

# **Ordinary Agenda**

## **Special Meeting of Council**

Tuesday, 2 July 2024 – 11 am

**COUNCIL CHAMBERS** 

it's in the making

#### Qualified Persons Advice - Local Government Act 1993 - Section 65

Pursuant to Section 65 of the *Local Government Act 1993* I hereby certify, with respect to the advice, information and / or recommendation provided for the guidance of Council in this Agenda, that:

- 1. such advice, information and / or recommendation has been given by a person who has the qualifications or experience necessary to give such advice; and
- 2. where any advice is given by a person who does not have the required qualifications or experience, that person has obtained and taken into account the advice from an appropriately qualified or experienced person; and
- 3. a copy of that advice or, if the advice was given orally, a written transcript or summary of that advice has been provided to the council.

JOHN MARIK General Manager

#### Notification of Special Meeting of Council

A Special Meeting of Dorset Council will be held at the Council Chambers, 3 Ellenor Street, Scottsdale on Tuesday, 2 July 2024 commencing at 11am

#### Business of the Meeting:

1. Updated 2024/25 Fees and Charges Schedule

Members of the public are invited to attend in person, however, if any member of the public is feeling unwell, <u>please do not attend</u>.

The audio recording of the Council Meeting, except for any part held in Closed Session, will be made available to the public as soon as practicable after the meeting via Council's website and social media.

JOHN MARIK General Manager

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### Special Meeting of Council Agenda 2 July 2024

#### Meeting Opened:

Present:

Apologies:

#### Acknowledgement of Country

Dorset Council acknowledges the deep history and culture of the First People who were the traditional owners of the lands and waterways where we live and work. We acknowledge the clans-people who lived here for over a thousand generations on the Country where Scottsdale is built and throughout the area we know as the north east region.

Dorset Council acknowledge the present-day Aboriginal custodians and the inclusive contribution they make to the social, cultural and economic essence of the municipality.

## **PROCEDURAL ITEMS**

#### Item 130/24 Declaration of an Interest of the Commissioner or Close Associate

In accordance with Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015* and Council's adopted Code of Conduct, the Commissioner is requested to indicate whether he has, or is likely to have a pecuniary interest (any pecuniary interest or pecuniary detriment) or conflict of interest in any item on the Agenda.

#### INTEREST DECLARED

## **ITEMS FOR DECISION**

#### Item 131/24

Updated 2024/25 Fees and Charges Schedule Reporting Officer: Acting Director – Corporate Services, Lauren Tolputt Ref: DOC/24/8326 | Updated 2024/25 Schedule: DOC/24/8549

#### Recommendation

That Council adopts the attached Fees and Charges Schedule for 2024/25.

#### Purpose

The purpose of this agenda item is to present an updated Fees and Charges Schedule for 2024/25.

#### Background

At the 24 June 2024 Council Meeting, Council adopted its 2024/25 Fees and Charges Schedule (item 119/24).

After the June Council Meeting, Officers conducted final audits of the adopted 2024/25 Fees and Charges Schedule while preparing to implement the fees where relevant. During this process, Officers identified errors in the adopted schedule that could materially impact the 2024/25 budget estimates if left unresolved.

#### Planning, Environment and Statutory Requirements

- Local Government Act 1993 – Part 12 Division 7 (Fees and Charges).

#### Strategic and Annual Plan

- Dorset Council Strategic Plan (2023 – 2032), Imperatives 10.1, 10.4

#### Risk Management

The 2024/25 Fees and Charges Schedule must be prepared having regard to Council's Long Term Financial Plan, 2024/25 Budget Estimates, 2024/25 Annual Plan and any relevant statutory fees set externally to Council.

Officers have updated internal processes to include appropriate checks to prevent this issue from reoccurring.

#### Financial and Asset Management Implications

Anticipated income from fees and charges is included in the 2024/25 Budget Estimates.

#### **Community Considerations**

Council only charge the fee or charge necessary to provide each service, including planning for and implementing new services or improved services where relevant.

Council saves costs to the community wherever possible, including through the following initiatives:

- Free use of Council's facilities (halls, recreation grounds, meeting rooms etc.) for community groups and not-for-profit organisations;
- Supporting business investment through Council's New Business and Investment Policy and by
  offering food business registration renewals free of charge;
- Providing free entry to Council-owned pools, including the Scottsdale Aquatic Centre.

#### Consultation

Officers consulted the Commissioner and recommended that a Special Meeting of Council be held so that the 2024/25 Fees and Charges Schedule can be rectified on 2 July 2024.

#### Officer's Comments

It is proposed that Council adopts the updated 2024/25 Fees and Charges Schedule in the attachments. The affected fees are largely in the cemetery, facility hire and development services fee categories.

The affected fees have been increased using the same principles that were communicated at the 24 June 2024 Council Meeting, being that the 2023/24 fee for each line item will increase by the most relevant indexing factor rounded to the nearest \$1 or \$5:

- Labour based fees will increase by 5% which is representative of the assumed 4.5% wage increase that will be passed on to employees from July 2024 in accordance with Council's enterprise agreement, and the 0.5% legislated increase to the Superannuation Guarantee Contribution coming into effect from 1 July 2024
- Infrastructure based fees will increase by 3.75% which is representative of the Council Cost Index (CCI). CCI is an annual index published by the Local Government Association of Tasmania (LGAT) that reflects the increased costs associated with delivery of local government services
- **Other fees** will increase by 3.1% which is representative of the March Quarter Consumer Price Index (CPI) for Hobart

## **CLOSURE OF MEETING**

Time Meeting Closed:

## **Dorset Council** 2024/25 Fees and Charges

Adopted by Council 2 July 2024 Minute xx/24



	2024/25	GST Inc
	\$	
CORPORATE SERVICES FEES		
Photocopying		
A4 Page, Per Page	1.05	Yes
A3 Page, Per Page	1.15	Yes
DIY and Provide Own Paper, Per Page	0.95	Yes
Searches		
Property Information Searches (per hour)	63.00	Yes
Dishonours		
Direct Debit Dishonour	10.00	No
State Government Statutory Fees		
Making a Code of Conduct Complaint - S.28V	93.50	No
Right to Information Application	46.75	No
Rates Liabilities Certificate - S.132	56.10	No
Council Land Information Certificate - S.337	247.78	No

	2024/25	GST Inc
	\$	
CEMETERY FEES		
Monumental & Lawn Cemeteries		
Reservation	480.00	Yes
Single Depth Burial	1480.00	Ye
Double Depth Burial (First Interment)	1660.00	Ye
Double Depth Burial (Second Interment)	1165.00	Ye
Oversized Coffin / Casket	100.00	Ye
Child Burial / Interring Ashes ( <i>stillborn - 1 years</i> )	-	Ye
Child Burial (1 - 15 years)	595.00	Ye
Weekends & Public Holidays (additional fee)	590.00	Ye
Late Burial (additional fee for any burial after 2.00pm)	210.00	Ye
Exhumation of Body ( <i>additonal burial charges apply</i> )	2255.00	Ye
Replacement of Lawn Plinth & Plaque	380.00	Ye
Replacement of Wall Plaque	275.00	Ye
Interring Ashes in Grave	395.00	Yes
*For any burial taking place in a reserved plot, an amount equal to the reservation fee paid will be deducted from the burial fee		
Memorial Walls (fees not payable on reservations paid for prior to 1/08/2003)		
Reservation	205.00	Ye
Placement of Ashes and/or Plaque	410.00	Ye
Placement of Ashes and/or Plaque in Reservation	205.00	Ye
Ellesmere Rose Garden (fees not payable on reservations paid for prior to 1/08/2003)		
Reservation	240.00	Ye
Placement of Ashes and/or Plaque	735.00	Ye
Placement of Ashes and/or Plaque in Reservation	495.00	Ye
*Any other miscellaneous works charged on an hourly basis		

	2024/25	GST Inc
	\$	
PUBLIC HALLS & RECREATION FACILITY FEES		
General Charges		
Portable Stage (25 modules; 2m x 1m each module); 10% discount for 2-12 modules, 15% discount for 13-25 modules	\$85 per module / weekend hire	Yes
Portable Stage Bond; 10% discount for hire of 2-12 modules, 15% discount for hire of 13-25 modules	\$100 per module	No
Public Liability Charge (Casual Hirers)	31.00	Yes
Bond (Alcohol Event)	295.00	No
Lost Key Replacement	60.00	Yes
Branxholm, Bridport, Derby, Gladstone, Legerwood, North Scottsdale, Pioneer, Ringarooma, Springfield and Winnaleah Halls		
Per Hour	21.00	Yes
Per Day	125.00	Yes
Scottsdale, Bridport, Bridport Village Green, Branxholm, Winnaleah & Ringarooma Recreation Grounds		
Per Hour	21.00	Yes
Per Day	125.00	Yes
Scottsdale Sports Stadium, Scottsdale Nugget Sellars Pavilion & Winnaleah Function Room		
Per Hour	31.00	Yes
Per Day	245.00	Yes
Bridport Multi-Function Centre		
Per Hour	37.00	Yes
Per Day	300.00	Yes
Additional conditions apply contact customer service team for further information		

 $\label{eq:additional} \textit{Additional conditions apply contact customer service team for further information}$ 

	2024/25	GST In
	\$	
NIMMING POOL FEES		
cottsdale Aquatic Centre Standard Charges		
Lane hire per hour (during public opening times only, max. 2 lanes)	18.00	Ye
Learn to Swim (LTS) (Adult/Child) per class (min. of 4 per class)	18.00	Ye
Private Learn to Swim Session (LTS) (Adult/Child) 30 minutes	55.00	
Aqua Fitness Classes (Adult/Child) per class (min. of 5 per class)	15.00	Ye
Aqua Fitness Classes (Adult/Child) 10 class ticket (prepaid)	135.00	Ye
Aqua Fitness Classes (Adult/Child) per class (min. of 5 per class) - Concession	13.00	Ye
Aqua Fitness Classes (Adult/Child) 10 class ticket (prepaid) - Concession	117.00	Ye
* Pool Hire Per Hour / Per Lifeguard (Dorset municipal schools)	60.00	Ye
* Pool Hire Per Hour / Per Lifeguard (Schools from outside Dorset)	70.00	Ye
**Pool Hire per hour for private bookings outside normal hours	285.00	Ye
Equipment Hire		
- Marquee Hire	55.00	Ye
- Trestle Table	25.00	Ye
Kiosk - average margin	60%	Ye
1 lifeguard per every 50 students, option to open the slide requires an additional lifeguard, opening of the Kiosk by an additional Po	ool Attendant will be	
* Subject to staffing availability, alcohol free and outside of public opening times. Self catering is allowed, however the Kiosk can be Iditional charge, maximum 100 pax	e opened at no	
B - Additional surcharge fees apply to online payments		

	2024/25 \$	GST In
CARAVAN PARK FEES	Ş	
Derby Park		
Camping Per Site/Per Night	25.00	Ye
Derby Car Park and Amenities Area		
Camping Per Site/Per Night	40.00	Ye
Branxholm Caravan Park		
Camping Per Site/Per Night	20.00	Ye
Camping Shower Charges		
Branxholm Park, Derby Camping grounds & Bridport Seaside Caravan Park public access showers	4.00	Ye
BRIDPORT SEASIDE CARAVAN PARK		
Standard Sites		
Peak Season (1 Nov to End of Easter) *All fees are per day		
Powered Site Per Day (family of 4, infants under 3 free)	57.00	Ye
Unpowered Site Per Day (family of 4, infants under 3 free)	44.00	Ye
Cabin (2 people / \$20 per extra adult / \$10 per extra child)	220.00	Ye
Extra Adult (18 and over, maximum of 4 adults per site)	14.00	Ye
Extra Child (under 18 years of age, infants under 3 free)	8.00	Ye
Off Peak Season (End of Easter - 31 Oct) *All fees are per day		
Powered Site Per Day (family of 4, infants under 3 free)	52.00	Ye
Unpowered Site Per Day (family of 4, infants under 3 free)	39.00	Ye
Cabin (2 people / \$20 per extra adult / \$10 per extra child)	198.00	Ye
Extra Adult (18 and over, maximum of 4 adults per site)	14.00	Ye
Extra Child (under 18 years of age, infants under 3 free)	8.00	Ye
Annual Sites		
Annual Site (upfront payment)	4,820.00	Ye
Annual Site Monthly Payment (inclusive of 10% surcharge for monthly payment option)	445.00	Ye
Annual Site Waitlist Administration Fee (incurred annually)	65.00	Ye
Annual Site Late Payment Fee (applies to any payment that remains outstanding after 14 days)	27.00	Ye
Direct Debit Dishonour Fee	10.00	N
*These are the base prices however specials will be advertised throughout the year, refer to Bridport Seaside Caravan Par	k website for details.	

	2024/25 \$	GST Inc
WASTE DISPOSAL FEES		
General Charges		
Service Fee (modifications to domestic bins)	30.00	Yes
General Refuse accepted at WTS		
Garbage Bag	2.00	Yes
120lt Wheelie Bin / Container	8.00	Yes
240lt Wheelie Bin / Container	10.00	Yes
Car Boot/Station Wagon (up to 0.5 m <sup>3</sup> )	15.00	Yes
6*4 Trailer / Ute (up to 2 m <sup>3</sup> )	20.00	Yes
Tandem Axle Trailer (up to 3m <sup>3</sup> )	35.00	Yes
Compacted Refuse (per Cubic Metre)	90.00	Yes
Bulk Trade Waste (per tonne, conditions apply)	180.00	Yes
Treated Timber (per Cubic Metre)	35.00	Yes
Additional Charges		
Car / Motorbike Tyre only (each)	12.00	Yes
Light Truck / 4WD Tyre only (each)	22.00	Yes
Large Truck Tyre only (each)	45.00	Yes
Additional Charge - Car / Motorbike Rim only (each)	10.00	Yes
Additional Charge - Light Truck / 4WD Rim only (each)	10.00	Yes
Additional Charge - Large Truck Rim only (each)	10.00	Yes
Mattress - Spring Type (each)	35.00	Yes
Recyclable Materials accepted at WTS		
Separated Paper, Paperboard, Plastics, (1,2,3,4,5,7), Cardboard, Oil, Aluminium Cans, Steel Cans and Glass	-	
Mixed Paper, Paperboard, Plastics,(1,2,3,4,5,7), Cardboard, Aluminium Cans, Steel Cans and Glass	0.00	
Timber (untreated) m3	10.00	
Polystyrene Packing Material	0.00	
Gas Cylinders (fully degassed)	0.00	
Triple Rinsed Chemical Containers (DrumMUSTER endorsed)	0.00	
Car/Truck Batteries	0.00	
E Waste (TV's & Computers, Mobile Phones etc)	0.00	
Steel	0.00	
Motor Vehicle Bodies	0.00	
Waste Oil (per litre)	1.50	
White Goods - DeGassing fee	15.00	
Green Waste - Car Boot up to 0.5m3)	5.00	
Green Waste - Ute / 6*4 Trailer (up to 2m3)	12.00	
Green Waste - Tandem Axle Trailer (up to 3m3)	22.00	
Green Waste - Truck (up to m3)	40.00	
*Inert Landfill - Car Boot (up to 0.5m3)	15.00	
*Inert Landfill - Ute / 6*4 Trailer (up to 2m3)	30.00	
*Inert Landfill - Tandem Axle Trailer (up to 3m3)	50.00	

\*Inert landfill is waste which is neither chemically nor biologically reactive and will not decompose or only very slowly. Examples of this are sand,

	2024/25 \$	GST Inc
HEALTH FEES (adopted May Council Meeting)		
Food Act		
Food Business Registration - Non-Mobile Premises		
New Annual Registration*	195.00	No
Renewal of Existing Annual Registration	-	
Temporary Food Business Registration (Single Event) - Permanent resident of Dorset municipality	-	
Food Business Registration - Mobile Premises		
New Annual Registration*	195.00	No
Renewal of Existing Registration - Permanent resident of Dorset municipality	-	
Renewal of Existing Registration - Non-permanent resident of Dorset municipality	195.00	No
Temporary Food Business Registration (Single Event)*	37.00	No
*(No registration fees for bona fide charitable or not for profit organisations)		
Other		
On Street Dining Application Fee	105.00	No
Food Business Inspection	95.00	No
Water quality sampling (by request) per hour plus analysis costs	130.00	No
Annual Mobile Food Vendor Permit		
Non-permanent Resident of Dorset municipality	935.00	No
Permanent Resident of Dorset municipality	-	
Community Organisation or Charitable Event Applicants	-	
Public Health Act		
Place of Assembly (mass event) Licence	175.00	No
Public Health Risk Activity - Premises Registration	175.00	No
Public Health Risk Activity - Operator Licence	175.00	No
Regulated System Registration		
- one system on premises	130.00	No
- additional systems (each)	50.00	No
Private Drinking Water Supplier Registration	50.00	No
Water Carrier Registration	50.00	Nc

	2024/25	GST Inc
	\$	
BUILDING & PLUMBING FEES		
Building Permit Authority		
Category 1 – Low Risk Works (Administration)		
All Classes	-	
Category 2 – Low Risk Works (Administration)		
All Classes	-	
Category 3 – Notifiable Works (Administration)		
All Classes	-	
Category 4 – Permit Works (Application for Building Permit)		
Class 10 buildings	100.00	No
Class 1 buildings	100.00	No
All other building classes	285.00	NO
Other Fees		
Plan Amendments and Extensions of Time	100.00	Yes
	Double the	
Application for Permit of Substantial Compliance (Retrospective Works)	relevant building	
	application fee(s)	

	2024/25	GST Inc
	\$	
Building Surveyor Assessment & Inspections		
(only applicable where Council Building Surveying Services are being utilised)		
Class 10 Structures & Farm Sheds (Class 7 only)		
20m <sup>2</sup> or less (includes mandatory inspections)	145.00	Yes
From 21m <sup>2</sup> to 56m <sup>2</sup> (includes mandatory inspections)	275.00	Yes
More than 56m <sup>2</sup> (includes mandatory inspections)	390.00	Yes
<u>Classes (1 - 9)</u>		
56m <sup>2</sup> or less (includes mandatory inspections)	720.00	Yes
From 57m <sup>2</sup> - 150m <sup>2</sup> (includes mandatory inspections)	975.00	Yes
More than 150m <sup>2</sup> (includes mandatory inspections)	1250.00	Yes
Assessment Administration		
Class 10 buildings	100.00	No
Class 1 buildings	195.00	No
All Other building classes	285.00	No
Other Building Surveyor Charges		
Amendments to approved plans, additional building and surveying advice, etc (hourly rate)	165.00	Yes
Additonal building surveyor inspections	165.00	Yes
Application for Certificate of Substantial Compliance (Retrospective Works)	Double the	
	relevant	
	application fee(s)	

	2024/25 \$	GST Inc
Other Building Fees	Ŷ	
State Government - Building Administration Fee (for all works of <b>\$20,000</b> or more)	0.1% of the value	
State Government - TBCITB Training Levy (for all works of <b>\$20,000</b> or more)	0.1% of the value	
Building Certificates	270.00	No
EHO assessment of plans for food premises (Form 49)	125.00	No
EHO occupancy permit for food premises (Form 50)	125.00	No
Plumbing Surveyor Assessment & Inspections		
Category 1 – Low Risk Works (Administration)		
All Classes	-	
Category 2 – Low Risk Works (Administration)		
All Classes	-	
Category 3 – Notifiable Works (CLC and Administration)		
All Classes	255.00	Yes
Category 4 – Permit Works (Application for Plumbing Permit)		
Plumbing Permit (including assessment and inspection)	330.00	Yes
Plumbing Permit including on-site wastewater management system assessment (including assessment and inspection)	455.00	Yes
Other Plumbing Surveyor Fees		
Amendments to original plans, and all other works (hourly rate)	165.00	Yes
Additional plumbing surveyor inspections	165.00	Yes
Assessment of illegal plumbing work	Double the	
	relevant plumbing	
	application fee(s)	

	2024/25 \$	GST Inc
PLANNING SERVICES FEES		
Pre-Lodgement Planning Review		
Review of proposal prior to lodgement of planning application	-	
No Permit Required Application		
Assessment to determine "No Permit Required" status	-	
Permitted Applicaton (excl. Subdivisions)		
Assessment Fee	195.00	No
Discretionary Application (excl. Subdivisions)		
Use and/or Development - Class 7 or 10 buildings*, signs or demolitions (inclusive of advertising charges)	540.00	No
Use and/or Development - All other types*		No
(inclusive of advertising charges)	-	
For Applications for use and/or development valued at \$500,000 or less	1035.00	No
For Applications for use and/or development in excess of \$500,000	0.2% of value of use and/or development, capped at a maximum charge of \$35,000	
*(No registration fees for bona fide charitable or not for profit organisations)		
Subdivision Application ( incl. boundary adjustments and consolidations)		
Permitted Application	380.00	No
Discretionary Application ( inclusive of advertising)	1050.00	No
Additional charge per additional lot created	100.00	No
Examination & sealing of Final Plan of Survey	510.00	No
Public Open Space Contribution <i>(if applicable)</i>	5% of the unimproved land value of the new lots	No
Amendment to Planning Permit		
Permitted Use and/or Development	140.00	No
Discretionary Use and/or Development	330.00	No

	2024/25 \$	GST Inc
Other Planning Application	·	
Request for Amendment of LPS ( Section 37)		No
(inclusive of application fee, advertising, Tasmanian Planning Commission fees, administration costs)	4360.00	
Combined Permit and Amendment Application (Section 40T)	0.2% of estimated	
(inclusive of application fee, advertising, Tasmanian Planning Commission fees, administration costs, but not inclusive of the	cost of total works	
Request for Amendment of LPS fee)	capped at a	
	maximum charge	
	of \$35,000	
Application for Permit Extension (a permit can be extended for a period of 2 years, and not more than twice)	165.00	No
	50% of	No
Refunds (if application is withdrawn before decision is made)	application fee	
	paid	
Assessment of retrospective planning application	Double the	No
	relevent planning	
	application fee (s)	
Miscellaneous Applications		
Tasmanian Heritage Council - Works Application	-	
Strata Application	350.00	No
Additional charge per lot created	100.00	No
Staged Development Scheme or Community Development Scheme Application	965.00	No
Additional charge per lot created	90.00	No
Application to amend Strata Plan	130.00	No
Application to amend Staged Development Scheme or Community Development Scheme	305.00	No
Application to amend Sealed Plan	965.00	No
Adhesion Order Application	575.00	No
ENGINEERING FEES		
Examination and approval of plans and specifications including inspection of works.		
Roadworks		
up to 50 linear metres	115.00	Yes
for every 100 linear metres (or part thereof in excess of 50m)	95.00	Yes
Drainage Works		
up to 50 linear metres	95.00	Yes
for every 100 linear metres (or part thereof in excess of 50m)	95.00	Yes
Where in the opinion of the Municipal Engineer substandard or faulty work requires additional inspections to be made, the		
Corporation may require an additional fee to be paid to the Corporation for each such additional inspection.	155.00	Yes

	2024/25 \$	GST Inc
ANIMAL CONTROL FEES (adopted May Council Meeting)		
Dog Registration		
Lifetime Registration Fees		
Non-Desexed Dog	163.00	No
Desexed, Working, Purebred or Greyhound Dog	95.00	No
Pensioner-Owned Dog	63.00	No
Guide Dog	-	
Guard Dog	500.00	No
Dog Licence Fees (Kennel):		
New Dog Licence - 3 to 5 Dogs	116.00	No
New Dog Licence - more than 5 dogs	142.00	No
Existing Dog Licence - Renewal	44.00	No
Dog Fees Other		
Maintenance Charge – Daily	37.00	No
Nuisance	42.00	No
Replacement Tag	5.00	No
First Seizure of any Dog	76.00	No
Subsequent Seizures of any Dog (per seizure)	227.00	No
Delivery Charge (Dog returned to Owner)	105.00	Yes
Declared Dangerous Dog - Annual	525.00	No
Cat Management		
Relocation Device (Trap) Hire Deposit	84.00	No