



CIRCULAR HEAD COUNCIL

ANNUAL PLAN AND BUDGET ESTIMATES

2006/2007



Adopted by the Council 20 July 2006

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 2006-2007 financial year.

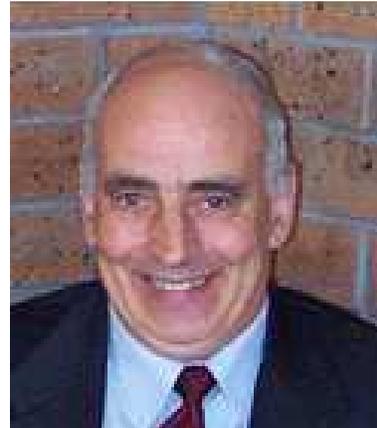
Financial sustainability, developing the financial capacity to meet all reasonable community expectations on a timely basis, has been a high priority for Council over the last 5 years.

I am pleased that continued efforts have resulted in a nominal increase this year of 3.50% in General Rates.

The drafting of the 2006-2007 Annual Plan and Budget Estimates has been a challenging one, but Councillors and staff have devised a budget that will fund the essential services provided by Council at the standards required by our community, as well as ensuring resources are available to take the opportunities that lie ahead.



Ross Hine
MAYOR.



Members of the Council

	Residential Address	Postal Address	Term Expires
Mayor: W Ross Hine	43 Harcus River Rd Marrawah 7330	796 Comeback Road Marrawah 7330	Mayor: October 2007 Councillor: October 2007
Deputy Mayor: Daryl Quilliam	RA 22998 Bass Highway Smithton 7330	PO Box 593 Smithton 7330	Deputy Mayor: October 2007 Councillor: October 2009
Councillors: TJ Berechree	Cnr Bugg & Brook St Smithton 7330	PO Box 3 Smithton 7330	October 2007
Bernard Charles	7 Carnac Court Smithton 7330	7 Carnac Court Smithton 7330	October 2009
Rodney Flowers	RA 227 Backline Road Forest 7330	PO Box 255 Smithton 7330	October 2007
Jeanie Murrell	69 Bootes Road Scopus 7330	PO Box 377 Smithton 7330	October 2009
John Oldaker	RA 79 Partridge Road Togari 7330	PO Box 609 Smithton 7330	October 2007
Darren Wilson	27 Robert Street Smithton 7330	PO Box 478 Smithton 7330	October 2007
Graham Wells	6 Marshall Street Stanley 7331	6 Marshall Street Stanley 7331	October 2009

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

Executive Summary

The 2006-2007 Annual Plan and Budget Estimates has been prepared according to the following guiding principles:-

- It reflects an understanding of community needs, expectations and priorities
- It delivers value to residents and ratepayers by ensuring that all services and infrastructure are provided as cost-effectively as possible
- It is financially sustainable – that expenditure is undertaken within the financial capacity affordable for the community – the rate levels have regard to ratepayers’ capacity and preparedness to fund the level of services and infrastructure demanded.

Local government does not benefit from ‘growth taxes’ such as income tax, land tax or the Goods and Services Tax (GST). Decisions to increase or improve service delivery or provide or upgrade infrastructure are deliberated with a view to optimising the ‘value for money’ approach. The Council is very much aware that the Council’s customers’ are generally “captive”, so that the responsibility to deliver the best possible outcome is that much more important.

The rate increase proposed is considered moderate, but is necessary to deliver on what the community is seeking in terms of infrastructure and services. It addresses a broad range of social, economic and environmental objectives.

The Council is in a position to utilise loan borrowings to support significant projects, because our debt position is sound and our ability to fund repayments over time is adequate. A modest, affordable level of borrowings is a cost-effective means of funding public infrastructure on a timely basis, particularly at a time of moderate interest rates. The contribution by the Council towards the proposed new Emmerton Park Aged Care facility will be funded by such a borrowing.

The “big picture” is positive. Funds available and liquidity are acceptable and capital outlays will provide for asset preservation and for discretionary Capital Works program.



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 2006/2007 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 \$133,070, after raising rates and charges of \$6.99 million. After adjusting for depreciation, loan principle repayments and the capital works programme, a cash deficit of \$2.03 million is forecast for 2006/2007. This deficit recognises carried-forward items of capital expenditure not completed in 2005/2006.

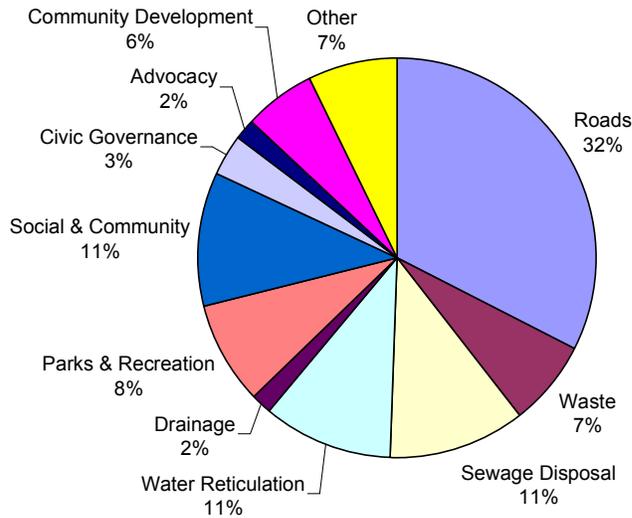
Council's financial position is strong due to its high level of cash reserves. It will be necessary to achieve future revenue growth and contain costs in order to achieve a breakeven cash position by 2007/2008. In order to achieve these objectives whilst maintaining service levels and a robust capital expenditure programme, general rates will increase by 3.5% in 2006/2007.

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 2006/2007.

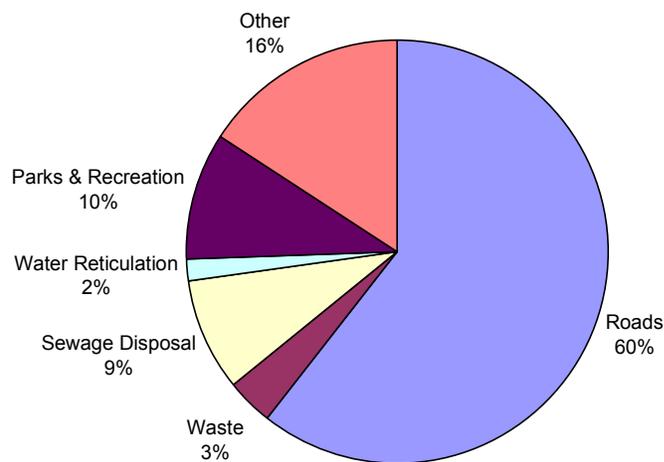
The budget estimates, which are included in this report, are for the year 1 July 2006 to 30 June 2007 and are prepared in accordance with the Act. The estimates include an estimated Statement of Financial Performance, Cash Flow Statement and Capital Funding Statement. These statements have been prepared for the year ended 30 June 2007 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 \$13,462,105

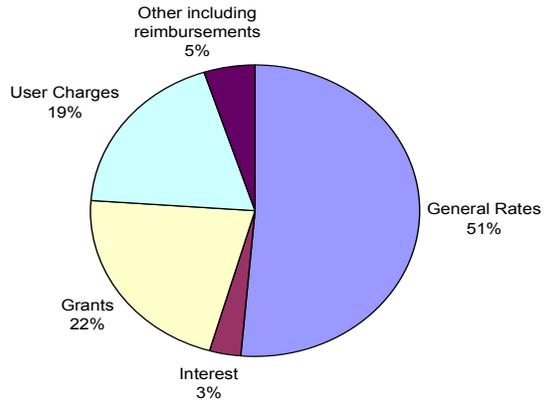


Capital Expenditure \$5,284,355

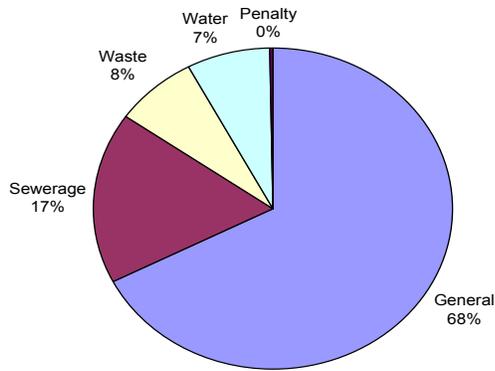


Sources of income

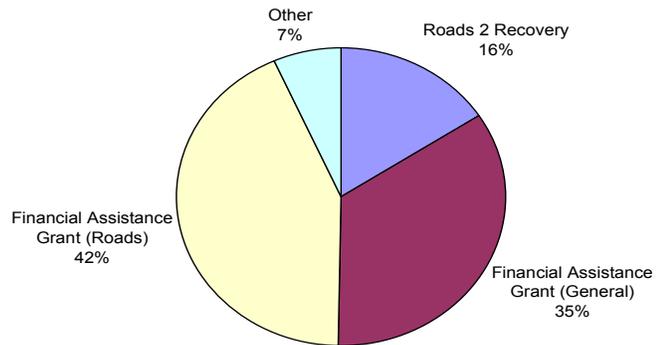
Total Income \$13,595,175



General Rates \$6,993,163



Grants \$2,952,212



Highlights at a Glance

- General Rate – 3.5 % increase
- Water Rates - No change
- Sewerage Rates - 4.0 % increase
- Solid Waste Rates – No Change
- \$1.3 million to upgrade Montagu Road (2.75 km)
- \$315,000 to reconstruct West Esplanade (450m)
- \$165,000 to reconstruct Montagu Road/ West Esplanade intersection
- \$390,000 to replace four bridges
- \$270,000 to reseal 15 klms of existing bitumen roads
- \$350,000 for CBD improvements
- \$80,000 to install roundabout at corner King & Nelson Streets
- \$99,000 for upgrades to footpath, kerb & channel in Hellyer Street
- \$270,000 for treatment plant aeration system replacements
- \$50,000 to refurbish toilets at Tatlows beach
- \$19,500 to replace shelter at King Park, Godfreys beach
- \$20,000 for dehumidifier at the swimming pool
- \$250,000 to complete netball/ tennis courts project
- \$105,000 for tourism
- \$56,250 to continue Circular Head Education Training Consultative Committee (CHETCC) 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 2006-2007 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.

Economic Development

- ◆ Economic Development initiatives.

Governance

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

Projects and Activities (cont.)

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
- ◆ Cemetery management.

Regulatory

- ◆ Animal/litter control
- ◆ Public and Environmental Health
- ◆ Building control
- ◆ Planning
- ◆ Public safety
- ◆ Weeds management
- ◆ Environmental 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

- Completion of *Learning Leading* project and continued support for CHETCC initiatives
- Determination by Health and Welfare Reference Group (HWRG) of related future priorities needs for the community
- Implementation of Community based project to construct Christmas decorations by 31 December 2006
- Youth Projects – finalisation of review of Youth Policy, continuation of Community Door Leadership Project.

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

- Repair and maintenance of Dehumidifier by 31 December 2006.

Performance Measures

- Achievement of previous year 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

- Appointment of dedicated Recreation Officer by 31 December 2006
- Adoption by the Council of a comprehensive Recreation Plan addressing sustainable operational management of Council's recreational facilities throughout the municipality by 30 September 2006
- Construction of tennis / netball courts at the Smithton Recreation Ground by 31 December 2006
- Education processes to improve awareness by Special Committees of risk management issues and implementation of appropriate management practices by 30 June 2007.

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 2007.

Corporate Services – Administration

Program Overview

Administrative Services encompasses the provision of internal services to the organisation including customer service, *Local Government Act* compliance, risk management, provision of information technology services, 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
- Preparation of prescribed documents in a professional and timely manner
- Ensure professional development objectives are met in accordance with Council's training plan
- Maintain a professional publishing service to Council
- Provide information technology support and maintenance to users of Council's computerised network
- Provision of records management services that meet the needs of its users
- Ongoing provision of an effective communication service
- Ensure Council contributes as a good corporate citizen to the wellbeing of its staff and customers
- Further develop and maintain a risk register and risk assessment of Council's assets.

Major Projects and Tasks

- Implement records management system
- Revision of Policy manual by 30 September 2006
- Upgrade of information technology services including network restructure
- Completion of Council's *Annual Report* by 30 November 2006

Administration (cont.)

- Implementation of targeted Customer Service, report writing and team building training programs by 31 December 2006.

Performance Measures

- Completion of Major Projects and Tasks within Budget allocations by designated dates
- Compliance with statutory reporting deadlines
- Reliability of information technology systems.

Risk Management

Program Overview

The risk management process of Council is a whole of Council approach to ensuring that potential losses from accidental or business activities are maintained and losses minimised.

Operational Aims

- Assist in ensuring that potential losses from accidental loss or business activities are minimised
- Develop and maintain a risk register and risk assessment of Council's assets and community safety issues
- Maintain a relationship with the community and State stakeholders thus assisting in reducing risks to the community and managing the consequences of disasters.

Major Projects and Tasks

- Implementation of RiskMAP – a unique web-based risk system designed for Local Government
- Ongoing review of the Emergency Management and Community Recovery Plans
- Formalise the restructure of a community Emergency Management Committee.

Performance Measures

- Ensure that annual reporting and auditing requirement timelines are achieved
- Completion of reasonable operational recommendations derived from audits within achievable timelines
- Report to Council for budget assistance as a result of audit recommendations.

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* 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
- Circulate financial reports to departments quarterly and to special committees monthly
- Complete quarterly project update for inclusion in information bulletin
- Complete monthly financial reports for inclusion in Council agenda
- Prepare Annual Financial Statements by 30 September 2006.

Major Projects and Tasks

- Revaluation of municipal properties by 30 June 2007
- Investigation/analysis of differential general rating including a review of service charge methodologies by 31 March 2007
- Revaluation of Council's infrastructure assets by 31 December 2006
- Adoption of *Annual Plan/ Budget Estimates* by 30 June 2007
- Review and upgrade of human resource systems and processes by 31 March 2007
- Adoption of Financial Management Strategy by 31 December 2006
- Full adoption of International Financial Reporting Standards.

Performance Measures

- Completion of Major Projects and Tasks within Budget allocations by designated dates
- Adherence to all reporting deadlines regarding operational plans/budgets, annual and monthly financial statements
- Compliance with applicable Accounting Standards and requirements of Council's auditors
- Accurate and timely production of rate notices and other accounts.

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

- Progression of Tourism Development Plan actions by 30 June 2007
- Completion of enhancements to publication methods of Economic profile information of the region by 30 March 2007
- Pursuit of decision by Tasports whether to progress possible Planning Scheme Amendment and prospectus for investment at the Stanley Port area by 31 December 2006
- Determination of subdivision proposal for disposal of commercial land owned by the Council in Nelson Street by 30 June 2007.

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. The role of the Council is focused on policy formulation, including adopting the Budget, Strategic and Annual 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

- Determination of agreed reporting frameworks for the purpose of improving the relevance of key Strategic and Annual Plan indicators by 31 March 2007
- Finalise linkages between Strategic and Management Plans by 31 March 2007
- Revision of Partnership Agreement schedules by 31 December 2006.

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

- To lobby vigorously parliamentarians, State and National bodies to advance the interests of the district.

Performance Measures

- Hunter Island Advisory Group undertake a review of lessee obligations and performance at least once during the year
- 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

- Identification of assets that are surplus to Council requirements by 31 March 2007.

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 serviced by approximately 767 km of road network, of which 252 kms are sealed and 515 kms unsealed. In addition, 101 bridges serve the community, of which more than half are of timber construction. The population and industry is spread across most of this area.

Given the high level of primary and secondary production in this municipality across a wide range of industries, an efficient transport network has a crucial role. Council's road network carries a relatively high proportion of heavy vehicles (average 17%), placing increased demands on road and maintenance programs.

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 maintenance services
- Replacement of four bridges
- Reconstruct almost 3.5km of sealed roads
- Traffic management works at King/Nelson St and Montagu Rd/West Esplanade junctions
- Reseal at least 15 kilometres of roads/streets
- Install and upgrade footpaths.

Performance Measures

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

Solid Waste Management

Program Overview

Kerbside garbage (wheelie bin) collection services 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 direct cost to the community.

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

Operational Aims

- To effectively manage and dispose of waste in an environmentally responsible manner
- To comply with licence/EPN requirements imposed by the Department of Tourism, Arts and the Environment (DTAE).

Major Projects and Tasks

- Deliver efficient and effective waste collection and disposal services
- Continue new cell construction, as required
- Extend monitoring programs
- Upgrade site security and data handling systems
- Initiate final capping of disused waste cells
- Improve access to the site.

Performance Measures

- All sites maintained and operated to contract and licence/EPN requirements
- Continued participation in recycling scheme
- Operations approved by Department of Tourism, Arts and the Environment (DTAE)
- 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 urban areas of 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 charges and maintain effective agreements with major dischargers
- Ensure optimal system operation through effective asset management.

Major Projects and Tasks

- Undertake odour mitigation investigations and works
- Replace pumping equipment at pump stations
- Replace and upgrade electrical cabinets, including remote 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 Tourism, Arts and the Environment (DTAE) 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.

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
- Ongoing asset replacement to maintain service levels.

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.

Major Projects and Tasks

- Kerb and channel works in Smith Street, Robert Street and Hellyer Street, Smithton, facilitating improved road and property drainage.

Performance Measures

- 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

- Routine playground equipment inspections to ensure safe use throughout municipal parks
- Improve walkways and refurbish toilets at Tatlows Beach by 31 March 2007
- Construct toilet facilities in Smithton by 31 March 2007
- Improvements to West Esplanade, including a blackwater dump point by 31 December 2006
- Replace post and rail fencing in Stanley by 30 June 2007
- Improve parking and vehicle access at Godfreys Beach by 30 June 2007
- Replace shelter at King Park by 30 June 2007
- Reseal walkways in Anzac Park by 31 March 2007.

Performance Measures

- Maintain parks and reserves 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 by 31 December 2006
- Continue investigation and design for on-going road, street and footpath reconstructions
- Continue the identification, registration and re-valuation of infrastructure assets.

Performance Measures

- Infrastructure located, identified and registered
- Revaluations complete
- 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 and public health risk activities

Public and Environmental Health (cont.)

- 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 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.

Major Projects and Tasks

- Maintenance of efficient administrative systems for the issuing of project information and memoranda
- Processing of building applications promptly for compliance with statutory requirements 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
- Number of non-compliance effectively remedied.

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 Projects and Tasks

- Implement the Stanley Guided Development Plan by 30 June 2007
- To prepare and initiate a program of planning scheme amendments as a means of updating the planning schemes provisions by 30 June 2007
- Implement an annual planning scheme review report with recommended amendments as identified necessary for the scheme operation by 31 December 2006
- Continue with major Planning Scheme review.

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
- Stanley Guided Development Plan implemented
- Scheme review progressed.

Public Building 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
- Progress the immediate issues identified on Council owned buildings for compliance with legislative requirements.

Performance Measures

- Extent of progress towards the development of a Building Asset Management Plan.
- Annual report detailing inspection findings
- Annual reporting and demonstration towards insurance audit.

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
- Arrangement of burials in a timely and efficient manner
- Protect the long-term future of the Stanley Burial Ground.

Major Projects and Tasks

- Plant trees along boundary at lawn cemetery.

Performance Measures

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

Summary of Rates and Service Charges

General Rate	12.2950 cents per dollar of the Assessed Annual Value (AAV) with a minimum charge of \$182.70
Water Service Charge	\$241.45
Water Consumption Charge	95 cents per kilolitre used above a 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	Greywater – 1 only - set charge \$381.60 Sew/drain - 8.9160 cents in the dollar of AAV per service with a minimum charge of \$381.60 per service
Urban Fire Levy	0.4941 cents in the dollar of AAV with a minimum charge of \$30.00
Rural Fire Levy	0.4245 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 2006/2007 financial year:

State Fire Commission	\$202,255
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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.

The *Fire Services Act 1979 (as amended)* effective from 1 July 2006, requires Council to charge leased or rented properties on Crown or local council land the fire service contribution. Other changes involve the non exemption of charities and non profit organisations from the fire levy if such charities and non profit organisations are the owners of the property.

Rates Payment Options

There are five methods of paying rates for 2006/2007:

1. Payment in full by 31 August 2006 to receive a 4% discount

Ratepayers may pay their rates in full by 31 August 2006. Where rates are paid in full by this date, ratepayers will receive a 4% discount.

2. Pay in full by 29 September 2006

3. Payment by three instalments

Ratepayers may pay their rates in three instalments. Instalments are due by close of business (5pm) on the following dates:-

Thursday 31 August 2006

Thursday 30 November 2006

Wednesday 28 February 2007

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 2006/2007

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	1,140.00
Double depth burial	1,366.00
Second interment	1,202.00
Child under 5 years	542.00
Reservation	277.00
Concrete over coffin (place or break open)	223.00
Extra charge – weekends/public holidays	333.00
Placement of ashes in grave	146.00
Breaking of concrete of grave top	223.00
Permission to construct brick grave including supervision	812.00
Exhumation of body	1,997.00
Re-interment (same or alternative grave)	1,056.00
Record search fee per ½ hr	28.00
Circular Head Lawn Cemetery only	Fee \$ inc. GST
Niche wall interment	308.00
Niche wall reservation	146.00

Swimming Pool	
Single entry tickets	Fee \$ inc. GST
Toddler (under 5 yrs)	1.50
Child (5 yrs +)	4.00
Adult (16 yrs +)	5.00
Pensioner (Pensioner Concession Card)	4.00
Family	15.00
Spectator	Gold coin donation
Season tickets (Half year)	Fee \$ inc. GST
Child	65.00
Adult	80.00
Pensioner	70.00
Family	140.00
Season tickets (Full year)	Fee \$ inc. GST
Child	110.00
Adult	150.00
Pensioner	120.00
Family	270.00
Pool hire	Fee \$ inc. GST
Regular hire per hour	36.00
Casual hire per hour	60.00
Carnivals (including championships)	135.00
Carnival – weekends/public holidays	270.00
Swimming club per year	550.00

Animal control	
Particulars	Fee \$ exc. GST
Registration fee for each male or female dog, when paid- (a) by 29 th July 2006 (b) after 29 th July 2006	48.00 63.00
Registration fee per dog for hunting pack (minimum of six (6) dogs) Kennel licence fees also apply.	8.00
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 2006 (e) after 29 th July 2006	23.00 34.00
Registration fees for dog owned by pensioner (one dog only), when paid- (a) by 29 th July 2006 (b) after 29 th July 2006	11.00 14.00
Registration fee for each sterilised dog, when paid - (a) by 29 th July 2006 (b) after 29 th July 2006	11.00 14.00
Fee for inspection of register- (a) per 15min segment or part thereof, or (b) Per record	10.00 4.00
Certificate of particulars from register	6.00
Replacement of registration disc (*includes GST)	4.00*
Dog Release Fees - For first seizure of any dog For second and subsequent seizures	18.00 30.00
Pound maintenance on a daily basis for each dog	14.00
Application for a kennel licence - For 3 up to 5 dogs For more than 5 dogs	50.00 79.00
Renewal of kennel licence	31.00
Appeal in respect of kennel licence	31.00

- 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 sterilisation is to be produced for any newly sterilised dog before claiming the reduced fee.
- Dogs owned/used by the disabled are free of any fee.

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

Planning Services

Application for Planning Permit		Fee \$ exc. GST
Particulars	Administration	Assessment
Proposal up to \$100,000	140.00	+ \$3.00 per \$1,000 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	455.00	+ \$3.00 per \$1,000 total cost of development + all costs of external consultants used for assessment of components of development + 0.025% of total proposal cost where assessment under EMPCA or MIDAA is required
Proposal \$100,000 - \$500,000	455.00	+ \$1.70 per \$1,000 total cost of development + all costs of external consultants used for assessment of components of development + 0.025% of total proposal cost where assessment under EMPCA or MIDAA is required
Proposal over \$500,000	1,380.00	+ 0.1% of project value over \$500,000 + all costs of external consultants used for assessment of components of development + 0.025% of total proposal cost where assessment under EMPCA or MIDAA is required
Public Notification for Discretionary Applications	240.00	
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	270.00	
To amend an existing planning permit	140.00	+ notification costs
Subdivision Infrastructure Inspection (per inspection)	106.00	
Planning Compliance Certificate	100.00	

Subdivision

Particulars	Administration	Assessment
Subdivision	350.00	+ \$30 per lot + \$240 public notification cost
Subdivision which includes construction of a public infrastructure (including roads, stormwater, water & sewerage)	350.00	+ \$30 per lot + \$410 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. + \$240 public notification cost
Subdivision Infrastructure inspection	110.00	\$110 per hour (or part thereof) with minimum of \$110 per inspection
Sealing of Final Plans	65.00	+ \$520 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 \$40 per hour of administration staff and \$50 per hour for technical staff
Application to Amend Sealed Plan	210.00	+ \$10 per lot on sealed Plan + Costs of notification
Consideration of a Strata Plan for existing units	120.00	per strata lot/unit + \$240 public notification cost + \$65 sealing fee
Consideration of a Stratum Plan for staged or community development schemes	110.00	per strata lot/unit + relevant application for planning permit fee + \$65 sealing fee
Consideration of amendment to Strata Plan	65.00	per strata lot/unit + \$65 sealing fee
Adhesion Order making of or discharge of where not part of another application for a discretionary permit	290.00	+ \$240 public notification cost + Water disconnection cost where necessary
On-Site Wastewater Disposal: for subdivision	185.00	For first 2 lots + \$20 for each additional lot over 2

Requests to Amend Planning Scheme

MINOR REZONING and/or multiple Ordinance amendments	1,700.00	+ 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	2,815.00	+ 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 \$2,650
COMBINED (S43A) Development Application & Scheme Amendment	2,815.00	+ Relevant application for planning permit fee + public notification costs + Resource Planning and Development Commission fee + all costs of external consultants used for assessment of components of development + Proponent to pay all reasonable costs in excess of \$2,650

Miscellaneous Charges

Sealing of document not required to be sealed as part of a planning or subdivision permit	120.00	
Part 5 Agreement Dealings	110.00	Per dealing + associated Title Office costs
Access sight distance assessment	204.00	+ inc GST
Council Reticulated Service Location	50.00	For first hour + \$40 per additional hour + GST
Statutory or land use planning information (from 1 July 2006) [#]	Time – min charge \$25. Based upon specific requests (to cover costs)	\$40 per hour administrative staff \$50 per hour technical staff \$105 per hour professional staff
Zoning Certificate (Once counter computer provided) [#]	5.00	Normally waived unless excessively used by organisations or individuals
Planning Compliance Certificate (From August 2006) [#]	60.00 + time	\$40 per hour administrative staff \$50 per hour technical staff \$105 per hour professional staff
Provision of a new rural addressing number	56.00	

[#] Fees apply in cases of recurrent enquiry, and/or where alternative means are available for sourcing the information freely or through statutory searches.

Building		
Permit Authority Fees		Fee \$ exc. GST
	Administration	Assessment
Building Permit <ul style="list-style-type: none"> ▪ Class 10a ▪ Class 1 and Class 2-9 < 500m² ▪ Class 2-9 > 500m² ▪ Class 10b (Non-roofed windmill, mast, antenna, flagpole or the like) 	50.00 75.00 100.00 0.05%	Note: Required for normal approval process (of estimated cost of building work min \$100, max \$5,000)
Certificate of Completion	40.00	
Temporary Occupancy Permit	100.00	
Building Certificate	100.00	
Tasmanian Building & Construction Industry Training Board Levy	0.2%	(of cost of building work)
Building Permit Levy	0.1%	(of cost of building work)
Permit to Proceed or permit of Substantial compliance <ul style="list-style-type: none"> ▪ Class 10a ▪ Class 1 and Class 2-9 < 500m² ▪ Class 2-9 > 500m² ▪ Class 10b (Non-roofed windmill, mast, antenna, flagpole or the like) 	75.00 115.00 150.00 0.075%	Note: Required for works commenced without building permit (of estimated cost of building work – min \$150, max \$7,500)
Copy of planning scheme ordinance		72.00
Plan search fee (copy fee extra)		25.00
Inspection of services termination for demolition work		120.00
Food premises report		60.00/h, Minimum 150.00
Food premises Verification Analysis		60.00/h, Minimum 150.00

Plumbing

Plumbing Fees		Fee \$ exc. GST
Plumbing Permit		
<ul style="list-style-type: none"> ▪ Domestic 	45.00	+ \$5 per fixture (ie wc, shower, hand basin, etc)
<ul style="list-style-type: none"> ▪ Other (no fire systems) 	90.00	+ \$5 per fixture
<ul style="list-style-type: none"> ▪ Other (including fire services) 	180.00	+ \$5 per fixture
Onsite Wastewater Management Systems		
Special Plumbing Permit ¹		
<ul style="list-style-type: none"> ▪ Daily flow up to 1200L² 	105.00	
<ul style="list-style-type: none"> ▪ Daily flow 1200 to 2000L 	150.00	
<ul style="list-style-type: none"> ▪ Daily flow >1200L 	150.00	+ \$75 per 1000L daily flow or part thereof.
Site assessment for on-site wastewater management suitability	210.00	Assessment is limited in scope and does not meet all criteria of AS1547:2000
Special Plumbing (Sewer connection)		
<ul style="list-style-type: none"> ▪ Trade waste 	115.00	
<ul style="list-style-type: none"> ▪ Backflow prevention device 	80.00	
<ul style="list-style-type: none"> ▪ Other 	90.00	
Variation of plumbing or special plumbing permit		
Minor variation	No fee	Variations of minor administrative nature not requiring reassessment of technical information
Major variation	50% of new application fee	Variations involving a reassessment of technical information, and substantial amendment of conditions.

¹ Where relevant applications are not accompanied by supporting information certified by a person with prescribed qualifications and accreditation, the additional fee for on-site wastewater management suitability will apply.

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

Public Health Act 1997	
Places of Assembly	Fee \$ inc. GST
Application for licence	60.00
Grant or refuse licence	60.00
Registration of premises	
Application to register premises	25.00
Renewal of registration of premises	25.00
Public health risk activities	
Application for licence	20.00
Renewal of licence	20.00
Systems for air and water	
Application to register regulated system	60.00
Renewal of registration	60.00
Water	
Application for registration as a private water supplier	18.00

Food Act 2003 Food Business Registration		
Class of Food Business	Fee \$ exc. GST	Examples
Selling		
Display for sale of potentially hazardous food (no preparation or processing).	44.00	Supermarket or store selling pre-packaged dairy or meat products
Processing and packaging for Distribution		Premises that package and supply through other outlets
Potentially hazardous food	110.00	Processing factories, butcheries, bakeries, fish processing
Non-potentially hazardous food	44.00	Jam production, biscuits, vegetable processing (no temperature control required)
Preparation and sale direct to the public		
Preparation and handling of potentially hazardous foods for sale direct to the public	88.00	Take-away, restaurant meals sold only from that establishment, bakery only selling direct to public
Bed & Breakfast Accommodation or Tourist Activity (providing food)	22.00	Provision of potentially hazardous food (no preparation, for example storing milk)
Bed & Breakfast or Tourist Activity (preparing and cooking food) for less than 15 guests	44.00	Cooking of meals for guests only. In these instances the food preparation and production must be ancillary to the tourist activity
Intermittently operated canteen or the like preparing potentially hazardous food	44.00	Sporting clubs, schools or similar operating intermittently or 1-2 days a week

Food Act 2003		
Food Business Registration (cont.)		
Intermittently operated eating house preparing potentially hazardous food	44.00	Club kitchen used as eating house, intermittently or 1-2 days a week
Re-heating of commercially pre-prepared food products or serving of commercially pre-prepared food products	22.00	School canteen heating pre-prepared foods only, premises that dishes up cakes prepared commercially elsewhere
Events		
One-off events to which 'Food Business Registration' applies	22.00	Community event
Sale of food at a fundraising event	No fee	Fundraising events complying with the guidelines of the <i>Food Standards Australia New Zealand</i>
Miscellaneous		
Food business that does not fit into one of the above classes	44.00	
Cake decoration (home occupation scale)	22.00	

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
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Particulars	Fee \$
Issue of environmental protection notice per hour	70.00

Port Latta Landfill (Effective 1st August 2006)

Administration	
Item	
Unscheduled opening of landfill up to 4 hours	475.00
- for each hour after 4 hours	146.00
Waste Disposal (\$/tonne)	
*minimum disposal charge equivalent to 1 tonne for all deliveries, unless otherwise agreed	
General waste (Council – CHC & WW only)	38.00
General waste (all other users) (metal, plastic, household garbage, paper, brick, concrete, wood, sawdust etc)	57.00
General – Mill wood waste (no larger than 50mm)	Nil
General – clean soil, Level 1 (may include compliant pulp waste)	8.00 15.00 stockpile
General or Hazardous – Bulky/Fibrous products (Wool, fibre, poppy husk)	423.00
Hazardous - Contaminated Soil Level 2 (may include compliant pulp waste)	38.00
Hazardous - Contaminated Soil Level 3 & 4 (Hydrocarbon only)	88.00
Hazardous – Secure Cell ³ Level 3/4 (fire wastes, chemical/pesticide/heavy metals, pulp Waste, spadeable sewage sludge)	165.00 (min)
Hazardous – Clinical/Quarantine	Not accepted
Hazardous – Solid, includes Asbestos content	65.00
Liquid – any material not spadeable Other materials not listed	Not accepted As determined by the Manager Infrastructure & Development Services

White Hills Waste Transfer Station

Unit fee per coupon inc.GST	4.00
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	4
Fridges	3
Tyres - Car	1
- Light Truck	2
- Truck	4

³ Any materials that must be disposed directly into the general waste cells and immediately covered.
Where materials are bulky (wood, fibrous etc) a bulking factor of 1.5 – 7 will apply as determined by the Manager Infrastructure & Development Services)

Other Miscellaneous Charges

Certificates	Fee \$ exc. GST
Rates certificate – Section 132	36.30
Rates certificate – Section 337	160.33

Photocopying	Fee \$ inc. GST
A4 single side	0.40
A4 double sided	0.50
A3 single side	0.60
A3 double sided	0.80
Major task – per operator hour	23.40

Laminating	Fee \$ inc. GST
A4 portrait/landscape	4.00
A3 portrait/landscape	6.70
A2 portrait/landscape	16.30
A1 portrait/landscape	16.30

Facsimile charges	Fee \$ inc. GST
First page fax	6.00
Each subsequent page	1.40

Room hire	Fee \$ inc. GST
Council chambers (per 3 hr session)	69.00
Meeting room (per 3 hr session)	69.00
Equipment hire (per 3 hr session)	26.80
Kitchen hire (per session)	6.90
Light tokens – stadium (per token)	5.20
Light tokens – squash (per token)	2.10

Other Charges	Fee \$ inc. GST
Truckwash keys	33.00

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