



Annual Plan & Budget Estimates 2005-2006



Adopted by Council 7 July 2005

Council's Vision for Our Community:

Circular Head – a caring, progressive and dynamic community

Council's Mission:

Circular Head Council – providing excellence and innovation in service delivery

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Foreword

Once again, it is with pleasure that I present to the community the *Annual Plan and Budget Estimates* for the 2005-2006 financial year.

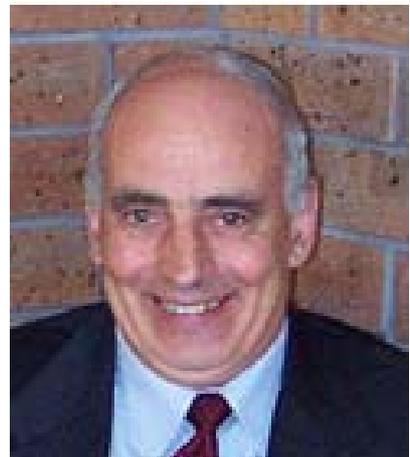
This document outlines the key activities your Council will undertake during the year and explains how we will fund these activities.

We continue as a Council to be conscious that the cost burden of rates be kept to a minimum whilst responding to community expectations. I am pleased that efforts have resulted in a nominal increase this year of **2.80% in General Rates**.

In closing, I would like to thank all of my fellow Councillors and Staff for their valuable assistance in preparing the 2005-2006 *Annual Plan and Budget Estimates*.



Ross Hine
MAYOR.



Members of the Council

Mayor: W Ross Hine	43 Harcus River Road Marawah 7330 (03) 6457 1154	Term expires Councillor October 2007	Mayor October 2005
Deputy Mayor: Daryl Quilliam	PO Box 593 Smithton 7330 (03) 6452 3008	Councillor October 2005	Deputy Mayor October 2005
Councillors: Michael Buckby	RA9 Buckbys Road Montagu 7330 (03) 6456 6161	October 2005	
Bernard Charles	RA1786 Mawbanna Road Mawbanna 7321 (03) 6458 8124	October 2005	
John Oldaker	PO Box 609 Smithton 7330 (03) 6456 7194	October 2007	
Rodney Flowers	PO Box 255 Smithton 7330 (03) 6458 3429	October 2007	
Michael Weldon	RA 1916 South Road Nabageena 7330 (03) 6456 4124	October 2005	
Darren Wilson	PO Box 478 Smithton 7330 (03) 6452 2792	October 2007	
Graham Wells	6 Marshall Street Stanley 7331 (03) 6458 1149	October 2005	

(Amendments to the *Local Government Act 1993* introduced popular elections for the positions of Mayor and Deputy Mayor in October 2002).

Executive Summary

The annual Budget process undertaken by most local authorities seeks to balance conflicting demands; the expectation for ongoing improvements in the delivery of services and quality of facilities provided versus the anticipated capacity of the community to fund such.

Clearly there are many projects the Council would like to undertake but is unable to due to financial constraints. The Council has a demonstrable commitment in establishing collaborative relationships. The State Partnership Agreement process, support for Cradle Coast Authority activities and indeed localised alliances with commercial and social entities, have permitted many local desires to be addressed. The Council is committed to furthering such beneficial relationships given the cost effective outcomes they can deliver.

Notwithstanding the financial constraints we face, I am confident the projects and programs, as outlined in the 2005/2006 Annual Plan and Budget Estimates will be well received. Particular attention has been given to ensuring maintenance of key infrastructure assets, together with the implementation of numerous smaller projects, to address community expectations.



Greg Winton
GENERAL MANAGER



Budget Summary

Under the *Local Government Act 1993* as amended (the Act), Council is required to prepare and adopt estimates of its revenue and expenditure for each financial year. These estimates are to contain details of estimated revenue, expenditure, borrowings, capital works and any other detail required by the Minister. They must be adopted by 31 August each year, but cannot be adopted more than one month before the start of the financial year to which they relate.

The 2005/2006 budget estimates presented in this report have been developed through a rigorous process of consultation and review with Council and Council officers. It is Council's opinion that the estimates are financially responsible, contribute to the achievement of the Annual Plan objectives and support the strategies included in the Strategic Plan. It is also forward looking in that it fits within a longer term framework which seeks to achieve financial sustainability in the long term.

These estimates forecast an operating surplus of \$2.83 million, after raising rates and charges of \$6.60 million. After adjusting for depreciation, loan principle repayments and the capital works programme, a cash deficit of \$0.54 million is forecast for 2005/2006.

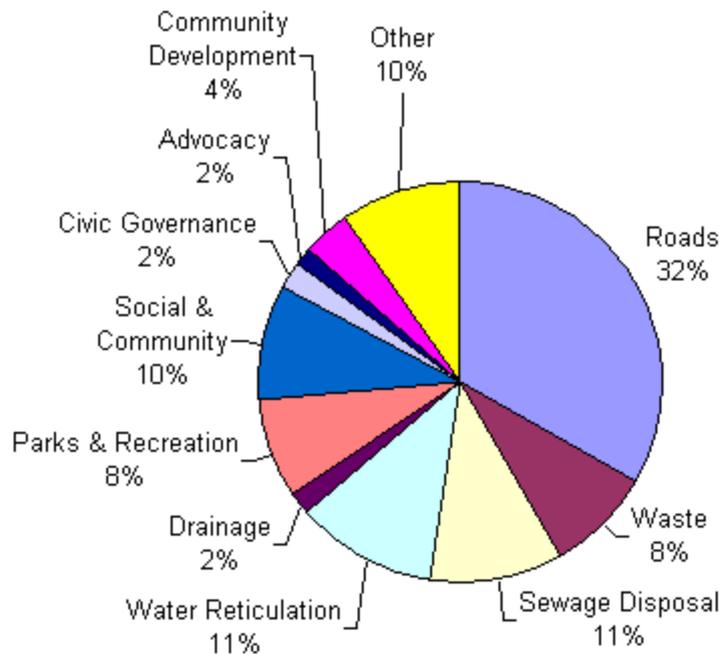
Council's financial position is strong due to its high level of cash reserves. It will be necessary to achieve future revenue growth and contain costs in order to achieve a breakeven cash position by 2007/2008. In order to achieve these objectives whilst maintaining service levels and a robust capital expenditure programme, general rates will increase by 2.8% in 2005/2006.

The capital expenditure programme has been set and prioritised in conjunction with the same process of consultation involving the budget estimates. The capital works programme is intentionally large to make use of Council's significant cash and investment resources. As disclosed in the budget workshops however, a programme of this size cannot be sustained beyond 2005/2006.

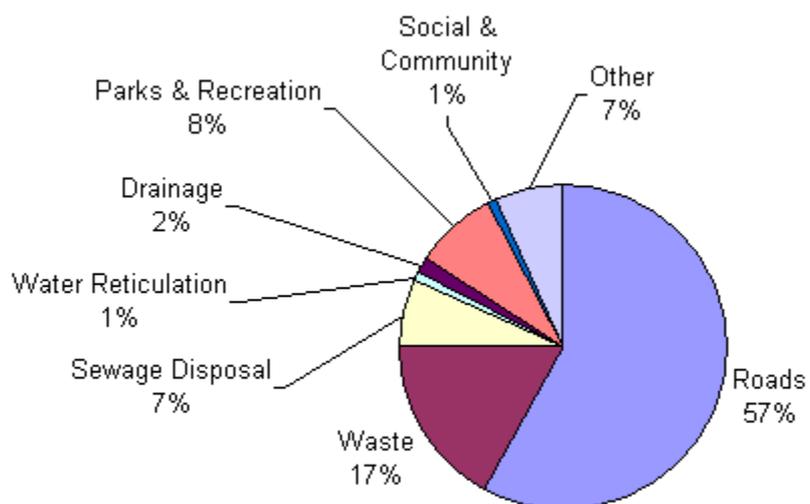
The budget estimates, which are included in this report, are for the year 1 July 2005 to 30 June 2006 and are prepared in accordance with the Act. The estimates include an estimated Statement of Financial Performance, Cash flow Statement and Capital Funding Statement. These statements have been prepared for the year ended 30 June 2006 in accordance with applicable accounting standards, other mandatory professional reporting requirements and the Act. They also include detailed information about the rates and charges to be levied, the capital works programme to be undertaken and other financial information that Council requires in order to make an informed decision about the adoption of the estimates.

Areas of Expenditure

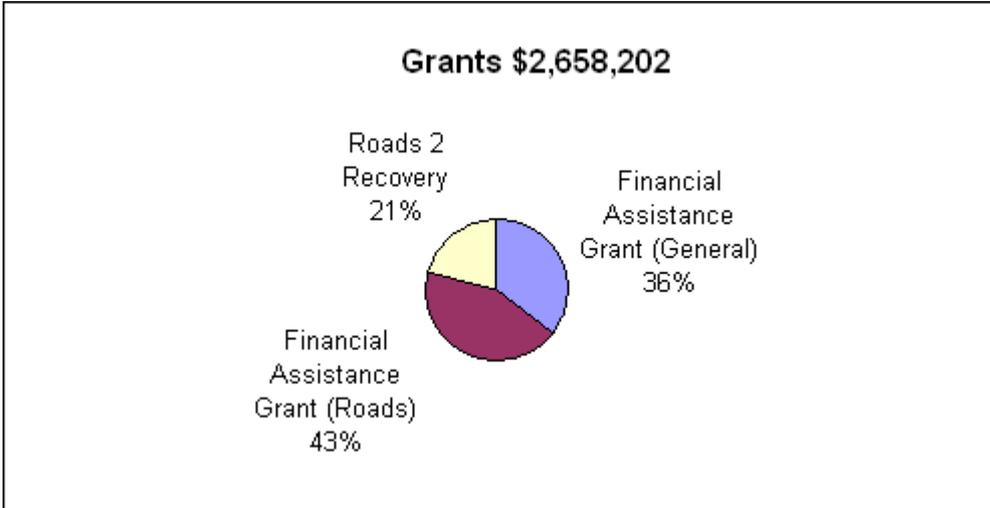
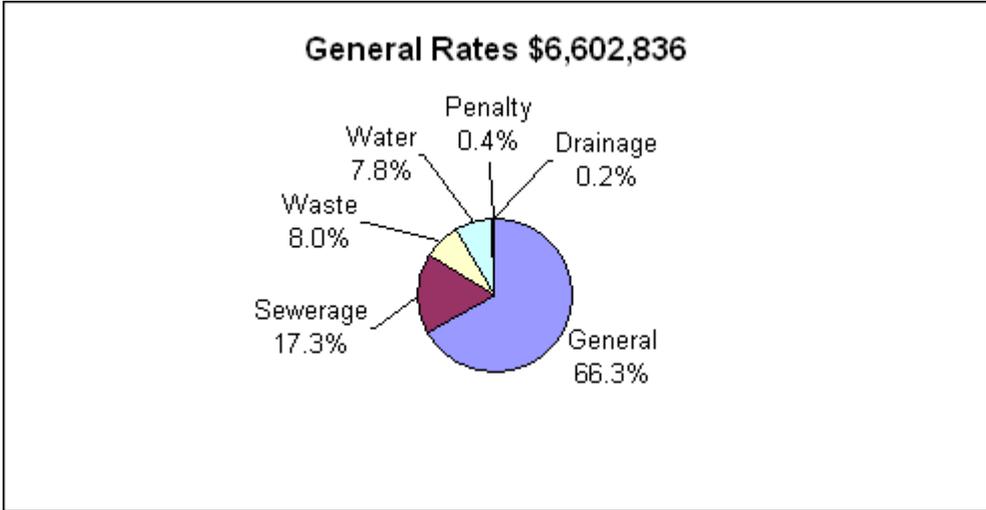
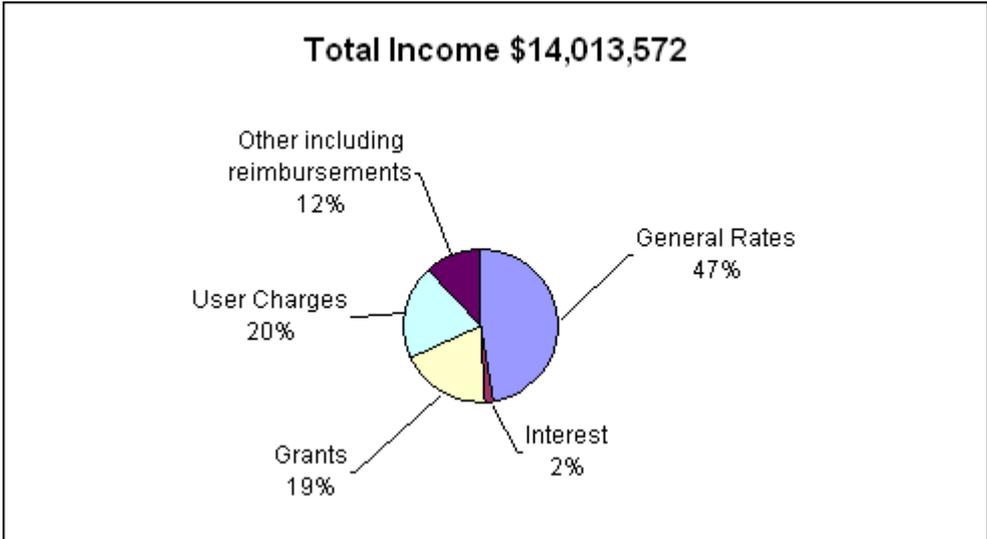
Operating Expenditure \$11,187,836



Capital Expenditure \$5,486,113



Sources of income



Highlights at a Glance

- General Rate Increase - 2.80% increase
- Water Rates Increase - No change
- Sewerage Rates - No change
- \$750,000 to upgrade Irishtown Road
- \$140,000 to reconstruct Fossey Street section
- \$200,000 to improve Trowutta/Lower Scotchtown Road intersection
- \$350,000 to reseal 20 klms of existing bitumen roads
- \$250,000 to seal section of Old Port Road
- \$175,000 to seal section of Giddens Road
- \$590,000 to replace bridges
- \$78,000 to install kerb and channel to section of Massey Street, Smithton
- \$350,000 for CBD improvements
- \$250,000 for Smithton Recreation Ground improvements
- \$910,000 for waste cell construction at Port Latta
- \$270,000 for Sewerage treatment improvement
- \$50,000 for Tourism infrastructure initiatives

Projects and Activities

As part of the Council's day-to-day operational obligations, we will provide the following services to our community during 2005-2006 including:

Community

- ◆ Community Services
- ◆ Swimming pool
- ◆ Area Management Committees – Sport and Recreation
- ◆ Community safety
- ◆ Community events and activities

Corporate

- ◆ Administrative support
- ◆ Financial management
- ◆ Human resources
- ◆ Information technology
- ◆ Records management
- ◆ Customer service
- ◆ Risk management
- ◆ Occupational Health and Safety Management
- ◆ Quality assurance

Economic Development

- ◆ Economic Development initiatives

Governance

- ◆ Support for elected Councillors
- ◆ Advocacy
- ◆ Council meetings
- ◆ Membership of regional and state local government bodies
- ◆ Legislative compliance.

Physical Environment

- ◆ Road maintenance and development
- ◆ Road sealing and resealing
- ◆ Bridge maintenance and rehabilitation
- ◆ Provision of road and street signage
- ◆ Traffic management
- ◆ Installation and maintenance of kerbing and channelling
- ◆ Construction and maintenance of footpaths
- ◆ Sewage treatment plant management
- ◆ Sewerage reticulation system expansion and maintenance
- ◆ Urban drainage
- ◆ Urban and rural road drainage
- ◆ Water reticulation, connections and maintenance
- ◆ Building maintenance
- ◆ Parks and gardens - provision and management
- ◆ Recreation facilities
- ◆ Beautification strategies
- ◆ Asset management.

Regulatory

- ◆ Animal/litter control
- ◆ Public and Environmental Health
- ◆ Building control
- ◆ Planning
- ◆ Public safety
- ◆ Weeds management
- ◆ Land use planning
- ◆ Environmental management
- ◆ Cemetery management
- ◆ Integrated catchment management
- ◆ Immunisation clinics.

Community Services

Program Overview

Council's focus for Community Services continues to incorporate a number of projects that will increase community partnerships.

Council will continue to support the Circular Head Schools Cluster Projects to engage service providers and community members to develop partnerships to assist with education, mentoring, leisure and recreation by establishing a community garden. The *Learning Leading* project, developed to assist in building a community culture of lifelong learning and a commitment to learning pathways, enters its second year.

Operational Aims

- Foster and encourage the development of community organisations and events.
- Develop and preserve a strong cultural life for all members of the community regardless of age, gender, race, income, education, environment, disability or geographic location.
- Build links between family service providers, families and the wider community.
- Support the development of facilities and activities catering for the health and well being of residents.

Major Projects and Tasks

- Review and consolidation of Community Profile data by 30 March 2006.
- Continuation of *Learning Leading* project and support Circular Head School Cluster and Community Projects
- Establishment of a peak Reference Group to provide advice in relation to future Health and Welfare needs for the community by 30 September 2005.
- Implementation of Community based project to construct Christmas decorations by 30 September 2005.
- Youth Projects – Review of youth policy, implementation of Community Door Leadership Project and establish formal links with school student committees by 30 June 2006.

Performance Measures

- Completion of Major projects and Tasks within Budget allocations by designated dates.
- Continued assessment of milestones and objectives of *Learning Leading* project.

Swimming Pool

Program Overview

The opportunity to learn to swim and enjoy an aquatic facility is recognised as an important recreational activity. Council operate and maintain the district's indoor, heated swimming pool to offer this opportunity to the community in a safe and comfortable facility.

Pool safety is paramount within the community requiring the employment of qualified lifeguards to supervise all pool users. Heating equipment at the pool has been upgraded in recent times to assist with the added enjoyment of aquatic activities.

Operational Aims

- Effectively manage our aquatic facility for the community.
- Maintain pool infrastructure to a standard ensuring protection of the community's assets.

Major Projects and Tasks

- Improve Disability facilities by 30 September 2005
- Improvements to Chemical dosing and Solar heating systems by 30 September 2005
- Introduction of further aquatic activities by 30 March 2006.
- Publication of Swimming Pool Operational Procedures Manual by 30 September 2005.

Performance Measures

- 2% increase in patronage revenues
- Number of emergencies requiring lifeguard assistance.
- Completion of Major projects and Tasks within Budget allocations by designated dates.

Sport and Recreation

Program Overview

This activity provides for the maintenance of recreation facilities including those managed by Area Management Committees of Council.

Area Management Committees of Council are responsible for the management of the facilities, with funding derived from Council grants and income from users.

Operational Aims

- To continuously improve the facilities and management operations undertaken by Area Management Committees and others concerning the sustainable maintenance and operational management of facilities.

Major Projects and Tasks

- Preparation of a comprehensive Recreation Plan addressing sustainable operational management of Council's recreational facilities throughout the municipality by 30 December 2005.
- Construction of tennis / netball courts at the principal Recreation Ground in Smithton by 30 June 2006.
- Education processes to improvement awareness by Special Committees of risk management issues and implementation of appropriate practices by 30 June 2006.

Performance Measures

- Completion of Major projects and Tasks within Budget allocations by designated dates.
- 90% compliance with statutory Occupancy requirements for each facility by 30 June 2006.

Corporate Services – Administration

Program Overview

Administrative Services encompasses the provision of internal services to the organisation including customer service, *Local Government Act* compliance, human resources, occupational health and safety, quality assurance, freedom of information requests, protected disclosure coordination, fleet management, governance support with Council elections and records management.

Operational Aims

- Ensure on-going compliance with legislation, regulations and codes of practice impacting upon the Council.
- Provide courteous delivery of quality professional administrative and customer services to the organisation.
- Ensure insurance premiums are maintained at the optimum level.
- Provide recruitment services compliant with statutory requirements and contemporary practices.
- Preparation of prescribed documents in a professional and timely manner.
- Further develop and maintain a risk register and risk assessment of Council's assets.

Major Projects and Tasks

- Revision of Instrument of delegation by 30 September 2005.
- Revision of Policy manual by 30 September 2005.
- Completion of Council's *Annual Report* by 30 November each financial year.
- Implementation of targeted Customer Service, report writing and team building training programs by end of Calendar Year.

Performance Measures

- Completion of Major projects and Tasks within Budget allocations by designated dates.
- Compliance with statutory reporting deadlines.

Financial Services

Program overview

Financial Services includes the provision of accounting and financial management services to the organisation, collection of rates and other revenue, payment of accounts, compliance with applicable *Australian Accounting Standards*, provision of information technology services and payroll.

Operational Aims

- Provide courteous delivery of quality professional financial services to the organisation.
- Issue annual rate notices in accordance with Council's instructions.
- Complete monthly financial reports for inclusion in Council agenda.
- Prepare Annual Financial Statements by 30 September 2005.

Major Projects and Tasks

- Finalisation of refined financial modelling activities by 30 June 2006.
- Review the *Financial Management Strategy by 30 December 2005*.
- Adoption of *Annual Plan/ Budget Estimates* by 30 June 2006.

Performance Measures

- Completion of Major projects and Tasks within Budget allocations by designated dates.
- Presentation of The production to Council and management of timely and correct management reports.
- Adherence to all reporting deadlines regarding operational plans/budgets, Annual and monthly financial statements.
- Compliance with Accounting Standards and requirements of Council's auditors.
- Reliability of information technology systems.

Economic Development

Program Overview

Circular Head is well placed to take advantage of significant economic development opportunities. Council has formed the view that Circular Head has excellent prospects for developing and expanding value adding of the rich resources in the area.

The Council will continue to develop a working relationship with existing and potential industry in the creation and pursuit of economic development opportunities.

Operational Aims

- To encourage and maintain an interest in industry retention and the potential of industry development in the Circular Head area.
- To work co-operatively with both the Circular Head Tourism Association and Business Enterprise Centre.

Major Projects and Tasks

- Adoption and commencement of implementation of Tourism Development Plan by 30 March 2006.
- Completion of an Economic profile of the region (industry-type, size, infrastructure availability, utility costs etc) to provide a source document for initial investment enquiries by 30 March 2006.
- Preparation of Planning Scheme Amendment and prospectus for investment at the Stanley Port area in collaboration with Hobart Ports by 30 December 2005.
- Preparation of Subdivision proposal for disposal of commercial land owned by the Council in Nelson Street by 30 June 2006.

Performance Measures

- Completion of Major projects and Tasks within Budget allocations by designated dates.

Governance – Council

Program Overview

The Council comprises the Mayor and 8 Councillors. Elections due in October 2004 have been delayed until October 2005 due to a review and subsequent amendments to the Local Government Act and other legislation by the State Government.

The role of the Council is focused on policy formulation, including adopting the Budget, Strategic and Operational Plans and determining approval guidelines. This also involves the monitoring of management systems and conducting community consultation.

Operational Aims

- To ensure appropriate structures are in place to adhere to statutory requirements and facilitate contemporary good governance practices.
- To provide effective communication mediums for dissemination of, and consultative mechanisms for, Council Policies, Plans and the progress of such.
- To develop and implement key strategies contained in a Partnership Agreement with the State Government.

Major Projects and Tasks

- Review reporting frameworks for the purpose of improving the relevance of key Strategic and Operational Plans indicators by 30 December 2005.
- Strengthen links between Strategic and Management Plans by 30 December 2005.
- Comprehensive review of Policy positions and documentation of significant internal processes by 30 September 2005.

Performance Measures

- Conduct monthly Council meetings, with Minutes and Agendas of Council and Council Committees readily available for public inspection.
- *Annual Plan/Budget Estimates, Annual Report and appropriate Management Plans* to be made available to the public at no cost and in a timely manner.
- Progress reports on actions identified in a Partnership Agreement.
- Completion of Major projects and Tasks within Budget allocations by designated dates.

Advocacy

Program Overview

The Council will continue to advocate on behalf of the community on regional, state and national issues.

Efforts in relation to the future leasing by the State Government and use of Hunter Island provide a clear demonstration of Council efforts to represent local views on issues considered of value, ensuring that decisions are not made in major population centres without local input.

Operational Aims

- To advocate strongly in the interests of the community and continually raise the profile of the Circular Head Council and the district at a state and national level.
- To keep abreast of current issues that may impact upon our community and be proactive in taking appropriate action.
- To participate actively in the regional Cradle Coast Authority and the Local Government Association of Tasmania, with particular emphasis on equal representation, economies of scale and issues of significance.

Major Projects and Tasks

- Hosting Hunter Island Advisory Group, providing recommendations to the Minister for Parks in relation to the leasing and ongoing management of Hunter Island.
- To lobby vigorously parliamentarians, State and National bodies to advance the interests of the district.

Performance Measures

- Hunter Island leased with Advisory Group convening a minimum of twice annually.
- The outcome of efforts to influence external decisions that affect the district.

Other Activities

Program Overview

The Council has a legislative responsibility to collect certain levies on behalf of the Government, such as the Urban and Rural Fire Levy, which is collected with the general rates each year. Council also maintains the SES vehicles and contributes towards the maintenance of an efficient SES unit.

Other civic activities include assisting and/or participating in the conduct of a diverse range of activities, for example Australia Day celebrations and the National Clean Up Australia Day program.

Operational Aims

- To maintain an adequate SES resource unit and marshal resources when emergencies arise.
- To support activities which encourage community capacity building.
- To rationalise surplus Council assets, including land.

Major Projects and Tasks

- Completion of improvements to SES site and accommodation by 30 December 2005.
- Identification of assets that are surplus to Council requirements by 30 June 2006.

Performance Measures

- Completion of Major projects and Tasks within Budget allocations by designated dates.

Physical Environment

Transport

Program Overview

Circular Head municipality covers an area of 4,917 km². Its population and industry is spread across most of this area, and requires efficient transport infrastructure to meet various demands. Council currently provides approximately 767 km of road network, of which 250 kms are sealed and 517 kms unsealed. In addition, 101 bridges serve the community, 57 of which are of timber construction.

Maintenance and construction works are undertaken on a contractual basis by Council's in-house business unit, Works Plus, and by private contractors.

Council has a 20 year indicative construction program for Circular Head that co-ordinates the rehabilitation of transport assets which provides guidance for future planning.

Operational Aims

- To maintain and improve municipal roads and bridges to provide a safe, efficient and cost effective transport network.
- To keep abreast of new innovations and standards in the maintenance of infrastructure and apply them to the organisation where it would be beneficial to the community.

Major Projects and Tasks

- Provision of effective routine maintenance services.
- Replacement of four bridges.
- Reconstruct almost 2km of sealed roads.
- Seal approximately 2km of unsealed roads.
- Completion of capital works within budget and on time.
- Reseal at least 18 kilometres of road.
- Complete Investigation and Design for on-going road/street reconstructions.

Performance Measures

- Maintenance and construction works completed to relevant specifications and within budget provisions.
- Road designs functional and completed within resource constraints.

Solid Waste Management

Program Overview

Garbage collection services – via wheelie bin - are provided to major urban centres on a weekly basis, whilst fortnightly collections are provided to a wide rural area.

Recycling collection is provided to major urban centres fortnightly. The White Hills Transfer Station has provision for depositing recyclables at no cost.

The community may dispose of waste at the White Hills Waste Transfer Station. All waste is then managed at the Port Latta Landfill Site which receives waste from State-wide sources.

Operational Aims

- To effectively manage and dispose of waste in an environmentally responsible manner.
- To comply with licence requirements imposed by the Department of Primary Industry, Water and Environment (DPIWE).

Major Projects and Tasks

- Deliver efficient and effective waste collection and disposal services.
- Undertake further strategic planning for the Port Latta Landfill.
- Review the Port Latta Environmental Management Plan.
- Design and construct additional waste cells with leachate control systems.
- Upgrade site security and data handling systems.

Performance Measures

- All sites maintained and operated to contract and licence requirements.
- Continued participation in recycling scheme.
- Environmental Management Plan (EMP) approved Department of Primary Industries Water and Environment (DPIWE).
- Future disposal provisions planned and constructed adequately.
- Maintenance and construction works completed to relevant specifications and within budget provisions.

Sewage Disposal

Program Overview

This activity provides for the collection, treatment and disposal of sewage from the two urban areas of Circular Head, Smithton and Stanley. Each of the urban areas has a separate scheme with both schemes utilising lagoons for treatment.

The Smithton Sewage Treatment Plant is one of the State's largest of its type, treating both domestic and industrial waste including industrial discharges from McCain's and Greenhams.

Administration of this activity is undertaken through Infrastructure and Development Services.

Operational Aims

- To provide cost effective and reliable sewerage services relevant to the needs of customers.
- Undertake a review of trade waste charges and formalise new agreements with major dischargers.
- Ensure optimal system operation through effective asset management.

Major Projects and Tasks

- Investigate effectiveness of radio telemetry for system control and monitoring.
- Upgrade pumping equipment at the treatment plant and pump stations.
- Expand flow metering facilities within sewer system to improve monitoring.
- Replace treatment plant aeration systems.
- Environmental monitoring of effluent discharge effects.

Performance Measures

- Maintenance and construction works completed to relevant specifications and within budget provisions.
- Special projects completed within resource constraints.
- Compliance with Department of Primary Industries Water and Environment licence conditions and regulations.

Water Supply

Program Overview

Council provides water reticulation to communities of Smithton, Stanley and Irishtown. Bulk treated water is purchased from the Cradle Coast Water Authority.

Council is responsible for reticulating the water from reservoirs at Massey Street and Carnac Court (Smithton), the Stanley Reservoir and the Irishtown Pump Station (Irishtown).

This activity is administered through the Infrastructure & Development Services Department.

Operational Aims

- To reticulate a treated water supply to the Smithton, Stanley and Irishtown communities in an efficient, reliable and cost effective manner.
- To read all water meters three times during the year.

Major Projects and Tasks

- To maintain reliability and quality of supplied water through effective asset replacement programs.

Performance Measures

- Maintenance and construction works completed to relevant specifications and within budget provisions.
- Compliance with relevant service standards.

Drainage

Program Overview

This activity provides for the collection and control of storm-water within the drainage districts of Smithton and Stanley.

Council's planning for drainage construction for the district is based on 5 and 20 year draft construction programs developed for the Smithton town area. Whilst those draft programs provide staff with guidance for future planning, continuing work is required to develop final construction programs.

Operational Aims

- To undertake improvements, and deliver preventative maintenance and repairs to Councils system within drainage districts.

Projects and Tasks

- Kerb and channel works in Massey Street Smithton, facilitating improved road and property drainage.
- Install road drainage at Ollington St Forest.

Performance Measurement

- Number of complaints received concerning diminished performance of drainage systems.
- Maintenance and construction works completed to relevant specifications and within budget provisions.

Parks and Reserves

Program Overview

This activity provides for the maintenance and enhancement of parks, gardens and reserves within the municipality.

The amenities maintained by Council include a camping ground at Montagu, parks and gardens in Stanley and Smithton and recreational facilities at Dip Falls, Marrawah and Brickmakers Beach.

Operational Aims

- To maintain and improve parks, gardens and reserves to enhance community amenity, promote healthy living and ensure user safety.

Major Projects and Tasks

- Renewal of playground equipment to ensure safe use throughout municipal parks.
- Install beach accesses at Green Point and Tatlows Beach.
- Construct toilet facilities in Smithton.
- Improvements to West Esplanade.
- Provide additional BBQ facilities, renew fencing and extend walkways in Stanley.
- Improve parking and vehicle access at Godfrey's Beach.
- Design and construct a pedestrian bridge at Dip Falls.

Performance Measures

- Maintain parks and reserves within budget and to the appropriate standards.
- Maintenance and construction works completed to relevant specifications and within budget provisions.

Infrastructure & Development Services

Program Overview

Infrastructure and Development Services is responsible for professional and technical management and support for various organisational functions, including:-

Customer Service
Asset management
Contract administration

Civil works design
Strategic Planning
Information support system

Internal contracts are completed by Works Plus, Council's civil construction arm, with unit prices determined by benchmarking or other competitive process.

Operational Aims

- To manage Councils infrastructure assets effectively.
- To maintain effective information systems to support organisational functions.
- To provide effective complaint monitoring/action systems.
- To deliver effective services and infrastructure to support the community.

Major Projects and Tasks

- Review forward plans for asset management and financial modelling.
- Complete the registration and re-valuation of infrastructure assets.

Performance Measures

- Review and implement the *Asset Management System*.
- Revaluations complete and finance model implemented.
- Development processes are effective and timely.

Regulatory Animal/Litter Control

Program Overview

Council provides on-going services in relation to the control of dogs and other livestock, and the provision of litter control within the Municipality.

The lifestyle of all the community can be enhanced through responsible ownership and management of animals and through on-going education where appropriate.

Council continues to act against illegal dumping of waste in an effort to increase awareness of the consequences of illegal dumping.

Operational Aims

- To provide effective control of dogs and other animals within the municipal area.
- To promote responsible disposal of waste.
- To protect the community from nuisance and fire hazards through promotion of good practices and investigation of infringements.

Performance Measures

- impounded animals registered/non-registered expressed as a percentage of total animal registrations.
- Complaints investigated with a written response within 5 working days.
- Incidences of animal related attacks due to inadequate animal management.

Public and Environmental Health

Program Overview

Public and Environmental Health Unit plays a key role in the provision of a range of public and environmental health services to the community.

The *Public Health Act 1997* outlines requirements relating to public health, including provisions for disease control, regulation of at risk premises, powers over unhealthy premises, and monitoring of both drinking and recreational water quality.

The *Act* is supported by a variety of guidelines and referenced standards that Council must enforce. The role Council plays in Public Health matters has increased under the requirements of the *Act*, especially in relation to registration of premises, water supplies and immunisation.

Council is proactive in its endeavours to promote and conduct immunisation clinics, in conjunction with local health professionals.

Council is also responsible for ensuring public health is protected by registering and assessing food businesses and responding to complaints of defective food. Providing information on food safety standards is also an important aspect of food safety.

Environmental Health covers a range of environmental management issues from pollution to development proposals. Council will continue to work with stakeholders in the dairy industry to promote responsible management of dairy effluent.

Operational Aims

- To protect and enhance the public health and safety of the community by means of educating, monitoring and regulating the environment and community.
- To undertake Councils functions under the *Environmental Management and Pollution Control Act 1994* and provide an efficient system for implementation and monitoring of compliance.
- To provide input to development of environmental policies, standards and regulations as they impact upon the roles of local government.

Major projects and tasks

- Implement a risk management approach to food business inspections.
- Participation in the state-wide food testing program.
- Educate food businesses and the public on food safety and the requirements of the Food Safety Standards, including provision of food safety training seminars.
- Identify and assess premises required to be registered under the *Public Health Act 1997*. These include places of assembly, systems for air and water, private water suppliers, public health risk activities.

- School immunisation program for grade 7 and grade 10 students.
- Investigation of all complaints concerning dairy shed effluent and take necessary action to ensure environmental compliance.
- Continue to work with other agencies and bodies (ie Department of Primary Industries, Dairy Industry Authority) in educating farmers of their responsibility in dealing with dairy shed effluent.
- Monitoring of reticulated water supplies and recreational waters in accordance with the requirements of the *Public Health Act 1997*.
- Implement policies and guidelines for the design and construction of on-site wastewater systems.
- Carryout council's functions under the *Environmental Management and Pollution Control Act 1994*, in relation to environmental management and compliance.

Performance Measures

- Food premises inspected, ranked by risk level.
- Food safety workshops completed.
- Number of food businesses participating in food safety training, and demonstrated level of knowledge.
- Percentage of dairy effluent complaints investigated and actioned.
- Water monitoring compliant with industry guidelines.
- On site wastewater guidelines implemented.
- Percentage of children in Circular Head having full coverage as measured by the Australian Childhood Immunisation Register.

Building Control

Program Overview

In accordance with the requirements of the *Building Regulations*, *Building Code of Australia*, and the *Building Act 2000*, Council undertakes various roles to ensure a safe and effective built environment.

Specific responsibilities of Building Control may include issuing of Permit Authority Certificates, provision of general building services advice and building inspections to ensure the required standards in relation to building, plumbing and drainage are maintained. Council is also responsible for processing all building applications, in accordance with the statutory time limits prescribed under the *Building Regulations 2004*.

Operational Aims

- To enforce the standard of building, plumbing and drainage regulated by the *Building Code of Australia* and its associated Regulations.
- Provide efficient and effective Permit Authority services.
- Maintain a majority share of building certification work within the municipality.

Major projects and tasks

- Maintenance of efficient administrative systems for the issuing of project information and memoranda.
- Assessment of building proposals for compliance with statutory requirements and the processing of building applications promptly within the time limits prescribed under the *Building Regulations 2004*.

Performance measures

- Number of building related applications processed within prescribed time limits.
- Efficiency of administrative systems for processing building applications and associated documentation.
- Proportion of building work certified by Council practitioners.

Planning

Program Overview

Planning involves a wide range of duties in relation to the Resource Management and Planning System in Tasmania. Council is focussed on sustainable development principles and the maintenance and enhancement of land use planning and control.

The role of planning is both strategic and regulatory, and aims to ensure compliance with legislative requirements in relation to land use planning, development applications and enforcement. Council aims to undertake its role in a cost-effective manner, while ensuring standards of service are maintained.

Operational Aims

- To provide a framework to encourage development within the district that meets the needs of the community and encourages the sustainable use of the area's resources, in accordance with the objectives of Council's *Planning Scheme* and the *Land Use Planning and Approvals Act 1993*.
- Finalise a strategic direction for development of the Stanley community, utilising tourism as a platform for enabling skills and mechanisms for the community to meet future challenges and further the community vision.
- To assist promotion of industrial and economic development within Circular Head.
- To process all permit applications in accordance with time limits prescribed under the *Land Use Planning and Approval Act 1993*.

Major Tasks and Projects

- Review the Stanley provisions of the planning scheme and initiate amendments as deemed necessary to implement the strategic direction for development of the Stanley community.
- To prepare and initiate a program of planning scheme amendments as a means of updating the planning schemes provisions.
- Establish an annual planning scheme review report with recommended amendments as identified necessary for the schemes operation.

Performance Measures

- Percentage of permit applications processed within prescribed time limits.
- Percentage of permit applications that result in appeals or enforcement actions
- Planning scheme amendment program determined and implemented

Public Safety

Program Overview

To ensure that an appropriate standard of facilities is maintained, Council will be providing a regular inspection of all Council owned buildings. Requirements of the *Building Regulations 2004*, *Building Code of Australia*, *Disability Discrimination Act* and the *Public Health Act 1997* will be considered and where necessary implemented.

Operational Aims

- To inspect all Council owned buildings on an annual basis for compliance with legislative requirements.
- To maintain Council buildings as necessary in relation to high priority risk/public safety concerns.

Major Projects and Tasks

- Progress the development of an Asset Management Plan for all Council owned buildings relating to public safety issues.

Performance Measures

- Extent of progress towards the development of a Building Asset Management Plan.
- Annual report detailing inspection findings.

Cemeteries

Program Overview

Council maintains four cemetery sites in the district. Cemetery records and plot allocation is administered through the Infrastructure & Development Services Department. Maintenance of the facilities is coordinated by the Department Manager and is contracted out to Works Plus, Council's civil construction arm.

Operational Aims

- To efficiently manage and maintain Council's cemeteries in a cost-effective manner.
- Protect the long-term future of the Stanley Burial Ground.

Major Projects and Tasks

- Extension of Circular Head Lawn Cemetery available area.
- Upgrade entrance to Circular Head Lawn Cemetery.
- Fence repairs at Stanley Burial Ground.

Performance Measures

- Preparation of all grave sites in an efficient manner and to appropriate standards.
- Sites suitably fenced and maintenance issues actioned in a timely and effective manner.
- Maintenance and construction works completed to relevant specifications and within budget provisions.

Summary of Rates and Service Charges

The Council resolved to increase the General Rate by an average 2.65% for the 2005-2006 year.

General Rate	11.8790 cents per dollar of the Assessed Annual Value (AAV) with a minimum charge of \$176.50
Water Service Charge	\$241.45 (includes a 50 kilolitre water allowance).
Water Consumption Charge	95 cents per kilolitre used above the 50 kilolitre allowance. Invoiced approximately each 4 months on measured (metered) supply.
Urban Waste Collection	\$97.30 per service (Bins)
Rural Waste Collection	\$50.05 per service (Bins)
Utility Waste Charge	\$45.85 per property
Recycling	\$21.30 per service
Sewerage & drainage rate	Drainage only - 2.8699 cents in the dollar of AAV Greywater – 1 only - set charge \$366.90 Sew/drain - 8.5729 cents in the dollar of AAV per service with a minimum charge of \$366.90 per service
Urban fire levy	0.44440 cents in the dollar of AAV with a minimum charge of \$30.00
Rural fire levy	0.37444 cents in the dollar of AAV with a minimum charge of \$30.00

Fees and Charges Collected for Government Agencies

Council is required to collect certain fees and charges on behalf of Government agencies. This is usually done through the rates system and details are shown separately on the rate notices. The fees and charges are then paid to the relevant agency.

Of the rates collected Council expects to pay the following fees and charges for the 2005-2006 financial year:

State Fire Commission	\$181,897
State Library Board	Nil
Local Government Planning Administration	Nil

State Fire Commission

The above service is funded in part from a property-based levy, which Council is required to collect and pay to the State Fire Commission. This service is managed by the State Government and is not under Council's control.

Rates Payment Options

There are five methods of paying rates for 2005-2006:

1. Payment in full by 31 August 2005 to receive a 4% discount

Ratepayers may pay their rates in full by 31 August 2005. Where rates are paid in full by this date, ratepayers will receive a 4% discount.

2. Pay in full by 30 September 2005

3. Payment by three instalments

Ratepayers may pay their rates in three instalments. This option is only available to ratepayers who make the first instalment on or prior to the first instalment date. Instalments are due by close of business (5pm) on the following dates:-

Tuesday 31 August 2005

Tuesday 30 November 2005

Monday 28 February 2006

Council will vigorously enforce these dates and a 10% penalty will be applied on any balance remaining outstanding after each due date.

4. Direct Debit arrangement

5. Special arrangement

Should a ratepayer be unable to meet a payment date, consideration will be given to special arrangements if the application is made in writing on the appropriate form prior to the due date.

Fees and Charges for 2005-2006

The following fees and charges have been set in accordance with section 205 of the *Local Government Act 1993* and built into the budget estimates for the year.

Cemeteries	
All Sites	Fee \$ inc. GST
Single depth burial	1040.00
Double depth burial	1252.00
Second interment	1040.00
Child under 5 years	473.00
Reservation	266.00
Concrete over coffin (place or break open)	214.00
Extra charge – weekends/public holidays	320.00
Placement of ashes in grave	140.00
Breaking of concrete of grave top	214.00
Permission to construct brick grave including supervision	780.00
Exhumation of body	1920.00
Re-interment (same or alternative grave)	1015.00
Record search fee per ½ hr	27.00
Circular Head Lawn Cemetery only	Fee \$ inc. GST
Niche wall interment	292.00
Niche wall reservation	140.00

Swimming Pool		
Single entry tickets	Fee \$	
Toddler	1.60*	
Child 5 years and up	3.60*	
Adult (16 yrs +)	4.90*	
Pensioner (Pensioner Concession Card)	3.70*	
Family	14.00*	
Spectator	Gold coin donation*	
Season tickets	Half year fee \$	Full year fee \$
Child	60.00*	105.00*
Adult	75.00*	140.00*
Pensioner	65.00*	110.00*
Family	130.00*	250.00*
Pool hire	Fee \$	
Regular hire/hr	34.00*	
Casual hire/hr	57.00*	
Carnivals (including championships)	129.00*	
Carnival – weekends/public holidays	260.00*	
Swimming club/year	530.00*	

Animal control

Particulars	Fee \$
Registration fee for each male or female dog, when paid- (a) by 29 th July 2005 (b) after 29 th July 2005	46.50 60.00
Registration fee per dog for hunting pack (minimum of six (6) dogs) Kennel licence fees also apply.	7.50
Registration fee on production of evidence- (a) for each working dog; (b) for each pure-bred dog referred to in section 16(1)(c) (ii); or (c) for each greyhound referred to in section 16(1)(c) (iii). When Paid - (d) by 29 th July 2005 (e) after 29 th July 2005	22.00 33.00
Registration fees for dog owned by pensioner (one dog only), when paid - (a) by 29 th July 2005 (b) after 29 th July 2005	11.00 13.50
Registration fee for each sterilised dog, when paid - (a) by 29 th July 2005 (b) after 29 th July 2005	11.00 13.50
Fee for inspection of register (a) per 15min segment or part thereof, or (b) Per record	9.50 4.00
Certificate of particulars from register	4.50
Replacement of registration disc (includes GST)	2.20
Dog Release Fees - For first seizure of any dog For second and subsequent seizures	16.50 28.00
Pound maintenance on a daily basis for each dog	13.00
Application for a kennel licence - For 3 up to 5 dogs For more than 5 dogs	48.50 76.50
Renewal of kennel licence	30.00
Appeal in respect of kennel licence	30.00

- The dog registration period will apply from 1 July 2005 to 30 June 2006.
- Upon provision of receipt for the purchase of a dog and subsequent registration of that dog, if paid within thirty –one days of such purchase, the reduced fee shall apply.
- A certificate of sterilization to be produced for any newly sterilized dog before claiming the reduced fee.
- Dogs owned/used by the disabled are free of any fee.

Water

Water consumption	Fee \$
User pays (domestic charge)	0.95
Filling station consumption (per kl)	1.18

Planning Services

Application for Planning Permit	Fee \$	
	Administration	Assessment
Proposal up to \$100,000	\$ 135	+ \$3.00 per \$1000 total cost of development
Level 2 activities under Environmental Management & Pollution Control Act 1994 (EMPCA) and Major Infrastructure Development Approvals Act 1999 (MIDAA) where the development cost is less than \$100,000	\$ 443	+ \$3.00 per \$1000 total cost of development + all costs of external consultants used for assessment of components of development + .025% of total proposal cost where assessment under EMPCA or MIDAA is required
Proposal \$100,000 - \$500,000	\$ 443	+ \$1.70 per \$1000 total cost of development + all costs of external consultants used for assessment of components of development + .025% of total proposal cost where assessment under EMPCA or MIDAA is required
Proposal over \$500,000	\$1340	+ .1% of project value over \$500,000 + all costs of external consultants used for assessment of components of development + .025% of total proposal cost where assessment under EMPCA or MIDAA is required
Public Notification for Discretionary Applications	\$ 210	
Surcharge where development has been commenced or completed prior to the application being lodged and given approval		Total Application Fee applicable + 50% WHERE COMMENCED; OR + 100% WHERE COMPLETED
Amended Application, where after the application will be readvertised	\$ 270	

Subdivision

Subdivision	\$ 340	+ \$30 per lot + \$210 public notification cost
Subdivision which includes construction of a public infrastructure (including roads, stormwater, water & sewerage)	\$ 340	+ \$30 per lot + \$400 for first 100 lineal metres or part thereof per infrastructure type. + \$50 for each 100 lineal metres or part thereof in excess of 100 metres. + \$210 public notification cost
Subdivision Infrastructure inspection		\$105 per hour with minimum of \$100 per inspection
Sealing of Final Plans	\$ 60	+ \$500 sealing bond to be drawn on where further documentation or follow up inspections are required in order to gain compliance with the permit conditions. The amount to be drawn being based on \$38 per hour of administration staff and \$48 per hour for technical staff
Application to Amend Sealed Plan	\$ 206	+ \$10 per lot on sealed Plan + Costs of notification
Consideration of a Strata Plan for existing units	\$ 115	per strata lot/unit + \$210 public notification cost + \$60 sealing fee
Consideration of a Stratum Plan for staged or community development schemes	\$ 105	per strata lot/unit + relevant application for planning permit fee + \$60 sealing fee
Consideration of amendment to Strata Plan	\$ 60	per strata lot/unit + \$60 sealing fee
Adhesion Order making of or discharge of where not part of another application for a discretionary permit	\$ 280	+ \$210 public notification cost + \$200 Water disconnection cost where necessary
On-Site Wastewater Disposal: for subdivision	\$ 180	For first 2 lots + \$20 for each additional lot over 2

Requests to Amend Planning Scheme

MINOR REZONING and/or multiple Ordinance amendments	\$1650	Plus public notification costs Resource Planning and Development Commission fee all costs of external consultants used for assessment and preparation of supporting documentation
MAJOR REZONING and/or multiple Ordinance amendments	\$2730	public notification costs Resource Planning and Development Commission fee all costs of external consultants used for assessment and preparation of supporting documentation. Proponent to pay all reasonable costs in excess of \$2650
COMBINED (S43A) Development Application & Scheme Amendment	\$2730	plus Relevant application for planning permit fee public notification costs Proponent to pay all reasonable costs in excess of \$2650 Resource Planning and Development Commission fee all costs of external consultants used for assessment of components of development

Miscellaneous Charges

Sealing of document not required to be sealed as part of a planning or subdivision permit	\$ 115	
Part 5 Agreement Dealings	\$ 105	Per dealing + associated Title Office costs
Access sight distance assessment	\$ 80	+ GST
Council Reticulated Service Location	\$ 50	For first hour + \$38 per additional hour + GST

Building

Permit Authority fees (no GST)

Item	Fee \$	
Building Permit		
▪ Class 10	\$ 45	
▪ Class 1 and Class 2-9 < 500m ²	\$ 67	
▪ Class 2-9 > 500m ²	\$ 90	
▪ Non-roofed windmill, mast, antenna, flagpole or the like > 6metres in height	0.2%	of estimated cost of building work.
Certificate of Completion	\$ 34	
Temporary Occupancy Certificate	\$ 86	
Planning Compliance Certificate	\$ 56	Building Regulation 18(1)(b,c,d)

Tasmanian Building & Construction Industry Training Board Levy	0.2%	}of cost of building work, where cost > \$12,000
Building Permit Levy	0.1%	
Building Services charges (GST included)		
Item	Charges \$	
Building assessment Class 1 & 10	\$ 2.40/m ²	Minimum \$105
Building assessment Class 2 to 9	\$ 2.90/ m ²	Minimum \$105
Site inspections (incl travel)	\$ 118	Footing, slab, frame, occupancy Certificate, Final Inspection Certificate
Certificate of Occupancy &/or Certificate of Final Inspection	\$ 118 ea	
Inspection of services termination for demolition work	\$ 118 ea	
Certificate of Substantial Completion	\$ 118 ea	
Food Premises report	\$ 55 per/hr	Minimum \$70
Food Premises Verification Analysis	\$ 55 per/hr	Minimum \$70
Copying of documents for distribution	\$ 2.20/page \$ 3.30/page	A4 A3

Miscellaneous charges	Fee \$	
Provision of new rural addressing number	\$ 54	
Copy of planning scheme ordinance	\$ 70	Inc GST
Plan search fee (copy fee extra)	\$ 24	Inc GST
Subdivision Infrastructure Inspection	\$103	per inspection
Surveying buildings or sites for compliance with Building Regulations or Planning Scheme or in respect of any Permit, Licence or Sanction by Council	Cost plus 10%	

Plumbing

Plumbing fees	Fee \$	
Plumbing Permit		
▪ Domestic	\$ 41	+ \$5 per fixture (ie wc, shower, hand basin, etc)
▪ Other (no fire systems)	\$ 82	+ \$10 per fixture
▪ Other (including fire services)	\$155	+ \$10 per fixture
Onsite Wastewater Management Systems Special Plumbing Permit ¹		Applications accompanied by a site and soil evaluation, and system design submitted with a certificate of Others (Form 59) are eligible for a
▪ Daily flow up to 1200L ²	\$100	30% reduction in fees.
▪ Daily flow >1200L	\$ 52	+ \$50 per 1000L daily flow or part thereof.
Site assessment for on-site wastewater management suitability	\$200	Assessment is limited in scope and does not meet all criteria of AS1547:2000

¹ Where relevant applications are not accompanied by supporting information certified by a person with prescribed qualifications and accreditation, an additional assessment fee of \$200.00 will apply to cover Council's cost of a limited site evaluation.

² Flow figures are daily average per AS1547:2000. For the purpose of determining fees, it is assumed that each bedroom generates 300L/day.

Other inspections	\$ 60	Per inspection
Special Plumbing (Sewer connection)		
▪ Trade waste	\$113	
▪ Backflow prevention device	\$ 77	
▪ Other	\$ 88	

Public Health Act 1997

Places of assembly	Fee \$ inc. GST
Grant or refuse licence	50.00
Application for licence	50.00
Registration of premises	Fee \$ inc. GST
Application to register premises	21.00
Renewal of registration of premises	21.00
Public health risk activities	Fee \$ inc. GST
Application for licence	16.00
Renewal of licence	16.00
Systems for air and water	Fee \$ inc. GST
Application to register regulated system	60.00
Renewal of registration	60.00
Water	Fee \$ inc. GST
Application for registration as a private water supplier	16.00

Food Act 2003 Food Business Registration

Class of Food Business	Typical Examples	2005/06
Selling		
Display for sale of potentially hazardous food (no preparation or processing).	Supermarket or store selling pre-packaged dairy or meat products	\$41
Processing and packaging for Distribution	Premises that package and supply through other outlets	
Potentially hazardous food	Processing factories, butcheries, bakeries, fish processing	\$103
Non-potentially hazardous food	Jam production, biscuits, vegetable processing (no temperature control required)	\$41
Preparation and sale direct to the public		
Preparation and handling of potentially hazardous foods for sale direct to the public	Take-away, restaurant meals sold only from that establishment, bakery only selling direct to public	\$82
Bed & Breakfast Accommodation or Tourist Activity (providing food)	Provision of potentially hazardous food (no preparation, for example storing milk)	\$21
Bed & Breakfast or Tourist Activity (preparing and cooking food) for less than 15 guests	Cooking of meals for guests only. In these instances the food preparation and production must be ancillary to the tourist activity	\$41
Intermittently operated canteen or the like	Sporting clubs, schools or similar	\$41

preparing potentially hazardous food	operating intermittently or 1-2 days a week	
Intermittently operated eating house preparing potentially hazardous food	Club kitchen used as eating house, intermittently or 1-2 days a week	\$41
Re-heating of commercially pre-prepared food products or serving of commercially pre-prepared food products	School canteen heating pre-prepared foods only, premises that dishes up cakes prepared commercially elsewhere	\$21
Events		
One-off events to which 'Food Business Registration' applies	Community event	\$21
Sale of food at a fundraising event	Fundraising events complying with the guidelines of the <i>Food Standards Australia New Zealand</i>	No Fee
Miscellaneous		
Food business that does not fit into one of the above classes		\$41
Cake decoration (home occupation scale)		\$21

Notes & Conditions:

- The term 'sell' is defined in the *Food Act 2003*.
- The *Food Act 2003* sets out the type of businesses required to be registered. This fee schedule aims to provide a degree of parity between the scale and risk of food businesses.
- The determination for the level of fee shall be at the discretion of the General Manager or as delegated. A food business may present a case as to why a lower class of registration fee should apply. Where there is more than one distinct type of food production and production area, a combination of fees may be applied.
- Potentially Hazardous food has the same meaning assigned to it in the *Food Safety Standards* (Chapter 3 of the *Australia New Zealand Food Standards Code*).

Environmental Management & Pollution Control Act 1998

	Fee \$
Issue of environmental protection notice per hour	67.00

Port Latta Landfill

Administration	
Item	
Issue of entry code – gate	36.00 (Admin fee)
Unscheduled opening of landfill up to 4 hours	459.40
- for each hour after 4 hours	139.00
Waste Disposal (\$/tonne)	
*minimum disposal charge equivalent to 1 tonne for all deliveries, unless otherwise agreed	
General waste (Council – CHC & WW only)	36.50
General waste (all other users) (metal, plastic, household garbage, paper, brick, concrete, wood, sawdust etc)	42.60
General – Mill wood waste (no larger than 50mm)	0.00
General – clean soil, Level 1 (may include compliant pulp waste)	8.00

General or Hazardous – Bulky/Fibrous products (Wool, fibre, poppy husk)	316.00
Hazardous - Contaminated Soil Level 2 (may include compliant pulp waste)	8.00
Hazardous - Contaminated Soil Level 3 & 4 (Hydrocarbon only)	83.50
Hazardous – Secure Cell ³ Level 3/4 (fire wastes, chemical/pesticide/heavy metals, pulp Waste, spadeable sewage sludge)	121.35
Hazardous – Clinical/Quarantine	698.50
Hazardous – Solid, includes Asbestos content	63.20
Liquid – any material not spadeable	Not accepted

³ Where waste quantity is additional to routine deliveries to the facility and exceeds 30T/week, an additional \$5/T rate may apply.

⁴ Material shall be approved by the Director as suitable as daily cover with nil treatment.

⁵ If material classified by Director as suitable for daily cover (with nil treatment) , then rate for Level 1 material applies.

⁶ Any materials that can not be disposed directly to the general waste cells.

White Hills Waste Transfer Station

(Effective 1st August 2005)

Unit fee per coupon inc.GST	\$3.90
Coupons redeemable	
Car Boot/Station Wagon	1
Ute/Small Trailer (level)	3
Large Trailer/1 Tonne Truck	4
Other Vehicles (per cubic m)	4
Car Bodies	6
Fridges	4
Tyres - Car	1
- Light Truck	2
- Truck	4
Coupons Issued per property	10

Vehicle batteries may be deposited free.

Domestic recyclables may be deposited free.

Upon establishment of appropriate handling facilities at the site for sorted bulk materials, the following discounts may apply to transfer station fees:-

Metals..... 50%;
Green waste..... 50%;
Cardboard..... 50%.

Discounts will only apply where customers have sorted the various materials appropriately. Where unacceptable contamination is detected, then full charges will apply and facilities may be revoked should contamination become unreasonable.

Other miscellaneous charges

Certificates	Fee \$
Rates certificate – Section 132	35.10
Rates certificate – Section 337	58.50

Photocopying	Fee \$
A4 single side	0.35*
A4 double sided	0.45*
A3 single side	0.55*
A3 double sided	0.75*
Major task – per operator hour	22.50*

Laminating	Fee \$
A4 portrait/landscape	3.90*
A3 portrait/landscape	6.40*
A2 portrait/landscape	15.60*
A1 portrait/landscape	15.60*

Facsimile charges	Fee \$
First page fax	5.80*
Each subsequent page	1.30*

Room hire	Fee \$
Council chambers (per 3 hr session)	66.00*
Waiting room (per 3 hr session)	66.00*
Equipment hire (per 3 hr session)	25.70*
Kitchen hire (per session)	6.60*
Light tokens – stadium (per token)	5.00*
Light tokens – squash (per token)	2.00*
Truckwash keys	33.00*

NB All fees and charges may be varied in individual circumstances at the discretion of the General Manager.

**Fees are inclusive of GST*