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1. Sample Council report recommendations

Provided as a guide for new councils

The following sample council report recommendations are provided as a guide for new councils. The recommendations cover council's legislative requirements for participating in Building Upgrade Finance and offering Environmental Upgrade Agreements to local building owners.

Recommendations

- (a) **That** Council offers Environmental Upgrade Agreements to building owners to undertake environmental upgrades to existing buildings in the <insert council> Local Government Area.
- (b) **That** Council adopts the following Environmental Upgrade Agreement supporting documents:
 - a. The Environmental Upgrade Agreement Policy (Attachment #)
 - b. The Environmental Upgrade Agreement Enforcement Procedure (Attachment #)
 - c. Environmental Upgrade Agreement Application Form (Attachment #)
 - d. Environmental Upgrade Agreement Fees and Charges (Attachment #).
- (c) **That** Council delegates authority to the Chief Executive Officer to:
 - a. Negotiate and execute Environmental Upgrade Agreements in the <insert council> Local Government Area,
 - b. Make and amend the Environmental Upgrade Charge,
 - c. Make and amend Environmental Upgrade Agreement supporting documents from time to time.
- (d) **That** Council endorses the use of the Environmental Upgrade Agreement contract template, adopted by the NSW Director General 4 July 2016, (Attachment #).

2. Application form – North Sydney Council Application Form

NORTH SYDNEY COUNCIL

ENVIRONMENTAL UPGRADE AGREEMENT APPLICATION FORM



OFFICE USE ONLY

Registration Number _____ STATUS Approved ☐ Rejected ☐

Lodgement Details

This form is to be used by Building Owners to apply to enter into an Environmental Upgrade Agreement (EUA) with North Sydney Council (Council) and the Building Owner's nominated Finance Provider. This must be completed and approved before an EUA can be entered into. Please make sure that all fields have been fully and correctly completed.

Your application form information will be verified by multiple Council teams. You will be contacted within 5 weeks to confirm eligibility.

Registration lodgement You can lodge the completed registration form and registration fee by:

Mail: The General Manager
North Sydney Council
PO Box 12
North Sydney NSW 2059
DX: 10587
Email: council@northsydney.nsw.gov.au
Fax: 9936 8177

In person: 200 Miller Street, North Sydney NSW 2060 Monday – Friday 9am-5pm

Registration fee A registration fee must be lodged with your registration. The current registration fee is listed on the Council website under Fees and Charges.

Payment Options Cash or Eftpos (only available when paying at/in Council Chambers)
Cheque or Money order
Credit card (available when paying in Council Chambers or visit Council's website for a credit card deduction form)

Once your application is received, a council officer will contact you if further information is required.
For further information regarding your application, please contact us by:

Telephone: 9936 8100 or **Email:** council@northsydney.nsw.gov.au

PART 1 Eligibility Criteria

Please answer the following questions to assess your eligibility to proceed with your application. If you are unsure about any questions please contact the EUA officer on 9936 8100.

1. Do the proposed Environmental Upgrade Works relate to an existing, non-residential building within the North Sydney Local Government Area? Yes ☐ No ☐
2. Do the proposed Environmental Upgrade Works meet the definition of Section 54E of the Local Government Act 1993 and as described in section 3.3 of the Guidelines for Environmental Upgrade Agreements issued under the Government Gazette of NSW 2011? Yes ☐ No ☐
3. Will the proposed Environmental Upgrade Works be identified and documented by a suitably qualified professional? Yes ☐ No ☐
4. Will the proposed Environmental Upgrade Works comply with all Council property development requirements prior to the EUA commencing? Yes ☐ No ☐

5. Can you confirm that the building identified in the Property Details (below) is not subject to a registered Strata Plan? Yes ☐ No ☐
6. Can you confirm that there are no outstanding amounts (rates or other debts) payable to Council in respect of the building? Yes ☐ No ☐
7. Can you confirm that if there are other existing EUAs relating to the building, that the total Indicative Funding Amount for all active EUAs is no more than the actual value of the property? Yes ☐ No ☐
8. Can you confirm that there are no outstanding Orders that have been issued under the Local Government Act 1993, the Environmental Planning and Assessment Act 1979, or the Protection of the Environment Operations Act 1997? This extends to tenants occupying this property who are in breach of their consent. Yes ☐ No ☐
9. Does the building have any encumbrances? If you answered yes please attach a copy of the Title Deed relevant to the building. Yes ☐ No ☐

PART 2 Building and Building Owner Details

A. Property Details

Property Description _____

Address Number _____ Street name _____

Building name (if known) _____ Suburb _____

Postcode _____ Lot number _____ DP _____ Age of Building _____

If the owner is not a company, which type of entity are they?

Trust ☐ Managed Investment Scheme ☐ Partnership ☐ Individual ☐

Other (please specify) _____

Building Use ☐ offices ☐ shopping centre ☐ multi-residence strata
☐ serviced apartments ☐ hotel ☐ motel
☐ backpackers accommodation ☐ industrial ☐ Other _____

B. Building Owner Details

Family name or
Company name with ABN/ACN _____

Full given name/s _____

Postal Address _____

Suburb _____ State _____ Postcode _____

Phone _____ Mobile _____

Fax _____ Email _____

I hereby authorise the applicant nominated in Section 2D to act on my behalf in submitting this form.

Building Owner's Signature _____

C. Finance Provider Details

Name _____ ABN/ACN _____

Contact name _____

Postal Address _____

Suburb _____ State _____ Postcode _____

Phone _____ Mobile _____

Fax _____ Email _____

D. Applicant Details (if different to Building Owner)

Family name or
Company name with ABN/ACN _____

Full given name/s _____

Or Company Contact Person _____

Postal Address _____

Suburb _____ State _____ Postcode _____

Phone _____ Mobile _____

Fax _____ Email _____

PART 3 Environmental Upgrade Works (EUW)

A. Description of Proposed EUW

B. Total Indicative Funding Amount

Please provide an estimate of the Total Indicative Funding Amount **AU\$** _____
for the EUW (Principal and Interest)

C. Cost Recovery

Is the building tenanted? Yes ☐ No ☐

If yes, do you plan to recover contributions from your tenants/lessees? Yes ☐ No ☐

If the Environmental Upgrade Charge (EUC) will be shared with your tenants/lessees, please fill in the information below:

Total number of building tenants _____

Number of tenants/lessees who will share the EUC cost _____

Some things to remember when sharing the EUC with the tenants, as stated in Section 54N of the Local Government Act:

- **Item 2:** The amount recoverable by the lessor as a contribution must not exceed a reasonable estimate of the cost savings to be made as a consequence of the Environmental Upgrade Works provided for by the Environmental Upgrade Agreement, during the period to which the contribution relates; and
- **Item 6:** A lessor is not entitled to recover a contribution from the lessee towards the payment of an Environmental Upgrade Charge unless the lessor provides the lessee, on request of the lessee, a copy of the Environmental Upgrade Agreement to which the contribution relates.

D. Target Benefits

Categories	Yes / No	Will contributions be required from Lessees (Yes / No)	Brief Details
ENERGY: Work aiming to increase in energy efficiency and/or reducing energy consumption.			
WATER: Work aiming to increase water efficiency and/or reducing water consumption.			
WASTE: Work aimed at eliminating or reducing the discharge of wastes, or other substances, that are harmful to the environment or aimed at enabling the recovery or recycling of materials.			
TRANSPORT: Work aimed at encouraging or facilitating alternative methods of transportation to the use of a private motor vehicle (such as walking and cycling).			
MATERIALS: Work aimed at reducing the use of materials.			
POLLUTION: Work aimed at preventing or reducing pollution.			
MONITORING: Work aimed at enabling the monitoring of environmental quality.			
OTHER: Other work qualifying as an EUW not falling within the above categories.			

E. Works Requiring Development Approval

A Development Application may be required to carry out your proposed Environmental Upgrade Works.

Please contact Council to schedule a pre-Development Application consultation. Tel: 9936 8100

It is the responsibility of the applicant to obtain all required Development Application approvals **prior to entering into** an EUA contract.

The applicant has contacted Council to confirm if a DA is required:

- ☐ Yes – by phone and spoke to _____ on _____
name date
- ☐ Yes – in person and spoke to _____ on _____
name date
- ☐ No

If relevant, please provide the Development Approval Assessment Number:

DA Assessment Number: _____

Attachment checklist

The following is a list of documents required to process the registration form. Please attach to your submission.

- ☐ Letter from Finance Provider that they have undertaken a credit check on the Building Owner and will be party to the EUA.
- ☐ Report from third party consultants outlining the project details including environmental benefits and project costs.

Please note that Council will need to understand the full extent and circumstances of the upgrade works. It is important that details of each area of upgrade are included. This includes:

- changes to HVAC provisions including technical specifications, plans and dimensions of plant
- scaled drawings clearly showing the location of all works relative to the floor plate and property boundary
- information regarding likely environmental impacts such as acoustic impact and exhaust
- external changes to the building and other outside works
- details of demolition

- ☐ Approvals

It is important that the need for building and planning approval can be determined. In this regard a statement from a qualified building professional is to be included which addresses the provisions of the North Sydney Planning Controls (LEP and DCP 2013), the relevant provisions of any State Environmental Planning Policy and the Building Code of Australia. This statement should identify the planning and other technical approvals required for the works.

Works carried out under the EUA program are likely to involve the need for cranes, hoardings and work zones. Please provide details of work zones, plant involved and a works schedule. Work zone permits and other construction related permits will be required in accordance with Council policy. Standard construction time will apply.

Submission and Acknowledgement

In signing and submitting this EUA Application Form, I/we:

- hereby declare that the information provided above is correct
- hereby declare that I/we have read and understand Council's EUA Policy (including the Additional Conditions) and Council's Enforcement Procedure
- understand that I/we will be liable for any information that was provided inaccurately
- understand all information provided in this form will be used to assess your application and manage the ongoing administration of your EUA
- any information provided in this EUA may be provided to any Government agency as required by statute
- acknowledge that I/we have read and understood the Privacy Statement below.

Signed: _____ Date: _____

Privacy Statement

Personal details requested on this form will only be used for the purpose of processing your registration. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your registration. Access to the information is restricted to Council officers and other authorised people. You may make application for access or amendment to information held by Council. Applications by members of the public to view Council's records are subject to the provisions of Council's Privacy Management Plan, *Section 18 Government Information (Public Access) Act 2009 & Schedule 1 - Government Information (Public Access) Regulation 2009*.

OFFICE USE ONLY

Receiving Officer

Date received

Notes

3. Enforcement procedure – City of Sydney Enforcement Procedure



ENVIRONMENTAL UPGRADE AGREEMENTS

Enforcement Procedure

Author	Mary Snell
Date	Tuesday, 23 August 2011
Version	1

EUA Enforcement Procedure



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EUA Enforcement Procedure



Background

On 18 February 2011, the Local Government Amendment (Environmental Upgrade Agreements) Act 2010 took effect amending the Local Government Act 1993 so as to establish a legislative framework that provided for and authorised Councils to enter into Environmental Upgrade Agreements ("EUA").

An EUA is a voluntary agreement between a Building Owner, a Finance Provider and a Council where:

- A Building Owner agrees to carry out environmental upgrade works to a building (works to improve the energy, water, or environmental efficiency or sustainability of the building); and
- A Finance Provider agrees to advance funds to the Building Owner to finance those environmental upgrade works; and
- The advance is repaid by means of a charge on the relevant land that is levied by the Council.

An EUA may be entered by a Building Owner, a Finance Provider and a Council in relation to either:

- a) a non-residential building; or
- b) a strata building that is the subject of a multi-residence scheme comprising more than 20 lots.

Purpose

As a party to an EUA, Council will levy an "Environmental Upgrade Charge" ("EUC") (which will run with the land like other Council charges) at dates and times identified in the EUA. Council will assume the role of debt collector and will receive payments intended for the Finance Provider, hold them on trust, deduct a Service Fee and/or a Late Payment Fee and then remit the balance to the Finance Provider.

Should a Building Owner fail to meet payment of an EUC, Council will not become liable for repayment of the EUC to the Finance Provider. However, section 54J of the Local Government Act 1993 requires that

"A council must use its best endeavours to recover an environmental upgrade charge in accordance with any requirements imposed on it by an environmental upgrade agreement."

The EUA requires that Councils have and comply with its enforcement procedure. This document sets out the enforcement procedure that the City of Sydney ("the City") will apply in the event that a Building Owner fails to make payment of an EUC by the due date.

EUA Enforcement Procedure



This enforcement procedure sets out what best endeavours the City will take in seeking to recover unpaid EUCs for Finance Providers in respect of non-residential buildings. The City will not enter into an EUA unless all parties agree to be bound by this enforcement procedure.

Procedure

Direct Debit Procedure

The City will only accept payment of EUCs by direct debit.

In entering an EUA, each Building Owner must provide sufficient details to enable a direct debit to be set up by the City to debit the Building Owner's nominated bank account on all due dates.

There are three possible outcomes from a direct debit attempt:

1. Funds cleared;
2. Direct debit rejected (due to invalid bank account for instance); or
3. Direct debit processed but subsequently reversed (the bank has three days to reverse a direct debit). The most common reason for a reversal is a lack of funds in the rate payer's bank account.

If a direct debit is rejected or reversed, the City will take this to mean the EUC has not been paid and the enforcement procedure will commence.

Collection Roles

The City relies on both internal and external resources when undertaking debt collection.

Internally, debt collection is the responsibility of Accounts Receivable, as part of the Rates Team in Finance.

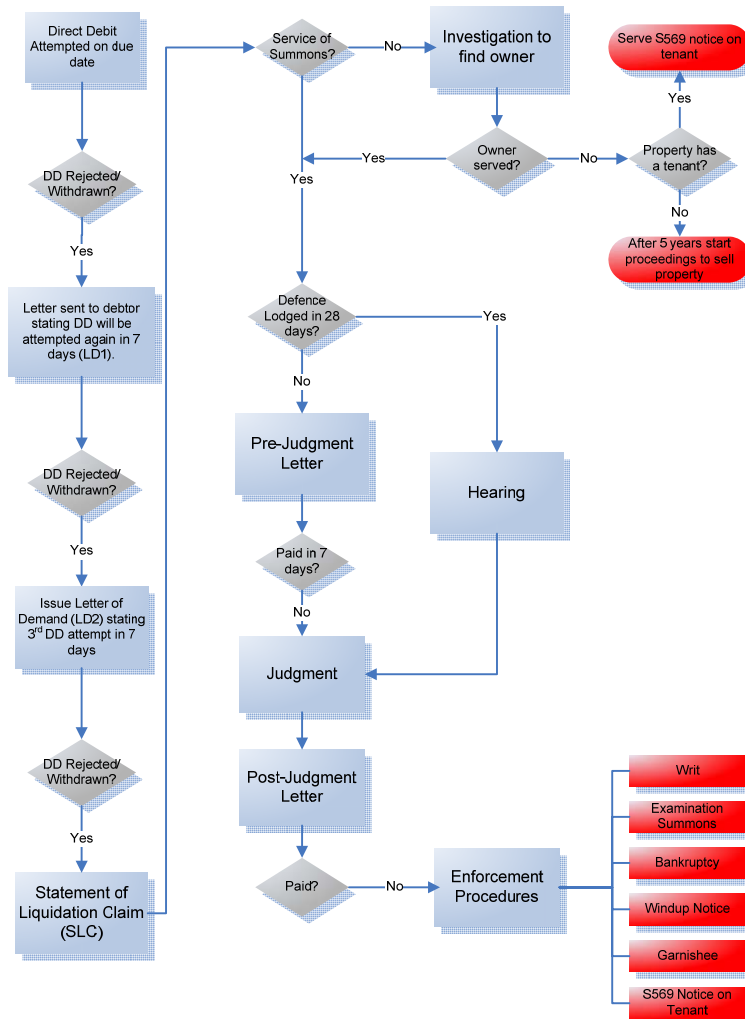
Externally, the City also relies on a debt collection services provider who is selected and appointed by way of tender.

In undertaking enforcement in respect of EUAs, the City will rely on both its internal and external resources in the steps that comprise the City's enforcement procedure.

EUA Enforcement Procedure



Enforcement Procedure



EUA Enforcement Procedure



Step 1: EUC Notice

Each Quarter, an EUC notice will be issued to the Building Owner in accordance with the Agreed Repayment Arrangements.

On the Payment Date that has been notified to the building owner in the EUC notice, the City will attempt a direct debit on the Building Owner's account.

Step 2: Direct Debit Rejection Letter (LD1)

The City will wait three days from the direct debit date (including the day that the funds are received) to determine that the funds debited are cleared funds.

If at the 4th day after the direct debit date, the status of the funds is that they are either rejected or withdrawn, then the City will issue a Direct Debit Rejection letter (LD1).

This letter will:

- a) notify the Building Owner that the City will attempt another direct debit in 7 days ;and
- b) that the second attempt at direct debit will seek to debit the amount of the EUC together with a **late payment fee and penalty interest**.

Penalty interest will be charged daily from the due date. The Council may impose a Late Payment fee to cover its administration costs.

Step 3: Letter of Demand (LD2)

If the second direct debit is rejected or withdrawn, the City will issue an LD2 to the Building Owner. This letter will:

- a) advise the Building Owner that a final direct debit for the outstanding EUC will be attempted 7 days from the date of the Letter of Demand;.
- b) stipulate the amount that is payable including penalty interest and late payment fees; and
- c) state that legal proceedings will be taken if this third direct debit attempt fails.

Step 4: Statement of Liquidated Claim (SLC)

If the third attempt at direct debit is unsuccessful then the City will file and serve a Statement of Liquidated Claim on the Building Owner seeking recovery of the outstanding EUC amount, together with payment of accrued penalty interest and late payment fees.

The City's enforcement procedure anticipates that if an EUC is unpaid then a SLC should be filed within 28 days of its non-payment.

EUA Enforcement Procedure



Step 5A: Serving the Statement of Liquidated Claim

Once the SLC has been filed the City will effect service on the Building Owner at the address disclosed in the EUA.

When the SLC is served, the City will await the expiry of 21 days prior to taking Step 6 and the statutory 28 days that enable the Building Owner to file a Defence prior to taking Step 7.

In the event that the SLC can not be served on the Building Owner then the City will conduct an investigation to attempt to locate the whereabouts of the Building Owner through skip tracing and various searches.

Step 5B: Issuing a section 569 Notice

Pursuant to Section 569(1) of the Local Government Act 1993 a Council may, in particular circumstances, serve on an occupier of land (the tenant) a notice of the amount of EUC unpaid or of a judgment relating to an unpaid EUC in respect of the land which is being occupied by the tenant.

In the event that the City is unable to effect service of a SLC on a Building Owner, then the City will issue a s569 Notice provided that

- a) the Finance Provider notifies the City as to the tenant's name and address; and
- b) the City is provided with a copy of the tenant's lease.

Any s569 Notice issued by the City will require that the tenant provide payment of any rent due and payable to the City in lieu of the Building Owner to be applied to payment of any outstanding EUC. The s569 Notice will advise the tenant that s569(4) of the Local Government Act 1993 provides that "a payment under this section to the council discharges the payer from any liability to any person to pay the rent."

In the event that the tenant does not provide payment of rent to the City, the City will not take any further action against the tenant.

Step 6: Pre-Judgment Letter

If there is no response from the Building Owner within 21 days of service of the SLC then a pre-judgment letter will be issued by the City seeking payment of the outstanding EUC within 7 days.

Step 7: Judgment

Once 28 days has lapsed since service of the Statement of Liquidated Claim, the City will

- a) verify with its account systems that the EUC remains outstanding; and

EUA Enforcement Procedure



- b) apply to the Court for default judgment in an amount that includes any recoverable costs of the proceedings.

Step 8 Post-Judgment Letter

The City is ordinarily notified within 14 days that judgment has been obtained.

Within 7 days of receiving such notification, the City will:

- a) notify the Building Owner that judgment has been obtained and demand payment of the judgment debt together with any interest that will continue to accrue within 14 days; and
- b) notify the Finance Provider that judgment has been obtained.

Step 9 Enforcement

If the Building Owner fails to:

- a) provide payment in full of the judgment debt within 14 days of demand; or
- b) make arrangements that are acceptable to the City and the Finance Provider for payment of the judgment debt within a further agreed period

then the City will, at its discretion, determine which of the following enforcement options will be pursued in the circumstances of a particular unpaid judgment debt.

The options available to the City to enforce a judgment debt are as follows:

i) Writ of Execution

The City may apply for a Writ of Execution so as to enable a Sheriff to attempt seizure of goods owned by the Building Owner which may be sold to satisfy part or all of the judgment debt.

ii) Examination Summons

The City may issue an Examination Summons on the Building Owner. The Examination Summons will require the Building Owner to attend Court and produce documents that relate to his/her financial position.

iii) Bankruptcy

Where the amount of the judgment debt held by an individual is \$5,000 or more (or such other amount as is subsequently stipulated in the Bankruptcy Act 1966), the City can serve a Bankruptcy Notice. If at the expiry of the Bankruptcy Notice, the judgment debt remains unpaid, then the City can make an application for bankruptcy. When bankrupt, the trustee in bankruptcy may then seek to liquidate the Building Owner's assets to pay creditors.

EUA Enforcement Procedure



iv) **Creditor's Statutory Demand and Liquidation**

Where the amount of the judgment debt owed by a corporation is \$2,000 or more, the City can serve a Creditor's Statutory Demand. If at the expiry of the Demand, the judgment debt remains unpaid then the City can make application for the Corporation to be wound up. If the Corporation is then placed into liquidation, the Court will appoint a liquidator to liquidate the assets of the Building Owner to pay creditors.

v) **Garnishee Summons**

Irrespective of the amount of the judgment debt, the City can apply for a garnishee of money received by the Building Owner, whether of:

- a) A bank account held by the Building Owner;
- b) A third party such as an employer of the Building Owner or a managing agent that may be managing a property of the Building Owner, or a tenant

vi) **S569 Notice**

If investigation measures prove futile in pursuing enforcement of the judgment debt against the Building Owner, then the City will again consider serving a s569 Notice on the tenant in accordance with Step 5B of this enforcement procedure.

Step 10: The Sale of Land

The City notes that in the event it proves necessary for any of the above enforcement actions to be taken then it is very likely that other third parties such as mortgagees will similarly be involved in enforcement action against the Building Owner. As the City is unable to exercise any power of sale over the land for a period of 5 years in accordance with s713 of the Local Government Act 1993 it is more likely that a mortgagee in possession will have assumed earlier control of the sale of the land that is the subject of the EUA.

Upon the sale of the land, whether by the Building Owner, Finance Provider, the City or another third party, the City will require payment of outstanding rates and charges and any funds received will be applied and distributed in accordance with s568 of the Local Government Act 1993.

In the event that the City sells the land and the sale proceeds are insufficient to pay all outstanding rates and charges (including EUCs) then the City notes that clause 136K of the Local Government (General) Regulation 2005 provides that the EUC ceases to be a charge on the land and becomes a debt recoverable against the former building owner.

EUA Enforcement Procedure



The City will be taken to have exhausted its best endeavours to recover outstanding EUCs if as a result of its enforcement actions or those of a third party, the land which is the subject of the EUA is sold. The City will not take any further recovery action once the EUC ceases to be a charge on the land.

4. Direct debit form – City of Sydney Direct Debit form

Building Upgrade Finance - Direct Debit Application

About this form

You may use this form to apply for a new Building Upgrade Finance (BUF) direct debit service or to recommence an existing BUF Direct Debit service.
This Direct Debit Request (DDR) Service Agreement is issued by the City of Sydney Council (user ID 087602)

How to complete this form

- 1: Ensure that all fields have been filled out correctly.
- 2: Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.
- 3: Once completed you can submit this form by mail and in person. Please refer to the Lodgement details section for further information.

Part 1: Type of Direct Debit request

Tick which type of request is being submitted:

- ☐ New - Building Upgrade Finance (BUF) Direct Debit request
- ☐ Recommence - an existing BUF Direct Debit service

Part 2: Applicant Details

Who is making this application: Owner ☐ Other (please specify):

Title * Given Name/s * Family Name *

Rates Assessment Number (if known)

Property *

Address *

Please note: Before this application can be lodged at least one of the modes of contact below must be supplied.

Home Number Business Number Mobile Number

Email Address

Part 3: Direct Debit Conditions

By submitting this form I understand that:

- a) I will advise the City of Sydney if my details change, and the City of Sydney shall not be held responsible if I fail to do so.
- b) Cancellation, adjustments or any kind of variance to the Direct Debit authority must be undertaken in writing and received by Council at least 7 working days before the next required payment.
- c) Direct Debit is only for cheque and savings accounts, not for credit cards.
- d) If a default occurs, another debit will be attempted in 7 days for the amount of the charge, plus interest and an administration fee.
- e) If a second default occurs for the same instalment, another debit will be attempted in 7 days for the amount of the charge, plus interest and an administration fee.
- f) If a third default occurs, recovery action will be taken as per the City of Sydney Council's Building Upgrade Finance enforcement procedure.

Part 3: Direct Debit Conditions Continued...

- g) To bring your account up to date and reinstate your existing direct debit service, you must advise us using this BUF Direct Debit Application form and nominate 'Recommence- an existing Direct Debit service' in Part 1 of the form.
- i) Overdue accounts accrue in accordance with the Minister approved percentage rate.
- j) Payment Instalments
- **New Direct Debit** - paid/due Quarterly on 31 August, 30 November, 28 February & 31 May.
 - **Recommencement of existing service** - paid/due Quarterly on 31 August, 30 November, 28 February & 31 May. **The amount due will be the Quarterly instalment plus any outstanding charges.**

City of Sydney Commitment to you:

- 1) The City of Sydney will give you at least 14 days notice in writing if there are changes to the terms of the arrangements.
- 2) The City of Sydney will keep information relating to your nominated financial institution account confidential, except for the purposes of conducting direct debits with your financial institution.
- 3) For requests that the City of Sydney draw money from your account, where the due date is not a business day, the City of Sydney will draw from your nominated financial institution account on the nearest business day.

Part 4: Account to be Debited

I/We (please print name/s) *

I/We wish to register for direct debits from my/our account conducted with (name of Financial Institution) *

Name of Account to be debited *

BSB Number (6 digits only) *

Account Number (Cheque and Savings only, not your card number - maximum of 9 digits) *

1. Account Signature *

2. Account Signature

Please note: If debiting from a joint bank account, all signatures are required.

Part 5: Recommencement of existing Direct Debit service

The recommencement of my Direct Debit service should start on:

Date of recommencement

NOTE: The amount due will be the Quarterly instalment plus any outstanding charges.
Subsequent debits will be quarterly as per the agreed repayment schedule.

Part 6: Applicant Declaration

I declare that the information I have provided is true and correct in every detail and that by signing this form I agree to the Direct Debit Conditions as listed above.

Applicant Name *

Applicant Signature *

Date *

Part 7: Privacy & Personal Information Protection Notice

Purpose of Collection: For delivery of Direct Debit services in the Council area.
Intended recipients: Council staff and approved contractors of the City of Sydney Council.
Supply: A Direct Debit Application is voluntary however a completed application is required for delivery and management of direct debit services.
Access/Correction: Contact the City of Sydney Council Customer Service Team to access or correct this information.
Storage: City of Sydney Council, 456 Kent Street Sydney NSW 2000.

Part 8: Lodgement Details

If this form is a New Request, it should be lodged together with your Building Upgrade Finance Application.

Recommencement Requests can be lodged by completing and submitting this form only.

You can lodge the completed application by:

MAIL: City Of Sydney **DX:** 1251
GPO Box 1591
Sydney NSW 2001

IN PERSON: Town Hall House - Level 2, 456 Kent Street, Sydney
See our website for details of all customer service centres and opening hours:
<http://www.cityofsydney.nsw.gov.au/customer-service>

WHAT NOW:

Once your application is received a Council Officer will contact you within 7 working days if further information is required.

For further information regarding your application, please contact the City of Sydney Finance Department via:

TELEPHONE: (02) 9265 9333 or **WEBSITE:** www.cityofsydney.nsw.gov.au

Office Use Only

Receiving Officer

Date Received

Direct Debit Authorised (tick appropriate box)

Yes

☐

No

☐

Approval Date

5. Environmental Upgrade Agreements Policy – Blacktown City Council



Environmental Upgrade Agreement

Council policy

1 Policy statement

We support in principle entering into and administering Environmental Upgrade Agreements (EUAs).

2 Scope

This policy applies to:

- Environmental Upgrade Agreements for buildings in Blacktown City
- parties such as building owners and financial institutions who are involved in Environmental Upgrade Agreements
- Employees who administer these agreements.

3 Definitions

Environmental Upgrade Agreement	A voluntary agreement between a building owner, a finance provider and a council, in which: <ul style="list-style-type: none">• the building owner agrees to carry out works to a building to improve its energy, water or environmental efficiency or sustainability• the finance provider agrees to advance funds to the building owner to finance those works• the council charges the building owner a levy on the relevant land, and this is the mechanism by which the funds are repaid to the finance provider.
Environmental Upgrade Charge	The agreed repayment levied by the council (an "environmental upgrade charge") for the purpose of discharging the building owner's obligation to repay the advance/s made by the finance provider. It includes any interest or other charges payable under the agreement.
Employee	Any person with an employment contract with Council and works full time, part time, a casual or term contract basis.
We, us, our	Blacktown City Council
Strata scheme	Allows multiple occupancy and ownership of individual units, or other parts of a land parcel, by separate individuals or companies.

Environmental Upgrade Agreement

4 Relevant legislation

The Local Government Act 1993 allows Council to enter into an Environmental Upgrade Agreement (section 54F) for certain building types.

Under the Act, buildings allowed to be subject to an Environmental Upgrade Agreement must meet the following criteria. They must:

1. already exist, be complete and ready for lawful use and occupation at the start of the agreement, and
2. be located in our local government area at the start of the agreement, and
3. be a non-residential building, or
4. be a multi-residence in a strata scheme comprising more than 20 lots.

We have amended this criteria for practical purposes to ensure we can successfully enter into Environmental Upgrade Agreements.

5 Our criteria

We will only enter into an agreement when:

1. a building owner agrees to carry out environmental upgrade works to a building located in our City
2. a finance provider agrees to advance funds to the building owner to finance those environmental upgrade works
3. we are satisfied the building owner is low risk and agree to levy a charge on the relevant land for the purpose of repaying the advance to the finance provider
4. the building has a single owner and is not subject to a strata scheme.

We reserve the right to refuse to participate, where a property owner has any outstanding charges pending, or a history of not paying debts on time.

Environmental Upgrade Agreement

6 References and approvals

Policy number	P000529.1
Category	Environmental Sustainability
Reports	PO1785, CL350093
File number	F15/1427
Date created	16 December 2015
Version	2
Last review	July 2018
Approval	Council
Next review	July 2021
Owner	Director Corporate Services
Responsible Officers	Senior Rates Officer
Related policies	N/A
Related delegations	N/A
Related law	<i>Local Government Act 1993, Section 54F</i>
Related documents	N/A
Attachments	N/A

Directorate
City Living & Corporate Services

File number
F15/1427

Policy number
P000529.1

3

6. Internal procedures – City of Parramatta

1. Manage new EUA applications



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This covers the EUA application, contract preparation and contract execution.

Tasks	Details	Responsible officer	Compliance requirements	Forms and documents
1.1 EUA application form received Creating a new HPRM folder	Once an EUA application form has been submitted the EUA officer requests a new HPRM folder be created for the related EUA documents. Naming convention for the HPRM folder is to be Environmental Upgrade Agreement EUA-yyyy-xxx<Building Address>	EUA officer		
1.2 Process EUA application form	Check the EUA application form is completed correctly and saved in HPRM. [If not advise the applicant that the form is to be completed correctly and resubmitted] The EUA application form must show that the EUA will meet all the requirements of the EUA legislation and CoP Policy.			
1.3 Internal referrals	EUA officer checks: <ul style="list-style-type: none"> form complete, Environmental Upgrade Works meet legislative and CoP Policy requirements. Email referrals sent to Rates, Development Advisory Unit, Health & Building and Legal Services.	EUA Officer	CoP Policy 5.1 a. ii., 5.1 a. iii, 5.1 e.,	
1.4 Rates referral	Rates officer checks: <ul style="list-style-type: none"> Building owner details are the same as the application form details, Existing non-residential, non-strata building in the LGA, outstanding rates or other debts to council 	Rates Manager	CoP Policy 5.1 a. i., 5.1 b., 5.1 f.	
1.5 Development Advisory Unit referral	Development assessment officer checks for any DA requirements.	Development Assessment Unit	CoP Policy 5.1 g.	
1.6 Health & Building referral	Health & Building check that there are no outstanding orders that have been issued in relation to the building.	Health & Building Officer	CoP Policy 5.1 c	

Tasks	Details	Responsible officer	Compliance requirements	Forms and documents
1.7 Legal Services referral	Legal Services reviews application and title deed (if relevant) and provides legal clearance.		CoP Policy 5.1 d	
1.8 Complete EUA Application Processing Checklist	Referral responses provided. Complete EUA Application Processing Checklist and save in HPRM folder.	EUA officer		D02973657
1.9 Advise Building Owner of outcome	If accepted, EUA officer sends EUA Application Approval Notification Letter. If rejected, EUA officer sends EUA Application Rejection Notification Letter. Save documents in HPRM folder.	EUA officer		
1.10 Receive completed EUA contract	The Finance Provider completes the contract with input from the Building Owner [Schedules 1, 4 and 5, Annexures 2 and 3 (if applicable)] and council [Schedule 1, Annexure 1 and 2 (the Direct Debit form for the Building Owner to complete)] and provides the completed and executed (by Finance Provider and Building Owner) contract to Council.	EUA officer		
1.11 EUA contract check	EUA officer checks that complete documentation has been provided and completes Council's EUA Processing Checklist, validating information contained in the contract with CoP EUA policy requirements.		CoP Policy	HPRM Doc##
1.12 Confirm development consent (if required)	If the Environmental Upgrade Works require development consent, confirm with Development Advisory Unit that the necessary approvals are in place.	EUA Officer	CoP Policy 5.1 a. iv. 5.1 g.	
1.13 EUA execution	Prepare the Contract Execution Memo for the CEO execution of the EUA contract, attaching the completed Council EUA Processing Checklist and 3 copies of executed (by Finance Provider and Building Owner) contracts. Legal approval for the CEO to execute is a part of the Contract Execution Memo approval process.	EUA Officer		Include HPRM link for Contract Execution Memo

Tasks	Details	Responsible officer	Compliance requirements	Forms and documents
1.14 Copies to Finance Provider & Building Owner	Provide a copy of the EUA contract, signed in triplicate, to the Finance Provider and Building Owner.	EUA officer		
1.15 post execution - fixing of the interest rate	At any time between the execution date and the commencement date specified in the EUA, the Finance Provider is to confirm the interest rate and Schedules 2 and 3. If the interest rate has changed from that included in the executed EUA contract, the Finance Provider is to provide Council and the Building Owner with the amended schedules.		EUA contract 7.4 EUA contract 7.5	
1.16 Contract management	Once the interest rate has been confirmed, complete the Legal Document Registration form, and lodge the form and the executed contract with Business Information Services (BIS) for registration.	EUA Officer		D01981894
1.17 Record management	Provide the EUA Officer with a HPRM document number for the registered agreement following registration.	Business Information Services		
1.18 Commence	Once the interest rate has been confirmed and Council has received the amended schedules 2 & 3 (if applicable), the cover page, execution pages, current/latest schedules 2&3, schedule 6 Finance Provider remittance details and Annexure 2 Direct Debit form completed by the Building Owner, are provided to Rates for the creation of the Environmental Upgrade Charge (EUC) in Pathways (see EUC creation process). The EUC is to be created on or before the commencement date.		EUA contract 4.1	

2. Set up EUA accounts

Once executed but prior to the commencement date (defined in the EUA contract as date of first draw down) the Environmental Upgrade Charge is to be created.

Tasks	Details	Responsible officer	Compliance requirements	Forms and documents
2.1 Request to create EUA account	The Rates Manager will create an EUA Account only upon receipt of an email from the EUA officer advising that the EUA has been signed, interest rates confirmed and providing the following from the EUA contract: <ul style="list-style-type: none"> The cover page Execution pages Schedule 2 Funding Amount Schedule Schedule 3 Agreed Repayment Arrangements Schedule 6 Finance Provider Remittance Details Annexure 2 Direct Debit Authority. 	EUA officer		
2.2 Verify Finance Provider GL account	Verify that the Finance Providers GL account details already exist. If not send a request cc. Service Manager for Financial Systems and Services, to create in Tech One the new finance providers GL account and create EFT, with details provided in Schedule 6.	Rates		
2.3 Create new Finance Provider GL account	Create the finance provider GL account details, if needed.	Financial Systems Accountant		
2.4 Create New Creditor	Rates to provide Schedule 6 to Finance requesting the creation of the EFT payment details. Team Leader Accounts Payable creates the Finance Provider's EFT details.	Team Leader Accounts Payable		
2.5 Generate Rate Type	Once the GL account and EFT payment details have been created, the Rates Manager will generate the Rate Type account for the new Finance Provider.			
2.6 Setup EUA account and create the	Rates manager to setup the EUA account in Pathways. The EUC payment schedule based on	Rates Manager	EUA contract 4.1	

2.3 Create new Finance Provider GL account	Create the finance provider GL account details, if needed.	Financial Systems Accountant		
Environmental Upgrade Charge (EUC)	Schedule 3 Agreed Repayment Arrangements, is to be created before the Commencement Date (the date of first drawdown).			
2.7 Building Owners direct debit	Rates Manager emails the EUA contract Annexure 2 Direct Debit Authority completed by the Building Owner, to the Rates Officer to define the building owners direct debit parameters in Pathways. The Rates Officer advises the Rates Manager when this is complete.	Rates manager		
2.8 EUC Summary Notice	The Rates Manager will generate the EUC Summary Notice, showing all charge instalments and the total EUC amount. A copy of the EUC summary Notice is emailed to the building owner and finance provider, cc'ing the EUA Officer, within 2 days of the creation of the EUC.	Rates Manager	EUA contract 4.3	

3. Manage EUA accounts

This includes managing the billing and payments of the EUC and account closure.

Covers the following CoP draft processes:

- Generate EUA billing notices
- Remittance of payment to Finance Provider
- Termination/Closure parts of Manage EUA accounts

Tasks	Details	Responsible officer	Compliance requirements	Forms and documents
3.1 Generate EUC billing notice	EUC billing notice generated and sent to the Building Owner no later than 28 days before the due date. The payment dates are 28 February, 31 May, 31 August and 30 November.	Rates Manager	EUA contract 5.1 EUA contract 5.2 CoP Policy 5.2 a	
3.2 Direct debit payment	Generate the direct debit extraction files (export and import) the day before the charge payment due date. Upload the export direct debit extraction file in the banking	Rates Officer		

Tasks	Details	Responsible officer	Compliance requirements	Forms and documents
	system to trigger processing of direct debits on the due date.			
3.3 Receipt direct debits	Upload the input direct debit extraction file into Pathways to reflect the direct debit payments in advance.			
3.4 Generate Summary of Payments Received per Finance Provider report	Generate the Direct Debit Extraction Report per Finance Provider on the 4 th working day following the direct debit date or as indicated in the EUA Processing Schedule. Finance Officer validates from Council's internet banking facility if there are rejected direct debit transactions. Note: If direct debits are rejected proceed to <i>EUC failure and manage enforcement procedure</i> .	Rates Officer Finance Officer	CoP EUA Enforcement Procedure 5.	
3.5 Validation	The Rates Manager checks the Direct Debit extraction file in the banking system against the direct debit extraction report for approval.	Rates Manager		
3.6 Approval for remittance of payment	Rates Officer to complete the Payment Request form and email request to Rates Manager to approve the remittance of payments received from the Building Owner to the Finance Provider.	Rates Officer		
3.7 Remit payment	Remit the payment via electronic funds transfer, no later than 8 business days from receipt of the funds from the Building Owner. Print the Remittance Advice per Finance Provider, save a copy in the HPRM folder.	Rates Officer	EUA contract 6.2	
3.8 Closure of EUA account	The EUA is closed once the last payment, as detailed in Schedule 3 Agreed Repayment Arrangements, has been paid to Council by the Building Owner and Council has remitted the payment to the Finance Provider. The EUA Officer is advised of final payment. There are no legislative requirements to formally finalise	Rates Manager		

Tasks	Details	Responsible officer	Compliance requirements	Forms and documents
	the EUA. If a Finance Provider or Building Owner require notice in writing that an EUA has been fully paid, Council will produce a letter confirming finalisation and provide a copy to both parties.			

4. EUC failure and manage enforcement (if required)

Council must use its best endeavours to recover or enforce its rights for payment of the Environmental Upgrade Charge (EUC) – EUA contract 8.3. The *City of Parramatta Environmental Upgrade Agreement Enforcement Procedure* outlines Council's procedures for best endeavours to recover the EUC. If a direct debit is rejected or reversed, the Council will take this to mean the EUC has not been paid and Council's Enforcement Procedure will commence.

Tasks	Details	Responsible officer	Compliance requirements	Forms and documents
4.1 Rejected direct debit payments	Email notify Rates of rejected direct debit payments.	Finance Officer		
4.2 Pathway reversal	Reverse the direct debit payment in Pathway.	Rates Officer		
4.3 1st and 2nd direct debit attempts	For the 1 st and 2 nd direct debit attempt, apply the direct debit dishonour fee and applicable penalty interest charges, from Council's Schedule of Fees and Charges, before generating the Direct Debit Dishonour Letter in Pathways-Rates Accounting Module.	Rates Officer		
4.4 Send Direct Debit Payment Dishonour Letter	Print and send a copy of the Direct Debit Dishonour Letter to the Building Owner and the Finance Provider. Save a copy to the HPRM folder and email the EUA Officer.	Rates Officer	EUA contract 8.1	
4.5 3rd direct debit attempt	For the 3 rd direct debit attempt, apply the direct debit dishonour fee and the applicable penalty interest charges and generate the List of EUA Accounts with Outstanding Charge Payments.	Rates Officer		
4.6 Demand Letter	Instruct Council's external debt recovery service provider to issue a Demand Letter and proceed with enforcement as set out in the City of Parramatta Enforcement Procedure, EUA contract Annexure 1.	Rates Officer	City of Parramatta Enforcement Procedure 4.	

5. Manage amendments (if required)

This covers amendments to the Agreed Repayment Arrangements and Pathways updates that may occur during the term of the EUA. Prepayments are allowed under the EUA contract (3.5), but only with 28 days written notice to the Council and the Finance Provider specifying the amount and the charge payment date on which the prepayment will be made.

Task	Detail	Responsible officer	Compliance requirements	Forms and documents
5.1 Notification of prepayment received	Council receives notification of the building owner's intent to make a prepayment. The notice is to be in writing and provide 28 days prior notice.	CoP Policy 5.2 c.	EUA contract 3.5	
5.2 Amended Schedule 3	The Finance Provider must amend the Schedule 3 Agreed Repayment Arrangements, and provide these to Council and the Building Owner within 5 business days. If the prepayment reduces the amount to zero, no amendment is required.		EUA contract 7.2 EUA contract 7.3	
5.3 Advise rates	The EUA Officer emails the amended Schedule 3 to the Rates Manager and requests that the EUC is updated.		CoP Policy 5.2 d.	
5.4 Request update	Once the change in the payment schedule and/or amount has been implemented, the Rates Manager will forward the request to the Rates Officer to update the direct debit parameters.			
5.5 Direct Debit parameters updated	Direct debit parameters updated.	Rates officer		
5.6 EUA Summary Report	Rates manager is advised of update and generates an EUC summary notice.	Rates Manager	CoP Policy 5.2 d.	
5.7 Record management	Summary documents saved in HPRM and advise EUA Officer. EUA Account Maintenance Request Form updated by Rates Manager.			
5.8 EUA account closure	If the prepayment pays out the remaining value of the EUA, the EUA account is to be closed and the EUA Officer notified (refer to steps 3.9 & 3.10)			

6. Reporting requirements

This covers the Building Owners annual report requirements, as well as Council's Annual Report and public disclosure requirements.

Tasks	Details	Responsible officer	Compliance requirements	Forms and documents
6.1 Annual Report (Building)	<p>On the 1 August each year, the Building Owner must provide an Annual Report (Building) to Council, who then provides this to the NSW Office of Environment and Heritage (OEH).</p> <p>EUA Officer to remind the Building Owner 2 weeks before this report is due. The EUA Officer forwards this report to the OEH.</p>	EUA Officer	EUA contract 13.1	
6.2 Annual Report (Council)	<p>On the 1 December each year, Council must include the following in the Annual Report (Council):</p> <ul style="list-style-type: none"> A list of the buildings within the LGA where an EUA has been executed during the financial year to which the report relates, A summary of the Environmental Upgrade Works (EUW) carried out during the financial year to which the report relates, and The total cost of EUWs carried out during the financial year to which the report relates. <p>EUA Officer to provide this information to the <position that coordinates the preparation of Council's Annual Report> by October each year.</p>	EUA Officer	<i>Local Government Act (Environmental Upgrade Agreements) 54P (1) and Guidelines for Environmental Upgrade Agreements</i>	

7. Internal processing checklist – City of Parramatta



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Environmental Upgrade Agreement Details	
Application Number	EUA-20##-###
Building Address	
Building Owner	ABN:
Finance Provider	

Step A: Receive EUA Application Form		
1	Check if the EUA Application Form is completely filled-in	

Step B: EUA Eligibility Check				
		YES	NO	Remarks
Validity of Environmental Upgrade Works				
1	Declaration that the Environmental Upgrade Works will meet the definition of Section 54E of the Local Government Act 1993 and as described in section 3.3 of the Guidelines for Environmental Upgrade Agreements issued under the Government Gazette of NSW 2011. Reference: EUA Policy 5.1.a(ii)			In Application Form TRIM:
2	Declaration that the Environmental Upgrade Works will be identified documented and signed by a suitably qualified professional. Reference: EUA Policy 5.1.a(iii)			In Application Form
Property Development Compliance				
1	Declaration that the Environmental Upgrade Works will comply with all Council's property development requirements prior to EUA execution.			In Application Form
2	Internal confirmation of development consent requirements for the proposed EU works. If consent (DA, complying etc) is required, these will need to be obtained prior to entering into the EUA contract.			TRIM:

Step B: EUA Eligibility Check				
		YES	NO	Remarks
Property and Council Engagement Check				
1	The proposed Environmental Upgrade Works relate to an existing, non-residential building within the Parramatta Local Government Area. Reference: EUA Policy 5.1.a(i)			Rates TRIM:
2	The building is not subject to a registered Strata Plan. Reference: EUA Policy 5.1.b			Rates TRIM:
4	The Building Owner's details must be the same as those listed in Pathway.			Rates TRIM:
5	There are no outstanding amount (rates or other debts) payable to Council in respect to the Building. Reference: EUA Policy 5.1.f			Rates TRIM:
Legal Clearance Check				
1	There are no outstanding orders issued in relation to the Building pursuant to any relevant legislation. Reference: EUA Policy 5.1(c)			TRIM:
2	The Building does not have any unacceptable legal encumbrance/s. If the building has encumbrances, the Title Deed is supplied. Reference: EUA Policy 5.1(d)			TRIM:
EUA APPLICATION FORM CONFIRMS ELLIGIBILITY?				

Step C: EUA Application status notification		
1	If the application FAILED the EUA eligibility check, send an Application Rejection Notification Letter to the Building Owner. The EUA Application process stops here.	
2	If the application PASSED the EUA eligibility check, complete and send an Application Approval Notification email. The Finance Provider manages the EUA contract preparation with input from the Building Owner and Council.	TRIM:

Step D: Submitted EUA contract validation		
1	<p>Verify that the following Annexures are attached:</p> <ul style="list-style-type: none"> a. Schedule 1 – Additional Conditions b. Schedule 2 - Funding Amount Schedule (completed by the FP) c. Schedule 3 - Agreed Repayment Arrangements (completed by the FP) d. Schedule 4 – Lessee cost savings estimation (completed by the ESCO on behalf of the BO) e. Schedule 5 – Environmental upgrade works and budget (completed by the ESCO on behalf of the BO) f. Schedule 6 – Finance Provider Remittance Details (completed by the FP) g. Schedule 7 – Accession deed poll (not completed for execution) h. Schedule 8 – Annual Report (Building) Template (not completed for execution) i. Annexure 1 – Enforcement Procedure (CoP) j. Annexure 2 – Direct Debit Authority (completed by the BO) k. Annexure 3 – Energy Performance Contract (provided by the BO, not applicable). 	
2	<p>Title Page, page (i)</p> <ul style="list-style-type: none"> a. Name and Australian Business Number (ABN) of Council b. Name and Australian Business Number (ABN) of Building Owner c. Name and Australian Business Number (ABN) of Finance Provider 	
3	<p>Details, page 1</p> <ul style="list-style-type: none"> a. Council b. Building Owner Details c. Finance Provider Details 	
4	Correct City of Parramatta execution block	
Validate information found in the Schedules 2 and 3		
1	Total Funds Advanced (Schedule 2) should be equal to the total amount Environmental Upgrade Works Budget (Schedule 5)	
2	<p>Charge Payment Dates must be scheduled only on the following dates:</p> <ul style="list-style-type: none"> • 28 February • 31 May • 31 August 	

Step D: Submitted EUA contract validation		
	<ul style="list-style-type: none"> 30 November 	
4	The total Administrative Cost must coincide with the approved EUA Schedule of Fees and Charges.	
5	The Administrative Cost is charged not earlier than the 1 st Funding Release date.	
6	The total Administrative Cost is charged on the 1 st Charge Payment Date.	
7	The 1 st Charge Payment Date must be set after the 1 st Funding Release Date.	
Validate information found in Schedule 4 – Lessee cost savings estimation		
1	The total contribution of the Lessee must not exceed the total estimated savings.	
2	The calculation of the maximum contribution for each period in the payment schedule must be based on environmental and cost savings arising from the environmental upgrade works for each period in the payment schedule.	
3	The calculation methodology must be summarised in the Environmental Upgrade Agreement in an easily referenced format, showing savings for all payment periods and the maximum total contribution amount that may be collected from lessees to environmental upgrade charges per charge payment.	

Step E: Coordinate the signing of the Environmental Upgrade Agreement		
1	Prepare Contract Execution Briefing Note, attaching the EUA processing checklist and 3 copies of executed (by Finance Provider and Building Owner) contracts. Legal approval for the CEO to execute is a part of the approval process.	
2	With Counsel approval, CEO to sign 3 copies of signature page.	
3	Each party to receive original hard copy signed by all 3 parties.	
SIGNED COUNTERPARTS RECEIVED?		Completed

Processed by:	
Date:	

8. Sample Council fees

Participating councils can set fees to recover basic costs to administer Building Upgrade Finance to local building owners. It is up to the council to decide whether or not to charge a fee for the administration of an application and contract.

If a council does decide to set a fee it is recommended that processing times be recorded for the first 5 EUAs to help set a fee that is reflective of actual processing times.

Council may also wish to consider a graded fee system, whereby projects of a lower value (i.e. <\$50,000) are charged a lower fee so they are not disincentivised from using Building Upgrade Finance.

This sample council fee spreadsheet is provided as a guide only.

Stage / fee	Activity	Hours	Cost (@\$80/hr)
Initial Set-up			
	Application lodgement and review of contract to confirm consistency with Council requirements	5	400
	Account set-up	1	80
	Brief CEO for signing	1	80
Sub-Total			560
Annual Fee	Total quarterly admin fees (billing, payment collection and remittance to financier)	4	320
Sub-Total			320
Total (1 year)			880
Excluded:	<ul style="list-style-type: none">Business development and marketingAdvice to building owner / finance provider		

Total Fee	Council	
1 Year EUA	\$880.00	
2 year EUA	\$1,200.00	
3 year EUA	\$1,520.00	
4 year EUA	\$1,840.00	
5 year EUA	\$2,160.00	
6 year EUA	\$2,480.00	
7 year EUA	\$2,800.00	
8 year EUA	\$3,120.00	
9 year EUA	\$3,440.00	
10 year EUA	\$3,760.00	
11 year EUA	\$4,080.00	
12 year EUA	\$4,400.00	
13 year EUA	\$4,720.00	
14 year EUA	\$5,040.00	
15 year EUA	\$5,360.00	

Additional fees:

Amendment fee – if council does not have an existing amendment fee, assume 1 hour to amend the Environment Upgrade Charge in the rates system.

Late payment fee – use council's late payment fee used for other council payments.

Dishonour fee – use council's dishonour fee used for other council payments.