



ATTACHMENTS TO MINUTES GENERAL COUNCIL MEETING

22 MAY 2019

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Legal Representation for Councillors and Employees Policy

Policy Number:	PL-CS081
Department:	Corporate and Commercial Services
Section:	Governance
Responsible Manager:	Manager Corporate and Commercial Services
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Legal Representation for Councillors and Employees Policy

Policy no: PL-CS081

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1 Purpose

The purpose of this policy is to assist Council in dealing with situations where a Councillor or employee/volunteer is defending or will need to defend a legal action or requires advice or representation and is requesting assistance. The policy sets out the circumstances under which financial support will be provided, the level of financial support that will be provided and the processes to be followed by the applicant when making a request.

2 Scope

This policy applies to current Councillors, employees and volunteers.

3 Legislative Context

Section 235 of the *Local Government Act 2009* (the *LGA*) provides that a local government administrator is not civilly liable for an act done under the *LGA* or the *Local Government Electoral Act 2011* (the *LGEA*), or an omission made under the *LGA* or *LGEA*, honestly and without negligence. Instead, such a liability will attach to Council.

4 Policy Details

4.1 Criteria

There are four major criteria for determining whether Council will pay the legal representation costs of a Councillor or employee/volunteer, these are:

- (a) the legal representation costs must relate to a matter that arises from the performance, by the Councillor or employee/volunteer, in relation to his or her work related duties;
- (b) the legal representation cost must be in respect of legal proceedings that have been, or may have commenced;
- (c) in performing his or her work related duties, to which the legal representation relates, the Councillor or employee/volunteer must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- (d) the legal representation costs do not relate to a matter that is of a personal or private nature.

4.2 Examples of Legal Representation costs that may be Approved

If the criteria in section 4.1 of this policy are satisfied, the CEO or Mayor (or his/her delegate) may approve the payment of legal representation costs:

(a) where proceedings are brought against a Councillor or employee/volunteer in connection with his or her work related duties – for example, an action for defamation or negligence arising out of a decision made or action taken by a Councillor or employee/volunteer; or

(b) to enable proceedings to be commenced and/or maintained by a Councillor or employee/volunteer to permit him or her to carry out his or her work related duties – for example, where a Councillor or employee/volunteer seeks to take action to obtain a restraining order against a person using threatening behaviour to the Councillor or employee/volunteer; or

(c) where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about Councillors or employees/volunteers.

Only in exceptional circumstances will the Council consider the payment of legal representation costs for a Councillor or employee/volunteer to commence or consider commencing legal proceedings regarding actions in defamation or other personal proceedings against a person that pursues damages or compensation. Consideration will be given to the extent, frequency and impact of the actions that give rise to the request.

Only in exceptional circumstances will the Council consider the payment of legal representation costs for a Councillor that arise from, or are associated with, election issues or conduct associated with an election campaign, as Council acknowledges the implied right to political communication as recognised in Australia.

Notably, Council will not approve the payment of legal costs for a Councillor or employee/volunteer or to commence or consider commencing proceedings against the lawful act of another Southern Downs Regional Councillor or employee/volunteer.

4.3 Application Process

If the Chief Executive Officer (CEO) seeks assistance under this policy, he or she is required to make an application(s), in writing, to the Mayor.

A Councillor or employee/volunteer who seeks assistance under this policy is to make an application(s), in writing, to the CEO.

The written application for payment of legal representation costs is to give details of:

- (i) the matter for which legal representation is sought;
- (ii) how that matter relates to the work related duties of the Council member or employee/volunteer making the application;
- (iii) the lawyer (or law firm) who is to be asked to provide the legal representation;
- (iv) the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc);
- (v) an estimated cost of the legal representation; and

(vi) why it is in the interests of Council for payment to be made.

The application is to contain a declaration by the applicant that he or she has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

As far as possible, the application is to be made before commencement of the legal representation to which the application relates.

The application is to be accompanied by a signed written statement by the applicant that he or she:

(a) has read and understands, the terms of this policy;

(b) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of section 4.6 of this policy and any other conditions to which the approval is subject; and

(c) undertakes to repay to Council any legal representation costs in accordance with the provisions of section 4.6 of this policy.

In relation to (c), when a person is to be in receipt of such monies the person should sign a document which requires repayment of those monies to Council as may be required by Council and the terms of the policy.

The applicant may also be required to sign a more formalised contractual document regarding the repayment of monies to the Council in return for the provision of assistance under the terms of this policy.

Any application made under this policy will be kept confidential and in alignment with the relevant privacy provisions of the *LGA* as well as the *Local Government Regulation 2012*.

4.4 Limitations

The CEO or Mayor, in approving an application in accordance with this policy, may set a limit on the costs to be paid based on the estimated costs in the application.

A Councillor or employee/volunteer may make a further application to Council in respect of the same matter.

4.5 Application outcomes

The CEO or Mayor may:

(a) refuse;

(b) grant; or

(c) grant subject to conditions;

an application for payment of legal representation costs.

Conditions under section 4.5 (c) may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment and repayment, of legal representation costs.

In assessing an application, the CEO or Mayor may have regard to any insurance benefits that may be available to the applicant under Council's insurance policies or its equivalent.

The CEO or Mayor may at any time, revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

The CEO or Mayor may, subject to findings of a court, tribunal or inquiry, determine that a Councillor or employee/volunteer whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved:

- (a) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
- (b) given false or misleading information in respect of the application.

The above mentioned determination may be made by the CEO or Mayor only on the basis of and consistent with, the findings of a court, tribunal or inquiry and will result in the legal representation costs paid by the Council to be repaid by the Councillor or employee/volunteer in accordance with section 4.6 of this policy.

4.6 Repayment of Legal Representation Costs

A Councillor or employee/volunteer whose legal representation costs have been paid by Council is to repay Council:

- (a) all or part of those costs – in accordance with a determination by the CEO or Mayor under section 4.5;
- (b) if monies are awarded in the form of costs orders, damages or any settlement relating to the matter for which Council originally paid legal representation costs, the Councillor or employee/volunteer is to repay such sum to Council up to the amount of legal representation costs that were incurred by the Council under this policy.

Council may take the required action in a court to recover any monies due to it under this policy.

4.7 Reporting

Any approved expenses incurred under this policy will be reported through the audit process, however the name of the Councillor or employee/volunteer may be redacted for privacy reasons.

5 Definitions

Term	Meaning
Councillors	shall mean the current Mayor, Deputy Mayor and other Councillors.
Council employee	means a current employee of Southern Downs Regional Council.
Legal proceedings	may be civil, criminal or investigative.
Legal representation costs	are the costs, including fees and disbursements, properly incurred in providing legal representation.
Legal services	includes advice, representation or documentation that is provided by an approved lawyer.
Local government administrator	Includes a Councillor, the Chief Executive Officer, an authorised person, another local government employee or an interim administrator.
Payment	by the Council of legal representation costs may be either by: (a) a direct payment to the approved lawyer (or the relevant firm); or (b) a reimbursement to the Councillor or employee/volunteer.
Volunteer	means a person who is duly authorised and inducted by Council as a volunteer.

6 Related Documents

- Reimbursement of Expenses and Provision of Facilities for Councillors Policy PL-GV024



Rates Concession Policy

Policy Number:	PL-FS076
Department:	Corporate Services
Section:	Finance
Responsible Manager:	Manager Finance & Information Technology
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Date to be Reviewed:	28 June 2020
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19 June 2018	2	Reviewed – Invasive Pest Control rebate adjusted and Public amenities on leased government property rebate added
27 March 2019	3	Reviewed tank rebate
22 May 2019	4	Reviewed tank rebate

Rates Concession Policy

Policy no: PL-FS076

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1 Policy Background

Council must levy rates, fees and charges and requires payment of such rates, fees and charges within the specified period. It is Council's policy to levy and pursue the collection of all outstanding rates and charges diligently but with due concern for the following:

- financial hardship which may be faced by some members of the community;
- Economic development of the region; and
- Cultural, environmental, historic, heritage or scientific significance within the region.

Chapter 4, Part 10 of the *Local Government Regulations 2012* allows local governments to grant a ratepayer a concession for rates or charges.

Section 121 only allows the following types of concessions:

- a) A rebate of all or part of the rates or charges;
- b) An agreement to defer payment of rates or charges;
- c) An agreement to accept a transfer of unencumbered land in full or part payment of the rates or charges.

2 Purpose

This policy aims to identify target groups and establish guidelines to assess requests for rates and charges concessions in order to alleviate the impact of rates and charges.

This policy has been developed to ensure consistency in the determination of concessions for rate and charges with respect to Chapter 4, Part 10 of the *Local Government Regulations 2012*.

In considering the application of concessions Council will be guided by the principles of:

- The same treatment for ratepayers with similar circumstances.
- Transparency by making clear the requirements necessary to receive concessions.
- Flexibility to allow Council to respond to local economic issues.

Consideration may be given by Council to granting a class concession in the event all or part of the Southern Downs Regional Council area is declared a natural disaster area by the State Government.

3 Scope

This policy applies to any person, group or organisation seeking rebates and concessions for rates and/or charges.

The scope of this policy is limited to rate concession types under section 121(a) and 121(b) of the *Local Government Regulations 2012* being:

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- a) A rebate of all or part of the rates or charges; and/or
- b) An agreement to defer payment of rates or charges.

It does not include concessions allowed under a separate policy, including:

- PL-FS068 – Home Haemodialysis Water Allowance; and
- PL-FS035 – Relief from Water Consumption Charges Policy.

This policy supersedes any previous ongoing concessions granted by Council.

4 Legislative Context

- *Local Government Regulation 2012* – Chapter 4, Part 10

5 Policy Details

Rate concessions are considered for the following ratepayers categories.

5.1 Not-For-Profit/Charitable Organisations

Pursuant to sections 120(1)(b)(i), section 121(a), and section 122(1)(b), (4), (5) and (6) of the *Local Government Regulation 2012*, Council grant a concession to approved organisations whose objectives do not include the making of profit and who provide services to their membership and the community.

The granting of rate concessions under this section ends two years after the current application is approved; upon change of ownership; or upon the change of the purpose for which the property is used (as determined by an authorised Council Categorisation Officer) whichever is the sooner. Subsequently a new application for rate concession is required to be submitted.

5.1.1 Eligibility

Not-For-Profit/Community Organisation – An Incorporated body who:

- Does not include the making of profit in its objectives;
- Does not charge a fee for service;
- Is located within the Council area and the majority of its members reside in the Council area;

- Does not receive income from gaming machines, gambling activities and/or from the sale of alcohol in an organised manner (e.g. bar with regular hours of operation with permanent liquor license);
- Is the owner, lessee or life tenant of the property and is the Incorporated bodies main grounds/base/club house or residence;
- Has, either solely or jointly with a co-owner, the legal responsibility for the payment of rates and charges which are levied in respect of the property;
- Is not a religious, State or Federal body or entity or educational institution recognised under State or Federal statute or law;
- Does not receive any dividends or other income from shareholdings in any other entity; and
- Does not pay any monies to board members or any other financial incentive to such including but not limited to share entitlements.

Council will not allow any rate concession where there is either an actual or perceived competitive advantage obtained by the 3rd party through Council allowing such a concession.

Should an applicant only have part ownership of the property the Council remission is similarly reduced.

5.1.2 Applications

Applications will only be accepted on the appropriate form. The form must be completed by the applicant and must be supported by any information required to assist in the decision making process. Such information includes:

- The organisation's constitution;
- Tax status;
- Most recent audited Financial Statements;
- Number of paid and unpaid (i.e. volunteers) labour; and
- Primary activities carried on by the organisation.

Eligibility for a concession is assessed by Council biennially prior to the issue of the first rate notice each financial year (generally June/July). Organisations not provided

with a concession, and believe they meet the relevant criteria, may apply for approval at any time. If an application is approved by Council, concessions are applied from the beginning of the current rating or utility notice period, depending on the rates or charges receiving the concession (concessions are not applied retrospectively).

5.1.3 Amount of Rebate

1. Senior Citizens Clubs

Levies	Rebate Level
General Rates	N/A - Exempt under Rates Exemption Policy
Separate Rates/Charges	0%
Special Rates/Charges	0%
Water Access Charges	50%
Water Consumptions Charges	0%
Waste Water Charges	50%
Cap	N/A

2. Showground Related Organisations

Levies	Rebate Level
General Rates	N/A - Exempt under Rates Exemption Policy
Separate Rates/Charges	0%
Special Rates/Charges	0%
Water Access Charges	50%
Water Consumptions Charges	0%
Waste Water Charges	50%
Cap	N/A

3. Sporting and other not for profit organisations which rely mainly on volunteer labour, excluding properties used as a shop, office, gallery, sales area or other commercial activity.

Levies	Rebate Level
General Rates	N/A - Exempt under Rates Exemption Policy
Separate Rates/Charges	0%

Special Rates/Charges	0%
Water Access Charges	50%
Water Consumptions Charges	0%
Waste Water Charges	50%
Cap	N/A

4. Community/Charitable organisation which relies mainly on paid labour

Levies	Rebate Level
General Rates	25%
Separate Rates/Charges	0%
Special Rates/Charges	0%
Water Access Charges	0%
Water Consumptions Charges	0%
Waste Water Charges	0%
Cap	\$1,000

5. Rural Fire Brigade

Levies	Rebate Level
General Rates	N/A - Exempt under Rates Exemption Policy
Separate Rates/Charges	0%
Special Rates/Charges	0%
Water Access Charges	100%
Water Consumptions Charges	0%
Waste Water Charges	100%
Cap	N/A

5.2 Public Amenities on Leased Government Property

Pursuant to sections 120(1)(c), section 121(a), and section 122(1)(b), (5) and (6) of the *Local Government Regulation 2012*, Council grant a concession by way of a rebate of wastewater charges where a property is levied more than three (3) pedestals subject to the conditions below:

- The land is owned by a government entity or government owned entity; and
- The land is leased to another person/organisation; and
- The wastewater charges are levied to the lessor; and
- The lessor passes the wastewater charges onto the lessee; and
- The wastewater amenities are available for use by the general public without the lessee providing access.

The lessee must provide evidence of the following:

- the lessor requiring the lessee to pay the wastewater charges;
- the wastewater charges being paid by the lessee;
- that the wastewater amenities are to be made available to the public outside of the lessee's control

Upon receipt and approval of the evidence noted above, Council will allow a rebate of 100% of the wastewater charges over the first three (3) pedestals.

5.3 Permits to Occupy Pump Sites and Separate Pump Site Assessments

Pursuant to sections 120(1)(c), section 121(a), and section 122(1)(b), (5) and (6) of the *Local Government Regulation 2012*, Council grant a concession by way of a rebate of 50% of the general rate subject to the conditions below:

- A permit to occupy for a pump site has been issued;
- The permit to occupy is not valued with other rateable land; and
- Where the total assessable area is 25 square meters or less.

5.4 Leased Council Vacant Land

Pursuant to sections 120(1)(c), section 121(a), and section 122(1)(b), (5) and (6) of the *Local Government Regulation 2012*, Council grant a concession to lessees of Council land by way of a rebate of 100% of the general rate and separate charges subject to the conditions below.

1. The land is owned or held as Trustee by Council; and
2. The land is leased to another person; and
3. The land is vacant; and
4. The land is not used for any business or commercial/industrial purpose (excluding a grazing lease); and
5. The land is not valued with other rateable land held by the lessee.

5.5 Invasive Pests Control Special Rate

Pursuant to sections 120(1)(d), section 121(a), and section 122(1)(b), (5) and (6) of the *Local Government Regulation 2012*, Council grant a concession to all ratepayers levied with Invasive Pests Control Special Rate ("the special rate"), by way of rebate of 100% of the special rate, subject to compliance by the ratepayers with the conditions below. The concession is granted on the grounds that the concession will encourage the economic development of all or part of Council's local government area. The conditions applicable to this grant of concession are as follows: -

1. In accordance with the Invasive Pests Control Scheme ("the Scheme") adopted by Council at its 2017/2018 budget meeting and amended at its 2019/2020 budget meeting, all ratepayers levied with the special rate will receive a Proposed Control of Works Form;
2. The ratepayer must fully complete and return the Control Works Form to Council within 60 days of its receipt;
3. In the event that Council does not receive the completed Control Works Form within 60 days after its receipt by the ratepayer, the rebate of the special rate will be limited to the period beginning on 1 July 2019 and ending on the due date for the return of the form, with the balance of the special rate becoming due and payable from the day after the due date for the return of the form, calculated by reference to the following formula: -

No. of days from day after due date for return of form to 30 June 2020 x amount of special rate as levied

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4. If a completed and returned Control Works Form does not identify any invasive weeds or pest animals (collectively referred to as "invasive pests") on the rateable land the subject of the special rate, and a subsequent inspection of the rateable land by an authorised person of Council reveals the existence of invasive pests, the rebate of the special rate will be limited to the period beginning on 1 July 2019 and ending on the date of inspection by the Council authorised person, with the balance of the special rate becoming due and payable from the day after the inspection, calculated by reference to the following formula: -

No. of days from day after date of inspection to 30 June 2020 x amount of special rate as levied

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5. If a completed and returned Control Works Form is returned and identifies invasive pests on the rateable land the subject of the special rate: -
- The Control of Works Form must detail The list of proposed control works to be completed no later than 30 April 2020 (which may also include a timetable for future works not extending beyond 30 April 2021) that the landholder will undertake to remove the invasive pests.
 - The ratepayer must undertake the proposed control works specified in, and in accordance with the timetable identified by, the Control Works Form.
 - If a subsequent inspection of the rateable land by an authorised person of Council reveals that the ratepayer has not undertaken the proposed control works specified in, or in accordance with the timetable identified by, the Control Works Form, the rebate of the special rate will be limited to the period beginning on 1 July 2019 and ending on the date of inspection by the Council authorised person, with the balance of the special rate becoming due and payable from the day after the inspection, calculated by reference to the following formula: -

No. of days from day after date of inspection to 30 June 2020 x amount of special rate as levied

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5.6 Water Tank Rebate

Pursuant to sections 120(1)(d), section 121(a), and section 122(1)(b), (5) and (6) of the *Local Government Regulation 2012*, Council grant a concession to ratepayers levied with a Water Utility Access Charge ("the water access charge"), by way of a rebate of the lesser of the cost of the tank or \$2,500, subject to compliance with the conditions below. The concession is granted on the grounds that the concession will encourage the economic development of all or part of Council's local government area. The conditions applicable to this grant of concession are as follows:

1. The property is included in the differential general rating categories of:
 - a. Residential 1; or
 - b. Residential 2.
2. A ratepayer installs a reticulated water tank which is plumbed to their dwelling for the following:
 - a. Outdoor use only; such as gardening, car/house/driveway washing and swimming pool filling/top up via a hose tap.
 - b. Both outdoor and indoor use; where it also supplies specific internal plumbing fixtures which are toilets and cold water washing machine tap. Should these internal fixtures be connected to a rainwater supply, an automatic continuous supply of reticulated mains water must be achieved to these fixtures via either a pressure pump with an automatic switching device or an approved mains water trickle top up system at the rainwater tank in the event of no available rainwater.

All rainwater tanks need to be installed to a minimum health and safety standard under the Queensland Development Code (as per Table 1 of the applicable QDC). These standards account for water quality protection, such as mosquito and vermin control, minimising the potential for contamination with mains water supplies, ensure water marked approved materials for tank design, connection and construction are used, have appropriate signage, and appropriate hazard rated backflow prevention installed where required. Where a rainwater tank is voluntarily connected for indoor use to an existing house or building, this work must be installed by a licenced plumber. The plumber must lodge a Form 4 – Notifiable work for Plumbing with the Queensland Building Construction Commission.

3. The ratepayer completes the form "Application for Water Tank Rebate"
4. With the above application, the ratepayer provides evidence of the purchase of the water tank/s and works carried out to plumb the water tank/s into their dwelling. This evidence must include:
 - a. A tax invoice for the purchase of the water tank/s stating the size of the tank/s and the property details where the tank/s was delivered to. If two or more of tanks are being purchased, they must all be recorded on the one invoice; and
 - b. A tax invoice from a licensed plumber who plumbed the water tank/s into the dwelling stating the works that were done and the property details where the works were carried out.
5. The rebate will not be allowed on pre-installed tanks. This includes where the existing tank is plumbed for any degree of household usage or not
6. The rebate can only be applied once per property.

Upon receipt and approval of the evidence noted in point 4 above, Council will allow a rebate of the lesser of the cost of tank or \$2,500 for the full financial year regardless of when the evidence is provided.

The extent of the rebate is based on the size of the installation as follows:

- Tank/s with capacity greater than or equal to 5 Kilolitres will receive the rebate for the lesser of the cost of the tank or \$2,500 s;
- Tank/s with capacity less than 5 Kilolitres do not attract a rebate
- Where a body corporate of a group of strata title residences installs a communal tank, the capacity requirement is on a pro rata basis for the number of dwellings connected to the tank (i.e. individual dwelling rate is assessed based on communal tank capacity divided by the number of dwellings plumbed to it for household use).

5.7 Financial Hardship

Pursuant to sections 120(1)(c), section 121(b), and section 122(1)(b), (5) and (6) of the *Local Government Regulation 2012*, Council may grant a concession to ratepayers who are having difficulty in paying their rates in one of the following circumstances:

1. Major medical situation; or

2. Unusual and severe circumstances.

The concession is granted by way of deferral of all interest charges and legal recovery from the date of application until 30 June of the current financial year subject to compliance by the ratepayers with the conditions below.

1. The property is included in one of the following differential general rating categories:
 - a. Residential 1;
 - b. Residential 2;
 - c. Residential 3; or
 - d. Residential 4.
2. The ratepayer completes the form "Hardship Application for Rates Deferral"
3. The deferral of interest charges and legal recovery expires annually and the ratepayer must make a new application if the major medical situation continues;
4. The levied rates and charges on the property are still required to be paid in full;
5. The nature of applications for concession is generally determined on a case-by-case basis against the principles outlined in this policy.

5.7.1 Major Medical Situations

Where a ratepayer is having difficulty in paying their rates due to them and/or associated persons (spouse/children/parents) suffering from one of the following major medical situation:

- Illness involving long term hospitalisation;
- Incapacitation;
- Major trauma (e.g. accident);
- Life threatening illness (e.g. terminal cancer); or
- Emergency operation

The concession is granted by way of deferral of all interest charges and legal recovery until 30 June of the current financial year, subject to compliance by the ratepayers with the conditions below:

1. The patient resides permanently at the nominated address within the Southern Downs Regional Council area;

2. The ratepayer must complete and submit an application for deferral concession with the following details:

- a. Details of the relevant major medical situation as listed above;
- b. The date and duration of the major medical situation; and
- c. Supporting letter/statement by doctor/medical practitioner confirming the major medical situation.

Any application made for a deferral concession under major medical situations may be approved by the Chief Executive Officer or Manager of Finance and Information Technology.

5.7.2 Unusual and severe circumstances

Where a ratepayer is having difficulty in paying their rates due to them and/or associated persons (spouse/children/parents) suffering from unusual and severe circumstances. These may include:

- Sudden and unexpected loss of income;
- Sudden and unexpected major expenditure;
- Other unusual and severe circumstance, such as being within a drought declared area.

The concession is granted by way of deferral of all interest charges and legal recovery until 30 June of the current financial year, subject to compliance by the ratepayers with the conditions below:

- The ratepayer resides permanently at the nominated address within the Southern Downs Regional Council area;
- The ratepayer must complete and submit an application for deferral concession with the following details:
 - Details of the relevant unusual and severe circumstance;
 - The date and duration of the circumstance; and
 - Supporting information for Council to decide upon the application. This information can include:

- Gross income (household and commercial) – which includes: income from employment, pensions, other social security benefits, income from rental properties, other investment income, as well as deemed income (e.g. potential rental income from non-owner residents such as children that live at home and earn income but do not pay rent);
 - Assets (income producing assets);
 - Copies of invoices of any major expenditure;
 - Details on advice sought from a Financial Counsellor.
- the application demonstrates unusual and severe difficulty rather than the usual frustrations and trials to which other ratepayers or similar organisations are subjected to from time to time;

Any application made for a deferral concession under unusual or severe circumstances must be approved at a General Council Meeting.

5.8 Other

Other remission or rate deferral requests will be assessed on their individual merits.

Council reserves the right to limit rate increases under special arrangements made with Council pursuant to Section 116 of the *Local Government Regulation 2012*.

5.9 Cost Report

At the budget meeting each year, a report must be prepared and presented to Council showing the cost of each concession granted per property for the current financial year and for the time since the concession was first granted.

6 Definitions

Term	Meaning
Hardship	<p>when payment of due rates and charge was made, the ratepayer would be left unable to provide for themselves, their family or other dependants the following:</p> <ul style="list-style-type: none">• Food;• Accommodation;• Clothing;• Medical treatment;• Education; or• other basic necessities.

7 Related Documents

- PL-FS013 – Revenue Policy
- PL-FS057 – Debt Recovery Policy

8 References

- NI

Annexure A

Application Number	Applicant	Project Title	Funding Recommended
RADF-18/19-R2-005	Allora & District Historical Society Inc	Allora 150 Year Celebrations	\$1,790
RADF-18/19-R2-016	Nancy Hancock	Watercolour Paintings by Ernest L Schoch	\$696
RADF-18/19-R2-010	Allora Regional Sports Museum Group Inc	Laura Geitz Statue	\$8,112
RADF-18/19-R2-004	Jayde Clacy	Technical Watercolour Workshop for Intermediate Skilled Artists	\$2,012
RADF-18/19-R2-006	Killamey Murals	Killamey Murals	\$9,900
TOTAL			\$22,510