

Operational Plan 2018-2019



Norf'k Ailen Riigenl Kaunsl Ohparieshenl Plaen 2018-2019

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Message from the General Manager

This is the third Operational Plan developed for the Norfolk Island Regional Council, and therefore the third year of the Delivery Program which is the project plan that was developed by the Councillors for their term in Council.

The key projects that were planned for in the first year, and tendered for in the second year, will be progressed and/or executed in the third year. These key projects are:

- **Waste** - project to ensure the discontinuation of burning and dumping of waste into the sea
- **Airport** – apron, taxiway and runway rehabilitation
- **Sewer treatment** – develop a strategy and determine best solution
- **Telecommunication** – 3G/4G project
- **Electricity** – progress the Energy Solution project

Each of these government business areas are delivered on the premise of “fee for services” and they have been budgeted to break even, or with the aim of a surplus budget (any surplus will in the future pay for the upgrade of related assets).

The Waste Management budget was the most challenging to balance due to the cost of bailing and shipping legacy waste, such as asbestos, off the island. Therefore, the deficit in this fund had to be offset by savings in other areas, supported by the general fund that is offset by the financial assistance grant.

Council was successful in obtaining a 50% contribution to the Tourism Marketing fund with \$385,320.00 from the Department of Infrastructure, Regional Development and Cities which means that Council can continue to deliver Tourism Marketing at the same levels as the previous year. Tourism is the backbone of the Island’s economy and Council remains committed to supporting the industry. This commitment is further highlighted with the introduction of negotiated rebates on the Regular Passenger Transport charges for commencing air services on currently un-serviced routes.

The social and environmental areas of the Plan will address advocacy roles relating to education, training, health, and well-being; the completion of the Environment Strategy, and the focus on clean water and pests and noxious weed eradication. Heritage and Culture features in its own chapter and governance and leadership includes the continuation of a transparent and accountable Local Government.

The activities in this Operational Plan for 2018/2019 are too numerous to mention in an introduction, however Council continues to focus on the objectives in the Community Strategic Plan with the aim to be the “*Best Small Island in the World*”.

Lotta Jackson
GENERAL MANAGER

Vision, Mission, Culture and Values

Vision

Norfolk Island – the Best Small Island in the World.

Mission

The Norfolk Island Regional Council will provide local civic leadership and governance through good decision making, accountability and transparency.

We will protect and enhance our unique culture, heritage, traditions, and environment for the Norfolk Island people. We will do this through promoting a healthy and sustainable lifestyle, by looking after our community assets, and by fostering a prosperous economy.

Culture

During January 2016 the Administration of Norfolk Island engaged a consultant to conduct Culture Health Workshops with its staff. The key actions identified to ensure an improved organisational culture were:

- Improve communications;
- Promote Island culture and traditions;
- Develop a Strategic Direction for the Public Service;
- Training; and
- Encourage and empower all staff to focus on the positives.

Values

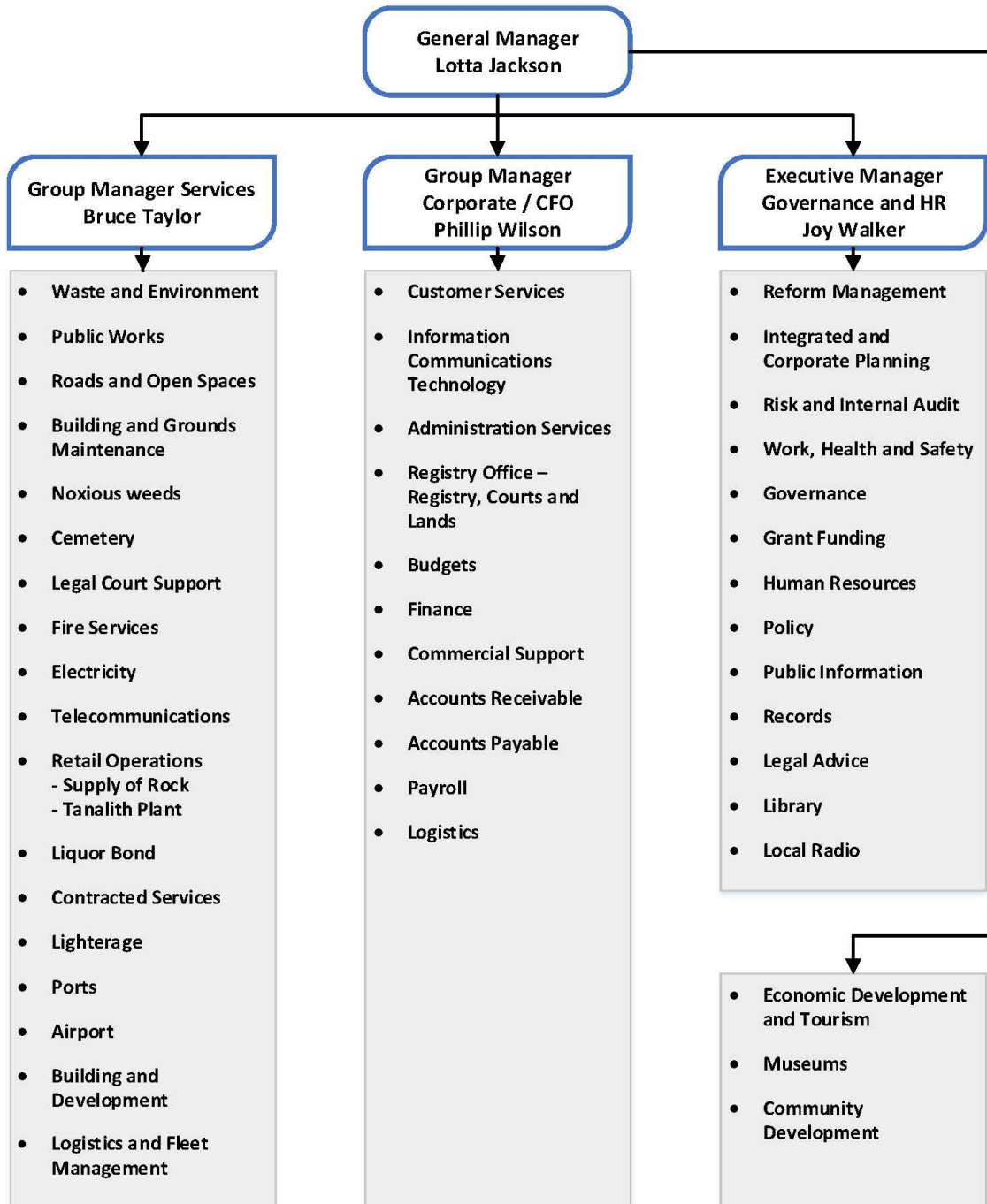
The Norfolk Island Regional Council embraces the following values that were developed in a workshop with the elected Councillors (I CARE):

Integrity Communication Accountability Respect Excellence

Organisational Structure

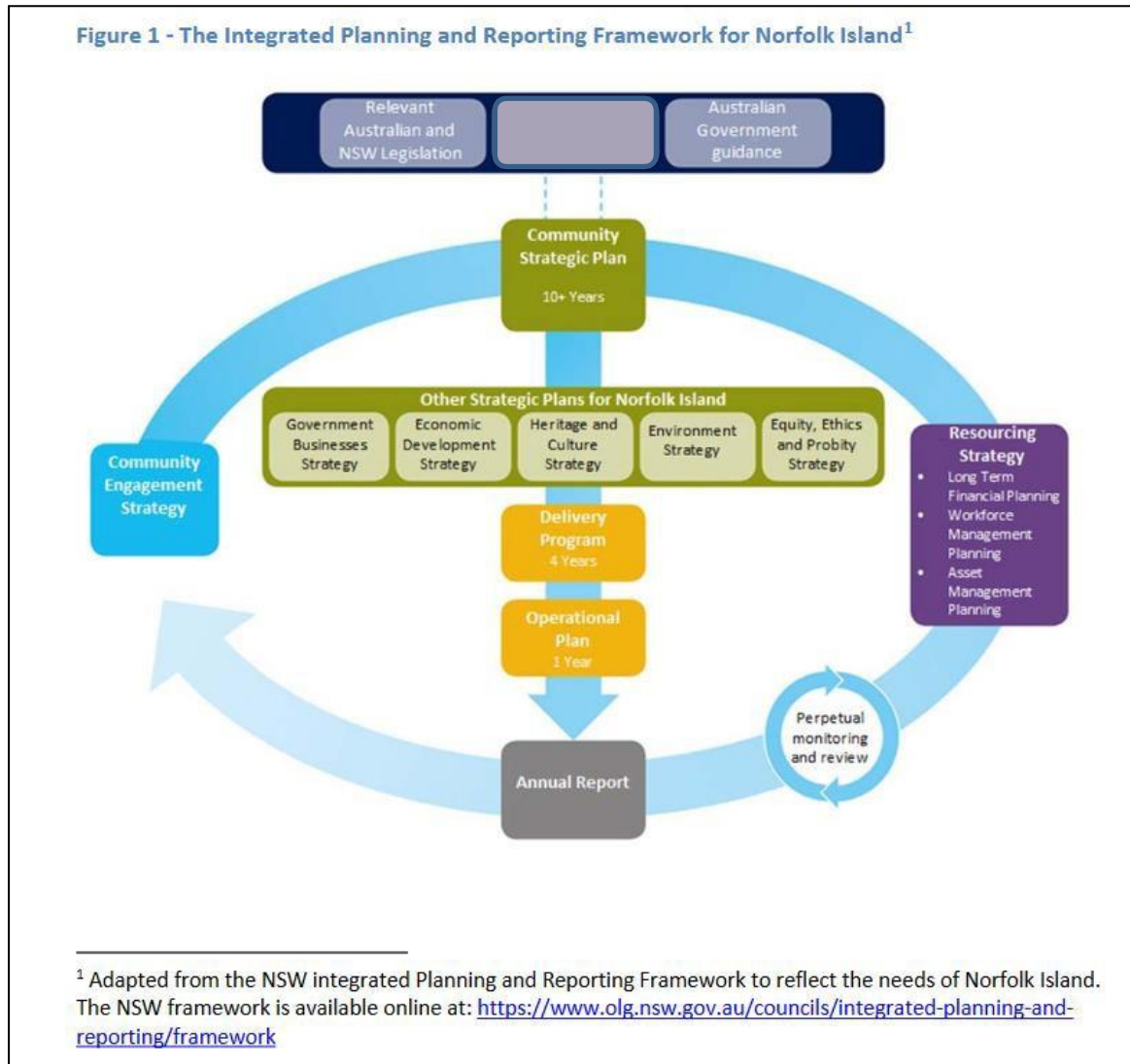
Norfolk Island Regional Council

Organisational Functions Structure



The Integrated Planning and Reporting Framework

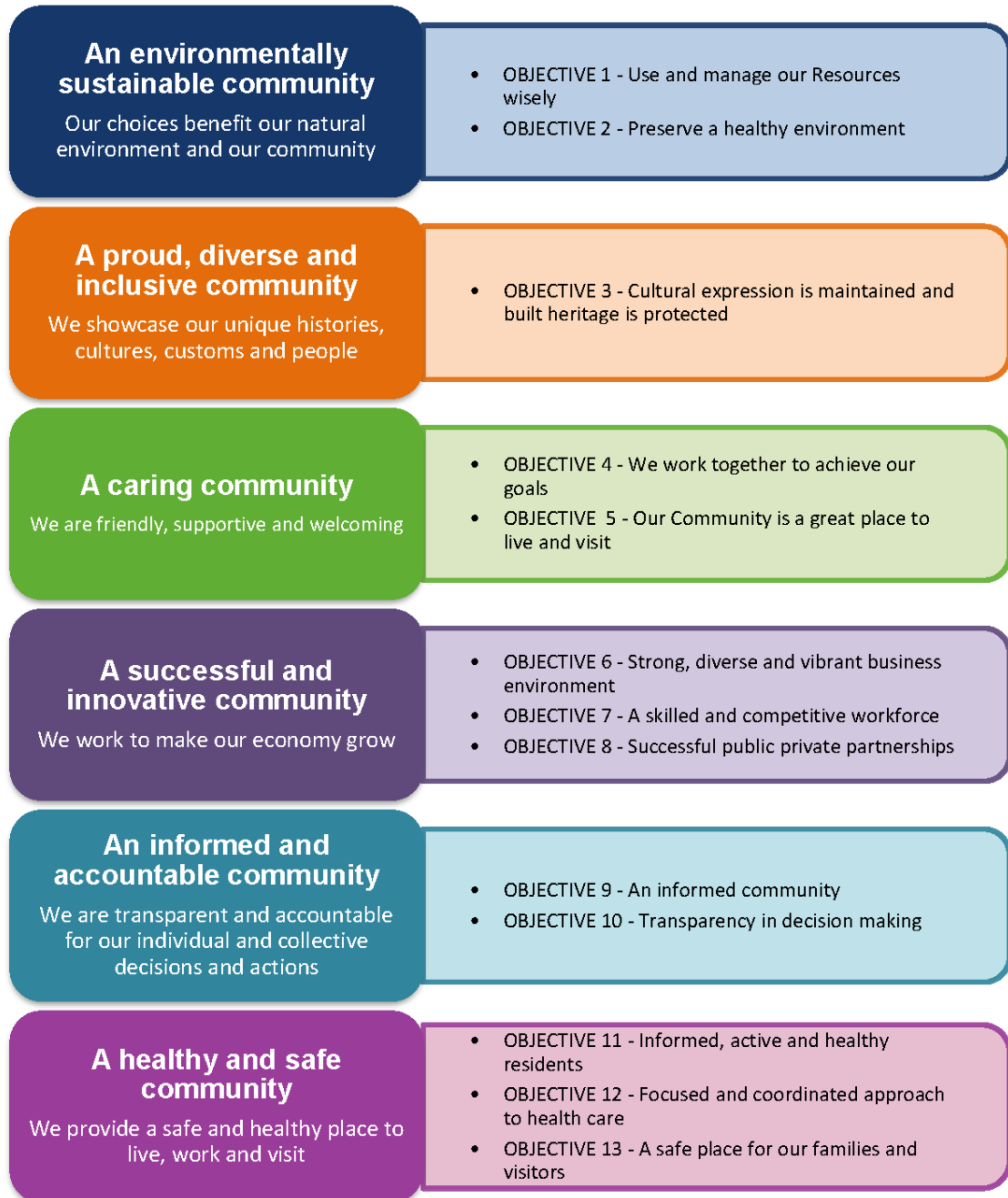
The *Integrated Planning and Reporting Framework* was developed by the New South Wales Office of Local Government. The following diagram outlines the elements of the Integrated Planning and Reporting Framework for Norfolk Island:



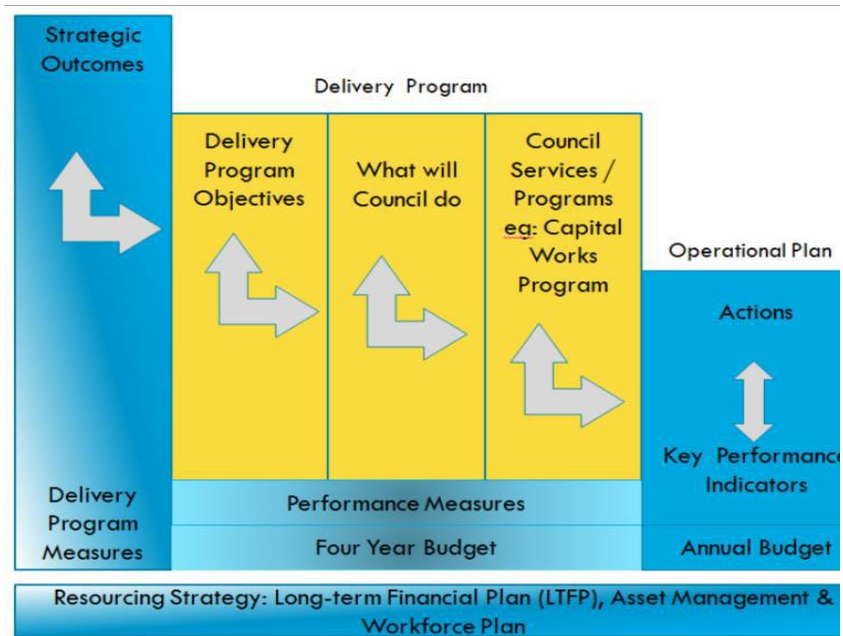
The Integrated Planning and Reporting framework recognises that most communities share similar aspirations: such as a safe, healthy and pleasant place to live, a sustainable environment, opportunities for social interaction, opportunities for employment and reliable infrastructure. The difference lies in how each community responds to these needs. This is what shapes the character of individual towns and cities. It also recognises that the Council plans and policies should not exist in isolation and are in fact connected to its community.

The Norfolk Island Community Strategic Plan 2016-2026 identified six strategic directions and thirteen objectives. These are outlined in figure 2 below.

Figure 2 – Norfolk Island Community Strategic Plan excerpt



The following diagram demonstrates the interrelationship of the various planning tools to be developed for/by the Regional Council.



Strategic Directions

Strategic Direction 1 – “An environmentally sustainable community”

~ *Our choices benefit our natural environment and our community*

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
1. Use and manage our resources wisely	1.1 Develop a clean energy future	Solar battery storage, or an alternative option, is installed to capture excess electricity generated by photovoltaics. The moratorium on the installation of new photovoltaic systems is lifted. (18/19 – 19/20)	1.1.1 Hydro Tasmania to produce a detailed implementation plan including feasibility design, economic assessment, energy modelling results, and regulatory and connection recommendations, plus feasibility level documentation to attract grant funding	Implementation plan to be completed by September 2018	Services -Manager Commercial Services
			1.1.2 Complete Grant Funding Application on Energy Solution options	Application and detailed community engagement to be completed by December 2018	Services -Manager Commercial Services Grants Officer
			1.1.3 Reform the Electricity Supply Act 1985 (NI)	Commence analysis of recommendations from Energy Solution and Energy Policy by September 2018 Commence review of Electricity Supply Act 1985 (NI)	Services -Manager Commercial Services

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
	1.2 Protect and enhance our water quality	Council has implemented regular and structured water testing for commercial premises and provides reports to the community. (18/19)	1.2.1 Continued monitoring of private drinking water suppliers to assist businesses to meet their obligations under the <i>Public Health Act 2010 (NSW)(NI)</i>	All commercial premises have their water tested regularly as per Service 18: Public Health of the Service Delivery Agreement	Services -T/Leader Waste and Environment
			1.2.2 Wastewater and Hydrological Strategy developed to support possible grant funding for major work to be carried out on the treatment plant	Wastewater and Hydrological Strategy developed by June 2019, preferred funding 75% of \$330,000 project cost by BBRF Round 2 Funding	Services -T/Leader Waste and Environment Grants Officer
			1.2.3 Assist KAVHA to upgrade all effluent facilities associated with KAVHA buildings	All KAVHA effluent facilities are upgraded by March 2019	Services -T/Leader Waste and Environment
			1.2.4 Commence implementation of recommendations from the 'Water Quality in the KAVHA Catchment' report to address contamination from both human and animal sources	Complete an audit of all wastewater systems within the KAVHA catchment and any unsanitary facilities closed and upgraded, audit completed by December 2018 Facilities requiring closure and upgrade completed by June 2019	Services -T/Leader Waste and Environment
			1.2.5 Continue routine inspections and maintenance of the sewer network, pump stations and waste water treatment plant	All maintenance requirements are addressed as required. Entire sewer network is inspected using sewer camera and all manholes mapped electronically by June 2019	Services -T/Leader Waste and Environment

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
			1.2.6 All new effluent management systems are constructed and installed in a manner which does not adversely impact on surface or groundwater quality	All new developments meet requirements under Development Control Plan No. 2: Water Resources	Services -T/Leader Waste and Environment
			1.2.7 Parks Australia are informed of water quality from the effluent outfall at Headstone	Council provides reports, as required by Parks Australia, on the quality of water that is directed to the ocean outfall location at Headstone	Services -T/Leader Waste and Environment
	1.3 Reduce, reuse and recover waste and end disposal of waste into the sea	No waste disposal into the sea by June 2018. Incinerator or alternative disposal method in place. Council has a policy of no plastic carry bags in shops by September 2017. Council has provided ongoing and consistent educative recycling information to the community on a minimum of a quarterly basis. (17/18)	1.3.1 Continue to implement Waste Management Solutions on Norfolk Island	Recyclable and residual wastes exported Composting system in place by October 2018 No further burning of wastes at Headstone by July 2018	Services -T/Leader Waste and Environment
			1.3.2 Commence investigation into advanced waste technologies for residual waste streams	Scope project to support a future grant application to investigate advanced waste technologies by June 2019	Services -T/Leader Waste and Environment
			1.3.3 Conduct community engagement and discussions with shops as to alternatives to plastic bags	Retailers are continued to be encouraged to cease the supply of plastic bags at checkouts	Services -T/Leader Waste and Environment
			1.3.4 Continue community education program on recycling and waste minimisation methods	Educative information on recycling is provided to the community (on a minimum quarterly basis) Continuing to provide information to the school	Services -T/Leader Waste and Environment

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
	1.4 Plan for additional pressures on water resources, transport, utilities and telecommunications infrastructure	Prepared a strategic plan for additional pressures on water resources, transport, utilities and telecommunications infrastructure in line with a sustainable Population Policy. Advocate for quality mobile and internet services.	1.4.1 Commence the development of a Population Policy	Refer to 2.2.1 for action items on Population Policy	General Manager -Senior Strategic Planner
			1.4.2 Complete the development of the Airport Master Plan	Airport Master Plan completed and adopted by Council by December 2018. The Airport Master Plan to include investment strategy, asset management and runway capability Concurrently update Airport DCP No. 5 – Airport Land Use and Development Plan (Sub-Plan of NI Plan 2002) (also refer to 2.6.3)	Services -Manager Commercial Services -Senior Strategic Planner
			1.4.3 Execute Council's resolution with Headstone being the preferred public Quarry, including the development of a plan for the ongoing supply of rock	Development of a sustainable plan for the ongoing supply of rock for public and private use by September 2018 Environmental Impact Study (EIS) for Headstone Quarry commences December 2018 EIS and Development Application (DA) to be progressed under the Significant Development Assessment Pathway after amendments to <i>Planning Act 2002 (NI)</i> are made	Services -Group Manager Services -Senior Strategic Planner
			1.4.4 Assess the pressures on water resources and develop a plan for future water security	Strategic plan to address additional pressures on water security developed by June 2019	Services -T/Leader Waste and Environment

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
	1.5 Create a food secure community	Council has promoted home gardening (food) and the use of worm farms. Worm castings and juice are an excellent fertiliser source when growing food. (17/18)	1.5.1 Implement a community education program for promoting the use of Council's aerated composting system	Continued promotion of the use and benefits of the aerated composting system and the use of the end product/compost in home gardens Quarterly promotion on the use of worm farms Develop a Food Security Policy and targets consistent with the Green Economy Project by May 2019 Investigate Food Sustainability for the island consistent with the Population Policy development (2.2.1) by June 2019	Services -T/Leader Waste and Environment
	1.6 Create a water secure future	Investigation on water harvesting commenced. (19/20)	1.6.1 Refer to 1.4.4 for action for this year. Further actions will be entered for 19/20	Refer to 1.4.4 for action for this year. Further actions will be entered for 19/20	Services -T/Leader Waste and Environment
	1.7 Keep our waters around Norfolk Island sustainable for the enjoyment of future generations	A monitoring system is in place to monitor responsible activity in and on the bays and beaches. (17/18)	1.7.1 Develop a monitoring system for our bays and beaches	Monitor responsible activity in and on the bays and beaches identify any issues requiring changes in management by June 2019	Services -Conservator
			1.7.2 Develop a water quality monitoring regime in the recreational waters in Kingston	Conduct ongoing water quality monitoring of Emily Bay	Services -T/Leader Waste and Environment
			1.7.3 Identify water quality management methodologies to improve water quality in the KAHVA Catchment	Improve water quality entering Emily Bay via Town Creek by commencing recommendations of Water Quality in the KAVHA report by June 2019 Complete program to reduce run-off into bores and cap unused bores by June 2019	Services -T/Leader Waste and Environment

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
2. Preserve a healthy environment	2.1 Retain open spaces and low-density development	All planning instruments maintain existing values of low density and open community spaces. (17/18)	2.1.1 Identify planning controls designed to maintain low density and open community spaces; to preserve those controls and objectives in NI Plan Review (see item 2.1.2).	All planning instruments maintain existing values of low density and open community spaces Review conducted of the Norfolk Island Plan 2002 (in CSP pg. 18). Ensuring that the planning framework continues to recognise high conservation value areas (CSP pg. 19) by June 2019 refer to Operational Plan Action 2.1.2 below	Services - Senior Strategic Planner
			2.1.2 Comprehensive Review of the Norfolk Island Plan 2002 including identifying barriers for economic development, maintaining existing values of low density and open community spaces (2.1.1 above) and respect and protect natural biodiversity (2.6.2 below), Population Policy research and development (2.2.1 below), areas of high conservation value (2.3.1 below), etc.	Review conducted of the Norfolk Island Plan 2002 (in CSP pg. 18). Ensuring that the planning framework continues to recognise high conservation value areas (CSP pg. 19) by June 2019 Undertake all legislative requirements for the review, including community consultation	Services - Senior Strategic Planner
			2.2 Recognise growth of the population is linked to the long term environmental sustainability of the Norfolk Island community	A sustainable Population Policy is developed, implemented and monitored. The Population Policy is to encourage sustainable growth and work to minimise adverse environmental and social effects, setting redevelopment and growth targets. (18/19)	2.2.1 Engage a consultant or Academic support for the development of a Population Policy to form part of the 'Green Economy Project' conducted by University of Newcastle

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
				The Population Policy is presented to Council by June 2019	
	2.3 Protect and preserve environmentally sensitive areas and those of high conservation value, through improved land management and pest control practices	Identify areas of high conservation value. (17/18)	2.3.1 Identification of areas of high conservation needs are conducted in consultation with the Reserves Advisory Committee; as part of the Norfolk Island Plan 2002 Review	Review Norfolk Island Plan 'Conservation Zones and High Conservation Preferred Dominant Land Use Areas' to identify any additional areas of high conservation value by June 2019 (also refer to 2.1.2 and 2.4.3)	Services -Conservator -Senior Strategic Planner
	2.4 Support threatened species and minimise the presence of invasive species	<p>A policy is developed and implemented for Council to work collaboratively with graziers and private land owners to manage weeds, pests and animal protection.</p> <p>Council will review animal registrations and regulate and enforce responsible pet ownership.</p> <p>Feral cats have been addressed in cooperation with National Parks.</p> <p>Reduce or eradicate Argentinian Ants and the</p>	<p>2.4.1 A policy is developed and implemented for council to work collaboratively with graziers, private land owners to manage weeds, pest and animal protection</p> <p>2.4.2 Develop a work plan based on the recommendations of the Pest and Noxious Weed Management Plan and the Reserves Management Plans</p> <p>2.4.3 Control woody weeds on roadsides and reserves</p>	<p>Policy completed by December 2018</p> <p>Work plan developed and implemented by Pest and Noxious Weed staff by December 2018</p> <p>Remove and ongoing monitoring of all woody weeds from identified high conservation areas (2.3.1) by June 2019</p>	<p>Services -Manager Infrastructure and Services -T/Leader Waste and Environment</p> <p>Services -T/Leader Waste and Environment</p> <p>Services -T/Leader Waste and Environment</p>

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
		Polynesian and European rat. (19/20)	2.4.4 Assist Parks Australia in cat survey for Norfolk Island	Conduct targeted cat trapping by June 2019 based on results of cat survey conducted by Parks Australia	Services -T/Leader Waste and Environment
			2.4.5 Continue to control cat, rat and feral chicken populations across the island	Rat baiting stations are installed at all Council reserves by December 2018	Services -T/Leader Waste and Environment
			2.4.6 Assess each application for animal import under the <i>Animals (Importation) Act 1983 (NI)</i> to ensure animal/s does not pose a threat to the island's ecosystem	Develop a Domestic Animal Policy Until the Policy is finalised, Council to make a recommendation to the Administrator that a condition for all imported domestic cats is that they must be de-sexed Review the Animals (Importation) Act 1983 (NI), Animals (Importation) Regulations 1985 (NI) and Animals (Importation of Certain Dog Breeds) Regulations 2004 (NI) and identify any provisions that need to be updated	Services -T/Leader Waste and Environment
			2.4.7 Implement Argentine Ant Eradication Program	Detector dog on island by August 2018 Zones 5, 7 and 9 cleared of argentine ants by June 2019 Community education continues on the argentine ant eradication program and how to reduce spread	Services -T/Leader Waste and Environment

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
	2.5 Ensure a healthy, diverse marine ecosystem	Council has educated the community on the importance and how to maintain a healthy, diverse marine ecosystem, and research to Edu-tourism opportunities in this area to further promote this target. (17/18)	2.5.1 Investigate ways to study, document and develop the marine ecosystem as well as create an opportunity for a niche tourism market.	Focus on Edu-tourism by pursuing contacts from Eco-Tourism Australia, Marine Parks Australia, Australian Schools and Universities Work with travel wholesalers to coordinate itineraries and experiences for school and university groups	General Manager -T/L Tourism and Economic Development
	2.6 Protect and preserve vegetation communities and habitat	All planning instruments to respect and protect natural biodiversity. (17/18 or 18/19)	2.6.1 Plans for public reserves are reviewed systematically	Public consultation completed by October 2018 Revised Draft Plans of Management consistent with 2.3.1 above are published by February 2019 and review finalised by June 2019	Services -KAVHA and Conservator
			2.6.2 Review of the Norfolk Island Plan by June 2019 in 2.1.2 above will include respect and protect natural biodiversity	Refer to 2.1.2 above.	Services -Senior Strategic Planner
			2.6.3 Review and update all Development Control Plans (DCP's) – 1 – New Subdivision Roads 2 – Water Resources 3 – Multi Unit Housing 4 - Advertising Structures and Signs 5- Airport Land Use & Development (see 1.4.2 above) Implement - DCP 6 – Community Title	Review of DCP's to be completed by June 2019 Implement DCP 6 by December 2018	Services -Senior Strategic Planner

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
			2.6.4 Schedule of reserves maintenance in place	All reserves are maintained for the enjoyment of the community and visitors. Schedule reviewed and updated as required and adhered to throughout the year	Services - KAVHA and Conservator

Strategic Direction 2 – “A proud, diverse and inclusive community”

~ *We showcase our unique histories, cultures, customs and people*

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
3. Cultural expression is maintained and built heritage is protected	3.1 All cultural traditions and practices in the Norfolk Island Community are recognised and acknowledged	Council includes the Norfolk equivalent in the titles of its Agenda, Minutes, important documents including reports, etc	3.1.1 Council continues to include the Norfolk equivalent in the titles of its Agenda, Minutes and other important documents including reports	Norfolk equivalent is included in the titles of Council's Agenda, Minutes and other important documents including reports	General Manager
		Council to continue to advocate for the teaching of Norfolk Studies and the Norfolk Island language under LOTE at the Norfolk Island Central School.	3.1.2 Support NICS through outreach programs focussed on Norfolk Studies	Council has advocated for the teaching of Norfolk Studies and the Norfolk Island language under LOTE at the Norfolk Island Central School	Mayor General Manager -T/Leader Heritage Management
		Remain committed to supporting the objectives of the KAVHA Heritage Management Plan April 2016. (16/17)	3.1.3 Continue to work with stakeholders to progress the objectives outlined in the KAVHA Heritage Management Plan April 2016	Council remains committed to supporting the objectives of the KAVHA Heritage Management Plan April 2016	Mayor General Manager -T/Leader Heritage Management
	3.2 Uphold, respect, promote and encourage customs, culture, histories and traditions of all cultures and their contribution to the Norfolk Island way of life	A Heritage and Culture Strategy is developed and implemented and made available to the public. (16/17) Prepare a business case to construct a Norfolk Island	3.2.1 Promote the measures and outcomes of the Heritage and Culture Strategy to the community and Council	Council's role - Actions, Measures and Outcomes detailed in the Heritage and Culture Strategy are recognised and implemented	General Manager -T/Leader Heritage Management

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
		Cultural Centre to house and showcase cultural objects and display traditional practices. (19/20)	3.2.2 Heritage and Culture Advisory Committee meet once per month	The Heritage and Culture Advisory Committee continue to make recommendations to Council based on the Heritage and Culture Strategy, Community's Role – as stated in the Community Strategic Plan	Mayor General Manager -T/Leader Heritage Management
			3.2.3 Investigate the possibilities to enable the Norfolk language to be included in street signs on Norfolk Island, including identifying cost of implementing proposal	Report to Council on findings of investigating the possibility of including Norfolk language in street signs on Norfolk Island including cost by 30 November 2018	General Manager Governance and Human Resources -T/Leader Heritage Management -Grants Officer
			3.2.4 Council to liaise with community members and groups to ascertain existing activities and planning towards the construction of a Norfolk Island Cultural Centre	Report to Council on findings resulting from liaising with community members and groups to ascertain existing activities and planning towards the construction of a NI Cultural Centre by 31 May. Results will be used to inform the preparation of a business case (19/20)	General Manger -T/Leader Heritage Management -Senior Strategic Planner

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
	3.3 Support cultural expression by people from all backgrounds living on Norfolk Island including the support of contemporary events	A Heritage and Culture Advisory Committee has been formed with Terms of Reference that includes organising and/or promoting cultural events. Advocate for a Preamble to the Norfolk Island Act. (16/17)	3.3.1 Promote community based cultural events	Cultural events are primarily organised by community groups. Council will promote community cultural events	General Manager -T/Leader Heritage Management
			3.3.2 Advocate for a Preamble to the Norfolk Island Act	The Mayor and General Manager to successfully negotiate an agreeable outcome with the Council of Elders for a way forward in relation to the Preamble to the Norfolk Island Act by June 2019	General Manager; Mayor
	3.4 Identify and prioritise the needs of cultural expression	Community cultural satisfaction survey developed and issued to the community twice in the Councils term of office with results collated and reviewed and necessary actions incorporated into relevant strategies. (Surveys in 17/18 and 19/20)	3.4.1 No action required this year, next action item for 19/20	No action required this year, next action item for 19/20	General Manager -T/Leader Heritage Management
	3.5 Identification of heritage assets	Review the definition of heritage assets to consider including culturally significant assets. Review and update existing registers including those attached to the relevant legislation. (17/18)	3.5.1 Review all registers and plans identifying heritage assets; and assess and recommend other Council and community owned culturally significant assets for inclusion in registers Provide recommendations towards updating existing registers including those attached to the relevant legislation Update existing registers	Review and update existing registers including those attached to the relevant legislation [such as the Norfolk Island Heritage Register under the <i>Heritage Act 2002 (NI)</i>] by 30 June 2019 Identify additional heritage assets to be recommended for listing in the Heritage Register by 30 June 2019	General Manager Services -Manager Infrastructure and Services -Senior Strategic Planner -T/Leader Heritage Management

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
	3.6 Recognise and protect the contribution of built heritage to local identity and economy	Continue to actively participate in the KAVHA Advisory Committee. (16/17 – 19/20)	3.6.1 Meet with KAVHA Advisory Committee when on island in addition to continuing a proactive relationship with DIRDC	Continue to actively participate in the KAVHA Advisory Committee	General Manager -T/Leader Heritage Management
			3.6.2 Meet with Norfolk Island Museum Trust to ensure collections are managed according to acceptable museum standards	Norfolk Island Museum Trust collection is maintained and accessible	T/Leader Heritage Management
	3.7 Protect and maintain heritage sites for the enjoyment of residents and visitors, now and in the future	A Heritage Assets Preservation Policy for all Council owned heritage assets, is developed. (17/18)	3.7.1 Develop a Heritage Assets Preservation Policy in conjunction with Operational Plan Action 3.5.1	A Heritage Assets Preservation Policy for all Council owned heritage assets, is developed by December 2018	General Manager and Services -Manager Infrastructure and Services -Senior Strategic Planner -T/Leader Heritage Management
			3.7.2 Continue to work with stakeholders to progress the objectives outlined in the Historic Shipwreck Program in relation to the jurisdiction of Norfolk Island	Council remains committed to supporting the objectives relating to Norfolk Island in the Historic Shipwreck Program	T/Leader Heritage Management

Strategic Direction 3 – “A caring community”

~ *We are friendly, supportive and welcoming*

‘Strategic Objective’ from Community Strategic Plan	‘How will we get there’ taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
4. We work together to achieve our goals	4.1 Encourage an informed community	Update Council’s website to allow for easy searching. Council’s website is always up to date. At least one media release per month from both the Mayor and General Manager to be issued. (16/17 – 19/20)	4.1.1 Scope a project brief and costing to develop an interactive Planning and Building website with option for on-line submission of Development Applications and Building Applications (to link Civica Applications Module functions and capability) to support a grant application	Develop Project Plan and costing by June 2019	Services -Senior Strategic Planner Grants Officer
			4.1.2 Stakeholder review of Council’s website	Update Councils website to allow for improved searching in historical pdf files Analytical data reported to Council six monthly Six monthly review of content	Corporate -Manager Customer Care
			4.1.3 The Mayor and the General Manager will keep the community informed through various media outlets	Develop a Communication Policy by October 2018 to guide the mediums and frequency of communication with the community The Policy to include ‘At least one media release per month from both the Mayor and General Manager to be issued’	General Manager; Mayor Executive Assistant/Media Officer
	4.2 Enable broad, rich and meaningful engagement to occur	Continue to actively promote communication avenues for the community to speak to Council (Customer Care, regionalcouncil@nirc.gov.nf)	4.2.1 Ensure communication avenues of Customer Care and Regional Council are continually promoted in media communications	Continue to actively promote communication avenues for the community to speak to Council (Customer Care, regionalcouncil@nirc.gov.nf).	Governance and Human Resources and Corporate -Program Manager -Manager Customer Care

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
		Council meetings are broadcast on local radio. (16/17 – 19/20)	4.2.2 Review Customer Care telephone support	Review Customer Care PABX and possible integration with Councils primary telephone line to improve customer support and response time by February 2019	Corporate -Manager Customer Care
			4.2.3 Research Commonwealth regulatory framework for community radio stations	Understand Commonwealth regulatory framework for community radio stations and identify any gaps between those and current operations at Radio Norfolk in preparation for potential extension	Governance and Human Resources -Program Manager
			4.2.4 Ensure that Radio Norfolk is adequately staffed to allow live broadcasting of Council Meetings and re-broadcasting occurs	Council meetings are broadcast on Radio Norfolk	Governance and Human Resources -Program Manager
	4.3 Build on our sense of community	The community is overall engaged in various activities and community trust in Council is evident. (19/20)	4.3.1 Community engagement is high with Council activities	Community attendance at public meetings Community provides submissions when documents are placed on public exhibition	General Manager; Mayor; Program Manager
	4.4 Build strong relationships and shared responsibilities	The community has an understanding that Council assets are public assets and that there is a shared responsibility for their upkeep. (18/19)	4.4.1 Encourage community participation in keeping public areas clean and free of weeds by implementing the proposed Pests and Noxious Weeds Management Plan	Activities regarding implementation of Pests and Noxious Weeds Management Plan above at 2.4.2 Public areas are frequently utilised and well kept A quarterly media release on seasonal weed(s) to educate the community, including how the weed can best be removed	Services -Group Manager Services -Manager Infrastructure and Services

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
	4.5 Work in partnership to plan for the future	Community engagement is a regular activity for projects that have an impact on the community. (16/17 – 19/20)	4.5.1 Develop a Government Business strategy. Strategy to include investigating and reporting on examples of Public Private Partnership's best practice (pg. 28 CSP)	Government Business Strategy - created by December 2018	Services -Group Manager Services
			4.5.2 Develop an Environment Strategy	Environment Strategy BBRF grant reporting completed by 22 November 2018	Services -Manager Infrastructure and Services -T/Leader Waste and Environment Grants Officer
5. Our community is a great place to live and visit	5.1 Promote the community as the place to visit, live, work and invest	An Economic Development Strategy is developed and implemented with evidence of increased population and economic activity. (16/17 – 19/20)	5.1.1 Implement the Objectives in the Economic Development Implementation Strategy IP3 – University of Newcastle Sustainability Development Project 'Sustainable Development and Circular Economies'	University of Newcastle Sustainability Development Project is scoped by July 2018 with subsequent actions to be implemented in conjunction with Council staff and key stakeholders in business and the community	General Manager -T/L Tourism and Economic Development
			5.1.2 Scope a project brief and costing to develop and implement in Burnt Pine a 'Main Street' Improvement / Enhancement Project (e.g. edible gardens, improved amenities, freshen shop frontages) to support economic and environmental sustainability objectives to support a grant funding application	Community consultation and project plan created, in liaison with other projects including the Green Economy Project	Services -Senior Strategic Planner
			5.1.3 Increased telecommunications service levels and commercial functionality to support the economy, including the education and tourism sectors	Upgrade of cellular mobile network to 4G by February 2019, and implementation of year 3 of a 3 year program to roll out of new generation of PABX systems by June 2019	Services -Manager Commercial Services

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
	5.2 Connect and protect our communities – Community Safety	Crime remains low and Council has a strong working relationship with the Police.	5.2.1 Promote respectful behaviours and a safe community	Respect and trust is evident in the community	General Manager; Mayor -Community Development Officer
		Maintain awareness that Domestic violence is not tolerated. (19/20)	5.2.2 Mayor and General Manager attend relevant forums	Mayor and General Manager attend forums and where relevant undertake promotion	General Manager; Mayor -Community Development Officer
	5.3 Develop the facilities, resources, capacity and confidence to adapt to changing circumstances	The community has embraced change and developed an understanding in the opportunities for becoming the best small Island in the world. (19/20)	5.3.1 Community meetings held as needed to engage the community in matters relevant to their needs and interests	The revised Community Engagement Strategy is implemented including Community Engagement of proposed changes to Norfolk Island Acts	General Manager; Mayor
			5.3.2 Council conducts a customer satisfaction survey to ascertain community satisfaction in regard to Council activities	Survey prepared for distribution by July 2018 for response in August 2018 Improved results on 2017	General Manager -Manager Customer Care
	5.4 Equality of access to services, social support, including health, education, child care, cultural, transport and recreational facilities	Council is satisfied that services provided to the Community by Council, by Health, Education and other social services have equality of access. (18/19)	5.4.1 Plan in conjunction with NIHRACS, NICS and other relevant stakeholders to conduct a community survey or forum(s) to find out the community's experience in relation to health and education services	Gauge community satisfaction by conducting community satisfaction survey or forum(s) by March 2019	General Manager; Mayor -Community Development Officer
	5.5 Clarify childcare accreditation	Childcare centres are able to be accredited on Norfolk Island. (18/19)	5.5.1 The General Manager continues to seek clarification on status of Child Care Accreditation	Child Care Accreditation is available to be phased in on Norfolk Island by 18-19	General Manager -Community Development Officer
	5.6 Provision of Community based preschool and Long Day Care facilities	Preschool and Long Day Care are available for families with young children. (17/18)	5.6.1 Lobbying and support provided for child care providers	Preschool and Long Day Care are available for families with young children	General Manager; Mayor -Community Development Officer

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
	5.7 Deliver high quality tourism experiences	A variety of visitor experiences are available for all ages and the infrastructure in place to support tourism activities. (19/20)	5.7.1 Implement the Norfolk Island Tourism Strategic Plan 2013 – 2023 actions: Increase visitor numbers; Promote investment; Improve visitor experiences; Develop sustainability, infrastructure and capacity; Build employment capacity and skill	Support tactical sales campaigns; Target niche market groups; Participate in potential Burnt Pine Main Street Improvement Project; Review local tours and experiences; Develop and deliver the Buy Local Campaign; Provide Social Media Training Workshops	General Manager -T/Leader Tourism & Economic Development

Strategic Direction 4 – “A successful and innovative community”

~ *We work to make our economy grow*

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
6. Strong, diverse and vibrant business environment	6.1 Grow and diversify the economy including niche markets	<p>Council continues to employ an Economic Development Coordinator who has identified success factors for economic development, monitored and reported regularly to the community. E.g. the number of small businesses on the island has increased.</p> <p>Advocacy continues for a growing agricultural industry, including export</p> <p>Investigation conducted into the potential for cottage industries and processing plants.</p> <p>Advocate and promote consumer protection. (16/17 – 19/20)</p>	<p>6.1.1 Actions implemented to encourage business diversification to support the economy of Norfolk Island. Establish a unique point of difference in the Tourism industry</p> <p>Execute Buy Local Campaign to encourage local trade</p>	<p>Encourage development of new and existing businesses</p> <p>Improve tourism image by focusing on unique experiences and products</p> <p>Create a strong voice for local business in media while guiding the community to buy local and also recognising that off-shore businesses have a place in the economy</p>	General Manager -T/Leader Tourism and Economic Development
	6.2 Incentives for business start up	Advocacy continued for access to Federal Government business start-up and development funding. (18/19)	6.2.1 Investigation on the availability of business start-up programs for potential new business operators on the Island	<p>Council to work closely with the Regional Investment Officer in sourcing incentives for start-up businesses</p> <p>At least one new business has accessed such a program by December 2018</p>	General Manager; Mayor -T/Leader Tourism and Economic Development

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
	6.3 Reduction in business costs – greater efficiencies in business costs	<p>Council has investigated and identified barriers to economic growth and diversity, including 'red tape' barriers.</p> <p>Within the areas of Council's control, Council has reduced these barriers. (17/18)</p>	6.3.1 Systematic identification of barriers to business development reported to the Commonwealth for attention and removal where possible	Council has reported to the Commonwealth identified barriers to economic growth and diversity, including 'red tape' barriers	General Manager -T/Leader Tourism and Economic Development
			6.3.2 Review Tourist Accommodation Act 1984 (NI)	Work with industry representatives and stakeholders to review legislation by March 2019	Corporate -Manager Customer Care
			6.3.3 Advocate for access to grant funding for Norfolk Island that NSW Councils have access to that Norfolk Island currently does not	Advocate to the Commonwealth for further grant funding opportunities for Norfolk Island	General Manager; Mayor, -Program Manager
	6.4 Secure fibre connectivity for internet access	Continued lobbying for cable to Norfolk Island. (19/20)	6.4.1 Continue to investigate possible connectivity to optical fibre cables.	Gain connectivity and linkages to an optical fibre undersea cable at no cost to Council by June 2019	Services -Group Manager Services
			6.4.2 Develop Telecom Business Plan for the future of Norfolk Telecom	Develop Business Plan for Council approval by February 2019	Services -Group Manager Services -Manager Commercial Services

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
7. A skilled and competitive workforce	7.1 Create employment opportunities	The Economic Development Strategy is implemented and reported on every six months. The strategy sets out a vision for growing the economy, including the tourism sector. (19/20)	7.1.1 Refer to 5.1.1 above for action for this financial year	Refer to 5.1.1 above for action for this financial year	General Manager -T/Leader Tourism and Economic Development
	7.2 Create opportunities for skill development	Advocate for fibre optic cable connectivity for increased business and educational opportunities. Advocate for the ongoing development of training and work skills. (16/17 – 19/20)	Refer to 6.4.1 above re fibre optic 7.2.1 Update previous skills audit undertaken in July 2015 Human Resources to undertake audit of Council employee's licences and tickets to ensure current and compliant	Skills audit review to be completed by June 2019 Opportunities are realised for training and up-skilling work skills for both the Council and community On-going Council wide appropriate training conducted to ensure compliance and staff have relevant licences and tickets One Fire Fighter to undertake Diploma through QFES Training Academy in 2018 Arrange on-going training for Fire Officers to Public Safety Training Package Certificate III or Certificate IV standard Liaise with Electricity Section regarding training activities required for 2018-19 and implement	Governance and Human Resources -Executive Manager Governance and Human Resources
			7.2.2 Submit reports to Council regularly on Councillor training attended and benefits gained from the training	Regular and transparent reporting to the community when any Councillor training is completed for the year until 30 June 2019	General Manager

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
8. Successful public private partnerships	8.1 Investigate partnerships to meet current and future infrastructure needs	Partnership funding secured with the Commonwealth for the upgrade of roads infrastructure across the Island. (17/18) Investigate airport runway reseal including funding partnerships. (19/20)	8.1.1 Update/undertake a Road Safety Audit with Asset Management Plan reviews to enable grant funding to be secured for road infrastructure works	Road Asset Management Plan reviewed and adopted by Council in timelines set out in 9.5.3 Investigate grant funding	Services -Group Manager Services -Manager Infrastructure and Services Grants Officer
			8.1.2 Develop a Roads Program	Roads Program in place and implemented by September 2018 Works program commenced on 169 culverts with 100 being replaced by 30 June 2019	Services -Manager Infrastructure and Services
			8.1.3 Refer to 1.4.2 above re Airport Master Plan	All preparatory work completed and contracts issued to commence Airport runway reseal by February 2019	Services -Manager Commercial Services

Strategic Direction 5 – “An informed and accountable community”

~ *We are transparent and accountable for our individual and collective decisions and actions*

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
9. An informed community	9.1 Representative, responsive and accountable community governance	Good governance - Council makes decisions based on information provided by Council Officers. Minimal deferral of decision making and minimal amendments to Officers' recommendations. (16/17)	9.1.1 Good governance practices are followed by the Councillors	Decisions are being implemented in a timely fashion and information shared with the community Few deferrals of matters before Council and limited amendments to Officer's recommendations	General Manager
	9.2 Timely, open and fair, evidence based decision making with demonstrated accountability	Good governance - Council officers provide evidence based reports with quality information so that Councillors can make sound decisions. (16/17)	9.2.1 Staff reports are prepared with facts and solid information available for Councillors to make informed decisions	Responsible Officers are provided with guidance in report writing with formal training provided by December 2018 Councillors are satisfied with the standard of staff reports	General Manager
9.2.2 Continue progression of contemporary functionality of Records Section			Continue to work with National Archives on Records Authorities and other projects	Governance and Human Resources -Program Manager	
9.2.3 Further internal education and advocacy of the 'External Grant Management Procedure' and 'Unfunded Projects List'			Briefing Paper to Executive Management by July 2018 outlining internal education process Implement internal education process within agreed timeframes	Governance and Human Resources -Program Manager -Grants Officer	

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
	9.3 Provision of quality best practice government administration	Council meets the requirements as set by the Commonwealth for best quality local government administration with 90% of areas reached satisfaction in this term of Council. (19/20)	9.3.1 Activities and KPIs addressed as per schedule prepared by the Commonwealth	Number of areas reached satisfaction by the set time of reporting as set by the Commonwealth	General Manager
			9.3.2 Council raises revenue from rates according to legislative requirements	Modify software (Authority) to meet legislative requirements of Ad Valorem legislation by 20 July 2018 and levy rates by the legislative due date 31 July 2018 Issue four rates notice instalments Report to Council at the end of each due period Review all Crown Lease properties by December 2018 to ascertain their exemption status under the Local Government Act Review all exemptions and create a policy by January 2018 Continue to develop policies and procedures	Corporate -Manager Customer Care
			9.3.3 Review of General Manager's and other Senior Staff performance	Reviews undertaken	Mayor; General Manager
	9.4 Increased stakeholder participation in decision-making	Active community participation on Council Advisory Committees. (19/20)	9.4.1 Facilitate Community Advisory Committees as adopted by Council	Active community participation on Council Advisory Committees by all members including Councillors and delegated Council Officers	General Manager

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
			9.4.2 Review and amend or make obsolete Community Advisory Committees as identified	Review all Council Advisory Committees Terms of Reference by June 2019	General Manager
	9.5 Reporting required by Integrated Planning and Reporting Framework to demonstrate NIRC performance	Quarterly and annual reporting conducted. Performance is at or above 80% across all activities. (17/18 – 19/20)	9.5.1 Implement the actions in the Operational Plan and report to Council quarterly	Performance of quarterly and annually reporting within the Integrated Planning and Reporting Framework is at or above 90% across all activities Report quarterly (except the June quarter) to the Council on the budget in the Operational Plan	General Manager CFO
			9.5.2 Update the Long Term Financial Plan	Long Term Financial Plan to be updated annually when developing the Operational Plan The review to include an assessment of the previous year's performance in terms of the accuracy of the projections made in the Long Term Financial Plan compared to actual results Quarterly Budget Review Statements (QBRs) presented to Council at the end of each quarter (LGGR cl. 203(1)) Ledger balances to be prepared for six monthly inspections by External Auditor (LGGR cl. 228)	Corporate - CFO
			9.5.3 Review Asset Management Plans in line with the Long Term Financial Plan	Mid-review by October 2018 Asset Management Plans revised and adopted by Council by April 2019	Services -Group Manager Services -Manager Infrastructure and Services

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
			9.5.4 Implement actions detailed in Asset Management Plans	Asset Management Plan actions are implemented by June 2019	Services -Group Manager Services -Manager Infrastructure and Services
			9.5.5 Council's Asset Management Strategy to include an overarching Council endorsed Asset Management Policy	Asset Management Policy adopted by Council by July 2018	Services -Group Manager Services -Manager Infrastructure and Services
			9.5.6 Workforce Management Plan Actions: Develop a Performance Management System that includes Operational Plan KPIs/Work Plans and skills acquisition using Authority where possible Ensure staff have the tools and information that they need to carry out their jobs	All Workforce Management Plan actions for 2018-19 are implemented within required timeframes A performance Management System is developed by June 2019 subject to uploading of all relevant data into Authority/Civica Managers and Team Leader monthly meetings to continue Tools and equipment are safe and a register of maintenance conducted in place	Governance and Human Resources -Executive Manager Governance and Human Resources
			9.5.7 Set fees and charges in line with cost of services	Fees and charges reviewed and adopted for public exhibition by Council in April 2019	Corporate -Group Manager Corporate / CFO
			9.5.8 Annual Report	Financial Statements to be audited within four months of the end of the financial year Within five months after the end of the financial year Council must prepare its	General Manager -CFO

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
				Annual Report and post it on the Council's website and provide the URL link to the Department	-Program Manager -Integrated and Corporate Planning Officer
			9.5.9 Undertake comprehensive review of Development Application (DA) and Building Application (BA) fees in conjunction with review of Norfolk Island Plan and introduction of Community Title	Review of DA and BA fees by April 2019	Services -Senior Strategic Planner
10. Transparency in decision making	10.1 Consistent and sustainable governance through documented processes	The Audit committee is satisfied that there are controls in place to monitor risks and that the Risk Management Framework is implemented. (17/18)	10.1.1 Recommendation/actions from Audit Committee reported to Council on a quarterly basis	Recommendations and actions that are identified by the Audit Committee are implemented and reported to Council	General Manager Governance and Human Resources -Executive Manager Governance & Human Resources -Risk and Internal Audit Officer
	10.2 Equality of access to the same level and quality of government services	Council has a policy in place that ensures equality of access to all its services. (17/18)			General Manager Governance and Human Resources -Executive Manager Governance and Human Resources

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
			<p>10.2.2 Ensure Equal Employment Opportunity (EEO) principles are included in all job advertisements and position descriptions i.e. 'Experience and understanding of Equal Employment Opportunity (EEO) compliance'</p> <p>Ensure all new employees at induction are made aware of EEO</p>	<p>Actions and Key Performance Indicators from the Equal Employment Management Plan are implemented</p> <p>All positions contain relevant EEO information. Appointments will be made on merit in compliance with the principles of Equal Employment Opportunity (EEO)</p> <p>Hold quarterly (September, December, March, June) induction sessions for new staff members, including topics: EEO, Records Management, WHS, Risk and Continuous Improvement, code of conduct</p> <p>Staff newsletter produced monthly and distributed to all Council employees with copies placed on Intranet site</p> <p>Raise awareness of EEO principles at team meetings and in staff newsletter</p>	<p>Governance and Human Resources -Executive Manager Governance and Human Resources</p>
			<p>10.2.3 Deliver, monitor and improve 2018-19 State Type Services based on the written agreement between the Commonwealth and Council signed prior to 30 June 2018</p>	<p>Commence delivery of state type services on behalf of the Commonwealth within agreed budget and report on the KPIs as required after the agreement has been signed</p>	<p>Services -Group Manager Services</p>
			<p>10.2.4 Design and build a software solution to meet the changes in community title legislation</p>	<p>Replace ageing software with new program which meets the changes in the legislation to allow community title by December 2018</p>	<p>Corporate -Manager Customer Care</p>
			<p>10.2.5 Legislation changes affecting the NIRC</p>	<p>Implement procedural and technological requirements of any legislative changes</p>	<p>Corporate -Manager Customer Care</p>

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
			10.2.6 IT strategies developed	Continue to develop and monitor the IT Security Strategy Develop an IT Asset Management, Replacement, Storage, Mobile Technology and Software Development Strategy by June 2019	Corporate -Manager Customer Care
			10.2.7 Review and update where required Council's Freedom of Information (FOI) and Information Publication Scheme (IPS) requirements in accordance with the <i>Freedom of Information Act 1982 (Cth)</i>	Review and update Council's website in relation to FOI and IPS requirements, including but not limited to the Agency Plan.	Governance and Human Resources -Legal Adviser
			10.2.8 Commence review of policies and procedures created in 2016 (in line with Council procedure that policies and procedures should be reviewed no less than every three years)	Policies reviewed and presented to Council Procedures reviewed and presented to Executive Management Quarter One: -Any outstanding transitioned Administration of Norfolk Island Policies and Guidelines -Payment of Expenses and Provision of Facilities to Councillors Policy (must be reviewed annually) Quarter Two: -Oversight of General Manager by the Mayor Policy -Media Policy -Investment Policy (resolution 2018/17 stated policy adopted for 12 months) Quarter Three: -Gifts and Benefits Policy -Procurement Policy	Governance and Human Resources -Program Manager

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
				-Purchasing Procedure -Tendering Procedure Quarter Four: -Creating and Maintaining Policies and Procedures Policy	
			10.2.9 Plans developed for a purpose built Records Storage Facility to comply with National Archives of Australia standards for physical storage of records Grant funding to be sourced in future year for building	Plans developed by April 2019	Governance and Human Resources -Program Manager Grants Officer

Strategic Direction 6 – “A healthy and safe community”

~ *We provide a safe and healthy place to live, work and visit*

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
11. Informed, active and healthy residents	11.1 Value and promote a healthy and active lifestyle	A plan is developed for safe walking and cycle tracks and funding is secured for at least one set of exercise stations. (19/20)	11.1.1 Create a plan for this project to occur in 19/20 including identifying potential sites Investigate grant funding	Consultation with community on this project, including potential sites	Services -Manager Infrastructure and Services
	11.2 Encourage and promote participation in sport and well-being activities	The Mayor and Councillors are visible at sporting events and well-being activities, and actively show support and promote these activities. A community site is identified as the “go to place” for special events, concerts and music activities. (16/17 – 19/20)	11.2.1 Promotion and attendance at sporting events by Councillors to encourage well-being	Mayor and Councillors are visible at sporting events and well-being activities, and actively show support and promote these activities	Mayor General Manager -Community Development Officer
	11.3 Promote the benefits of early intervention and testing	Children have access to early intervention services. (17/18)	11.3.1 Council advocates for children with special needs	Children have access to early intervention services	General Manager Mayor -Community Development Officer
	11.4 Support and foster active, healthy, informed and empowered youth	A youth wellness plan is developed in partnership with youth and community organisations. (17/18)	11.4.1 Develop a Youth Wellness Plan in conjunction with youth and other relevant stakeholders	A Youth Wellness Plan is developed in partnership with youth and community organisations by June 2019	Governance -Program Manager - Grants Officer

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
12. Focused and coordinated approach to health care	12.1 Ensure availability of high quality and affordable health and aged care services and facilities	Continued relationship with the Multi-Purpose Service and advocacy on behalf of the community where gaps are identified. (16/17 – 19/20)	12.1.1 Continue relationship with NIHRACS	Quarterly meetings to be held with NIHRACS	General Manager; Mayor -Community Development Officer
	12.2 Appreciate the significant contribution volunteer organisations make to community health and wellbeing and support them to ensure these services continue to be available	The Community Donations Program has assisted a variety of community and volunteer organisations during the life of this Delivery Program. (19/20)	12.2.1 Review and advertise the Community Grants Program (Community Donations Program, Tertiary Education Bursary and Queen Victoria Scholarship)	Review existing Guidelines and update for the upcoming round with the expectation that they will be broadly similar http://www.norfolkisland.gov.nf/sites/default/files/docs/GrantsProgram/1718%20Community%20Grants%20Program%20Guidelines.pdf http://www.norfolkisland.gov.nf/sites/default/files/docs/GrantsProgram/Tertiary%20Education%20Program%20Guidelines.pdf Community Donations Program and Tertiary Education Bursary advertised and explained to the community	General Manager -Program Manager -Grants Officer

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
	12.3 Minimise duplication and maximise coordination of the provision of health and aged care services	<p>Barriers identified and addressed in relation to investment in the provision of aged care facilities.</p> <p>At least one private, government or community based aged care facility is developed or in the planning stage of being developed. (19/20)</p>	12.3.1 Communication with relevant stakeholders to ascertain the need and options for additional Aged Care Facilities	<p>This action to be discussed at the quarterly meetings with NIHRACS</p> <p>A clear outcome to be identified if there is a need for additional Aged Care places for the Elderly on Norfolk Island</p> <p>The General Manager and the Mayor to lobby, if there is an identified need, for additional Aged Care places/facilities available for the Elderly on Norfolk Island by June 2019</p>	General Manager, Mayor, -Community Development Officer
	12.4 Advocate for services such as Day Care, Activities and Transport that reflect an aging population and people with disabilities including options for aging in home	Day care activities are available; home care is available and access to facilities are consistently addressed for people with disabilities. (19/20)	12.4.1 Communication with relevant stakeholders to ascertain the need and options for additional day care activities; home care and services for people with disabilities	<p>A clear outcome to be identified if there is a need for additional day care activities; home care services and services for people with disabilities</p> <p>Include Health and Wellbeing Co-ordinator (NIHRACS) and community organisations in assessment and planning</p> <p>The General Manager and the Mayor to lobby, if there is an identified need, for additional services by June 2019</p>	General Manager, Mayor, -Community Development Officer

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
	12.5 Identify issues and respond to mental health, drug and alcohol, domestic violence and child protection needs	Council is facilitating an interagency with clear aims and direction in assisting with responding to mental health, drug and alcohol, domestic violence and child protection. (19/20)	12.5.1 There is one or more interagency forums for service providers on Norfolk Island	Council representation is present at various interagency forums by the Community Development Officer, Mayor and/or General Manager	General Manager, Mayor, -Community Development Officer
	12.6 Ensure confidential health support and services	The community is comfortable in accessing health and support services. There is no stigma in accessing these services. (19/20)	12.6.1 Council to reassure and promote the value of confidentiality within the Norfolk Island community	Discuss at Quarterly meetings to be held with NIHRACS	General Manager, Mayor, -Community Development Officer
	12.7 Encourage and support visiting specialist programs	Advocacy conducted to ensure visiting specialists are targeting the population health needs. (16/17 – 19/20)	12.7.1 NIHRACS to provide updates to Council regarding visiting specialists	This action to be discussed at quarterly meetings to be held with NIHRACS	General Manager, Mayor, -Community Development Officer
	12.8 Ensure services and programs are available to cater for children, youth and adults with disabilities or special needs	Advocacy conducted to ensure services and programs are available for people with disabilities or special needs. (16/17 – 19/20)	12.8.1 Advocacy conducted to National Disability Insurance Agency (NDIA) to ensure services and programs are available for people with disabilities or special needs	Services and programs are available for people with disabilities or special needs	General Manager, Mayor, -Community Development Officer

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
			12.8.2 The establishment of a Disability Access committee	The Committee is set up with developed terms of reference, and an action plan, by December 2018	General Manager, Mayor, -Community Development Officer
	12.9 Encourage the education and implementation of strategies designed to build on awareness within the community about the importance of preventative health care and healthy living	Health and well-being programs are supported and promoted in partnership with the Department of Health. Key population health statistics consistently improving: vaccinations, cancer screening and rates of diabetes. (17/18 – 19/20)	12.9.1 Work with the Health and Wellbeing Coordinator who has been appointed by NIHRACS	The 12-month Health Promotion Plan will be implemented by NIHRACS Council will work with NIHRACS on any identified actions in the Health Promotion Plan where possible and relevant .	General Manager, Mayor, -Community Development Officer
13. A safe place for our families and visitors	13.1 Provide adequate infrastructure to maximise a safe visitor experience	Visitor surveys conducted and results used to improve visitor experience. (16/17 – 19/20)	13.1.1 Continued distribution of Visitor Survey Cards to gather visitor statistics	Target for each year: Visitor surveys conducted, data recorded and results compared to previous years Visitor feedback forwarded to Tourism Operators used to improve visitor experience.	General Manager - T/Leader Tourism & Economic Development
	13.2 Ensure all services meet minimum health and safety standards	Regulatory function is established and policies developed. Compliance is monitored. (17/18)	13.2.1 Develop a risk management policy and framework	Risk Management Policy and Framework is established and policies developed by July 2018	Governance and Human Resources -Risk and Internal Audit Officer
			13.2.2 Assist businesses to improve and maintain public health standards in relation to food safety	Respond to all complaints regarding food premises to ensure compliance with <i>Sale of Food Act 1950 (NI)</i> Inspect all new food premises before issuing	Services -T/Leader Waste and Environment

'Strategic Objective' from Community Strategic Plan	'How will we get there' taken from the Community Strategic Plan and Delivery Program	Target from Delivery Program including Target Year	Operational Plan Actions	Operational Plan Targets	Responsible Division / Officer
				<p>licence under <i>Sale of Food 1950 (NI)</i></p> <p>Prepare for the implementation of food safety laws proposed to be introduced to Norfolk Island. Conduct community consultation, training and advice to Commonwealth, as required</p>	

Revenue Policy 2018-2019

Statutory Requirements

In accordance with the *Local Government Act 1993 (NSW)(NI)* the following statutory requirements are included in this document:

- Statement of ordinary and special rates
- Rating structure
- Statement of fees to be charged and pricing policy of goods and services
- Statement of borrowings
- Statement of private works, and
- Statement of business and commercial activities

Statement of Ordinary and Special Rates

Ordinary Rates

In 2018-19 Council will, for the first time, levy ordinary rates using a structure comprising a base amount to which an ad valorem (rate in the dollar) component is added. The base amount has been maximised in each category to narrow the distribution of properties.

All rateable properties within each category, regardless of their land value, are levied a base amount. The balance of income for ordinary rates is derived by multiplying the land value of a property by a rate in the dollar for the relevant category. The amount payable by ratepayers under this component is dependent on the land value of the property as determined by the Valuer General (NI).

The total amount levied for ordinary rates (the yield) is \$1.25 million, set by Council. There are no special rates levied.

The applied *Local Government Act 1993 (NSW)(NI)* includes rating provisions for Norfolk Island and stipulates three rating categories applicable to Norfolk Island: Residential, Business and Farmland. Where a portion of land cannot be categorised into one of the three categories listed above, the default category is Business.

Definition of the categories from the *Local Government Act 1993 (NSW)(NI)* are as follows:

Residential

- (1) Land is to be categorised as “**residential**” if it is a parcel of rateable land valued as one assessment and:
 - (a) its dominant use is for residential accommodation (other than as a hotel, motel, guest-house, backpacker hostel or nursing home or any other form of residential accommodation (not being a boarding house or a lodging house) prescribed by the regulations), or
 - (b) in the case of vacant land, it is zoned or otherwise designated for use under an environmental planning instrument (with or without development consent) for residential purposes, or
 - (c) it is rural residential land.

Farmland

- (2) Land is to be categorised as "**farmland**" if it is a parcel of rateable land valued as one assessment and its dominant use is for farming (that is, the business or industry of grazing, animal feedlots, dairying, pig-farming, poultry farming, viticulture, orcharding, bee-keeping, horticulture, vegetable growing, the growing of crops of any kind, forestry or any combination of those businesses or industries) which:
- (a) has a significant and substantial commercial purpose or character, and
 - (b) is engaged in for the purpose of profit on a continuous or repetitive basis (whether or not a profit is actually made).
 - (c) Land is not to be categorised as farmland if it is rural residential land.
 - (d) The regulations may prescribe circumstances in which land is or is not to be categorised as farmland.

Business

- (3) Land is to be categorised as "**business**" if it cannot be categorised as farmland or residential.

Rating Structure

The Norfolk Island Applied Laws Ordinance 2016, Item 35 - sets out the minimum amounts of ordinary rates the Regional Council must levy. It provides that in year one (year ended 30 June 2017) the Regional Council must levy at least \$500,000. In subsequent years the Regional Council must levy at least \$1 million.



The Norfolk Island Regional Council has adopted a value-based rating system in compliance with the *Local Government Act 1993 (NSW)(NI)*. Ordinary rates under section 494 of the Local Government Act 1993 and special rates under section 495.

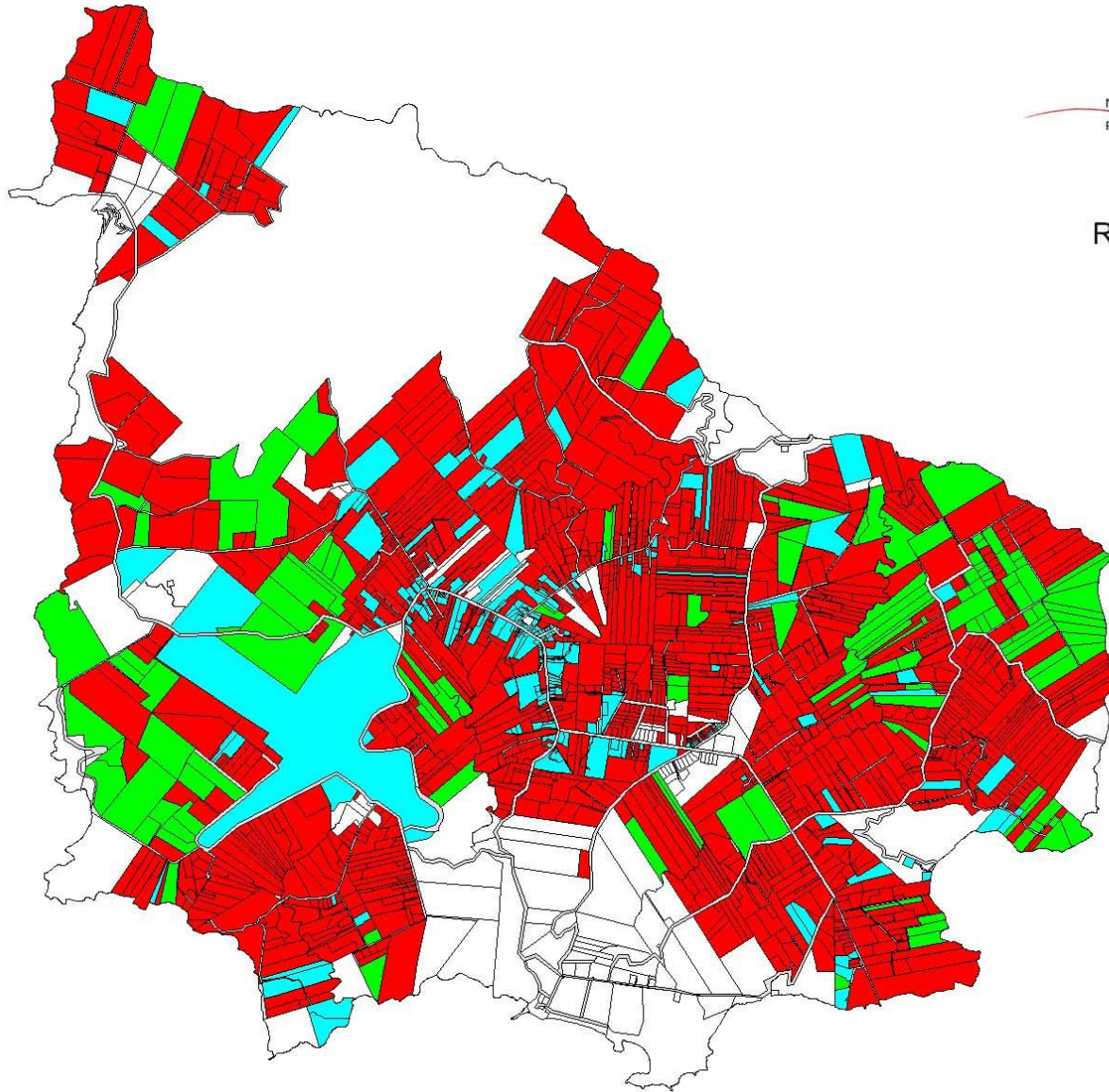
The total yield per category as amended at the Ordinary Council meeting 16 May 2018 is summarised in the following table below.

Category	Base Rate	Ad Valorem Rate*	Base %	Ad Valorem %	Total Category Yield	% of Yield
Residential	\$210.32	\$0.0020439	45%	55%	\$687,500	55%
Business	\$858.78	\$0.0072610	45%	55%	\$500,000	40%
Farmland	\$219.73	\$0.0014326	45%	55%	\$62,500	5%
Mining	\$644.08	\$0.0054457	45%	55%	\$0	0%
Sub-Total					\$1,250,000	100%
Pensioner Rebates & Exemptions					(\$50,000)	
General Net Income					\$1,200,000	

*Ad Valorem Rate is charged as cents against the land value of each property.

RATING CATEGORIES

-  Residential
-  Farmland
-  Business
-  Exempt
-  Roads



Rates and Charges Hardship Assistance Policy

Council adopted a Hardship Policy to assist ratepayers on the 15 February 2017 (resolution 2017/17). This policy is available to view on Councils website at link:
<http://www.norfolkisland.gov.nf/policy-and-governance/council-policies>

Exemptions

Current exemptions are only applicable under the *Local Government Act 1993 (NSW)(NI)* and the associated regulations, this includes Crown Land, the Hospital and the School.

Interest

Interest on overdue amounts is set by NSW Office of Local Government. In 2018-19 interest on overdue amounts is set at 7.5%.

Statement of Fees to be Charged and the Pricing Policy of Goods and Services

Council fees for the 2018-19 financial year are listed in the schedule of Fees and Charges.

In determining the appropriate fees to be charged for Council services and facilities in 2018-19, the principle applied is that charges should be considered fair and equitable to the general community.

The range of services provided by Council to the community is diverse and requires different considerations when determining an associated fee or charge. The total fee or charge is determined having regard to the following categories:

Code	Description
A	Economic Cost Total cost of providing services for private good.
B	Community Service Services considered to have a level of benefit to the community. Generally, benefits are not solely confined to users. Partially funded by rates.
C	Regulated Charges Federal or State Government set charges.
D	User Pays Principal Services under this category are such that individual costs can be determined and met by the user of the service.
E	Market Forces Services that Council operates in a competitive market and needs to fix charges similar to other providers.
F	Cost Plus Services provided on a commercial basis with an amount of risk profit included.

Fees which appears in the scheduled of Fees and Charges identify the applicable pricing code.

Statement of Borrowings

Council has no current plans to borrow additional funds in 2018-2019. Where grants are available which may allow construction of an asset sooner, then loans are used to attract or match that grant.

To provide for the future needs of our community, Council may borrow funds to provide infrastructure and community assets which are not able to be funded out of normal revenue sources. Loans allow Council to spread the cost of the asset over the length of the loan period, ensuring that both current and future generations contribute to paying for the asset. This is in accordance with the inter-generational equity principle. Council avoids borrowing for the annual recurring cost of asset renewals.

Acquired loans are based on periods which represent the economic life of the facility and/or asset, or a reasonable fixed term, whichever is the lesser. All loans are financed from an approved financial institution that offers the most competitive interest rate.

For information on Council's debt cover ratio refer to the Annual Financial Statements available on Council's website.

Statement of Private Works

The *Local Government Act 1993 (NSW)(NI)* enables Council to carry out the following works for residents and organisations on private land:

- Paving and road making;
- Kerbing and guttering;
- Demolition and excavation;
- Water, sewerage and drainage connections;
- Land clearing and tree felling;
- Tree planting and maintenance;
- Fencing and ditching; and
- Miscellaneous works and services.

Plant is to be charged at the prescribed rate adopted by council in the schedule of Fees and Charges. The following conditions apply:

- All plant is to be hired with a council operator
- A charge for the appropriate operator is to be added to all vehicle and small plant hire rates
- Overtime rates may apply and hire rates should be adjusted accordingly
- Travelling time will be charged at full rate for plant
- Additional charges will apply if truck transport is required
- Minimum charge is one hour.

Materials are to be charged at cost plus 42.5%, ensuring freight and waste charges are included in the total price.

Labour is to be charged at cost plus 67.5% as adopted in the schedule of Fees and Charges. This amount represents on costs of 25% plus overheads of 42.5%.

Large contracts and Government works will be individually determined by quote as per financial delegations.

Statement of Business Government Activities

Council conducts the following commercial activities:

- Waste
- Airport
- Water Assurance (Sewer)
- Telecom
- Electricity

Waste Management

Charges which apply to domestic and commercial waste management are determined in accordance with the recovery of costs to manage waste management on Norfolk Island.

Non-Commercial Waste Management Services

Non-recyclable waste disposal fee – box or bag/bin for volume up to 120 litres	\$2
Non-recyclable waste disposal fee – small truck/ute/trailer	\$10
Non-recyclable waste disposal fee – medium truck	\$15
Non-recyclable waste Disposal fee - large truck	\$20
Unsorted mixed truck load disposal fee	\$100

Commercial Waste Management Services

Non-recyclable waste disposal fee – box or bag/bin for volume up to 120 litres	\$4
Non-recyclable waste disposal fee – small truck/ute/trailer	\$15
Non-recyclable waste disposal fee – medium truck	\$20
Non-recyclable waste Disposal fee - large truck	\$25
RECYCLABLE waste Disposal fee – box or bag/bin for volume up to 120 litres	\$2
RECYCLABLE waste Disposal fee small truck	\$5
RECYCLABLE waste Disposal fee medium truck	\$10
RECYCLABLE waste Disposal fee large truck	\$15
Unsorted mixed truck load disposal fee	\$100

Water Assurance (Sewer)

Water assurance charges are set in accordance with the adopted schedule of Fees and Charges. Charges apply to all properties that are connected to the Islands sewer system (water assurance scheme). The charges relate to the type of use of the property and in some cases the intended use and/or occupancy.

Electricity

Charges which apply to Electricity are based on user pay to cover the cost of electricity generation and distribution on the Island. It is based on sharing the cost of the infrastructure and use of the poles and wires as well as the electricity itself.

Charges for Electricity per kWh	\$0.71
General Infrastructure Charge (grid access per quarter)	\$37.00
Development Charge (Photovoltaic access to grid fee per quarter). - Charge multiplied by the total Kw capacity each quarter or part thereof.	\$26.00

The component costs can be seen in the table below:

	Budget
(cents per kWh)	
Fuel	0.39
Employee Costs	0.13
Maintenance Costs	0.07
Vehicle Costs	0.02
Depreciation	0.14
Overheads	0.02
Total Cost	0.77
<i>Less: contribution of Grid and PV fees</i>	-0.06
2018/19 Tariff	0.71

Budget

Operational Plan - Annual Budget						
INCOME STATEMENT - 2018/19						
\$,000	Notes	2017/18	2018/19	2018/19	2018/19	
		Budget	Proposed	SDA	Group	
Income from Continuing Operations						
Revenue:						
Rates and Annual charges		1,180	1,200			1,200
User charges and fees		16,161	13,155	-		13,155
Interest & Investment Income		120	240	-		240
Other revenue		4,930	5,071	1,937		7,008
Grants and Contributions for operating purposes		8,241	3,849	1,497		5,346
Grants and contributions for capital purposes		3,075	4,936	-		4,936
Other Income		-	-	-		-
TOTAL INCOME FROM CONTINUING OPERATIONS		33,707	28,452	3,434		31,886
Expenses from Continuing Operations						
Employee benefits and costs		10,322	7,552	2,091		9,643
Borrowing costs		-	-	-		-
Materials and contracts		10,323	11,139	1,343		12,482
Depreciation and amortisation		4,958	4,813	-		4,813
Impairment		-	-	-		-
Other expenses		3,121	-	-		-
TOTAL EXPENSES FROM CONTINUING OPERATIONS		28,724	23,504	3,434		26,939
NET OPERATING RESULT FOR THE YEAR		4,983	4,947	0		4,947
BEFORE CAPITAL GRANTS AND CONTRIBUTIONS		1,908	11	0		11

Operational Plan - Annual Budget

CASHFLOW STATEMENT 2018/19

\$'000	Notes	2017-2018 Budget	2018-2019 Proposed	2018-2019 SDA	2018/19 Group
Cash Flows from Operating Activities					
Receipts:					
Rates & annual charges		1,145	1,164		1,164
User charges & fees		15,676	13,155		13,155
Investment & interest revenue received		203	240		240
Grants & contributions		11,316	8,786	1,497	10,282
Bonds, deposits & retention amounts received		-	-		-
Other		4,782	5,071	1,937	7,008
Payments:					
Employee benefit & costs		(10,322)	(7,552)	(2,091)	(9,643)
Materials & contracts		(10,013)	(11,139)	(1,343)	(12,482)
Borrowing costs		-	-		-
Bonds, deposits & retention amounts refunded		-	-		-
Other		(3,028)	-		-
NET CASH PROVIDED (OR USED IN) OPERATING ACTIVITIES		9,759	9,725	0	9,725
Cash Flows from Investing activities					
Receipts:					
Sale of investment securities		-	-	-	-
Sale of infrastructure, property, plant & equipment		-	-	-	-
Deferred debtor's receipts		-	-	-	-
Other investing activity receipts		-	-	-	-
Payments:					
Purchase of investment securities		-	-	-	-
Purchase of infrastructure, property, plant & equipment		(9,215)	(8,129)	0	(8,129)
Deferred debtors & advances made		-	-		-
NET CASH PROVIDED (OR USED IN) INVESTING ACTIVITIES		544	1,596	0	1,596
Cash Flows from Financing Activities					
Receipts:					
Proceeds from borrowings & advances		-	-	-	-
Payments:					
Repayment of borrowings & advances		(300)	(200)	0	(200)
NET CASH PROVIDED (OR USED IN) FINANCING ACTIVITIES					
NET INCREASE/(DECREASE) IN CASH & CASH EQUIVALENTS		244	1,396	0	1,396
Plus: CASH & CASH EQUIVALENTS - beginning of year		8,048	7,838	0	7,838
CASH & CASH EQUIVALENTS - end of year		8,292	9,234	0	9,234
Assumptions					
Rates & charges recovery rate		97.00%	97.00%		
Debtor recovery rate		97.00%	97.00%		
General Index		2.50%	2.50%		
Investment interest rate		2.50%	2.50%		
Overdue rates interest rate		7.50%	7.50%		

Operational Plan - Annual Budget
STATEMENT OF FINANCIAL POSITION 2018/19

\$'000	Notes	2017-2018 Budget	2018-2019 Proposed
Assets			
Current Assets:			
Cash & cash equivalents		8,292	3,234
Investments		-	6,000
Receivables		3,002	1,560
Inventories		1,689	1,262
Other		-	-
Non-current assets classified as 'held for sale'		-	-
TOTAL CURRENT ASSETS		12,983	12,056
Non-Current Assets:			
Investments		-	-
Receivables		-	-
Inventories		-	-
Infrastructure, property, plant & equipment		113,048	126,192
Investments accounted for using the equity method		-	-
Investment property		-	-
Intangible assets		-	602
TOTAL NON-CURRENT ASSETS		113,048	126,794
TOTAL ASSETS		126,031	138,850
Liabilities			
Current Liabilities:			
Payables		2,856	3,539
Borrowings		300	254
Provisions		-	185
TOTAL CURRENT LIABILITIES		3,156	3,978
Non-Current Liabilities:			
Payables		-	-
Borrowings		11,000	10,800
Provisions		-	-
TOTAL NON-CURRENT LIABILITIES		11,000	10,800
TOTAL LIABILITIES		14,156	14,778
NET ASSETS		111,875	124,072
Equity			
Retained Earnings - current year		2,211	11
Retained Earnings - accumulated		109,664	124,061
Council equity interest		111,875	124,072
Non-controlling interest		-	-
TOTAL EQUITY		111,875	124,072

Operational Plan - Annual Budget

INCOME STATEMENT 2018/19 - Service/Function Areas

Unit	Service/Function	Rates & Annual Charges	Users Fees & Charges	Interest Income	Other Income	Grants & Contributions	Total Income	Employee Costs	Operating Costs	Plant Hire	Depreciation	Allocation of overheads	Total Expense	Surplus (Deficit)
Governance	Officer of the General Manager						-	-349,925	-146,800	-	-	496,725	-	-
	Regional Council						-	-140,000	-130,000	-	-40,000	310,000	-	-
	Governance						-	-175,690	-269,100	-	-	444,790	-	-
	Records						-	-11,027	-14,400	-	-600	26,027	-	-
	Finance						-	-599,673	-66,320	-8,300	-1,000	675,293	-	-
	Risk & Internal Audit						-	-66,092	-10,000	-	-	76,092	-	-
	Legal Services						-	-43,979	-5,000	-	-	48,979	-	-
	ICT						-	-180,958	-378,900	-8,300	-	-337,009	905,167	-
	Customer Care						-	-255,022	-8,200	-	-	-	263,222	-
	Human Resources						-	-135,244	-203,500	-	-	-	338,744	-
Services Management						-	-406,458	-400	-	-	-	406,858	-	
Facilities Management			2,500				2,500	-320,705	-566,200	-80,000	-140,000	1,104,405	-2,500	-
Works Management					30,000		30,000	-86,526	-24,422	-20,000	-60,000	160,948	-30,000	-
	General Revenue	1,200,000		240,000		3,464,000	4,904,000	-38,006	-60,000	-	-	-2,564,047	-2,662,053	2,241,947
Business	Waste Management		871,000				871,000	-324,169	-378,500	-190,320	-135,000	-94,625	-1,122,614	-251,614
	Airport		3,001,198		18,729		3,019,927	-979,712	-376,103	-200,000	-1,370,000	-94,112	-3,019,927	0
	Sewerage Services		485,670		22,000		507,670	-192,574	-157,000	-15,600	-103,000	-39,250	-507,424	246
	Telecom		3,333,000				3,333,000	-478,104	-2,050,681	-60,000	-600,000	-98,397	-3,287,182	45,818
	Electricity		3,936,334		13,767		3,950,101	-662,952	-2,335,441	-100,000	-712,000	-97,013	-3,907,406	42,696
	Liquor Mart				4,543,557		4,543,557	-297,290	-2,256,014	-8,000	-54,000	-958,806	-3,574,110	969,447
Commercial	Norfolk Fuel		400,000				400,000	-	-150,000	-	-80,000	-63,750	-293,750	106,250
	Tanalith				15,000		15,000	-	-5,000	-	-10,000	-2,125	-17,125	-2,125
	Cascade Quarry		288,000				288,000	-	-180,000	-	-	-76,500	-256,500	31,500
	Private Wrks				375,000		375,000	-	-45,000	-200,000	-	-19,125	-264,125	110,875
	Plant Operations						-	-196,674	-375,000	1,500,000	-502,000	-159,375	266,951	266,951
Community	Council Community Housing		45,000		1,000		46,000	-37,625	-55,000	-3,000	-37,000	-23,375	-156,000	-110,000
	Broadcasting Services		33,000				33,000	-111,231	-48,470	-	-30,000	-20,600	-210,301	-177,301
	Library				3,000		3,000	-38,597	-10,000	-	-6,500	-4,250	-59,347	-56,347
	Registry, Courts and Land		1,000				1,000	-6,730	-1,000	-	-	-425	-8,155	-7,155
	Tourism		162,000		4,000	385,320	551,320	-296,316	-770,726	-	-10,000	-327,559	-1,404,601	-853,281
	Community Development Officer						-	-47,226	-	-	-	-	-47,226	-47,226
Operational	Parks & Reserves						-	-206,104	-89,250	-50,000	-	-37,931	-383,285	-383,285
	Roads		400,000				400,000	-322,841	-208,180	-216,000	-585,374	-88,477	-1,420,872	-1,020,872
	Garage Ops				35,000		35,000	-33,618	-26,800	-3,000	-	-11,390	-74,808	-39,808
	Works Store						-	-127,055	-59,900	-39,000	-	-25,458	-251,412	-251,412
	Building & Devel		37,500		10,000		47,500	-169,504	-63,000	-8,400	-	-26,775	-267,679	-220,179
	Public Health & Safety		49,000				49,000	-66,077	-88,000	-7,000	-	-37,400	-198,477	-149,477
	Emergency Management (NIRC)						-	-26,923	-7,000	-	-	-2,975	-36,898	-36,898
	Pests & Noxious Weeds						-74,834	-23,000	-31,200	-	-	-9,775	-138,809	-138,809
	Composting		110,000				110,000	-46,860	-60,000	-36,400	-	-25,500	-168,760	-58,760
Total	18/19 TOTALS	1,200,000	13,155,202	240,000	5,071,053	3,849,320	23,515,575	-7,552,320	-11,702,307	215,480	-4,813,483	348,237	-23,504,393	11,181
	SDA Total	-	-	-	1,937,338	1,496,876	3,434,214	-2,091,013	-994,964	-	-	-348,237	-3,434,214	-
	TOTAL Group	1,200,000	13,155,202	240,000	7,008,391	5,346,196	26,949,789	-9,643,333	-12,697,271	215,480	-4,813,483	-	-26,938,608	11,181

Operational Plan - Annual Budget

CAPITAL BUDGET 2018/19

\$		Reserves	Capex	Capital	Reserves
Council	Computer hardware (I-Pads for councillors)		8,000		
ICT	Computer Hardware		55,000		
Roads	169 Culverts		454,000		
Airport	Airport Runway Reseal		2,000,000		
	Airport Slip Rehabilitation		200,000		
			2,200,000		
Emergency Services					
	Island Wide Fire Alarm	Community	120,000		
	Rescue Hydraulic Equipmen	2 units 1 for community 1 for aviation	85,000		
	HEPA Washing Machine	Community	5,000		
	135k/l Water Tank	Community/aviation	30,000		
	Installation new Pump & M	Community vehicle	10,000		
			250,000		
Parks & Reserves					
	Waterless Composting toile	Approved 17/18		20,000	
			26,000		
Telecom	4G phone network	(total if grant not approved, if approved 25% of \$4.6mil)	600,000	3,450,000	
New Quarry	Startup feasibility		500,000		
Garage	Tyre Changing Machine		12,000		
Plant	2 x Lighters	Approved 17/18		173,000	
	1 x Roller			120,000	
	2 x Utilities (Hilux)			100,000	
	1 x 4wd cab chassis	Electrical		20,000	
	2 x stn wgn			40,000	
	1 x 1 tonne tray truck	Electrical		40,000	
	1 x Mower (gang specialised)			65,000	
			77,000		
			558,000		
Electricity	2 x Radiator cores (40k) ec			80,000	
	2 x fuel tanks			100,000	
	40 x Powerpoles			40,000	
	3 x Generators	Approved 17/18		1,250,000	
				1,470,000	
Stores	Shelving			20,000	
Library	Upgrade library information management system			20,000	
Public Health	Noise monitoring equipment			10,000	
Finance	Upgrade to Civica	upgrade V6 to V7		50,000	
Sewerage	3 x Back up pumps			20,000	
	Waste water strategy Grant	250,000 (total if grant not approved 62,500 If grant approved 25%)		250,000	187,500
				270,000	187,500
Composting	Bagger and sealer for compost			10,000	
	Composter	Approved 17/18		1,205,000	903,750
				1,215,000	903,750
Waste Mgt	Metal baler			500,000	375,000
	Upgrade to waste management shed			120,000	
				620,000	375,000
TOTAL CAPEX			103,000	8,129,000	4,936,250

Schedule of Fees and Charges

In Legislation and Regulations, and
Charges for Council services and hire fees



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Pricing Policy

Code	Comments
A	Economic Cost The total cost of providing a service for the private good.
B	Community Service Services which considered to benefit the community. Benefits are not solely confined to its users, but the broader community. This is partially funded by rates.
C	Regulated Charges Charges set in legislation.
D	User Pays Services included in this category are such that individual costs can be determined and met by the user of the service.
E	Market Forces Services operated by Council in a commercial environment, charges are often fixed relative to other providers of the service.
F	Cost Plus Services provided on a commercial basis with an amount of profit included.

Legislated Fees and Charges

DESCRIPTION	SECTION/ REGULATION	LEGISLATION (alphabetical sub-headings)	Pricing Policy Category	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Commission of executors etc. and curator Commission - 5% on money in the estate collected, including money received as income or from the realisation of assets of the estate; and (a) 1% on the value, as fixed by the curator, of unrealised real and personal property in the estate transferred or delivered unconverted into money to a person entitled to the property under the will or intestacy, or (b) of \$100	s99	Administration and Probate Act 2006	C		
Application for Review	Regulation 14(1)	Administrative Review Tribunal Regulations 2002	C	\$485	\$485
Application for Review – social service recipient	Regulation 14(2)	Administrative Review Tribunal Regulations 2002	C	\$48	\$48
Other applications	15	Administrative Review Tribunal Regulations 2002	C	\$28	\$28
Landing and Take Off Fees – 3 per passenger or 1.5 per 1000kgs	Schedule 2	Airport Act 1991	E	\$85 or \$43	\$85 or \$43
	Table A – Basic Charges	Airport Regulations 1992			
Regular Passenger Transport Services (RPT Services) (Embarking and Disembarking Passengers) per person		Airport Regulations 1992	E	\$45.00	\$45.00

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Policy Category	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Regular Passenger Transport Services (RPT Services) (Embarking and Disembarking Passengers) per person			E	No current fee	Un-serviced route concession, percentage of the RPT as negotiated with individual airlines
After hours' attendance between 1500 hours and 0700 hours – per person per hour		Airport Regulations 1992	D	\$45.00	\$45
Fuel spill clean up		Airport Regulations 1992	D	\$51.35 minimum or actual costs	\$51.35 minimum or actual costs
Passenger and baggage screening per departing flight		Airport Regulations 1992	D	\$380	\$380
Delay fees (unscheduled and ongoing)		Airport Regulations 1992	D	\$2.70 per person per hour or part thereof	\$2.70 per person per hour or part thereof
Delay fees (diversions)		Airport Regulations 1992	D	\$2.70 per person	\$2.70 per person
Sorting and disposal of waste (not including lavatory waste)		Airport Regulations 1992	D	\$31 per operation	\$100 per operation
ARFFS per flight (movement fee)		Airport Regulations 1992	D	\$2.60 per person	\$2.60 per person
Coverage for delayed RPT flights		Airport Regulations 1992	D	\$2.70 per 15 mins after first 15 mins, or part thereof per person	\$2.70 per 15 mins after first 15 mins, or part thereof per person
Non RPT charter (5 passengers or more)		Airport Regulations 1992	D	\$45.00 each person	\$45 each person
After hours' attendance between 1500 hours and 0700 hours		Airport Regulations 1992	D	\$41.10 per hour	\$45 per hour

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Policy Category	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Non- RPT passenger and baggage screening services		Airport Regulations 1992	D	\$700	\$700
ARFFS coverage requested per CAT 6 and below Non-ETOPS (one off callout fee) in addition to other service fees		Airport Regulations 1992	D	\$1,000	\$1,000
Movement fees - Non RPT charter with (less than 5 passengers)		Airport Regulations 1992	D	\$16.15	\$33.80
Movement fee - General Aviation Aircraft including helicopters		Airport Regulations 1992	D	\$16.15	\$33.80
Movement fee – military aircraft		Airport Regulations 1992	D	Nil	\$33.80
Parking fee MTOW in excess of 20,000 kgs per hour or part thereof		Airport Regulations 1992	D	\$64.50	\$64.50
Permanent parking fee per annum		Airport Regulations 1992	D	\$215	\$215
Runway light per hour or part thereof		Airport Regulations 1992	D	\$60	\$60
Apron security lighting charge per hour or part thereof		Airport Regulations 1992	D	\$15	\$60
ASIC Application and processing		Airport Regulations 1992	D	\$170	\$190
Commercial activity – lease per square metre per week (short term lease)		Airport Regulations 1992	D	\$25	\$25

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Policy Category	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Security Deposit - Regular public passenger transport service; or Regular Public Transport service by charter		Airport Regulations 1992	C	Sum equal to the total of 3 months estimated landing charges payable by the operator under these regulations, or \$50,000, whichever is the greater amount	Sum equal to the total of 3 months estimated landing charges payable by the operator under these regulations, or \$50,000, whichever is the greater amount
Dog		Animals (Importation) Regulations 1985	C	\$55	\$85
Cat		Animals (Importation) Regulations 1985	C	\$55	\$85
Bird		Animals (Importation) Regulations 1985	C	\$55	\$85
Fish		Animals (Importation) Regulations 1985	C	\$140	\$140
All other animals		Animals (Importation) Regulations 1985	C	\$55	\$85
Registration of Apiary	Regulation 2 s12	Apiaries Regulations 1976	C	\$55	\$85
Approval of Notice	ss8 or 52(2)	Associations Incorporation Regulations 2005	C	\$28	\$28
Approval of an application	s10	Associations Incorporation Regulations 2005	C	\$28	\$28
Approval of an application	s52(7)	Associations Incorporation Regulations 2005	C	\$55	\$55

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Policy Category	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Issue of a certificate of incorporation	s11	Associations Incorporation Regulations 2005	C	\$85	\$85
Issue of a certificate of incorporation	s21	Associations Incorporation Regulations 2005	C	\$28	\$28
For filing a copy of a balance sheet with the Registrar	s37(3)	Associations Incorporation Regulations 2005	C	\$28	\$28
Lodging an application for exemption from filing a copy balance sheet	s37(4)	Associations Incorporation Regulations 2005	C	\$28	\$28
Certificate of the Registrar	s51	Associations Incorporation Regulations 2005	C	\$28	\$28
Filing a notice	s20	Associations Incorporation Regulations 2005	C	\$28	\$28
Filing a document with the Registrar within the time specified by the Act		Associations Incorporation Regulations 2005	C	\$28	\$28
Filing a document with the Registrar where the time specified by the Act for filing the document has expired		Associations Incorporation Regulations 2005	C	\$55	\$55
Inspection of all or any of the documents filed with the Registrar in respect of an incorporated association	Regulation 10(1)	Associations Incorporation Regulations 2005	C	\$28	\$28

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Policy Category	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Issuing a document relating to an incorporated association by post or by facsimile transmission or other electronic means	Regulation 10(2)	Associations Incorporation Regulations 2005	C	\$28	\$28
Annual licence - Charitable	s17(1)(a)	Auctioneers Act 1926	C	\$28	\$28
Annual licence – all others	s17(1)(b)	Auctioneers Act 1926	C	\$935	\$200
Licence - Less than 12 months	s17(2)	Auctioneers Act 1926	C	Pro rata	Pro rata
Temporary licence to clerk or deputy of licensed auctioneer	s18(4)	Auctioneers Act 1926	C	\$55	\$55
Inspection of Register	s5(2)	Brands and Marks Act 1949	C	\$14	\$14
Registration of brand or mark	Regulation 8	Brands and Marks Regulations 1949	C	\$1	\$14
Reduction of leviable value of leviable property if conveyed to partner on retirement or dissolution of partnership	s28(3)	Business Transactions (Administration) Act 2006	C	\$20	\$20
Interest payable on refunded levy	s54(2) & (3)	Business Transactions (Administration) Act 2006	C	Interest per annum. Prescribed rate of repayment – if not prescribed 13%	Interest per annum. Prescribed rate of repayment – if not prescribed 13%
Levy to be rounded down	s7	Business Transactions (Administration) Act 2006	C	Levy to be in multiple of 5 cents	Levy to be in multiple of 5 cents
Schedule 1 – refer below table	ss4 & 5	Business Transactions (Levy Imposition) Act 2006	C		

SCHEDULE 1 - Sections 4 and 5 - RATES OF LEVY

Item No.	Class of instruments	Rate of levy
	<p>Conveyance of Leviable Property</p> <p>(1) Conveyance other than a conveyance of leviable property to which the Land Administration Fees Act 1996 applies, and other than a conveyance of a description referred to in paragraph (2), (3), (4) or (5).</p>	<p>Where the amount of the consideration or the unencumbered value of the property the subject of the conveyance or transfer (whichever is the higher) – levy on the amount or the unencumbered value (the value), calculated in accordance with the formula – $D = 4 \times V$</p> <p>Where: D = the levy payable in \$ and V = the value 100 Note for a value of \$150,000 the formula becomes: $D = 4 \times 150000/100 = \\$6,000$</p>
	<p>(2) Conveyance to or by persons as joint tenants where one or more of those persons retains an interest in the property the subject of the conveyance</p>	<p>At the rate specified above</p>
	<p>(3) Conveyance made subsequent to and in conformity with an agreement or agreements for the conveyance and the agreement or agreements has or have been stamped with <i>ad valorem</i> levy</p>	<p>\$14.00</p>
	<p>(4) A transfer of, or an agreement to transfer, leviable property subject to a declaration of trust to a trustee if <i>ad valorem</i> levy has been paid on the declaration of trust in respect of the same leviable property</p>	<p>\$14.00</p>
	<p>(5) A declaration of trust that declares the same trusts as those on which and subject to which the same leviable property was transferred to the person declaring the trust if <i>ad valorem</i> levy has been paid on the transfer or the agreement to transfer</p>	<p>\$14.00</p>

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Duty per cheque	s4(1)	Cheques (Duty) Act 1983	C	20 cents	20 cents
Duty – using stamps	s6	Cheques (Duty) Act 1983	C	20 cents	20 cents
Authority to bankers	s9	Cheques (Duty) Act 1983	C	20 cents for each cheque form	20 cents for each cheque form
Community Title		Community Title Act 2015 (NI)	C		
Preliminary examination of plan to be lodged with application before application is lodged:	s152	Community Title Act 2015 (NI)			
(a) for application for division of land by plan of community division:	S21		C	No current fee	\$455
(i) if there are 6 lots or less;			C	No current fee	\$910
(ii) if there are more than 6 lots;			C	No current fee	\$455
(b) for any other application					
Application for division of land by plan of community division:	s21	Community Title Act 2015 (NI)			
(a) for examination of application;			C	No current fee	\$370
(b) for examination of plan of community division not subject to prior approval under:	s152				
(i) if there are 6 lots or less;			C	No current fee	\$455
(ii) if there are more than 6 lots;			C	No current fee	\$910
(c) for deposit of plan of community division;			C	No current fee	\$115
(d) for each lot requiring issue of certificate of title;			C	No current fee	\$55

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
(e) for filing of scheme description;			C	No current fee	\$140
(f) for filing of rules;			C	No current fee	\$140
(g) for filing of development contract			C	No current fee	\$140
Application to amend schedule of lot entitlements	s27	Community Title Act 2015 (NI)	C	No current fee	\$140
Filing of copy of certified scheme description as amended	s35	Community Title Act 2015 (NI)	C	No current fee	\$140
Filing of certified copy of rules as varied	s39	Community Title Act 2015 (NI)	C	No current fee	\$140
Maximum fee for purchase from body corporate of copy of rules	s47	Community Title Act 2015 (NI)	C	No current fee	\$28
Fee for purchase from Registrar of copy of rules filed with plan of community division	s47	Community Title Act 2015 (NI)	C	No current fee	\$55
Filing of certified copy of development contract as varied or agreement to terminate development contract	s52	Community Title Act 2015 (NI)	C	No current fee	\$140
Maximum fee for purchase from body corporate of copy of development contract	s53	Community Title Act 2015 (NI)	C	No current fee	\$28
Fee for purchase from Registrar of copy of development contract filed with plan of community division	s53	Community Title Act 2015 (NI)	C	No current fee	\$55
Application for amendment of deposited community plan		Community Title Act 2015 (NI)			
(a) for examination of application;			C	No current fee	\$285
(b) for examination of plan to be substituted or sheets of plan to be substituted or added if plan not subject to prior approval under	s152		C	No current fee	\$455

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
(c) for each lot requiring issue of certificate of title;			C	No current fee	\$55
(d) for filing of amended scheme description			C	No current fee	\$140
Application for division of development lot in pursuance of development contract and consequential amendment of community plan	s60	Community Title Act 2015 (NI)			
(a) for examination of application;			C	No current fee	\$285
(b) for examination of plan to be substituted or sheets of plan to be substituted or added if plan not subject to prior approval	s152				
(c) for each lot requiring issue of certificate of title			C	No current fee	\$55

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Application for amalgamation of deposited community plans	s62	Community Title Act 2015 (NI)			
(a) for examination of application;			C	No current fee	\$285
(b) for examination of plan of community division not subject to prior approval	s152		C	No current fee	\$455
(c) for deposit of plan of community division;			C	No current fee	\$115
(d) for each lot requiring issue of certificate of title;			C	No current fee	\$55
(e) for filing of scheme description;			C	No current fee	\$140
(f) for filing of rules			C	No current fee	\$140
Application for cancellation of deposited community plan	s71	Community Title Act 2015 (NI)			
(a) for examination of application;			C	No current fee	\$285
(b) if application is for cancellation of primary plan:				No current fee	
(i) for examination of plan that delineates outer boundaries of primary parcel;			C	No current fee	\$455
(ii) for filing of plan;			C	No current fee	\$115
(c) for each certificate of title to be issued			C	No current fee	\$55

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Application to note Court order for cancellation of community plan (a) for noting the order; (b) if application is for cancellation of primary plan: (i) for examination of plan that delineates outer boundaries of primary parcel; (ii) for filing of plan; (c) for each certificate of title to be issued	s66 and s69	Community Title Act 2015 (NI)	C C C C	No current fee No current fee No current fee No current fee	\$285 \$455 \$115 \$55
Filing of notice of appointment, removal or replacement of administrator	s99	Community Title Act 2015 (NI)	C	No current fee	\$140
Submission of outer boundary plan (a) for examination of plan; (b) for filing of plan	clause 7	Community Title Act 2015 (NI)	C C	No current fee No current fee	\$910 \$115
Fee for re-examination of plan when amended after approval for deposit is given		Community Title Act 2015 (NI)	C	No current fee	\$115
Lodgement of any other document required by this Act		Community Title Act 2015 (NI)	C	No current fee	\$140
Prescribed fees	Regulation 136 s636	Companies Regulation 1986	C	\$28	\$28
Lodging an application for registration as auditor or liquidator	s42(1)(a) or (b)	Companies Regulation 1986	C	\$28	\$28
Lodging an application 42(1)(c) for registration as a liquidator of a specified corporation	s42(1) (c)	Companies Regulation 1986	C	\$28	\$28

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Lodging a statement	s53(2) or (3)	Companies Regulation 1986	C	\$14	\$14
Lodging a statement made in the capacity of auditor or liquidator	s53(2) or (3)	Companies Regulation 1986	C	\$28	\$28
Lodging a statement	s53(5)	Companies Regulation 1986	C	\$28	\$28
A search as to the availability of any names proposed to be adopted or used by a corporation or intended corporation, in respect of each name searched		Companies Regulation 1986	C	\$14	\$28
Lodging an application for the reservation of a name or for the extension of a reservation		Companies Regulation 1986	C	\$28	\$28
Lodging an application for the approval of the Registrar to the change of name of a company, other than a change of name directed by the Registrar under subsection 85(3) or a change of name under subsection 86(2)	s85(3) & s86(2)	Companies Regulation 1986	C	\$140	\$140
Submission of a memorandum and articles for the registration of an intended company having a share capital		Companies Regulation 1986	C	\$1,136	\$1,136
Additional fee - memorandum and articles consist of more than 20 pages, for each page in excess of 20		Companies Regulation 1986	C	\$9	\$9
Each whole amount of \$1000 by which the share capital exceeds \$10,000		Companies Regulation 1986	C	\$9	\$9
Submission of a memorandum and articles for the registration of an intended company not having a share capital		Companies Regulation 1986	C	\$850	\$850

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Additional fee - memorandum and articles consist of more than 20 pages, for each page in excess of 20		Companies Regulation 1986	C	\$3	\$3
Lodging a copy of a resolution altering a provision or provisions of the memorandum or articles of a company, or the memorandum and articles of a company		Companies Regulation 1986	C	\$28	\$28
Additional fee - where the resolution alters the memorandum of a company by increasing its share capital, for each whole amount of \$1000 by which the share capital is increased beyond \$10,000		Companies Regulation 1986	C	\$3	\$3
Application for licence	s86	Companies Regulation 1986	C	\$70	\$70
Lodging an application for the approval of the alteration or proposed alteration of the memorandum or articles of a company	s88(1)	Companies Regulation 1986	C	\$28	\$28
Lodging an application for a change of status: (a) in respect of an application by a company limited by guarantee to convert to a company limited both by shares and guarantee	s97	Companies Regulation 1986	C	\$625	\$625
Lodging an application for a change of status: (b) in respect of an application other than an application referred to in paragraph (a)		Companies Regulation 1986	C	\$28	\$28

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Lodging a copy of a special resolution	s98(1) or (2)	Companies Regulation 1986	C	\$28	\$28
<p>Return of allotment of shares:</p> <p>On lodging a return of allotment of shares, for each whole \$1000, or incomplete part thereof, of the nominal amount of the shares allotted.</p> <p>paragraph of item 7 or the second paragraph of item 9</p> <p>Note: No fee is payable under this item where the shares referred to in the return are an allotment of share capital in respect of which a fee was paid under the third</p>		Companies Regulation 1986	C	\$9	\$9
Lodging documents for the registration of a foreign company	s588(2)	Companies Regulation 1986	C	\$570	\$570
Fundraising - Lodging an application for the approval of a trustee for debenture holders	s22(1)(h)	Companies Regulation 1986	C	\$28	\$28
Fundraising - Lodging an application to the Registrar	s270	Companies Regulation 1986	C	\$140	\$140
Fundraising - Lodging an application to the Registrar	s641(2)	Companies Regulation 1986	C	\$140	\$140
Charges - Lodging a notice	s 253 and 254	Companies Regulation 1986	C	\$140	\$140
Charges - Lodging a notice	s261	Companies Regulation 1986	C	\$140	\$140

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Charges - Lodging a memorandum	s262(2)	Companies Regulation 1986	C	\$140	\$140
Annual returns and accounts - lodging an application to the Registrar	s339(4)	Companies Regulation 1986	C	\$28	\$28
Annual returns and accounts - lodging an application to the Registrar	s343	Companies Regulation 1986	C	\$140	\$140
Lodging an annual return of a public company, not being a company referred to in Item 24	s35	Companies Regulation 1986	C	\$995	\$995
Item 24 – Lodging an annual return or accounts of a company limited by guarantee or both by shares and by guarantee, where it is stated in the memorandum of the company that the company – (a) is formed for a purpose referred to in paragraph 86(1)(a)		Companies Regulation 1986	C	\$70	\$70
(b) applies its profits (if any) or other income in promoting its purpose; and		as above	C		
(c) prohibits the distribution of its income or property among its members		as above	C		
Lodging an annual return of a proprietary company that is not an exempt proprietary company		Companies Regulation 1986	C	\$995	\$995
Lodging an annual return of an exempt proprietary company		Companies Regulation 1986	C	\$995	\$995
Lodging with the Registrar an annual return for a company that has been granted local company status	s638	Companies Regulation 1986	C	\$215	\$215

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Lodging an annual return or a balance sheet and profit and loss account of a registered foreign company	s592	Companies Regulation 1986	C	\$995	\$995
Lodging an application for transfer for incorporation	s122A	Companies Regulation 1986	C	\$1,420	\$1,420
Lodging any document for the lodging of which a fee is not provided by any other item		Companies Regulation 1986	C	\$28	\$28
Defunct companies - lodging an application to the Registrar to exercise the powers conferred	s562 or s564	Companies Regulation 1986	C	\$28	\$28
An act done by the Registrar as representing a defunct company or its liquidator	s562	Companies Regulation 1986	C	\$28	\$28
An act done by the Registrar	s564	Companies Regulation 1986	C	\$28	\$28
Late lodgement of a document (in addition to any lodgement fee provided by any other item for the lodging of that document) — (a) if lodged within one month after the prescribed time		Companies Regulation 1986	C	\$43	\$43
Late lodgement of a document (in addition to any lodgement fee provided by any other item for the lodging of that document) (b) if lodged more than one month, but within 3 months, after the prescribed time		Companies Regulation 1986	C	\$130	\$130

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Late lodgement of a document (in addition to any lodgement fee provided by any other item for the lodging of that document) (c) if lodged more than 3 months after the prescribed time		Companies Regulation 1986	C	\$170	\$170
Inspection of documents that are lodged by or in relation to a particular corporation or other person	s60	Companies Regulation 1986	C	\$14	\$14
For any enquiry, other than an enquiry in person, involving an inspection to which Item 48 refers		Companies Regulation 1986	C	\$14	\$14
Supply of a photocopy of a document, for each page in addition to the fee payable under Item 48 or 49		Companies Regulation 1986	C	\$6	\$6
For a certificate issued by the Registrar other than a certificate in section 70(2) or 590(7)	s70(2) or s590(7)	Companies Regulation 1986	C	\$28	\$28
Supply of a certified copy of, or the supply of a certified copy of an extract from, a document filed or lodged with the Registrar — for one page		Companies Regulation 1986	C	\$28	\$28
Supply of a certified copy of an extract from, a document filed or lodged with the Registrar - Additional page		Companies Regulation 1986	C	\$28	\$28
Production by the Registrar pursuant to a subpoena, of a document in its custody		Companies Regulation 1986	C	\$28	\$28
In addition to above, for each 2 pages or less of the document produced		Companies Regulation 1986	C	\$6	\$6

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Act that the Registrar is required or authorised to do upon the request of a person and for which a fee is not prescribed by any other item		Companies Regulation 1986	C	\$28	\$28
Lodging with the Registrar a copy of the notice and of the statement referred to in paragraph 193€	s193(e)	Companies Regulation 1986	C	\$28	\$28
Fee payable for the grant of a licence	Regulation 3 s7A(1)	Dangerous Drugs Regulations 1998	C	\$28	\$28
Dog - Certificate of registration	s11(2)	Dogs Registration Act 1936	C	\$14	\$14
Registration of a dog	Regulation 2(1) s5(2)	Dogs Registration Regulations 1994			
Male dog (entire)		Dogs Registration Regulations 1994	C	\$85	\$85
Male dog (neutered)		Dogs Registration Regulations 1994	C	\$28	\$28
Female dog (entire)		Dogs Registration Regulations 1994	C	\$85	\$85
Female dog (spayed)		Dogs Registration Regulations 1994	C	\$43	\$28
Registration made after 30 June in any year, is 50% of the above fee	Regulation 2(2)	Dogs Registration Regulations 1994	C	50% of normal fee	50% of normal fee
Registration by a pensioner		Dogs Registration	C	No current fee	No current fee
Issue of electrical contractor's licence	Schedule 2	Electricity (Licensing and Registration)	C	\$30	\$30

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Renewal of electrical contractor's licence	Schedule Regulation 4 2	Electricity (Licensing and Registration) Regulations 1986	C	\$20	\$20
Duplicate electrical contractor's licence	Schedule Regulation 4 2	Electricity (Licensing and Registration) Regulations 1986	C	\$5	\$5
Issue of certificate of registration as electrical mechanic	Schedule Regulation 4 2	Electricity (Licensing and Registration) Regulations 1986	C	\$20	\$20
Duplicate certificate of registration as an electrical mechanic	Schedule Regulation 4 2	Electricity (Licensing and Registration) Regulations 1986	C	\$5	\$5
Charges for electricity	s21(1)	Electricity Supply Act 1985	D	\$0.62 per kWh	\$0.71 per kWh
General infrastructure Charge (Grid Access) (per quarter)	s21(1)	Electricity Supply Act 1985	D	\$37.00 per quarter	\$37.00 per quarter
Development Charge (Photovoltaic access to grid fee). Charged per quarter - Solar Infrastructure Access	s21(1)	Electricity Supply Act 1985	D	\$26.00 multiplied by total Kw capacity each quarter or part thereof	\$26.00 multiplied by total Kw capacity each quarter or part thereof
Single phase meter 0.06 fee units per three months or part if read three monthly; and if read monthly one third of that sum per month or part rounded up to the nearest ten cents	Schedule Regulation 1 ss28(2)(d) 35 and 28(2)(m)	Electricity Supply Regulations 1986	C	\$17	\$2

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
3-phase meter 0.2 fee units per three months or part if read three monthly; and if read monthly one third of that sum per month or part rounded up to the nearest ten cents;	Schedule 1 Regulation 35 ss28(2)(d) and 28(2)(m)	Electricity Supply Regulations 1986	C	\$6	\$6
Reading fee for meters requested to be read on a monthly basis	Schedule 1 Regulation 35 ss28(2)(d) and 28(2)(m)	Electricity Supply Regulations 1986	C	\$17	\$17
Reading fee for termination of supply	Schedule 1 Regulation 35 ss28(2)(d) and 28(2)(m)	Electricity Supply Regulations 1986	C	\$17	\$17
Meter testing	Schedule 1 Regulation 35 ss28(2)(d) and 28(2)(m)	Electricity Supply Regulations 1986	C	\$48	\$48
Minimum charge where electricity supplied and read — (a) once per three monthly charging period	Schedule 1 Regulation 35 ss28(2)(d) and 28(2)(m)	Electricity Supply Regulations 1986	C	\$28	\$28
Minimum charge where electricity supplied and read — (b) monthly	Schedule 1 Regulation 35 ss28(2)(d) and 28(2)(m)	Electricity Supply Regulations 1986	C	\$28	\$28
New installation where time for inspection and connection does not exceed one hour	Schedule 1 Regulation 35 ss28(2)(d) and 28(2)(m)	Electricity Supply Regulations 1986	C	\$85	\$85

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
New installation where time for inspection and connection exceeds one hour – at the rate, for each authorised officer and assistant required	Schedule 1 Regulation 35 ss28(2)(d) and 28(2)(m)	Electricity Supply Regulations 1986	C	\$48/hr above the first hour	\$48/hr above the first hour
Addition to existing installation where time for inspection and connection does not exceed one hour	Schedule 1 Regulation 35 ss28(2)(d) and 28(2)(m)	Electricity Supply Regulations 1986	C	\$55	\$55
Addition to existing installation where time for inspection and connection exceeds one hour – at the rate, for each authorised officer and assistant required	Schedule 1 Regulation 35 ss28(2)(d) and 28(2)(m)	Electricity Supply Regulations 1986	C	\$48 /hr above the first hour	\$48 /hr above the first hour
Inspection only at the rate, for each authorised officer and assistant required	Schedule 1 Regulation 35 ss28(2)(d) and 28(2)(m)	Electricity Supply Regulations 1986	C	\$48 /hr above the first hour	\$48 /hr above the first hour
Reconnection	Schedule 1 Regulation 35 ss28(2)(d) and 28(2)(m)	Electricity Supply Regulations 1986	C	\$48	\$48
Re-inspection	Schedule 1 Regulation 35 ss28(2)(d) and 28(2)(m)	Electricity Supply Regulations 1986	C	\$48	\$48
Inspection and connection of generator	Schedule 1 Regulation 35 ss28(2)(d) and 28(2)(m)	Electricity Supply Regulations 1986	C	\$28	\$28

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Service call during hours 7 a.m. to 3.30 p.m. Monday to Friday at the rate, for each authorised officer and assistant required	Schedule 1 Regulation 35 ss28(2)(d) and 28(2)(m)	Electricity Supply Regulations 1986	C	\$48 /hr	\$48 /hr
Service calls at other times	Schedule 1 Regulation 35 ss28(2)(d) and 28(2)(m)	Electricity Supply Regulations 1986	C	\$85 /hr	\$85 /hr
Installation of service mains; alterations to the supply of electricity to a consumer; alterations resulting from the failure of a consumer to comply with the terms and conditions of supply of electricity; and alterations to the supply of electricity made at the request of a consumer.	Schedule 1 Regulation 35 ss28(2)(d) and 28(2)(m)	Electricity Supply Regulations 1986	C	130% of the sum of: (i) the cost of materials; and (ii) the cost of labour charged at a rate of \$25 per hour.	130% of the sum of: (i) the cost of materials; and (ii) the cost of labour charged at a rate of \$25 per hour.
The charge per unit of electricity measured by a meter shall be varied by determination	s21(1)	Electricity Supply Regulations 1986	C		
Inspection and connection of solar energy generation facilities – new installation where time for inspection and connection does not exceed one hour		Electricity Supply Regulations 1986	C	\$85	\$85
Fee for an accredited installer’s certificate of compliance under regulation 34A – where time for inspection and connection exceeds one hour – at the rate, for each authorised officer and assistant required.		Electricity Supply Regulations 1986	C	\$48	\$48
Addition to existing solar installation		Electricity Supply Regulations 1986	C	\$55	\$55

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Where time for inspection and connection does not exceed one hour		Electricity Supply Regulations 1986	C	\$48	\$48
Where time for inspection and connection exceeds one hour – at the rate, for each authorised officer and assistant required		Electricity Supply Regulations 1986	C	\$48 each hour after	\$48 each hour after
Workers Compensation Levy	Regulation 9. (1A)	Employment Regulations 1991 (NI)	C	\$0.30 for each hour worked	\$0.30 for each hour worked
Registration of fence	s5	Fencing Act 1913	C	\$60	\$60
Inspect Register	s7	Fencing Act 1913	C	\$14	\$14
Application for licence	Regulation 4 s15(1)	Firearms and Prohibited Weapons Regulations 1998	C	\$55	\$55
Prescribed form and fee for application for permit	Regulation 12	Firearms and Prohibited Weapons Regulations 1998	C	\$55	\$55
Permit application fee	Regulation 16E s33(1)(c)	Firearms and Prohibited Weapons Regulations 1998	C	\$55	\$55
Fuel Levy	s8	Fuel Levy Act 1987	C	0.20 per litre	0.25 per litre
Application to register premises	Regulation 6	Health (Hairdressers) Regulations (NI)	C	\$1	\$14
Land Administration fee	s4(2)	Land Administration Fees Act 1996 (NI)	C	\$935 or 4% of the value	\$935 or 4% of the value
Registration fee	s6(b)	Land Administration Fees Act 1996 (NI)	C	\$95	\$95
Fee for registration of subdivision	Regulation 3	Land Administration Fees Regulations 1997	C	\$140	\$140
Fee to search register	Regulation 4(1)	Land Administration Fees Regulations 1997	C	\$14	\$14

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Obtaining a copy of a document referred to in section 30 of Land Titles Act.	Regulation s4(2)	Land Administration Fees Regulations 1997	C	\$1 per page	\$1 per page
Certified copy of a registered title	Reg s4(3)	Land Administration Fees Regulations 1997	C	\$28	\$28
Fee for inspection of documents	Regulation s148 5(1)	Land Administration Fees Regulations 1997	C	\$14	\$14
Obtaining a copy of a document referred to in section 148	Regulation s148 5(2)	Land Administration Fees Regulations 1997	C	\$1 per page	\$1 per page
Gazette Notice 1 November 2012 Determination	s5(1)	Lighterage Act 1961	F		
General Cargo – all cargo not otherwise expressly specified [commences after the discharge of Norfolk Guardian Voyage 155, eta July 2018]		Lighterage Act 1961	F	\$35m3 or per tonne whichever is the greater	\$40m3 or per tonne whichever is the greater
Timber in excess of 3 metres in length		Lighterage Act 1961	F	\$48m3 or per tonne whichever is the greater	\$48m3 or per tonne whichever is the greater
Timber 3 metres or less in length, provided the importer identifies the cargo to be charged at this rate to the Lighterage Manager at the time the cargo is landed [commences after the discharge of Norfolk Guardian Voyage 155, eta July 2018]		Lighterage Act 1961	F	\$35m3 or per tonne whichever is the greater	\$40m3 or per tonne whichever is the greater
Livestock containers (whether occupied or not) for the carriage of -		Lighterage Act 1961	F		
(i) Equine or bovine animals		Lighterage Act 1961	F	\$105 per container	\$105 per container
(ii) Animals other than equine or bovine		Lighterage Act 1961	F	\$35 per container	\$35 per container
Goods in bags -			F		

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
The following items contained in bags: flour, bran, pollard, wheatmeal, potatoes, onions, stock food, fertiliser [commences after the discharge of Norfolk Guardian Voyage 155, eta July 2018]		Lighterage Act 1961	F	\$35 per tonne	\$40 per tonne
Back loading of empty collapsible reusable containers		Lighterage Act 1961	F	\$14.40m3	\$14.40m3
Heavy Lift Surcharge – in addition of the charges referred to in subclause (1), the following heavy lift surcharges shall apply – where the individual item of cargo weighs		Lighterage Act 1961			
2.001 to 2.500 tonnes (inclusive)		Lighterage Act 1961	F	\$10.50	\$10.50
2.501 to 3.000 tonnes (inclusive)		Lighterage Act 1961	F	\$13.50	\$13.50
3.001 to 3.500 tonnes (inclusive)		Lighterage Act 1961	F	\$16.70	\$16.70
3.501 to 4.000 tonnes (inclusive)		Lighterage Act 1961	F	\$19.80	\$19.80
4.001 to 4.500 tonnes (inclusive)		Lighterage Act 1961	F	\$28.50	\$28.50
4.501 to 5.000 tonnes (inclusive)		Lighterage Act 1961	F	\$43.40	\$43.40
5.001 to 6.000 tonnes (inclusive)		Lighterage Act 1961	F	\$58.30	\$58.30
6.001 and over		Lighterage Act 1961	F	\$69.40	\$69.40
Length Surcharge – a length surcharge shall apply on each complete metre by which the cargo exceeds 12 metres in length.		Lighterage Act 1961	F	\$3.90 per metre	\$3.90 per metre
1. Double Lighters - where cargo is of a nature, size or weight that requires its carriage by two lighters joined together.		Lighterage Act 1961	F	charge payable is twice the charges that would otherwise be payable	charge payable is twice the charges that would otherwise be payable

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
2. Double Lighters - 3 metre carrier frame hire		Lighterage Act 1961	F	\$300 per occurrence	\$300 per day
Charges for Lighterage Service employees -					
Penalty Rates - [commences after the discharge of Norfolk Guardian Voyage 155, eta July 2018]					
Monday to Friday – more than 8 hours worked in a day		Lighterage Act 1961	D	\$18 per hour	\$23.75 per hour
Saturday – less than 8 hours worked in a day		Lighterage Act 1961	D	\$18 per hour	\$23.75 per hour
Saturday – more than 8 hours worked in a day		Lighterage Act 1961	D	\$22.45 per hour	\$30.00 per hour
Sunday and Public Holidays		Lighterage Act 1961	D	\$22.45 per hour	\$30.00 per hour
Waiting Time -			D		
Paid for the period when a machinery on board the vessel or rain prevents discharge		Lighterage Act 1961	D	\$18 per hour	\$23.75 per hour
Standby Time -			D		
(i)Paid for the period of standby when the vessel fails to arrive at the advised time and labour is asked to standby		Lighterage Act 1961	D	\$22.45 per hour	\$30.00 per hour
(ii)Paid for the period of standby when the first inspection of sea conditions is unfavourable and labour is asked to standby until a second broadcast is made		Lighterage Act 1961	D	\$22.45 per hour	\$30.00 per hour
Callout Time -					
Paid for the period when labour is called for work but sea conditions prevent discharge – subject to a minimum of 4 hours being paid		Lighterage Act 1961	D	\$22.45 per hour	\$30.00 per hour

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Carriage of Passengers by Lighterage Service		Lighterage Act 1961	D	\$264	\$264
Charge when less than 300 tonnes. This charge is in addition to any other charges specified.		Lighterage Act 1961	D	difference between the actual tonnage handled and 300 tons multiplied by \$14.50	difference between actual tonnage handled and 300 tons multiplied by \$23.23 commencing Norfolk Guardian Voyage 152
Application for general licence	Regulation 3(1) s17(2)	Liquor Regulations 2006	C	\$570	\$570
Renewal of a general licence	Regulation 3(2)	Liquor Regulations 2006	C	\$570	\$570
If there is a period of less than 12 months between the grant of a general licence and the application for renewal, the licence fee payable by the licensee for the renewal	Regulation 3(3)	Liquor Regulations 2006	C	\$570	\$570
Application for Restaurant Licence	Regulation 4(1)	Liquor Regulations 2006	C	\$570	\$570
Renewal of restaurant licence	Regulation 4(2)	Liquor Regulations 2006	C	\$570	\$570
Application for Club licence	Regulation 5(1)	Liquor Regulations 2006	C	\$570	\$570
Renewal of Club licence	Regulation 5(2)	Liquor Regulations 2006	C	\$570	\$570
If there is a period of less than 12 months between the grant of a restaurant licence and the application for renewal, the licence fee payable by the licensee for the renewal	Regulation 5(3)	Liquor Regulations 2006	C	\$570	\$570
Special event permit	Regulation 6 s64(3)	Liquor Regulations 2006	C		
Annual		Liquor Regulations 2006	C	\$285	\$285
7 days		Liquor Regulations 2006	C	\$225	\$225

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
1 night		Liquor Regulations 2006	C	\$55	\$55
Any other event		Liquor Regulations 2006	C	\$55	\$55
Application for Manufacturer's licence	Regulation 7(1) s17(1)	Liquor Regulations 2006	C	\$570	\$570
Renewal of Manufacturer's licence	7(2)	Liquor Regulations 2006	C	\$570	\$570
Application BYO licence	Regulation 8(1)	Liquor Regulations 2006	C	\$570	\$570
Renewal BYO licence	Regulation 8(2)	Liquor Regulations 2006	C	\$570	\$570
Variation of licence	Regulation 9 s26(3)	Liquor Regulations 2006	C	\$85	\$85
Relocation of licence	Regulation 10 s28(2)	Liquor Regulations 2006	C	\$570	\$570
Transfer of licence	Regulation 11 s29(3)	Liquor Regulations 2006	C	\$85	\$85
Objection to application	Regulation 12 s38(2)	Liquor Regulations 2006	C	\$85	\$85
Certificate as to Rates and Charges	s603	Local Government Act 1993 (NSW)(NI)	C	\$75	\$80
Interest charge on unpaid rates		Local Government Act 1993 (NSW)(NI)	C	7.50%	7.50%
Application for registration as registered association	Regulation 4(2) s6(3)(c)	Lotteries and Fundraising Regulations 1987	C	\$28	\$28
Application to conduct prescribed scheme	Regulation 6(2) s17(2)(b)	Lotteries and Fundraising Regulations 1987	C	\$6	\$6
	Schedule 2 Regulation 8	Mediation Regulations 2005	C		
Application to be registered as a mediator		Mediation Regulations 2005	C	\$85	\$85

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Application to renew registration as a mediator		Mediation Regulations 2005	C	\$43	\$43
Registration of Bill of Sale	s7(2)	Mercantile Law Act 1959	C	\$140	\$140
Renewal of registration	s9(5)	Mercantile Law Act 1959	C	\$70	\$70
Filing of memorandum of satisfaction	s10(1)	Mercantile Law Act 1959	C	\$28	\$28
Registration of a lien on a crop	s14(3)	Mercantile Law Act 1959	C	\$140	\$140
Search of registers, etc.	s23(1)	Mercantile Law Act 1959	C	\$14	\$14
Copy of extract	s23(2)	Mercantile Law Act 1959	C	\$6	\$6
Grant of Permit	s23	Migratory Birds Act 1980	C	\$55	\$100
For lodging an application for a Broadcasting Licence— Radio (i) open	Schedule 2 Item 1	Norfolk Island Broadcasting Regulations 2002	C	\$655	\$655
For lodging an application for a Broadcasting Licence— Radio (ii) limited	Schedule 2 Item 1	Norfolk Island Broadcasting Regulations 2002	C	\$655	\$655
For lodging an application for a Broadcasting Licence Television (i) open	Schedule 2 Item 1	Norfolk Island Broadcasting Regulations 2002	C	\$655	\$655
For lodging application for a Broadcasting Licence Television (ii) limited	Schedule 2 Item 1	Norfolk Island Broadcasting Regulations 2002	C	\$655	\$655

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Annual renewal fee for a Broadcasting Licence Radio (i) open	Schedule 2 Item 2	Norfolk Island Broadcasting Regulations 2002	C	\$655	\$655
Annual renewal fee for a Broadcasting Licence Radio (ii) limited	Schedule 2 Item 2	Norfolk Island Broadcasting Regulations 2002	C	\$655	\$655
Annual renewal fee for a Broadcasting Licence Television (i) open	Schedule 2 Item 2	Norfolk Island Broadcasting Regulations 2002	C	\$655	\$655
Annual renewal fee for a Broadcasting Licence Television (ii) limited	Schedule 2 Item 2	Norfolk Island Broadcasting Regulations 2002	C	\$655	\$655
Charges for rights of pasturage, etc. Issue of tag for each horse or head of cattle over the age of 6 months	3(1)	Pasturage and Enclosure Regulations 1949	C	\$140	\$145
The charge for a right of pasturage (including the issue of a tag) for a period of less than 6 months shall be half of the charge	3(2)	Pasturage and Enclosure Regulations 1949	C	\$70	\$72.50
Fee for certificate of registration	4	Pharmacy Regulations	C	\$55	\$55
Fee for amendment of the Register	7	Pharmacy Regulations	C	\$28	\$28
Fee for removal of name from Register	8	Pharmacy Regulations	C	\$28	\$28
Fees - Planning certificate	Regulation 44(7) s98(2)	Planning Regulations 2004	C	\$115	\$115
Grant of Licence to sell poison	Regulation 2 s6(1)	Poisons and Dangerous Substances Regulations	C	\$10	\$10
Renewal of Licence to sell poison	s6(5)	Poisons and Dangerous Substances Regulations	C	\$10	\$10
Impounded animal	Regulation 4 (a)s9	Pounds Regulations	C	\$20 first day or part of a day	\$20 first day or part of a day
Ongoing impounded animal	Regulation 4 (b)s9	Pounds Regulations	C	After first day - \$10 for each day or part of a day	After first day - \$10 for each day or part of a day

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Permit to Extract Sand from Cemetery Reserve	s26	Public Reserves Act 1997	C	\$55	\$55
Search Register and issue copy of entry			C	\$28	\$28
Search in Register of Births and issue of extract from entry containing only the name, and date and place of birth, of person	No Regulations	Registration of Births Deaths and Marriages Act 1963 (NI)	C	\$14	\$14
Search in Register of Births and issue of extract from entry containing particulars in addition to name, and date and place of birth, of person	No Regulations	Registration of Births Deaths and Marriages Act 1963 (NI)	C	\$14	\$14
Search in register, other than Register of Births, and issue of extract from entry	No Regulations	Registration of Births Deaths and Marriages Act 1963 (NI)	C	\$14	\$14
Where correct particulars of entry not stated in application, additional fee for searching for and identifying correct entry	No Regulations	Registration of Births Deaths and Marriages Act 1963 (NI)	C	\$0.50	\$0.50
Registration of change of name by Deed Poll	No Regulations	Registration of Births Deaths and Marriages Act 1963 (NI)	C	\$28	\$28
Search of name on the register of Deed Poll	No Regulations	Registration of Births Deaths and Marriages Act 1963 (NI)	C	\$6	\$6
Celebrant Services	No Regulations	Registration of Births Deaths and Marriages Act 1963 (NI)	C	\$200	\$200
Copy of a Registered Marriage Certificate	No Regulations	Registration of Births Deaths and Marriages Act 1963 (NI)	C	\$28	\$28
Licence	s5(4)	Sale of Food Act 1950	C	\$380	\$380
Renewal of Licence	s5(4)	Sale of Food Act 1950	C	\$185	\$185
Licence – issued after 30 June in any year	s5(5)	Sale of Food Act 1950	C	\$185	\$185

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Fee for Licence to sell Tobacco	3	Sale of Tobacco Regulations 2004	C	\$170	\$170
Reinspection of non-compliant properties			C	No current fee	\$100
Licence	s5	Slaughtering Act 1913	C	\$370	\$380
Examination of sheep or swine	s10A(3)(a)	Slaughtering Act 1913	C	\$11	\$11
Examination of other stock	s10A(3)(b)	Slaughtering Act 1913	C	\$17	\$17
Authorisation	s4(3)	Surveys Act 1937	C	\$200	\$200
Administrator may prescribe fee in Regulations for controlling or regulating vehicular and other traffic (including pedestrian traffic)	s56(9)(g)	Traffic Act 2010	C	Not Exceeding \$140	Not Exceeding \$140
Registration of Motor Vehicles		Traffic Fees Regulations (NI)			
Motor cycles - other than motor cycles for hire	8(1)(c)	Traffic Fees Regulations (NI)	C	\$95	\$95
Motor cycles for hire	8(1)(c)	Traffic Fees Regulations (NI)	C	\$180	\$180
Trailers or side cars that, when in use, are attached to motor cycles	8(1)(c)	Traffic Fees Regulations (NI)	C	\$60	\$60
Motor vehicles (other than trailers and motor cycles) —	8(1)(c)	Traffic Fees Regulations (NI)	C		
Private vehicles			C	\$180	\$180
Omnibuses			C	\$720	\$720
Private hire vehicles			C	\$540	\$540
Public hire vehicles			C	\$595	\$595
Commercial vehicles having a load carrying capacity of less than 1 tonne	8(1) (c)	Traffic Fees Regulations (NI)	C	\$510	\$510
Commercial vehicles having a carrying capacity of 1 tonne or more	8(1) (c)	Traffic Fees Regulations (NI)	C	\$765	\$765

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Trailers – other than trailers referred to in (3) —	8(1) (c)	Traffic Fees Regulations (NI)			
(a) less than 1 tonne in weight unladen			C	\$31	\$31
(b) 1 tonne or more in weight unladen			C	\$60	\$60
Registration of a Special Purpose Vehicle	8(1) (c)	Traffic Fees Regulations (NI)	C	\$31	\$31
Veteran, vintage and historic motor vehicles	8(1) (c)	Traffic Fees Regulations (NI)	C	\$85	\$85
Administration fee on cancellation and reassignment of identifying number for motor vehicle	8(2)(b), 13(1) and 14D (4)	Traffic Fees Regulations (NI)	C	\$14	\$14
Issue of number plates —	14D (1)	Traffic Fees Regulations (NI)		\$43	\$43
Motor cycles			C	\$43	\$43
Motor vehicles - other than motor cycles			C	\$43	\$43
Issue of replacement number plates —	14D (5)	Traffic Fees Regulations (NI)	C	\$43	\$43
Motor cycles			C	\$43	\$43
Motor vehicles - other than motor cycles			C	\$43	\$43
Transfer of registration of motor vehicles	12(3)(b)	Traffic Fees Regulations (NI)	C	\$28	\$28
Administration fee on cancellation of registration of motor vehicle	13(2)	Traffic Fees Regulations (NI)			
Assignment of general identification mark to dealer in motor vehicles	14F(1)	Traffic Fees Regulations (NI)	C	\$14	\$14

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Issue of learner's licence	16(1)(b)	Traffic Fees Regulations (NI)	C	\$14	\$14
Issue of driver's licence for each year of validity, or part thereof	17(1)(b)	Traffic Fees Regulations (NI)	C	\$14	\$14
Taking of blood sample (except where analysis of the sample does not indicate that the person was under the influence of intoxicating liquor or a drug)	32(10)	Traffic Fees Regulations (NI)	C	\$140	\$140
Issue of an Inspectors Authority	8B(6)(a)	Traffic Fees Regulations (NI)	C	\$85	\$85
Issue of a duplicate Inspectors Authority	8B(6)(b)	Traffic Fees Regulations (NI)	C	\$43	\$43
Certificate of Inspection	8B(7)	Traffic Fees Regulations (NI)	C	\$28	\$28
Issue of Proprietors Authority	8B(9)(a)	Traffic Fees Regulations (NI)	C	\$170	\$170
Issue of duplicate Proprietors Authority	8B(9)(b)	Traffic Fees Regulations (NI)	C	\$43	\$43
Registrar may issue rules	8D(4)(b)	Traffic Fees Regulations (NI)	C	\$28	\$28
Books of Inspection Reports	8E	Traffic Fees Regulations (NI)	C	\$14	\$14
Fee for inspection at NIRC Works Depot	8Hs14C(2)(b)	Traffic Fees Regulations (NI)	C	\$55	\$55
Probationary Licence	9D	Traffic Fees Regulations (NI)	C	\$28	\$28
Application for permit to take protected tree	5s6(2)(b)	Trees Regulations 1999	C	\$28	\$28
Application for timber licence	7s16(3)(b)	Trees Regulations 1999	C	\$28	\$28

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Code	2017-18 Fees (at a fee unit if applicable)	2018-19 Fees
Application for authority pinecones	9s23	Trees Regulations 1999	C	\$28	\$28
Waste Levy imported Motor Vehicles		Waste Management Regulation 2004	D	No current fee	\$100 per cubic metre or per tonne whichever is the greater
Levy if imported by Sea (excluding motor vehicles)		Waste Management Regulation 2004	D	\$35 per cubic metre or per tonne whichever is the greater	\$41 per cubic metre or per tonne whichever is the greater
Levy if imported by Air (excluding motor vehicles)		Waste Management Regulation 2004	D	\$0.26 per kilogram	\$41 per cubic metre or per tonne whichever is the greater
Levy for livestock container by air or sea		Waste Management Regulation 2004	D	\$100 per container	\$150 per container

Water Assurance Fees and Charges

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Policy Category	Annual Charge per premise	Minimum Annual Charge	Calculation Methodology	2018-19 Fees
Where the base unit is equivalent to \$30.00							
General Connection		Water Assurance Charges Act 1991	D	14 base units		Set Rate	\$420
	Schedule	Water Assurance Charges Act 1991	D				
Restaurant in which liquor is sold		Water Assurance Charges Act 1991	D	2 base units	40 base units	2 base units by the occupancy rate or 40 base units, whichever is greater	POA
Restaurant in which liquor is not sold		Water Assurance Charges Act 1991	D	0.8 base units	40 base units	0.8 base units by the occupancy rate or 40 base units, whichever is greater	POA
Bar room (other than bar room forming		Water Assurance Charges Act 1991	D	2 base units	40 base units	2 base units by the occupancy rate or 40 base units, whichever is greater	POA
Food shop		Water Assurance Charges Act 1991	D		40 base units	Set Rate	\$1,200
Specialty shop		Water Assurance Charges Act 1991	D		27 base units	Set Rate	\$810
Shop other than food or specialty shop		Water Assurance Charges Act 1991	D	3 base units	13 base units	3 base units by the number of staff or 13 base units, whichever is the greater	POA
Garage or service station		Water Assurance Charges Act 1991	D		40 base units	Set Rate	\$1,200

DESCRIPTION	SECTION/ REGULATION	LEGISLATION	Pricing Policy Category	Annual Charge per premise	Minimum Annual Charge	Calculation Methodology	2018-19 Fees
Tourist accommodation house – hotel		Water Assurance Charges Act 1991	D	13 base units		10 base units by the number of licenced rooms	POA
Tourist accommodation house – other than hotel		Water Assurance Charges Act 1991	D	15 base units		13 base units by the number of licenced rooms	POA
Tourist accommodation house – staff accommodation		Water Assurance Charges Act 1991	D	10 base units		5 base units by the number of rooms	POA
Commercial Laundry		Water Assurance Charges Act 1991	D	1 base unit		1 base unit by the expected number of persons to use that facility	POA
Special Use - a premise used by 50 or more persons where food and drink is not provided			D	1 base unit		1 base unit by the expected number of persons to use that facility	POA

Telecom Fees and Charges

Pricing Policy Category	NORFOLK TELECOM FEES AND CHARGES			2017-18 Fees	FEES EFFECTIVE 1 JULY 2018
F	1	Line Charges			
F	1.1	Business		\$37.00 per month	\$37.00 per month
F	1.2	Private		\$23.00 per month	\$23.00 per month
F	1.3	Toll Free 1800		\$57.00 per month	\$57.00 per month
F	1.4	Silent (CLI Restricted)		\$11.00 per month	\$11.00 per month
F	1.5	Number on Hold (inactive service)		\$6.00 per month	\$6.00 per month
F	1.6	Parallel Service		\$11.00 per month	\$11.00 per month
F	1.7	Leased Circuit - Point to Point single pair. 24-hour Support		\$23.00 per month	\$23.00 per month
F	1.8	Leased Circuit Bundled - Point-to-Point single pair. Bundled with a Norfolk Telecom ADSL Service		\$11.00 per month	\$11.00 per month
F	1.9	Leased Circuit Emergency/Essential - Point-to-Point single pair. Connects to emergency /essential services facilities - 24- hour Support		\$11.00 per month	\$11.00 per month
F	2	Telephone Landline Charges			
F	2.1	IDD to Australian Landline	Peak	\$0.46 per minute	\$0.46 per minute
F	2.2	IDD to Australian Landline	Off-Peak	\$0.23 per minute	\$0.23 per minute
F	2.3	IDD to Australian Mobile	Peak	\$0.92 per minute	\$0.92 per minute
F	2.4	IDD to Australian Mobile	Off-Peak	\$0.46 per minute	\$0.46 per minute
F	2.5	IDD to New Zealand Landline	Peak	\$0.46 per minute	\$0.46 per minute
F	2.6	IDD to New Zealand Landline	Off-Peak	\$0.23 per minute	\$0.23 per minute
F	2.7	IDD to New Zealand Mobile	Peak	\$1.15 per minute	\$1.15 per minute
F	2.8	IDD to New Zealand Mobile	Off-Peak	\$0.57 per minute	\$0.57 per minute
F	2.9	IDD to Rest of World Landline and Mobile	Peak	\$1.15 per minute	\$1.15 per minute
F	2.10	IDD to Rest of World Landline and Mobile	Off-Peak	\$0.56 per minute	\$0.56 per minute
F	2.11	Local call Landline to Landline		\$0.23 per call	\$0.23 per call

Pricing Policy Category		NORFOLK TELECOM FEES AND CHARGES		2017-18 Fees	FEES EFFECTIVE 1 JULY 2018	
F	2.12	Local Landline to Local Mobile		Peak	\$1.15 per minute	\$1.15 per minute
F	2.13	Local Landline to Local Mobile		Off-Peak	\$0.56 per minute	\$0.56 per minute
F		Volume Based Discounts - Outward IDD Traffic				
F	3	Minutes per month	Discount			
F	3.1	0 - 2,499	None	\$ 0.23 per minute	\$ 0.23 per minute	
F	3.2	2,500 – 4,999	20%	\$ 0.18 per minute	\$ 0.18 per minute	
F	3.3	5,000 – 9,999	30%	\$ 0.16 per minute	\$ 0.16 per minute	
F	3.4	10,000 – 19,999	55%	\$ 0.10 per minute	\$ 0.10 per minute	
F	3.5	20,000 – 49,999	65%	\$ 0.08 per minute	\$ 0.08 per minute	
F	3.6	Over 50,000	75%	\$ 0.06 per minute	\$ 0.06 per minute	
F	4	Option Extras				
F	4.1	Extra Handset		\$2.30 per month	\$2.30 per month	
F	4.2	Additional Socket		\$1.15 per month	\$1.15 per month	
F	4.3	Local Calls Itemised on Invoice		\$5.75 per month	\$5.75 per month	
F	4.4	Subscriber facilities		\$1.55 per month	\$1.55 per month	
F	4.5	External alarm		\$5.75 per month	\$5.75 per month	
F	4.6	240 Volt large alarm		\$6.90 per month	\$6.90 per month	
F	5	Connection Fees for New Service				
F	5.1	Non-Intact (minimum)		\$125.00	\$125.00	
F	5.2	Intact		\$57.00	\$57.00	
F	6	Relocation Fee				
F	6.1	Non-Intact (minimum)		\$105.00	\$105.00	
F	6.2	Intact		\$57.00	\$57.00	
F	6.3	Reconnection fee		\$17.00	\$17.00	
F	7	Miscellaneous				

Pricing Policy Category		NORFOLK TELECOM FEES AND CHARGES		2017-18 Fees	FEES EFFECTIVE 1 JULY 2018
F	7.1	Provision of Interim IDD Printout		\$6.00 per statement	\$6.00 per statement
F	7.2	Under road Borer		\$400.00	\$400.00
F	7.3	Trencher		\$95.00 per hour	\$95.00 per hour
F	7.4	Crane Truck		\$72.00 per hour	\$72.00 per hour
F	7.5	Telecom Labour Rate		\$35.00 per hour	as per private works
F	7.6	Telephone Directory		\$12.00 per book	\$12.00 per book
F	7.7	Service Fee for all Telecom services (refer note 20.5)		\$150 per month	\$150 per month
Norfolk Telecom ISP: Basic Charges 2018-19					
E	8	Internet - ADSL Service 20.1			
E	8.1	Installation Fees	Per Hour Labour plus equipment (minimum fee applies)	Per Hr Labour plus equipment (minimum fee applies)	
E	8.2	Minimum Establishment Fee	\$50	\$50	
E	8.3	Minimum Contract Term	1 month	1 month	
E	8.4	Free Services 20.2	Mail, Local Web, DNS, NTP. see note: 20.2	Mail, Local Web, DNS, NTP. see note: 20.2	
E	9	Internet – ADSL Plan		ADSL 30	ADSL 30
E	9.1	Data Rate	3 Mbps Download / 1 Mbps Upload /	3 Mbps Download / 1 Mbps Upload	
E	9.2	Service Fee	\$30 per month	\$30 per month	
E	9.3	Data Allowance 20.3	3 Gigabytes Peak and Unlimited Off Peak, per month	30 Gigabytes Peak and Unlimited Off Peak, per month	
E	9.4	Additional Usage (after allowance) 20.3	Peak: Excess per Gigabyte: \$10.00 per Gigabyte	Peak: Excess per Gigabyte: \$10.00 per Gigabyte	
E	10	Internet – ADSL Plan		ADSL 50	ADSL 50
E	10.1	Data Rate	10 Mbps Download / 1 Mbps Upload	10 Mbps Download / 1 Mbps Upload	
E	10.2	Service Fee	\$50 per month	\$50 per month	

Pricing Policy Category				
	NORFOLK TELECOM FEES AND CHARGES		2017-18 Fees	FEES EFFECTIVE 1 JULY 2018
E	10.3	Data Allowance 20.3	20 Gigabytes Peak and Unlimited Off Peak, per month	50 Gigabytes Peak and Unlimited Off Peak, per month
E	10.4	Additional Usage (after allowance) 20.3	Peak: Excess per Gigabyte: \$9.80 per Gigabyte	Peak: Excess per Gigabyte: \$9.80 per Gigabyte
E	11	Internet – ADSL Plan	ADSL 90	ADSL 90
E	11.1	Data Rate	20 Mbps Download / 1 Mbps Upload	20 Mbps Download / 1 Mbps Upload
E	11.2	Service Fee	\$90 per month	\$90 per month
E	11.3	Data Allowance 20.3	35 Gigabytes Peak and Unlimited Off Peak, per month	90 Gigabytes Peak and Unlimited Off Peak, per month
E	11.4	Additional Usage (after allowance) 20.3	Peak: Excess per Gigabyte: \$9.50 per Gigabyte	Peak: Excess per Gigabyte: \$9.50 per Gigabyte
E	12	Internet – ADSL Plan	ADSL 180	ADSL 180
E	12.1	Data Rate	20 Mbps Download / 1 Mbps Upload	20 Mbps Download / 1 Mbps Upload
E	12.2	Service Fee	\$180 per month	\$180 per month
E	12.3	Data Allowance 20.3	60 Gigabytes Peak and Unlimited Off Peak, per month	180 Gigabytes Peak and Unlimited Off Peak, per month
E	12.4	Additional Usage (after allowance) 20.3	Peak: Excess per Gigabyte: \$5.00 per Gigabyte	Peak: Excess per Gigabyte: \$5.00 per Gigabyte
E	13	Internet – ADSL Plan		ADSL On Hold 20.4
E	13.1	Data Rate		Service Disabled
E	13.2	Service Fee		\$10 per month
E	13.3	Data Allowance 20.3		N/A
E	13.4	Additional Usage (after allowance) 20.3		N/A
E	14	Internet – ADSL Plan		Priority Support 20.5
E	15	Internet – ADSL Option		Multisite 20.6

Pricing Policy Category				
NORFOLK TELECOM FEES AND CHARGES		2017-18 Fees		FEES EFFECTIVE 1 JULY 2018
E	15.1	Installation Fees		Per Hr Labour plus equipment (minimum fee applies)
E	15.2	Minimum Install Fee		\$25
E	15.3	Service Fee per extra link (maximum = 2)		\$10 per month
E	16	Internet – ADSL Modem Lease		
E	16.1	Modem-UE (USB/Eth Modem)		\$4.00 per Month
E	16.2	Modem-4E (4 x Eth Modem)		\$4.00 per Month
E	16.3	Modem-4EW (4 x Eth/Wireless Modem)		\$6.50 per Month
E	17	Internet – HotSpot 20.7		
E	17.1	1 Hour Access		\$5.00
E	17.2	5 Hour Access		\$20.00
E	17.3	10 Hour Access		\$35.00
E	17.4	Data Only – 1 Gig Valid 6 months		\$25.00
E	17.5	Data Only – 2 Gig Valid 6 months		\$40.00
E	17.6	Data Only – 4 Gig Valid 6 months		\$70.00
E	18	Internet – HotSpot	Accommodation Service 20.8	Accommodation Service 20.8
E	18.1	Installation Fees	\$0	\$0
E	18.2	Service Fees	\$10.00 per Month	\$10.00 per Month
E		Internet – HotSpot	Home Service 20.12	Home Service 20.12
E	18.3	Home Hotspot bundled with ADSL plan	Once only \$10 installation fee 20.12	Once only \$10 installation fee 20.12
E	18.4	Home Hotspot Pre-paid <u>only</u> includes standard installation fees	\$10 per month plus modem rental 20.13	\$10 per month plus modem rental 20.13
E	19	Internet – Other Services		
E	19.1	Web page hosting		
E	19.2	Private – 5 meg (Local Host)	Free	Free

Pricing Policy Category		NORFOLK TELECOM FEES AND CHARGES		2017-18 Fees	FEES EFFECTIVE 1 JULY 2018
E	19.3	Business – 5 meg (Local Host)	Free	Free	
E	19.4	Network Engineering	\$60 per hour	\$60 per hour	
E	20	ISP Notes			
E	20.1	During the term of the ADSL Service contract, you can choose (and move between) any of the listed plans. Changes to plans are implemented on the 1st day of a new month and an application for change must be submitted at least two working days prior to start of that month. Charges may apply.			
E	20.2	Free services are services provided by Norfolk Telecom that will not be included in data usage calculations and are therefore free of charge. Please contact Norfolk Telecom for further details about free services.			
E	20.3	Allowances and Data charges (MB and GB) are calculated on combined upload and download data transfer (except for some traffic provided from time to time by Norfolk Telecom at no cost). Unused usage forfeited.			
E	20.4	The On Hold plan is only available for periods greater than one month and must include a full calendar month. The service will be disabled whilst this plan is in effect.			
E	20.5	Priority Support provides 24/7 callout on all your Telecom services at no further cost, excluding existing lease agreements. Standard support is provided during Norfolk Telecom normal technical staffing hours only.			
E	20.6	Multisite provides for multiple locations to be included under the one rate plan up to a total of three sites.			
E	20.7	HotSpot wireless access is available at participating Norfolk Telecom Hotspot locations. Access dockets can be purchased from the HotSpot location or at Norfolk Telecom.			
E	20.8	HotSpot Accommodation Service is available for Tourist Resorts, Hotels, Apartments and Units to access and on sell the Norfolk Telecom Hotspot service to their guests.			
E	20.9	Multilink provides for multiple locations to be included under the one rate plan up to a total of three sites. All premises must belong to the common business.			
E	20.1	HotSpot wireless access is available at participating Norfolk Telecom Hotspot locations. Access dockets can be purchased from the HotSpot location or at Norfolk Telecom.			
E	20.11	HotSpot Accommodation Service is available for Tourist Resorts, Hotels, Apartments and Units to access and on sell the Norfolk Telecom Hotspot service to their guests.			
E	20.12	Home Hotspot – available to existing ADSL customers includes a once only \$10 install fee			
E	20.13	Home Hotspot Pre-paid only is a service that is not bundled with an ADSL plan			

Pricing
Policy
Category

NORFOLK TELECOM FEES AND CHARGES

2017-18 Fees

FEES
EFFECTIVE
1 JULY 2018

Norfolk Telecom GSM Mobile

F	21	Prepaid GSM Mobile				
F		Call Destination	Period	Rate Per Minute	SMS	SMS
F	21.1	Local	Peak	\$0.55	\$0.14	\$0.14
F	21.2	Local	Off Peak	\$0.28	\$0.14	\$0.14
F	21.3	Australia	Peak	\$1.05	\$0.40	\$0.40
F	21.4	Australia	Off Peak	\$0.70	\$0.40	\$0.40
F	21.5	New Zealand	Peak	\$1.05	\$0.40	\$0.40
F	21.6	New Zealand	Off Peak	\$0.70	\$0.40	\$0.40
F	21.7	Rest of the World	Peak	\$1.40	\$0.40	\$0.40
F	21.8	Rest of the World	Off Peak	\$0.85	\$0.40	\$0.40
F	22	Telephone Landline & GSM Mobile – Peak/Off-Peak Times				
F		Day Type	Period Type	Time Period		
F	22.1	Monday – Friday	Peak	07:00 – 20:00		
F	22.2		Off Peak	20:00 – 07:00		
F	22.3	Saturday	Peak	08:00 – 12:00		
F	22.4		Off Peak	12:00 – 08:00		
F	22.5	Sunday	Off Peak	All Day		
F	22.6	Public Holidays	Off Peak	All Day		

Planning and Building (Development) Fees and Charges

SCHEDULE 3		Planning Regulations 2004 [Consolidated as at 16 August 2013]	Pricing Policy Category	PERMITTED Fee 2017-18	PERMISSIBLE (with consent) Fee 2017-18	PERMITTED Fee 2018-19	PERMISSIBLE (with consent) Fee 2018-19
FEEES FOR DEVELOPMENT APPLICATIONS	Subregulation 44(1)				(FEE UNIT)		(FEE UNIT)
Table 1		Planning Regulations 2004		"PERMITTED"	"PERMISSIBLE (WITH CONSENT)"	"PERMITTED"	"PERMISSIBLE (WITH CONSENT)"
Agriculture			C	\$255	\$655	\$255	\$655
Airport			C	\$655	\$1,305	\$655	\$1,305
Business premises			C	\$400	\$910	\$400	\$910
Car Park (sole development proposal)			C	\$400	\$910	\$400	\$910
Child Care Centre			C	\$255	\$655	\$255	\$655
Club			C	\$400	\$910	\$400	\$910
Concrete Batching Plant			C	\$910	\$1,305	\$910	\$1,305
Dangerous Goods Store			C	\$910	\$1,305	\$910	\$1,305
Depot			C	\$910	\$1,305	\$910	\$1,305
Educational Establishment			C	\$255	\$655	\$255	\$655
Filling / Earthworks (sole development proposal)			C	\$400	\$910	\$400	\$910
Food Premises			C	\$400	\$910	\$400	\$910
Forestry			C	\$400	\$910	\$400	\$910
Garden Centre			C	\$400	\$910	\$400	\$910
Home Industry			C	\$140	\$400	\$140	\$400
Home Occupation			C	\$140	\$400	\$140	\$400

SCHEDULE 3		Planning Regulations 2004 [Consolidated as at 16 August 2013]		Pricing Policy Category	PERMITTED Fee 2017-18	PERMISSIBLE (with consent) Fee 2017-18	PERMITTED Fee 2018-19	PERMISSIBLE (with consent) Fee 2018-19
FEES FOR DEVELOPMENT APPLICATIONS	Subregulation 44(1)							
Table 1								
Hospital			C	\$400	\$910	\$400	\$910	
Hotel			C	\$910	\$1,305	\$910	\$1,305	
Indoor Sport and Recreation Facility			C	\$400	\$910	\$400	\$910	
Industry (rural, general & light)			C	\$655	\$1,305	\$655	\$1,305	
Industry (extractive, noxious, hazardous & offensive)			C	\$910	\$1,305	\$910	\$1,305	
Intensive Animal Husbandry			C	\$655	\$1,305	\$655	\$1,305	
Licensed Club			C	\$910	\$1,305	\$910	\$1,305	
National Park			C	Nil	Nil	Nil	Nil	
Open Space			C	\$255	\$655	\$255	\$655	
Outdoor Sport and Recreation Facility			C	\$400	\$910	\$400	\$910	
Park			C	\$255	\$655	\$255	\$655	
Place of Assembly			C	\$400	\$910	\$400	\$910	
Place of Public Worship			C	\$400	\$910	\$400	\$910	
Public Building			C	Nil	Nil	Nil	Nil	
Public Works (major)			C	Nil	Nil	Nil	Nil	
Public Works (minor)			C	Nil	Nil	Nil	Nil	
Residence/Resort (new: fee per each net additional residence)			C	\$400	\$910	\$400	\$910	
Residence/Resort (extension, alteration, garage, deck, etc)			C	\$255	\$655	\$255	\$655	

SCHEDULE 3 FEES FOR DEVELOPMENT APPLICATIONS		Subregulation 44(1)	Planning Regulations 2004 [Consolidated as at 16 August 2013]	Pricing Policy Category	PERMITTED Fee 2017-18	PERMISSIBLE (with consent) Fee 2017-18	PERMITTED Fee 2018-19	PERMISSIBLE (with consent) Fee 2018-19
Table 1								
Road (sole development proposal)			C	Nil	Nil	Nil	Nil	Nil
Salvage Yard			C	\$400	\$910	\$400	\$910	\$910
Service Station			C	\$910	\$1,305	\$910	\$1,305	\$1,305
Shop – Local			C	\$400	\$910	\$400	\$910	\$910
Shop			C	\$400	\$910	\$400	\$910	\$910
Tourist Facility			C	\$655	\$1,305	\$655	\$1,305	\$1,305
Vehicle Sales or Hire Yard			C	\$400	\$910	\$400	\$910	\$910
Veterinary Establishment			C	\$655	\$1,305	\$655	\$1,305	\$1,305
Warehouse Premises			C	\$400	\$910	\$400	\$910	\$910
Wharf			C	\$910	\$1,305	\$910	\$1,305	\$1,305
Subdivision involving net additional lots			C	\$655	\$655	\$655	\$655	\$655
Subdivision involving consolidation / boundary realignment			C	\$400	\$400	\$400	\$400	\$400
Demolition (sole development proposal)			C	\$255	\$655	\$255	\$655	\$655
Change of use (i.e. no development activity)			C	\$255	\$655	\$255	\$655	\$655
Sign (sole development proposal)			C	\$55	\$140	\$55	\$140	\$140

SCHEDULE 3 FEES FOR DEVELOPMENT APPLICATIONS		Subregulation 44(1)	Planning Regulations 2004 [Consolidated as at 16 August 2013]	Pricing Policy Category	PERMITTED Fee 2017- 18	PERMISSIBLE (with consent) Fee 2017-18	PERMITTED Fee 2018-19	PERMISSIBLE (with consent) Fee 2018-19
Table 1								
Application to modify a development approval shall be the greater of				C	(1) if the value of the work in the modification is less than or equal to the value of the work in the original plans, 30% of the original application fee; or (2) if the value of the work in the modification is higher than the value of the work in the original plans, an amount equal to the difference between the original fees paid and the fee that would have been payable if the modified plans had been submitted for approval as the original plans.		(1) if the value of the work in the modification is less than or equal to the value of the work in the original plans, 30% of the original application fee; or (2) if the value of the work in the modification is higher than the value of the work in the original plans, an amount equal to the difference between the original fees paid and the fee that would have been payable if the modified plans had been submitted for approval as the original plans.	
SCHEDULE 3 - FEES FOR DEVELOPMENT APPLICATIONS								
Application to vary The Norfolk Island Plan		Sub regulation 44(5) - Table 3		C	\$1,305.00		\$1,305.00	
Add charge for significant development				C	\$1,305.00		\$1,305.00	

Waste Management

SERVICE PROVIDER	DESCRIPTION	Pricing Policy Category	2017-18 Fees	2018-19 Fees
Waste Management	Hi Temperature Incinerator (hazardous waste). Charges are per use up to a maximum of 20kg per load <i>*contact Waste and Environment regarding the limitations of the incinerator*</i>	D	No current fee	\$100 per use
Non-commercial	Non-recyclable waste disposal fee – box or bag/bin for volume up to 120 litres	D	\$2	\$2
	Non-recyclable waste disposal fee – small truck/ute/trailer	D	\$10	\$10
	Non-recyclable waste disposal fee – medium truck	D	\$15	\$15
	Non-recyclable waste Disposal fee - large truck	D	\$20	\$20
	Unsorted mixed truck load disposal fee	D	No current fee	\$100
Commercial	Non-recyclable waste disposal fee – box or bag/bin for volume up to 120 litres	D	\$2	\$4
	Non-recyclable waste disposal fee – small truck/ute/trailer	D	\$10	\$15
	Non-recyclable waste disposal fee – medium truck	D	\$15	\$20
	Non-recyclable waste Disposal fee - large truck	D	\$20	\$25
	Recyclable waste Disposal fee – box or bag/bin for volume up to 120 litres	D	No current fee	\$2
	Recyclable waste Disposal fee small truck	D	No current fee	\$5
	Recyclable waste Disposal fee medium truck	D	No current fee	\$10
	Recyclable waste Disposal fee large truck	D	No current fee	\$15
	Unsorted mixed truck load disposal fee	D	No current fee	\$100
Events Bin Hire	240 Litre includes drop off, pick up and waste disposal	D	No current fee	\$20
	1100 Litre includes drop off, pick up and waste disposal	D	No current fee	\$40
Crushed Glass (purchase)	200kg load		No current fee	\$20

SERVICE PROVIDER	DESCRIPTION	Pricing Policy Category	2017-18 Fees	2018-19 Fees
Asbestos Charges	Small domestic loads - one cubic metre or less	D	\$1500m3	\$1500m3
	Medium domestic loads - one to two cubic metres	D	\$1500m3	\$1500m3
	Large domestic loads - first two cubic metres	D	\$1500m3	\$1500m3
	Commercial loads - small, medium and large	D	\$1500m3	\$1500m3
Composting charges:				
Green waste disposal (bulk)	Garden clippings	D	No current fee	No current fee
	Branches and trees	D	No current fee	No current fee
Compost charge resale	20 Litre bag	F	No current fee	No current fee
	Bulk	F	No current fee	No current fee

Fire Service

SERVICE PROVIDER	DESCRIPTION	Pricing Policy Category	2017-18 Fees	2018-19 Fees
Fire Service	Level 1 inspection - extinguisher	D	\$8.50	\$9.50
	Level 2 inspection – extinguisher	D	\$8.50	\$9.50
	Level 4 inspection – extinguisher	D	\$30	\$30
	Hose Reel Inspection	D	\$8.50	\$9.50
	Fire Blankets	D	\$6.50	\$6.50
Gas/Air recharge	9 Litre Water	D	\$10	\$22
	9 Litre Foam	D	\$15	\$27
	9 Kg DCP	D	\$30	\$33
	1.0 Kg DCP	D	\$10	\$11
Extinguishers	3.4 CO2 Ext	D	Price +40% +Freight	Price + Freight + 40%
	9kg DCP	D	Price +40% +Freight	Price + Freight + 40%
	9 litre water ext.	D	Price +40% +Freight	Price + Freight + 40%
	1 DCP	D	Price +40% +Freight	Price + Freight + 40%
	4.5kg DCP	D	Price +40% +Freight	Price + Freight + 40%
	Fire blanket	D	Price +40% +Freight	Price + Freight + 40%
	9 litre foam	D	Price +40% +Freight	Price + Freight + 40%
	9 Litre wet chemical	D	No Current fee	Price + Freight + 40%
Agents Recharge	A Class Foam	D	\$5.95	\$5.95
	Dry Chemical Powder	D	\$16.25 (ABE)	\$16.25 (ABE)
	Foam	D	No Current fee	\$7.30
Equipment	Chubb gauge DCP	D	\$25.75	\$25.75
	A Class Foam	D	\$47.30	\$47.30
	Operating head	D	\$61.50	\$61.50

SERVICE PROVIDER	DESCRIPTION	Pricing Policy Category	2017-18 Fees	2018-19 Fees
	Valve stem assembly	D	\$11.45	\$11.45
	Decals	D	\$1.60	\$1.60
	Tags	D	\$0.40	\$0.40
	Anti-tamp seals	D	\$2.50	\$2.50
	Split Rings	D	\$2.50	\$2.50
	Red Plastic Safety pin	D	\$8.90	\$8.90
	Safety Pins	D	\$2.60	\$2.60
Community Fire Service				
Fire / Alarm Reports	Copy of a fire report	D	No Current fee	\$50.00/copy
Fire Permits	A legal requirement during times of high fire danger periods.	D	No Current fee	\$100.00 /permit including inspection
	Extinguishing a fire not notified or left unattended	D	No Current fee	\$250.00
Fire System monitoring		D	No Current fee	\$140.00/year
Fire Standby	Private properties request manned vehicle standby while scrub heaps are burnt	D	No Current fee	\$100
Training	Fire Warden and Extinguisher Training (4 hours)	D	No Current fee	\$365 per participant
	Fire Extinguisher Training only (2 hours)	D	No Current fee	\$197 per participant

SERVICE PROVIDER	DESCRIPTION	Pricing Policy Category	2017-18 Fees	2018-19 Fees
ARFFS Request for service	Non ETOPS charge - increase from 1 August 2018			
	Hourly rate to provide ARFFS coverage for Non ETOPS flights during ARFFS core hours (Monday, Tuesday, Friday)	D	\$155.40/hour during core times (MTuF)	\$340.00
	Hourly rate to provide ARFFS coverage for Non ETOPS flights outside ARFFS core hours (Wednesday, Thursday) – First 2 hours	D	\$233.10 outside of core hours (1.5 x \$155.40)	\$510.00
	Hourly rate to provide ARFFS coverage for Non ETOPS flights outside ARFFS core hours (Wednesday, Thursday) – Any hours after initial 2 hour coverage	D	\$310.80 @ double time	\$680.00
	Hourly rate to provide ARFFS coverage for Non ETOPS flights on public holidays	D	\$388.50 during P/H	\$850.00
	Hourly rate to provide ARFFS coverage for Non ETOPS flights on Saturdays	D	\$194.25 on Sat	\$510.00
	Hourly rate to provide ARFFS coverage for Non ETOPS flights on Sundays	D	\$217.56 on Sun	\$595.00
Hydrant testing	Actual testing and report to airport OIC	D	No Current fee	\$150
	Fuel through put fee	F	as agreed	as agreed

Works Depot

SERVICE PROVIDER	DESCRIPTION	Pricing Policy Category	2017-18 Fees	2018-19 Fees
Weighbridge	Weighbridge Use - single load	D	No Current fee	\$30
	Weighbridge Use - multiple loads within a 2-hour time limit	D	No Current fee	\$50
Rock (Portion 44a) - add weighbridge use charge to these fees	Second grade unsorted rock	F	\$20/tonne	\$20/tonne + weighbridge fee
	Hard fill	F	\$20/tonne	\$20/tonne + weighbridge fee
	Screened hard fill	F	\$65/tonne	\$65/tonne + weighbridge fee
	100mm scalping (unscreened)	F	\$28.95/tonne	\$28.95/tonne + weighbridge fee
	25mm scalping (non-conforming)	F	\$20/tonne	\$20/tonne + weighbridge fee
	Screened rock	F	\$50/tonne	\$50/tonne + weighbridge fee
Rock (Portion 5a1) - add weighbridge use charge to these fees	Screened rock	F	\$48.25/tonne	\$48.25/tonne + weighbridge fee
	Unsorted rock (unscreened)	F	\$43.45/tonne	\$43.45/tonne + weighbridge fee
	Second grade unsorted rock	F	\$20/tonne	\$20/tonne + weighbridge fee
	Hard fill	F	\$20/tonne	\$20/tonne + weighbridge fee
	100mm scalping (unscreened)	F	\$28.95/tonne	\$28.95/tonne + weighbridge fee
	25mm scalping (non-conforming)	F	\$20/tonne	\$20/tonne + weighbridge fee

SERVICE PROVIDER	DESCRIPTION	Pricing Policy Category	2017-18 Fees	2018-19 Fees
Airport	Concrete Saw	F	\$65/hr	\$65/hr
Electricity	Trencher	F	\$70/hr	\$70/hr
	Cherry Picker	F	\$100/hr	\$100/hr
	Portable lights	F	\$270	\$48 / light unit
Water Assurance - Use of Effluent Disposal Pit	Annual amount unlimited loads	D	\$550	\$550
	Per load charge	D	No Current fee	\$20
Marquees / Furniture	Hire per week – large marquee			
	Marquee x 4 pole	D	\$3,500	\$3,500
	Marquee x 3 pole	D	\$3,000	\$3,000
	Marquee x 2 pole	D	\$2,000	\$2,000
	Marquee x 1 pole	D	\$1,000	\$1,000
	Hire per week – small marquees:	D		
	7.3m x 7.3m - 35 person – self assembly	D	\$100	\$100
	7.3m x 7.3m - 35 person - assembled	D	\$400	\$400
	7.3m x 7.3m - Marquee hire for School sporting events	B	\$400	\$0
	7.3m x 10.9m – 68 persons – self assembly	D	\$100	\$100
	7.3m x 10.9m – 68 persons – assembled	D	\$400	\$400
	10.9m x 10.9m – 120 persons – self assembly	D	\$100	\$100
	10.9m x 10.9m – 120 persons – assembled	D	\$400	\$400
	Chairs (private functions other than at Rawson Hall)	D	\$0.50 each	\$0.50 each
	Wooden stools (collected/returned by hirer)	D	\$20 (15 stools)	\$20 (15 stools)
	Wooden stools delivered by Council	D	\$30 (15 stools)	30 (stools)

SERVICE PROVIDER	DESCRIPTION	Pricing Policy Category	2017-18 Fees	2018-19 Fees
Plant	Utility with tray 2-wheel drive	D	\$50/hr	\$7.50/hr or \$56.25 minimum charge day
	Utility with tray 4-wheel drive, 2 or 4 door cab	D	\$50/hr	\$9.00/hr or \$67.50 minimum charge
	Truck (under 4T)	D	No Current fee	\$11.50/hr or \$86.25 minimum charge
	Truck (over 4T)	D	\$80/hr	\$13.00/hr or \$97.50 minimum charge
	Bitumen Truck	F	\$120/hr	\$125/hr
	Gallion grader	F	\$95/hr	\$100/hr
	Fork lift	F	\$85/hr	\$95/hr
	Bobcat	F	\$105/hr	\$110/hr
	Volvo Loader	F	\$150/hr	\$160/hr
	Launch	F	\$100/hr	\$120/hr
	Lighter	F	\$100/hr	\$120/hr
	Kato Crane 25T	F	\$150/hr	\$160/hr
Private works	Materials	F	No Current fee	Cost + 42.5%
	Labour	F	No Current fee	Cost + 67.5%
	Plant hire	F	No Current fee	as per fees and charges
	Large contracts and Government works - request for quote	F	No Current fee	as quoted

Miscellaneous

SERVICE PROVIDER	DESCRIPTION	Pricing Policy Category	2017-18 Fees	2018-19 Fees
Library	Subscription Rates:			
	Basic – 10 items on loan.	B	\$20/annum	\$20/annum
	Family – 15 items on loan	B	\$40/annum	\$40/annum
	Child – 5 items on loan	B	\$10/annum	\$10/annum
	Family Plus – 20 items on loan	B	\$50/annum	\$50/annum
	Visitor Subscriptions One month – 5 items on loan	B	\$10	\$10
Liquor Bond	Liquor Bond – Retail Items	F	Commercial Retail Price	Commercial Retail Price
Museums	Entry Fee all Museums and Tag Along Tour – multiple entry	D	\$25	\$35
	School age children	D	free	free
	Entry Fee individual museums	D	\$10	\$10
	Cemetery Tour	D	\$20	\$20
	Cemetery Tour – with Museum Pass	D	\$15	\$15
	Museums - Retail Items	F	Normal Retail Price	Normal Retail Price
Radio Sponsorship	Time Calls (usually 2 seconds)	B	\$2 per time call	\$2 per time call
	2-liners (usually 5 seconds)	B	\$5 per call	\$5 per call
	Live Reads (usually 15 seconds of text)	B	\$15 per call	\$15 per call
	Interview (telephone or in person)	B	\$25 flat rate	\$25 flat rate
	Production Recording (using announcer's voice)	B	\$50 per segment to produce	\$50 per segment to produce
	Professional Voice-overs (minimum 30 seconds)	B	\$1 per second	\$1 per second
Rawson Hall	Refundable bond	D	\$200	\$200
	Hall Only	D	\$90	\$90
	Supper Room Only	D	\$45	\$45
	Hall & Supper Room	D	\$135	\$135

SERVICE PROVIDER	DESCRIPTION	Pricing Policy Category	2017-18 Fees	2018-19 Fees
Research Centre [No. 9 Quality Row]	Annex & Courtyard - Commercial (up to 3 hours)	D	\$6 per head or minimum charge \$72	\$6 per head or minimum charge \$72
	Annex & Courtyard – Non-commercial (up to 3 hours)	D	\$8 per head or minimum charge \$72	\$8 per head or minimum charge \$72
	Kitchen hire - Commercial and Private / Non-commercial (up to 3 hours)	D	\$55 flat fee	\$55 flat fee
	For usage above 3 hours - Commercial and non-commercial	D	\$40/ hour or part thereof.	\$40/ hour or part thereof.
	House access requiring KAVHA supervising staff - Commercial and non-commercial	D	\$50/hour or part thereof	\$50/hour or part thereof
	Entry Fee	D	\$5 per person	\$0 (combined into Museum Pass ticket)
	Assisted Research and/or use of KRIC resources	D	\$10 (includes entry fee) plus photocopy charges	\$15 plus photocopy charges
	Research Request completed by Research Officer – 2 hours (includes report and documentation)	D	\$35	\$50 plus photocopy charges
	Additional hours	D	\$20 per hour	\$20 per hour
	Postage Charges if recipient off Island	D	\$5	\$5
	Copying & Printing:	D		
	A4 Black & White	D	\$0.50 per page	\$1.00 per page
	A3 Black & White	D	\$1.50 per page	\$2.00 per page
	Research Centre - Retail Items	F	Normal Retail Price	Normal Retail Price
Visitors Information Centre	Tourism Bookeasy commission	B	15%	15%
	Visitors Information Centre - Retail Items	F	Normal Retail Price	Normal Retail Price