

# Kangaroo Island Council

## ANNUAL BUSINESS PLAN

### 2014-15



Adopted 11 June 2014

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## MAYOR AND CEO OVERVIEW

It is a pleasure to be able to introduce our business plan for 2014-15.

We have had another very busy year in 2013-14 looking to consolidate on the work of 2011-2013 and to drive improvements in the way that we manage the business. This process has seen all Departments challenge the way that they work, looking for better, more cost effective solutions to the day to day operations. This has again seen some significant costs driven out of the business and everyone in the business is to be congratulated on their part in achieving these savings. Changes have been extensive and have necessitated some difficult decision-making, as well as the need to source new skills and experience to complement the existing Team.

The Kangaroo Island Futures Authority (KIFA) have been of invaluable assistance to Council over the last twelve months, with the direct and indirect funding and assistance in performing / facilitating work that this Council would have otherwise struggled to achieve. Set up as a result of the State Economic Development Report, *Paradise Girt by Sea*, released by the Premier during Community Cabinet on the Island in late July 2011, KIFA are working with the Community, Business, Council and State Government and Federal Government Agencies to investigate the key issues that we know affect our ability to conduct business and grow. One example of their work – still in progress - concerns the complexities around the potential for upgrade of the Island power supply as well as developing an alternate strategy for on-Island initiatives that will create capacity, quality and security of supply.

With the support and funding of KIFA and Planning SA, a number of significant and important planning reviews have been achieved. The KI Regional Plan, the KI Structure Plan and the Sustainable Futures Development Plan were all approved and gazetted earlier this year. The Emu Bay Structure Plan and subsequent Development Plan Amendment are in progress and will be finalised within this financial year. This body of work will be critical to the future sustainable development of the Island.

KIFA continues to fund our work around the needs of the Airport in the form of market research and business case development to establish the best means of building traffic through this facility. The market potential is there with significant growth expected in the number of visitors from China in particular – as usual growth comes with a \$ cost and an element of risk and we will see further work in this area in 2014-15. This work will position Council to consider all the likely ongoing costs, developing strategies to manage these sustainably as well as developing the confidence to take advantage of any redevelopment funding opportunities that may arise.

Rockhopper – the new community transport service for Kangaroo Island, commenced in early March. This is a new service which will offer round trips to Kingscote for people from the Dudley Peninsula and also the heartland and western end of the island. This service has come about through a working partnership between the State Government, Kangaroo Island Council and KIFA to bring an introductory and integrated transport program to Kangaroo Island. Currently comprising two routes - western and eastern – utilising the services of existing service providers on Kangaroo Island and a newly refurbished bus, these services will bolster the social wellbeing of the community of Kangaroo Island and help mobilise those who might otherwise simply rely on their friends, family and neighbours for assistance. It is a great example of what can happen when different agencies get together and work cooperatively to deliver essential services.

We will enter our fourth year of managing the \$2M Unsealed Road Upgrade Program funded by the Department of Planning, Transport & Infrastructure and 2014-15 will see Willson River Road (from East West Road to Willoughby Road Junction), Cape Willoughby Road back to the bitumen and part of Harriet Road in the west upgraded.

### Budget Headlines:

Revenue	\$ 12,171,679	1.7% overall revenue increase
Expenditure	\$ 15,673,688	5.8% reduction over '13-14 Original Budget
Deficit	\$ 3,502,010	25% reduction over '13-14 Original Budget
CAPEX Budget	\$ 1,418,017	Net capital spend (allowing for \$854,000 grant / capital income)
Community Capital Project Fund	\$ 200,000	Additional \$50,000 – 33% uplift over 2013-14
DPTI Unsealed Roads	\$ 2,000,000	

Revenue is a continuing challenge for this Council. Rates and service charge increases this year have been maintained at a minimum. Rates have increased by CPI (2.3%) + Infrastructure Contribution (2%) + Growth (tracking on average at 1%). Service Charges for CWMS will increase this year by CPI (2.3%). This increase will cover the annualised costs associated with managing all septic tanks system pump-outs in the Kingscote STEDS scheme. This initiative will ensure equity between the full sewer schemes of American River and Parndana (and potentially Penneshaw in the future) with the STEDS scheme in Kingscote (STEDS is where solid waste is managed at each property in a standard septic / aerobic system but the liquid element is collected and treated centrally at the Council Treatment Plant – over time the solids build up and require pump-outs – from July 1 2014 this will be a Council cost rather than ratepayer cost).

Fleurieu Regional Waste Authority continue to do an excellent job and, despite rising costs and the excessive wear and tear on the collection vehicle, have maintained cost control well with a 1% rise being required in 2014-15. This rise will cover the EPA requirements for an impermeable “cap” to be installed over the old Kingscote Landfill which will ensure that the old landfill does not present Council and the Community with any ground water contamination issues in the future.

There are projects in hand which will continue in 2014-15 to look at alternate revenue streams – continuing work on Kangaroo Island Energy initiatives as well as work on examining our asset base and our ability to create further revenue opportunities from this. We continue to lobby Government for changes to the way our General Purpose Grant and Local Road Funding allocations are calculated and have been successful in that a comprehensive assessment of the formulae and processes involved has been instigated and we (along with other Council representatives) have been part of the ongoing review dissection and proposal process. It is anticipated that these suggested changes will be modelled in 2014-15 with a view to them being enacted in 2015-16 financial year. We understand that changes in the funding mechanisms will recognise the inherent costs of being the only Island Council in South Australia and reflect in a higher / more secure level of funding ongoing.

Shortly prior to this Annual Budget and Business Plan being referred to consultation the Federal Government announced their Budget and in this had determined that they would no longer provide Supplementary Local Road Funding for Local Government. This has had the effect of reducing our overall grants by \$178,352. This is a significant blow for Council and illustrates the very difficult environment in which we work. Administration have determined to find the savings required to maintain a balanced budget throughout the year so that current service levels remain unchanged.

As has often been said cost control is 'bread and butter' work for officers of Council and this year is no exception. The 2014-15 budget has not only continued the theme of reducing costs where possible. An organisational restructure has resulted in decreased fixed employee costs and further structural changes will result in an overall proposed decrease in staff numbers (thorough normal attrition and contract conclusion). Like-for-like gross (fixed and contract) employee costs have declined this year by 2.7% absorbing the rise encapsulated within our Enterprise Bargaining Agreement (3.3%) and the second year of the Government's mandatory increase in Superannuation (0.25%). Whilst CPI this year is slightly higher than last year at 2.3% (up by 0.2%), it still impacts on all costs and as we are all aware power and water costs have certainly increased well above that level. Good control has been maintained in 2013-14 and we have made three key decisions in 2013-14 that will lift operational material costs in 2014-15 by 2.3%.

IT service costs in an operational sense have risen with the decision taken to move to a fully hosted solution managed by Alexandrina Council. This will cost more each month but there are a raft of savings that will start to be delivered over the next 12 months with the ability to link and manage our landline and mobile calls charges within the same service – thus reducing both direct and indirect costs of managing the (currently) separate services. The hosting of all services centrally means that Council will no longer need to buy, manage and maintain specific computer servers and separate software licences here on Island. This will reduce capital / operational cost requirements over the next 3 years by approximately \$50,000 per year equivalent.

Contracted Cleaning of Public Amenities around the Island – these services were placed out for tender in 2013 and the decision taken to sub-contract the cleaning of all Council public amenities (toilets / showers / BBQ facilities / boat ramps / halls / offices etc.). There are four participating service providers – three from the Community and a Commercial business. The decision was taken to extend the service level provided for these facilities from an average of 4 visits / week to an average of 6 visits / week. The additional incremental cost for this service extension is \$163,000, however the cost per service visit has fallen and we are now providing an acceptable level of service and maintaining a good standard of environmental health associated with these facilities. The contracts allow for further fine-tuning of service delivery and costs such that we can work with our contractors to deliver a variable service throughout the year to a level suited to use.

The success of the Community Capital Infrastructure Grant Program has been widely acknowledged with projects in 2013-14 delivering in excess of \$400,000 worth of projects with the available grant funding of \$150,000. This program has empowered Community Groups around the Island to be able to successfully pitch for third party grants as well as leverage their own funds to build infrastructure with significant resident and visitor benefit. It has been proposed that this fund be lifted by \$50,000 to \$200,000 in recognition of the value of the 'multiplier' effect inherent in the Program process and the fact that this has allowed Council to concentrate its capital resource program on 'core' Council demands such as roads.

The net increase in material cost that these three initiatives deliver is approximately \$247,000 – however we have made net savings in other key areas of material cost associated with Consultants and Contractual Services which will drive an overall decrease in material costs of 8.1% or \$502,363.

We are confident that the changes we have implemented will be sustainable providing that the status quo on grant revenue and legislative / compliance cost is retained. We should still retain sufficient capability to continue to deliver additional cost savings as well as providing for a greater flexibility for further cost efficiencies in the future.

In addition to reducing costs, we have clearly identified that we need to improve across a number of areas of the business and this budget proposes to maintain and marginally increase expenditure across our sealed / unsealed road and particularly drainage infrastructure. This work will be reflected in more comprehensive maintenance programs with better outcomes in terms of asset life and usability. Whilst significant it is still acknowledged that there is a huge backlog of works to be carried out and inevitably there will still be areas that are not providing the standard of service that is desired by either Council or the Community. We will continue to work closely with the Community to identify these areas and work on incorporating them into the work programs so that we can gradually lift the standards to the point where we can balance desired service with financial capability.

Council debt is manageable with a split of 48% being self-funded debt – borrowings that are covered by specific service charges such as waste and our sewage systems and 52% being general debt funded through rates and non-specific service charges. It is our intent to utilise the pre-depreciation cash surplus generated by this years proposed cost reduction strategies in an aggressive debt principal reduction program which will ensure that future debt requirements (for capital work programs) may continue in a controlled and sustainable manner.

Overall this is a budget aimed at continuing the process of working toward financial sustainability within 10 years – this Council's stated goal. This is a significant challenge without structural funding changes and Council will continue to work on strategies that will see this goal attained. We will continue to optimise our allocation of each rate \$ and this is recognised at every level in Council. 2014-15 has the potential to be a year of great opportunity for Council and the Community alike.

We commend this budget to you and on behalf of Elected Members, management and staff of Council we would like to thank the Community for their support and look forward to continuing to work closely together over the next twelve months.

## 1.0 INTRODUCTION

This Annual Business Plan identifies Council's commitment to projects for 2014-15. This plan is derived from Council's Strategic Management and Action Plan 2010-2014. The Plan aims to maintain and improve relevant, efficient services for the community.

Council is in the process of developing a new Strategic Management and Action Plan 2014-2018 and an integral objective of this new plan will be to link the plans together to ensure our journey towards sustainability is maintained.

Council has adopted an ambitious 10 year Long Term Financial Plan (LTFP) with the end objective being financial sustainability. The 2014-15 Annual Business Plan is the first year of the LTFP and Council is committed to this 10 year journey which will include identifying and adopting specific objectives and actions for the year consistent with the Council's Strategic, Long Term Financial Plan (LTFP) and Infrastructure and Asset Management Plan (IAMP) to ensure the appropriate management of Council's revenue.

### 1.1 Kangaroo Island Council

The Kangaroo Island Council was formed in 1996 following the amalgamation of the District Councils of Kingscote and Dudley.

Kangaroo Island Council governs the Local Government region of Kangaroo Island. Kangaroo Island is located 13.5 kilometres from the mainland at its closest point; it encompasses an area of 4,400 square kilometres and has a resident population of 4,417. The Council is responsible for the management of 1,300 kilometres of unsealed roads and 250 kilometres of sealed roads. The Island welcomed 192,000 national and international visitors during 2012, a number that is steadily increasing year-on-year.

### 1.2 Elected Members

#### Mayor

Jayne Bates OAM	jayne.bates@bigpond.com	0427 530 080
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#### Deputy Mayor

Peter Clements	wedgetaildown@bigpond.com	0488 552 510
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#### Councillors

Malcolm Boxall	mfbxall@hotmail.com	0427 616 200
Graeme Connell	gcr.connell@bigpond.com	0408 806 272
Bec Davis	becdavis75@gmail.com	0428 108 968
Peter Denholm	peter.denholm@bigpond.com	08 8553 1343
Ken Liu	ken.liu@bigpond.com	0428 322 005
Graham Walkom	grahamwalkom@gmail.com	08 8553 7161
Joy Willson	joy.don2@bigpond.com	0438 876 811

An Electors Representation Review was completed in 2009-10 and was formally gazetted in October 2009. The Electors Representation Review is undertaken every 8 years and it examines the boundaries of the Council. It also examines if a ward composition change is required and whether Council should have a Mayor or Chairperson. The findings of the review recommended that Council's composition remain the same at 9 Councillors and a Mayor.

### 1.3 Senior Management Team

Chief Executive Officer	Andrew Boardman	08 8553 4506
Director Asset Services & Infrastructure	Chris Smith	08 8553 4551
Director Business Support	Ted Botham	08 8553 4521





## 1.4 General Statistics

Population:	4,417
Land Area:	4,400 km <sup>2</sup>
Length:	155 km
Width:	55 km
Road Network:	234 km Sealed Roads 1,250 km Unsealed Roads
Current Asset Valuations:	Current Replacement Valuation All Assets \$201,000,000 Depreciable Valuation All Assets \$157,000,000
No. of Full-time Employees (FTEs):	62.3

## 1.5 Assessments and Rates

Assessed Capital Value	\$1,457,850,600
Number of Rateable Properties	5,440
General Rates Income	\$5,675,911
Residential ( cents in the dollar )	\$0.3075
Commercial – Shop (cents in the dollar )	\$0.3260
Commercial – Office (cents in the dollar)	\$0.3260
Commercial – Other (cents in the dollar)	\$0.3260
Industry – Light (cents in the dollar)	\$0.3260
Industry – Other (cents in the dollar)	\$0.3260
Primary Production (cents in the dollar)	\$0.2614
Vacant Land (cents in the dollar)	\$0.4643
Other Rateable Land (cents in the dollar)	\$0.3260
Marinas (cents in the dollar)	\$0.3260
CWMS Income (Community Waste Water Management Schemes)	\$1,132,750
CWMS (fee per connection)	\$575.00
Waste Management Income	\$1,491,808
Waste Management Charge – Treatment & Disposal	\$218.00
Waste Management Charge – Collection	\$113.00
NRM (Natural Resources Management) Levy Income	\$140,603
NRM Levy Per Property	\$29.00
Fixed Charge	\$290.00
Number of Non Rateable Properties	467
Capital Value Non Rateable Properties	\$88,580,940
Number of Pensioners	409
Number of Self Funded Retirees	119
Rates Capping	20%



## 1.6 Contact Details

All correspondence should be addressed to Council office using one of the following methods:

Kangaroo Island Council  
PO Box 121  
KINGSCOTE SA 5223

Phone: (08) 8553 4500  
Fax: (08) 8553 2885  
Web: [www.kangarooisland.sa.gov.au](http://www.kangarooisland.sa.gov.au)  
Email: [kicouncil@kicouncil.sa.gov.au](mailto:kicouncil@kicouncil.sa.gov.au)

## 2.0 SIGNIFICANT INFLUENCES AND PRIORITIES

A number of significant factors have influenced the preparation of Council's 2014-15 Annual Business Plan, including the following:

- a) Local Government cost increases on relevant goods and services of 2.3% for the year ended 2013, as defined by the December 2013 Quarter of Consumer Price Index (CPI) for Adelaide and the projected CPI figures from the Reserve Bank of Australia for the twelve months June 2014 -15.
- b) Enterprise Bargaining Agreements which provide for wage increases being now tied to a formula of CPI + 1% with a minimum of 1% and maximum of 5% applied annually as of July 1, 2012. This agreement will be in force for a three year period ending 2014.
- c) Requirements to maintain and improve infrastructure assets (as per the Infrastructure and Asset Management Plan) to acceptable standards including; roads, buildings, structures, stormwater, Community Wastewater Management Schemes (CWMS), open space and other Council infrastructure assets.
- d) Service and infrastructure needs for an ageing population.
- e) Recognising KI Council's current unsustainable financial status. Council has an extensive portfolio of ageing infrastructure. Funding the gap between what Council requires in planned renewals and projected renewals of assets, given Council's small rate base is a considerable challenge to Council's financial sustainability. Reviews of Council's infrastructure assets are in progress to ensure that these assets are correctly valued and recorded.
- f) The impact of visitation of over 190,000 visitors per annum on the infrastructure managed, and services provided, by Council.
- g) Increased legislative requirements imposed by other levels of government.
- h) As one third of the Island is National Park and deemed non rateable, Council's capacity to rate one third of the Island is foregone.
- i) Kangaroo Island's remoteness from the mainland invariably means that the cost of conducting business and providing services is more expensive than mainland Council comparatives.

Submissions were made in 2013 to the South Australian Grants Commission recommending that the Kangaroo Island Council local government area be reviewed for the impacts of remoteness and tourism, as distinct from any other local government area in the State. In response to these factors and to minimise the burden on ratepayers, the Annual Business Plan and its budget has been prepared within the following guidelines:

- CPI 2.3% (Adelaide CPI - Dec 2013)
- Rates - to maintain a budgeted increase of  $CPI + 2.0\% + 1.0\% \text{ Growth} = 2.3\% + 2.0\% + 1.0\%$ ;
- User Charges - to move towards full cost recovery, wherever applicable;
- Employee Costs - maintain overall employee costs to be contained within the current year costs plus 5%;
- Material Costs - to maintain a budgeted target increase of  $CPI - 0.5\% = 1.8\%$ ;
- Levels of Service - to be subject to a process of assessment and review;
- Interest Rate Estimates - to be subject to current rates for Years 1-3, and current rates plus 1% for subsequent years (this is 4.75% in Years 1-3 and 5.75% for all future years);
- Depreciation - to review the depreciation methodology for all asset classes to ensure that the most appropriate method is being used, and;
- Assets - review Fixed Assets Register to consider those assets with a potential for disposal or for redevelopment, or for other uses.

### 3.0 SERVICES THAT THE KANGAROO ISLAND COUNCIL PROVIDES

All councils have responsibilities under the *Local Government Act, 1999* and other relevant legislation, including the following:

- Regulatory activities e.g. maintaining the voters' roll and supporting the elected Council.
- Setting rates, preparing an annual budget and determining longer term strategic management plans for the area.
- Management of basic infrastructure including roads, footpaths, parks, public open spaces, street lighting and rubbish collection.
- Development planning and control, including building fire safety assessment.
- Various environmental health services.
- Fire protection.
- Dog & cat management.

In response to community needs, Council also provides further services and programs including:

- |                                     |                             |
|-------------------------------------|-----------------------------|
| • Library services                  | • Ovals and sporting arenas |
| • Parks and gardens                 | • Playgrounds               |
| • Environmental programs            | • Community programs        |
| • Youth services                    | • Car parking               |
| • Economic development              | • Tidal swimming pool       |
| • Public amenities                  | • Community development     |
| • Community Passenger Network (CPN) |                             |

Council seeks to be responsive to changing needs. Regular community surveys are undertaken to ascertain levels of satisfaction (i.e. Comparative Performance Measurement (CPM) satisfaction survey) to identify areas of improvement.

Council also operates a number of facilities on a *fee for service* basis (refer to Appendix B). These provide important community benefits whilst also generating revenue for services and projects of benefit to the Kangaroo Island Council, as follows:

- |  |                    |
|--|--------------------|
| • Camping Grounds                                | • Airport          |
| • Cemeteries                                     | • Town Halls       |
| • Waste Management                               | • Water Standpipes |
| • Community Wastewater Management Schemes (CWMS) | • Boat Ramps       |

*Further information of the costs associated with providing these services and how these services contribute to the achievement of Council's strategic objectives can be found overleaf, refer 4.6.*

## 4.0 LINKING STRATEGIC GOALS TO VISION and MISSION

### 4.1 Whole of Island Vision

Our whole of Island approach will support community learning; health, social and environmental well-being and economic growth, ensuring a sustainable future for all.

(As agreed to by Island agencies this now appears in the individual strategic plans).

### 4.2 Council's Vision Statement

A confident, growing and cohesive community benefitting from a thriving economy based on strong tourism and primary production sectors, preserving our unique heritage and sustainably managing our natural environment.

### 4.3 Council's Mission Statement

To provide leadership, direction and responsible stewardship of resources and delivery of efficient, cost effective key services to our community.

### 4.4 Core Values that underpin our Vision

- Creativity and Innovation  
To lead by initiative, innovation and have due regard for the community's aspirations.
- Equality  
To treat citizens and each other with trust, honesty, tolerance and respect.
- Accountability & Transparency  
To maintain the highest ethical standards in dealing with citizens and each other.
- Sustainability  
To provide and manage the Island's assets to the current needs of the community and our future generations.
- Service Oriented  
To provide appropriate service to our citizens in a prompt and pleasant manner.
- Participatory  
To share information, listen and consult with the community and each other.

**Next Steps** is a program we are running within the organisation where we consider the implications of our Vision, Mission, Values and Behaviours and focus on those elements that will make a difference to our business – leadership, organisational structure, communication, culture and alignment, approach to operations, performance and attention to cost and community engagement. The program fits around all staff meetings and looks at exposure to different skills and techniques for managing the need for and effects of change in our working environment.



## 4.5 Strategic Plan

The Council adopted the 2010-2014 Strategic Plan at an ordinary meeting of Council on 11 June 2010. The plan has 5 key areas and goals that aligned with Council's structure then and included as follows:

1. Governance
2. Development Services
3. Finance and Rates
4. Asset Services
5. People, Learning and Communications

*It should be noted that the Administrative structure has since changed and the new Strategic Plan will reflect this.*

## 4.6 Goals & Objectives

The goals, objectives and actions of the Strategic Management and Action Plan 2010-2014 are listed in detail in the rear of this document. Council is striving to better utilise the Business Plan and incorporate the goals, objectives and actions into Council's day to day operations. Senior Managers are now required to report to Council on a monthly basis on their area of responsibility, for example the status of the relevant objectives and actions within the Business Plan.

## 1. Governance

**Goal 1: To ensure that Council meets its legislative obligations and requirements through transparent, equitable and accountable processes, whilst delivering sustainable services to the Kangaroo Island Community;**

1.1	Work to achieve ongoing financial sustainability through additional funding sources.
1.2	In conjunction with key Agencies, Ministers, Island staff and Governing Bodies; on and off Island, investigate the possibility of creating a 'one-stop shop' co-locating key agencies on Kangaroo Island which could result in the reduction of; overheads, inefficiencies, lack of communication / goals and would create greater co-operation and collaboration between agencies.
1.3	To provide good governance that is transparent, equitable and accountable.
1.4	To develop the Strategic Plan as an 'evolving' document.
1.5	To encourage the involvement of a broad range of community stakeholders in Council's strategic planning.
1.6	Council work in collaboration with Southern Hills LGA Councils and other Councils with similar regional challenges for the purpose of identifying synergies for resource sharing and strategic collaboration.
1.7	Council to explore LGA and Local Government Research and Development Scheme support to pilot work that may have potential for application elsewhere in the South Australian and local government sector.
1.8	To encourage the involvement of other government agencies to improve linkages between strategic plans.
1.9	To develop strategic partnerships with other agencies (see also 1.5).
1.10	To work with the LGA in support of local government issues.
1.11	To improve staff consultation.
1.12	To improve communication with Elected Members.
1.13	To educate the community on the values and responsibilities of being an elected member.
1.14	To comply with the Local Government legislative requirements.
1.15	Align Council, State and Infrastructure Strategic Plans.
1.16	To continue to use & encourage the use of existing and external research to inform better decision making.
1.17	Report the status of the KI Study to the Minister for State / Local Government Relations and Council.
1.18	To sustainably manage, in partnership, our natural environment.
1.19	To work in partnership with the RDA in developing environmentally sustainable business solutions.
1.20	To build links and partnerships with RDA and LGA to promote economic development.
1.21	To improve and enhance public consultation and interaction with the community.
1.22	To ensure that Council has a prominent role in annual / special community events.
1.23	Develop a culture that ensures positive (internal and external) Customer Service outcomes.
1.24	To develop a Community Emergency Management Plan in partnership with other applicable stakeholders and ZEMC.
1.25	That special interest Section 41 Committees are relevant and terms of references adhered to.
1.26	KI Council will work to facilitate alternative power generation and distribution on Kangaroo Island and ensure planning policies encourage alternative energy use.
1.27	In collaboration with relevant Agencies ensure that enhanced biosecurity measures maintain the quality of KI agricultural produce and GMO-free status and natural biodiversity. Council to support, agree and believe in primary production and marketing as being a key economic driver for island. KI to become an internationally recognised 'food bowl' through marketing of GMO-free produce.
1.28	Through the NRN Indigenous Reference Group, KI Council will engage with the applicable Indigenous communities who have links with KI.
1.29	In conjunction with the State Government and applicable Stakeholders identify issues relating to 'Access to the Island'; Ports, Airport & Wharves.

## 2. Development Services

**Goal 2: To proactively work on strategic and community projects, initiatives and developments in associations with other sectors, to support and enhance the economic, social and environmental needs of Kangaroo Island;**

2.1	To keep the Development Plan up to date.
2.2	To streamline development processes to ensure they remain relevant and easy to use.
2.3	To continue to use & encourage the use of existing research to inform better decision making.
2.4	To undertake regular system indicator performance appraisals of the Development Assessment function.
2.5	To have a highly skilled and efficient Development Assessment Panel and Development Advisory Services.
2.6	To ensure the membership of the Panel, Terms of Reference, Operating Procedure and Delegations are reviewed.
2.7	To undertake an audit of compliance with governance requirements of Development Act.
2.8	To provide efficient and effective customer service.
2.9	Building fire safety committee – to meet Council's objectives under the Development Act.
2.10	Building Inspection Policy – to undertake necessary obligations under the Development Act.
2.11	To incorporate the Urban Design Framework into developments.
2.12	To build links and partnerships with Planning SA, RDA, KIPMG, DTEI, KINRM, SA Water, PIRSA and other relevant agencies and industry sectors to promote economic development.

## 3. Finance and Rates

**Goal 3: To provide an efficient, effective and financially sustainable Council;**

3.1	To plan for the financial sustainability of Council.
3.2	All rural roads and township streets are given a rural road or street addressing number.

## 4. Asset Services

**Goal 4: To construct and maintain infrastructure to service the Kangaroo Island Community in an innovative and sustainable manner;**

4.1	To consider and implement the recommendations of the Business Process Review of the Outside Work Area.
4.2	To manage Council's Assets in accordance with professionally developed asset management plans.
4.3	Construct and maintain road infrastructure in an innovative and sustainable manner.
4.4	Council will conduct trials of various methods of construction of sealed and unsealed pavements, in particular, the use of Polymer Binders, or similar and will integrate the results into Road Asset Management Plan (where possible).
4.5	KI Council will provide, within its capacity, pathway infrastructure and facilities to meet the needs of residents and visitors.
4.6	Work to achieve ongoing financial sustainability through additional external funding sources.
4.7	Council views garbage as a resource to be utilised to best advantage, rather than as a waste product to be disposed of.
4.8	Council views wastewater as a resource to be utilised to best advantage, rather than as a waste product to be disposed of.
4.9	Maintain community facilities in accordance with good management practice.
4.10	Manage and maintain community land and other Council land in accordance with best practice (including Christmas Cove).
4.11	Council to provide cost effective contract works to the community and stakeholders which does not impact on delivery of internal works and other businesses.
4.12	Provide opportunities for all Kangaroo Island residents to have access to potable water supplies.
4.13	In partnership with community groups and Planning SA undertake the Town Centres improvement projects.
4.14	Maintain Council's plant and equipment in accordance with manufacturer's requirements.



4.15	To manage and maintain the Kingscote Aerodrome in a sustainable manner which meets the needs of the community and industry.
4.16	Undertake works using good environmental practice.
4.17	In partnership with other agencies, assist in ensuring the health and wellbeing of the Kangaroo Island community.
4.18	Implement the Kangaroo Island Bushfire Risk Management Plan 2009-14 (due for review in 2014).
4.19	Inspectoral services to undertake compliance activities in accordance with legislative and good practice processes.

## 5. People, Learning and Communications

**Goal 5: To communicate and deliver services to the community that will support sustainable and continual improvement.**

5.1	That we are able to support, fund, resource and appreciate our many valued community volunteers.
5.2	To educate and assist in sourcing funding opportunities for community groups.
5.3	To assist in sourcing funding opportunities for Council against the Business Plan.
5.4	To encourage and support youth services.
5.5	To ensure the existence of a community library that addresses the needs of both community and visitors.
5.6	To improve and enhance public consultation and interaction with the community.
5.7	Support involvement with TOMM & CPM and continue to use the outcomes to inform better decision making.
5.8	To improve and enhance the availability of public information.
5.9	To ensure Council maximises use of current IT system.
5.10	To provide transport services for disadvantaged community members within budget constraints.
5.11	To maintain a compliant and efficient records management system.
5.12	To develop and maintain a Human Resource (HR) management system.
5.13	To develop and maintain a Work, Health, Safety (WHS) management system.

## 5.0 LINKING THE STRATEGIC GOALS TO THE BUDGET

### 5.1 Governance - (All figures are 2014-15 Budget figures)

Function	Operating Expenses	Operating Income	Capital Expenses	Capital Income	Net Total
<b>Elected Members</b>	319,023	0	0	0	319,023
<b>Governance Support Services</b>	293,853	-15,680	0	0	278,173
<b>Corporate Services</b>	796,377	-1,677,972	0	0	-881,595
<b>TOTAL</b>	<b>1,409,253</b>	<b>-1,693,652</b>	<b>0</b>	<b>0</b>	<b>-284,399</b>

Projects for 2014-15 Include:	Strategic Objectives to be Achieved:
Continue the establishment and review of policy and procedures to ensure that Council are working within a clear governance framework.	1.3 To provide good governance that is transparent, equitable and accountable.
Business wide definition and review of Service Levels within Kangaroo Island Council.	3.1 To plan for the financial sustainability of Council.
Airport Upgrade Business Case - Further work on potential for direct flights from East Coast of Australia.	3.1 To plan for the financial sustainability of Council. 4.15 To manage and maintain Kangaroo Island Airport in a sustainable manner which meets the needs of the Community and industry.
Responsibility for Local Government Elections in November 2014.	1.13 To educate the community on the values and responsibilities of being an elected member.
Continued planning, development and construction of Penneshaw CWMS.	4.8.5 Undertake the construction of Penneshaw CWMS subject to final financing consideration.
Kangaroo Island Energy (under Corporate Services).	1.1 Work to achieve ongoing financial stability through additional funding sources. 1.2 Work to facilitate alternative power generation and distribution on Kangaroo Island and ensure that planning policies encourage alternative energy use.
Implementation of land asset review and options for Council consideration.	3.1 To plan for the financial sustainability of Council.
Continued efforts to seek revenue generation opportunities.	3.1 To plan for the financial sustainability of Council.
Continue working with the Kangaroo Island Futures Authority (KIFA).	1.2 In conjunction with State Government and applicable stakeholders, identify issues relating to 'Access to the Island' - Ports, Airport and Wharfs (and other infrastructure requirements such as portable water, power etc.).

**5.2 Development Services - (All figures are 2014-15 Budget figures)**

Function	Operating Expenses	Operating Income	Capital Expenses	Capital Income	Net Total
Building Control	184,812	-54,340	0	0	130,472
Development Planning	286,349	-32,400	0	0	253,949
Development Plan Amendments	5,000	0	0	0	5,000
<b>TOTAL</b>	<b>476,161</b>	<b>-86,740</b>	<b>0</b>	<b>0</b>	<b>389,421</b>

Projects for 2014-15 Include:	Strategic Objectives to be Achieved:
Maintain compliance with statutory functions and timeframes for development assessment processes under the Development Act and Regulations.	2.2 To streamline development processes to ensure they remain relevant and easy to use.
To continue to action and resource the Building Inspection Policy.	2.10 Building Inspection Policy - to undertake necessary obligations under the Development Act.
Assist the CEO and Elected Members with a range of strategic and asset / land projects.	4.2 To manage Council's assets in accordance with asset management plans. 4.9 Maintain community facilities in accordance with good management practices. 4.10 Manage and maintain Community land and other Council land in accordance with best practice.
Business wide definition and review of Service Levels within Kangaroo Island Council.	3.1 To plan for the financial sustainability of Council.

**5.3 Business Support - Finance and Information Technology Systems - (All figures are 2014-15 Budget figures)**

Function	Operating Expenses	Operating Income	Capital Expenses	Capital Income	Net Total
<b>NRM</b>	140,603	-144,035	0	0	-3,432
<b>Financial Service Operations</b>	454,946	-15,920	0	0	439,026
<b>Rates</b>	220,702	-5,737,165	0	0	-5,516,463
<b>Information Technology</b>	580,215	0	0	0	580,215
<b>TOTAL</b>	<b>1,396,466</b>	<b>-5,897,120</b>	<b>0</b>	<b>0</b>	<b>-4,500,654</b>

<b>Projects for 2014-15 Include:</b>	<b>Strategic Objectives to be Achieved:</b>
Continued development of implemented financial budgeting, long term financial planning and reporting systems.	3.1 Continual improvement of 'best practice' financial management.
Continue the implementation of the Rural and Urban Street Addressing Policy, to complete street numbering in all townships.	3.2 All rural roads and township streets are given a rural road or street addressing number.
Business wide definition and review of Service Levels within Kangaroo Island Council.	3.1 To plan for the financial sustainability of Council.

**5.4.1 Asset Services - Business Undertakings - (All figures are 2014-15 Budget figures)**

Function	Operating Expenses	Operating Income	Capital Expenses	Capital Income	Net Total
<b>Campgrounds</b>	132,145	-49,850	0	0	82,295
<b>Airport</b>	479,922	-459,098	0	0	20,824
<b>Private Works</b>	75,456	-260,250	0	0	-184,794
<b>Property Portfolio (incl. Outdoor Licences)</b>	64,180	-329,359	0	0	-265,179
<b>TOTAL</b>	<b>751,703</b>	<b>-1,098,557</b>	<b>0</b>	<b>0</b>	<b>-346,854</b>

Projects for 2014-15 Include:	Strategic Objectives to be Achieved:
Continued management and maintenance programs for Council campgrounds.	4.9 Maintain Community facilities in accordance with good management practice.
Continued operation of Airport facilities.	4.15 To manage and maintain the Kingscote Aerodrome in a sustainable manner which meets the needs of the community and industry.
Property Portfolio review to continue, as part of the broader revitalisation of Infrastructure and Asset Management Plan (IAMP).	1.1 Work to achieve ongoing financial stability through additional funding sources. 4.10 Manage and maintain Community land and other Council land in accordance with best practice (including Christmas Cove).
Business wide definition and review of Service Levels within Kangaroo Island Council.	3.1 To plan for the financial sustainability of Council.

**5.4.2 Asset Services - Community Services - (All figures are 2014-15 Budget figures)**

Function	Operating Expenses	Operating Income	Capital Expenses	Capital Income	Net Total
<b>Risk Mitigation and / or Safety</b>	15,880	-240	0	0	15,640
<b>Fire Protection</b>	146,615	-78,302	0	0	68,313
<b>Ablution Facilities</b>	394,607	0	0	0	394,607
<b>TOTAL</b>	<b>557,102</b>	<b>-78,542</b>	<b>0</b>	<b>0</b>	<b>478,560</b>

Projects for 2014-15 Include:	Strategic Objectives to be Achieved:
To continue fire protection community education and works. Additional funding sources to be leveraged for additional capability / level of service.	4.18.1 Undertake Section 105F under the Fire and Emergency Services Act compliance activities in conjunction with local CFS Brigades.
To continue to outsource the cleaning and maintenance of our public amenities and ablution facilities.	4.10.7 Council ensures the provision of safe and appropriate recreation infrastructure for the community.
Business wide definition and review of Service Levels within Kangaroo Island Council.	3.1 To plan for the financial sustainability of Council.

#### 5.4.3 Asset Services - Culture - (All figures are 2014-15 Budget figures)

Function	Operating Expenses	Operating Income	Capital Expenses	Capital Income	Net Total
Property (Halls)	142,091	-19,000	100,000	0	123,091
<b>TOTAL</b>	<b>142,091</b>	<b>-19,000</b>	<b>100,000</b>	<b>0</b>	<b>123,091</b>

Projects for 2014-15 Include:	Strategic Objectives to be Achieved:
To implement the upgrade of the Kingscote Town Hall Dauncey Street building façade. To implement the completion of routine maintenance activities on Town Hall facilities.	4.9 Maintain community facilities in accordance with good management practice.
Business wide definition and review of Service Levels within Kangaroo Island Council.	3.1 To plan for the financial sustainability of Council.

#### 5.4.4 Asset Services - Environment - (All figures are 2014-15 Budget figures)

Function	Operating Expenses	Operating Income	Capital Expenses	Capital Income	Net Total
CWMS	942,705	-1,150,834	130,000	0	-208,129
Stormwater	259,137	0	0	0	259,137
Street Cleaning	27,100	0	0	0	27,100
Street Lighting	58,068	0	0	0	58,068
Waste Management	1,441,887	-1,501,812	40,000	0	-59,925
Standpipes	30,892	-31,000	0	0	-108
<b>TOTAL</b>	<b>2,759,789</b>	<b>-2,683,646</b>	<b>170,000</b>	<b>0</b>	<b>76,143</b>

Projects for 2014-15 Include:	Strategic Objectives to be Achieved:
Continued renewal and re-lining of a portion of clay vitreous pipes in Parndana.	4.8.4 Maintain CWMS and Stormwater infrastructure in accordance with best practice standards.
CCTV investigation to continue to assess condition of stormwater drainage. Continued maintenance and cleaning programme	4.8.1 Develop a staged roll out plan for wastewater management across Kangaroo Island which maximises re-use opportunities.

of stormwater facilities.	
Implementation of Stage 1 of Kingscote Landfill Capping Program.	4.7 Council views garbage as a resource to be utilised to best advantage, rather than as a waste product to be disposed of.
Continue programmed Street Cleaning including dedicated repair and maintenance schedule.	4.3.5 Continually review operations, such as patrol grading, to ensure most effective operation.
Review of the Fleurieu Regional Waste Authority (FRWA) contract with intent to work closely with FRWA to investigate shared service opportunities to leverage economies of scale.	4.7.6 Review the Garbage and Recyclable collection contract.
Business wide definition and review of Service Levels within Kangaroo Island Council.	3.1 To plan for the financial sustainability of Council.

#### 5.4.4 Asset Services - Recreation - (All figures are 2014-15 Budget figures)

Function	Operating Expenses	Operating Income	Capital Expenses	Capital Income	Net Total
<b>Parks &amp; Gardens</b>	323,938	0	0	0	323,938
<b>Playgrounds</b>	27,648	0	0	0	27,648
<b>Ovals &amp; Sporting Facilities</b>	64,258	-3,500	0	0	60,758
<b>Council Pool</b>	78,769	0	0	0	78,769
<b>TOTAL</b>	<b>494,613</b>	<b>-3,500</b>	<b>0</b>	<b>0</b>	<b>491,113</b>

Projects for 2014-15 Include:	Strategic Objectives to be Achieved:
Planned maintenance programs for community parks, gardens and lookouts.	4.10.7 Council ensures the provision of safe and appropriate recreation infrastructure for the community (i.e. including skate parks etc.).
Planned maintenance programs for community playgrounds.	4.10.7 Council ensures the provision of safe and appropriate recreation infrastructure for the community (i.e. including skate parks etc.).
Planned maintenance programs for community ovals and sporting facilities.	4.10.7 Council ensures the provision of safe and appropriate recreation infrastructure for the community (i.e. including skate parks etc.).
Planned maintenance programs for the community Council pool.	4.10.7 Council ensures the provision of safe and appropriate recreation infrastructure for the community (i.e. including skate parks etc.).
Business wide definition and review of Service Levels within Kangaroo Island Council.	3.1 To plan for the financial sustainability of Council.



**5.4.6 Asset Services - Regulatory Services - (All figures are 2014-15 Budget figures)**

Function	Operating Expenses	Operating Income	Capital Expenses	Capital Income	Net Total
<b>Dog &amp; Cat Management</b>	75,938	-54,300	0	0	21,638
<b>Health Services / Environmental Health</b>	215,523	-36,660	0	0	178,863
<b>General Inspector</b>	84,464	-2,500	0	0	81,964
<b>Town Centres</b>	7,857	0	0	0	7,857
<b>TOTAL</b>	<b>383,782</b>	<b>-93,460</b>	<b>0</b>	<b>0</b>	<b>290,322</b>

Projects for 2014-15 Include:	Strategic Objectives to be Achieved:
Continued dog and cat management programs including Community education.	14.19.1 Promote and implement the Dog & Cat Management Plan.
Continued environmental health activities including inspections and Community education.	4.17 In partnership with other agencies, assist in ensuring the health and wellbeing of the Kangaroo Island Community.
General inspectors to undertake activities including management of Council by-laws, parking, signage and fire protection.	4.19 Inspectoral services to undertake compliance activities in accordance with legislative and good practice processes.
Business wide definition and review of Service Levels within Kangaroo Island Council.	3.1 To plan for the financial sustainability of Council.

**5.4.7 Asset Services - Transport - (All figures are 2014-15 Budget figures)**

Function	Operating Expenses	Operating Income	Capital Expenses	Capital Income	Net Total
<b>Sealed Roads</b>	2,533,575	0	791,728	-469,000	2,533,575
<b>Unsealed Roads</b>	535,443	-287,500	261,980	0	247,943
<b>Patrol Grading</b>	474,871	0	0	0	474,871
<b>Verges</b>	23,631	0	0	0	23,631
<b>Roadside Vegetation</b>	238,300	0	0	0	238,300
<b>Kerbs &amp; Paths</b>	195,131	0	23,000	0	195,131
<b>Bridges</b>	268,446	0	110,310	0	268,446
<b>Traffic Control</b>	75,431	0	30,000	0	75,431
<b>Car Parks</b>	33,703	-1,000	50,000	0	32,703
<b>Jetty, Wharves &amp; Boat Ramps</b>	101,130	-67,388	515,000	-275,000	33,742
<b>TOTAL</b>	<b>4,479,661</b>	<b>-355,888</b>	<b>1,782,018</b>	<b>-744,000</b>	<b>4,123,773</b>

Projects for 2014-15 Include:	Strategic Objectives to be Achieved:
<p>Sealed Roads - Resealing Programs</p> <ul style="list-style-type: none"> <li>• Cape Willoughby Road</li> <li>• Anzac Drive</li> <li>• Wheaton Road</li> </ul>	<p>4.3.3 Undertake road management programs in accordance with budget constraints. Asset Management Plans, service levels and public safety and standards.</p>
<p>Unsealed Roads - Management Programs</p> <ul style="list-style-type: none"> <li>• South Coast Road</li> <li>• East West One Road</li> <li>• Sapphire town</li> </ul>	<p>4.3.3 Undertake road management programs in accordance with budget constraints. Asset Management Plans, service levels and public safety and standards.</p>
<p>Continue implementation of DPTI Unsealed Roads Upgrade Program.</p> <ul style="list-style-type: none"> <li>• Project Management of Stage 3 (Hickmans / East West Roads) - Stabilisation and defects liability period.</li> <li>• Project Development of Stage 4 (Cape Willoughby Road &amp; part of Harriet Road) - Risk analysis, tendering process and contract award for commencement.</li> </ul>	<p>Council endeavour to provide cost effect contract works to the Community and stakeholders which does not impact on delivery of internal works and other businesses.</p> <p>4.3.3 Undertake road management programs in accordance with budget constraints. Asset Management Plans, service levels and public safety and standards.</p>
<p>Continue to establish a dedicated Road Patrol Capability incorporating DPTI DOT Loop contract delivery and Council road management. This includes surveillance and condition monitoring.</p>	<p>4.3.3 Undertake road management programs in accordance with budget constraints. Asset Management Plans, service levels and public safety and standards.</p>
<p>Continued investigation to commence establishment of Pedestrian Generators database within all major townships.</p>	<p>4.5.1 Identify areas in all towns where access pathway are required for:</p> <ul style="list-style-type: none"> <li>• Gophers</li> <li>• Elderly and disabled</li> <li>• Prams etc.</li> </ul>
<p>Bridges - Maintenance and Renewal Programs</p> <ul style="list-style-type: none"> <li>• Springs Road (Bridge 3)</li> <li>• Bark Hut Road (Bridge 9)</li> <li>• South Coast Road (Bridge 28)</li> <li>• Moffatt Road (Bridge 35)</li> </ul>	<p>4.3.4 To develop and implement a sustainable Bridge Maintenance Schedule.</p>
<p>Continue to support the concept and design development and cost estimates for boating facility approvals including Bay of Shoals Pontoon and Emu Bay Jetty programs.</p>	<p>4.10.3 Establish best practice Boat Ramp and Jetty management strategies.</p>
<p>Plan and develop the implementation of upgrades and improvements to Penneshaw car parking facilities.</p>	<p>4.3.6 Develop and implement car parking strategies in Kingscote and Penneshaw.</p>
<p>Mass Action Signage Audit - Planning and Implementation</p> <ul style="list-style-type: none"> <li>• Wisanger Area</li> <li>• Redbanks Area</li> </ul>	<p>4.3 Construct and maintain road infrastructure in an innovative and sustainable manner.</p>
<p>Implementation of upgrade of street kerbing in Rawson Street.</p>	<p>4.5 Council will provide, within its capacity, pathway infrastructure and facilities to meet the needs of residents and visitors.</p>
<p>Business wide definition and review of Service Levels within Kangaroo Island Council.</p>	<p>3.1 To plan for the financial sustainability of Council.</p>

**5.4.8 Asset Services - Plant and Depots - (All figures are 2014-15 Budget figures)**

Function	Operating Expenses	Operating Income	Capital Expenses	Capital Income	Net Total
Plant	0	-4,200	205,000	-110,000	-4,200
Depot	645,147	-81,200	15,000	0	563,947
Plant & Indirects	946,536	-947,036	0	0	-500
<b>TOTAL</b>	<b>1,591,683</b>	<b>-1,032,436</b>	<b>220,000</b>	<b>-110,000</b>	<b>559,247</b>

Projects for 2014-15 Include:	Strategic Objectives to be Achieved:
Continued assessment of the renewal of plant and equipment for Depot operations.	4.14.3 Develop a plant and equipment Asset Management Plan that includes replacement schedules.
Continued minor enhancements to revised Depot Layout, following the completion of Office Accommodation incorporating traffic management and yard and stock improvements.	4.1.1 Establish the Asset Services Department Structure and locate all staff in appropriate locations.
Maintenance of existing plant and equipment and allocation to appropriate works.	4.14.2 Plant and equipment maintained in accordance with manufacturers requirements.
Proposed purchase of Depot equipment - <ul style="list-style-type: none"> <li>P201 Backhoe (Second Hand)</li> <li>P428 Bomag Roller (Second hand)</li> <li>P630 Skid Steer (Second Hand)</li> </ul>	4.14.1 Undertake a review of plant and equipment resources to assess appropriateness and quantity.
Implementation of Stage 1 Pit Remediation on North Coast Road.	4.3.1 Identify resources available for construction across Kangaroo Island and determine how gaps can be filled.
Business wide definition and review of Service Levels within Kangaroo Island Council.	3.1 To plan for the financial sustainability of Council.

**5.4.9 Asset Services - Support Services - (All figures are 2014-15 Budget figures)**

Function	Operating Expenses	Operating Income	Capital Expenses	Capital Income	Net Total
Asset Management	362,346	0	0	0	362,346
<b>TOTAL</b>	<b>362,346</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>362,346</b>

Projects for 2014-15 Include:	Strategic Objectives to be Achieved:
Continued asset management and maintenance programs.	4.2 To manage Council's assets in accordance with the Asset Management plans.
Business wide definition and review of Service Levels within Kangaroo Island Council.	3.1 To plan for the financial sustainability of Council.

**5.5 Business Support - Community Engagement and Marketing - (All figures are 2014-15 Budget figures)**

Function	Operating Expenses	Operating Income	Capital Expenses	Capital Income	Net Total
Events	22,000	0	0	0	22,000
Youth Services	19,250	-6,500	0	0	12,750
Community Engagement	262,954	0	0	0	262,954
Community Grants	302,850	0	0	0	302,850
Community Passenger Network	82,346	-90,114	0	0	-7,768
Library	191,728	-31,560	0	0	160,168
TOMM	15,000	0	0	0	15,000
Records Management	183,321	0	0	0	183,321
Customer Service	204,903	0	0	0	204,903
Cemeteries	52,952	-19,500	0	0	33,452
Website Management	26,500	0	0	0	26,500
<b>TOTAL</b>	<b>1,363,804</b>	<b>-147,674</b>	<b>0</b>	<b>0</b>	<b>1,216,130</b>

Projects for 2014-15 Include:	Strategic Objectives to be Achieved:
Continuation of Community Partnerships & Infrastructure Grants Scheme. \$50,000 increase in funds allocated for Infrastructure Grants Scheme.	5.1 That we are able to support, fund, resource and appreciate our many valued Community Volunteers.
Delivery of YAC (Youth Advisory Council) including sourcing additional funding and development of projects to support youth on Kangaroo Island.	5.4 To encourage and support youth services.
Continue steps required to fully implement the State's One Card Library Management System, for use by all library members of the community.	5.5 To ensure the existence of a community library that addresses the needs of both community and visitors.
Continued development and implementation of records management systems within Council.	5.11 To maintain a compliant and efficient records management system.
Business wide definition and review of Service Levels within Kangaroo Island Council.	3.1 To plan for the financial sustainability of Council.
Continued development, advocacy and implementation of transport services across the Island for the Community Passenger Network and Integrated Passenger Network (Rockhopper).	5.10 To provide transport services for disadvantaged community members within budget constraints.
Responsibility for the delivery and implementation of a comprehensive Volunteer Management Framework for Kangaroo Island.	5.1 That we are able to support, fund, resource and appreciate our many valued Community Volunteers.

**5.6 Business Support - HR, Risk Management, WHS**

Function	Operating Expenses	Operating Income	Capital Expenses	Capital Income	Net Total
HR	337,892	-32,000	0	0	305,892
Payroll	57,110	0	0	0	57,110
WHS	137,268	0	0	0	137,268
Labour & Indirects	1,963,989	-2,030,489	0	0	-66,500
<b>TOTAL</b>	<b>2,496,259</b>	<b>-2,062,489</b>	<b>0</b>	<b>0</b>	<b>433,770</b>

Projects for 2014-15 Include:	Strategic Objectives to be Achieved:
Review and continue development of the HR policies, procedures and documentation.	5.12 To continue the development and maintenance of a human resource management system.
Review, design, develop and implement WHS management policies, procedures and documentation including training and awareness.	5.13 To continue the development and maintenance of a WHS management system.
Development and implement an online learning systems for the employees of Kangaroo Island Council.	5.13.1 To develop a WHS management system including: <ul style="list-style-type: none"> <li>• Policies and procedures</li> <li>• Training needs analysis</li> <li>• Personal development plan</li> <li>• Operation procedural manuals</li> </ul>
Develop and implement a new performance review system (Personal Development Plans) for use by all Council employees and managers.	5.13.1 To develop a WHS management system including: <ul style="list-style-type: none"> <li>• Policies and procedures</li> <li>• Training needs analysis</li> <li>• Personal development plan</li> <li>• Operation procedural manuals</li> </ul>
Business wide definition and review of Service Levels within Kangaroo Island Council.	3.1 To plan for the financial sustainability of Council.

## 6.0 FUNDING THE BUSINESS PLAN

Council adopted its Long Term Financial Plan (LTFP) in November 2013. The LTFP had 3 main assumptions forming the basis of the plan. The key assumptions of the LTFP, as adjusted by recommendation of Council's Audit Committee are:

- 1) A new source of income that would raise additional revenue;
- 2) The inclusion of the planned optimal renewal expenditure of assets as per the Infrastructure and Asset Management Plan, and;
- 3) Rates revenue increased at 3.0% above CPI (based on a general increase of 2.0% above CPI + 1.0% Growth).

For the purposes of preparing the 2014-15 Annual Business Plan, only Assumption 3 has been included. To date, Council has not found a solution to its underlying financial deficit, but is continuing discussions with both the State and Federal Governments to assist Council to overcome this challenge and achieve its aim of becoming financially sustainable.

It is noted that Council's Long Term Financial Plan (LTFP) is currently under review pending the adoption of the current Annual Business Plan and Budget.

Appendix A provides a summary of the financial statements that flow from this Annual Business Plan and Budget. Council has budgeted for an expected operating deficit of \$4.2m for 2014-15. The operating deficit is the difference between operating revenue and expenses for the year. Amongst other things, Council's long term financial sustainability is dependent on ensuring that over time, its expenses are less than its revenue.

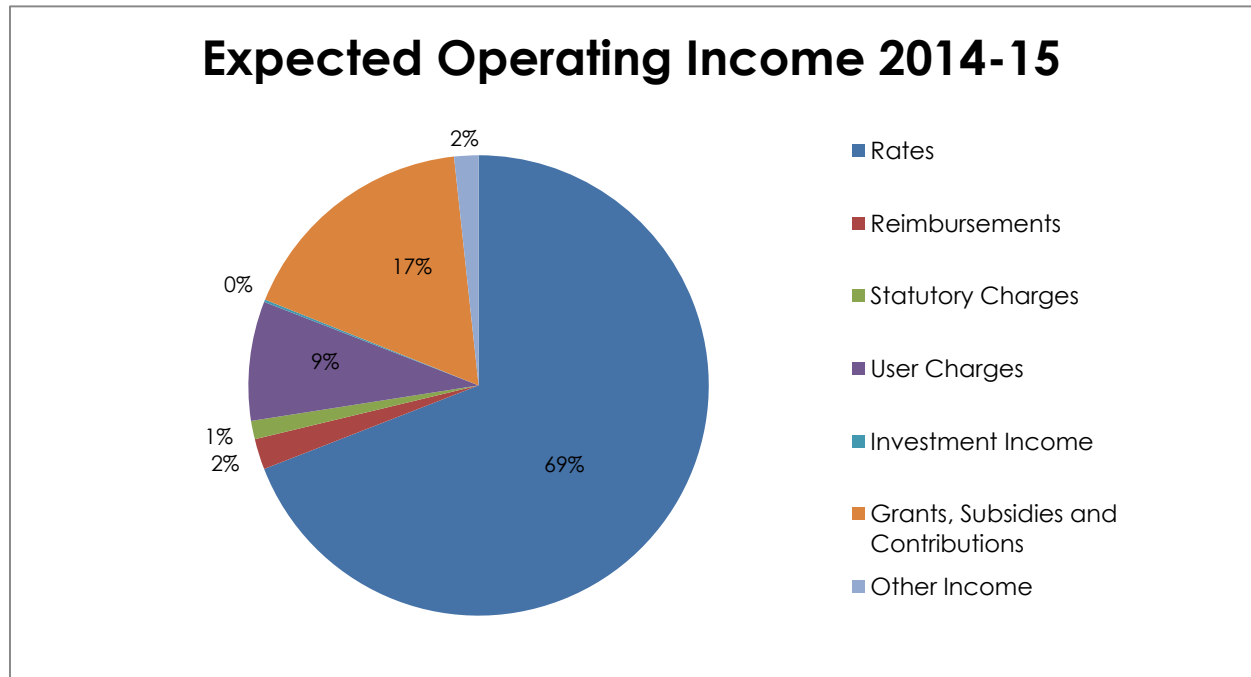
Council's revenue in 2014-15 includes \$5.6m proposed to be raised from general rates. Other sources of revenue and funding for Council are as follows:

- **User pay charges set by Council:** These comprise charges for Council's fee based facilities and some services (*refer to Appendix B for a list of Council's fees and charges*).
- **Statutory Charges set by State Government:** These are fees and charges set by regulation and collected by Council for regulatory functions such as assessment of development applications. Revenues generally offset the cost of the service.
- **Grants and Partnerships:** Council normally seeks to attract as much grant funding as possible from other levels of government, and major projects of wider State benefit are usually joint funded in partnership with State Government and other relevant parties.

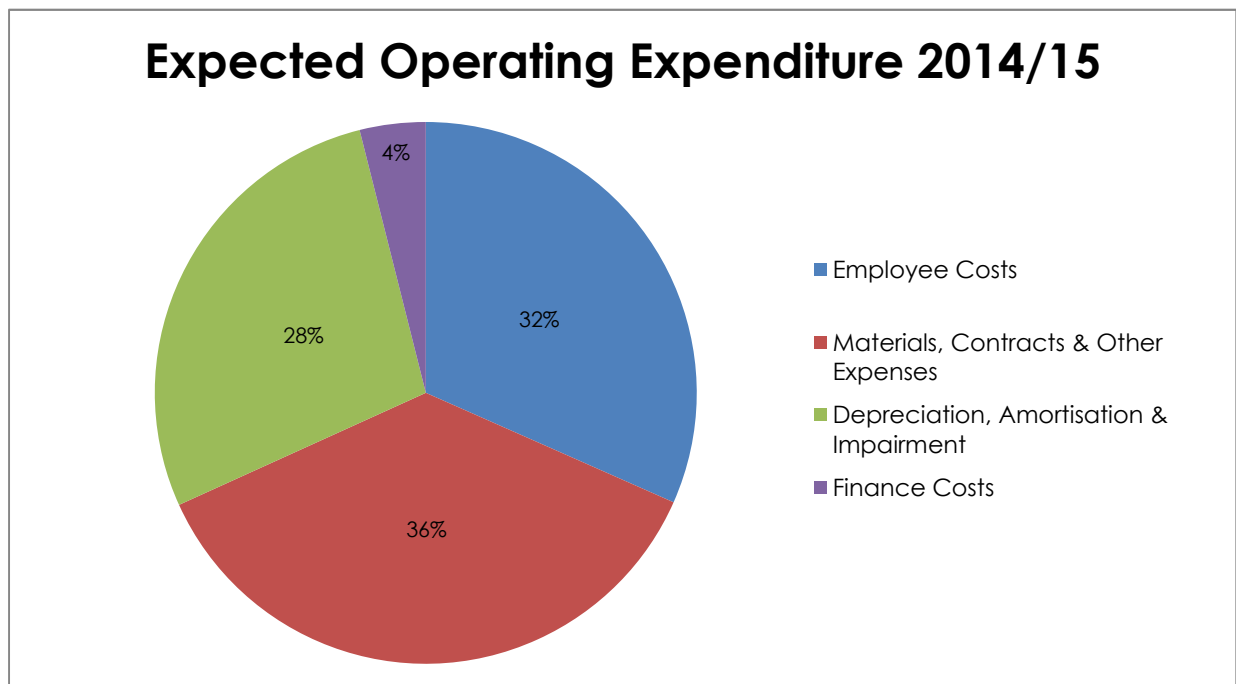
A major review of the funding distribution methodology is currently being undertaken by the South Australian Grants Commission. The results of this review will not be known until the 2014-15 financial year.

In the event that Council succeeds in achieving a higher level of Grants Commission funding than that assumed in this Business Plan and Draft 2014-15 Budget, such funds will remain unallocated. Council will make decisions throughout the year either to allocate any such funds to unforeseen expenditure pressures, or in the absence of such pressures, to retire debt.

## Budgeted Operating Income Sources 2014-15



## Budgeted Operating Expenditure 2014-15





## 6.1 Impact on Council's Financial Position

Council has budgeted to run operations in 2014-15 with a small pre-depreciation cash surplus (\$201,969). This will mean that the Capital Works program will need to be part funded by additional borrowing.

Net Financial Liabilities is a key indicator of Council's financial position. It measures total liabilities less financial assets (i.e. what Council owes to others less money Council has or is owed).

## 6.2 Rating Policy Statement

Each year the rates policy is reviewed - refer Rating and Rebate Policy 2014-15 (*refer to Appendix C*).

Council rates are imposed on all rateable properties in the Council area in accordance with the provisions of the *Local Government Act, 1999*.

Council is only able to provide the assets and services expected by the community through the levying and collection of rates, Council's principal source of revenue.

Kangaroo Island Council's policy for setting and collecting rates from the community covers the following:

- Methods used to value land
- Business Impact Statement
- General rates
- Fixed charges
- NRM Levy
- Payment of rates
- Remission and postponement of rates
- Sale of land for non payment of rates
- Adoption of valuations
- Council's revenue raising powers
- Differential rates
- Service rates and charges
- Rate concessions
- Late payment of rates
- Rebate of rates
- Disclaimer

## Contact Details for Rates Information

Phone: (08) 8553 4500

Fax: (08) 8553 2885

Email: [rates@kicouncil.sa.gov.au](mailto:rates@kicouncil.sa.gov.au)

Mail: Kangaroo Island Council  
PO Box 121  
KINGSCOTE SA 5223

## 7.0 MEASURING PERFORMANCE – OBJECTIVES FOR THE YEAR

To enable both the Council and the Community to assess Council's performance over the 2014-15 year, 'Performance Targets' have been set for a number of selected activities as shown below.

These 'Performance Targets' will be reviewed throughout the year. A report on the performance outcomes will then be included in the 2014-15 Annual Report and the 2015-16 Annual Business Plan.

### 7.1 Annual Action Plan

The Business Action Plan is derived from the current Strategic Plan and is reviewed each year to ensure that it aligns to that year's budget.

### 7.2 Comparative Performance Measurement (CPM) Survey

The Kangaroo Island Council participates in the Local Government CPM survey of property owners in Council's area to assess their satisfaction with the four key areas; governance, community satisfaction, financial and asset management and quality of life compared to other Council areas within South Australia. It is Council's aim to achieve at least better than State average for all categories.

### 7.3 Tourism Optimisation Management Model (TOMM) Resident and Visitor Surveys

The Kangaroo Island Council is a key stakeholder in the TOMM project. The TOMM project surveys residents and visitors on an annual basis. As a funding partner Council is entitled to ask a number of questions of residents and visitors. The results will be utilised to measure and improve Council's performance and services where possible.

### 7.4 Target Financial Indicators

Whilst indicators provide a ready assessment of financial performance and sustainability, they need to be interpreted in the context of Council's operating environment. They do not replace the need for sound judgement. (Refer to Appendix A Financial Statements; a detailed listing of financial targets exists)

#### Summary of Financial Indicators

		0304	0405	0506	0607	0708	0809	0910	1011	1112	1213	1314 Budget	1415 Budget
Operating Surplus	Target 1												
	Target 2												
Operating Surplus Ratio													
Net Financial Liabilities													
Net Financial Liabilities Ratio													
Interest Cover Ratio													
Asset Sustainability Ratio													
Asset Consumption Ratio													

## Appendix A: Financial Statements Annual Budget 2014-15

### (Budgeted) Statement of Comprehensive Income (for the period 2014-15 Financial Year)

	2011/12 Audited AFS	2012/13 Audited AFS	2013/14 Original Budget	2014/15 Original Budget	Variance between 2013/14 & 2014/15	Variance between 2013/14 & 2014/15
	\$	\$	\$	\$	\$	%
<b>INCOME</b>						
Rates	7,441,379	7,833,930	8,061,340	8,409,876	348,536	4.3%
Less Rates Rebate	-	-	-	-	-	-
Statutory charges	162,561	167,987	154,987	154,648	(339)	-0.2%
User charges	838,670	863,221	899,425	1,021,352	121,927	13.6%
Plus donations & contributions	-	-	-	-	-	-
Grants, subsidies and contributions	2,685,948	2,448,063	2,313,958	2,096,696	(217,262)	-9.4%
Investment income	24,043	22,667	22,483	19,029	(3,454)	-15.4%
Reimbursements	626,377	1,041,032	340,322	263,562	(76,760)	-22.6%
Other income	111,782	81,723	178,986	206,516	27,530	15.4%
Net gain - joint ventures & associates	15,351	5,479	-	-	-	-
<b>Total Income</b>	<b>11,906,111</b>	<b>12,464,101</b>	<b>11,971,501</b>	<b>12,171,679</b>	<b>200,178</b>	<b>1.7%</b>
<b>EXPENSES</b>						
Employee costs	3,817,985	4,748,619	5,360,251	5,213,767*	(146,484)	-2.7%
- Less Capitalised Costs	-	-	(198,966)	(258,479)*	(59,513)	29.9%
Materials, contracts & other expenses	6,390,663	6,279,898	6,237,185	5,734,922	(502,263)	-8.0%
Depreciation, amortisation & impairment	4,570,143	4,368,232	4,734,669	4,368,234	(366,435)	-7.7%
Finance costs	518,272	559,562	504,784	615,244	110,460	21.9%
<b>Total Expenses</b>	<b>15,297,062</b>	<b>15,956,311</b>	<b>16,637,923</b>	<b>15,673,688</b>	<b>(964,235)</b>	<b>-5.8%</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>(3,390,951)</b>	<b>(3,492,210)</b>	<b>(4,666,423)</b>	<b>(3,502,010)</b>	<b>1,164,413</b>	<b>24.9%</b>
Asset disposal & fair value adjustments	(681,011)	(740,399)	10,000	200,000	190,000	1900.0%
Amounts received specifically for new or upgraded assets	1,259,446	1,168,783	580,000	744,000	164,000	28.3%
Physical resources received free of charge	32,500	2,256,904	2,450,218	2,500,000	49,782	2.0%
<b>NET SURPLUS / (DEFICIT) transferred to Equity Statement</b>	<b>(2,780,017)</b>	<b>(806,922)</b>	<b>(1,626,206)</b>	<b>(58,010)</b>	<b>1,568,196</b>	<b>-96.43%</b>
Other Comprehensive Income						
Changes in revaluation surplus - infrastructure, property, plant & equipment	1,299,782	98,663	-	-		
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(1,480,235)</b>	<b>(708,259)</b>	<b>(1,626,206)</b>	<b>(58,010)</b>	<b>1,568,196</b>	<b>-96.43%</b>
<b>Operating Surplus Ratio</b>	<b>-46.0%</b>	<b>-45.0%</b>	<b>-59.0%</b>	<b>-42.0%</b>		

**(Budgeted) Statement of Financial Position (for the period 2014-15 Financial Year)**

	2011/12 Audited AFS	2012/13 Audited AFS	2013/14 Original Budget	2014/15 Original Budget
<b>ASSETS</b>	\$	\$	\$	\$
<b>Current Assets</b>				
Cash and cash equivalents	352,947	790,245	135,520	339,385
Trade & other receivables	934,866	2,054,873	309,733	854,873
Less: Allowance for Doubtful Debts	-	-	-	-
Inventories	104,941	127,338	98,000	98,000
<b>Total Current Assets</b>	<b>1,392,754</b>	<b>2,972,456</b>	<b>543,253</b>	<b>1,292,257</b>
<b>Non-current Assets</b>				
Equity accounted investments in Council businesses	51,201	56,680	51,200	56,680
Infrastructure, Property, Plant & Equipment	156,917,326	157,010,435	155,547,826	157,936,018
Other Non-current Assets	430,691	586,314	-	400,000
<b>Total Non-current Assets</b>	<b>157,399,218</b>	<b>157,653,428</b>	<b>155,599,026</b>	<b>158,392,698</b>
<b>Total Assets</b>	<b>158,791,972</b>	<b>160,625,885</b>	<b>156,142,279</b>	<b>159,684,955</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Trade & Other Payables	1,140,081	2,322,262	1,572,973	1,322,262
Borrowings	542,808	540,532	576,387	273,418
Provisions	724,952	729,223	749,553	749,553
<b>Total Current Liabilities</b>	<b>2,407,841</b>	<b>3,592,017</b>	<b>2,898,913</b>	<b>2,345,232</b>
<b>Non-current Liabilities</b>				
Borrowings	7,455,767	8,845,482	9,198,025	11,331,782
Provisions	960,945	929,224	964,000	964,000
<b>Total Non-current Liabilities</b>	<b>8,416,712</b>	<b>9,774,706</b>	<b>10,162,025</b>	<b>12,295,782</b>
<b>Total Liabilities</b>	<b>10,824,553</b>	<b>13,366,723</b>	<b>13,060,938</b>	<b>14,641,014</b>
<b>NET ASSETS</b>	<b>147,967,421</b>	<b>147,259,163</b>	<b>143,081,342</b>	<b>145,043,940</b>
<b>EQUITY</b>				
Accumulated Surplus	6,904,406	5,865,892	1,156,953	3,020,888
Asset Revaluation Reserves	138,875,145	138,973,808	138,875,145	138,973,809
Other Reserves	2,187,870	2,419,464	3,049,245	3,049,245
<b>Total Council Equity</b>	<b>147,967,421</b>	<b>147,259,164</b>	<b>143,081,342</b>	<b>145,043,941</b>
<b>TOTAL EQUITY</b>	<b>147,967,421</b>	<b>147,259,164</b>	<b>143,081,342</b>	<b>145,043,941</b>

**(Budgeted) Statement of Changes in Equity (for the period 2014-15 Financial Year)**

	Accumulated Surplus	Asset Revaluation Reserve	Other Reserves	TOTAL EQUITY
<b>2011/12 Audited AFS</b>	\$	\$	\$	\$
Balance at end of previous reporting period	9,885,689	137,575,363	1,986,605	149,447,657
Restated opening balance	9,885,689	137,575,363	1,986,605	149,447,657
<b>Net Surplus / (Deficit) for Year</b>	<b>(2,780,017)</b>	-	-	<b>(2,780,017)</b>
<b>Other Comprehensive Income</b>				
Changes in revaluation surplus - infrastructure, property, plant & equipment	-	1,299,782	-	1,299,782
Transfers between reserves	<b>(201,265)</b>	-	<b>201,265</b>	-
<b>Balance at end of period</b>	<b>6,904,406</b>	<b>138,875,145</b>	<b>2,187,870</b>	<b>147,967,421</b>
<b>2012/13 Audited AFS</b>				
Balance at end of previous reporting period	6,904,406	138,875,145	2,187,870	147,967,421
Restated opening balance	6,904,406	138,875,145	2,187,870	147,967,421
<b>Net Surplus / (Deficit) for Year</b>	<b>(806,920)</b>	-	-	<b>(806,920)</b>
<b>Other Comprehensive Income</b>				
Changes in revaluation surplus - infrastructure, property, plant & equipment	-	98,663	-	98,663
Transfers between reserves	<b>(231,594)</b>	-	231,594	231,594
<b>Balance at end of period</b>	<b>5,865,892</b>	<b>138,973,808</b>	<b>2,419,464</b>	<b>147,259,164</b>
<b>2013/14 Original Budget</b>				
Balance at end of previous reporting period*	3,427,511	138,875,145	2,404,890	144,707,546
Restated opening balance	3,427,511	138,875,145	2,404,890	144,707,546
<b>Net Surplus / (Deficit) for Year</b>	<b>(1,626,204)</b>	-	-	<b>(1,626,204)</b>
<b>Other Comprehensive Income</b>				
Changes in revaluation surplus - infrastructure, property, plant & equipment	-	-	-	-
Transfers between reserves	<b>(644,354)</b>	-	644,354	-
<b>Balance at end of period</b>	<b>1,156,952</b>	<b>138,875,145</b>	<b>3,049,244</b>	<b>143,081,341</b>
<b>2014/15 Original Budget</b>				
Balance at end of previous reporting period*	3,078,899	138,973,808	3,049,244	145,101,952
Restated opening balance	3,078,899	138,973,808	3,049,244	145,101,952
<b>Net Surplus / (Deficit) for Year</b>	<b>(58,010)</b>	-	-	<b>58,010</b>
<b>Other Comprehensive Income</b>				
Changes in revaluation surplus - infrastructure, property, plant & equipment	-	-	-	-
Transfers between reserves	-	-	-	-
<b>Balance at end of period</b>	<b>3,020,888</b>	<b>138,973,809</b>	<b>3,049,244</b>	<b>145,043,941</b>

\*From 2013/14 onwards the balance at the end of the previous reporting period does not reflect the closing balance because budgets were set prior to the financial statements being finalised.

**(Budgeted) Statement of Cash Flow (for the period 2014-15 Financial Year)**

	2011/12 Audited AFS	2012/13 Audited AFS	2013/14 Original Budget	2014/15 Original Budget
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<u>Receipts</u>				
Operating receipts	13,563,687	12,441,434	11,949,018	12,152,650
Investment receipts	41,140	(80,219)	22,483	19,029
<u>Payments</u>				
Operating payments to suppliers & employees	(12,233,975)	(11,439,414)	(11,398,470)	(10,690,210)
Finance payments	(379,646)	(96,901)	(504,784)	(615,244)
<b>Net Cash provided by Operating Activities</b>	<b>991,206</b>	<b>824,900</b>	<b>68,247</b>	<b>866,225</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
<u>Receipts</u>				
Amounts specifically for new or upgraded assets	1,259,446	1,168,783	580,000	744,000
Sale of replaced assets	88,183	104,648	10,000	200,000
<u>Payments</u>				
Expenditure on renewal/replacement of assets	(344,826)	(1,441,459)	(962,495)	(1,528,017)
Expenditure on new/upgraded assets	(2,700,901)	(1,725,697)	(1,301,204)	(744,000)
<b>Net Cash provided by Investing Activities</b>	<b>(1,698,098)</b>	<b>(1,893,725)</b>	<b>(1,673,699)</b>	<b>(1,328,017)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
<u>Receipts</u>				
Proceeds from Borrowings	6,630,000	6,150,000	5,793,475	1,250,000
<u>Payments</u>				
Repayments of Borrowings	(5,800,267)	(4,762,561)	(4,095,623)	(894,253)
<b>Net Cash provided by (or used in) Financing Activities</b>	<b>829,733</b>	<b>1,387,439</b>	<b>1,697,852</b>	<b>355,747</b>
<b>Net Increase (Decrease) in cash held</b>	<b>122,841</b>	<b>437,299</b>	<b>92,400</b>	<b>(106,045)</b>
Cash & cash equivalents at beginning of period	230,107	352,948	43,120	445,433
<b>Cash &amp; cash equivalents at end of period</b>	<b>352,948</b>	<b>790,247</b>	<b>135,520</b>	<b>339,388</b>

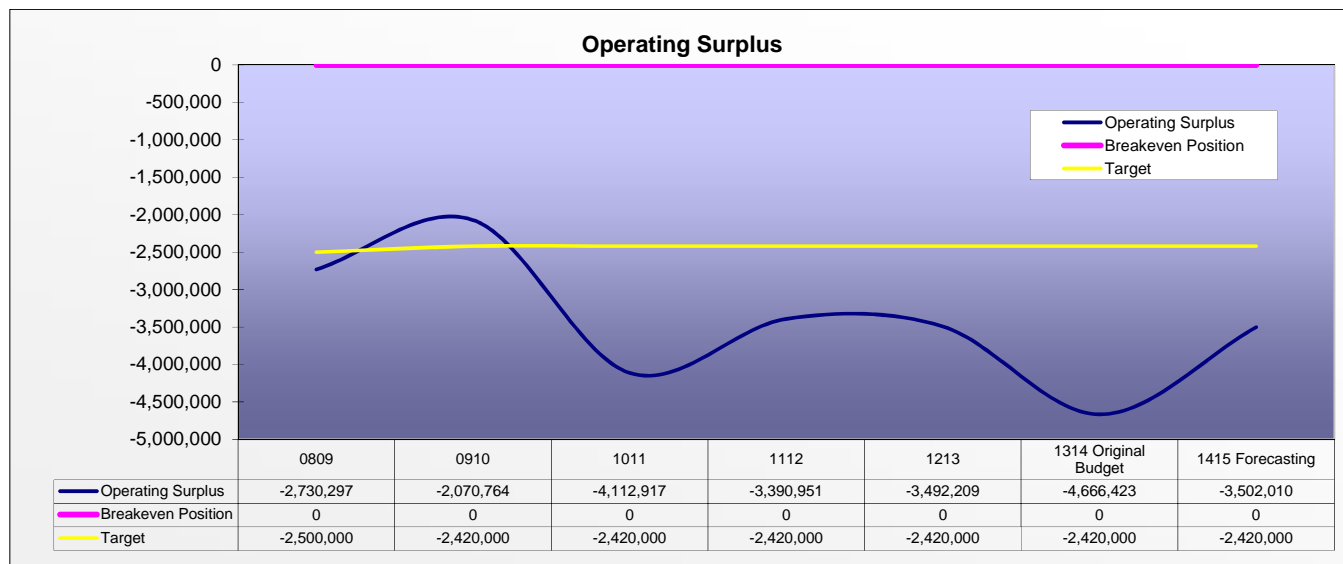
**(Budgeted) Uniform Presentation of Finances**

	2011/12 Audited AFS	2012/13 Audited AFS	2013/14 Original Budget	2014/15 Original Budget
	\$	\$	\$	\$
Income	11,906,111	12,464,101	11,971,501	12,171,679
less Expenses	(15,297,062)	(15,956,309)	(16,637,923)	(15,673,688)
<b>Operating Surplus / (Deficit)</b>	<b>(3,390,950)</b>	<b>(3,492,208)</b>	<b>(4,666,422)</b>	<b>(3,502,009)</b>
less <b>Net Outlays on Existing Assets</b>				
Capital Expenditure on renewal and replacement of Existing Assets	344,826	1,441,459	962,495	1,528,017
less Depreciation, Amortisation and Impairment	(4,570,143)	(4,368,232)	(4,734,669)	(4,368,234)
less Proceeds from Sale of Replaced Assets	(88,183)	(104,648)	(10,000)	(200,000)
	<b>(4,313,500)</b>	<b>(3,031,423)</b>	<b>(3,782,174)</b>	<b>(3,040,217)</b>
less <b>Net Outlays on New and Upgraded Assets</b>				
Capital Expenditure on New and Upgraded Assets (including investment property & real estate developments)	2,700,901	1,725,697	1,301,204	744,000
less Amounts received specifically for New and Upgraded Assets	(1,259,446)	(1,168,783)	(580,000)	(744,000)
less Proceeds from Sale of Surplus Assets (including investment property and real estate developments)	-	-	-	-
	<b>1,441,455</b>	<b>556,914</b>	<b>721,204</b>	<b>-</b>
<b>Net Lending / (Borrowing) for Financial Year</b>	<b>(518,905)</b>	<b>(1,017,699)</b>	<b>(1,605,452)</b>	<b>(461,792)</b>



## Financial Indicators - Operating Surplus/(Deficit)

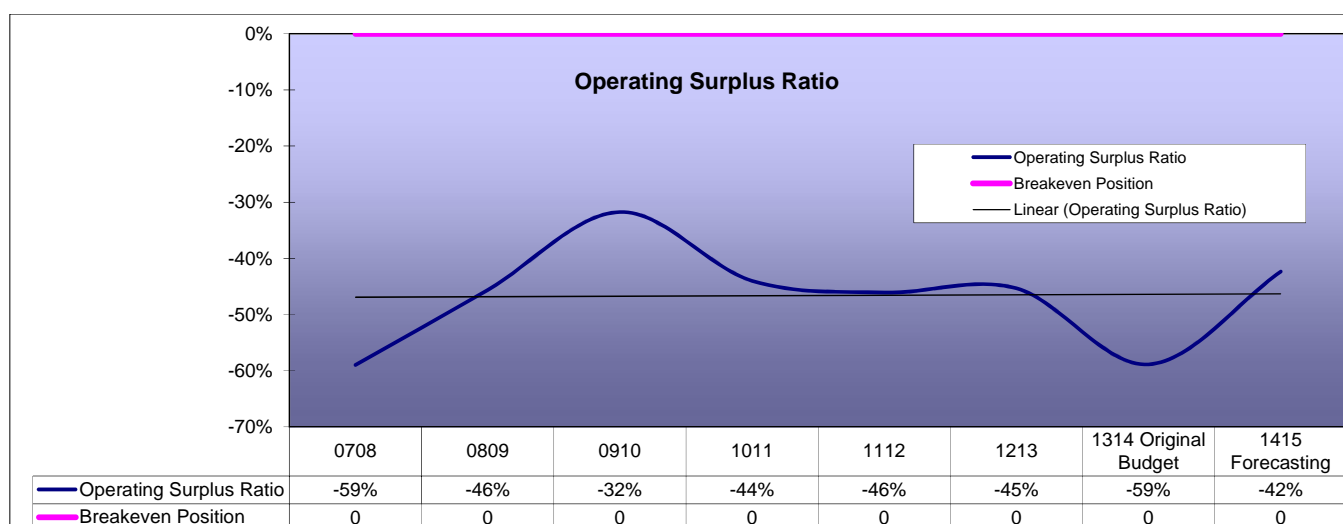
This ratio indicates the difference between day-to-day income and expenses for the particular financial year.



**Target:** To achieve a decreasing budget operating deficit and the achievement of an Operating Breakeven Position, or better, over a ten year period.

## Financial Indicators - Operating Surplus Ratio

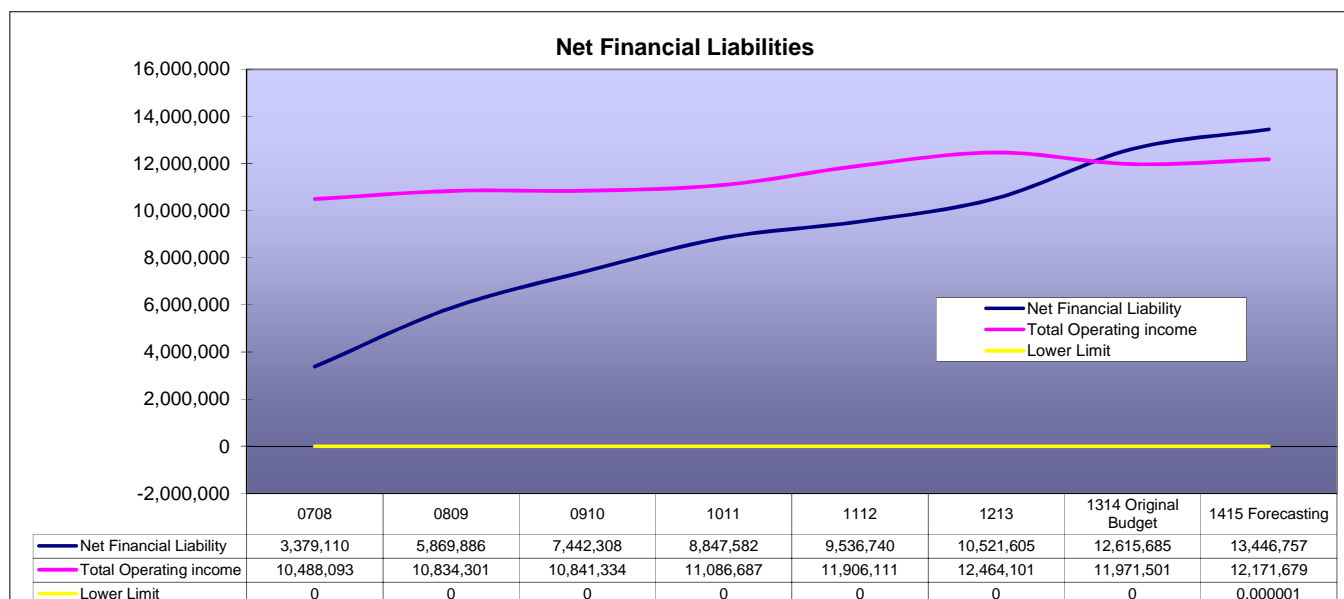
This ratio indicates by what percentage the major controllable income source varies from day to day expenses.



**Target:** To achieve an Operating Surplus Ratio of 0% within 10 years.

### Financial Indicators - Net Financial Liabilities

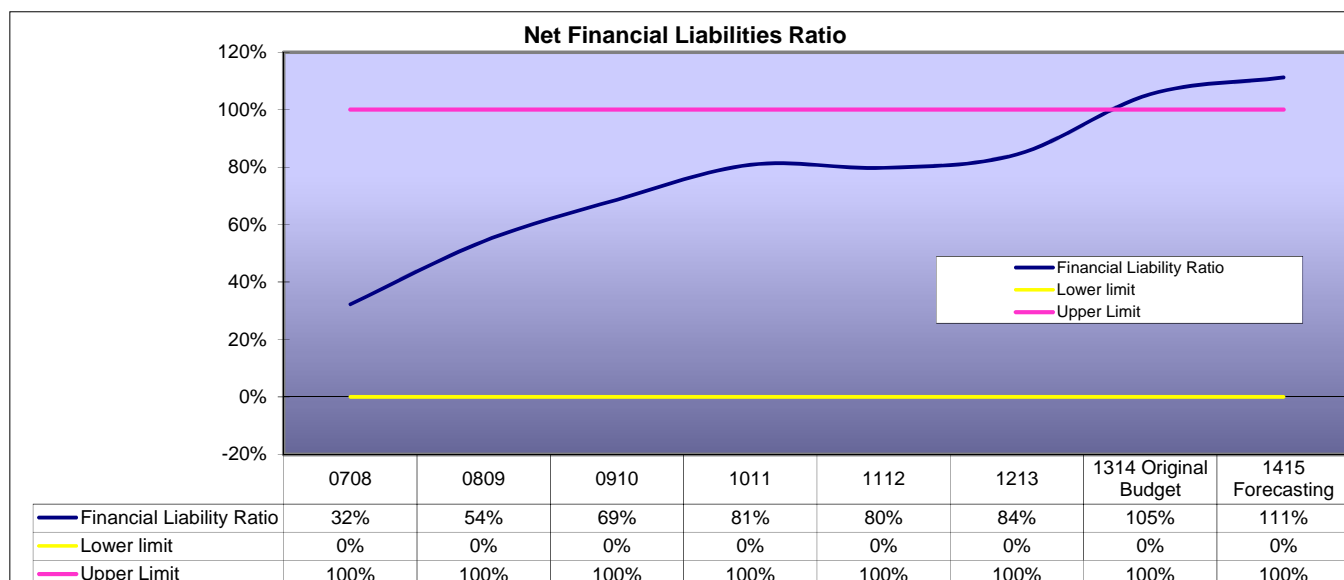
This ratio indicates what is owed to others less money held, invested or owed to the Council.



**Target:** Council's level of Net Financial Liabilities is no greater than its Annual Operating Revenue and not less than zero.

### Financial Indicators - Net Financial Liabilities Ratio

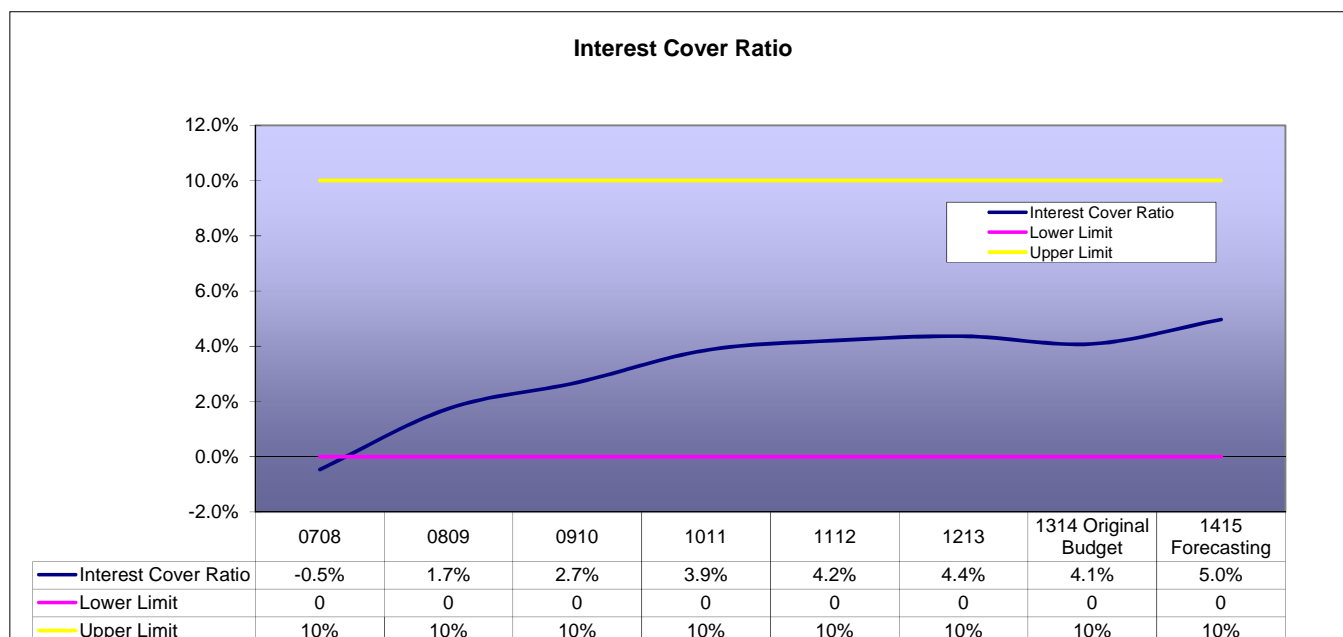
This ratio indicates how significant the net amount owed is compared with income.



**Target:** Net Financial Liabilities Ratio is greater than zero but less than 100% of total Operating Revenue.

## Financial Indicators - Interest Cover Ratio

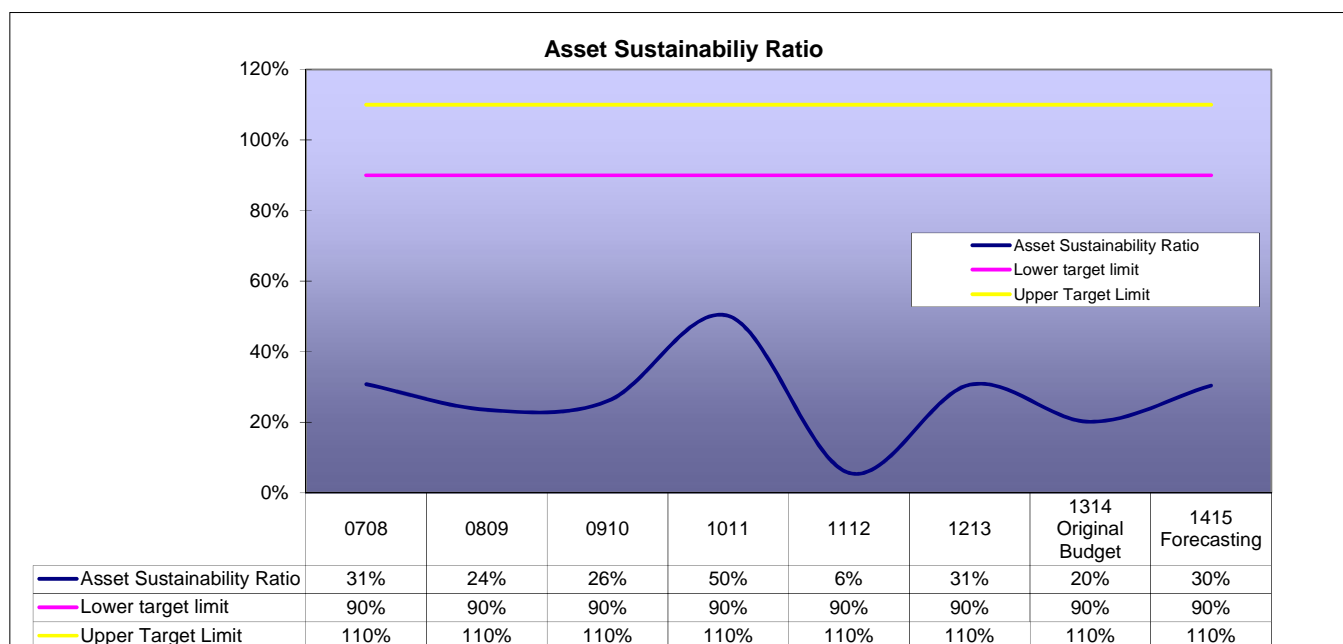
This ratio indicates how much income is used in paying interest on borrowings.



**Target:** Net Interest is greater than 0% and less than 10% of Operating Revenue.

## Financial Indicators - Asset Sustainability Ratio

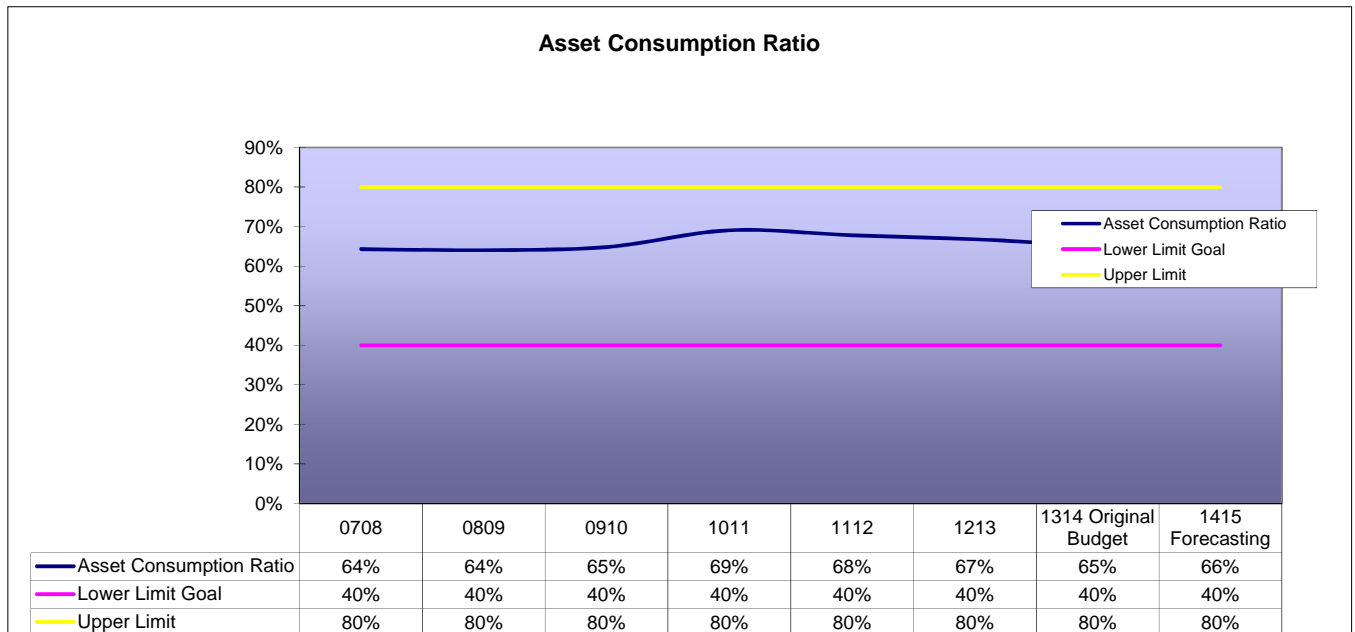
This ratio indicates whether assets are being replaced at the rate they are wearing out.



**Target:** Capital outlays on renewing / replacing assets net of proceeds from sale of replaced assets is greater than 90% but less than 110% of depreciation over a rolling 3 year period.

## Financial Indicators - Asset Consumption Ratio

This ratio indicates the average proportion of 'as new condition' left in assets.




**Target:** The average proportion of 'as new condition' left in assets is greater than 40% and less than 80%.

### 2014-15 Capital Works List

		CAPEX	CAPIN
<b>Bridges</b>	Bark Hut Road (Bridge 9) Moffatt Road (Bridge 35) South Coast Road (Bridge 28) Springs Road (Bridge 3)	\$ 110,310	
<b>Car Parks</b>	Penneshaw Car Parking	\$ 50,000	
<b>CWMS</b>	Parndana Lining	\$ 130,000	
<b>Jetties, Wharves &amp; Boat Ramps</b>	Bay of Shoals Pontoon Emu Bay Jetty Pylons Christmas Cove	\$ 515,000	-\$ 275,000
<b>Kerbs</b>	Rawson Street Kerbs	\$ 23,000	
<b>Pit Remediation</b>	Lot 50 North Coast Road - Year 1	\$ 15,000	
<b>Plant &amp; Equipment</b>	P201 Backhoe (Second hand) P428 Bomag roller (Replace with good second hand multi-tyre) P630 Skid Steer - (Replace with second hand smaller unit for drain / mitre drain work)	\$ 205,000	-\$ 110,000
<b>Sealed Road</b>	Cape Willoughby Road (Seg. 35, 40, 45, 50, 55)	\$ 791,728	-\$ 469,000
<b>Town Halls - Repairs</b>	Dauncey Street Building Façade	\$ 100,000	
<b>Traffic Control - Signs</b>	Redbanks mass action signage audit Wisanger mass action signage audit	\$ 30,000	
<b>Unsealed Roads</b>	East West One (Seg. 10) East West One (Seg. 15) East West One (Seg. 20) East West One (Seg. 5) Sapphire town - Cut and form township roads South Coast Road (Seg. 405) South Coast Road (Seg. 410) South Coast Road (Seg. 415)	\$ 261,979	
<b>Waste Management</b>	Kingscote Dump Capping - Year 1	\$ 40,000	
<b>Total</b>		\$ 2,272,017	-\$ 854,000
<b>Net Spend</b>		<b>\$ 1,418,017</b>	

## Appendix B: Fees and Charges Policy 2014-15

	<h1>Fees and Charges Policy 2014-15</h1>
<b>File Number</b>	18.8.11
<b>Date Adopted:</b>	
<b>Minute Reference:</b>	
<b>Next Review date:</b>	June 2015
<b>Responsible Manager or Department:</b>	Director Business Support
<b>Related Document(s):</b>	Schedule of Fees & Charges 2014-15

### 1. Purpose of this Policy / Procedure

Section 188 (Fees and Charges) of the *Local Government Act, 1999* empowers a Council to impose fees and charges:

- for the use of any property or facility owned, controlled, managed or maintained by the council;
- for services supplied to a person at his or her request;
- for carrying out work at a person's request;
- for providing information or materials, or copies of, or extracts from, council records;
- in respect of any application to the council;
- in respect of any authorisation, licence or permit granted by the council;
- in respect of any matter for which another Act provides that a fee fixed under this Act is to be payable;
- in relation to any other prescribed matter.

Fees or charges under (a), (b) and (c) need not be fixed by reference to the cost to the council. Fees or charges under (d) must not exceed a reasonable estimate of the direct cost to the council in providing the information, materials, copies or extracts.

A Council may provide for—

- specific fees and charges;
- maximum fees and charges and minimum fees and charges;
- annual fees and charges;
- the imposition of fees or charges according to specified conditions or circumstances;
- the variation of fees or charges according to specified factors;
- the reduction, waiver or refund, in whole or in part, of fees or charges.

If—

- a fee or charge is fixed or prescribed by or under this or another Act in respect of a particular matter; or
- this or another Act provides that no fee or charge is payable in respect of a particular matter, a council may not fix or impose a fee or charge in respect of that matter.

Fees and charges may be fixed, varied or revoked by by-law or by decision of the Council.

The Council must keep a list of fees and charges imposed under this section on public display (during ordinary office hours) at the principal office of the council.

If a council fixes a fee or charge under this section; or varies a fee or charge under this section, the council must up-date the list and take reasonable steps to bring the fee or charge, or the variation of the fee or charge, to the notice of persons who may be affected.

The Fees and Charges Policy is included as part of the Annual Business Plan and is adopted as part of the Plan.

The Fees and Charges Schedule lists all fees and charges.

## **2. Scope of this Policy / Procedure**

The Fees and Charges Policy identifies two types, Statutory and User:

- a. Statutory Charges are fees associated with permits and licences and are set by the State or Australian Governments: for example, Aerodrome Fees Act 1998 (SA), Development Act 1993 (SA), Dog and Cat Management Act and Regulations 1995 (SA), Environment Protection Act 1993 (SA), Natural Resources Management Act 2004, South Australian Public Health Act 2011, Road Traffic Act 1961 (SA).
- b. User Fees/Charges are associated with Council activities provided to the community through the sale of goods and services, or rental of property or facilities. Fees of this type can be Camping Fees, Swimming Pool Fees, Land Clearing Fees, Library Service Fees, Community Hall Hire Fees.

It is Council's policy that there will be no waiver to any fees and charges, excepting Statutory Concessions & Fees and Charges encompassed by Council's Rates & Rebates Policy.

There is an option for Community groups to seek sponsorship from Council for the equivalent of the fees payable, on those fees and charges set and administered by Council. An application for sponsorship will need to be completed well before the need to pay the fees.

An example would be sponsorship to cover application fees for development of a sporting group or a charity to use a Council facility.

### **2.1 Application of The Goods and Services Tax (GST)**

Section 81.5 of the *New Tax System (Goods And Services Tax) Act, 1999* states that GST applies to payments of taxes, fees and charges.

Taxes, fees and charges may be excluded from the GST by a determination of the Treasurer, which in this case is A New Tax System (Goods and Services Tax) (Exempt Taxes, Fees and Charges) Determination 2011 (No.1). The list of items which are exempt can be found in Part 6 (South Australia) under Items 3.1, 16.1-16.19

### **2.2 Budget Context**

In the 2014-15 financial year, Fees and Charges are expected to represent 9.52% of budgeted revenue.

### **2.3 Natural Resources Management Levy 2014-15**

On 29 May 2014 the Government gazetted the annual charge to be levied on the Kangaroo Island Council pursuant to section 92(7) of the Natural Resources Management Act 2004.

The Government determined that the share of Kangaroo Island Council for 2014-15, as sole constituent Council would be \$140,603.00. This is applied to all ratepayers.

Council does not determine how the levy is spent and does not retain the revenue collected.

### **2.4 Pricing Policy**

Council does not determine Statutory Charges.

User Fees/Charges are determined on the basis of the principle of user pays. Where possible, Council seeks full recovery of the cost of operating or providing the service or goods.

Where it can be demonstrated that the imposition of full cost recovery would create hardship in the community, either at the individual or organizational level, then Council may apply a lesser quantum to non-statutory fees and charges, either by way of a class of persons or types of organizations, or by way of a percentage reduction.

Fees and charges are set giving regard to the following:

- a. the cost of providing the service, inclusive of overhead costs
- b. the importance of the goods or service to the community
- c. market comparison of fees and pricing structures with other enterprises which offer a similar service
- d. the level of service/facility provided by the Council
- e. increase in statutory charges set by regulation

### **2.5 Expiation Fees for By-Laws Adopted by Council.**

The maximum penalty set for Expiation Fees for By-Laws adopted by Council, under the Local Government Act Section 246(3)(g), is \$750. Expiation fees can be set, according to Section 246(5), to an amount up to 25% of the maximum, that being \$187.50.

As per Agenda Item 11.3 of the Council Minutes for the meeting held on the 18th of January 2012, the following expiation fee amounts have been set, namely:

1. For all By-Laws, apart from By-Law 3 Section 2.11 Fire,
  - a 'maximum penalty only' Expiation Fee **\$100.00**
2. For By-Law 3 Section 2.11 Fire, a 'maximum penalty only' Expiation Fee at **\$185.00**

### **2.6 Private Works**

Private Works are works carried out by council staff in Council time using Council Equipment.

Private Works include, but are not limited to:

- paving and road making;
- kerbing and guttering
- fencing and ditching
- tree planting and tree maintenance
- demolition and excavation
- block clearing and tree felling
- road opening and closing.

Private works may be carried out in circumstances where Council staff have the necessary skills, qualifications and equipment under their control required to undertake the work, and may be redirected (with the equipment under their control) to the private works without compromising Council's work program.

Private works may only be carried out on the basis of approved documentation that is to include a detailed, itemised scope of works by an authorised Council officer and acceptance by the person for whom the works are being undertaken.

Private works are to be carried out on the most appropriate cost recovery method as shown in the Schedule of Fees and Charges as adopted.

A Private Works margin is set at 15%, to emulate the requirements of performing works at a commercial operational level.

## **3. Corporate Plan**



Key Goal – Economic - 3.1 to plan for the financial sustainability of Council.

#### 4. Legislation

Section 188 (Fees and Charges) of the *Local Government Act, 1999*.

#### 5. Review

This Policy shall be reviewed by the Kangaroo Island Council annually.

SIGNED: .....

Chief Executive Officer

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### 6. Availability & Grievances

This policy is available for inspection at the Council office at 43 Dauncey Street, Kingscote during ordinary business hours.

It is also available for inspection, download or printing, free of charge, from Council's website [www.kangarooisland.sa.gov.au](http://www.kangarooisland.sa.gov.au)

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer, Kangaroo Island Council, PO Box 121, Kingscote SA 5223

#### HISTORY

DATE	REVISION NO	REASON FOR AMENDMENT
1 July 2008	Rev: 00	Draft adopted by Council
12 September 2008	Rev: 01	Hall Hire Fees Updated
14 November 2008	Rev: 02	Include Authorisations & Permits Fee
26 June 2009	Rev: 03	Draft adopted by Council
02 July 2010	Rev: 04	Draft adopted by Council
30 June 2011	Rev: 05	Draft adopted by Council
18 January 2012	Rev: 06	Expiation Fees Updated
13 June 2012	Rev:07	2012-13 policy Adopted by Council
11 July 2012	Rev:08	Statutory Fees Updated
12 June 2013	Rev: 09	Policy Reviewed and Adopted for 2013-14
	Rev: 10	Policy Reviewed and Adopted for 2014-15

## Schedule of Fees and Charges 2014-15

(Adopted by Council - 20 November 2014)

Fees and Charges may be subject to review in the 2014-15 Financial Year.

Concessions and Rebates for any fees will only be applied upon receipt of satisfactory documentation.

Where appropriate the figures in this document are GST Inclusive unless otherwise stated.

\* Statutory Fees can change at the discretion of the Minister and are not limited to those identified below. Other Statutory Fees over and above those listed may apply.

### Administration

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Administration Fee	Per hour (Minimum Charge 30 Minutes)	Set by Council	This charge does not apply to normal customer service arrangements, but Council reserves the right to impose such charges in other situations.	\$75.00

### Airport- Aircraft

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Aircraft	Per 1000 kilos	Set by Council	Weight-based charges per movement calculated on certified maximum take off weight of the aircraft with a movement defined as a departure.	\$11.00
Helicopters	Per craft	Set by Council		\$19.00
Parking Fee (Non-RPT Craft)	Per aircraft per day or part thereof	Set by Council	Non-RPT aircraft parking in the sealed apron by prior arrangement only. If not authorised, then a fee or part thereof may be incurred.	\$205.00
Passenger Levy	Per person each way	Set by Council	Levy applies to Regular Passenger Transport (RPT) and Tourist Charter Operations.	\$9.77

### Airport- Advertising

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
1/3 A4	Per Year	Set by Council	Interim arrangement until the Master Plan is developed.	\$57.00
A4	Per Year	Set by Council		\$115.00

### Airport- Parking

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Overnight	Per day	Set by Council	Regular long term users can be provided with a 30% discount on fees, payable 12 months in advance. Also interim arrangement as in the future will include permit parking etc.	\$3.00

### Animals - Cat Registration

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Breeding Cat	Per Animal	No GST	Set by Council	For breeding. Minute Ref. 11.8, 12 Feb 2014	\$66.00
De-sexed / Micro-chipped	Per Animal	No GST	Set by Council	Minute Ref. 11.8, 12 Feb 2014	\$33.00

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
De-sexed/Micro-chipped (Concession)	Per Animal	No GST	Set by Council	" "	\$16.50
Transfer of Registration	Per Animal	No GST	Set by Council	" "	\$6.60
Partial Year Registration	Per animal	No GST	Set by Council	" "	\$33.00
Late Registration Breeding	Per animal	No GST	Set by Council	" "	\$16.50
Late Registration De-sexed/Micro-chipped	Per animal	No GST	Set by Council	" "	\$8.25
Late Registration De-sexed/Micro-chipped (Concession)	Per animal	No GST	Set by Council	" "	\$4.15

## Animals - Dog Registration

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Dog	Per animal	No GST	Set by Council	Minute Ref. 11.8, 12 Feb 2014	\$66.00
Concession	Per animal	No GST	Set by Council	" "	\$33.00
De-sexed	Per animal	No GST	Set by Council	" "	\$39.60
De-sexed (concession)	Per animal	No GST	Set by Council	" "	\$19.80
De-sexed and micro-chipped	Per animal	No GST	Set by Council	" "	\$33.00
De-sexed and micro-chipped (concession)	Per animal	No GST	Set by Council	" "	\$16.50
Micro-chipped	Per animal	No GST	Set by Council	" "	\$59.40
Micro-chipped (concession)	Per animal	No GST	Set by Council	" "	\$29.70
Obedience trained	Per animal	No GST	Set by Council	" "	\$59.40
Obedience trained (concession)	Per animal	No GST	Set by Council	" "	\$29.70
Obedience trained and micro-chipped	Per animal	No GST	Set by Council	" "	\$52.80
Obedience trained and micro-chipped (concession)	Per animal	No GST	Set by Council	" "	\$26.40
Obedience trained and de-sexed	Per animal	No GST	Set by Council	" "	\$33.00
Obedience trained and de-sexed (concession)	Per animal	No GST	Set by Council	" "	\$16.50
Obedience trained, de-sexed and micro-chipped	Per animal	No GST	Set by Council	" "	\$26.40
Obedience trained, de-sexed and micro-chipped (concession)	Per animal	No GST	Set by Council	" "	\$13.20



FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Guide, hearing or disability	Per animal	No GST	Set by Council	" "	\$0.00
Working Dog / Grey Hound (Racing only)	Per animal	No GST	Set by Council	Rebates do not apply. Minute Ref. 11.8, 12 Feb 2014	\$11.00
Business Registration	Per animal	No GST	Set by Council	" "	\$49.50
Transfer of Registration	Per animal	No GST	Set by Council	Minute Ref. 11.8, 12 Feb 2014	\$6.60
Partial Year Registration	Per animal	No GST	Set by Council	Rebates do not apply. Minute Ref. 11.8, 12 Feb 2014	\$33.00
Replacing Disc	Per animal	No GST	Set by Council	Minute Ref. 11.8, 12 Feb 2014	\$4.40
Late registration Fee -	Per animal	No GST	Set by Council	" "	\$16.50
Late Registration Fee - (concession)	Per animal	No GST	Set by Council	" "	\$8.25
Late Registration Fee - De-sexed	Per animal	No GST	Set by Council	" "	\$9.90
Late Registration Fee - de-sexed (concession)	Per animal	No GST	Set by Council	" "	\$4.95
Late Registration Fee - de-sexed and micro-chipped	Per animal	No GST	Set by Council	" "	\$8.25
Late Registration Fee - De-sexed and micro-chipped (concession)	Per animal	No GST	Set by Council	" "	\$4.15
Late Registration Fee - Micro-chipped	Per animal	No GST	Set by Council	" "	\$14.85
Late Registration Fee - Micro-chipped (concession)	Per animal	No GST	Set by Council	" "	\$7.45
Late Registration Fee - Obedience trained	Per animal	No GST	Set by Council	" "	\$14.85
Late Registration Fee - Obedience trained (concession)	Per animal	No GST	Set by Council	" "	\$7.45
Late Registration Fee - Obedience trained and micro-chipped	Per animal	No GST	Set by Council	" "	\$13.20
Late Registration Fee - Obedience trained and micro-chipped (concession)	Per animal	No GST	Set by Council	" "	\$6.60
Late Registration Fee - Obedience trained and de-sexed	Per animal	No GST	Set by Council	" "	\$8.25
Late Registration Fee - Obedience trained and de-sexed (concession)	Per animal	No GST	Set by Council	" "	\$4.15
Late Registration Fee - Obedience trained, de-sexed and micro-chipped	Per animal	No GST	Set by Council	" "	\$6.60

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Late Registration Fee - Obedience trained, de-sexed and micro-chipped (concession)	Per animal	No GST	Set by Council	" "	\$3.30
Late Registration Fee - guide, hearing or disability	Per animal	No GST	Set by Council	" "	\$0.00
Late Registration Fee - Working Dog / Grey Hound (Racing only)	Per animal	No GST	Set by Council	" "	\$2.75
Late Registration Fee - Business registration	Per animal	No GST	Set by Council	" "	\$12.40
Permit Fee Exceeding Domestic Animal Entitlement	Per Animal	No GST	Set by Council	" "	\$11.00

## Animals – Impounded Animals

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Impoundment Fee (First occurrence)	Per animal	Set by Council	Minute Ref. 11.8, 12 Feb 2014	\$40.00
Impoundment Fee (Second and subsequent occurrences)	Per animal	Set by Council	" "	\$60.50
Daily Holding / Pound Fee	Per animal per day or part thereof	Set by Council	" "	\$40.00
Release of an animal on weekends, public holidays or out of hours	Per animal	Set by Council	Collection on presentation of receipt, obtained once fees have been paid. Minute Ref. 11.8, 12 Feb 2014	Upon Application
Dog and Cat Collection Fee (Kingscote)	Per Animal	Set by Council	Minute Ref. 11.8, 12 Feb 2014	\$40.00
Dog and Cat Collection Fee (Outside Kingscote)	Per Animal	Set by Council	" "	\$60.50

## Annual Report

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Purchase of Annual Report	Per Report	Set by Council		\$20.00

## Assessment Book - Access

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Access reports from Council's Assessment book	Per record	Set by Council		\$17.00
Entire assessment book on CD	Per CD	Set by Council		\$761.00
Quarterly updates if entire CD purchased	Per quarter	Set by Council		\$254.00

## Aviation Security Identification (ASIC) Card

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Processing of ASIC through AusCheck	Per card	No GST	Not Set by Council	Minute Ref. 11.3, 21 Sept 2011	\$216.00
Processing a cancelled ASIC application	Per card	No GST	Not Set by Council	" "	\$130.00

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Reprint of a lost or stolen ASIC	Per card	No GST	Not Set by Council	" "	\$85.00
Renewal of an ASIC	Per card	No GST	Not Set by Council	" "	\$216.00
Bond deposit (refundable)	Per card	No GST	Not Set by Council	" "	\$50.00

## Boat Launching – Christmas Cove, American River and Bay of Shoals

All boat launching fees subject to Council approval and adoption. Agenda Ref. 5.5, 15 April 2014.

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Launch Fee	Daily	Set by Council	Per vessel.	\$10.00
Launch Fee (Pensioner)	Daily	Set by Council	Per vessel.	\$8.00
Launch Fee	Annual	Set by Council	Per vessel. All annual permits expire 30 November. 50% rebate available from 1st June each year.	\$110.00
Launch Fee (Pensioner)	Annual	Set by Council	Per vessel. All annual permits expire 30 November. 50% rebate available from 1st June each year.	\$84.00
Launch Fee	Lifetime	Set by Council	Per vessel.	\$2,206.00
Launch Fee (General Commercial)	Daily	Set by Council	Per vessel.	\$10.00
Launch Fee (General Commercial)	Annual	Set by Council	Per Vessel. All annual permits expire 30 November. 50% rebate available from 1st June each year.	\$212.00
Launch Fee (Commercial)	Annual	Set by Council	Per Vessel. All annual permits expire 30 November. 50% rebate available from 1st June each year.	\$530.00
Christmas Cove Mooring Fee	Up to 7 Nights	Set by Council	Per night.	\$30.00
Christmas Cove Mooring Fee	7-60 Nights	Set by Council	Per night.	\$20.00
Christmas Cove Mooring Fee	> than 60 Nights	Set by Council	Per night - Payable in advance.	\$10.00
Small Mooring Pontoon	per Night	Set by Council	Per night.	\$10.00
Landing Fee (Charter Operators)	Per Person	Set by Council	Per person.	\$2.00

## By-Law Breach Fees

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Expiation Fee for By-Laws (exception By-Law 3 Section 2.11 Fire)	Per breach	No GST	Set by Council		\$100.00
Expiation Fee for By-Law 3 Section 2.11 Fire	Per breach	No GST	Set by Council		\$185.00

## Camping Fees

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Powered site	Per couple/night	Set by Council	Minute Ref. 8.1.2, 8.1.3, 18 Jan 2012	\$25.00
Unpowered site	Per couple/night	Set by Council	" "	\$15.00
Additional person	Per night	Set by Council	" "	\$5.00

### Cemetery - Burial

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Lease (99 years)		Set by Council		\$277.00
Lease (99 years)	Transfer of Lease	Set by Council		\$277.00
Burial Site Weekdays and Maintenance	Single depth	Set by Council		\$887.00
Burial weekends and public holidays and Maintenance	Single depth	Set by Council		\$1,440.00
Burial Site Weekdays and Maintenance	Double depth	Set by Council		\$1,053.00
Burial weekends and public holidays and Maintenance	Double depth	Set by Council		\$1,551.00
Burial	Oversize Coffin	Set by Council	Plus normal fees.	\$89.00
Burial	Removal of Slab	Set by Council	" "	\$89.00
Headstone	Per Headstone	Set by Council	Headstone ordered externally.	At cost.
Headstone Installation	Per Headstone	Set by Council	Headstone installation.	\$34.00
Plinth	Per Plinth	Set by Council		\$108.00
Plaque	Per Item	Set by Council	Up to 8 lines only. Note: Extra lines & flower design additional fee - at cost.	\$678.00
Plaque	Per Item	Set by Council	Extra lines & flower design	At cost.
Internment of Ashes	Previously used site	Set by Council		286.00

### Cemetery - Columbarium

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Internment of Ashes	Per item	Set by Council		\$286.00
Lease (99 Years)	Memorial Plaque	Set by Council		\$277.00
Plaque	Per plaque	Set by Council	Up to 9 lines only. Extras at cost.	\$333.00

### Community Centre – Hall, Chambers and Kitchen

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Bond for all Users	Per booking	Set by Council		\$261.00
Set Up if required	Per hour	Set by Council		\$62.00
Clean Up if required including Waste	Per hour	Set by Council		\$131.00
Commercial Use	Per 2 hours or part thereof	Set by Council		\$126.00
Community Use	Per 2 hours or part thereof	Set by Council		\$62.00
Commercial Use - Daily Booking		Set by Council		\$627.00
Community Use - Daily Booking		Set by Council		\$313.00
Lighting - Commercial Use		Set by Council		\$62.00



FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Lighting - Community Use		Set by Council		\$32.00
Draughtsman's Table	Per Week	Set by Council		\$5.00
Call Out	Per hour for a call out	Set by Council		\$131.00

## Community Hall Hire – Kingscote, Penneshaw, Parndana and American River Halls

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Bond for all Users	Per booking	Set by Council		\$261.00
Set Up if required	Per hour	Set by Council		\$62.00
Clean Up if required including Waste	Per hour	Set by Council		\$131.00
Commercial Use	Per 2 hours or part thereof	Set by Council		\$62.00
Community Use	Per 2 hours or part thereof	Set by Council		\$32.00
Commercial Use - Daily Booking		Set by Council		\$313.00
Community Use - Daily Booking		Set by Council		\$157.00
Lighting - Commercial Use		Set by Council		\$62.00
Lighting - Community Use		Set by Council		\$32.00
Call Out Fee	Per hour for a call out	Set by Council		\$131.00

## Kingscote Meeting Room 1 (Only)

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Bond for all Users	Per booking	Set by Council		\$261.00
Set Up if required	Per hour	Set by Council		\$62.00
Clean Up if required incl. Waste	Per hour	Set by Council		\$131.00
Commercial Use	Per 2 hours or part thereof	Set by Council		\$32.00
Community Use	Per 2 hours or part thereof	Set by Council		\$15.00
Call Out	Per hour for a call out	Set by Council		\$131.00

## Kingscote Meeting Room 2 Plus Kitchen (Only)

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Bond for all Users	Per booking	Set by Council		\$261.00
Set Up if required	Per hour	Set by Council		\$62.00
Clean Up if required incl. Waste	Per hour	Set by Council		\$131.00
Commercial Use	Per 2 hours or part thereof	Set by Council		\$42.00





FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Community Use	Per 2 hours or part thereof	Set by Council		\$20.00
Call Out	Per hour for a call out	Set by Council		\$131.00

## Kingscote Meeting Room 1 and 2 plus Kitchen

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Bond for all Users	Per booking	Set by Council		\$261.00
Set Up if required	Per hour	Set by Council		\$62.00
Clean Up if required incl. Waste	Per hour	Set by Council		\$131.00
Commercial Use	Per 2 hours or part thereof	Set by Council		\$62.00
Community Use	Per 2 hours or part thereof	Set by Council		\$32.00
Commercial Use - Daily Booking		Set by Council		\$313.00
Community Use - Daily Booking		Set by Council		\$157.00
Call Out	Per hour for a call out	Set by Council		\$131.00

## Kingscote Office Interview Room

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Bond for all Users		Set by Council	No bond required.	\$0.00
Set Up if required	Per hour	Set by Council		\$62.00
Clean Up if required	Per hour	Set by Council	Including waste.	\$131.00
Commercial Use	Per 2 hours or part thereof	Set by Council		\$32.00
Community Use	Per 2 hours or part thereof	Set by Council		\$15.00
Call Out	Per hour for a call out	Set by Council		\$131.00

## Community Hall Hire – Kingscote Pavilion

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Bond for all Users	Per booking	Set by Council		\$261.00
Set Up if required	Per hour	Set by Council		\$62.00
Clean Up if required	Per hour	Set by Council		\$131.00
Commercial Use	Per 2 hours or part thereof	Set by Council		\$62.00
Community Use	Per 2 hours or part thereof	Set by Council		\$32.00
Commercial Use - Daily Booking		Set by Council		\$313.00
Community Use - Daily Booking		Set by Council		\$157.00
Call Out	Per hour for a call out	Set by Council		\$131.00

## Meeting Hire Equipment

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Projector Hire	Per Booking	Set by Council		\$26.00
Flipchart Hire	Per Booking	Set by Council		\$15.00
Tea, Coffee, Milk, Sugar	Per Person	Set by Council		\$3.00

## Community Passenger Network

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Individual Transfers 0-15KMs	Per Trip	Set by Council		\$5.00
Individual Transfers 16-50KMs	Per Trip	Set by Council		\$8.00
Individual Transfers 51-150KMs	Per Trip	Set by Council		\$13.00
Individual Transfers 151-250KMs	Per Trip	Set by Council		\$20.00
Individual Transfers 251-450KMs	Per Trip	Set by Council		\$31.00
Individual Transfers - 451KMs+	Per Trip	Set by Council		\$46.00
Group Transfers 0-15KMs	Per Person / Trip	Set by Council		\$3.00
Group Transfers 16-125KMs	Per Person / Trip	Set by Council		\$5.00
Group Transfers 126-250KMs	Per Person / Trip	Set by Council		\$10.00
Group Transfers 251-450KMs	Per Person / Trip	Set by Council		\$15.00
Group Transfers 451KMs+	Per Person / Trip	Set by Council		\$24.00

## Community Wastewater Management Schemes

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Waste Water - New Connections , Alterations and Relocations	Per Allotment Residential	Set by Council	Minute Ref. 3.2, 25 Sept 2013	At Cost plus Reinstatement

## Development Application Fees

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Lodgement Fee Planning - Base Amount		No GST	Not Set by Council, Statutory Fee *		\$58.50
Lodgement Fee Planning - Non Complying		No GST	Not Set by Council, Statutory Fee *		\$94.00
Lodgement Fee Building - if Costs >\$5000		GST Incl .	Not Set by Council, Statutory Fee *		\$66.50



FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Schedule 1A Application Fee		No GST	Not Set by Council, Statutory Fee *		\$49.00

## Development Plan Assessment Fee

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Development Cost < \$10,000		No GST	Not Set by Council, Statutory Fee *		\$36.50
Development Cost > \$10,000 and <\$100,000		No GST	Not Set by Council, Statutory Fee *		\$101.00
Development Cost > \$100,000		No GST	Not Set by Council, Statutory Fee *		.125% of the development cost up to a maximum of \$200,000
Public Notification - Cat 2 and 3		No GST	Not Set by Council, Statutory Fee *		\$101.00
Publication Cost - Cat 3		GST Incl.	Set by Council	Advertisement	\$220.00

## Non-Complying Development Assessment Fee

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Development Cost < \$10,000		No GST	Not Set by Council, Statutory Fee *		\$50.50
Development Cost > \$10,000 and <\$100,000		No GST	Not Set by Council, Statutory Fee *		\$119.00
Development Cost > \$100,000		No GST	Not Set by Council, Statutory Fee *		.125% of the development cost up to a maximum of \$200,000
Non Complying Development Administration Fee		No GST	Not Set by Council, Statutory Fee *		\$119.00

## Referral Fees

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Building Rules Assessment Commission		No GST	Not Set by Council, Statutory Fee *		\$294.00
EPA		No GST	Not Set by Council, Statutory Fee *		\$208.00



FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
EPA - (>\$1000000)		No GST	Not Set by Council, Statutory Fee *		\$349.00
Coast Protection Board		No GST	Not Set by Council, Statutory Fee *		\$208.00
Coast Protection Board - (>\$1000000)		No GST	Not Set by Council, Statutory Fee *		\$349.00
Native Vegetation Branch		No GST	Not Set by Council, Statutory Fee *		\$208.00
Native Vegetation Branch - (>\$1000000)		No GST	Not Set by Council, Statutory Fee *		\$349.00
Environment and Heritage		No GST	Not Set by Council, Statutory Fee *		\$208.00
Environment and Heritage - (>\$1000000)		No GST	Not Set by Council, Statutory Fee *		\$349.00
Liquor Licensing Commission		No GST	Not Set by Council, Statutory Fee *		\$208.00
Liquor Licensing Commission - (>\$1000000)		No GST	Not Set by Council, Statutory Fee *		\$349.00
Mining and Energy		No GST	Not Set by Council, Statutory Fee *		\$208.00
Mining and Energy - (>\$1000000)		No GST	Not Set by Council, Statutory Fee *		\$349.00
Water, Land and Biodiversity		No GST	Not Set by Council, Statutory Fee *		\$208.00
Water, Land and Biodiversity - (>\$1000000)		No GST	Not Set by Council, Statutory Fee *		\$349.00
Country Fire Service		No GST	Not Set by Council, Statutory Fee *		\$208.00

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Country Fire Service - (>\$1000000)		No GST	Not Set by Council, Statutory Fee *		\$349.00
Planning and Urban Development		No GST	Not Set by Council, Statutory Fee *		\$208.00
Planning and Urban Development - (>\$1000000)		No GST	Not Set by Council, Statutory Fee *		\$349.00
Department Transport, Energy and Infrastructure		No GST	Not Set by Council, Statutory Fee *		\$208.00
Transport SA - (>\$1000000)		No GST	Not Set by Council, Statutory Fee *		\$349.00
PIRSA		No GST	Not Set by Council, Statutory Fee *		\$208.00
PIRSA - (>\$1000000)		No GST	Not Set by Council, Statutory Fee *		\$349.00
Telstra		No GST	Not Set by Council, Statutory Fee *		\$208.00
Telstra - (>\$1000000)		No GST	Not Set by Council, Statutory Fee *		\$349.00
SA Water		No GST	Not Set by Council, Statutory Fee *		\$208.00
SA Water - (>\$1000000)		No GST	Not Set by Council, Statutory Fee *		\$349.00
ETSA		No GST	Not Set by Council, Statutory Fee *		\$208.00
ETSA - (>\$1000000)		No GST	Not Set by Council, Statutory Fee *		\$349.00
KINRM Board		No GST	Not Set by Council, Statutory Fee *		\$208.00

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
KINRM Board - (>\$1000000)		No GST	Not Set by Council, Statutory Fee *		\$349.00

## Building Rules: Classes

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Minimum Fee Building Works and Demolition		Not Set by Council, Statutory Fee *		\$64.00
Building Class 1, 2, 4 - \$2.83 per sqm		Not Set by Council, Statutory Fee *	Statutory Fee (per square metre as listed).	
Building Class 3, 5, 6 - \$3.77 per sqm		Not Set by Council, Statutory Fee *	" "	
Building Class 7, 8 - \$2.50 per sqm		Not Set by Council, Statutory Fee *	" "	
Building Class 9a and 9c - \$4.27 per sqm		Not Set by Council, Statutory Fee *	" "	
Building Class 9b - \$3.75 per sqm		Not Set by Council, Statutory Fee *	" "	
Building Class 10 - \$0.84 per sqm		Not Set by Council, Statutory Fee *	" "	
Essential Safety Provisions		Not Set by Council, Statutory Fee *	" "	\$90.50
Modification of Building Rules		Not Set by Council, Statutory Fee *	Subject to fees prescribed in Item 1 of Schedule 6 as if it were an application for a new development.	
Certification of Occupancy		Not Set by Council, Statutory Fee *		\$42.00
Staged Consents Fee (Building Rules)		Not Set by Council, Statutory Fee *		\$58.50
Application to extend any consent or approval		Not Set by Council, Statutory Fee *		\$94.00
Demolition Class 1, 2, 4 - \$0.57 / sqm		Not Set by Council, Statutory Fee *	Statutory Fee (per square metre as listed).	
Demolition Class 3, 5, 6 - \$0.75 / sqm		Not Set by Council, Statutory Fee *	" "	
Demolition Class 7, 8 - \$0.50 / sqm		Not Set by Council, Statutory Fee *	" "	
Demolition Class 9a and 9c - \$0.85 / sqm		Not Set by Council, Statutory Fee *	" "	

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Demolition Class 9b - \$0.75 / sqm			Not Set by Council, Statutory Fee *	" "	
Demolition Class 10 - \$0.17 / sqm			Not Set by Council, Statutory Fee *	" "	
Minimum Fee			Not Set by Council, Statutory Fee *		\$61.00
Re-classification of a Building			Not Set by Council, Statutory Fee *	Refer Sec. 66, Reg. 82 for details.	
Class 1, 2, 4 - \$1.76 / sqm			Not Set by Council, Statutory Fee *	Statutory Fee (per square metre as listed).	
Class 3, 5, 6 - \$2.35 / sqm			Not Set by Council, Statutory Fee *	" "	
Class 7, 8 - \$1.56 / sqm			Not Set by Council, Statutory Fee *	" "	
Class 9a and 9c - \$2.66 / sqm			Not Set by Council, Statutory Fee *	" "	
Class 9b - \$2.34/ sqm			Not Set by Council, Statutory Fee *	" "	
Class 10 - \$0.53 / sqm			Not Set by Council, Statutory Fee *	" "	

## Events on Local Government Land (Beach, Foreshore, Parks Gardens, Tidal Pool)

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Bond	Per booking	Set by Council		\$261.00
Commercial Day Hire	Per booking	Set by Council		\$313.00
Community / Resident Day Hire	Per booking	Set by Council		\$157.00
Set Up (if required)	Per booking	Set by Council		\$131.00
Clean Up (if required)	Per booking	Set by Council		\$131.00
Waste Management	Per Bin	Set by FRWA		\$5.00

## Annual or Monthly Permit - Commercial Use of Local Government Land (Parks, Lands, Roads, Foreshore, Reserves)

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Bond	Per booking	Set by Council		\$261.00
Commercial Permit	Per Month	Set by Council	Minute Ref. 10.10 20 Nov 2014	\$40.00
Commercial Permit	Per Year	Set by Council	Minute Ref. 10.10, 20 Nov 2014 Minute Ref. 13.3, 09 Oct 2013	\$313.00
Set Up (if required)	Per booking	Set by Council		\$131.00
Clean Up (if required)	Per booking	Set by Council		\$131.00
Waste Management	Per Bin	Set by FRWA		\$5.00



## Events of Roads (Roads Opening and Closing Act)

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Administration	Per Event	Set by Council		\$272.00
If Advertisement Required	Per Event	Set by Council		\$205.00
If Erection of Signs and Barricades by Council	Per Event	Set by Council		\$256.00

## Expiation Fee for By-Laws

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Expiation Fee for By-Laws (exception By-Law 3 Section 2.11 Fire)	Per breach	No GST	Set by Council		\$100.00
Expiation Fee for By-Law 3 Section 2.11 Fire	Per breach	No GST	Set by Council		\$185.00

## Fire Compliance

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Issue of Section 105F Notices	Per property	No GST	Set by Council		\$115.00
Re-inspection of a Lot for compliance with Fire Safety Regulations (105F notice)	Per inspection	GST Incl.	Set by Council		\$90.00
Slashing for Section 105F Notices (Standard block < 1200m2)	Per Property	GST Incl.	Set by Council	An additional administration fee may be incurred.	\$500.00
Slashing for Section 105F Notices (blocks >1200m2)	Per Property	GST Incl.	Set by Council	An additional administration fee may be incurred.	Quoted as required.

## Food

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Food Business Notification and Inspection Fee	Annual	No GST	Not Set by Council, Statutory Fee *	Businesses <20FTE. (Food Regulations 2002)	\$82.00
Food Business Notification and Inspection Fee	Annual	No GST	Not Set by Council, Statutory Fee *	Businesses >20FTE. (Food Regulations 2002)	\$205.00
New Food Business Compliance Reinspection	Per Inspection	No GST	Not Set by Council, Statutory Fee *		\$82.00
Food Business non-compliance Reinspection	Per Inspection	No GST	Not Set by Council, Statutory Fee *		\$82.00
Food Safety Program Audits - Onsite	Per Hour	No GST	Not Set by Council, Statutory Fee *		\$134.00





FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Food Safety Program Audits – Offsite	Per Hour	No GST	Not Set by Council, Statutory Fee *		\$134.00

## Freedom of Information

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Application to access Council documents		No GST	Not Set by Council, Statutory Fee *		\$27.75
FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Application for review of a determination		No GST	Not Set by Council, Statutory Fee *		\$27.75
Staff Time Spent		No GST	Not Set by Council, Statutory Fee *	For each 15 minutes.	\$10.40

*If information relates to personal affairs of the applicant - the first two hours are free then above fees apply thereafter.*

Photocopies of documents	Per Page	No GST	Not Set by Council, Statutory Fee *		\$0.00
Written transcripts of documents	Per Page	No GST	Not Set by Council, Statutory Fee *		\$6.00

*For any information accessed in the form of a copy of a photograph, x-ray, video tape, computer tape, or computer disk the actual cost will be incurred by the applicant. Any cost for postage or delivery will also be incurred by the applicant.*

## Library

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Library Card Replacement Fee	Per Card	Set by Council		\$2.00
Temporary Membership Refundable Deposit	Per Membership	Set by Council		\$20.00
Library Fines – Damaged or Lost Item Charge	Per item	Set by Council		\$4.00
Library Fines - Overdue Notice Processing Fee	Per item	Set by Council		\$2.00
Replacement Costs - All Books	Per item	Set by Council		\$38.50
Replacement Costs - Magazine	Per item	Set by Council		\$11.00
Replacement Costs - Compact Disc (CD) or Digital Video Disc (DVD)	Per item	Set by Council		\$33.00
Replacement Costs - Audio Book	Per item	Set by Council		\$77.00

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Interlibrary Loan Postage Fee	Per item	Set by Council	Cost of Libraries Australia document delivery.	\$20.00
Interlibrary Loan - National Library Delivery Fee	Per item	Not Set by Council	Set by Australian Library Association.	\$16.50

## Licences

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Unlicensed Outdoor Cafe/ Deli Annual Charge	Per table with up to four seats/ Annual Charge	Set by Council	'Seat' refers to the number of people who can sit at the table.	\$91.00
Unlicensed Outdoor Cafe/ Deli	Per additional chair /Per Year	Set by Council		\$18.00
Licensed Outdoor Café/Restaurant/ Hotel	Per table with up to four seats	Set by Council		\$180.00
Licensed Outdoor Café/Restaurant/ Hotel	Per additional seats	Set by Council		\$43.00
Street Stall	Per stall per day	Set by Council		\$5.00
Annual Street Stall permit (up to 20 in one year)	Annual	Set by Council		\$61.00
Minimum Lease Rent	Annual	Set by Council		\$287.00
Authorisation and Permit (Sec 221 and 222 LGA)	5 Years	Set by Council		\$287.00
Mobile Food Vending Itinerant Vendor Licence	Annual	Set by Council	Based on average commercial rate.	\$1,356.00

## Photocopying/Printing (Black and White Only)

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
A3 - single	Per page	Set by Council		\$0.60
A3 – double	Per page	Set by Council		\$1.20
A4 – single	Per page	Set by Council		\$0.40
A4 – double	Per page	Set by Council		\$1.00

## Photocopying/Printing (Colour Only)

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
A3 - single	Per page	Set by Council		\$1.50
A3 – double	Per page	Set by Council		\$3.00
A4 – single	Per page	Set by Council		\$1.00
A4 – double	Per page	Set by Council		\$2.00

## Photocopy of Kangaroo Island Development Plan

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Photocopy of Kangaroo Island Development Plan	Per Bound Hard Copy Document	Set by Council		\$150.00

## Plotter (Wide Format) Printing and Scanning

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Colour Print - up to A0	per page	Set by Council		\$51.00
B+W Print - up to A0	per page	Set by Council		\$15.00
Colour Scan - up to A0	per page	Set by Council		\$20.00
B+W Scan - up to A0	per page	Set by Council		\$10.00

## Private Works

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Administrative Staff	Per hour (Min. Charge 30 Minutes)	Set by Council	Does not apply to normal customer service arrangements, but Council reserves the right to impose such charges in other situations.	\$75.00
Field Staff (Plant Operator)	Per hour (Min. Charge 1 Hour)	Set by Council		\$65.00
Professional/Technical Staff (advice)	Per hour (Min. Charge 30 Minutes)	Set by Council		\$150.00
Council Staff/ Plant operator	Per hour (Min. Charge 30 Minutes)	Set by Council		Charged at agreed rates as per approved in a tender document
Council Staff/ Plant operator	Per hour (Min. Charge 30 Minutes)	Set by Council		Charged at full cost attribution plus a private works margin.

## Plant and Equipment (Dry Hire)

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Backhoe	Per hour (Min. Charge 1 Hour)	Set by Council		\$66.00
Tractor	Per hour (Min. Charge 1 Hour)	Set by Council		\$55.00
Heavy Truck	Per hour (Min. Charge 1 Hour)	Set by Council		\$55.00
Light Truck/ Ute	Per km	Set by Council		\$1.25
Loader	Per hour (Min. Charge 1 Hour)	Set by Council		\$77.00
Dozer	Per hour (Min. Charge 1 Hour)	Set by Council		\$165.00
Grader	Per hour (Min. Charge 1 Hour)	Set by Council		\$99.00
Roller – Non powered	Per hour (Min. Charge 1 Hour)	Set by Council		\$13.00
Roller - Powered	Per hour (Min. Charge 1 Hour)	Set by Council		\$57.00
Bitumen Truck	Per hour (Min. Charge 1 Hour)	Set by Council		\$132.00
Trailer - Heavy	Per hour (Min. Charge 1 Hour)	Set by Council		\$30.00
Trailer -	Per hour (Min. Charge 1 Hour)	Set by Council		\$20.00

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Wash Down Unit (without chemicals)	Per day (Min. Charge 1 Day)	Set by Council		\$50.00
Wash Down Unit (with chemicals)	Per day (Min. Charge 1 Day)	Set by Council		\$200.00
Traffic Control Equipment (Hoardings)	Per day (Min. Charge 1 Day)	Set by Council		\$115.00
Traffic Control Equipment (Electronic)	Per day (Min. Charge 1 Day)	Set by Council		\$230.00
Other Equipment/ Plant	By arrangement	Set by Council	By arrangement	By arrangement

## Public Health (Legionella)

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Application for registration of 1 system	Per application	No GST	Not Set by Council, Statutory Fee *		\$35.00
Application for registration of additional system installed on same premises	Per application	No GST	Not Set by Council, Statutory Fee *		\$23.30
Renewal of registration of a high risk manufactured water system	For each system	No GST	Not Set by Council, Statutory Fee *		\$17.50
For inspection of 1 high risk manufactured water system	Per system	No GST	Not Set by Council, Statutory Fee *		\$140.00
For inspection of each additional system installed on same premises	Per system	No GST	Not Set by Council, Statutory Fee *		\$93.00
Application to Minister for determination or approval of the regulations	Per application	No GST	Not Set by Council, Statutory Fee *		\$582.00

## Rates

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Rates Only Searches	Per Search	No GST	Not Set by Council, Statutory Fee *		\$29.75
Full Rates Search	Per Search	No GST	Not Set by Council, Statutory Fee *		\$49.75
Urgent Search ( within 24 Hours )	Per Search	No GST	Not Set by Council, Statutory Fee *		\$59.75
Updated Rates Search	Per Search	No GST	Not Set by Council, Statutory Fee *		\$29.75

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Search of Land Title	Per Search	No GST	Set by Council		\$51.00

## Rate Notice

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Reprint Rate Notices	Per Copy	Set by Council	Fee to be collected before copy provided.	\$10.00

## Rubble Royalties

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Marl	Per Tonne	Set by Council	Rate applied to all. No negotiation.	\$0.50
Basalt	Per Tonne	Set by Council	" "	\$0.60
Limestone	Per Tonne	Set by Council	" "	\$0.50
Rubble	Per Tonne	Set by Council	" "	\$0.60
Clay	Per Tonne	Set by Council	" "	\$0.20

## Rural Property Addressing Fee

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Rural Property Address Fee	Per Address	Set by Council	Minute Ref. 14.5.1, 21 Sept 2011	\$82.00
Replacement Rural Property Address Signage	Per Address	Set by Council	" "	\$69.00

## Septic Tank Pump Out

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Disposal Fee at Kangaroo Island Resource Recovery Centre (KIRRC)	Per property	Set by Council		\$30.00

## Signage and Display (Roadside)

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Annual Registration Fee (one-off fee for Real- Estate)	Per business	Set by Council		\$102.00
FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Standard Annual Licence for Roadside Signage and Display	Per business	Set by Council		\$51.00
Fee for use of Permanent Roadside Signage and Display infrastructure (max 14 day period)	Per business	Set by Council		\$77.00
Signage collection and holding fee	Per sign	Set by Council		\$41.00

## Transportation of Over-mass / Over-dimensional Load

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Clearance certificate for Travel on Council roads	Per vehicle	Set by Council		\$179.00
Transportation of Over-mass / Over-dimensional Load	Single Event	Set by Council	Includes application fee and cost for inspection of route etc.	\$183.00
Route Access under NHVR Regulations - Technical Route Assessment	Multiple or Permanent Access	Set by Council	By accredited P.B.S. consultant.	Quote Required

## Use of Council Owned Lands

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Permit for Use of Council Lands	Annual Permit	Set by Council		\$20.00

## Waste Control Systems (Septic Tank Applications – Soakage, CWMS and AWTS)

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Admin Fee		No GST	Not Set by Council, Statutory Fee *		\$97.50
Inspection Fee		No GST	Not Set by Council, Statutory Fee *		\$106.00
New system (all types) < 10 Equivalent Persons (EP)	Admin + Three inspections	No GST	Not Set by Council, Statutory Fee *		\$415.50
New system (all types) < 10 EP to existing building	Admin + Two inspections	No GST	Not Set by Council, Statutory Fee *		\$309.50
To alter waste control system < 2 EP	Admin + One inspection	No GST	Not Set by Council, Statutory Fee *		\$203.50
Additional fee for every 2 EP (in excess of 10 EP)		No GST	Not Set by Council, Statutory Fee *		\$21.20
Additional Inspections		No GST	Not Set by Council, Statutory Fee *		\$106.00
Connection of dwelling to CWMS	Admin + Two inspections	No GST	Not Set by Council, Statutory Fee *		\$309.50
Application for variation or relocation of a connection	Administration Fee	No GST	Not Set by Council, Statutory Fee *		\$97.50
Application to postpone expiry		No GST	Not Set by Council, Statutory Fee *		\$97.50

## Waste Control Systems (Temporary Waste Control Systems) Application Fees

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
To install or alter a temporary waste control system if the system will not service more than 10 EP	N/A	No GST	Not Set by Council, Statutory Fee *		\$43.00
To install or alter a temporary waste control system if capacity exceeds 10 EP	N/A	No GST	Not Set by Council, Statutory Fee *		\$86.50
Plus for each 2 EP in excess of 10 EP	N/A	No GST	Not Set by Council, Statutory Fee *		\$21.20
Plus for each inspection required by the Council	1 Inspection	No GST	Not Set by Council, Statutory Fee *		\$106.00

## Waste Management – Kangaroo Island Resource Recovery Centre

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Resource Recovery Centre now operated by FRWA	N/A	No GST		FRWA fees apply.	\$0.00

## Water Sales

FEE DESCRIPTION	UNIT	GST	FEE TYPE	COMMENT	2014/15
Up to 5 kilolitres	Per Kilolitre	No GST	Set by Council		\$100.00
For each kilolitre over 5 kilolitres	Per Kilolitre	No GST	Set by Council		\$5.50
Annual Fee for Stand-pipe Key	Per Key	GST Incl.	Set by Council		\$172.00
Minimum Charge if Return not submitted	Per Quarter	GST Incl.	Set by Council		\$157.00
Supply from Council Water Meter	Per Kilolitre	GST Incl.	Set by Council		SA Water Rate
Wastewater / Reuse Supply from Kingscote / Brownlow STEDS	Per Megalitre	GST Incl.	Set by Council		\$307.00

## Water/Underground Electrical Connection License

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
To lay water pipes and electrical connections under our roads	Per application	Set by Council	Signed and sealed document by CEO and Mayor.	\$300.00

## Weighbridge (Located at Kangaroo Island Resource Recovery Centre)

FEE DESCRIPTION	UNIT	FEE TYPE	COMMENT	2014/15
Use of Public Weighbridge (PWB300)	Per load	Set by Council	If not delivering waste.	\$11.00

## Appendix D: Schedule of Regulatory Fees / Expiation Fees 2014-15

Section 188 (Fees and Charges) of the *Local Government Act, 1999* empowers a Council to impose fees and charges if a fee or charge is fixed or prescribed by or under this or another Act in respect of a particular matter. For statutory fees, please refer to Local Government fees and charges set by statute.

Statutory Fees can change at the discretion of the Minister and are not limited to those listed under the Acts and Regulations identified below. Other Statutory Fees over and above those listed may apply.

Concessions and Rebates for any fees will only be applied upon receipt of satisfactory documentation.

### Prescribed Acts and Regulations:


- *Local Government (Cemetery) Regulations, 2010*
- *Community Titles Act, 1996*
- *Development (Development Plans) Amendment Act, 2006*
- *Development Act, 1993*
- *Development Regulations, 2008*
- *Dog and Cat Management Act, 1995*
- *Emergency Services Regulations, 2005*
- *Environment (Waste Management) Policy, 1994*
- *Environmental Protection Act, 1993*
- *Expiation of Offences Act, 1996*
- *Expiation of Offences Regulations, 2011*
- *Fences Act, 1975*
- *Fire and Emergency Services Act, 2005*
- *Food Act, 2001*
- *Freedom of Information (Fees and Charges) Regulations, 2003*
- *Freedom of Information Act, 1991*
- *Housing Improvement Act, 1940*
- *Land & Business (Sale and Conveying) Act, 1994*
- *Liquor Licencing Act, 1997*
- *Local Government Act, 1934*
- *Local Government Act, 1999*
- *Natural Resources Management (General) Regulations, 2005*
- *Natural Resources Management Act, 2004*
- *Occupational Health, Safety and Welfare Act, 1986*
- *Private Parking Areas Act, 1996*
- *Private Parking Areas Regulations, 2001*
- *Public and Environmental Health (Waste Control) Regulations, 1995*
- *Public and Environmental Health Act, 1997*
- *Public and Environmental Health Act, 1997*
- *Road Traffic (Miscellaneous) Regulations, 1999*
- *Road Traffic (Road Rules - Ancillary Miscellaneous Provisions) Regulations, 1999*
- *Road Traffic Act, 1961*
- *Road Traffic Regulations, 1999*
- *Roads (Opening and Closing) Act, 1991*
- *Safe Drinking Water Act, 2011*
- *Safe Drinking Water Regulations, 2012*
- *South Australian Public Health Act, 2011*
- *Supported Residential Facilities Act, 1992*
- *Supported Residential Facilities Regulations, 1994*
- *Transitional Provisional Levies Regulations, 2004*
- *Unclaimed Goods Act, 1987*
- *Workplace Health and Safety Act, 2012*

### Council By-Laws:

Includes all Kangaroo Island Council By-Laws



## Appendix E: Rating and Rebate Policy 2014-15

	<h1>Rating and Rebate Policy</h1>
<b>File Number</b>	18.8.11
<b>Date Adopted:</b>	
<b>Minute Reference:</b>	
<b>Next Review Date:</b>	June 2015
<b>Responsible Manager or Department:</b>	Director Business Support
<b>Related Policies / Codes:</b>	Code for Establishing and Applying Property Units as a Factor of the Imposition of Annual Service Charges for Community Wastewater Management Systems – published by the Local Government Association of South Australia, April 2006  CWMS Policy  Fees and Charges Policy 2014-15  Waste Management Policy
<b>Related Procedure(s):</b>	Internal Review of Council Decisions
<b>Related Document(s):</b>	Long Term Financial Plan

### 1. Purpose of this Policy

This document sets out the policy of the Kangaroo Island Council for setting and collecting rates from its community.

### 2. Power to make this Policy

This Policy is made pursuant to Chapter 10 of the *Local Government Act, 1999*

### 3. Scope of this Policy

This Policy applies to all ratepayers who are liable to pay Council rates.

### 4. Definitions

**‘CPI’** means Consumer Price Index

**‘CWMS’** means Community Wastewater Management Scheme

**‘DCSI’** means Department for Communities & Social Inclusion

‘DVA’ means Department of Veterans’ Affairs

‘EFTPOS’ means Electronic Funds Transfer at Point Of Sale

‘LGA’ means the Local Government Association of SA

‘NRM Levy’ means Natural Resources Management Board Levy

‘Notional Valuation’ means the capital valuation assigned by the State Valuation Office after allowing for the portion of land under a current State Heritage Agreement

‘SFE’ means Single Farm Enterprise

‘the Act’ means the *Local Government Act, 1999*

## 5. Policy Statement

### 5.1 Introduction

This document sets out the policy of the Kangaroo Island Council for setting and collecting rates from its community.

### 5.2 Strategic Focus

In setting its rates for the 2014-15 financial year Council has considered the following:

- Its Strategic Plan.
- Its Long Term Financial Plan.
- Its Budget requirements.
- The current economic climate.
- The specific issues faced by our community.
- The impact of rates on the community.
- The impact of rates on businesses.
- The relationship between Council objectives and rating policy.
- Council's debt strategy.
- Required funding for future asset replacement.
- The impact of differential changes in property valuations across the Island.
- As may be relevant, issues of consistency and comparability across Council areas in the imposition of rates on sectors of the community.

Copies of Council's Strategic Plan and Budget will be available for inspection and purchase at the Kangaroo Island Council offices and at Council's website [www.kangarooisland.sa.gov.au](http://www.kangarooisland.sa.gov.au)

### 5.3 Method Used to Value Land

Councils may adopt one of three valuation methodologies to value the properties in their areas. They are:

- *Capital Value* – the value of the land and all the improvements on the land.
- *Site Value* – the value of the land and any improvements which permanently affect the amenity of use of the land, such as drainage works, but **excluding** the value of buildings and other improvements.
- *Annual Value* – a valuation of the rental potential of the property.

The Kangaroo Island Council has decided to continue to use Capital Value as the basis for valuing land within the Council area. Council considers that this method of valuing land provides the fairest method of distributing the rate burden across all ratepayers because property value is considered a reasonable indicator of income and capital value, which closely approximates the market value of a property and provides the best indicator of overall property value.

#### 5.4 Adoption of Valuations

A Council may employ or engage a valuer to value the land in the area or it may use the valuations provided by the Valuer-General, or it may use a combination of both subject to certain restrictions. The Valuer-General is a statutory officer appointed by the Governor.

The Kangaroo Island Council has adopted the most recent valuations made by the Valuer-General. If a ratepayer is dissatisfied with the valuation made by the Valuer-General then the ratepayer may object to the Valuer-General in writing, within 60 days after the date of service of the notice of the valuation to which the objection relates, explaining the basis for the objection.

#### 5.5 Objection to Valuation

A person may object to a valuation of the Valuer-General by notice in writing, setting out the reasons for the objection, and the Valuer General must consider the objection.

An objection to a valuation must be made within 60 days after the date of service of the notice of the valuation to which the objection relates. If the person then remains dissatisfied with the valuation, they have a right to a review.

Applications must be made within 21 days of receipt of the notice of the decision (in relation to the objection) from the Valuer-General. A payment of the prescribed fee for the review to be undertaken, together with the review application must be lodged in the Office of the Valuer-General, who will then refer the matter to an independent Valuer. If the person remains dissatisfied with the valuation then they have a right of appeal to the Land and Valuation Court.

The address of the Office of the Valuer-General is:

Postal: State Valuation Office  
GPO Box 1354  
Adelaide SA 5001  
Telephone: 1300 653 345  
Email: [lsgobjections@sa.gov.au](mailto:lsgobjections@sa.gov.au)

**Note:** Council has no role in the process of considering an objection to a valuation. It is also important to note that the lodgement of an objection does not change the due date for the payment of rates.

#### 5.6 Notional Values

Certain properties may be eligible for a notional value under the Valuation of Land Act 1971. This relates to some primary production land or where there is State heritage recognition. Any owner who believes that they are entitled to a 'notional value' must apply in writing to the Office of the Valuer-General.

#### 5.7 Business Impact Statement

Council has considered the impact of rates on businesses in the Council area, including primary production. In considering the impact, Council assessed the following matters:

- Those elements of Council's strategic management plans relating to business development.
- The current and forecast economic climate.
- Operating and capital projects for the coming year that will principally benefit industry and business development on the Island.
- Movement in the Consumer Price Index (Adelaide Capital City index) and other relevant indices. The CPI represents the movement in prices associated with the goods and services consumed by the average metropolitan household and measured 2.3% for the year ended December 2013.

- Valuation changes in commercial and industrial properties across the Island as compared with valuation changes in residential properties across the Island.

## 5.8 Council's Revenue Raising Powers

All land within a Council area, except for land specifically exempt (e.g. crown land, Council occupied land and other land prescribed in the *Local Government Act, 1999* – refer Section 147 of the Act), is rateable. The *Local Government Act, 1999* provides for a Council to raise revenue for the broad purposes of the Council through a general rate, which applies to all rateable properties, or through differential general rates, which apply to classes of properties.

In addition, Council can raise separate rates, for specific areas of the Council or service rates or charges for specific services. Council also raises revenue through fees and charges, which are set giving consideration to the cost of the service provided and any equity issues. The list of applicable fees and charges is available for inspection and purchase at the Kangaroo Island Council offices and free of charge from Council's website [www.kangarooisland.sa.gov.au](http://www.kangarooisland.sa.gov.au)

A Goods and Services Tax at a rate determined under the Goods and Services Act 1999 will be charged on those fees not given exemption under the Act.

## 5.9 Differential General Rates

Council set the differential general rates on the 11 June 2014 after consideration of capital value changes as advised by the Valuer-General, as well as issues of equity and fairness, simplicity, benefit to the community, impact of the differentials, as well as the capacity to pay.

Kangaroo Island Council uses differential rating as it believes it is the fairest method of allocating rates. Council's differential rating system is based on land use.

Using the residential rate in the dollar as the base rate, Council has determined that the commercial and industrial rating categories will be charged a rate in the dollar that is 6% higher than the residential rate.

The commercial/industrial rate is higher than the residential rate due to the ability of commercial enterprises to claim Council rates as a tax deduction.

The rate in the dollar for primary production properties is 15% below that of the residential sector, which is intended to encourage agriculture and the management of the environment on these properties.

The rate in the dollar for vacant land is 51% higher than the base rate, which reflects Council's objective of encouraging development of vacant properties, particularly in the townships on the Island.

The proposed differential general rates on the capital value of all rateable land in the area of the Council vary according to the use of the land for the financial year ending 30 June 2015 are as follows:

- |                                     |                              |
|-------------------------------------|------------------------------|
| • Residential: (Land use 1)         | \$0.3075 cents in the dollar |
| • Commercial – Shop: (Land use 2)   | \$0.3260 cents in the dollar |
| • Commercial – Office: (Land use 3) | \$0.3260 cents in the dollar |
| • Commercial – Other: (Land use 4)  | \$0.3260 cents in the dollar |
| • Industry – Light: (Land use 5)    | \$0.3260 cents in the dollar |
| • Industry – Other: (Land use 6)    | \$0.3260 cents in the dollar |
| • Primary Production: (Land use 7)  | \$0.2614 cents in the dollar |
| • Vacant Land: (Land use 8)         | \$0.4643 cents in the dollar |
| • Other Rateable Land: (Land use 9) | \$0.3260 cents in the dollar |
| • Marinas: (Land use 10)            | \$0.3260 cents in the dollar |

Council expects to raise the following amount of rates from each differential category:

• Residential: (Land use 1)	\$2,539,364
• Commercial – Shop: (Land use 2)	\$ 84,363
• Commercial – Office: (Land use 3)	\$ 15,109
• Commercial – Other: Land use 4)	\$ 189,356
• Industry – Light: (Land use 5)	\$ 14,218
• Industry – Other: (Land use 6)	\$ 28,191
• Primary Production: (Land use 7)	\$1,772,466
• Vacant Land: (Land use 8)	\$ 985,968
• Other Rateable Land: (Land use 9)	\$ 66,877
• Marinas: (Land use 10)	\$ 0

If a ratepayer believes that a particular property has been wrongly classified by Council as to its land use, then the ratepayer may object to that land use (to Council) within 60 days of being notified. The objection must set out the basis for the objection and details of the land use that, in the opinion of the ratepayer, should be attributed to that property. Council may then decide the objection as it sees fit and notify the ratepayer. A ratepayer also has the right to appeal against Council's decision to the Land and Valuation Court.

A ratepayer may raise the matter with Council's Rates & Debtors Officer via email at [rates@kicouncil.sa.gov.au](mailto:rates@kicouncil.sa.gov.au) or by telephone on 08 8553 4502. On request Council will provide a copy of Section 156 of the *Local Government Act, 1999* which sets out the rights and obligations of ratepayers in respect of objections to a land use.

**Note:** Lodgement of an objection does not change the due date for the payment of rates.

### 5.10 Fixed Charge

A Council may impose a fixed charge on each assessed property. Where two or more adjoining properties have the same owner **and** are occupied by the same occupier, only one fixed charge is payable by the ratepayer.

Council will maintain a fixed charge of \$290 in 2014-15.

The reason for a fixed charge is to ensure that all residents / owners contribute towards the provision of basic services at a reasonable level.

### 5.11 Service Charge – Community Wastewater Management Scheme (CWMS)

Council provides a community waste water management scheme to most properties within the townships of Kingscote, Brownlow, Parndana and American River, while also maintaining a service at Parndana East. Council must cover the full cost of operating and maintaining the service and this includes interest payments on loans raised to upgrade the CWMS schemes. Council must also allow for the future capital replacement of the system. Council has committed to sustainable charging for CWMS on Kangaroo Island which has been determined by the LGA and other external sources. Council will recover this cost through the imposition of a sustainable service charge per property unit as follows:

Areas of the townships of Kingscote, Brownlow, Parndana, Parndana East and American River:

Vacant land \$575 per property unit.

Occupied land \$575 per property unit.

Areas within the township of Penneshaw will be applied within the Defined Collection Scheme Boundaries from the first full financial year post commissioning. This fee is levied on all Property Owners whether connected or otherwise, developed land or vacant land:

Vacant land \$575 per property unit.

Occupied land \$575 per property unit.

Property unit is determined by the "Code for Establishing and Applying Property Units as a Factor of the Imposition of Annual Service Charges for Community Wastewater Management Systems" published by the Local Government Association of South Australia, April 2006.

### 5.12 Service Charges – Waste Management

Council is continuing to impose a Waste Management Service Charge in respect of the collection, treatment and disposal (including by recycling) of waste for the whole of Kangaroo Island. This charge is calculated and incurred in line with Council's Waste Management Policy and the amounts for 2014-15 have been determined to be:

- Waste Management – Treatment & Disposal \$218;
- AND
- Waste Management – Collection \$113.

Pursuant to Section 155 of the *Local Government Act, 1999* and Regulation 13 of the Local Government (General) Regulations 2013, Waste Collection charges are applied on properties that are required to take their waste a distance to be collected. The Waste Collection charges are then charged based on the following tiered rates:-

- Collection Charge Rate: Distance Less than 500 metres 100%;
- Collection Charge Rate: Distance Less than 2 kilometres 75%;
- Collection Charge Rate: Distance Less than 5 kilometres 50%;
- Collection Charge Rate: Distance Over 5 kilometres 0%.

Where more than one occupied building is located on land under a single assessment, Council reserves the right to impose additional charges in respect of these residential or commercial buildings. This proviso also applies to strata or other community title properties.

Council has determined that where land has been annexed specifically for the purpose of supporting telecommunications facilities, an application may be made by the land owner for a full rebate of the waste service charge based upon the merit of the application.

Details on what constitutes a service charge for each property unit and other information about the scheme, are available from Council's Rates & Debtors Officer via email at [rates@kicouncil.sa.gov.au](mailto:rates@kicouncil.sa.gov.au) or by telephone on 08 8553 4502.

### 5.13 Tenanted property

Council has determined that tenants of premises where there are multiple occupants in occupation of what would otherwise be considered to be contiguous properties, or a single property having multiple occupants who lease the property from a common owner, will be charged rates in accordance with the Valuer-General's land use determination and will be levied the relevant waste management charges as determined under Council's Waste Management Policy. In addition, where CWMS (formerly STEDS) is available, a separate CWMS charge will be levied on each assessment.

### 5.14 Single Farm Enterprise (SFE)

Council has determined that where an application has been made in 2013-14 or preceding financial

years for the relief of the fixed charge or service charges in respect of a SFE and the applicant still complies in 2014-15 with Council's requirements as to the operation of the enterprise as a single entity, then only one fixed charge, only one waste management service charge (per occupied property) and only one NRM Levy will be levied.

Existing SFE's that have applied to Council in the 2013-14 or preceding financial years will not need to reapply. However, new SFE applications will need to be submitted by 30 September 2014. Council however reserves the right to impose additional service charges on existing SFEs if the properties have additional occupied housing contained within the properties.

### **5.15 Natural Resources Management Board Levy**

Council is obliged to include on its rates notices, and to collect, a levy in respect of the operations of the Natural Resources Management Board. The total levy is determined by the Board and has been set at \$140,603 during the 2014-15 financial year. This charge will be distributed evenly throughout the Council area by the imposition of an amount on each separate assessment of rateable land in the Council area.

### **5.16 Pensioner Concessions**

Eligible pensioners may be entitled to a concession on rates for their principal place of residence. Applications, which include information on the concessions, are available from the Department for Communities & Social Inclusion (DCSI) at <http://www.sa.gov.au/topics/employment-and-finance/financial-support/concessions-and-benefits/concessions/council-rate-concessions>. Application forms are also available upon request from Council's office at 43 Dauncey Street, Kingscote.

An eligible pensioner must hold a current Centrelink or Department of Veterans' Affairs (DVA) Pension Cards, DVA Gold Cards (TPI, EDA, WW) and State Concession Cards. They must also be responsible for the payment of rates on the property for which they are claiming a concession.

Applications are administered by the DCSI of the State Government. Payment of rates must not be withheld pending assessment of an application by the State Government as penalties apply to unpaid rates. A refund of rates will be available if Council is advised that a concession applies and the rates have already been paid.

All queries pertaining to a pensioner's eligibility or the receiving of a concession amount are to be first directed to DCSI at:-

- Email – [concessions@dsci.sa.gov.au](mailto:concessions@dsci.sa.gov.au)
- Telephone – 1800 307 758

Upon confirming with DCSI of the concession details, contact is then to be made with Council for confirmation of concession.

### **5.17 Postponement of Rates**

A postponement of rates may be granted if Council is satisfied that the payment of rates would cause financial hardship. Council may on application and subject to the ratepayer substantiating the hardship, request additional information pertaining to the relevant property to consider granting a postponement of payment of rates in respect of an assessment, on the condition that the ratepayer agrees to pay interest on the amount affected by the postponement at the Cash Advance Debenture rate.

All successful applications will require the full outstanding rates to be paid upon the completion of the postponement period or at the transfer of ownership settlement date, whichever occurs the earlier.

### **5.18 Postponement of Rates – Seniors**

Eligible senior ratepayers (i.e. persons eligible to hold a Seniors card) have the option to apply to Council



for a postponement of the payment of the prescribed proportion of rates for the current or a future financial year. The postponement is only available in relation to the prescribed proportion of rates being any amount in excess of \$500 per rateable year and applies to the principal place of residence of the eligible senior ratepayer.

Additional information pertaining to the property may be requested by Council to help in the decision making of the application, for example, mortgage documents. Please contact the Rates & Debtors Officer by email [rates@kicouncil.sa.gov.au](mailto:rates@kicouncil.sa.gov.au) or phone on 08 8553 4502 for the application conditions.

If a postponement of the payment of rates occurs, interest will accrue at the rate specified in the *Local Government Act, 1999* on the amount affected by the postponement, until the amount is paid in full.

During the postponement period, Council may complete regular reviews of the outstanding balance. The reviews will be to ensure there is adequate property value available to repay the postponement amount, plus any interest held against the property upon the sale of the property. Council may request additional information be provided to complete the review.

### 5.19 Deferred Payments

Under special circumstances, Council's CEO or delegate may authorise a deferred payment option to ratepayers. Deferred payment options will not incur fines and / or interest during the period specified.

The deferred payment option is intended to provide financial relief for a group of property assessments who have/are experiencing the same circumstance, as a once off relief. It is not the intention of this relief to be provided on property assessments/ratepayers singularly or on an ongoing/regular basis.

### 5.20 Concessions for Self-Funded Retirees

The Government of South Australia has determined that self-funded retirees meeting certain conditions may also be entitled to a rebate on rates for their principal place of residence. Ratepayers who hold or are eligible and applying for a State Seniors card may be entitled to this rebate and will need to submit an application.

Applications are administered by the Department of Communities & Social Inclusion for the State Government and further details are available via:

- Telephone - 1800 307 758
- Email – [concessions@dcsi.sa.gov.au](mailto:concessions@dcsi.sa.gov.au)
- Internet - <http://www.sa.gov.au/topics/employment-and-finance/financial-support/concessions-and-benefits/concessions/self-funded-retirees-council-rate-remissions>

Payment of rates must not be withheld pending assessment of an application, as penalties apply to unpaid rates. A refund will be provided upon receipt of Council being advised that a concession applies and the rates have already been paid.

### 5.21 Centrelink Recipients and Low Income Earners

The Department of Communities & Social Inclusion (DCSI) may assist Centrelink recipients and low income earners with the payment of Council rates for their principal place of residence. (Remissions are not available on vacant land or rental premises).

DCSI Details:

Telephone: 1800 307 758

Email: [concessions@dcsi.sa.gov.au](mailto:concessions@dcsi.sa.gov.au)

Internet: <http://www.sa.gov.au/topics/employment-and-finance/financial-support/concessions-and-benefits/concessions/council-rate-concessions>

Postal Address: Concessions, Reply Paid 292, Adelaide SA 5001



### 5.22 Payment of Rates

As required by Section 181 of the *Local Government Act, 1999*, Kangaroo Island Council offers ratepayers the opportunity to pay their rates in four equal or approximately equal instalments, due in the months of September, December, March and June each year.

In cases where the initial account requiring payment of rates is not sent at least 30 days prior to this date, or an amended account is required to be sent, the Chief Executive Officer has the authority to fix the date by which rates must be paid for these assessments.

The Chief Executive Officer also has the authority to enter into agreements with principal ratepayers relating to the payment of rates in any case where they consider it necessary or desirable to do so.

Rates may be paid by Bpay, cheque, money order, cash or EFTPOS. Credit cards (with the exception of Diners Card and American Express) can be utilised to a maximum of \$2,500.

The following payment options are available in relation to Council rates:

Internet: [www.kangarooisland.sa.gov.au](http://www.kangarooisland.sa.gov.au)

B-Pay: Using the information contained on the rates notice.

Credit card: [www.kangarooisland.sa.gov.au](http://www.kangarooisland.sa.gov.au)

Mail: Addressed to PO Box 121, Kingscote, SA, 5223

Payments can also be made at the following Council Service Centres:

- Council Office, Dauncey Street, Kingscote
- Penneshaw Business Centre, Penneshaw

Any ratepayer who may, or is likely to, experience difficulty with meeting the standard payment arrangements is invited to contact Council's Rates & Debtors Officer on 08 8553 4502, to discuss alternative payment arrangements. Such inquiries are treated confidentially by Council.

**Note:** Late payment fines and interest may still apply.

### 5.23 Late Payment of Rates / Debt Recovery

The *Local Government Act, 1999* provides that Councils may impose a penalty on any payment for rates, whether instalment or otherwise, that is received late. A payment that continues to be late is then charged an interest rate, set each year according to a formula in the Act, for each month it continues to be late.

The purpose of this penalty is to act as a genuine deterrent to ratepayers who might otherwise fail to pay their rates on time, to allow Councils to recover the administrative cost of following up unpaid rates and to cover any interest cost a Council may incur because it has not received the rates on time.

The Kangaroo Island Council imposes late payment penalties strictly in accordance with the *Local Government Act, 1999*. The ability to remit penalties in whole or part is a power vested in Council. At the Kangaroo Island Council, each case will be considered on its merits based on the information provided.

### 5.24 Debt Recovery

All ratepayers have until the date on which the instalment of rates is due. After that the following recovery procedure will come into effect:

1. Fines and interest as provided by the Act will be added.
2. An overdue notice will be forwarded within 28 days of the imposition of a late payment penalty.
3. The debt will be placed in the hands of a debt collector if payment or arrangement for payment is

not made within the overdue notice pay by date (21 days from date on overdue notice) and a notice of intention to issue a claim will be forwarded by the debt collector.

4. Court proceedings will be instigated if the payment is still overdue after 21 days.

All fees and court costs will be recovered from the ratepayer.

When Council receives a payment in respect of overdue rates, Council applies the money received in the following order:

1. To satisfy any costs awarded in connection with court proceedings;
2. To satisfy any interest costs;
3. In payment of any fines imposed;
4. In payment of rates, in date order of their imposition (starting with the oldest account first).

### **5.25 Sale of Land for Non-Payment of Rates**

Section 184 of the *Local Government Act, 1999* provides that a Council may sell any property where the rates have been in arrears for three years or more. The Council is required to provide the principal ratepayer and the owner (if not the same person) with details of the outstanding amounts and advise the owner of its intention to sell the land if payment of the outstanding amount is not received within one month. The Kangaroo Island Council enforces the sale of land for non-payment of rates after 3 years or more in accordance with the provisions of the Act.

### **5.26 Overpayment of Rates**

Council will not pay interest on any voluntary overpayment of rates, and will not refund any amount less than \$100 due to costs involved in processing refunds. Any credit balance will be applied against the next instalment of rates.

Council regularly reviews the balance of rates on each property and if rates have been overpaid by \$100 or more, a refund payment may be processed to the principal ratepayer. Council will require in writing if the ratepayer requests any rate refunds or overpaid rates to be paid towards future rate payments.

### **5.27 Rebate of Rates**

#### **Policy Statement**

It is the policy of Kangaroo Island Council that a rebate of rates in respect of any rateable land in the Council area will be available only when the applicant satisfies the requirements under the *Local Government Act, 1999* and, where appropriate, the requirements of this Policy.

#### **Introduction**

The *Local Government Act, 1999* ("the Act") sets out at Chapter 10, Division 5 (Sections 159 to 166) those provisions applicable to the Council granting a rebate of rates to persons or bodies.

Council has decided to adopt a Policy to assist it in its decision making functions relative to the operation of the rate rebate provisions contained in the Act.

This Policy is intended to provide guidance to the community as to the grounds upon which a person or body is, or may be entitled to receive a rebate of rates and the matters that Council will take into account in deciding an application for a rebate.

In accordance with the rebate provisions contained in the Act, this Policy sets out the type of use in respect of land which Council must grant a rebate of rates and the amount that rebate must be, and those types of land use where Council has discretion to grant a rebate of rates.

### **Local Government Act, 1999**

Section 159(3) of the Act provides that Council may grant a rebate of rates under the Act if it is satisfied that it is appropriate to do so.

The Act provides for a mandatory rebate of rates in specified cases and the amount of that mandatory rebate (see Mandatory Rebates Clause below).

The Act also provides that where Council must grant a rebate of rates under the Act, and the amount of that rebate is fixed by the Act at less than 100%, Council **may** increase the amount of the rebate.

The Act provides, at Section 166 for Council to provide a discretionary rebate of rates in the cases set out in that Section.

### **Mandatory Rebates**

Council must grant a rebate in the amount specified in respect of those land uses which the Act provides will be granted a rebate.

Rates on the following land will be rebated at **100%**:

- Health Services - Land being predominantly used for service delivery or administration by a hospital or health centre incorporated under Health Care Act 2008;
- Religious Purposes - Land containing a church or other building used for public worship (and any grounds), or land solely used for religious purposes;
- Public Cemeteries - Land being used for the purposes of a public cemetery;
- Royal Zoological Society of SA - Land (other than land used as domestic premises) owned by, or under the care, control and management of, the Royal Zoological Society of South Australia Incorporated.

Rates on the following land will be rebated at **75%**:

- Community Services - Land being predominantly used for service delivery and administration by a community services organisation. A “community services organisation” is defined in the Act as a body that –
  - is incorporated on a not for profit basis for the benefit of the public; and
  - provides community services without charge or for a charge that is below the cost to the body of providing the services; and
  - does not restrict its services to persons who are members of the body.

It is necessary for a community services organisation to satisfy all of the above criteria to be entitled to the mandatory 75% rebate.

The Act further provides that eligibility for a rebate by a community services organisation is subject to it providing one or more of the following community services –

- emergency accommodation
- food or clothing for disadvantaged persons (i.e., persons who are disadvantaged by reason of poverty, illness, frailty, or mental, intellectual or physical disability);
- supported accommodation (i.e., residential care facilities in receipt of Commonwealth funding or accommodation for persons with mental health, intellectual, physical or other difficulties who require support in order to live an independent life);
- essential services, or employment support, for persons with mental health disabilities, or with intellectual or physical disabilities;
- legal services for disadvantaged persons;

- drug or alcohol rehabilitation services; or
- the conduct of research into, or the provision of community education about, diseases or illnesses, or the provision of palliative care to persons who suffer from diseases or illnesses.
- Educational Purposes
  - Land occupied by a government school under a lease or licence and being used for educational purposes; or
  - Land occupied by a non-government school registered under the Education and Early Childhood Services (Registration and Standards) Act 2011 and being used for educational purposes; or
  - Land being used by a University or University College to provide accommodation and other forms of support for students on a not for profit basis.
  - Where Council is satisfied from its own records or from other sources that a person or body meets the necessary criteria for a mandatory 100% or 75% rebate, Council will grant the rebate of its own initiative. Where Council is not so satisfied it will require the person or body to apply for the rebate in accordance with the Applications Clause of this Policy.
  - Where a person or body is entitled to a rebate of **75%** Council may, pursuant to Section 159(4) of the Act, increase the rebate up to a further **25%**. Council may grant the further **25%** rebate upon application or on its own initiative. In either case Council **will** take into account those matters set out within the Applications Clause of this Policy and **may** take into account any or all of those matters set out within that Clause.
  - Where an application is made to Council for a rebate of up to a further **25%** the application will be made in accordance with the Applications Clause of this Policy and Council will provide written notice to the applicant of its determination of that application.

### Discretionary Rebates

Council may in its absolute discretion grant a rebate of rates or service charges in any of the following cases pursuant to Section 166 of the Act:

- a. Where it is desirable for the purpose of securing the proper development of the area (or a part of the area);
- b. Where it is desirable for the purpose of assisting or supporting a business in its area;
- c. Where it will be conducive to the preservation of buildings or places of historic significance;
- d. Where the land is being used for educational purposes;
- e. Where the land is being used for agricultural, horticultural or floricultural exhibitions;
- f. Where the land is being used for a hospital or health centre;
- g. Where the land is being used to provide facilities or services for children or young persons;
- h. Where the land is being used to provide accommodation for the aged or disabled;
- i. Where the land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1997 (Commonwealth) or a day therapy centre;
- j. Where the land is being used by an organisation which, in the opinion of the Council, provides a benefit or service to the local community;
- k. Where the rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has a free and unrestricted right of access and enjoyment; and
- l. Where the rebate is considered by the Council to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable due to a change in the basis of valuation used for the purposes of rating, rapid changes in valuations, or anomalies in valuations.
- m. Where the rebate is considered by the Council to be appropriate to provide relief in order to avoid what would otherwise constitute a liability to pay a rate or charge that is inconsistent with the liabilities anticipated by the Council in its annual business plan or a liability that is unfair or

unreasonable.

- n. Where the rebate is to give effect to a review of a decision of the Council under the *Local Government Act, 1999* Chapter 13 Part 2.
- o. Where the rebate is contemplated under another provision of the *Local Government Act, 1999*.

Council may grant a rebate of rates up to and including 100% of the relevant rates or service charges. Council may grant a rebate for a period exceeding one year, but not exceeding 10 years in respect of (a), (b) or (k) and not exceeding 3 years in respect of (l).

Council has an absolute discretion:

- To grant a rebate of rates or service charges in the above cases; and
- To determine the amount of any such rebate.

Persons who, or bodies which, seek a discretionary rebate, will be required to submit an application form to Council and provide to Council such information as stipulated on the application form and any other information that Council may reasonably require.

Council provides a rebate of **100%** of the General Rates payable by the following organisation(s):

- Penneshaw Community Business Centre
- Finding Workable Solutions
- Stokes Bay Community Hall Inc.
- Council owned properties leased to a third party.

Council provides a rebate of **75%** of the General Rates payable by the following organisation(s):

- Kangaroo Island Community Housing Association Incorporation
- Southern Junction Community Services

Council provides a rebate of **35%** of the General Rates payable by the following organisations:

- Scout Association of Australia
- SA Country Women's Association
- KI Cottage Homes Inc.
- KI Lions Club (Dauncey St. property)
- KI Lions Club Op Shop
- Do Drop in Centre
- St John Ambulance
- Island Care – opportunity shop and storage

### **Applications**

Council will inform the community of the provisions for rate rebate under the *Local Government Act, 1999* by the inclusion of suitable details in the Rating and Rebate Policy Summary distributed with the annual rate notice.

Persons or bodies who seek a rebate of rates (and/or service charges) either:

- Pursuant to Section 159(4) of the Act and Mandatory Clause of this Policy; or
- Pursuant to Section 166 of the Act and Discretionary Clause of this Policy,

must make written application to Council pursuant to Section 159(1) of the Act in the manner and form determined by Council and supplying such information as Council may reasonably require.

Application forms may be obtained from the Council office located at 43 Dauncey Street, Kingscote SA 5223.

Council will take into account, in accordance with Section 166(1a) of the Act in relation to (d)-(j) inclusive in the Discretionary Rebates Clause above, the following matters –

- the nature and extent of Council services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in the Council's area;
- the community need that is being met by activities carried out on the land for which the rebate is sought; and

- the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons.

Council may take into account other matters considered relevant by the Council including, but not limited to, the following –

- why there is a need for financial assistance through a rebate;
- the level of rebate (percentage and dollar amount) being sought and why it is appropriate;
- the extent of financial assistance, if any, being provided to the applicant and/or in respect of the land by Commonwealth or State agencies;
- whether the applicant has made/intends to make applications to another Council;
- whether, and if so to what extent, the applicant is, or will be, providing a service within the Council area;
- whether the applicant is a public sector body, a private not for profit body or a private for profit body;
- whether there are any relevant historical considerations that may be relevant for all or any part of the current Council term;
- the desirability of granting a rebate for more than one year in those circumstances identified within Discretionary Clause of this policy;
- consideration of the full financial consequences of the rebate for Council;
- the time the application is received;
- the availability of any community grant to the person or body making the application;
- whether the applicant is in receipt of a community grant; and
- any other matters and policies of Council, which Council considers relevant.

All persons who, or bodies which, wish to apply to Council for a rebate of rates must do so on or before **30 September 2014**. Council reserves the right to refuse to consider applications received after that date. However, applicants which satisfy the criteria for a mandatory **100% or 75%** rebate will be granted the rebate at any time.

The Act provides that Council may grant a rebate of rates or charges on such conditions as Council thinks fit.

Council may, for proper cause, determine that an entitlement to a rebate of rates under the Act no longer applies.

Where an entitlement to a rebate of rates ceases or no longer applies during the course of a financial year, Council is entitled to recover rates, or rates at the increased level (as the case may be), proportionate to the remaining part of the financial year.

It is an offence for a person or body to make a false or misleading statement or representation in an application or to provide false or misleading information or evidence in support of an application made (or purporting to be made) under the Act. The maximum penalty for this offence is \$5,000.

If a person or body has the benefit of a rebate of rates and the grounds on which the rebate has been granted cease to exist, the person or body must immediately inform Council of that fact and (whether or not Council is so informed) the entitlement to a rebate ceases. If a person or body fails to do so that person or body is guilty of an offence. The maximum penalty for this offence is \$5,000.

Council will, in writing, advise an applicant for a rebate of its determination of that application within 40 business days of receiving the application or of receiving all information requested by Council. The advice will state –

- if the application has been granted, the amount of the rebate; or
- if the application has not been granted, the reasons why.

### **Delegation**

Council has delegated to the CEO, its power pursuant to Section 44 of the Act, to grant applications for mandatory rebates, which meet the requirements of the Act.

All discretionary rebates shall be determined by Council with the exception of the Rate Cap, which shall be applied automatically to rate notices.



## Review

A person who or a body which is aggrieved by a determination of Council in respect of an application for a rebate may seek a review of that decision in accordance with Council's Internal Review of Council Decisions Policy within 30 days of the date of the notice of determination which is given pursuant to the Applications Clause of this Policy.

## Community Grants

If an application for a rebate is unsuccessful, Council has an absolute discretion to then treat the application as one for a community grant and to determine it in accordance with Council's Community Financial Assistance Policy.

## Rate Capping

To provide ratepayers with relief against what would otherwise amount to a substantial change in rates payable by a ratepayer due to rapid changes in valuation, a rebate of general rates for the 2014/15 financial year will be granted to the Principal Ratepayer of an Assessment under Section 166 (1) (l) of the Act. This can occur either by Council of its own initiative where Council is in possession of sufficient information to determine the entitlement to the rebate or otherwise on application to Council, where the amount of any increase in rates in respect of that Assessment in monetary terms between the amount of general rates imposed for the 2013-14 financial year and the amount of general rates imposed for the 2014/15 financial year, is greater than 20%.

The maximum increase in the general rates will be capped at a maximum of 20% increase from the previous year, subject to the below criteria being met. The amount of the rate capping rebate to be provided will be the amount which would normally apply (if the rate capping rebate did not apply) above the 20% increase.

Example:	\$1,500.00	Previous year general rates
	\$2,000.00	Current year general rates
	33.3%	Increase to the general rates (i.e. greater than 20%)
	\$1,500.00	Previous year general rates
Plus	<u>\$ 300.00</u>	20% of previous year general rates
	\$1,800.00	Maximum increase to general rates
Less	<u>\$2,000.00</u>	(Current year general rates), a
	<b>-\$ 200.00</b>	Rate Capping Rebate applies in current year

The rebate is only applicable if:

- The property has the same owner(s) in 2013-14 and 2014-15;
- The increase in capital improvement is <\$10,000; and
- The rate code in 2013-14 and 2014-15 are the same.

The rebate will be calculated collectively on adjoining properties under identical ownership and single farm enterprises and the rate rebate will be applied to the first assessment listed.

In providing the rates capping rebate to the applicable assessments, Council has deemed the rebate should provide relief in respect of any substantial valuation change.

**Common Portion of Community Titled Land**

Where a community title exists over an individual portion of land then any common portion of land held under that community title will be considered to be non-rateable and will not be subject to the imposition of fixed charges or service charges.

**5.27 Applications**

All applications for rebates, remissions or postponements must be in writing, addressed to the Chief Executive Officer, Kangaroo Island Council via email at [kicouncil@kicouncil.sa.gov.au](mailto:kicouncil@kicouncil.sa.gov.au) or post at PO Box 121, Kingscote SA 5223 and include sufficient details to identify the relevant property and any supporting documentation in support of the application.

**5.28 Changes to Assessment Records**

All changes to postal address of ratepayer/owner, changes of ownership of a property and changes to ratepayer/owner name must be notified promptly to Council in writing or via Council's website at [www.kangarooisland.sa.gov.au](http://www.kangarooisland.sa.gov.au).

**5.29 Disclaimer**

A rate cannot be challenged on the basis of non-compliance with this policy and must be paid in accordance with the required payment provisions.

Where a ratepayer believes that Council has failed to properly apply this policy it should raise the matter with Council. In the first instance contact should be directed to the Rates & Debtors Officer at the Council Office by email at [rates@kicouncil.sa.gov.au](mailto:rates@kicouncil.sa.gov.au) or by telephone 08 8553 4502. If after this initial contact a ratepayer is still dissatisfied, they should then write to the Chief Executive Officer, Kangaroo Island Council via email at [kicouncil@kicouncil.sa.gov.au](mailto:kicouncil@kicouncil.sa.gov.au) or by post at PO Box 121, Kingscote SA 5223 explaining the nature of their concern.





# Kangaroo Island Council

## APPLICATION FOR RATE REBATE

### 2014-15 Financial Year

#### Section 1: Details of Applicant:

Name:

Address:

Email:

Telephone:

If the Applicant is not a natural person, please provide details of a contact person for the Applicant:

Name:

Address:

Email:

Telephone:

#### Section 2: Details of Land:

Certificate of Title:

Assessment Number:

Property Address:

Owner of Land  
(if not applicant):

### Section 3: Categories of Rebate:

Please tick ☒ the category of rebate under which you are seeking a rebate:

#### 3.1 Mandatory Rebates

- ☐ Health Services 100% Rebate – Land being predominantly used for service delivery or administration by a hospital or health centre incorporated under the Health Care Act 2008;
- ☐ Religious Purposes 100% Rebate – Land containing a church or other building used for public worship (and any grounds), or land solely used for religious purposes;
- ☐ Public Cemeteries 100% Rebate – Land being used for the purposes of a public cemetery;
- ☐ Royal Zoological Society of SA 100% Rebate – Land (other than land used as domestic premises) owned by, or under the care, control and management of, the Royal Zoological Society of South Australia Incorporated.
- ☐ Community Services 75% Rebate – Land being predominantly used for service delivery and administration by a community services organisation.

#### Does your organisation satisfy the following?

A community services organisation is a body that:

- ☐ is incorporated on a not for profit basis for the benefit of the public; and
- ☐ provides community services without charge or for a charge that is below the cost to the body of providing the services; and
- ☐ does not restrict its services to persons who are members of the body.

If you have ticked all three of the above criteria, which of the following services does your organisation provide:

- ☐ emergency accommodation;
- ☐ food or clothing for disadvantaged persons (i.e., persons who are disadvantaged by reason of poverty, illness, frailty, or mental, intellectual or physical disability);
- ☐ supported accommodation (i.e., residential care facilities in receipt of Commonwealth funding or accommodation for persons with mental health, intellectual, physical or other difficulties who require support in order to live an independent life);
- ☐ essential services, or employment support, for persons with mental health disabilities, or with intellectual or physical disabilities;
- ☐ legal services for disadvantaged persons;
- ☐ drug or alcohol rehabilitation services; and/or
- ☐ research into, or community education about, diseases or illnesses, or palliative care to persons who suffer from diseases or illnesses.
- ☐ Other – please specify .....

Educational Purposes 75% Rebate – which of the following criteria apply:

- ☐ land occupied by a government school under a lease or licence and being used for educational purposes; or
- ☐ land occupied by a non-government school registered under Part 5 of the Education Act 1972 and being used for educational purposes; or
- ☐ land being used by a University or University College to provide accommodation and other forms of support for students on a not for profit basis.

### **3.2 Discretionary Rebates**

The Council may in its discretion grant a rebate of rates or service charges in any of the following cases. Please indicate which of the following is applicable to your application–

- ☐ the rebate is desirable for the purpose of securing the proper development of the area (or a part of the area);
- ☐ the rebate is desirable for the purpose of assisting or supporting a business in its area;
- ☐ the rebate will be conducive to the preservation of buildings or places of historic significance;
- ☐ the land is being used for educational purposes;
- ☐ the land is being used for agricultural, horticultural or floricultural exhibitions;
- ☐ the land is being used for a hospital or health centre;
- ☐ the land is being used to provide facilities or services for children or young persons;
- ☐ the land is being used to provide accommodation for the aged or disabled;
- ☐ the land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1987 (Commonwealth) or a day therapy centre;
- ☐ the land is being used by an organisation which provides a benefit or service to the local community;
- ☐ the rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has a free and unrestricted right of access and enjoyment;
- ☐ the rebate is appropriate to provide relief against what would otherwise amount to a substantial change in rates payable by a rate payer due to a change in the basis of valuation used for the purposes of rating, rapid changes in valuations, or anomalies in valuations;
- ☐ the rebate is considered by the Council to be appropriate to provide relief in order to avoid what would otherwise constitute a liability to pay a rate or charge that is inconsistent with the liabilities anticipated by the Council in its annual business plan or a liability that is unfair or unreasonable;
- ☐ the rebate is to give effect to a review of a decision of the Council under the *Local Government Act, 1999* Chapter 13 Part 2;
- ☐ the rebate is contemplated under another provision of the *Local Government Act, 1999*.

## Section 4: Amount of Rebate:

If you are seeking a mandatory rebate under Clause 3.1 of this Application, for which you are entitled to a 75% rebate, are you also applying to the Council to increase that rebate?

☐

YES, please specify the amount of rebate that you are applying for –

☐

NO

If you are applying for a discretionary rebate under Clause 3.2 of this Application, please specify the rebate amount you are applying for.

Please specify why you (or your organisation) need financial assistance through a rebate and why the amount of rebate you have applied for is appropriate.

## Section 5: Additional Information Required:

The Council requires you to attach the following additional information to this Application–

- 5.1 Where you are seeking a rebate under Clause 3.1 of this Application – Community Services –
  - 5.1.1 evidence that the land is being used for service delivery and/or administration;
  - 5.1.2 a copy of the organisation's Constitution and/or other documentation establishing that it is incorporated on a not-for-profit basis;
  - 5.1.3 a copy of the organisation's latest Annual Report;
  - 5.1.4 evidence that the organisation provides services free of charge or below cost;
  - 5.1.5 evidence that the organisation provides services to persons other than members.
- 5.2 Where you are seeking a rebate in any other case –
  - 5.2.1 evidence that the land is being used for the purpose for which the rebate is being sought;
  - 5.2.2 information as to whether, and if so to what extent, you (or your organisation) will be providing a service within the Council area;
  - 5.2.3 whether you have made or intend to make an application to another council;
  - 5.2.4 the extent of financial assistance (if any) being provided by Commonwealth or State agencies;
  - 5.2.5 whether you are in receipt of a community grant;
  - 5.2.6 any other information that you believe is relevant in support of this Application.



## Section 6: Application Forms

Application forms and all additional information must be submitted to the Council on or before 30 September each year.

A failure to submit application forms or to provide the additional information required by the Council to assess the application by the due date may result in the Council refusing to consider the application.

## Section 7: Important Information

It is an offence for a person or body to make a false or misleading statement or representation in an application or to provide false or misleading information or evidence in support of an application made (or purporting to be made) under the Act. The maximum penalty for this offence is \$5,000.00, (Section 159 (2) of the *Local Government Act, 1999*).

The Council may grant a rebate of rates or charges on such conditions as the Council thinks fit.

If a person or body has the benefit of a rebate of rates and the grounds on which the rebate has been granted cease to exist, the person or body must immediately inform the Council of that fact and (whether or not the Council is so informed) the entitlement to a rebate ceases. If a person or body fails to notify the Council that person or body is guilty of an offence and liable to a maximum penalty of \$5,000.00, (Section 159 (7) and (8) of the *Local Government Act, 1999*).

The Council may, for proper cause, determine that an entitlement to a rebate of rates under the Act no longer applies.

Where an entitlement to a rebate of rates ceases or no longer applies during the course of a financial year, the Council is entitled to recover rates, or rates at the increased level (as the case may be), proportionate to the remaining part of the financial year.

I declare that the information I have provided on and attached to this application form is true.

DATED the     day of                      20.....

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

## 6. Legislation

- Aged Care Act, 1997 (Commonwealth)
- Community Titles Act, 1996
- Education and Early Childhood Services (Registration & Standards) Act, 2001
- Goods and Services Act, 1999
- Local Government Act, 1999
- Local Government (General) Regulations, 1999
- Health Care Act, 2008
- Valuation of Land Act, 1971

## 7. Measure

- All new rates administration officers provided with a copy of this Policy

## 8. Review

This Policy shall be reviewed and updated by the Kangaroo Island Council annually

SIGNED: .....

Chief Executive Officer

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## 9. Availability

This policy is available for inspection at the Council office at 43 Dauncey Street, Kingscote during ordinary business hours.

It is also available for inspection, download or printing, free of charge, from Council's website [www.kangarooisland.sa.gov.au](http://www.kangarooisland.sa.gov.au)

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer, Kangaroo Island Council, PO Box 121, Kingscote SA 5223

History:		
Date Reviewed:	Version:	Reason for Amendment:
8 August 2008	Rev 01	Final Policy
27 April 2009	Rev 02	Draft Policy Adoption 2009-10
2 July 2010	Rev 03	Draft Policy Adoption 2010-11
30 June 2011	Rev 04	Draft Policy Adoption 2011-12
13 June 2012	Rev 05	Policy Adoption for 2012-13
12 June 2013	Rev 06	Policy Reviewed and Adopted for 2013-14
XX Month 2014	Rev 07	Policy Reviewed and Adopted 2014-15