Regulation 2012* requires Cook Shire Council to prepare and adopt an Operational Plan for each financial year. This report presents that Operational Plan for the financial year 2021/2022 to Council.

#### BACKGROUND/HISTORY

Section 174 of the Queensland *Local Government Regulation 2012* requires Cook Shire Council to prepare and adopt an Operational Plan for each financial year.

Cook Shire Council's 2021/2022 Operational Plan (the Operational Plan) has been prepared in accordance with the *Local Government Regulation 2012* and details key operational initiatives to be undertaken during 2021/2022 financial year.

The Operational Plan is consistent with Council's Annual Budget and shows how Council will progress the implementation of its 2017-2022 Corporate Plan during the financial year 2021/2022. Each project aligns with one of the key priorities, detailed in the Corporate Plan, and helps Council progress its long term strategy for Cook Shire.

#### LINK TO CORPORATE PLAN

*Key Strategy Priority:* **Governance** – Accountable, responsible and appropriate governance and management, reflected in responsible long-term financial sustainability and clear strategic direction built around core local government business and affordable levels of service.

*Strategy 1:* Develop an achievable long-term, financial, resource and infrastructure plan to ensure ongoing capacity to fund operations and capital works programs that underpin Council's long-term strategy to achieve financial sustainability.

*Objective 1a:* Council's long-term financial plan is compiled and linked to Council's Corporate and Operational plans.

*Strategy 4:* Work management systems and procedures are reviewed and adjusted to support improved organisational service provision, compliance and efficiency.

*Objective 4d:* The provision of core Council services are underpinned by appropriate and accessible information, communication and technology systems.

*Objective 4f:* Council activities comply with applicable legislation through well maintained policies, procedure and information systems that guide and facilitate good decision making.

#### CONSULTATION

The Cook Shire 2021/2022 Operational Plan has been developed following extensive consultation with Council's elected members, Executive Leadership Team and managers.

The structure of the Operational Plan stems from key priorities for the sustainable development and growth of the Shire as detailed in the 2017-2022 Corporate Plan.

#### **LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)**

The Operational Plan has been prepared in accordance with the Queensland *Local Government Regulation 2012*, specifically sections 174 and 175. The Operational Plan is:

- a) consistent with the annual budget presented for adoption; and
- b) shows how Cook Shire will progress the implementation of its 5 year Corporate Plan; and
- c) details how Council will undertake operational risk management as it progresses the itemised initiatives and projects.

Section 174 of the *Local Government Regulation 2012* requires that the Chief Executive Officer present a written assessment of Council's progress towards implementing the annual Operational Plan at meetings of Council at regular intervals of not more than three months.

Quarterly reporting on progress made against projects and initiatives adopted under the Operational Plan enable sound and ongoing risk management at a strategic and operational level. This schedule of reporting also enables senior management, the Mayor and Councillors to make sure works are progressing in a way that ensures targets and objectives are being met.

#### **POLICY IMPLICATIONS**

There are no policy implications in adopting the Operational Plan 2021/2022.

#### **FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)**

The Cook Shire Council 2021/2022 Operational Plan is consistent with Council's Annual Budget (to be adopted). All itemised initiatives and projects, to be undertaken during the financial year, have been allocated corresponding budgets or have been assigned organisational resources.

#### **RECOMMENDATION**

That Council, pursuant to sections 174 and 175 of the *Local Government Regulation 2012*, resolves to adopt the 2021/2022 Operational Plan.

**5.2 DIFFERENTIAL GENERAL RATE CATEGORIES FOR THE FINANCIAL YEAR 2021/2022**

**File Number:** D21/13455  
**Author:** Audit and Risk Advisor  
**Authoriser:** Heather Kelly, Director Organisational Business Services  
**Attachments:** 1 Township Maps [?](#)

**PRECIS**

This report is presented to Council for the adoption of the Differential General Rate Categories for the financial year 2021/2022.

**BACKGROUND/HISTORY**

In accordance with section 94 of the *Local Government Act 2009*, Council must levy general rates on all rateable lands within the shire. In levying general rates, Council has the option to categorise rateable lands and decide on a system of differential general rates. As in previous years, Council has determined to apply a differential rating regime for levying general rates and this report details the differential general rating to be utilised for the 2021/2022 financial year.

Further information on rates and charges is contained within Council's Revenue Statement.

**LINK TO CORPORATE PLAN**

*Key Strategy Priority:* **Governance** – Accountable, responsible and appropriate governance and management, reflected in responsible long-term financial sustainability and clear strategic direction built around core local government business and affordable levels of service.

*Strategy 1:* Develop an achievable long-term, financial, resource and infrastructure plan to ensure ongoing capacity to fund operations and capital works programs that underpin Council's long-term strategy to achieve financial sustainability.

*Objective 1a:* Council's long-term financial plan is compiled and linked to Council's Corporate and Operational plans.

*Strategy 4:* Work management systems and procedures are reviewed and adjusted to support improved organisational service provision, compliance and efficiency.

*Objective 4d:* The provision of core Council services are underpinned by appropriate and accessible information, communication and technology systems.

*Objective 4f:* Council activities comply with applicable legislation through well maintained policies, procedure and information systems that guide and facilitate good decision making.

**CONSULTATION**

Differential rating categories have been workshopped with Councillors, Executive Leadership Team and other relevant staff.

**LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)**

The *Local Government Act 2009* and *Local Government Regulation 2012* provides the legal power for Council to levy general rates (including differential general rates) on all rateable land within the local government area.

**POLICY IMPLICATIONS**

Levying general rates through the utilisation of a differential rating regime is consistent with Council's Revenue Policy and Revenue Statement.

**FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)**

assist in funding its operations and service delivery to the Community.

**RECOMMENDATION**

That Council adopt for the financial year 2021/2022:

1. Pursuant to section 81 of the *Local Government Regulation 2012*, the categories in to which rateable land is categorised, the description of those categories and, pursuant to sections 81(2) and 81(3) of the *Local Government Regulation 2012*, the method by which land is to be identified and included in its appropriate category is as follows:

<b>Table 1 – Differential General Rates Categories for 2021/2022</b>	
<b>Category</b>	<b>Description</b>
<b>Rural Townships - Residential</b>	
1	Land used, or capable of being used, in whole or in part for residential purposes that is within the defined areas of the Rural townships of Ayton, Coen, Lakeland, Laura, Marton, Portland Roads and Rossville with a Rateable Valuation from \$1 - \$130,000.
2	Land used, or capable of being used, in whole or in part for residential purposes that is within the defined areas of the Rural townships of Ayton, Coen, Lakeland, Laura, Marton, Portland Roads and Rossville with a Rateable Valuation from \$130,001 - \$195,000.
3	Land used, or capable of being used, in whole or in part for residential purposes that is within the defined areas of the Rural townships of Ayton, Coen, Lakeland, Laura, Marton, Portland Roads and Rossville with a Rateable Valuation > \$195,000.
<b>Outside Townships - Residential</b>	
4	Land used, or capable of being used, in whole or in part for residential purposes that is located outside of the defined areas of all townships with a Rateable Valuation from \$1 - \$113,000.
5	Land used, or capable of being used, in whole or in part for residential purposes that is located outside of the defined areas of all townships with a Rateable Valuation from \$113,001 - \$190,000.
6	Land used, or capable of being used, in whole or in part for residential purposes that is located outside of the defined areas of all townships with a Rateable Valuation > \$190,000.
<b>Cooktown &amp; Environs - Residential</b>	
7	Land that is used, or capable of being used, in whole or in part for residential purposes and is located in the defined area of Cooktown and Environs with a Rateable Valuation from \$1 - \$113,000.
8	Land that is used, or capable of being used, in whole or in part for residential purposes and is located in the defined area of Cooktown and Environs with a Rateable Valuation from \$113,001 - \$248,000.
9	Land that is used, or capable of being used, in whole or in part for residential purposes and is located in the defined area of Cooktown and Environs with a Rateable Valuation from \$248,001 - \$496,000.
10	Land that is used, or capable of being used, in whole or in part for residential purposes and is located in the defined area of Cooktown and Environs with a Rateable Valuation > \$496,000.
<b>Multi-Unit Dwellings - Residential</b>	
11	Land used, or capable of being used, in whole or in part for multi-unit dwellings (flats or units) and comprised of 2 or more individual residential accommodation units, not a strata title unit and that land is for a residential purpose and is located in the defined area of Cooktown and Environs.
12	Land used, or capable of being used, in whole or in part for multi-unit dwellings (flats or units) and comprised of 2 or more individual residential accommodation units, not a strata title unit and that land is for a residential purpose and is located in other areas.
<b>Residential Land Use Codes</b>	
<b>01</b> Vacant urban land < 4000m <sup>2</sup> ; <b>02</b> Single unit dwelling < 4000m <sup>2</sup> ; <b>03</b> Multi-unit dwelling (Flats); <b>04</b> Large Home site – vac => 4000m <sup>2</sup> ; <b>05</b> Large home site – dwg => 4000m <sup>2</sup> ; <b>06</b> Outbuildings; <b>08</b> Building Units; (Primary Use only); <b>09</b> Group Titles; (Primary Use only); <b>72</b> Subdivided Land; <b>94</b> Vacant Rural Land (Excl 01 & 04)	
<b>Workers Accommodation *</b>	
13	Land used, or capable of being used, in whole or in part for Workers Accommodation, with 25 - 50 accommodation units.
14	Land used, or capable of being used, in whole or in part for Workers Accommodation, with 51 - 100 accommodation units.
15	Land used, or capable of being used, in whole or in part for Workers Accommodation, with 101 - 200 accommodation units.
16	Land used, or capable of being used, in whole or in part for Workers Accommodation, with >200 accommodation units.
<b>Workers Accommodation Land Use Codes</b>	
<b>07</b> Guest House/Private Hotel	
<b>Commercial</b>	
17	Land used, or capable of being used, in whole or in part for a single shop or office and is located in the defined area of Cooktown and Environs.
18	Land used, or capable of being used, in whole or in part for a single shop or office and is located outside the defined area of Cooktown and Environs.
<b>Commercial with &gt;15 On-Site Car Parks</b>	

19	Land used, or capable of being used, in whole or in part for a larger commercial centre, such as a department store, supermarket and/or a number of specialty shops or offices with >15 on-site car parking spaces.
<b>Multiple Commercial Units</b>	
20	Land used, or capable of being used, in whole or in part for multiple commercial purposes, other than where land is included in another category.
<b>Commercial Land Use Codes</b>	
<b>01</b> Vacant urban land < 4000m <sup>2</sup> ; <b>04</b> Large Home site – vac => 4000m <sup>2</sup> ; <b>05</b> Large home site – dwg => 4000m <sup>2</sup> ; <b>06</b> Outbuildings; <b>08</b> Building Units -Primary Use only; <b>09</b> Group Titles -Primary Use only; <b>10</b> Combined Multi Dwelling & Shops; <b>11</b> Shop Single; <b>12</b> Shops - group (more than 6 shops); <b>13</b> Shopping group (2 to 6 shops); <b>16</b> Drive In Shopping Centre; <b>17</b> Restaurant; <b>19</b> Walkway; <b>20</b> Marina; <b>22</b> Car Parks; <b>23</b> Retail Warehouse; <b>24</b> Sales Area Outdoor (Dealers – boats, cars, etc); <b>25</b> Professional Offices; <b>26</b> Funeral Parlours; <b>27</b> Hospitals, Convalescent Homes (Medical Care) (Private); <b>33</b> Builders Yard/Contractors Yard; <b>34</b> Cold Stores – Ice works; <b>38</b> Advertising - Hoarding; <b>41</b> Child Care ex Kindergarten; <b>42</b> Hotel/Tavern; <b>44</b> Nurseries (Plants); <b>45</b> Theatres, Cinemas; <b>46</b> Drive-In Theatre; <b>47</b> Licensed Club; <b>48</b> Sports Clubs/Facilities; <b>50</b> Other Clubs, Non-Business; <b>51</b> Religious; <b>52</b> Cemeteries including Crematoria); <b>55</b> Library; <b>56</b> Showgrounds/Racecourses/Airfield; <b>57</b> Parks, Gardens; <b>58</b> Educational - including Kindergarten; <b>92</b> Defence Force establishments; <b>94</b> Vacant Rural Land (Excl 01 & 04); <b>96</b> Public Hospital	
<b>Public Accommodation</b>	
21	Land used, or capable of being used, in whole or in part for public accommodation such as Caravan Parks, Hotels, Motels and Guest Houses and is located in the defined area of Cooktown and Environs.
22	Land used, or capable of being used, in whole or in part for public accommodation such as Caravan Parks, Hotels, Motels and Guest Houses and is located outside the defined area of Cooktown and Environs.
<b>Public Accommodation Land Use Codes</b>	
<b>07</b> Guest House/Private Hotel; <b>21</b> Residential Institution (non-medical care); <b>43</b> Motel; <b>49</b> Caravan Parks; <b>97</b> Welfare Homes/Institution; <b>99</b> Community Protection Centre	
<b>Light Industry</b>	
23	Land used, or capable of being used, in whole or in part, for general or light industrial purposes, including storage sheds and is located in the defined area of Cooktown and Environs.
24	Land used, or capable of being used, in whole or in part, for general or light industrial purposes, including storage sheds and is located outside the defined area of Cooktown and Environs.
<b>Light Industry Land Use Codes</b>	
<b>35</b> General Industry; <b>36</b> Light Industry; <b>37</b> Noxious/Offensive Industry	
<b>Transport and Service Stations</b>	
25	Land used, or capable of being used, in whole or in part for and incidental to transport operation, freight companies, batching plant, stockpiling, hazardous industries, retail or wholesale fuel distribution and is located in the defined area of Cooktown and Environs.
26	Land used, or capable of being used, in whole or in part for and incidental to transport operation, freight companies, batching plant, stockpiling, hazardous industries, retail or wholesale fuel distribution and is located outside the defined area of Cooktown and Environs.
<b>Transport and Service Stations Land Use Codes</b>	
<b>28</b> Warehouses & Bulk Stores; <b>29</b> Transport Terminal; <b>30</b> Service Station; <b>31</b> Oil Depot and Refinery; <b>32</b> Wharves; <b>37</b> Noxious/Offensive Industry	
<b>Quarries</b>	
27	Land used, or capable of being used, in whole or in part, for the extraction of dimension stone, rock, riprap, sand, gravel or slate.
<b>Extractive Industry **</b>	
28	A mining lease or mining claim, (including a mining lease which forms part of an integrated mining operation) which employs 0 – 50 workers and/or contractors and < \$16,500 UCV.
29	A mining lease or mining claim, (including a mining lease which forms part of an integrated mining operation) which employs 0 – 50 workers and/or contractors and ≥ \$16,500 UCV.
30	A mining lease or mining claim, (including a mining lease which forms part of an integrated mining operation) which employs 51 – 100 workers and/or contractors.
31	A mining lease or mining claim, (including a mining lease which forms part of an integrated mining operation) which employs 101 – 200 workers and/or contractors.
32	A mining lease or mining claim, (including a mining lease which forms part of an integrated mining operation) which employs 201 – 500 workers and/or contractors.
33	A mining lease or mining claim, (including a mining lease which forms part of an integrated mining operation) which employs 501 – 1000 workers and/or contractors.

34	A mining lease or mining claim, (including a mining lease which forms part of an integrated mining operation) which employs 1001 - 1500 workers and/or contractors.
35	A mining lease or mining claim, (including a mining lease which forms part of an integrated mining operation) which employs 1501 or more workers and/or contractors.
<b>Quarries and Extractions Industry Land Use Codes</b>	
40 Extractive; 94 Vacant rural land (Excl 01 & 04)	
<b>Primary Production</b>	
36	Land used, or capable of being used, in whole or in part, for rural grazing purposes which is < 1000 Ha.
37	Land used, or capable of being used, in whole or in part, for rural grazing purposes which is ≥ 1000 Ha.
38	Land used, or capable of being used, in whole or in part, for Agricultural purposes.
<b>Primary Production Land Use Codes</b>	
01 Vacant urban land < 4000m <sup>2</sup> ; 02 Single unit dwelling < 4000m <sup>2</sup> ; 04 Large Home site – vac => 4000m <sup>2</sup> ; 05 Large home site – dwg => 4000m <sup>2</sup> ; 06 Outbuildings; 07 Guest House/Private Hotel; 60 Sheep Grazing - Dry; 61 Sheep Breeding; 64 Cattle Grazing - Breeding; 65 Cattle Grazing - Breeding and Fattening; 66 Cattle Grazing - Fattening; 67 Goats; 68 Milk - Quota; 69 Milk - No Quota; 70 Cream; 71 Oil Seed; 72 Subdivided Land; 73 Grains; 74 Turf Farms; 75 Sugar Cane; 76 Tobacco; 77 Cotton; 78 Rice; 79 Orchards; 80 Tropical Fruits; 81 Pineapples; 82 Vineyards; 83 Small Crops and Fodder Irrigated; 84 Small Crops Fodder Non-irrigated; 85 Pigs; 86 Horses; 87 Poultry; 88 Forestry and Logs; 89 Animals Special; 93 Peanuts; 94 Vacant Rural Land (Excl 01 & 04)	
<b>Electricity Generation/Telecommunication/Radio Transformer</b>	
39	Land used, or capable of being used, in whole or in part, for either electricity generation of less than 5MW or as an electricity, telecommunication or radio transformer site.
40	Land used, or capable of being used, in whole or in part, for either electricity generation of 5MW – 15MW or as electricity, telecommunication or radio transformer site.
41	Land used, or capable of being used, in whole or in part, for either electricity generation of 16MW – 50MW or as electricity, telecommunication or radio transformer site.
42	Land used, or capable of being used, in whole or in part, for either electricity generation of 51MW – 200MW or as electricity, telecommunication or radio transformer site.
43	Land used, or capable of being used, in whole or in part, for either electricity generation of >200MW or as electricity, telecommunication or radio transformer site.
<b>Electricity Generation/Telecommunication/Radio Transformer Land Use Codes</b>	
91 Utilities; 94 Vacant Rural Land (Excl 01 & 04)	
<b>Permanent Pump Site</b>	
44	Land used, in whole or in part, for a permanent pump site for private residential supply only.
<b>Permanent Pump Site Land Use Codes</b>	
92 Reservoir, dams, bores	
<b>Other Rating Categories</b>	
45	Land not included in any other category.
<b>Other Rating Categories Land Use Codes</b>	
May include land with any land use code.	

2. To delegate to the Chief Financial Officer, the power, pursuant to sections 84(4) and 81(5) of the *Local Government Regulation 2012*, to identify the rating category to which each parcel of rateable land belongs.
3. The Township Area Maps of Ayton, Coen, Cooktown, Lakeland, Laura, Marton, Portland Roads and Rossville.

**5.3 DIFFERENTIAL GENERAL RATES FOR THE FINANCIAL YEAR 2021/2022**

**File Number:** D21/13466  
**Author:** Audit and Risk Advisor  
**Authoriser:** Heather Kelly, Director Organisational Business Services  
**Attachments:** Nil

**PRECIS**

This report is presented to Council for the adoption of the Differential General Rates for the financial year 2021/2022.

**BACKGROUND/HISTORY**

In accordance with section 77 of the *Local Government Act 2009*, Council may set a minimum general rate for each differential rating category. This enables Council to apply an equitable approach to rating and to ensure each rateable property contributes a fair and reasonable amount to assist in funding Council operations.

During this year, the Department of Resources has completed a shire-wide revaluation of all rateable properties and these new valuations are to take effect from 1 July 2021. There has been an average increase, across the shire, of 12.86% to the rateable valuations, with some properties receiving an increase well in excess of the average.

Significant work has been undertaken with the rate modelling for the 2021/2022 annual budget, to reduce the effects of these valuation increases. Through adjusting the “rate in the dollar” and in some cases redefining rating categories, Council has been able to limit the general rate increase to 5% or less for 91% of the rateable properties in the Shire.

**LINK TO CORPORATE PLAN**

*Key Strategy Priority: Governance* – Accountable, responsible and appropriate governance and management, reflected in responsible long-term financial sustainability and clear strategic direction built around core local government business and affordable levels of service.

*Strategy 1:* Develop an achievable long-term, financial, resource and infrastructure plan to ensure ongoing capacity to fund operations and capital works programs that underpin Council’s long-term strategy to achieve financial sustainability.

*Objective 1a:* Council’s long-term financial plan is compiled and linked to Council’s Corporate and Operational plans.

*Strategy 4:* Work management systems and procedures are reviewed and adjusted to support improved organisational service provision, compliance and efficiency.

*Objective 4d:* The provision of core Council services are underpinned by appropriate and accessible information, communication and technology systems.

*Objective 4f:* Council activities comply with applicable legislation through well maintained policies, procedure and information systems that guide and facilitate good decision making.

**CONSULTATION**

Differential general rates (minimums and rates in the dollar) have been workshopped with Councillors, Executive Leadership Team and other relevant staff.

**LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)**

The *Local Government Act 2009* and *Local Government Regulation 2012* provides the legal power for Council to levy general rates (including differential general rates) on all rateable land within the local government area.

**POLICY IMPLICATIONS**

Levying differential general rates is consistent with Council's Revenue Policy and Revenue Statement.

**FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)**

assist in funding its operations and service delivery to the Community.

**RECOMMENDATION**

That Council adopts, pursuant to section 94 of the *Local Government Act 2009* and section 80 of the *Local Government Regulation 2012*, the differential general rate to be made and levied for each differential general rate category and, pursuant to section 77 of the *Local Government Regulation 2012*, the minimum general rate to be made and levied for each differential general rate category for the financial year 2021/2022 as follows:

<b>Table 2 - Differential General Rates for 2021/2022</b>			
<b>Rating Category</b>	<b>Description</b>	<b>Minimum Differential General Rate</b>	<b>Cent in the Dollar</b>
1	Rural Townships - \$1 - \$130,000	\$1,043	0.00795172
2	Rural Townships - \$130,001 - \$195,000	\$1,092	0.00666540
3	Rural Townships - > \$195,000	\$1,503	0.00600400
4	Outside Townships - \$1 - \$113,000	\$1,050	0.01075500
5	Outside Townships - \$113,001 - \$190,000	\$1,302	0.01005000
6	Outside Townships - > \$190,000	\$2,025	0.00944100
7	Cooktown and Environs - \$1 - \$113,000	\$1,118	0.01149300
8	Cooktown and Environs - \$113,001 - \$248,000	\$1,578	0.01119388
9	Cooktown and Environs - \$248,001 - \$496,000	\$3,430	0.01153845
10	Cooktown and Environs - > \$496,000	\$9,201	0.01173135
11	Multi-Unit Dwellings – Cooktown and Environs	\$1,173	0.01343300
12	Multi-Unit Dwellings – All other areas	\$1,102	0.01129300
13	Workers Accommodation - 25 – 50 units	\$4,331	0.01024300
14	Workers Accommodation - 51 – 100 units	\$8,662	0.01024300
15	Workers Accommodation - 101 – 200 units	\$17,325	0.01024300
16	Workers Accommodation - >200 units	\$34,650	0.01024300
17	Commercial – Cooktown and Environs	\$1,089	0.01311519
18	Commercial – All other areas	\$1,089	0.00689690
19	Commercial with >15 On-site Car Parks	\$3,466	0.01035426
20	Multiple Commercial Units	\$1,260	0.01398376
21	Public Accommodation - Caravan Parks, Hotels and Motels – Cooktown and Environs	\$1,089	0.01362101
22	Public Accommodation - Caravan Parks, Hotels and Motels – All other areas	\$1,089	0.01075500
23	Light Industry – Cooktown and Environs	\$1,089	0.01310074
24	Light Industry – All other areas	\$1,089	0.00811400
25	Transport and Service Stations – Cooktown and Environs	\$1,122	0.01365791
26	Transport and Service Stations – All other areas	\$1,122	0.01107800

27	Extractive Industry - Quarries	\$517	0.05020100
28	Extractive Industry - 0 – 50 workers and < \$16,500 UCV	\$539	0.04623175
29	Extractive Industry - 0 – 50 workers and $\geq$ \$16,500 UCV	\$539	0.04645675
30	Extractive Industry - 51 – 100 workers	\$17,325	0.05465500
31	Extractive Industry - 101 – 200 workers	\$34,650	0.05465500
32	Extractive Industry - 201 – 500 workers	\$69,300	0.05465500
33	Extractive Industry - 501 – 1000 workers	\$173,250	0.05465500
34	Extractive Industry - 1001 - 1500 workers	\$346,500	0.05465500
35	Extractive Industry - 1501 or more workers	\$519,750	0.05465500
36	Primary Production - Rural Grazing <1000 Ha	\$1,071	0.00756160
37	Primary Production - Rural Grazing $\geq$ 1000Ha	\$1,071	0.00756160
38	Primary Production - Agriculture	\$1,071	0.00756160
39	Electricity generation - < 5MW or electricity, telecommunication or radio transformer site	\$1,134	0.01455590
40	Electricity generation – 5MW – 15MW or electricity, telecommunication or radio transformer site	\$2,052	0.01532200
41	Electricity generation – 16MW – 50MW or electricity, telecommunication or radio transformer site	\$6,568	0.01532200
42	Electricity generation – 51MW - 200MW or electricity, telecommunication or radio transformer site	\$20,937	0.01532200
43	Electricity generation – > 200MW or electricity, telecommunication or radio transformer site	\$82,518	0.01532200
44	Permanent Pump Site	\$453	0.01386400
45	Land not included in any other category	\$1,055	0.01541900

**5.4 ENVIRONMENTAL LEVY SEPARATE CHARGE FOR THE FINANCIAL YEAR 2021/2022**

**File Number:** D21/13468  
**Author:** Audit and Risk Advisor  
**Authoriser:** Heather Kelly, Director Organisational Business Services  
**Attachments:** Nil

**PRECIS**

The purpose of this report is to present to Council for adoption, the Environmental Levy for the financial year 2021/2022.

**BACKGROUND/HISTORY**

Pursuant to section 92 of the *Local Government Act 2009* and section 103 of the *Local Government Regulation 2012*, Council has the power to raise and levy the following separate charge.

A separate charge will be levied equally on each parcel of rateable land within Cook Shire to fund the rehabilitation and after-care costs of Council Waste Management Facilities located at Archer River, Ayton, Coen, Cooktown, Lakeland, Laura, Moreton Telegraph, Portland Roads and Rossville.

Where an assessment containing parcels (greater than one), can be shown to be beyond any form of development or improvement, a written application may be made for an exemption from the Environmental Levy by resolution of Council.

Environmental Levy	Annual Charge
Per parcel of rateable land	\$89

The annual charge has been increased by \$4.00 from the previous year and it will be included in the bi-annual rates notice.

**LINK TO CORPORATE PLAN**

*Key Strategy Priority: Governance* – Accountable, responsible and appropriate governance and management, reflected in responsible long-term financial sustainability and clear strategic direction built around core local government business and affordable levels of service.

*Strategy 1:* Develop an achievable long-term, financial, resource and infrastructure plan to ensure ongoing capacity to fund operations and capital works programs that underpin Council's long-term strategy to achieve financial sustainability.

*Objective 1a:* Council's long-term financial plan is compiled and linked to Council's Corporate and Operational plans.

*Strategy 4:* Work management systems and procedures are reviewed and adjusted to support improved organisational service provision, compliance and efficiency.

*Objective 4d:* The provision of core Council services are underpinned by appropriate and accessible information, communication and technology systems.

*Objective 4f:* Council activities comply with applicable legislation through well maintained policies, procedure and information systems that guide and facilitate good decision making.

**CONSULTATION**

Rates and charges have been workshopped with Councillors, Executive Leadership Team and other relevant staff.

**LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)**

The *Local Government Act 2009* and *Local Government Regulation 2012* provides the legal power for Council to levy separate charges on lands for any service, facility or activity.

**POLICY IMPLICATIONS**

Levying separate charges for services, facilities or activities is consistent with Council's Revenue Policy and Revenue Statement.

**FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)**

to assist in funding its operations and service delivery to the Community.

**RECOMMENDATION**

That Council resolves, pursuant to section 94 of the *Local Government Act 2009* and section 103 of the *Local Government Regulation 2012*, to make and levy a separate charge (to be known as the Environmental Levy Separate Charge) in the sum of \$89, to be levied equally on all rateable parcels of land within the Shire of Cook, for the financial year 2021/2022, for the purpose of rehabilitation and after care costs of Council Waste Management Facilities.

**5.5 WASTE OPERATIONS SEPARATE CHARGE FOR THE FINANCIAL YEAR 2021/2022**

**File Number:** D21/13470  
**Author:** Audit and Risk Advisor  
**Authoriser:** Heather Kelly, Director Organisational Business Services  
**Attachments:** Nil

**PRECIS**

The purpose of this report is to present to Council for adoption, the Waste Operations Levy for the financial year 2021/2022.

**BACKGROUND/HISTORY**

Pursuant to section 92 of the *Local Government Act 2009* and section 103 of the *Local Government Regulation 2012*, Council has resolved to raise and levy the following separate charge.

A separate charge will be levied equally on each parcel of rateable land within Cook Shire for the purpose of contributing towards the ongoing, annual, waste management operational costs of Council waste management facilities, including but not limited to those located at Archer River, Ayton, Coen, Cooktown, Lakeland, Laura, Moreton Telegraph, Portland Roads and Rossville.

Where an assessment containing parcels (greater than one) can be shown to be beyond any form of development or improvement, a written application may be made for an exemption from the Waste Operations Levy by resolution of Council.

Waste Operations Levy	Annual Charge
Per parcel of rateable land	\$32

The annual charge has been increased by \$2.00 from the previous year and it will be included in the bi-annual rates notice.

**LINK TO CORPORATE PLAN**

*Key Strategy Priority:* **Governance** – Accountable, responsible and appropriate governance and management, reflected in responsible long-term financial sustainability and clear strategic direction built around core local government business and affordable levels of service.

*Strategy 1:* Develop an achievable long-term, financial, resource and infrastructure plan to ensure ongoing capacity to fund operations and capital works programs that underpin Council's long-term strategy to achieve financial sustainability.

*Objective 1a:* Council's long-term financial plan is compiled and linked to Council's Corporate and Operational plans.

*Strategy 4:* Work management systems and procedures are reviewed and adjusted to support improved organisational service provision, compliance and efficiency.

*Objective 4d:* The provision of core Council services are underpinned by appropriate and accessible information, communication and technology systems.

*Objective 4f:* Council activities comply with applicable legislation through well maintained policies, procedure and information systems that guide and facilitate good decision making.

**CONSULTATION**

Rates and charges have been workshopped with Councillors, Executive Leadership Team and other relevant staff.

**LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)**

The *Local Government Act 2009* and *Local Government Regulation 2012* provides the legal power for Council to levy separate charges on lands for any service, facility or activity.

**POLICY IMPLICATIONS**

Levying separate charges for services, facilities or activities is consistent with Council's Revenue Policy and Revenue Statement.

**FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)**

to assist in funding its operations and service delivery to the Community.

**RECOMMENDATION**

That Council resolves, pursuant to section 94 of the *Local Government Act 2009* and section 103 of the *Local Government Regulation 2012*, to make and levy a separate charge (to be known as the Waste Operations Levy Separate Charge) in the sum of \$32.00 per rateable assessment, to be levied equally on all rateable parcels of land within the Shire of Cook, for the purpose of contributing towards the ongoing annual waste management operational costs, for the financial year 2021/2022.

**5.6 CAMERON CREEK RURAL ELECTRIFICATION SCHEME - SPECIAL CHARGE FOR THE FINANCIAL YEAR 2021/2022****File Number:** D21/13471**Author:** Audit and Risk Advisor**Authoriser:** Heather Kelly, Director Organisational Business Services**Attachments:** 1 **Benefited Area - Cameron Creek Rural Electrification Scheme** [?](#)**PRECIS**

The purpose of this report is to present to Council for adoption, the Cameron Creek Rural Electrification Scheme special charge for the financial year 2021/2022.

**BACKGROUND/HISTORY**

The Cameron Creek Rural Electrification Scheme was the result of numerous consultations with Ergon, landholders and Council and was carried out to benefit landholders, as there was no power to the area at the time.

**OVERALL PLAN**

The overall plan to construct a “backbone” high voltage power line along Cameron Creek Road was to enable occupiers of the land within the map marked “Benefited Area, Rural Electrification Cameron Creek Road”, to be able to obtain a supply of electricity that otherwise would have been prohibitive.

Council funded the construction of a backbone line borrowing \$182,620 from Queensland Treasury Corporation.

The annual debt servicing charges are apportioned equally on all parcels of rateable land within the benefitted area, as per the annual implementation plan. These charges will continue to apply irrespective of whether the ratepayer is accessing the service, and irrespective of whether the land is at some point reconfigured.

The overall plan is made up of the following:

- i. The service, facility or activity for which the plan is made is payment of a loan taken out by Council to fund construction of a backbone high voltage power line along Cameron Creek Road for the supply of electricity.
- ii. The occupier of the land specially benefits from, or has or will have special access to the “backbone” high voltage power line.
- iii. The rateable land to which the plan applies is defined in the map marked “Benefited Area, Rural Electrification Cameron Creek Road”.
- iv. The estimated cost of carrying out the overall plan is \$286,713.40.
- v. The estimated time for carrying out the overall plan is no more than 20 years from 2006.
- vi. The estimated sum of charges per levy to achieve repayment in no more than 20 years is \$8,694.40.

**ANNUAL IMPLEMENTATION PLAN**

The annual implementation plan for the Cameron Creek Rural Electrification Scheme Special Charge for the 2021/2022 financial year is:

- i. To review the special charge to ensure the sum of levies collected does not exceed the overall costs of carrying out the plan. The special charge has been calculated to allow recovery of the estimated costs of carrying out the overall plan within 20 years.
- ii. To review the special charge for the benefitted area each year to ensure the levy amount is adequate to recover the costs of carrying out the overall plan within the relevant timeframes. For example, in the case of the reconfiguration of parcels of land, the special charge may need to increase or decrease to recover the same total annual levy.

### **LINK TO CORPORATE PLAN**

*Key Strategy Priority: Governance* – Accountable, responsible and appropriate governance and management, reflected in responsible long-term financial sustainability and clear strategic direction built around core local government business and affordable levels of service.

*Strategy 1:* Develop an achievable long-term, financial, resource and infrastructure plan to ensure ongoing capacity to fund operations and capital works programs that underpin Council's long-term strategy to achieve financial sustainability.

*Objective 1a:* Council's long-term financial plan is compiled and linked to Council's Corporate and Operational plans.

*Strategy 4:* Work management systems and procedures are reviewed and adjusted to support improved organisational service provision, compliance and efficiency.

*Objective 4d:* The provision of core Council services are underpinned by appropriate and accessible information, communication and technology systems.

*Objective 4f:* Council activities comply with applicable legislation through well maintained policies, procedure and information systems that guide and facilitate good decision making.

### **CONSULTATION**

Rates and charges have been workshopped with Councillors, Executive Leadership Team and other relevant staff.

### **LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)**

The *Local Government Act 2009* and *Local Government Regulation 2012* provides the legal power for Council to levy special charges for any service, facility or activity that has a distinct association with particular land.

### **POLICY IMPLICATIONS**

Levying special charges for services, facilities or activities is consistent with Council's Revenue Policy and Revenue Statement.

### **FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)**

supply.

**RECOMMENDATION**

1. That Council resolves, pursuant to section 94 of the Local Government Act 2009 and section 94 of the Local Government Regulation 2012, to make and levy a special charge (to be known as the Cameron Creek Rural Electrification Scheme Special Charge) of \$621.00 on all rateable land within the map marked "Benefited Area, Rural Electrification Cameron Creek Road" to fund the repayment of principal and interest on a Queensland Treasury Corporation loan borrowed to cover the construction costs of the backbone electrical line.
2. The overall plan, which was first adopted in 2006 and for the avoidance of doubt, the overall plan for the Cameron Creek Rural Electrification Scheme Special Charge is as follows:
  - a) The service, facility or activity for which the plan is made is payment of a loan taken out by Council to fund construction of a backbone high voltage power line along Cameron Creek Road for the supply of electricity.
  - b) The occupier of the land specially benefits from, or has or will have special access to the "backbone" high voltage power line.
  - c) The rateable land to which the plan applies is defined in the map marked "Benefited Area, Rural Electrification Cameron Creek Road".
  - d) The estimated cost of carrying out the overall plan is \$286,713.40.
  - e) The estimated time for carrying out the overall plan is no more than 20 years from 2006.
  - f) The estimated sum of charges per levy to achieve repayment in no more than 20 years is \$8,694.40.
3. The annual implementation plan for the Cameron Creek Rural Electrification Scheme Special Charge for the 2021/2022 financial year is:
  - a) To review the special charge to ensure the sum of levies collected does not exceed the overall costs of carrying out the plan. The special charge has been calculated to allow recovery of the estimated costs of carrying out the overall plan within 20 years.
  - b) To review the special charge for the benefitted area each year to ensure the levy amount is adequate to recover the costs of carrying out the overall plan within the relevant timeframes. For example, in the case of the reconfiguration of parcels of land, the special charge may need to increase or decrease to recover the same total annual levy.
4. That Council adopts the map marked "Benefited Area - Rural Electrification Cameron Creek Road".

**5.7 RURAL FIRE BRIGADE - SPECIAL CHARGE FOR THE FINANCIAL YEAR 2021/2022****File Number:** D21/13472**Author:** Audit and Risk Advisor**Authoriser:** Heather Kelly, Director Organisational Business Services**Attachments:** 1 Rural Fire Brigade Maps [?](#)**PRECIS**

This report is present to Council for the adoption of the Rural Fire Brigade Special Charges for the financial year 2021/2022.

**BACKGROUND/HISTORY**

The following Rural Fire Brigades have submitted a written application to Council to levy a special charge on their behalf:

- Bloomfield Rural Fire Brigade
- Marton Rural Fire Brigade
- Poison Creek Rural Fire Brigade
- Rossville Rural Fire Brigade

The proposed special charge on all rateable land, to which the overall plan applies, contributes to funding the purchase and maintenance of equipment by each Rural Fire Brigade in the current or future financial years.

The overall plan is made up of the following:

- i. The service, facility or activity for which the plan is made is to fund the purchase and maintenance of equipment by each Rural Fire Brigade in the current or future financial years.
- ii. The rateable land to which the plan applies is for each parcel of land within the defined area of the Queensland Fire and Emergency Maps for each Rural Fire Brigade.
- iii. The estimated cost of carrying out the overall plan is expected to be equal or greater than
  - Bloomfield Rural Fire Brigade \$6,375
  - Marton Rural Fire Brigade \$4,125
  - Poison Creek Rural Fire Brigade \$2,925
  - Rossville Rural Fire Brigade \$3,425
- iv. The estimated time for carrying out the overall plan is one (1) year.

The occupier of the rateable land specially contributes to the need for the service, facility or activity funded by the special charge because each such parcel of land is within the area for which the brigade is in charge of firefighting and fire prevention under the Fire and Emergency Services Act 1990.

**LINK TO CORPORATE PLAN**

*Key Strategy Priority:* **Governance** – Accountable, responsible and appropriate governance and management, reflected in responsible long-term financial sustainability and clear strategic direction built around core local government business and affordable levels of service.

*Strategy 1:* Develop an achievable long-term, financial, resource and infrastructure plan to ensure ongoing capacity to fund operations and capital works programs that underpin Council's long-term strategy to achieve financial sustainability.

*Objective 1a:* Council's long-term financial plan is compiled and linked to Council's Corporate and Operational plans.

*Strategy 4:* Work management systems and procedures are reviewed and adjusted to support improved organisational service provision, compliance and efficiency.

*Objective 4d:* The provision of core Council services are underpinned by appropriate and accessible information, communication and technology systems.

*Objective 4f:* Council activities comply with applicable legislation through well maintained policies, procedure and information systems that guide and facilitate good decision making.

## **CONSULTATION**

Rates and charges have been workshopped with Councillors, Executive Leadership Team and other relevant staff.

## **LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)**

The *Local Government Act 2009* and *Local Government Regulation 2012* provides the legal power for Council to levy special charges for any service, facility or activity that has a distinct association with particular land.

## **POLICY IMPLICATIONS**

Levying special charges for services, facilities or activities is consistent with Council's Revenue Policy and Revenue Statement.

## **FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)**

distributing the funds accordingly.

**RECOMMENDATION**

1. That Council pursuant to section 94 of the Local Government Act 2009 and section 94 of the Local Government Regulation 2012, make and levy a special charge (to be known as the Rural Fire Brigade Special Charge) as per the table below on all rateable land within the Rural Fire Brigade Area Maps supplied by Queensland Fire and Emergency Services, to which the overall plan applies, to fund firefighting and fire prevention.

Rural Fire Brigades	Annual Charge
Bloomfield Rural Fire Brigade	\$25
Marion Rural Fire Brigade	\$25
Poison Creek Rural Fire Brigade	\$25
Rossville Rural Fire Brigade	\$25

2. The overall plan for the Rural Fire Brigade Special Charge is as follows:
  - a) The service, facility or activity for which the plan is made is to fund the purchase and maintenance of equipment by each Rural Fire Brigade in the current or future financial years.
  - b) The rateable land to which the plan applies is for each parcel of land within the defined area of the Queensland Fire and Emergency Maps for each Rural Fire Brigade.
  - c) The estimated cost of carrying out the overall plan is expected to be equal or greater than
    - Bloomfield Rural Fire Brigade \$6,375
    - Marion Rural Fire Brigade \$4,125
    - Poison Creek Rural Fire Brigade \$2,925
    - Rossville Rural Fire Brigade \$3,425
  - d) The estimated time for carrying out the overall plan is one (1) year.
3. That Council adopts the map marked "Rural Fire Brigade Maps".

**5.8 WASTEWATER CHARGES FOR THE FINANCIAL YEAR 2021/2022**

**File Number:** D21/13479  
**Author:** Audit and Risk Advisor  
**Authoriser:** Heather Kelly, Director Organisational Business Services  
**Attachments:** 1 Wastewater Area Maps [?](#)

**PRECIS**

This report is present to Council for the adoption of the Wastewater Charges for the financial year 2021/2022.

**BACKGROUND/HISTORY**

Council provides a wastewater reticulation system within defined wastewater area maps of Coen, Cooktown and Laura. Maps showing the Wastewater Areas will be available on the Council website, [www.cook.qld.gov.au](http://www.cook.qld.gov.au) or from Customer Service at the Council office at 10 Furneaux Street, Cooktown.

Wastewater charges are to be levied in respect of all land where Council deems that wastewater reticulation can be provided to such land to contribute towards the costs of operation, maintenance and capital expenditure/infrastructure associated with the wastewater system.

Properties within the defined wastewater areas shall be levied a wastewater charge based on a unit allocation scheme whereby all lots in the various wastewater areas are allocated a certain number of wastewater units.

Vacant parcels of land in Coen, Cooktown and Laura attract a vacant wastewater charge recognising that a wastewater service is available to the land as wastewater infrastructure has been installed ready to supply the property once it is occupied.

Wastewater charges shall be levied for the cost of supplying a service for the removal of wastewater, for the 2021/2022 financial year on the following basis:

- Council operates a rating regime based on a unit allocation scheme on the basis of the number of units ascribed to the particular occupation of each lot in accordance with the Wastewater Unit Tables (inclusive in the recommendation below); and
- Applicable to lots located within the Wastewater Area Maps of Coen, Cooktown and Laura as attached.

**LINK TO CORPORATE PLAN**

*Key Strategy Priority:* **Governance** – Accountable, responsible and appropriate governance and management, reflected in responsible long-term financial sustainability and clear strategic direction built around core local government business and affordable levels of service.

*Strategy 1:* Develop an achievable long-term, financial, resource and infrastructure plan to ensure ongoing capacity to fund operations and capital works programs that underpin Council's long-term strategy to achieve financial sustainability.

*Objective 1a:* Council's long-term financial plan is compiled and linked to Council's Corporate and Operational plans.

*Strategy 4:* Work management systems and procedures are reviewed and adjusted to support improved organisational service provision, compliance and efficiency.

*Objective 4d:* The provision of core Council services are underpinned by appropriate and accessible information, communication and technology systems.

*Objective 4f:* Council activities comply with applicable legislation through well maintained policies, procedure and information systems that guide and facilitate good decision making.

## **CONSULTATION**

Rates and charges have been workshopped with Councillors, Executive Leadership Team and other relevant staff.

## **LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)**

The *Local Government Act 2009* and *Local Government Regulation 2012* provides the legal power for Council to levy utility charges for any service, facility or activity associated with the following utilities:

- a) Waste management;
- b) Gas;
- c) Sewerage;
- d) Water.

## **POLICY IMPLICATIONS**

Levying utility charges for services, facilities or activities is consistent with Council's Revenue Policy and Revenue Statement.

## **FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)**

to assist in funding its operations and service delivery to the Community.

**RECOMMENDATION**

- (a) That Council, pursuant to section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, adopts to make and levy wastewater utility charges for the supply of wastewater services by Council, as follows:

Coen Wastewater Unit Table	Coen	
	Units	Charge (\$138 x no. of units)
Accommodation: per room / site without facilities	2	\$276
Accommodation: per room / site with facilities	3	\$414
Ambulance / Fire Station	8	\$1,104
Bakery / Butchery / Cafe / Commercial Laundry / Garage / Industry / Office / Post Office / Shop / Takeaway / Works Depot	10	\$1,380
Barracks	8	\$1,104
Caravan Park Kiosk and/or Office	3	\$414
Church / Gallery / Hall / Meeting Room / Museum / Nursery	4	\$552
Clubs (Not for Profit): Licensed	10	\$1,380
Clubs (Not for Profit): Unlicensed	4	\$552
Court House / Government Offices / Police Station / Service Station	14	\$1,932
Day Care Centre / Kindergarten	12	\$1,656
Doctor or Dental Surgery or similar: 0 – 2 rooms	10	\$1,380
Doctor or Dental Surgery or similar: more than 2 rooms	14	\$1,932
Dwelling, Duplexes, Flats and/or Self Contained Units (each unit) (attached to a commercial building or not)	8	\$1,104
Fuel Depot / Fuel Storage Facility	6	\$828
Library	6	\$828
Licensed Clubs / Hotel / Resort / Tavern – without Restaurant	20	\$2,760
Licensed Clubs / Hotel / Resort / Tavern – with Restaurant	30	\$4,140
Professional Office / Room in an existing dwelling (Residential Zone)	8	\$1,104
Professional Office / Room in an existing dwelling (Centre Zone)	10	\$1,380
Racecourse	6	\$828
Relatives Apartment – Planning Approval required	8	\$1,104
Restaurant	20	\$2,760
Schools: up to 2 rooms	12	\$1,656
Schools: 3 – 5 rooms	24	\$3,312
Schools: 6 – 10 rooms	48	\$6,624
Schools: 11 – 20 rooms	64	\$8,832
Storage Shed	4	\$552
Tourist Attraction	6	\$828
Vacant	8	\$1,104
Welfare Home: per unit	8	\$1,104

Cooktown Wastewater Unit Table	Cooktown	
	Units	Charge (\$156 x no. of units)
Accommodation: per room / site without facilities	2	\$312
Accommodation: per room / site with facilities	3	\$468
Ambulance / Fire Station	6	\$936
Bakery / Butchery / Cafe / Commercial Laundry / Garage / Industry / Office / Post Office / Shop / Takeaway / Works Depot	10	\$1,560
Barracks	6	\$936
Business/Shopping Complex (without restaurant): 1 <sup>st</sup> Business/Shop	10	\$1,560
Business/Shopping Complex (with restaurant): 1 <sup>st</sup> Business/Shop	14	\$2,184
Business/Shopping Complex: each additional Business/Shop	4	\$624
Caravan Park Kiosk and/or Office	3	\$468
Church / Gallery / Hall / Meeting Room / Museum / Nursery	4	\$624
Clubs (Not for Profit): Licensed	10	\$1,560
Clubs (Not for Profit): Unlicensed	4	\$624
Court House / Government Offices / Police Station / Service Station	14	\$2,184
Day Care Centre / Kindergarten	12	\$1,872
Doctor or Dental Surgery or similar: 0 – 2 rooms	10	\$1,560
Doctor or Dental Surgery or similar: more than 2 rooms	14	\$2,184
Dwelling, Duplexes, Flats and/or Self Contained Units (each unit) (attached to a commercial building or not) excluding Strata Titled Units	6	\$936
Event Centre	20	\$3,120
Fuel Depot / Fuel Storage Facility	6	\$936
Hospital	70	\$10,920
Library	6	\$936
Licensed Clubs / Hotel / Resort / Tavern – without Restaurant	20	\$3,120
Licensed Clubs / Hotel / Resort / Tavern – with Restaurant	30	\$4,680
Professional Office / Room in an existing dwelling (Residential Zone)	8	\$1,248
Professional Office / Room in an existing dwelling (Centre Zone)	10	\$1,560
Racecourse	6	\$936
Relatives Apartment – Planning Approval required	6	\$936
Restaurant	20	\$3,120
Schools: Boarding	54	\$8,424
Schools: up to 2 rooms	12	\$1,872
Schools: 3 – 5 rooms	24	\$3,744
Schools: 6 – 10 rooms	48	\$7,488
Schools: 11 – 20 rooms	64	\$9,984
Schools: over 20 rooms	128	\$19,968
Storage Shed	4	\$624
Strata Titled Unit: each residential unit	6	\$936
Strata Titled Unit: each commercial unit	10	\$1,560
Tourist Attraction	6	\$936
Vacant	6	\$936
Welfare Home: per unit	8	\$1,248

Laura Wastewater Unit Table	Laura	
	Units	Charge (\$780 / no. of units)
Accommodation: per room / site without facilities	1	\$78
Accommodation: per room / site with facilities	2	\$156
Ambulance / Fire Station	4	\$312
Bakery / Butchery / Cafe / Commercial Laundry / Garage / Industry / Office / Post Office / Shop / Takeaway / Works Depot	10	\$780
Barracks	8	\$624
Caravan Park Kiosk and/or Office	2	\$156
Church / Gallery / Hall / Meeting Room / Museum / Nursery	4	\$312
Clubs (Not for Profit): Unlicensed	4	\$312
Court House / Government Offices / Police Station / Service Station	14	\$1,092
Doctor or Dental Surgery or similar: 0 – 2 rooms	10	\$780
Dwelling, Duplexes, Flats and/or Self Contained Units (each unit) (attached to a commercial building or not)	8	\$624
Licensed Clubs / Hotel / Resort / Tavern – without Restaurant	10	\$780
Licensed Clubs / Hotel / Resort / Tavern – with Restaurant	15	\$1,170
Racecourse	6	\$468
Restaurant	10	\$780
Schools: up to 2 rooms	12	\$936
Schools: 3 – 5 rooms	24	\$1,872
Tourist Attraction	6	\$468
Vacant	8	\$624

(b) That Council adopts the Wastewater Area Maps for Coen, Cooktown and Laura.

**5.9 WATER CHARGES FOR THE FINANCIAL YEAR 2021/2022**

**File Number:** D21/13486  
**Author:** Audit and Risk Advisor  
**Authoriser:** Heather Kelly, Director Organisational Business Services  
**Attachments:** 1 Water Area Maps [?](#)

**PRECIS**

This report is presented to Council for the adoption of the Water Utility Charges for the financial year 2021/2022.

**BACKGROUND/HISTORY**

Utility charges for services that have been supplied or are to be supplied during part of the financial year and part of another financial year, will be set on an annual basis having regard to the costs associated with providing the services.

**Water Charges**

Water Charges shall be made for the purpose of supplying water for the 2021/2022 financial year on the following basis.

Service (Access) Charges

Water service access charges are calculated per water meter as detailed in the table below. Vacant Service Charges are to apply to all vacant parcels of land as well as all properties that do not have planning approval for either residential or commercial use within the Coen, Cooktown, Lakeland and Laura Water Areas. Water charges will be levied in two equal, half-yearly amounts.

Consumption Charges

A one (1) tier pricing structure is used in applying the consumption charge component of a multi part tariff as set out in the table below. Water meters will be read half yearly. Water consumption will be billed per meter at the cost per kilolitre, as shown in the recommendation below.

Council has adopted a user pays multi part tariff consisting of a service (access) charge based on water meter size, plus a consumption charge for all metered properties, where Council deems that water can be supplied to such land from the reticulated system. The charges offset the costs of operation, maintenance and capital expenditure associated with the water supply system within the defined Coen, Cooktown, Lakeland and Laura Water Areas.

Vacant parcels of land that are not metered will attract a vacant water service (access) charge recognising that a water service is available to the land as water infrastructure has been installed ready to supply the property once it is occupied.

Maps showing the Water Areas will be available on the Council website, [www.cook.qld.gov.au](http://www.cook.qld.gov.au) or from Customer Service at the Council office at 10 Furneaux Street, Cooktown.

**LINK TO CORPORATE PLAN**

*Key Strategy Priority:* **Governance** – Accountable, responsible and appropriate governance and management, reflected in responsible long-term financial sustainability and clear strategic direction built around core local government business and affordable levels of service.

*Strategy 1:* Develop an achievable long-term, financial, resource and infrastructure plan to ensure ongoing capacity to fund operations and capital works programs that underpin Council's long-term strategy to achieve financial sustainability.

*Objective 1a:* Council's long-term financial plan is compiled and linked to Council's Corporate and Operational plans.

*Strategy 4:* Work management systems and procedures are reviewed and adjusted to support improved organisational service provision, compliance and efficiency.

*Objective 4d:* The provision of core Council services are underpinned by appropriate and accessible information, communication and technology systems.

*Objective 4f:* Council activities comply with applicable legislation through well maintained policies, procedure and information systems that guide and facilitate good decision making.

## **CONSULTATION**

Rates and charges have been workshopped with Councillors, Executive Leadership Team and other relevant staff.

## **LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)**

The *Local Government Act 2009* and *Local Government Regulation 2012* provides the legal power for Council to levy utility charges for any service, facility or activity associated with the following utilities:

- a) Waste management;
- b) Gas;
- c) Sewerage;
- d) Water.

## **POLICY IMPLICATIONS**

Levying utility charges for services, facilities or activities is consistent with Council's Revenue Policy and Revenue Statement.

## **FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)**

to assist in funding its operations and service delivery to the Community.

**RECOMMENDATION**

1. That Council, pursuant to section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, adopts to make and levy water utility charges, for the supply of water services by Council, as follows:

<b>WATER SERVICE AND CONSUMPTION CHARGE TABLE</b>		
<b>Water Charge Description</b>	<b>Annual Water Service Charge</b>	<b>Water Consumption Cost per Kilotre</b>
Vacant land	\$802	\$0.00
20mm meter connection	\$515	\$1.94
25mm meter connection	\$804	\$1.94
32mm meter connection	\$1,317	\$1.94
40mm meter connection	\$2,058	\$1.94
50mm meter connection	\$3,216	\$1.94
80mm meter connection	\$8,232	\$1.94
100mm meter connection	\$12,863	\$1.94

2. That Council adopts, pursuant to section 102(2) of the *Local Government Regulation 2012*, a water meter is taken to have been read during the period that starts 2 weeks before and ends 2 weeks after, the day on which the meter is actually read.
3. That Council adopts the Water Area Maps for Coen, Cooktown, Laura and Lakeland.

**5.10 KERBSIDE COLLECTION CHARGES FOR THE FINANCIAL YEAR 2021/2022**

**File Number:** D21/13489  
**Author:** Audit and Risk Advisor  
**Authoriser:** Heather Kelly, Director Organisational Business Services  
**Attachments:** 1 Kerbside Collection Maps [?](#)

**PRECIS**

This report is presented to Council for the adoption of the Kerbside Collection Charges for the financial year 2021/2022.

**BACKGROUND/HISTORY**

The Council levies utility charges for the provision of kerbside collection services, which are calculated to contribute towards the costs of providing the services.

Council provides a residential refuse collection service within defined refuse area maps marked Coen; Cooktown, Marton, Lakeland; Laura; Helenvale and Rossville; Oaky Creek, Poison Creek and Endeavour Valley Road and Ayton Refuse Collection Area Maps. All residential properties, excluding vacant land, within the service areas attract the refuse collection charge, irrespective of whether they use the service or not.

Rural/Residential properties on the Peninsula Development Road between Lakeland and Laura have been offered kerbside refuse collection, but only those residents who wish to utilise the service will attract the refuse collection charge.

To provide the flexibility for residential properties to implement best practice waste minimisation systems that suit their individual circumstances, Council provides the property owners, with the exception of Coen residents, with a choice of either a 120 litre or 240 litre wheelie bin for collection.

Maps showing the Kerbside Collection Areas will be available on the Council website, [www.cook.qld.gov.au](http://www.cook.qld.gov.au) or from Customer Service at the Council office at 10 Furneaux Street, Cooktown.

An annual residential kerbside collection charge, for the purpose of removal and disposal of perishable waste only, is for a collection service and charges for the 2021/2022 financial year will be applied in accordance with the schedule contained within the recommendation.

**LINK TO CORPORATE PLAN**

*Key Strategy Priority:* **Governance** – Accountable, responsible and appropriate governance and management, reflected in responsible long-term financial sustainability and clear strategic direction built around core local government business and affordable levels of service.

*Strategy 1:* Develop an achievable long-term, financial, resource and infrastructure plan to ensure ongoing capacity to fund operations and capital works programs that underpin Council's long-term strategy to achieve financial sustainability.

*Objective 1a:* Council's long-term financial plan is compiled and linked to Council's Corporate and Operational plans.

*Strategy 4:* Work management systems and procedures are reviewed and adjusted to support improved organisational service provision, compliance and efficiency.

*Objective 4d:* The provision of core Council services are underpinned by appropriate and accessible information, communication and technology systems.

*Objective 4f:* Council activities comply with applicable legislation through well maintained policies, procedure and information systems that guide and facilitate good decision making.

### **CONSULTATION**

Rates and charges have been workshopped with Councillors, Executive Leadership Team and other relevant staff.

### **LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)**

The *Local Government Act 2009* and *Local Government Regulation 2012* provides the legal power for Council to levy utility charges for any service, facility or activity associated with the following utilities:

- a) Waste management;
- b) Gas;
- c) Sewerage;
- d) Water.

### **POLICY IMPLICATIONS**

Levying utility charges for services, facilities or activities is consistent with Council's Revenue Policy and Revenue Statement.

### **FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)**

to assist in funding its operations and service delivery to the Community.

**RECOMMENDATION**

1. That Council resolves, pursuant to section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, to make and levy kerbside collection charges, for the provision of kerbside collection services, as follows:

<b>Waste Collection Utility Charges - Coen</b>		
<b>Type of Improvement</b>	<b>Utility</b>	<b>Annual Charge</b>
For each dwelling	1 x 240 litre bin	\$483

<b>Waste Collection Utility Charges – Cooktown, Lakeland, Laura &amp; Marton</b>		
<b>Type of Improvement</b>	<b>Utility</b>	<b>Annual Charge</b>
For each dwelling	1 x 240 litre bin	\$483
	1 x 120 litre bin	\$242

<b>Waste Collection Utility Charges – Ayton, Bloomfield, Endeavour Valley Road outside bounds of Cooktown and Marton, Helenvale, Oaky Creek Road, Poison Creek Road &amp; Rossville</b>		
<b>Type of Improvement</b>	<b>Utility</b>	<b>Annual Charge</b>
For each dwelling	1 x 240 litre bin	\$242
	1 x 120 litre bin	\$121

2. That Council adopts the Kerbside Collection Area Maps for Ayton, Bloomfield, Coen, Cooktown, Endeavour Valley Road outside bounds of Cooktown and Marton, Helenvale, Lakeland, Laura, Marton, Oaky Creek Road, Poison Creek Road and Rossville.

**5.11 INTEREST ON OUTSTANDING RATES AND CHARGES FOR THE FINANCIAL YEAR 2021/2022**

**File Number:** D21/13493  
**Author:** Audit and Risk Advisor  
**Authoriser:** Heather Kelly, Director Organisational Business Services  
**Attachments:** Nil

**PRECIS**

This report is presented to Council to determine the interest rate to be applied to overdue rates and charges for the financial year 2021/2022.

**BACKGROUND/HISTORY**

Section 133 of the *Local Government Regulation 2012* details how the interest rate for overdue rates and charges is to be calculated and the resulting interest rate is the maximum that can be applied.

This calculation is the bank bill yield rate for the day, rounded to 2 decimal points plus 8%. For this calculation the bank bill yield rate, for a day, means the monthly average yield of 90-day bank accepted bills published by the Reserve Bank of Australia (RBA) for the month of March in the financial year immediately before the financial year in which the day occurs.

The bank bill yield rate as at March 2021 published by the RBA was 0.03%, so the maximum interest rate for the 2021/2022 financial year will be 8.03%.

**LINK TO CORPORATE PLAN**

*Key Strategy Priority:* **Governance** – Accountable, responsible and appropriate governance and management, reflected in responsible long-term financial sustainability and clear strategic direction built around core local government business and affordable levels of service.

*Strategy 1:* Develop an achievable long-term, financial, resource and infrastructure plan to ensure ongoing capacity to fund operations and capital works programs that underpin Council's long-term strategy to achieve financial sustainability.

*Objective 1a:* Council's long-term financial plan is compiled and linked to Council's Corporate and Operational plans.

*Strategy 4:* Work management systems and procedures are reviewed and adjusted to support improved organisational service provision, compliance and efficiency.

*Objective 4d:* The provision of core Council services are underpinned by appropriate and accessible information, communication and technology systems.

*Objective 4f:* Council activities comply with applicable legislation through well maintained policies, procedure and information systems that guide and facilitate good decision making.

**CONSULTATION**

Rates and charges, including interest payable on overdue rates and charges, have been workshopped with Councillors, Executive Leadership Team and other relevant staff.

**LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)**

The *Local Government Act 2009* and *Local Government Regulation 2012* provides the legal power for Council to levy rates and charges and to apply interest on any balances that are overdue. An overdue balance is any rate and charge, or part thereof that remains unpaid the day after the due date for payment.

**POLICY IMPLICATIONS**

Charging interest on overdue balances is consistent with Council's Revenue Policy, Revenue Statement and Debt Recovery Policy.

**FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)**

overdue balances assists in the additional costs incurred by Council in the debt recovery process.

**RECOMMENDATION**

That Council adopts, pursuant to section 133 of the *Local Government Regulation 2012*, compound interest calculated on daily rests at the rate of 8.03% per annum is to be charged on all overdue rates and/or charges for the 2021/2022 financial year.

**5.12 RATE NOTICES LEVY AND PAYMENT FOR THE FINANCIAL YEAR 2021/2022**

**File Number:** D21/13537  
**Author:** Audit and Risk Advisor  
**Authoriser:** Heather Kelly, Director Organisational Business Services  
**Attachments:** Nil

**PRECIS**

This report is presented to Council to determine the frequency and timing for the issuance of rate notices and the period in which the rates and charges are to be paid.

**BACKGROUND/HISTORY**

Council has determined, in accordance with the provisions of Section 107 of the *Local Government Regulation 2012* that all rates and charges will be levied in two (2) half yearly instalments covering the periods 1 July 2021 to 31 December 2021 and 1 January 2022 to 30 June 2022.

The timing to issue the rate notices is as follows:

- for the half year 1 July 2021 to 31 December 2021 - in August/ September 2021; and
- for the half year 1 January 2022 to 30 June 2022 - in February/March 2022.

In accordance with Section 118 of the *Local Government Regulation 2012*, the due date for payment has to be at least 30 days from the date of issue of the rate notice.

**LINK TO CORPORATE PLAN**

*Key Strategy Priority: Governance* – Accountable, responsible and appropriate governance and management, reflected in responsible long-term financial sustainability and clear strategic direction built around core local government business and affordable levels of service.

*Strategy 1:* Develop an achievable long-term, financial, resource and infrastructure plan to ensure ongoing capacity to fund operations and capital works programs that underpin Council's long-term strategy to achieve financial sustainability.

*Objective 1a:* Council's long-term financial plan is compiled and linked to Council's Corporate and Operational plans.

*Strategy 4:* Work management systems and procedures are reviewed and adjusted to support improved organisational service provision, compliance and efficiency.

*Objective 4d:* The provision of core Council services are underpinned by appropriate and accessible information, communication and technology systems.

*Objective 4f:* Council activities comply with applicable legislation through well maintained policies, procedure and information systems that guide and facilitate good decision making.

**CONSULTATION**

Rates, charges, and all associated matters, have been workshopped with Councillors, Executive Leadership Team and other relevant staff.

**LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)**

The *Local Government Regulation 2012* details the requirements of issuing rate notices. The period for which the rates and charges must be paid, has to be at least 30 days from the issue of the notice.

**POLICY IMPLICATIONS**

Levying rates and charges and all associated activities is consistent with Council's Revenue Policy and Revenue Statement.

**FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)**

is utilised to assist in funding its operations and service delivery to the Community.

**RECOMMENDATION**

1. That Council adopts, pursuant to section 107 of the *Local Government Regulation 2012* and section 114 of the *Fire and Emergency Services Act 1990*, Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy be levied:
  - a) for the half year 1 July 2021 to 31 December 2021 - in August/ September 2021;  
and,
  - b) for the half year 1 January 2022 to 30 June 2022 - in February/March 2022.
2. That Council adopts, pursuant to section 118 of the *Local Government Regulation 2012*, that Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy, be paid within 30 days of the date of the issue of the rate notice.

**5.13 PENSIONER CONCESSION FOR THE FINANCIAL YEAR 2021/2022**

**File Number:** D21/13621  
**Author:** Audit and Risk Advisor  
**Authoriser:** Heather Kelly, Director Organisational Business Services  
**Attachments:** Nil

**PRECIS**

This report is presented to Council for the adoption of the Pensioner Concessions for the financial year 2021/2022.

**BACKGROUND/HISTORY**

The State Government grants a concession for rates to eligible Pensioner Concession Card holders as per the Pensioner Rebate Subsidy Scheme Policy.

The State Government's pensioner subsidy will be up to twenty percent (20%), to a maximum rebate of \$200 per annum and is applied to General Differential Rates, Water Service Charges, Sewerage Charges and Refuse Collection Charges; and 20% of the Emergency Management Levy.

Council also grants a concession on the same criteria as the State except for the following additional criteria:

- Either a Certificate of Occupancy or Final Inspection Certificate has been issued for a Class 1A Dwelling constructed after 30 April 1999.

Council's pensioner subsidy will be up to twenty percent (20%), to a maximum rebate of \$200 per annum and is applied to General Differential Rates, Water Service Charges, Sewerage Charges and Refuse Collection Charges.

A pensioner may receive one or both subsidies depending on their particular circumstances.

**LINK TO CORPORATE PLAN**

*Key Strategy Priority:* **Governance** – Accountable, responsible and appropriate governance and management, reflected in responsible long-term financial sustainability and clear strategic direction built around core local government business and affordable levels of service.

*Strategy 1:* Develop an achievable long-term, financial, resource and infrastructure plan to ensure ongoing capacity to fund operations and capital works programs that underpin Council's long-term strategy to achieve financial sustainability.

*Objective 1a:* Council's long-term financial plan is compiled and linked to Council's Corporate and Operational plans.

*Strategy 4:* Work management systems and procedures are reviewed and adjusted to support improved organisational service provision, compliance and efficiency.

*Objective 4d:* The provision of core Council services are underpinned by appropriate and accessible information, communication and technology systems.

*Objective 4f:* Council activities comply with applicable legislation through well maintained policies, procedure and information systems that guide and facilitate good decision making.

**CONSULTATION**

Consultation not required in this instance, as Council, has for many years, matched the State Government pensioner subsidy through the granting of a pensioner concession on general rates and utility charges.

**LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)**

The *Local Government Regulation 2012* provides the legal power for Council to grant concessions in certain circumstances and this includes where the land is owned or occupied by a pensioner.

**POLICY IMPLICATIONS**

Granting a pensioner concession to eligible ratepayers is consistent with Council's Revenue Policy and Revenue Statement.

**FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)**

annual budget.

**RECOMMENDATION**

That Council resolves that, pursuant to sections 120, 121 and 122 of the *Local Government Regulation 2012*, the following rebates be granted to all ratepayers who are pensioners and who meet the eligibility criteria for Council and State government pensioner remission:

- Council Rebate of twenty percent (20%), capped at a maximum of \$200 per annum and is applied to General Differential Rates, Water Service Charges, Sewerage Charges and Refuse Collection Charges; and/or
- State Government Rebate of twenty percent (20%), capped at a maximum of \$200 per annum and is applied to General Differential Rates, Water Service Charges, Sewerage Charges and Refuse Collection Charges and 20% of the Emergency Management Fire Levy.

**5.14 STATEMENT OF ESTIMATED FINANCIAL POSITION 2020/2021**

**File Number:** D21/13623  
**Author:** Audit and Risk Advisor  
**Authoriser:** Heather Kelly, Director Organisational Business Services  
**Attachments:** 1 [Statement of Estimated Financial Position 2020/2021](#)

**PRECIS**

This report is presented to Council for noting the Statement of Financial Position for the financial year 2020/2021.

**BACKGROUND/HISTORY**

Throughout the financial year, Council receives, on a monthly basis, a financial report which provides progress of Council operations to its annual budget. This report is a forecast on actuals against budget and the anticipated financial results for the current financial year.

The following table details the net operating result from original budget to revised budget to the now forecasted position:

Original Budget	Revised Budget	Forecasted Result
\$,000	\$,000	\$,000
Deficit (\$8,774)	Deficit (\$8,495)	Deficit (\$9,923)

After an analysis of Council's financial position in early June 2021, it is now forecasted that Council's operating result for the 2020/2021 financial year has an increased deficit of \$1.428M over the revised budget. Some of the key factors contributing to this result are:

- In budgeting for the Disaster Recovery Funding Arrangements (DRFA) works there was a salary component of \$1.45M for which it was expected to receive grant funding and accordingly \$1.45M was included in the revenue side of the budget. However, during the course of the year the actual salary cost that could be claimed was \$589K. This resulted in \$861K in less grant funding that could be claimed and hence a shortfall in expected revenue.
- When developing the revenue budget for rates and charges, the rates and charges levied on Council properties were included. However under the Accounting Standards, an organisation cannot recognise any revenue that is self-generated therefore Council has a reduction in rates revenue of \$311K.
- The capital works program as budgeted will not be completed this financial year. This has resulted in salaries that were expected to be accounted for in the capital program having to be absorbed into the operating salaries. Therefore, savings expected to be achieved in salaries, through vacancy of positions, have not eventuated.

The anticipated increased deficit position had not been realised earlier in the year due to the timing and processing of transactions and the performance of reconciliations. To mitigate a similar situation occurring in the future, Senior Management will be instigating greater internal controls and end of month processes.

Notwithstanding the above, Council staff continue to work closely with grant funding bodies to finalise project milestones and to obtain revenue to offset expenditure that has been incurred. It is

possible that further grant funding will be received prior to the end of the financial year which will improve this forecasted operating result. The anticipated improved result will be recognised in the end of year financial statements.

### LINK TO CORPORATE PLAN

*Key Strategy Priority: Governance* – Accountable, responsible and appropriate governance and management, reflected in responsible long-term financial sustainability and clear strategic direction built around core local government business and affordable levels of service.

*Strategy 1:* Develop an achievable long-term, financial, resource and infrastructure plan to ensure ongoing capacity to fund operations and capital works programs that underpin Council's long-term strategy to achieve financial sustainability.

*Objective 1a:* Council's long-term financial plan is compiled and linked to Council's Corporate and Operational plans.

*Strategy 4:* Work management systems and procedures are reviewed and adjusted to support improved organisational service provision, compliance and efficiency.

*Objective 4d:* The provision of core Council services are underpinned by appropriate and accessible information, communication and technology systems.

*Objective 4f:* Council activities comply with applicable legislation through well maintained policies, procedure and information systems that guide and facilitate good decision making.

### CONSULTATION

In this instance, wider consultation has not been undertaken as this report provides an estimate only, of Council's financial position as at 30 June 2021.

### LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

This report has been prepared in accordance with section 205 of the *Local Government Regulation 2012*, which states:

*(1) The chief executive officer must present the local government's annual budget meeting with a statement of estimated financial position.*

*(2) A **statement of estimated financial position** is a document stating the financial operations, and financial position, of the local government for the previous financial year.*

### POLICY IMPLICATIONS

There are no policy implications with this report.

### FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

with an estimated financial position of Council's operations as at 30 June 2021.

**RECOMMENDATION**

That, pursuant to section 205 of the *Local Government Regulation 2012*, Council receives the statement of the financial operations and financial position of the Council in respect of the 2020/2021 financial year (“the Statement of Estimated Financial Position”) and notes the contents.

**5.15 ADOPTION OF BUDGET FOR THE FINANCIAL YEAR 2021/2022****File Number:** D21/13624**Author:** Audit and Risk Advisor**Authoriser:** Heather Kelly, Director Organisational Business Services

**Attachments:**

- 1 The Statement of Comprehensive Income [?](#)
- 2 The Statement of Financial Position [?](#)
- 3 The Statement of Cash Flows [?](#)
- 4 The Statement of Changes in Equity [?](#)
- 5 Capital Works Program 2021/2022 [?](#)
- 6 Long-term Financial Forecast [?](#)
- 7 Asset Management Strategy [?](#)
- 8 Revenue Statement [?](#)
- 9 Revenue Policy (as adopted by Council 9 March 2021) [?](#)
- 10 Relevant Measures of Financial Sustainability [?](#)
- 11 Rates & Charges Change as % [?](#)

**PRECIS**

This report is presented to Council for adoption of the 2021/2022 Annual Budget pursuant to the provisions of the *Local Government Act 2009* and the *Local Government Regulation 2012*.

**BACKGROUND/HISTORY**

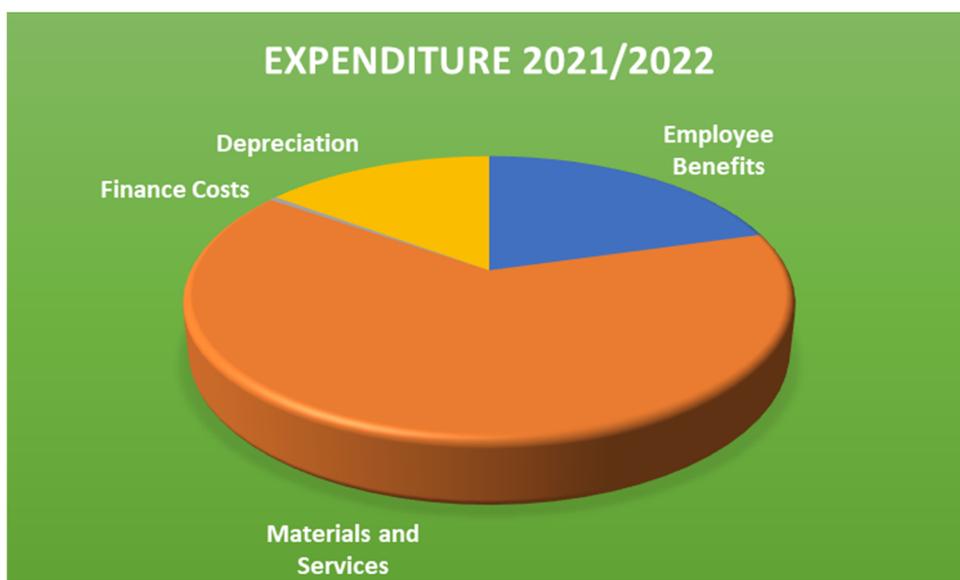
Work commenced in early March 2021 in developing the 2021/2022 Annual Budget. In formulating this budget a significant number of meetings have occurred with Council's Managers, relevant Council officers, the Executive Leadership Team and numerous workshops with Councillors.

Considerable focus has been placed on the thorough analysis of expenditure to reduce costs wherever possible. However, Council is continually faced with escalating costs in operations and in particular to insurance premiums, increased maintenance requirements on ageing assets and ongoing legislative/statutory compliance obligations. To assist in overcoming these increasing financial obligations, Council has developed this budget with rate increases and the removal of the discount for early payment.

The 2021/2022 Annual Budget being presented to Council has forecasted revenue of \$62.9M and expenditure of \$72.5M resulting in an operating deficit of \$9.6M. A breakdown of the revenue and expenditure allocations are contained in the following graphs:



As can be seen above, approximately 82% of Council’s revenue is derived from Government grants, which finance the bulk of Council’s operations. The revenue derived from rates and charges goes in some way to cover the shortfall in the provision of essential services, such as water, wastewater and waste management facilities.



Details of how these funds have been allocated to support our community over the next financial year appear below:

<b>Community Liveability</b>	Ensuring Cook Shire remains a great place to live by conducting health inspections, promoting responsible pet ownership, supporting and promoting tourism, supporting out businesses, delivering community events, preparing and responding to disasters and enhancing Bama partnerships.
<b>Community Facilities</b>	Providing a range of Community Facilities accessible by the community for little or no cost. Community facilities include the pool, libraries, community halls, public toilets, pensioner units, parks and gardens, galleries, airports, sport fields, the PCYC and buildings occupied by community groups.

<b>Corporate Administration</b>	Managing the corporate functions of Council, such as record keeping, finance, IT, HR and costs associated with Councillors and Council meetings.
<b>Essential Services</b>	Ensuring the supply of water and provision of waste water services through 7 treatment plants, operating 12 waste disposal facilities and, ensuring household waste is collected kerbside from approximately 1500 properties across the Shire.
<b>Roads, Footpaths, Drainage and Public Works</b>	Maintaining roads, kerbs, bridges, footpaths, drains, car parks and boat ramps.
<b>Depreciation</b>	An accounting method of allocating the cost of an asset over its useful life. Depreciation represents the decline of an asset's value during a discrete period of time.
<b>Roadworks – Disaster Recovery Funding Arrangements (DFRA)</b>	Council receives significant funding through DRFA to repair identified damage caused to our road network through adverse weather events. The full cost of this work is offset through state government funding.

In developing the Capital Works Program for the 2021-22 year, consideration was given to the overall financial position of Council, the ability to fund capital projects from own source funding, the availability of external funding and the need to renew essential infrastructure. As a result of these considerations the proposed Capital Works Program reflects only those projects that are fully or part funded by external sources, or those Council had committed to in previous years. The budget anticipates future provision of \$400,000 for rural road maintenance to be incorporated following the finalisation of the 2020-2021 financial statements. This budget item will be included in the first budget review.

Funding the capital renewal of assets continues to be a significant challenge for Council and will require continued focus over a number of years. Council staff continue to work closely with grant funding bodies to finalise project milestones and to obtain revenue to offset expenditure that has been previously incurred. It is possible that further grant funding will be received in the near future and these funds will be utilised to advance key capital/operational priorities and will be reflected in the revised budget presented to Council later this year.

As in previous years, and although it is not a statutory requirement, Council undertook a community consultation exercise with the draft budget to enable the community to provide comments/feedback. Further information on this is available in Consultation section of this report.

### LINK TO CORPORATE PLAN

*Key Strategy Priority:* **Governance** – Accountable, responsible and appropriate governance and management, reflected in responsible long-term financial sustainability and clear strategic direction built around core local government business and affordable levels of service.

*Strategy 1:* Develop an achievable long-term, financial, resource and infrastructure plan to ensure ongoing capacity to fund operations and capital works programs that underpin Council's long-term strategy to achieve financial sustainability.

*Objective 1a:* Council's long-term financial plan is compiled and linked to Council's Corporate and Operational plans.

*Strategy 4:* Work management systems and procedures are reviewed and adjusted to support improved organisational service provision, compliance and efficiency.

*Objective 4d:* The provision of core Council services are underpinned by appropriate and accessible information, communication and technology systems.

*Objective 4f:* Council activities comply with applicable legislation through well maintained policies, procedure and information systems that guide and facilitate good decision making.

## **CONSULTATION**

In the first instance, there were considerable meetings with Managers and other relevant staff to assist in the formulation of the budget, operational plan and capital works program. This information was the presented to Councillors and the Executive Leadership Team through numerous workshops.

The draft budget was circulated through

- Council's website
- 3 posts on Council Facebook page that was shared to the Corkboard and other relevant community group pages
- Posters distributed for use on Council notice boards at libraries and the Council administration building
- Libraries and Customer Service printed and displayed
- Advertised in the *Cooktown Indy* (accompanied by a small article/notice)
- Chief Executive Officer email to all Cook Shire Council Staff (7 June 2021)

to inform and seek feedback from the Community. This engagement process ended on 14 June 2021. During this consultation period, Council received correspondence from 10 community sources providing feedback/comments on the draft budget. The majority of these comments were objections to the rate increase and the loss of discount. A summary of correspondence received has been forwarded to all Councillors.

## **LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)**

In drafting this budget for presentation to Council for adoption, continual reference to the *Local Government Act 2009* and the *Local Government Regulation 2012* has occurred to ensure all aspects of the budget comply with statutory obligations.

## **POLICY IMPLICATIONS**

All relevant financial policies have been reviewed and readopted by Council through this annual budget process.

## **FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)**

to be incurred in delivering essential services to the Communities of the Shire.

**RECOMMENDATION**

That Pursuant to sections 169 and 170 of the *Local Government Regulation 2012*, Council's Budget for the 2021/2022 financial year incorporating:

- i. The Statement of Comprehensive Income;
- ii. The Statement of Financial Position;
- iii. The Statement of Cash Flows;
- iv. The Statement of Changes in Equity;
- v. Capital Works Program 2021/2022;
- vi. The Long-term Financial Forecast;
- vii. The Asset Management Strategy;
- viii. The Revenue Statement;
- ix. The Revenue Policy (adopted by Council on 9 March 2021)
- x. The Relevant Measures of Financial Sustainability; and
- xi. 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.

as tabled, be adopted.