

Central Highlands Council



Annual Report 2003/04



CENTRAL HIGHLANDS COUNCIL ANNUAL REPORT 2003-04

Corporate Vision

Our vision is for the Central Highlands to provide residents and visitors opportunities to participate in and enjoy a vibrant local economy, rewarding community life, cultural history and a natural environment that is world class.

Corporate Mission

Our mission is to provide leadership, management and action needed to ensure local government and other services are provided to meet the social, environmental and economic needs of the community.

Strategic Plan

Council's Strategic Plan is available free of charge by contacting either Bothwell or Hamilton Office

Central Highlands Council

2003-2004

Mayer and Councillors

Mayer	9 Councillors	
<i>Term ends 2005</i> Deirdre E Flint	<i>Term ends 2007</i>	<i>Term ends 2005</i>
Deputy Mayor <i>Term ends 2005</i> Richard G Bowden	Deirdre E Flint Andrew J Downie David H Gudde Julie Honner	Richard G Bowden John R Shoobridge Janet M Monks Terrence W Smithurst Henry R C Edgell

Councillor Attendance Detail:

	Contact Numbers	Meeting Attendance (including special meetings)			
		Full	Part	Absent	Possible
Deirdre E Flint	0418 319 832	13			
Richard G Bowden	6259 5542	10		3	13
Andrew J Downie	6286 1202	12	1		13
Henry R C Edgell	6259 5612	11	1	1	13
David H Gudde	6286 3316	11	1	1	13
Julie Honner	6259 8270	8	4	1	13
Janet M Monks	6259 5696	9	2	2	13
John R Shoobridge	6287 1216	8	2	3	13
Terence W Smithurst	6288 1230	3		1	4
Nigel Tomlin (retired)		7	1	1	9

MAYOR'S REPORT

It gives me great pleasure to submit this my report which covers the period from July 2003 through to June 2004 when many issues faced Council.

During this period Nigel Tomlin resigned as a Councillor due to the change in his work commitments, and I sincerely thank Nigel for his contribution and dedication to his role as a Councillor, and welcome Clr Terry Smithurst who was elected on a count-back to replace Nigel.

One of the major issues facing Council is the continual damage caused to our roads by the logging industry. To repair and re-instate the Victoria Valley Road will cost Council in excess of \$1 million, with \$1.4 million required for the Ellendale Road. Dialogue is continuing with logging companies and the State Government to increase our allocation for road maintenance from the Heavy Vehicle Registration Fund.

We were pleased to see an increase in tourists numbers visiting the beautiful Central Highlands, hence Council has commenced with the upgrading of the Caravan Park in Bothwell installing washing and drying facilities, and a disposal unit for black water.

The Central Highlands Art Exhibition was held during this period at Miena, and we were delighted the Premier, the Hon Jim Bacon combined the Official Opening of the Great Lake Community Centre, and the presentation of the Art Awards in a informal and relaxed atmosphere.

We were saddened at the death of the Hon Jim Bacon who had given great support to this Council, and pass on Council's condolences to his wife and children.

An application for a further 2 Independent Living Units in Bothwell has been successful, with completion date expected to be December 2004.

Council has successfully lobbied the State Government to continue with its sealing program for the highland lakes Road. We can now look forward to the sealing of this final section of road between the Poatina Turn off and the Miena township which will be completed in March 2005.

Council's commitment to undertaking the building of the shack sites roads at the best possible price to the shackowners will soon be evident as the site work is due to commence shortly on actual construction.

I would like to take this opportunity to thank the Deputy Mayor, Clr Richard Bowden, and all Councillors for their dedication and support through some difficult issues, and to the General Manager and staff for their commitment and loyalty to this Municipality.

Deirdre Flint
Mayor

GENERAL MANAGER'S REPORT

During the 2003/04 financial year, a number of very challenging projects confronted Council and Staff.

The year began with a General Review of Council and its operations being conducted by the Local Government Division of Department of Premier and Cabinet.

Under the Local Government Act all Councils are to be reviewed at least once every 8 years and Central Highlands Council had not been reviewed since its formation on 1993.

The review was a very comprehensive process covering all aspects of Councils activities and provide the opportunity for public input as well as the investigation by the Board.

A number of community members took advantage of the chance to voice their opinions and were well received by the Board.

The Board handed down its findings together with recommendations in September 2003. The report was largely very complementary of our procedures and processes.

It is fair to say that during the review, Council Managers, Staff and Councillors were placed under a lot of pressure and my thanks go out to each and every team member involved for a fine effort.

Copies of the final report of the review are available at www.dpac.tas.gov.au.

The year also saw a major review of the Local Government Act commenced and the delay in finalisation of the main legislation under which we operate lead to the announcement of the postponement of the Councillor elections in October 2004.

Elections will now be in 2005, extending all Councillors terms by 1 year. The review of the Act is ongoing and not likely to be finalised until early 2005. This process has also been widely advertised to allow community consultation.

Council continues to strive for the best possible results from Government grants and to that end have almost completed the improvements to Ellendale Water, Bothwell Sewerage Reuse and Gretna Sewerage Treatment Plant update. These programs have fallen behind schedule due to a number of factors beyond our control, but financially they will come in on targeted budget.

Council have also progressed the matter of construction of Shack Sites Roads where possible. A Project Manager has been appointed and it is with every good intention that we have set a finalisation date of November 2005 for the initial cluster.

The continuing problem of aging infrastructure together with small revenue continues to present Management headache to staff and I would like to assure all ratepayers and residents of our commitment to get as much "bang for our buck" as possible.

In closing I would like to thank all staff for their support and commitment during the year and Councillors for their deliberations and assistance.

We make a good team!

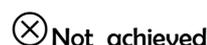


Trevor Berriman

2003-04 ANNUAL REPORT

Operational Plan Appraisal

LEGEND



ROADS AND BRIDGES PROGRAM

Strategy

Provide, maintain and as required, construct gravel roads and sealed roads, bridges, culverts and appropriate furniture that forms the Central Highlands road network which enables residents, property owners and visitors safe access to conduct their business activities.

Efficiently and effectively implement Council's maintenance and construction roadwork programs.

Activity	Comment	Status
Continue to lobby the State Government to seal the balance of the Highlands Lake Road	Council have representation on the Highland Roads Consultative Group and are continually pursuing the sealing of the whole road.	
Ensure that all Council roads are inspected on a regular basis	Regular inspections of Council roads are carried out	
Ensure that all Council bridges are inspected on a regular basis	Council bridges are regularly inspected	
Manage Council's Asset Register for Roads and Bridges	Councils assets are progressively being recorded on "conquest" software. Revaluations of Council's Road, Bridges, Footpaths Kerbs & Gutters assets were completed and values recorded as at 1 July 2002. Regular revaluations will be undertaken	
Prepare a five year rolling capital works program for construction / reconstruction of Council roads and bridges	Bridge program developed and Roads program ongoing	
Ensure that maintenance of roads and bridges are carried out within budget limits.	Council's road maintenance budget was \$727,994. Maintenance works completed totalled \$587,038	<input checked="" type="checkbox"/>
	Council completed \$14,979 maintenance works on bridges out of an allocated budget of \$52,490.	<input checked="" type="checkbox"/>
	\$22,608 was spent on footpath, kerbs & gutter maintenance with an additional \$6,997 spent on drainage works.	<input checked="" type="checkbox"/>

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Operational Plan Appraisal

LEGEND

Achieved

 In Progress

 Ongoing

Not achieved

Complete the capital works budget for roads and bridges

Roads (capital)

Council completed the Roads to Recovery work on Hollow Tree Road with expenditure being \$591,886
 \$10,711 was spent on the continued realignment of Strickland Road

Bridges (capital)

Expenditure attributed to capital works on bridges is as follows:-

- Bridge 564 on Jones River Road – new concrete deck \$17,684

WATER PROGRAM

Strategy

Provide water services that meet the needs of town residents and business operators and complies with established health and environmental standards.

Efficiently and effectively implement Council's maintenance and construction works for the various town water schemes, including reservoirs, treatment plants, pump stations, water mains and connections for private customers.

Activity	Comment	Status
Maintenance on water schemes	Maintenance was undertaken on all water schemes	
Capital Works Water	The Hamilton Water Scheme upgrade was completed with the installation of telemetry.	<input checked="" type="checkbox"/>
	An allocation of \$158,982 was budgeted for Ellendale Water Scheme upgrade of which \$73,589 was spent. The project is expected to be completed by December, 2004.	<input checked="" type="checkbox"/>
	Telemetry was installed at Ouse and Wayatinah water plants.	

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Operational Plan Appraisal

LEGEND Achieved  In Progress  Ongoing  Not achieved

SEWERAGE AND STORMWATER DRAINAGE

Provide sewerage and stormwater drainage services that comply with established health and environmental standards.

Efficiently and effectively implement Council's maintenance works for sewage treatment plants, sewerage mains and connections.

Activity	Comment	Status
Maintenance on Sewerage Schemes	\$64,852 was spent on maintenance and operating costs for Council sewerage schemes.	
Capital works sewerage schemes	An allocation of \$377,320 was budgeted for the Bothwell Sewerage Re-Use Scheme (funded through the Riverworks component of the National Heritage Trust) of which \$292,497 was spent. The Scheme is expected to be completed shortly.	
	Work was completed on the Ouse Sandfilter (NHT Project).	
	The Gretna Wastewater Plant upgrading (NHT Project) commenced in 2003/04, and will be completed shortly.	
	Construction work on the Derwent Bridge Wastewater Mitigation Scheme (NHT Project) has still not commenced. The project is awaiting a "political" decision regarding its funding, but it is hoped that it will still be able to proceed.	
	The Westerway Waste water study was not completed and funds of \$5,000 have been carried forward.	

CONTRACTING EXTERNAL WORKS AND SERVICES

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LEGEND Achieved  In Progress  Ongoing Not achieved

Improve the efficiency and competitiveness of Council's workforce and actively seek to undertake private works and services whilst maintaining accurate costs of activities to ensure that Council continue to make a profit.

Activity	Comment	Status
Supply plant, labour and materials for external works	External works to the value of \$425,885 were completed.	<input checked="" type="checkbox"/>

COMMUNITY AND RECREATIONAL FACILITIES

Continue to maintain and improve a range and standard of Council halls, parks, gardens, public toilets and community and recreational facilities that meet community needs, enable an active community life and reflects a positive image for the district.

Implement programs to enable all community properties owned by Council to meet the requirements of the Disability Discrimination Act.

Activity	Comment	Status
Carry out maintenance to all halls	Expenditure totalled \$24,691	
Undertake maintenance and upkeep of all Council parks and gardens	Maintenance and upkeep totalled \$29,2121	
Cleansing and maintenance of Council's public conveniences	Regular cleansing and maintenance carried out. Cost \$44,560.	
Maintain Council cemeteries	Council's cemetery was well maintained.	
Maintenance of town verges and nature strips, Recreation grounds and other community amenities	Regular mowing is undertaken and maintenance completed as required.	
Continue program of weed control within municipal boundaries	Weather permitting, weed spraying is carried out within towns and along rural roadsides.	

OTHER COUNCIL PROPERTIES AND MISCELLANEOUS WORKS

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LEGEND Achieved  In Progress  Ongoing Not achieved

Maintain the Library, Caravan Park, Medical Centre and Council houses to the standard specified by Council.

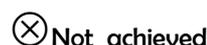
Maintain efficient depot and workshop facilities.

Activity	Comment	Status
Maintain the caravan park in a clean and tidy State and undertake repairs as needed.	The Caravan Park is kept in a clean and tidy state	
Maintenance of library facility and housing assets	Routine maintenance undertaken	
Provide waste collections and associated services of town rubbish collections, bulky waste collections and tip cover.	Twice a year Council collects rubbish from towns that are too bulky or unsuitable for the domestic door to door service	
	Bulky Waste is collected from satellite waste transfer stations by Council and transferred to the regional refuse site at Hamilton	
	To ensure the best use of the Hamilton RDS, cover is stockpiled and used when necessary.	
Construct a Wash Down Bay	Work was completed on the construction of a wash down bay for Council vehicles.	

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LEGEND



WORKS and SERVICES MANAGEMENT

Continue to develop trained, appropriately resourced and self-managed work teams.

Ensure that work activities are accurately costed to enable control of costs, quality and time frames for work completion.

Ensure that occupational health and safety (OHS) policies and procedures are fully implemented.

Activity	Comment	Status
Provision of training, clothing, minor plant, protective equipment.	Council have a diversified workforce who are multi-skilled.	

PLANT AND EQUIPMENT

Maintain all Council's plant and equipment in a serviceable, safe and optimum operating condition and ensure it is effectively utilised and replaced in a timely, cost effective and efficient manner.

Activity	Comment	Status
Maintain plant and ensure its optimised use	Maintenance and operating costs amounted to \$463,496 with plant hire received of \$613,468.	<input checked="" type="checkbox"/>
	Plant purchases during the year were	
	2 Staff Vehicles (replacements)	<input checked="" type="checkbox"/>
	Water Tanker	
	JCB Backhoe	
	Excavator	
	Metro Counters	
	Post Driver	
	Trailer	
	Chainsaw	
	Rodeo Ute	
	Rodeo 4x4 Crew Cab	
	Ford Courier	

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LEGEND

Achieved

 In Progress

 Ongoing

Not achieved

EMERGENCY SERVICES

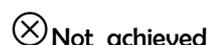
Maintain appropriate plans and practices, in conjunction with the relevant State authorities and voluntary groups, to protect the Central Highlands district and its residents from natural or other community risks and to assist in emergency services.

Activity	Comment	Status
State Emergency Service	Council transported damaged cars to the Wayatinah SES for training purposes.	
Fire Protection	Council staff and plant were used during the fire season to assist local volunteer fire-fighters and landowners.	

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LEGEND



DEVELOPMENT CONTROL

Process development and subdivision applications efficiently and professionally within the appropriate statutory time limits.

Provide a comprehensive range of advice to Council on existing and proposed development in the Central Highlands.

Administer Council's planning scheme for the Central Highlands and ensure it provides consistent and clear direction and policies for development, protection of the environment and provision of infrastructure assets.

Continue to inform the community on relevant aspects of Council's development and environmental services.

Conduct regular reviews of the Central Highlands Planning Scheme 1998 to:

Correct anomalies

Reflect the perceived needs of the community and Council

Address the model planning scheme provisions

Identify strategic links to the Derwent Catchment Natural Resource Management Plan.

Activity	Comment	Status
Provision of statutory requirements for development of land within the Central Highlands	119 "Permitted" and 56 "Discretionary" development applications have been processed for assessment, representing an increase from 2003/03 of 56% and 211% respectively. The review of the Central Highland Planning Scheme 1998 has commenced, but has been delayed due to the increased number of development permits received by Council during the year. It is expected to be completed in 2004/05. 5 applications for amendments to the Central Highlands Planning Scheme 1998 were received during 2003/04, a significant decrease from the previous year. The majority of applications from the previous year related to the Shack Sites project.	
Continue with developing a GIS system	This system is continually upgraded and training on its use to staff has and is continuing to be provided	

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LEGEND

Achieved

 In Progress

 Ongoing

Not achieved

Development Statistics

	1999-00	2000-01	2001-02	2002-03	2003-04
Total No Applications	106	82	110	94	
No. Permitted	72	55	69	76	119
Average Days Processing	21	15	23	20	
No. Discretionary	34	27	41	18	56
Average Days Processing	39	48	34	33	35
Subdivision Applications	8	4	12	6	11
No. Lots	29	14	37	18	83

NATURAL RESOURCE MONITORING AND ENVIRONMENTAL MONITORING

Monitor all water and sewerage schemes to ensure compliance with environmental standards.

Liaise closely with Government agencies and stakeholder groups, such as farmers, shack owners and land care groups, with responsibilities and interest in catchment management to ensure consistent and effective policies and actions.

Actively pursue resources to assist in environmental and natural resource management planning through programs such as the Natural Heritage Trust and Landcare or by contracting with Government agencies to provide specialist local services.

Ensure the provision of best practice environmental management.

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LEGEND

Achieved

 In Progress

 Ongoing

Not achieved

Activity	Comment	Status
<p>Monitor and sample water supplies to ensure safe potable water supplies</p>	<p>Sampling of Council's water supplies has been undertaken in accordance with the Australian Drinking Water Guidelines to monitor compliance with the quality standards contained in the guidelines. Statutory reporting to the Department of Human and Health Services is completed annually.</p> <p>The treated supplies of Bothwell, Hamilton, Ouse and Wayatinah complied with the quality standards specified for small water supplies.</p> <p>The untreated supplies of Ellendale and Gretna do not comply, and as required under the Public Health Act 1997, "Boil Water Notices" remain in force. Upgrading of the Ellendale Water Supply is well underway and this should result in the water complying with the relevant standards.</p>	<p></p> <p></p> <p></p>
<p>Natural Resource Management</p>	<p>Council continues to fund Natural Resource Management and the implementation of the Derwent Catchment NRM Plan (as applicable), and is working with the local NRM Co-ordinator to implement it's Weed Management Strategy.</p>	<p></p>
<p>Monitor and sample sewerage supplies to accepted environmental standards.</p>	<p>Sewerage effluent from Council's five sewage treatment systems and from other commercial sewage plants has been monitored and analysed to determine compliance with the Environmental</p>	<p></p>

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LEGEND

Achieved

 In Progress

 Ongoing

Not achieved

Management and Pollution Control Act. Results are reported to the Department of Primary Industries, Water and Environment on a monthly basis.

Continue Council's environmental research program of groundwater monitoring in the municipal area.

Environmental sampling is conducted with areas monitored varying from year to year

During the year Council's Development and Environmental Services Office continued to have considerable involvement with the Department of Primary Industries, Water and Environment managed Shack Sites Project. This mainly related to the assessment of plumbing/special connection permits for wastewater systems (and associated inspections) as well as Planning Scheme Amendments, and other issues.



ENVIRONMENTAL AND PUBLIC HEALTH

Strive for ongoing and measurable improvements to community health through responsive, educative, monitored, participative and enforcement programs.

Implement inspection and immunisation services and education programs for the health of the community and provide advice to the community on environmental and public health issues.

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LEGEND

Achieved

 In Progress

 Ongoing

Not achieved

Activity	Comment	Status
Provision of environmental health service	Council registers all food premises and has conducted food handler training sessions for the community and charity organisations based on the Foodsafe Accreditation Guidelines.	
	Council monitors food quality as part of the state-wide food-sampling program.	
	Places of Assembly are inspected annually to ensure compliance with the Public Health Act and the Guidelines for Health and Safety in Public Places.	
Continue immunisation programs for adults and children	Council's Environmental Health Officer, in conjunction with the Medical Officer of Health operates annual school immunisation programs in accordance with the requirements of the Public health Act 1997.	
	Council adopts a co-operative approach with the two local doctors both offering "free" immunisation by appointment.	

ENVIRONMENTAL AND PUBLIC HEALTH REPORT

Council performed its functions under the Public Health Act 1997 and the Food Act 1997 as detailed below. Council employs a part-time Environmental Health Officer (EHO) and the departmental manager, who is a qualified EHO, provides assistance and support as required.

Council strives for ongoing and measurable improvements to community health through responsive, educative, monitored, participative and enforcement programs. Council has implemented inspection and immunisation services and education programs for the health of the community and to provide advice to the community on environmental and public health issues.

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LEGEND Achieved  In Progress  Ongoing Not achieved

These objectives and strategies form part of Council's Strategic Plan, and this was developed in consultation with the Central Highlands community. Thus, the programs implemented by Council can be seen to be meeting at least part of the needs of members of the community.

The various public health strategies that have been undertaken by Council are detailed.

- 55 food premises have been registered and licensed in accordance with the Food Act. These premises are audited as required in accordance with a risk based assessment protocol, and registration fees are based on the number of inspections required.
- 22 Places of Assembly have been licensed in accordance with the Public Health Act and the Guidelines for Health and Safety in Public Places.
- 8 Special Events Licences have been issued.
- A DrumMUSTER collection facility continues to operate at the Hamilton Regional Disposal and Recycling Site to provide an ongoing service.
- School immunisation was carried out in accordance with the National Health and Medical Research Council Immunisation Schedule, and was conducted by Council's Medical Officer of Health at the two schools in the municipality (Bothwell and Ouse).
- "Free" infant immunisation continues to be offered by appointment at the Ouse Surgery and Bothwell Medical Centre.
- Council have also completed the Meningococcal C vaccinations for the school community for 2003/04.
- Council have been offering courses in food safety for charity community organisations. These have been well accepted with 90% of organisations having attended and 61 community members now have Certificates for Food Safety.
- Routine food sampling was undertaken by Council's EHO as part of the State Food Sampling program. Foods analysed during the year included, sausages, mince and berries.

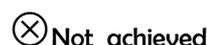
BUILDING AND PLUMBING CONTROL

Ensure that all new buildings and structures within the Central Highlands comply with statutory requirements and Council policies and that inspections are made at appropriate stages during construction to ensure compliance with approved plans, codes and standards and to provide advice to the community on building and plumbing issues.

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LEGEND



Special Projects – participate in special projects which may require local government expertise, experience and statutory control.

Activity	Comment	Status
Provision of plumbing and building control service	<p>Inspections of building and plumbing works are undertaken at the required stages of construction.</p> <p>162 building permit applications have been lodged with Council, an increase of 30% for the second consecutive year. 261 plumbing permit applications have been lodged with Council, a slight decrease from the previous year. Each application was assessed to determine compliance with the Building Code of Australia and the Tasmanian Plumbing Code. Appropriate site inspections were conducted as applicable for each permit.</p> <p>234 special connection (septic tank) permit applications were lodged with Council, a slight increase from 2002/03. Each application was processed following on-site assessment for compliance with the Plumbing Regulations and Tasmanian Plumbing Code. The appropriate site inspections were conducted, as applicable for each permit.</p> <p>With the heightened building activity continuing in Tasmania, the number of building permits increased again by approximately one third over the previous year. The number of plumbing and special connection permits decreased, although this was from massively high figures the previous year, when increases of 213%/265% were recorded. With the finalisation of wastewater installations for the Shack Sites Project expected to occur in 2004/05, then the number of these permits are expected to fall to more workable levels in future years.</p> <p>From 01 July 2004 the Building Act 2000 came into effect fully, and this has altered the administrative process for building and plumbing control. Considerable resources were expended by Council in preparing for the new building/plumbing control system.</p>	

Building Statistics

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LEGEND Achieved  In Progress  Ongoing Not achieved

	1999-00	2000-01	2001-02	2002-03	2003-04
No. Buildings	92	71	98	124	162
No. Plumbing	103	53	97	304	261
No. Special Connections	25	20	83	303	234
Value of Building Applications	\$1,771,722	\$1,256,897	\$2,039,542	\$2,880,136	\$4,400,760

SOLID WASTE MANAGEMENT

Provide solid waste management services and facilities for the entire Central Highland district that are efficient and effective, reduce waste and comply with statutory, public health and environmental requirements. Ensure that Council promotes the “Reduce, Reuse and Recycle” theme in the community.

Activity	Comment	Status
Provision of a door to door garbage and kerbside recycling service	Kerbside garbage and recycling collection is provided to residents of Bothwell, Ellendale, Fentonbury, Greta, Hamilton, Ouse, Wayatinah and Westerway. Recyclables are transported to Hobart for processing. The use of mobile garbage bins (MGB's) for kerbside garbage collection were to be considered for introduction in 2003/04. However, with the continued high workload in building and development stretching resources in the DES Office, then this has been deferred to 2004/05 for consideration.	
Maintain and	Servicing of Council's remote Waste Transfer	

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Operational Plan Appraisal

LEGEND

Achieved

 In Progress

 Ongoing

Not achieved

operate Council's
waste transfer
stations

Stations continues to be done under contract, with waste from the "Lyell Highway Sites" being compacted and disposed of at the Hamilton Refuse Disposal Site. Waste from the waste transfer stations near Great Lake continues to be compacted and disposed of at the Launceston Refuse Disposal Site.

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Achieved

 In Progress

 Ongoing

Not achieved

Control and Maintenance of refuse disposal sites

Council operate 2 controlled refuse disposal sites. 

The Bothwell Refuse Disposal Site has remained open but will close in late 2004 and convert to a waste transfer station.

Operating hours are reviewed regularly to ensure that they are appropriate for the community.

Council received funding for two waste oil recycling units and one has been installed at the Bothwell Waste Management Centre and the other is to be installed at the Hamilton Waste Management Centre shortly.

Establish the Regional Refuse Site at Hamilton

Substantive works for the Hamilton Refuse Site upgrade/extension commenced in 2003/04, and it is expected that it will be able to accept refuse from late 2004. 

Collect static recycling and clean sites

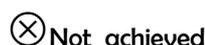
Council engage a contractor to collect recycling from static sites and ensure that sites are clean. 

Council is a member of the Southern Waste Strategy Authority, along with all other Southern Councils. During the year the Authority continued implementation of the waste strategy jointly developed by the member councils. 

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SWIMMING POOL

Ensure that the Bothwell Swimming Pool is maintained and monitored to provide a safe and healthy recreation facility.

Activity	Comment	Status
Maintain and operate the Swimming Pool	The Bothwell Swimming Pool continues to be popular during warmer months. The new pool activities previously introduced and the extended season have been maintained to maximise pool usage.	

ANIMAL CONTROL

Ensure that the control of dogs is performed according to statutory requirements, and directions, from Council.

Activity	Comment	Status
All dogs in the area are to be identified and registered	This function is contracted and is a part time position sharing human resources with neighbouring Derwent Valley Council. Central Highlands Council staff have limited involvement out of hours.	
	Council provides information to ratepayers (by pamphlet) on dog management, responsibilities of dog ownership, control of barking dogs, etc.	<input checked="" type="checkbox"/>
Advertise and promote registration, control and care of dogs and Council's Dog Management Plan	Follow up complaints from the public in relation to dogs.	

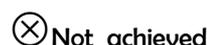
Dog Control Statistics

	1999/00	2000/01	2001/02	2002/03	2003/04
Dogs Registered	748	802	732	761	710
Kennel Licenses	0	0	0	0	0
Infringement Notices	0	2	1	0	1
Impounded Dogs	0	4	19	3	9
Declared Dangerous Dogs	0	0	1	1	1

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GOVERNANCE AND CORPORATE MANAGEMENT

Provide advice and information to Council to assist Council fulfil and comply with its statutory functions and legal responsibilities.

Ensure that Council's processes and procedures fulfil the requirements of the Local Government Act 1993 and other relevant Acts and statutory obligations.

Provide timely and efficient support services to enable all Councillors to fulfil their responsibilities.

Implement policies and decisions of Council as documented in the minutes of Council meetings, Council's Strategic and Operational Plans, the Annual Budget and other programs.

Maintain Council's strategic and annual operational plans and planning processes and assist Council in its involvement in and response to major regional and local strategic issues.

Ensure the best use of Council's resources and implement improvements as required.

Monitor services to customers and identify areas where Council can improve to provide the best, most efficient and effective service to the Central Highlands community.

Activity	Comment	Status
Implementation of Policies and decisions of Council	Councils policies and decisions are implement by staff	
Maintain Council's strategic and annual operation plans	Council's Strategic Plan was adopted by Council in 2002	<input checked="" type="checkbox"/>

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Operational Plan Appraisal

LEGEND

Achieved

 In Progress

 Ongoing

Not achieved

ECONOMIC AND COMMUNITY DEVELOPMENT

Work closely with the community to assist in the planning and provision of community services and ensure its needs for these services are advocated to those responsible.

Work closely with the relevant State agencies to facilitate the sustainable development of the Central Highland's significant economic potential including the creation of employment generating opportunities.

Progress youth employment opportunities and facilitate career pathways where available and to continue to participate in the Youth Council.

Encourage and support an expansion of the tourism industry in line with acknowledged trends and in consultation with local operators.

Activity	Comment	Status
Promote the Central Highlands by supporting and encouraging community projects which encourage visitors to the area	The Central Highlands Council Acquisitive Arts Competition is an annual award that encourages visitors to the region.	
	Council supports the Australasian Golf Museum with a heritage building at no cost.	
	Support is given to the Hamilton Agricultural Show and Steppes Rodeo events which draw large numbers of visitors to the district.	

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LEGEND Achieved  In Progress  Ongoing Not achieved

<p>Develop strong linkages with those involved in the promotion and development of economic and tourist activities in the area</p>	<p>Council contribute towards Tasmania's South Regional Tourism Association and the Heritage Highway Tourism Region Association.</p> <p>Advertising Campaign conducted "All You Need TV"</p> <p>Council strongly supports local tourism groups.</p>	<p></p> <p></p>
<p>Ensure Council's supports and facilitates appropriate new initiatives whilst maintaining and upholding sustainable development</p>	<p>Annual allocations are made to both the Bothwell and Ouse on-line access centres to continue to provide a valuable service to the Central Highlands.</p>	<p><input checked="" type="checkbox"/></p>
<p>Ensure there are opportunities for the community to realise its full potential by supporting programs where Council considers it appropriate and by giving assistance to community based groups and organisations where the need is justified.</p>	<p>Council provide an annual allocation to Centralinc to assist with providing community and economic development programs to the area.</p>	<p><input checked="" type="checkbox"/></p>
<p>Ensure relevant Council information is disseminated to the community in a timely manner.</p>	<p>Council disseminates information to the community by:</p> <p>Advertising/articles in the Highlands Digest</p> <p>Advertising in the three daily newspapers</p> <p>Newsletter with rates each year</p> <p>Letter box drop when necessary</p>	<p></p>

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LEGEND Achieved  In Progress  Ongoing Not achieved

<p>Conduct community consultation on major issues in a manner that ensures an indicative cross section of the community has input</p>	<p>Holding community meetings on issues of concerns – Bothwell Medical Services, Ellendale Water</p>	<input checked="" type="checkbox"/>
<p>Conduct an open and available access policy to ensure members of the community can discuss items of interest or make representation to Councillors and where appropriate, senior staff.</p>	<p>The community has access to all Senior Council Managers.</p>	
	<p>Public question time is allocated at all Council meetings.</p>	<input checked="" type="checkbox"/>
	<p>Arrangements can be made with Council for delegations to attend and make representations at Council meetings.</p>	<input checked="" type="checkbox"/>

DONATIONS AND CONTRIBUTIONS

The following donations were made during the year:

Centralinc	\$10,000	Citizenship Awards 3 Schools	\$150
Bothwell Youth Group	\$900	Mayor's Awards 3 Schools	\$150
Bothwell Junior Youth Group	\$600	Anzac Day Books 3 Schools	\$200
Bothwell District High School	\$750	Bothwell District High School P & F	\$500
Ouse District High School	\$750	Bursary Student Bothwell District High	\$250
Glenora District High School		Bursary Student Ouse District High	
Bothwell On-line Access Centre	\$750	Bursary Student Glenora District High	\$250
Ouse On-line Access Centre	\$750	Derwent Valley Concert Band	\$250
Steppes Rodeo		Rivers Run – brochure donation	
Hamilton District Agricultural Show	\$750	Westerway Fire Brigade	\$200
Bothwell Lions Club	\$500	Bothwell Uniting Church	\$5,000
Wayatinah Social Club	\$500	Covered Learning Area – BDHS	\$100
Australasian Golf Museum	\$1,000	Covered Learning Area & Auskick – ODHS	\$500
	\$1,500		\$260
	\$4,000		\$560

Assistance is also provided to community groups and clubs by way of in-kind support such as provision of plant and labour, photocopying, and free or subsidised use of Council premises, to name a few. Groups to benefit were:

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Not achieved

International Highland Spin-in
Hamilton Church Guild
Centralinc Senior Lunches
Landcare Groups
Hamilton District Agricultural Show Committee
Lions Club Bothwell
Bothwell Football Club
Hamilton Anglican Church
Bothwell District High School
Natural Resource Management Committee
Ouse On-Line Access Centre
Bothwell Historical Society

CORPORATE AND FINANCIAL SERVICES

Prepare the estimates for the forthcoming year in accordance with the operational needs of Council.

Provide timely information and assist management and Council with budget planning and meeting financial objectives.

Ensure that Council's rating structures are equitable, appropriate and generate sufficient revenues for Council's operations.

Initiate appropriate action to ensure the recovery of outstanding rates and debts due to Council.

Manage cash flows so that Council is able to meet its financial obligations.

Efficiently and effectively administer a range of financial services such as Councillors expenses, valuation, advertising, legal fees, insurance, subscriptions, audit, long service leave, loan management, oncosts and creditors.

Promote the concept of taxation reform between State and Local Government and other options for revenue generation such as grant availability.

Activity	Comment	Status
Recovery of Rate Debts	Council's rates debtors were reduced again	

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LEGEND Achieved  In Progress  Ongoing Not achieved

	this year.	
Creditors Control	Council endeavour to ensure that all creditors are paid in a timely manner.	
Estimates, Operation Plan and Annual Report.	These were all completed and adopted	<input checked="" type="checkbox"/>
Sundry financial services	Monthly reports and quarterly reports are submitted to Council.	

COMPUTER DEVELOPMENT AND EQUIPMENT

Activity	Comment	Status
Ensure that Computer and Office Equipment is maintained and replaced when necessary	Computer hardware and software is replaced when necessary.	
	Information is continually added to the Conquest Asset Management System with details of the revaluations of roads, bridges, footpaths, drainage, water and sewerage loaded.	

HUMAN RESOURCES

To provide management support services for Council and its officers, including training and development.

To ensure that employees records are maintained with respect to leave and entitlements.

Activity	Comment	Status
Maintenance of employee records	All employees records are kept as per industry standards	<input checked="" type="checkbox"/>

FINANCIAL PERFORMANCE INDICATORS

Comparative Financial Performance Indicators are provided for the current and previous eight years.

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Operational Plan Appraisal

LEGEND

Achieved

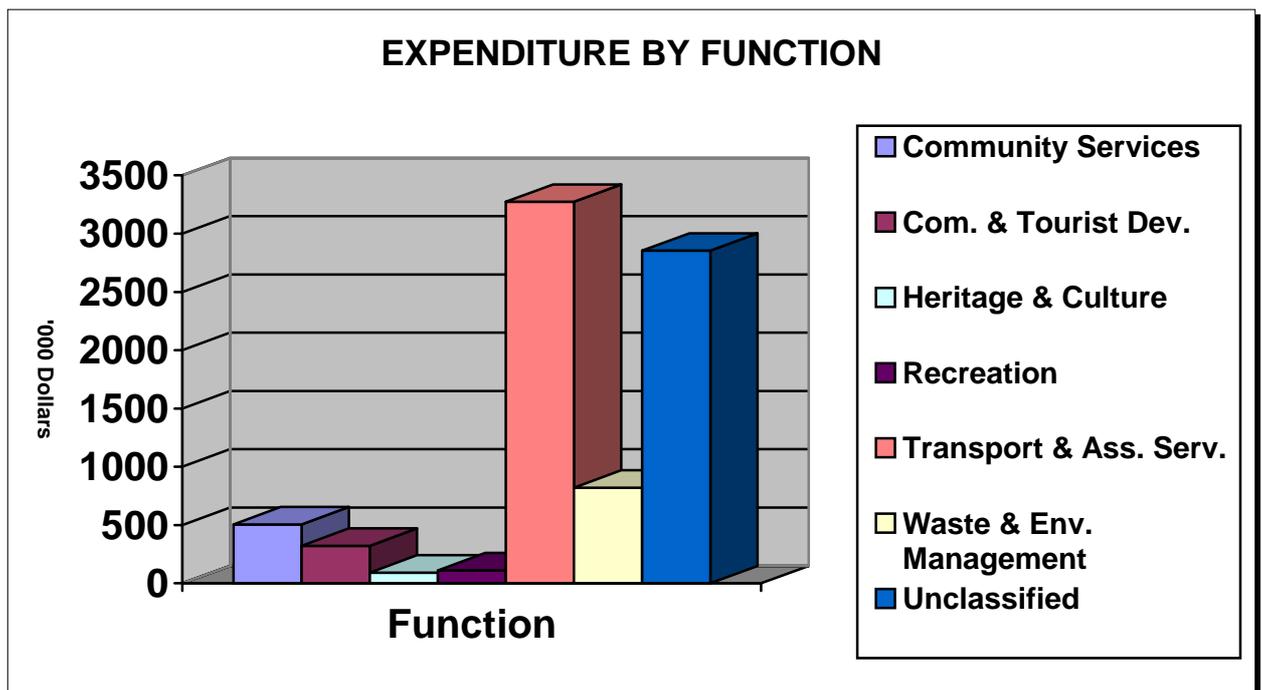
In Progress

Ongoing

Not achieved

Indicator	2004	2003	2002	2001	2000	1999	1998	1997	1996
Rate Revenue Analysis: Rate Income:Total Revenue	0.27	0.27	0.33	0.34	0.35	0.33	0.33	0.30	0.30
Working Capital Ratio Current Assets: Current Liabilities	5.22	4.67	3.36	4.25	3.80	3.78	4.21	2.69	2.41
Debt Ratio Total Liabilities:Total Assets	0.01	0.01	0.02	0.02	0.02	0.02	0.02	0.01	0.10

EXPENDITURE



RESERVES

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LEGEND



Achieved



In Progress



Ongoing



Not achieved

	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
	1996	1997	1998	1999	2000	2001	2002	2003	2004
Reserve	138	261	150	100	100	100	100	82	100
Plant Replacement	150	90	263	0		178			
Roads	15	24		18	2				
Water	20								
Computer Replacement	89	106	127	415	398	409	435	178	170
Sewerage	246	320	381	366	459	575	575	676	750
Bridges		45	1,225	1,124	1,033	849	509	817	1,510
Sundry	129	133	173	190	208	209	221	225	225
Long Service Leave			25	25	25	25	28	39	43
Independent Living Units				30	40	50	60	70	80
Regional Refuse Site						27	28	38	50
Quarry Reserve						33			
Shacksites Program							340	112	
Roads to Recovery							5	21	23
Bothwell Pool	787	979	2,344	2,268	2,265	2,457	2,301	2,258	2951
Total									

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LEGEND



Achieved



In Progress

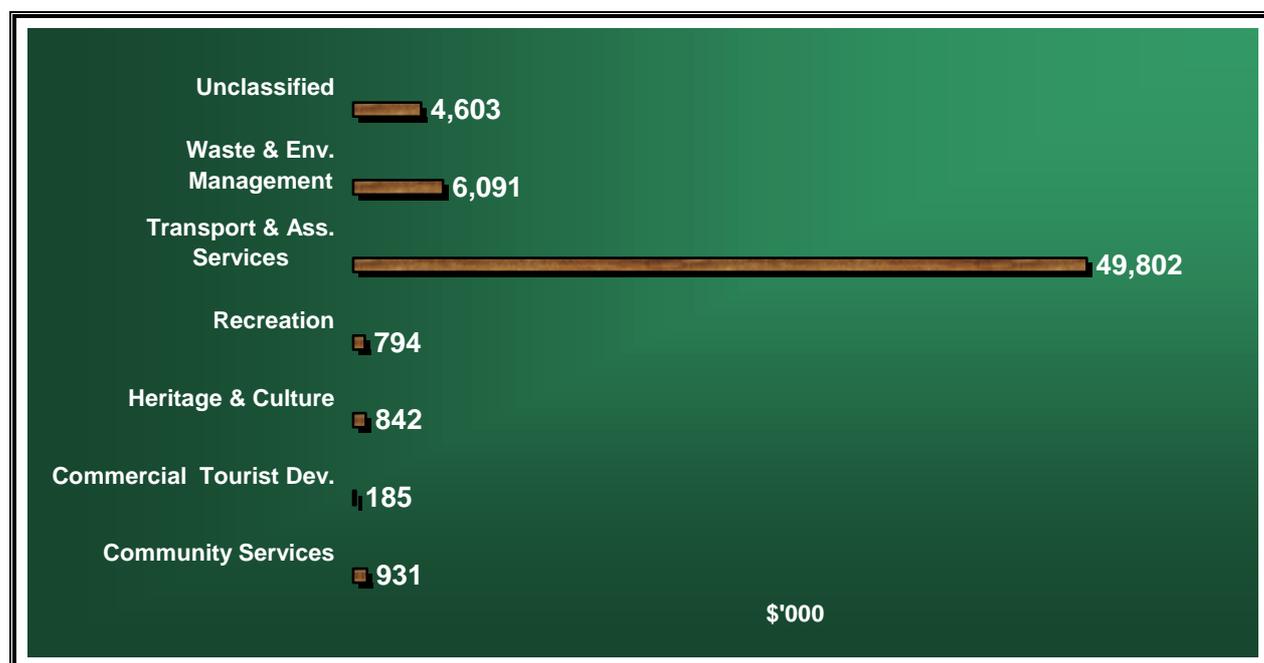


Ongoing



Not achieved

ASSETS ATTRIBUTED TO FUNCTIONS



NON-CURRENT ASSETS

NON-CURRENT ASSET	30 JUNE 2003 WRITTEN DOWN VALUE \$'000	30 JUNE 2004 WRITTEN DOWN VALUE \$'000	INCREASE/ (DECREASE) \$'000
Land	729	717	(12)
Buildings	2,414	2,262	(152)
Plant, Machinery & Equipment	1,107	1,310	203
Motor Vehicles	182	154	(28)
Office Equipment	110	103	(7)
Computer Equipment	208	206	(2)
Infrastructure	120	184	64
Roads	46,083*	44,288	(1,795)
Drainage Systems	542*	534	(8)
Water Schemes	3,102*	3,332	230
Sewerage Schemes	2,044*	2,363	319
Bridges	2,215*	2,092	(123)
Footpaths, Kerbs & Gutters	1,841*	1,400	(441)
Works in Progress	1,219	659	(560)
Receivables	30	31	1
Valuer-General	0	0	0
TOTALS	61,946	59,635	2,311

Roads, Drainage Systems, Water Schemes, Sewerage Schemes, Bridges, Footpaths Kerbs and Gutter assets were re-valued effective from 1 July 2002.