

CENTRAL COAST COUNCIL

Annual Report

For the year ended 30 June 2003



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Introduction

The councillors and staff of the Central Coast Council, once again, are pleased to report to the community on the governance and affairs of the Council. In doing so we have also provided the Financial Report and State of Environmental and Public Health Report for the year ended 30 June 2002.

Local government is an extremely diverse industry, providing a wide range of works and services to a community of mixed interests, and in which the Council employs a staff of varied and differing backgrounds and skills. It is this level of diversity that sets it apart from many other industries. The local government scene can at times be exhilarating, frustrating, opportunistic, conservative, strategic, populist and so on. A council of Central Coast's size requires managers who can double as divisional heads and also provide hands-on technical skills, whereas managers in larger corporations are able to focus solely on strategic issues and community relations.

The Council would be pleased to receive representations from the community in respect of any matter covered in the report.

Once again, we thank those members of the community who have worked hard, particularly in a voluntary capacity, in helping to make Central Coast a municipal area of which we can be proud.

Dated at Ulverstone this 1st day of July, 2002.

Cr Mike Downie
MAYOR

Alf Mott
GENERAL MANAGER

Introduction

The Local Government Act 1993 (the Act) provides that a council must prepare an annual report containing all of the following:

- (a) a summary of the operational plan for the preceding financial year;
- (ab) a statement of its goals and objectives in relation to public health for the preceding financial year;
- (b) a statement of the council's activities and its performance in respect of goals and objectives set for the preceding financial year;
- (c) the financial statements for the preceding financial year;
- (ca) details of any dispute that the council may have had with the Australian Taxation Office during the financial year relating to compliance with the GST law in accordance with the National Taxation Reform (Commonwealth-State Relations) Act 1999;
- (d) a copy of the audit opinion for the preceding financial year;
- (e) any other prescribed matter.

Central Coast

The Central Coast municipal area was created on 2 April 1993.

Central Coast is situated in North-West Tasmania and covers a total area of 932km². It spans from the Blythe River (adjoining the City of Burnie) east to the settlement of Leith at Braddons Lookout Road (adjoining the City of Devonport), and extends back from the coastline of Bass Strait to the Black Bluff range in the south.

The population of the area as at 30 June 2002 was 20,918, with almost 89% born in Australia. The estimated population density is 22.6 persons per square kilometre. The areas of greatest density are along the coastal strip where 85.5% of the population live in the towns of Penguin and Ulverstone. After the City of Devonport, Central Coast, by population, is the second largest municipal area in the West/North-West region and the seventh largest in the State. Of the population of Tasmania, 4.48% reside in Central Coast.

The proportion of total population in dependent ages is as follows:

- 0-14 21.64%
- 15-24 12.20%
- 25-64 51.63%
- 65+ 14.53%

The economy is largely rural based, with most people in the workforce being employed in agriculture, manufacturing, community services, and wholesale and retail trades.

Councillors and Managers

Mayor *Mike Downie*
Deputy Mayor *Brian Robertson*
Councillor *Warren Barker*
Councillor *Rodney Cooper*
Councillor *John Deacon*
Councillor *David Dry*
Councillor *Jan Edwards*
Councillor *Ken Haines*
Councillor *Beryl Marshall*
Councillor *Terry McKenna*
Councillor *Julie Smith*
Councillor *Andrew Vanderfeen*

General Manager *Alf Mott*
Administrative Services Manager *Graeme Marshall*
Community Services Manager (Acting) *Melissa Cruse*
Engineering Services Manager *Bevin Eberhardt*
Environmental Services Manager *Jeff McNamara*
Financial Services Manager *Sandra Ayton*
Information Technology Manager *Stuart Arnot*
Planning Services Manager *Terry Hill*

MANAGEMENT FOCUS

The Central Coast Council is comprised of 12 people, all of whom are elected from the community.

The Act provides the functions of the mayor, deputy mayor and councillors as follows:

- (1) The mayor is –
 - (aa) to act as a leader of the community of the municipal area; and
 - (a) to act as chairperson of the council; and
 - (b) to act as the principal spokesperson of the council; and
 - (c) to oversee the councillors in the performance of their functions and in the exercise of their powers.
- (2) The deputy mayor is to act in the position of mayor and exercise the powers and perform the functions of mayor if –
 - (a) the mayor is absent; and
 - (b) the mayor or the council, by notice in writing, appoints the deputy mayor to act in the position.
- (3) The councillors are –
 - (a) to represent and promote the interests of the community;
 - (b) to facilitate communication between the council and the community;
 - (c) to review the performance of the council.

Council meetings are held every three weeks and all interested persons are encouraged to attend. Dates of meetings are advertised in The Advocate newspaper. Decisions are made by *all* Councillors sitting in attendance at the meetings. Meetings commence at 5.00pm and adjourn for a dinner break at 7.00pm. A period of not more than 20 minutes is set aside at 6.40pm for public question time. Agendas and minutes are available from the Council's offices or on its website.

MANAGEMENT FOCUS

The Council also operates the Development Support (Special) Committee. Its principal objective is to add support to the management of the planning scheme. This group meets fortnightly and comprises five Councillors, the General Manager and Planning Services Manager.

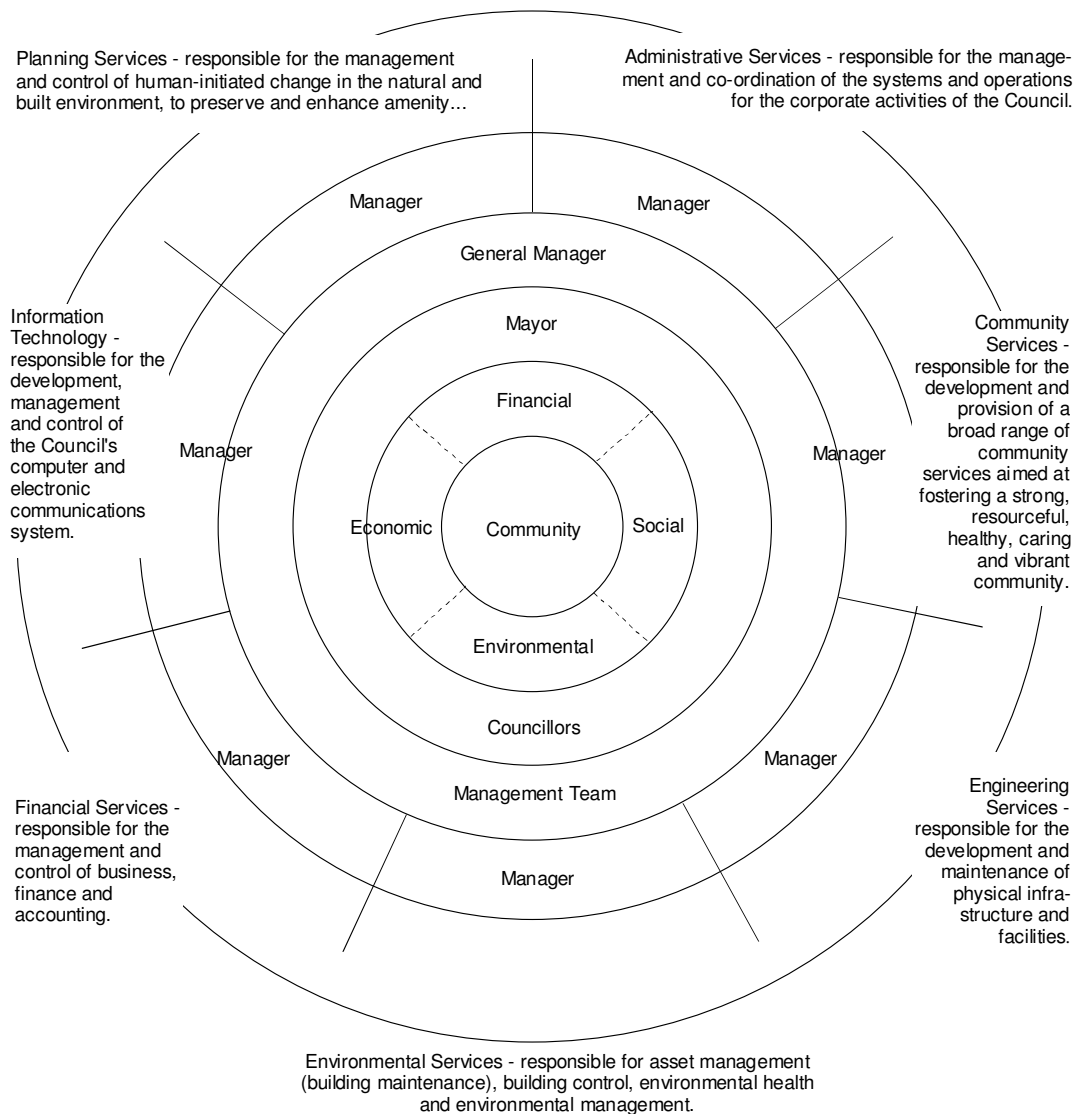
The Council operates in accordance with a corporate-style management structure headed by the General Manager who has the following functions as prescribed by the Act:

- (a) to provide advice to the council with respect to its functions and powers;
- (b) to co-ordinate the development of objectives, policies and programs for the consideration of the council;
- (c) to assist the council in the preparation of the strategic and operational plans for the council;
- (d) to implement the policies and decisions of the council;
- (e) to manage the resources of the council;
- (f) to establish and maintain human resource policies and procedures;
- (g) to prepare any reports required by the council;
- (h) to keep and maintain records required to be kept under this or any other Act;
- (i) to carry out any other function the council decides.

The General Manager is assisted by seven Divisional Managers who collectively implement and administer the policies of the elected Councillors. This team of Managers is responsible for reviewing operations, generating a basis of policy for the Council's consideration, strategic planning and monitoring all aspects of the Council's performance. Indicated over page is the Council's organisational structure.

MANAGEMENT FOCUS

Organisational Structure: As opposed to an hierarchical structure, a networking structure promotes the growth of individuals as well as the organisation's overall level of competency. Modern management is about working with people – it is dominated by a fair-for-all philosophy.



MANAGEMENT FOCUS

Elected members

Local government elections are conducted by the Chief Electoral Officer, being a person holding that office under the Electoral Act 1985. Councillors are elected for a four-year term. Elections are held on a biennial basis, with half the total number of twelve Councillors retiring, along with the office of Mayor and Deputy Mayor.

A system of postal voting is used for local government elections, with ballot material and any supporting documentation posted to all electors. Counting of votes is by the Hare Clark method of voting.

The last local government elections were conducted during October 2002. Thirteen candidates nominated for election to the office of Councillor. Following the poll a Certificate of Election was issued declaring the following six candidates elected (in order of election) to hold office for a new four-year term:

- Robertson, Brian
- Haines, Ken
- Dry, David
- Edwards, Jan
- Deacon, John
- Smith, Julie

The Certificate of Election indicated that all sitting Councillors were returned to office with the exception of Cr Philippa Johnstone who did not seek re-election. Cr Deacon was elected to office for the first time.

Cr Johnstone first joined the Council following local government amalgamations in 1993 when the Central Coast Council was created. She served continuously until her retirement. During her time with the Council, Mrs Johnstone represented her community well and carried out her responsibilities in a diligent manner.

MANAGEMENT FOCUS

For the office of Mayor, three candidates nominated for election. A Certificate of Election was issued as follows:

- Downie, Mike

Cr Downie was the sitting Mayor.

For the Office of Deputy Mayor, four candidates nominated for election. A Certificate of Election was issued as follows:

- Robertson, Brian

Cr Robertson was the sitting Deputy Mayor.

The next elections are to be held in October 2004.

The number of electors enrolled for the election was 15,180 comprising the General Manager's enrolment of 106 and the House of Assembly enrolment of 15,074. The formal vote received for the election of Councillors was 59.70% and compared with 57.59% for the previous election.

The annual allowances payable to Councillors in respect of the Central Coast Council (elector category of more than 15,000 up to and including 20,000 electors) are as follows:

- | | |
|----------------|----------|
| • Mayor | \$36,600 |
| • Deputy Mayor | \$10,000 |
| • Councillor | \$ 8,200 |

The allowance payable to the Mayor and Deputy Mayor is in addition to the allowance payable to a Councillor.

MANAGEMENT FOCUS

Management and staff

The level of staff remained constant throughout the year.

Certificates of Service were presented to Alf Mott (42 years' service), Dianne Richardson (21 years) and Max Richardson (36 years).

Council staff play a key role in the management of their professional member organisations and various agency programs. For example:

- Board of Environmental Management and Pollution Control - Environmental Services Manager (Deputy Member)
- Premier's Local Government Council - General Manager (Deputy Member)
- Cradle Coast Water Representatives Group - Financial Services Manager
- Dulverton Regional Waste Management Authority - Environmental Services Manager
- Northern Combined Planning Authority - Planning Services Manager, and Town Planner (Deputy Member)

Council competence

Key performance indicators (referred to as Measuring Council Performance in Tasmania) have been developed as a joint project between the Local Government Association of Tasmania, Local Government Managers Australia and the Tasmanian Government. Reports have been issued for the financial years 1999-2000, 2000-2001 and 2001-2002. Selected indicators have been reproduced in Table 1.

MANAGEMENT FOCUS

Table 1 - Selected Key Performance Indicators

Indicator	1999-2000	2000-2001	2001-2002
Population			
- Burnie	19,132	18,976	18,831
- Central Coast	21,107	21,077	20,918
- Devonport	24,370	24,279	24,207
Area			
- Burnie	609.8km ²	610km ²	610km ²
- Central Coast	932.0km ²	932km ²	932km ²
- Devonport	111.3km ²	111km ²	111km ²
No. of full-time equivalent employees			
- Burnie	197	178	182
- Central Coast	112	113	115
- Devonport	185	170	175
Staff turnover rate			
- Burnie	13.2%	22.4%	4.5%
- Central Coast	4.5%	2.7%	2.6%
- Devonport	10.3%	11.8%	5.1%
Rates per capita			
- Burnie	\$757	\$803	\$876
- Central Coast	\$474	\$492	\$514
- Devonport	\$744	\$734	\$799
General rate per capita			
- Burnie	\$465	\$497	\$548
- Central Coast	\$305	\$321	\$339
- Devonport	\$438	\$442	\$471
Average residential rate per property			
- Burnie	\$1,160	\$1,155	\$1,332
- Central Coast	\$1,074	\$1,093	\$1,154
- Devonport	\$1,307	\$1,254	\$1,369
Total rates and annual charges			
- Burnie	\$14,761,025	\$15,559,000	\$16,618,000
- Central Coast	\$9,997,693	\$10,347,000	\$10,830,000
- Devonport	\$18,213,000	\$17,925,000	\$19,409,000
Rates and charges outstanding			
- Burnie	3.2%	5.6%	6.2%
- Central Coast	2.4%	1.7%	2.0%
- Devonport	7.1%	8.3%	6.3%

MANAGEMENT FOCUS

Total revenue			
- Burnie	\$23,556,874	\$23,480,000	\$26,279,000
- Central Coast	\$16,758,117	\$17,255,000	\$19,262,000
- Devonport	\$26,130,000	\$27,895,000	\$28,612,000
Interest paid			
- Burnie	\$336,403	\$307,000	\$317,000
- Central Coast	\$402,063	\$328,000	\$288,000
- Devonport	\$1,359,000	\$1,353,000	\$1,028,000
Total number of building and planning applications			
- Burnie	460	398	358
- Central Coast	447	361	448
- Devonport	469	283	554

SOURCE: Measuring Council Performance in Tasmania 1999-2000, 2000-2001, 2001-2002

Loan debt

The Council's loan debt has been substantially reduced since the 1993 local government amalgamations when the combined debt of the former Penguin and Ulverstone Councils totalled \$10.5 million. At 30 June 2003 the loan debt was just under \$2.3 million (\$2,281,545) and a further reduction of the debt is planned during the coming financial year with a decrease to \$1.67 million by 30 June 2004. By 2004 (or just over 10 years of Central Coast Council operation) the loan debt will have been reduced by a hefty \$8.8 million or just over 80% of its 1993 loan debt.

Council membership

The Council is a member of the following key organisations:

- Local Government Association of Tasmania (and through the LGAT, the Australian Local Government Association)
- Cradle Coast Authority
- Dulverton Regional Waste Management Authority

MANAGEMENT FOCUS

- Cradle Coast Water
- Ulverstone Tourism, Traders and Industry Inc.

Key issues

There were a number of key issues involving the Council during the past year.

Recreation grounds and public halls

The community leadership group appointed by the Council to offer support with a review of recreation and hall facilities has completed its work and reported to the Council. The recommendations adopted by the Council are subject to progressive implementation. The appointment of a leadership group for this specific purpose is an extension of the Council's commitment to community consultation.

Risk management and Occupational Health & Safety

The Council continues to work hard at improving its performance in relation to risk management. A recent report indicated that the Council had received an excellent rating of 93% in its risk assessment (up from the 89% of the previous year) which places it in the top performing councils within the States of Tasmania and Victoria. This result clearly indicates that the Council is performing well in this area and confirms its investment in risk management.

The Council has also invested heavily in advancing its Occupational Health & Safety practices. The results already achieved confirm the excellent progress that has and is being made. Much of the developmental work has been led by a consulting firm. With many of the policies and procedures now in place the consultant's work has drawn to a conclusion and the Council will employ a person within the OHS budget to manage and progress the Council's ongoing commitment to the provision of a safe working place for all employees and visitors.

Planning scheme

MANAGEMENT FOCUS

The Council continues with its efforts of completing a full upgrade of its planning scheme.

Service Policy

The Council has adopted a Service Policy which, among other things, commits the Council to the provision of responsive and consistent services to all members of the community.

General Manager

The current General Manager retires on 11 July 2003 after 42 years of service to the Central Coast and (former) Ulverstone Councils.

Mrs Katherine Schaefer, a senior executive with the South Australian Government, has been appointed on a five-year contract as the Council's new General Manager. Mrs Schaefer takes up her duties from 14 July 2003.

Issues generally across the State affecting local government

Among the myriad of issues that may have an effect upon local government include:

- Constitutional recognition of local government
- Simplifying planning schemes project
- Tasmanian Natural Gas Project
- National Competition Policy
- State/local government partnership agreements
- Premier's Local Government Council decisions
- Devolvement of State government roles to local government/Inquiry into Cost Shifting onto Local Government
- Review of the Local Government Act
- Financial reform package between State and local government
- Rationalisation of subdivision legislation

Conclusion

MANAGEMENT FOCUS

It is pleasing to report that the Council is in a sound financial and operating position. The Council has concluded the year with both operating and cash surpluses and a diminishing loan debt. The operating surplus means that the Council has been able to cover all its expenses for the year including depreciation and amortisation (some \$4.8 million) from its current revenues. Clearly the cash surplus represents the fact that the Council is in a strong cash-flow position.

While the commentary accompanying the Financial Report will refer in more detail to the above key financial statements, it is important to observe, as a result of the matching of the financial outcomes for the year with the 2001-2002 Key Performance Indicators (referred to earlier), that the Central Coast Council is performing very well when compared with other councils.

Issues such as asset management are well addressed, and while 'brick walls' may be difficult to entirely avoid, good long-term decision making will assist the Council into the future.

All Divisional Managers and their staff can take great pride in the fact that their work commitment, professionalism, sound forward planning, and the ongoing provision of (what could be considered at times) fearless advice to the Council, and to the community through the Council, have played a strong part in achieving these quality outcomes.

ACTIVITIES AND PERFORMANCE TARGETS



Animal control

1.01 – *Ensure that all dogs are registered.*

Dogs registered in 2002-2003 totalled 2,944, a decrease of 54 on 2001-2002 registrations.

1.02 – *Impound any dog or other animal found at large upon public land.*

Dogs impounded in 2002-2003 totalled 191 (down 19 on 2001-2002). Ninety-eight dogs were claimed (down 23), homes were found for 17 (down 16) and the remaining 76 (up 21) were destroyed.

No animals were impounded in the general stock pound.

1.03 – *Ensure that animal control procedures and policies are in place and acted upon.*

Relevant legislation is followed. Improved practices have been identified and implemented where possible. Control has improved in terms of fewer stray animals. As a percentage of total impoundings, 6.3% less dogs were claimed back, 6.8% less were adopted, and 13.6% more were destroyed than in 2001-2002, suggesting that perhaps more permanently homeless or unwanted dogs are being apprehended.

Under the Dog Control Act 2000, the Council is to develop and implement a policy relating to dog management in the municipal area. This is to include a code relating to responsible ownership of dogs, the provision of declared areas, a fee structure and any other relevant matter. The Council must follow a process of community consultation relating to the policy.

This policy was not achieved in the past year and it is scheduled for attention in the second half of 2003.

ACTIVITIES AND PERFORMANCE TARGETS

1.04 – *Conduct community education programs in respect to the ownership and care of animals and particularly the keeping of dogs.*

The inspection and enforcement program includes an educative component. Information has also been posted on the Council's website.

1.05 – *Create specific areas where dogs or other animals may be exercised.*

There was no change to existing exercise areas. They will be reviewed during development of the dog management policy.

ACTIVITIES AND PERFORMANCE TARGETS



Arts and cultural development

2.01 – *Professionally manage the Ulverstone Civic Centre as a quality convention, meeting, training and entertainment venue.*

The Centre continues to maintain its utilisation, with the Isandula Room a popular small meeting area.

2.02 – *Identify marketing strategies to increase the use of the Ulverstone Civic Centre.*

A total review of the operational procedures and marketing strategies for this facility is to be undertaken this year.

2.03 – *Encourage community festivals and celebrations.*

Australia Day celebrations included a family sausage sizzle in Civic Park prior to the presentation ceremony and an evening concert, showcasing a variety of local talent.

Youth Week celebrations involved a regional performance of young people held at the Devonport Entertainment Centre as part of the Kaleidescape Young at Art project. This project was a collaborative effort, with five councils providing skill development and opportunities for young people of the North-West Coast to be involved in a unique performing arts setting.

The Council continues to support and assist the local Rotary Clubs with the annual Taste of Ulverstone Festival in Anzac Park and the Enormity rock concert 'Unleashed' at the Ulverstone Recreation Ground.

The Festival of Christmas competition was held again, generating a sense of Christmas community spirit throughout the towns and villages of Central Coast. A separate competition for businesses of Ulverstone and Penguin was conducted to foster a greater interest. Santa's Workshop, provided by a willing and dedicated group of volunteers, was held in Apex Park in mid-December. Young children were able to take part in free activities including card and

ACTIVITIES AND PERFORMANCE TARGETS

candle decorating, dressing up and having a photo taken in a nativity scene with a donkey and goat and of course Santa Clause.

2.04 – *Encourage and support community-initiated activities, local artists and crafts people, significant activities and personal and community achievements.*

The Council continues its involvement in the newly named Cradle Coast Rotary Art Exhibition by supporting a winning composition which is displayed in the Civic Centre foyer. This year included an exciting new category for young people which the Council assisted through promotion at local schools and colleges.

The Council provided the opportunity for the community to nominate outstanding citizen achievements and contributions through the Central Coast Australia Day awards. The Australia Day Citizen of the Year award was granted to Chris Lusted and the Young Citizen of the Year went to Amelia Cox.

A seminar titled 'Changing the Face of Volunteering for Free' was held in June to provide management support to many of the 220 local voluntary organisations from the Central Coast area. A survey identified future workshop topics to enhance the value of our community's volunteers.

2.05 – *Adopt a Development Plan for the Ulverstone Local History Museum and provide support for the volunteer committee.*

The facility continues to be supported by both locals and visitors seeking information on Ulverstone's history and genealogy. A review of the current management plan for this valued community asset will be undertaken this coming year.

2.06 – *Support local communities through effective use and resource sharing of community halls and other facilities, where desirable.*

The process undertaken by the leadership group to review Central Coast recreation and hall facilities continues, with the establishment of the Showground Working Group. The Working Group looked at the Showground complex specifically, identifying key issues for the broader community and

ACTIVITIES AND PERFORMANCE TARGETS

tenants of this complex. The Forth Community Representative Committee has been developing a business plan for the Forth Hall and the findings of this plan are to be presented to the Council in the latter part of 2003.

2.07 – Develop cultural identity through community cultural planning, ‘creative village’ concepts and ‘sense of place’ projects.

Continued works programs are included in the community and cultural plans.

ACTIVITIES AND PERFORMANCE TARGETS



Building control

3.01 – Process applications for building permits within statutory timeframes.

Performance in relation to processing of building permits is shown in the following Table 2.

This table clearly demonstrates the short time taken for the Council's building control staff to process building permits.

It also clearly shows that some applicants take extraordinary lengths of time to provide the documentation necessary to finalise these permits.

By comparison, the Council's performance is outstanding, and should help to answer some unfair criticism.

Table 2 - Building Permit Processing Times

Category	Parameter			
	No. of Applications	Average No. of Days	Most No. of Days	Least No. of Days
All buildings	350	11.6	323	3
Dwellings	57	12.2	109	4
Flats/units	6	12.0	21	9
Additions	104	10.6	323	3
Alterations	22	11.5	121	3
Outbuildings	139	8.9	148	3
Other buildings	22	14.3	65	5

- Statutory requirement is 20 days.

EXPLANATORY COMMENT – The “Most No. of Days” figures include days when the clock was stopped.

ACTIVITIES AND PERFORMANCE TARGETS



Cemeteries and crematoria

4.01 – *Maintain cemeteries in good order and keep proper records of all burials.*

There were 114 interments in the Council's cemeteries, 31 more than 2001-2002. A total of 103 interments were at the Ulverstone-Penguin Lawn Cemetery, including several burials of ashes in existing graves.

The Penguin and Ulverstone General Cemeteries are only 'open' to existing reservations. There were seven plots taken up at Ulverstone and two at Penguin in 2002-2003.

Cemetery maintenance costs continued to rise as the area to be serviced increased without the relevant increase in income.

There had been a reduction of interments in recent years compared to the numbers of 10-15 years ago and this was seen to be a reflection of the increasing popularity of the alternative of cremation. The year 2002-2003, however, saw the second-highest number of interments recorded.

4.02 – *Correct disposal of human remains.*

Refer Appendix B: 2002-2003 State of Environmental and Public Health Report.

ACTIVITIES AND PERFORMANCE TARGETS



Economic development

5.01 – *Manage and promote the Council's caravan parks.*

Operation of the Ulverstone Caravan Park transferred to lessees in December 2002. A substantial increase in the Park's cabin stock has already received development approval and the State's tourism boom provides confidence that the Park's ongoing development will proceed as projected.

The Apex/Picnic Point Caravan Park (West Ulverstone) and the Oc Ling Caravan Park (Turners Beach) are operated under agreement with the Council by the Apex Club of Ulverstone and the Lions Club of Forth Valley respectively.

5.02 – *Ensure stocks of suitably zoned land for the expansion of employment opportunities, and (environmentally acceptable) industrial and commercial growth and development.*

There are sufficient reserves of land in both the Penguin and Ulverstone industrial estates to accommodate local demand for the foreseeable future. There is limited supply of appropriately zoned land for large-scale industrial development.

Whilst there has been renewed interest in the commercial sector, there are a number of vacant premises and other undeveloped, commercially zoned land still available for development in the Ulverstone and Penguin business districts.

5.03 – *Promote the municipal area as an ideal place in which to live, visit and invest.*

The Council's Economic Development Planning Committee agreed to develop promotional and information packages providing a broad range of community information for residents, visitors and people wishing to establish businesses in Tasmania's Central Coast.

ACTIVITIES AND PERFORMANCE TARGETS



Education and information

6.01 – *Seek opportunities to engage in health education and promotion activities.*

Refer Appendix B: 2002-2003 State of Environmental and Public Health Report.

6.02 – *Provide quality and educative children's programs.*

The Ulverstone Child Care Centre maintains its reputation for high-quality care and programs and continues to respond well to changes required by the industry. The Centre has been involved in an Action Research project in partnership with the West Ulverstone Primary School as part of the development of the new essential learnings curriculum to be introduced into Tasmanian schools in the near future.

6.03 – *Community consultations*

Community consultation continues to be a high priority for the Council, providing internal support and actions relating to the Council's commitment to a varied scope of projects and issues.

A continuation of consultation with the community on recreation and hall facilities as part of the leadership group review will be undertaken over the coming year.

Councillors and staff provided a valued information stand at the Ulverstone Show. Widespread enthusiasm was received about the content and the commitment of the Council for showcasing the Central Coast area at this local event.

The commencement of the Council newspaper has received support and acknowledgement by the community, with the Council seen to be actively communicating its business.

ACTIVITIES AND PERFORMANCE TARGETS



Emergency services

7.01 – Maintain an efficient local emergency services unit.

Equipment levels continued to be maintained and improved at the local SES (State Emergency Service) unit's headquarters in Grove Street, Ulverstone.

7.02 – Tasmanian Emergency Risk Management Project.

Input was provided to the risk management project in respect to the Central Coast municipal area as part of the North-West Region.

ACTIVITIES AND PERFORMANCE TARGETS



Environmental management

8.01 – *Play a role in the control of plant, animal or insect pests.*

The Council plays a support role in the assessment of properties as to the existence of noxious weeds, and direct action is taken in respect of land under the Council's ownership or control, particularly regarding ragwort management.

In association with coastcare groups, the Council is also targeting invasive coastal plants.

8.02 – *Evaluate and monitor Level 1 activities under the Environmental Management and Pollution Control Act.*

All such applications for development have been assessed and monitored in accordance with codes of practice and statutory provisions currently in force and within currently available resources.

8.03 – *Monitor the quality of recreational waters and take appropriate preventative actions where water quality is found to be unsuitable for recreational use.*

Refer Appendix B: 2002-2003 State of Environmental and Public Health Report.

8.04 – *Preserve the natural and scenic landscapes, historic buildings and all items of architectural, geological and archaeological merit.*

Managing development in sensitive landscape and foreshore areas has been a challenging task. Several subdivision proposals have been dealt with that have resulted in positive and environmentally sensitive outcomes.

ACTIVITIES AND PERFORMANCE TARGETS



Food surveillance

9.01 – *Annual assessment, auditing and registration of all registrable premises.*

Refer Appendix B: 2002-2003 State of Environmental and Public Health Report.

ACTIVITIES AND PERFORMANCE TARGETS



Human services

Disabled and disadvantaged

10.01 – Support volunteer services by providing practical assistance and support.

The Ulverstone Volunteer Group continues to be a valuable resource for the community. The Group has volunteers who visit disabled, aged and disadvantaged people and provides transport to medical appointments and for shopping errands. With a lack of suitable public transport in the municipal area, one-off transport requests have increased, with clients requiring transport to out-of-town medical appointments. Where possible, the majority of these requests are met by the volunteer service. The Group, co-ordinated by the Council, will trial a community bus in coming months to gauge community support and need. If successful, an opportunity to secure a community bus permanently through HACC funding may be available.

10.02 – Explore avenues to provide information and skills that will enhance the ability to contribute to, and participate in, the community.

The Community Services Division invited a visually impaired work experience student from the Penguin High School to work alongside officers for a couple of hours per week. The student assisted in co-ordinating a lunchtime forum as part of Disability Awareness Week, where local community members attended and learnt about issues relating to visual impairment and living in the community.

Aged

10.03 – Provide and maintain independent, but supportive, housing options in the form of aged-persons home units and Ganesway House.

The existing stock of 77 aged-persons home units is subject to an ongoing maintenance and upgrading program.

ACTIVITIES AND PERFORMANCE TARGETS

A significant emphasis on repainting works in 2002-2003 will continue and be supplemented in the coming year with joinery, plumbing and electrical replacements.

Ganesway continues to provide a unique support accommodation option for elderly members of the community. As with most years, Ganesway experienced a slight turnaround in residents, with a shorter vacancy period in between. The facility continues to operate effectively, with 10 content residents in occupancy.

10.04 – *Support the volunteer services in providing practical assistance and support.*

See above under 'Disabled and disadvantaged'.

Children

10.05 – *Plan for, and provide, quality school holiday programs.*

Programs offering a wide range of activities are held during the school holidays through the Penguin Action Zone (Outside School Hours Care Program) and now recently through the Ulverstone Child Care Centre at the Ulverstone Stay and Play Centre building.

Both services have experienced above-average enrolments for the vacation programs. The well-organised programs are an essential community service provision and are particularly enjoyed by those 7-12 year old members of the community.

10.06 – *Plan for, and provide, appropriate facilities through assistance with facility development.*

The Council has a programmed maintenance schedule for Council-managed facilities which is continually reviewed according to utilisation, safety requirements and resources available.

ACTIVITIES AND PERFORMANCE TARGETS

A focus on self-help and encouragement of this type of approach has provided many community organisations with the satisfaction of seeing benefits and outcomes that they have had some part in.

The Community Small Grants Scheme continues to be an avenue for modest assistance to groups in facility development.

Youth

10.07 – Provide for a wide range of leisure and recreation opportunities.

The Youth Culture Officer, funded by the Regional Solutions Grant, has continued to support the positive development of youth culture in the Central Coast community this year. A diverse range of activities and opportunities has been co-ordinated and supported by young people in the community. A successful grant application to the Office of Youth Affairs - Youth Advisory Program was made. This has supported the development of the 'Piece of CAIC' project. The project included the development of a booklet on diverse stress management techniques, followed by various introductory programs to these techniques. Both have been highly successful and well received by the youth of Ulverstone and Penguin schools.

10.08 – Develop processes by which young people can have an effective voice in the decision making at the local level.

HYPE (Helping Young People Evolve) has been formed and this group offers a channel of communication from the young people of the community to the Council. This consultative group has, since commencement, held a number of activities such as a skating competition and demonstrations, and Bandwagon - a free youth concert. It raised the need for a youth drama group, now formed and known as HYPErACTIVE. The group meets regularly to discuss youth issues within the community and offers sustainable solutions and recommendations to the Council via the Youth Culture Officer.

ACTIVITIES AND PERFORMANCE TARGETS

Families

10.09 – *Assist in the provision of programs and projects aimed at increasing the well-being of families.*

The Online Access Centre continues to provide a mechanism for people of all ages and backgrounds to participate in education and technological exchange.

The Council's childrens services actively sources funding to support families faced with emergency situations and/or with a child that has special needs and requires care.

ACTIVITIES AND PERFORMANCE TARGETS



Immunisation

11.01 – *Provide annual immunisation clinics for schools.*

Refer Appendix B: 2002-2003 State of Environmental and Public Health Report.

11.02 – *Provide each person in the municipal area the opportunity to complete the National Health and Medical Research Council's recommended course of immunisation at a convenient centre.*

Refer Appendix B: 2002-2003 State of Environmental and Public Health Report.

ACTIVITIES AND PERFORMANCE TARGETS



Infectious diseases control

12.01 – *Investigate all notified cases of infectious diseases.*

Refer Appendix B: 2002-2003 State of Environmental and Public Health Report.

12.02 – *Ensure adequate standards of hygiene in premises used for a public health risk activity.*

Refer Appendix B: 2002-2003 State of Environmental and Public Health Report.

ACTIVITIES AND PERFORMANCE TARGETS



Land-use planning

13.01 – *Develop land for industrial and commercial purposes as demands require, including the purchase or disposal of land or reuse of land for some other benefit to the community where the land is not required for the purpose for which it was acquired or received.*

There is an ongoing review of land required for development, or considered surplus to the Council's needs. Properties at Grove Street, Ulverstone and River Avenue, Heybridge are in the process of being consolidated prior to sale.

13.02 – *Manage development in order to create a municipal area that is productive, economically efficient, and socially and aesthetically attractive.*

Application of the land-use plan and the several community plans.

Zoning of 40ha of land at Forth to rural has responded to the State Policy on the Protection of Agricultural Land. Rezoning of areas of land at Turners Beach and West Ulverstone has provided for further residential development.

13.03 – *Ensure that State agencies have a direct understanding of what the Council is endeavouring to achieve for its community and to seek partnerships where appropriate.*

A number of submissions were lodged in response to State Government-initiated changes to legislation.

Meetings and regular contact with the Resource Planning and Development Commission and other State Government agencies have facilitated various planning scheme amendments.

The Council is represented on the Simplifying Planning Schemes Reference Group, a group established to develop 'off the shelf' planning scheme provisions.

ACTIVITIES AND PERFORMANCE TARGETS

13.04 – *Promote opportunities which enhance a lifestyle rich and diverse in education, work, recreation, leisure and cultural experience.*

Application of the land-use plan and the several community plans.

13.05 – *Apply planning and development control consistent with sound land-use planning principles.*

Application of the land-use plan.

13.06 – *Foster joint partnerships where service delivery is more effective and efficient.*

Developers are encouraged to discuss proposals in advance of formal lodgement of applications. This process has facilitated better understanding of land-use planning principles and promoted more positive outcomes.

13.07 – *Encourage greater architectural effort in respect of development proposed within the central business district and shopping centres.*

Positive outcomes are being achieved through consultation with developers.

ACTIVITIES AND PERFORMANCE TARGETS



Leisure and recreation

14.01 – *Develop the components of the Central Coast Recreation Strategy 2000-2003.*

Major capital works are on hold until a risk audit of facilities is complete. The risk audit is to be considered together with recommendations following the recent review.

A rationalisation plan is now being developed in order to ascertain the level of sustainable service delivery in this area. Outcomes have been reached through the relocation and amalgamation of four football clubs with a view to streamline service provision.

14.02 – *Effectively manage and co-ordinate the use of all facilities in a fair and equitable manner.*

Management of community facilities includes administering lease agreements, conditions of hire, on-site meetings and co-ordination and support of unique arrangements for the use of recreation facilities. Direct contact with club administrators has developed greater understanding of the requirements from both perspectives, Council and hirer, assisting with the ongoing viability of these facilities.

Lease arrangements and current hire fees for seasonal users are to be reviewed in line with the development of the pricing policy framework.

14.03 – *Maintain existing recreation facilities, including grounds and buildings, to a practical and relevant standard.*

Site inspections of all facilities at the end and start of each season are conducted to maintain a record of maintenance and suitability for the purpose in which these facilities are hired for. Clubs and hirers of these facilities are requested to ensure certain standards are adhered to in order that the facilities continue to be maintained to an appropriate standard for all users. A schedule of programmed items is regularly reviewed. Currently buildings at recreation facilities are presented to a high quality and a number of long-outstanding

ACTIVITIES AND PERFORMANCE TARGETS

maintenance issues have been addressed. Many clubs and organisations have assisted the Council with voluntary labour which has eased the burden on Council funding allocations.

14.04 – *Provide an indoor swimming facility with 'management' and financial constraints.*

The Ulverstone Learn to Swim Centre is managed in accordance with an agreement entered into with the Department of Education.

Utilisation has remained similar to previous years and there continues to be a demand for private learn-to-swim programs offered during the school holiday periods and on Saturday mornings, which has increased utilisation hours.

ACTIVITIES AND PERFORMANCE TARGETS



Property holdings

15.01 – Develop land for industrial and commercial purposes as demands require, including the purchase or disposal of land or reuse of land for some other benefit to the community where the land is not required for the purpose for which it was acquired or received.

The proposals to sell land at Upper Castra (former hall site) and at 22-24 River Avenue (Heybridge) were delayed but contract closures are now expected in 2003-2004.

Negotiations have commenced to dispose of land at the corner of Forth Road and Westella Drive, Turners Beach.

Sale of land at Fieldings Way, Ulverstone was finalised and the Abbotsham Hall handed over to a community group.

Land was purchased at the Ulverstone Wharf for carparking and also at Lobster Creek Road for the Central Coast Resource Recovery Centre.

ACTIVITIES AND PERFORMANCE TARGETS



Public conveniences

16.01 – *Maintain public conveniences in a clean and sanitary condition, free of damage and defect.*

Refer Appendix B: 2002-2003 State of Environmental and Public Health Report.

ACTIVITIES AND PERFORMANCE TARGETS



Roads and streets

17.01 – *Assess the rural roads system as part of asset management procedures in order to implement a pavement management system.*

The rural roads network has been classified into categories.

17.02 – *Develop a rural roads strategy which addresses the warrant and feasibility of further reconstruction programs in the context of providing a network which adequately services the primary production, tourist and residential needs of the municipal area and its rural populace.*

A strategy of provision of an adequate reseal program with routine maintenance funded from rates and reconstruction from capital funds was implemented in the estimates for rural sealed roads.

The development of a sustainable rural roads strategy is dependent on the course taken with unsealed roads. The length of unsealed roads is only a quarter of the rural road network, with all arterial and collective roads sealed. The need for sealed roads in the remaining areas needs to be questioned in view of the agricultural uses of the municipal area.

In order to gain an appreciation of the effect of increasing road reconstruction requirements, capital works are grouped into reconstruction works, safety improvements, construction and seal, as part of the Estimates. Reconstruction works and safety improvements are considered necessary works that need to be undertaken to maintain the road asset or provide safety improvements such as widening. These groups account for most of the allocation for rural sealed roads. The Council has been made aware of this factor in order to set a strategy for rural roads in the future.

17.03 – *Improve unsealed road maintenance management.*

The Unsealed Roads Manual Guidelines to Good Practice has been adopted, and current maintenance practices are under review.

ACTIVITIES AND PERFORMANCE TARGETS

17.04 – *Upgrade roadside verges and vegetation maintenance management.*

Improvements to roadside vegetation maintenance continued.

17.05 – *Facilitate and/or provide safety improvements.*

Safety improvement works have been implemented in accordance with the Estimates. Provision of street lighting based on requests and safety improvements has proceeded.

17.06 – *Perform resealing to acceptable standards of practice and frequency in accordance with pavement management systems indicators.*

Resealing was completed as per program.

The current reseal program was reviewed in 1999. It has effectively reduced in real terms since council amalgamations in 1993 and is currently once in every 15-18 years for rural roads and once in every 18 years for urban streets. This is considered insufficient in order to retain the current standard into the future. A reseal period of at least once in 12 years for rural roads and once in 14 years for urban streets is being pursued.

17.07 – *Assess all bridges as part of asset management procedures in order to implement a long-term bridge assets program.*

Consultants were engaged to provide bridge inspection and asset management advice.

17.08 – *Assess the use of timber bridges when due for replacement or upgrading.*

Timber bridges assessed and, where required, construction works were contracted out. Replacement with composite timber/concrete and timber/concrete overlay construction was implemented. Replacement of small timber bridges with culverts or concrete decks was performed by the Council's employees.

ACTIVITIES AND PERFORMANCE TARGETS

17.09 – Maintain bridges in accordance with acceptable standards.

Bridge maintenance works were undertaken by the use of contractors on major maintenance and the Council's employees in respect of minor maintenance.

17.10 – Promote awareness of the rural roads strategy.

The need to consider rural roads and bridges as a road network has been highlighted in the Estimates previously.

17.11 – Assess the urban roads system as part of asset management procedures in order to implement an assessment and replacement program.

The urban roads network has been classified into categories.

The figures indicate that only half of the urban streets are local roads. It is considered that expenditure in the future should therefore be concentrated on the arterial and collective roads which service the more significant traffic volumes and deteriorate at a quicker rate.

In order to gain an appreciation of the effect of increasing road reconstruction requirements as roads age, capital works are grouped into reconstruction works, safety improvements and construction, as part of the Estimates. Reconstruction and safety improvements are considered necessary works that need to be undertaken to maintain the road asset or provide safety improvements such as traffic management. These groups account for most of the allocation for urban sealed roads, excluding reseals. Most of these works are essentially maintenance works rather than new construction works. The Council has been made aware of this factor in order to set a strategy for urban roads in the future.

17.12 – Upgrade the commercial areas in relation to road systems, pedestrian facilities and car parks.

Upgrading of the commercial areas has been pursued as part of the cultural and community planning process.

Implementation of the Traffic Management Plan for Ulverstone CBD continued.

ACTIVITIES AND PERFORMANCE TARGETS

17.13 – *Provide kerb and channel to all constructed streets in Penguin, Sulphur Creek, Turners Beach and Ulverstone.*

Completed kerb and channel projects as proposed in the Estimates.

17.14 – *Complete current footpath maintenance programs and assess future programs.*

Assessment of footpaths has been undertaken as part of asset management. This will allow long-term expenditure in this area to be assessed and linked to affordable strategies for footpaths in the future.

17.15 – *Complete current footpath construction based on the strategy of providing a footpath on at least one side of every street in Penguin and Ulverstone.*

Completed footpath projects as provided in the Estimates. The proportion of urban roads serviced by a footpath on either side is 60%.

Review of the footpath program was undertaken with footpaths being categorised into the following:

- Priority 1 - Arterial streets or streets within 1 km from the CBD of Ulverstone and Penguin.
- Priority 2 - Through streets that are non-arterial.
- Priority 3 - Cul-de-sacs and no-through streets.

The provision of a footpath on at least one side of every street in Penguin and Ulverstone is not achievable with the current financial constraints. The forward footpath program has therefore been limited to Priority 1 and 2 footpaths only at this stage.

17.16 – *Ensure that subdivision streets are constructed to the Council's approved standards.*

Supervision and quality assurance for subdivision construction continued.

ACTIVITIES AND PERFORMANCE TARGETS

17.17 – *Promote awareness of the urban roads strategy.*

The need to consider the total urban roads network including sealed/unsealed roads, footpaths, parking and traffic management, together with the level of service issues, has been highlighted in the Estimates previously. The effect of reconstruction requirements as part of asset management and the need to consider reconstruction, safety improvements, construction, resealing and maintenance issues are highlighted in the Estimates.

17.18 – *Prepare a rolling five-year program of capital works and costings for consideration as part of the Estimates.*

Forward programs prepared and included in the Estimates. A review of the programs has been undertaken in order to provide a sustainable program for the future based on asset management and funding requirements.

ACTIVITIES AND PERFORMANCE TARGETS



Solid-waste management

18.01 – *Maintain solid-waste disposal at the Ulverstone Transfer Station.*

Operations of transfer station and implementation of solid-waste transfer continued.

18.02 – *Provide a solid-waste disposal operation at Penguin based on the transfer station concept and the solid-waste strategy.*

Operations of site and transfer station continued.

18.03 – *Assess the use of country solid-waste disposal areas and the future viability of sites.*

Country transfer stations operated at Castra, Preston and South Riana.

Solid/inert waste is transported to the Penguin Refuse Disposal Site.

Putrescible waste and recyclables are transported to the Ulverstone Transfer Station for further processing.

All sites were assessed at least twice in the reporting period.

Refer Appendix B: 2002-2003 State of Environmental and Public Health Report.

18.04 – *Remain aware of community attitudes and changes relating to waste management and controls.*

On-site surveys conducted to assess if more preferred operating times are appropriate, subject to operating within the current estimate limits.

Suggested fees and charges for the Penguin Refuse Disposal Site and the Ulverstone Waste Management Site have been adopted.

ACTIVITIES AND PERFORMANCE TARGETS

18.05 – *Assess the need for a household garbage/recycling service in the country areas.*

The provision of a compulsory rural domestic refuse and recyclables collection service was not pursued, but the voluntary use of the existing privately operated service is encouraged.

18.06 – *Maintain a household garbage and recycling service taking into account changes in these practices.*

Mid-sized mobile garbage bins (wheelie bins), which were introduced in December 2000 in conjunction with the commencement of the new domestic refuse collection service contract, continued operation.

Kerbside recycling service continued as there are benefits to the community and environment even though some of these cannot necessarily be quantified economically.

18.07 – *Pursue recycling initiatives of the 'source separation' type.*

Individual private contractors continued to provide for hard-waste and green-waste collection services.

18.08 – *Prepare a rolling five-year program of capital works and costings for consideration as part of the Estimates.*

Forward programs prepared and included in the Estimates.

18.09 – *Develop strategies to minimise hazardous materials from being included in domestic garbage.*

The Council operates a free "sharps" container and disposal service for private residents.

ACTIVITIES AND PERFORMANCE TARGETS

18.10 – *Provide waste disposal facilities for refuse and waste matter to acceptable modern standards.*

Work on the Development Proposal and Environmental Management Plan for a potential new resource recovery centre, consisting of a solid inert landfill and waste transfer station, was completed and planning approval obtained.

ACTIVITIES AND PERFORMANCE TARGETS



Stormwater drainage

19.01 – *Maintain a stormwater drainage system to acceptable standards, taking into account existing and future development as part of the Asset Management Program.*

Installation of additional piped drainage to service properties. Attendance to drainage problems at times of heavy rainfall.

19.02 – *Assess the capacity and condition of the existing stormwater drainage system as part of asset management and identify deficient areas for future asset programs.*

Assessment of capacity and condition of the existing stormwater drainage system is considered at present on an individual catchment area basis as problems with flooding arise from time to time. The stormwater survey and capacity analysis will enable an overall assessment of the drainage system.

19.03 – *Promote public awareness of stormwater drainage operations.*

Promotion of public awareness of stormwater drainage operations has primarily concentrated on the deletion of drainage from sewerage in order to decrease infiltration.

The stormwater survey has assisted in this area together with sewerage smoke-testing.

A more formal approach may be required in relation to the drainage quality issue.

19.04 – *Prepare a rolling five-year program of capital works and costings for consideration as part of the Estimates.*

Forward programs prepared and included in the Estimates.

ACTIVITIES AND PERFORMANCE TARGETS

19.05 – *Provide for the ongoing proper management of assets and operations in accordance with approved strategies.*

The ongoing proper management of assets and operations is largely reflected in the link between capital works and maintenance expenditure. The two are operated together in order to provide the most efficient drainage system.

19.06 – *Prepare key performance indicators.*

Preparation of key performance indicators will be pursued as part of the operational manuals. Preliminary observation of performance during storms indicates a good response time to call-outs and limited property damage as the result of any flooding of the stormwater drainage system at times.

ACTIVITIES AND PERFORMANCE TARGETS



Tourism and promotion

20.01 – Develop, in conjunction with tourism operators, a meaningful strategic and operational plan to attract visitors to the area.

An Ulverstone Tourism Development Plan and strategy worksheet have been developed in conjunction with Ulverstone Tourism, Traders and Industry Inc., with support and assistance from Cradle Coast Tourism. Cradle Coast Tourism has also developed a touring route strategy in conjunction with local government bodies from the region and Tourism Tasmania. The major touring route identified for the Central Cost area has been branded the Great Nature Trail, which encompasses the coastal drive between Ulverstone and Penguin.

20.02 – Provide current and relevant information through appropriate and effective channels.

Information is provided in the main through the operations of two visitor information centres, visitor information boards, brochures and the distribution of information 'show bags'.

20.03 – Develop targeted and quality brochures and other promotional material.

Two brochures are currently in circulation, promoting the area with two targeted markets – mainland and international visitors, with the intention of attracting them to the area by highlighting key attractions and assisting with the planning of an itinerary. The brochures provide visitors with information on attractions, dining and accommodation, including street directories and a regional map. Central Coast continues to be a part of the Cradle Coast Authority Regional Touring Guide.

The Council has developed a new promotional package, which includes information on all aspects of lifestyle, services and opportunities in the Central Coast area. The package is professionally produced and includes a new residents' kit comprising a community directory and local information.

ACTIVITIES AND PERFORMANCE TARGETS

The Council has also advertised in the Coastal publication “Island of Contrast”. This publication promotes attractions and current events and is handed to visitors at the Spirit of Tasmania terminal and at both regional airport terminals.

20.04 – *Provide support and information to those involved in the tourism industry.*

The Information Officer continues to provide events support to community groups, ensuring advice and referral relating to event management and promotional advice.

A familiarisation tour co-ordinated for interstate travel agents was well received, with positive comments and feedback on the area’s interesting features and experiences.

20.05 – *Provide training, support and information to volunteers at the Penguin and Ulverstone Visitor Information Centres.*

Familiarisation tours, updated information in the form of booklets, calendar of events and brochures, meet-the-operators morning teas and a Christmas function have all been welcomed and valued by some 70 volunteers at both centres.

ACTIVITIES AND PERFORMANCE TARGETS



Wastewater management

21.01 – *Pursue ambient environmental quality objectives for wastewater discharge.*

Implementation of Environmental Improvement Program for the Ulverstone Picnic Point Outfall.

The monitoring program has identified no detrimental effects of the outfall on the ambient environmental requirements. Overall the amenity of the receiving waters has improved significantly with the new outfall, compared with the old.

21.02 – *Maintain an environmentally acceptable standard of sewage treatment and wastewater discharge.*

Sewage treatment plants at Penguin and Turners Beach have been operated within environmental licence requirements. The Ulverstone Wastewater Treatment Plant has been operated within an Environmental Improvement Program.

An alternative to upgrading the Penguin Wastewater Treatment Plant, involving the pumping of sewage from Penguin to the Ulverstone Wastewater Treatment Plant, has been pursued as part of the Estimates based on capital and operational advantages.

Refer Appendix B: 2002-2003 State of Environmental and Public Health Report.

21.03 – *Maintain and develop sludge composting practices further to acceptable environmental standards.*

Sewage sludge is composted with sawdust and recycled after a two-year holding period. Bacterial counts comply with the environmental requirements for reuse.

Refer Appendix B: 2002-2003 State of Environmental and Public Health Report.

ACTIVITIES AND PERFORMANCE TARGETS

21.04 – *Complete a sewerage survey and continue a sewerage rehabilitation program as part of asset management.*

The manhole maintenance program continued and is now starting to produce results of decreased stormwater infiltration into the Ulverstone Sewerage Scheme. A similar program has commenced on the Penguin Sewerage Scheme. Further sewerage survey work to continue.

21.05 – *Implement effective wastewater management for the developed areas of Forth, Heybridge and Leith.*

Operation of Stage 1 of Heybridge Sewerage continued serving all properties adjacent to the Bass Highway only.

Preliminary design of Stage 2 of Heybridge Sewerage progressed in conjunction with the statewide shack site categorisation program.

Preliminary design of Forth Sewerage commenced and treatment options considered with construction of additional capacity to Turners Beach Lagoons.

21.06 – *Promote public awareness of receiving environmental compliance of sewage and wastewater disposal.*

Information provided to the public in relation to sewerage and wastewater treatment environmental improvements as required.

21.07 – *Prepare a rolling five-year program for works and costings for consideration as part of the Estimates.*

Forward programs prepared and included in the Estimates.

21.08 – *Prepare key performance indicators.*

Preliminary figures provided as part of the Local Government Association of Tasmania project on Measuring Council Performance in Tasmania indicate favourable results for Central Coast; e.g. average cost per sewerage connection is \$259 for Central Coast compared to State average cost of \$271.

ACTIVITIES AND PERFORMANCE TARGETS



Water supply

22.01 – *Maintain an approved standard of water supply to consumers.*

Air scouring of water mains programmed as required as part of maintenance operations. Reservoirs cleaned as required.

Refer Appendix B: 2002-2003 State of Environmental and Public Health Report.

22.02 – *Improve security of water supply structures.*

Implemented a program to provide reservoir covers. Six reservoirs are now covered out of a total of seven.

22.03 – *Promote public awareness of water supply operations.*

Public awareness of water supply operations has been on an informal basis.

22.04 – *Prepare a rolling five-year program of capital works and costings for consideration as part of the Estimates.*

Forward programs prepared and included in the Estimates.

22.05 – *Provide for the proper management of assets and operations in accordance with approved strategies.*

Limited expenditure on water-main breaks is a good indication of the performance of the water reticulation system.

Replacement of water mains as required.

Involvement of the Council in design of water supply, over a number of years, has enabled opportunities to be taken as they arise to improve operations in water supply.

Operations manual implemented for Central Coast Water Supply.

ACTIVITIES AND PERFORMANCE TARGETS

22.06 – Prepare key performance indicators.

Preparation of key performance indicators will be pursued as part of the operational manuals.

Preliminary observation would suggest that the level of service in water supply is good, based on the limited number of complaints on water quality and the quick response to water supply interruptions such as pipe and connection breaks.

Preliminary figures provided as part of the Local Government Association of Tasmania project on Measuring Council Performance in Tasmania indicate favourable results for Central Coast in comparison to similar grouped councils and State average; e.g. Central Coast (23.8 per 100km) in comparison to similar grouped councils (34.3 per 100km) and State average (40.7 per 100km).

22.07 – Comply with the lower and upper limit bands of prices based on the Agricultural Resource Management Council of Australia and New Zealand (ARMCANZ) Full Cost Recovery Guidelines for water supplies.

Tables 3a and 3b indicate that the revenue earned by the Council in respect of its water supply operations is within the lower and upper limit bands of prices and that a real rate of return on assets has been achieved (6.30% p.a.).

Table 3a - Determination of Full Cost Recovery Levels

Cost Item	Lower Limit (min. business viability) \$	Upper Limit (max. allowable revenue) \$
Operation and maintenance	2,393,395	2,393,395
Administration and overheads	209,625	209,625
Externalities	-	-
Taxes and tax equivalents	7,759	7,759
Cost of asset consumption	(a) 184,588	(b) 180,495
Interest and dividends paid	8,794	-
Cost of capital	-	(c) 651,229
<i>Total</i>	<i>2,804,161</i>	<i>3,442,503</i>

(a) Based on 2% of written down asset value.

ACTIVITIES AND PERFORMANCE TARGETS

- (b) Reported depreciation, based on current replacement values of assets.
- (c) Weighted average cost of capital, 7% real pre-tax applied to written down asset valuation base.

Table 3b - Cost Recovery and Rate of Return Performance

Total revenue	\$2,821,476
Average asset valuation for year	\$9,303,271
Real rate of return on assets (% p.a.)	(d) 0.41

- (d) Real rate of return on assets = Earnings before interest and tax/
written down asset replacement value.
-

DIVISIONAL OPERATIONS

ADMINISTRATIVE SERVICES

Profile

Responsible for the management and co-ordination of the systems and operations for the corporate activities of the Council.

The principal activities and responsibilities of the functional areas of the Administrative Services Division are identified in the Council's Strategic Plan and its Organisational Structure.

Review of activities and responsibilities

Those activities and responsibilities not already referred to in the 'Activities and Performance Targets' section of this document are reviewed below. Activities and responsibilities also include participation in special officer committees and projects, (non technical) inspection and enforcement of statutory and other obligations under State and Council legislation and, where required, implementation and maintenance of legislative obligations in respect of things such as freedom of information.

Additionally, there is a significant volume of work that is simply reactive to non-planned issues. This includes a wide-ranging enquiry and (often non-Council-related) information service.

The Division's goal is an efficient and effective corporate environment created through ongoing development of administrative systems.

Administration Centre

Following a major upgrade of the Administration Centre in 2001, some defects liability issues were finalised in 2002-2003. Further improvements are now confined to miscellaneous operational, safety and amenity issues. Maintenance is ongoing.

DIVISIONAL OPERATIONS

The adjoining courthouse, in a joint project of the Council and the Department of Justice and Industrial Relations, has been targeted for improvement of its presentation, particularly in regard to an absence of contemporary standards. Tenders were called at the end of 2002-2003 with the view to proceeding in the forthcoming year.

By-laws

The Council's three by-laws expired in 2002-2003. Work has commenced on review of the Meeting Procedures By-law but this may be superfluous if mooted changes to the Local Government Act 1993 place meeting procedures within regulations under the Act. Renewal of the Infringement Notices By-law will be necessary but the Sewage Treatment (Package Plant - Maintenance) By-law is no longer required.

New by-laws under consideration are a Highways By-law and Public Places By-law.

Council meetings

A high level of executive services has continued to be provided for Councillors through a combination of direct reporting via agendas to Council meetings and by regular information packages.

Most meetings are conducted in the Council Chamber at the Administration Centre, although the Council's proposal to hold some meetings at alternative venues (with the view to providing attendance opportunities for members of the public who may otherwise have limited options to do so) has commenced, with one meeting each at Forth and Preservation Bay.

Insurance

The Council has now concluded its seventh year under the self insurance mutual liability scheme operated by Civic Mutual Plus (CMP).

CMP, which comprises membership of all Tasmanian and almost all Victorian councils, provides more than insurance protection to its members. The

DIVISIONAL OPERATIONS

Council's contribution also returns benefits including some risk management service and in-house legal advice. This has flow-on savings to the Council in the reduced cost of providing such service from traditional sources.

CMP conducts risk management liability assessments pertaining specifically to public liability risk exposures. This involves discussing policies and procedures in regard to operational areas deemed to be of highest risk to the scheme.

The most recent rating achieved by the Council (in April 2003) was 93%, a further improvement over last year's 89%, resulting in the Council maintaining its standing as one of the top rating councils in both Tasmania and Victoria.

In a year when liability insurance premiums have continued an upward spiral, local government still benefits from its 'own' scheme. And while CMP's (comparatively favourable) premiums have still seen in the vicinity of 30% increases for some councils, Central Coast's efforts have resulted in a competitive increase of less than 19%, improving further on last year's performance. Over the past five years, premium and claims management savings to the Council from this component of the insurance portfolio are estimated at \$52,000.

Another significant increase for the coming year will again be in the area of industrial special risks. This class includes property insurance. Up by 11%, this reflects continuing pressure in property and casualty markets. Motor vehicle coverage will cost an extra 9%.

A Council emphasis has continued on global risk management, through the development of formal risk management programs, and risk assessment. This is supported cross-divisionally throughout the organisation.

A risk management policy has been implemented.

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Legislation has made an imperative of improving workplace health and safety matters. The aim of improved practices is to make safer and happier employees while achieving a reduction in claims and, theoretically, reining in premiums.

The Occupational Health, Welfare and Safety Committee, supported by a contracted OHS Co-ordinator (part year only), continued to improve the culture of workplace health and safety throughout 2002-2003.

On conclusion of the contract a review was undertaken, resulting in a decision that the foundation had now been laid for the co-ordination role to be handled internally. A restructure of roles will see the Senior Administrative Officer taking on this responsibility, necessitating some additional support for the Administrative Services Division. The savings achieved from discontinuance of the contract will substantially cover the cost of employment of an Administrative Assistant.

The Council has been rewarded for its improved workplace safety record. The workplace environment has a strong safety emphasis and the working habit of employees is reflected in a significant decrease in lost time through occupational injury and illness. Workers compensation insurance will cost \$45,000 less in the next year than in 2002-2003 – a saving of 25%.

Overall, insurance premiums for 2002-2003 amounted to \$474,000. This figure will decrease by 1.8% to \$465,500 in 2003-2004.

Records

Records are recorded and maintained, through filing and archiving, and disposed of where permitted in accordance with industry requirements. General and property files are recorded and tracked electronically. Electronic scanning is proposed for introduction in 2003-2004.

Traffic management

The Council has maintained a policy of non-metered parking. A substantial part of parking policing is directed towards management of loading zones,

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yellow line areas, and the like. This is done under delegated authority from the State. In the year 2002-2003, 54% of infringement notices were issued for offences of this kind, while 46% related to parking in excess of the permitted time. This is consistent with previously reported figures.

Policing of parking is not a full-time equivalent position.

Staff and office

Administrative Services had a complement of seven permanent staff during the year. One officer, who was engaged through an employment service, left and was replaced by a permanent appointment.

As noted in the comments on *Insurance*, a new position of Administrative Assistant has been created and this has been filled internally. Casual or part-time support staff are brought in for relief and other assistance as required.

Staff have committed to upgrading their skills through various alternatives, including formal and informal study. Additionally, they have worked on improving their performance, and value to the Council/community, by means of achievements through the process of employee enterprise agreements.

The majority of Administrative Services staff work in direct contact with the public, often in circumstances where the Council's involvement has not been welcomed. This environment creates special challenges in terms of achieving satisfactory or acceptable outcomes. The minimal level of negative feedback received from the public is considered to reflect positively on the ability of staff to effectively manage such circumstances. All staff members are to be congratulated on their performance.

The year ahead

Some indication of forthcoming activities and projects is already provided elsewhere in this document.

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One of the major challenges, as always, revolves around what can be achieved with the available resources.

Commendable efforts have been made in reaching an excellent insurance liability rating, and those efforts will be maintained. However, the Council has probably attained a level beyond which it cannot reasonably expect to grow without a disproportionately high commitment of resources.

It is anticipated, though, that there should be further positive outcomes from the Council's achievements in the area of workplace safety and workers' compensation.

The re-focusing of roles and responsibilities to create a stronger link between occupational health, welfare and safety and the insurance portfolio and associated risk management co-ordination is expected to strengthen the Council's commitment to these areas of its operations.

Court proceedings have never been a favoured means of achieving outcomes but more members of the general community are now electing, for varying reasons, to allow their 'on-the-spot' infringement notices for dog and traffic related offences to be pursued through this venue. The result is an additional commitment of resources to support the prosecutions and a continuation of this trend is expected.

The booming real estate market is also having an effect on the Council's labour resources. Property certificates sought from the Council in 2002-2003 amounted to 1,012, an increase of 47% over the previous year. The extra time being committed to producing these certificates is considerable and does not look like abating in the year ahead.

DIVISIONAL OPERATIONS

Projected Divisional operations will be achievable, provided that competing demands to extend responsibilities and capabilities do not over-extend capacity.

Graeme Marshall
Administrative Services Manager

DIVISIONAL OPERATIONS

COMMUNITY SERVICES

Profile

Responsible for the development and provision of a broad range of community services aimed at fostering a strong, resourceful, healthy, caring and vibrant community.

The Community Services Division is responsible for the facilitation of optimum use and development of community resources, both physical and social.

Tasks not included in the activities and performance targets that have been undertaken by the Division include:

- Continual review of policies and practices of community service provision;
- Assisting the community with options for non-Council grants and funding programs;
- Working with community groups towards improved communication channels with the Council;
- Consultation with newly formed community groups towards increased involvement and greater use of community resources.

Review of activities and responsibilities

Community capacity - Social capital

The Division maintains a keen focus on building the community from the grassroots. This is a vital component in gaining the trust and support of the community. This genuine approach to community consultation has enabled the Division to establish community links and a greater understanding of our unique lifestyle and the people that make it all possible.

Open door and inclusive approaches have proven to be valued by community members. Offering support and educational experiences in developing social capital have been greeted with encouragement. The community has expressed

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a keen desire for the Council to continue to offer these opportunities in the future.

The development of community links and relationships occurs on a daily basis, through enquiries relating to needs that currently aren't being met, ideas and solutions, surveying and planning and offering unusual and unique experiences. All these tools of investigation assist in shaping the way for a just and vibrant community.

The formation of a leadership group has been an innovative process, bringing together community and Councillors to develop a consultation strategy and to consult with community groups and individuals regarding the many and varied facilities. Local government peers have shown positive acknowledgement of this process, mainly due to its community focus and transparent nature. These peers are keen to replicate the success of the process.

Leisure and recreation

The Council supports and provides an extensive range of leisure and recreation pursuits for the community, promoting a healthy lifestyle option. Management of these opportunities includes ensuring safe environments, equitable access and, where possible, maximum utilisation. Our community has an invaluable resource in volunteers. These volunteers support community facilities, providing a variety of services and opportunities. Training, encouragement and support is required to sustain this resource into the changing future.

The review of the two indoor sports stadiums has proven to be beneficial, with consistent service delivery and resource sharing between the two centres.

Programs and services

A range of community programs and services is co-ordinated or supported by the Council. The range of target groups includes the aged, disabled or frail, youth, families and visitors to our area.

DIVISIONAL OPERATIONS

Community consultation

Community consultation is an essential part of the Council's work program each year. A number of support and advisory groups throughout Central Coast are now actively involved in providing feedback on a wide range of issues affecting the entire community, or in many cases, just the individual village concerned.

The year ahead will see an integrated approach with Community Services supporting consultation to other projects and programs from all Council Divisions.

Staff and office

Change continues to be the catalyst for creative solutions for the Community Services Division this year. Staff have maintained the delivery of quality outcomes for Central Coast through the strength of their teams. The Division comprises 21 permanent staff and 22 support casual staff.

Staff have continued to provide excellent work output in all circumstances and have demonstrated individual and collective initiative with great enthusiasm. The Community Services staff are to be congratulated for their outstanding efforts and the excellent achievements that they have made during the year. A team approach to community involvement and advocacy continues to be the focused commitment.

Congratulations to those staff who continue to provide service to the community at various satellite centres like the Ulverstone and Penguin Sports Centres, the visitor centres, Online Access Centre, Ulverstone Child Care Centre, Penguin After School Care program and the Ulverstone Swim Centre.

There continues to be a variety of programs and community engagements that occur at varying times during week nights and weekends and staff are to be congratulated for their continued support and participation in these work programs, and meeting community demand.

DIVISIONAL OPERATIONS

The opportunity to attend the National Community Development Conference in July will provide inspiration towards the future. Key attributes in shaping the way for a vibrant and just community involves many aspects, however the key to this is simplistic, genuine, consultative and above all engaging the community from the bottom up. Developing communities change and so too do the tools and process for community development officers, and the opportunity to share and gather ideas is invaluable.

The year ahead

The year ahead has new opportunities that will continue to shape our Central Coast community to be one noted for its vibrancy and diversity in service provision.

The developing of new opportunities includes the:

- commencement of construction for the redevelopment of the visitor centre in Ulverstone;
- following stages of the Leven River precinct study;
- trial of a new community bus through Community Transport for Ulverstone's frail and aged;
- waterslide project;
- completion of the Penguin Recreation Ground program maintenance plan;
- forming of a community soiree committee and events; and
- development of a community potato festival.

Reviews are continually occurring and this year special focus will be on the operations of the following programs:

- Civic Centre;
- Ulverstone History Museum management plan;
- Recreation Policy and Framework;
- Community profile and social atlas;

DIVISIONAL OPERATIONS

- Visitor and information centre operational plan;
- Youth Culture Officer position, in conjunction with the Central Coast Youth Policy and Framework;
- Visitor and information brochures; and
- Continuation of the hall and recreation facilities review.

The year ahead for the Community Services team includes project balancing between many exciting, innovative projects and the responsibility of managing and maintaining current program levels. The diversity of demand for services and programs is extremely positive for the community, but the challenge lies when many of these will compete with existing provisions, both traditional and non-traditional.

Melissa Cruse
Acting Community Services Manager

DIVISIONAL OPERATIONS

ENGINEERING SERVICES

Profile

Responsible for the development and maintenance of physical infrastructure and facilities.

Engineering staff have been assessed in view of the anticipated works program. Engineering services were undertaken by a combination of Council staff and consultants in order to achieve the service levels required for asset management of physical infrastructure services.

Review of activities and responsibilities

Asset management

Linking to the geographic information system (GIS) has progressed and will require ongoing resources in order to gain the full potential from GIS and the assets management data that has been collected over the last few years. Completion of aerial photography and more accurate mapping of services on the GIS has progressed this process.

Request system

A request system (Conquest) that links to the asset management system has been further implemented this year and has proved successful. Implementation of requesting and maintenance recording on Conquest will improve the planning and management of maintenance, improve cost attribution, reduce risk and enable tracking of requests for improved ratepayer service and requesting management.

Contract/Council

The benefits/disbenefits of contracting out Council services, as against the right mix of contracting out and day-labour, has been considered as part of National Competition Policy (NCP). The current mix would appear to be appropriate to offer the benefits of both fields.

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The current split of contract and Council day-labour expenditure for maintenance and capital works for infrastructure services is shown in Table 4.

Figures for contract works include plant hire, material purchases, power charges and contract works.

The figures are for indicative purposes only. It is an indication, however, that the actual amount of day-labour and plant may not be as high as expected and the proportion currently outsourced is significant for a number of asset services.

Table 4 - Contract and Council Labour Expenditure

Asset service	Contract %	Council %
Roads maintenance	40	60
Urban roadworks	55	45
Rural roadworks	75	25
Bridges maintenance	65	35
Bridges construction	90	10
Water maintenance	15	85
Water capital	90	10
Sewerage maintenance	30	70
Sewerage capital	85	15
Drainage maintenance	35	65
Drainage capital	60	40
Waste management	60	40
Recreation grounds	45	55
Parks maintenance	35	65

Fleet management

The development of a fleet management plan is ongoing.

Plant replacement is currently critically assessed, particularly in relation to life, usage and availability.

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Options of leasing and hire of fleet will need to be considered in the fleet management plan.

Works depots

The works depot and store section provides support services to Council works staff.

The following depots are in operation:

- Ulverstone Works Depot
- Penguin Depot
- Ulverstone Wastewater Treatment Plant
- Ulverstone Transfer Station
- Works sites
- Penguin Refuse Disposal Site

These depots provide a central location in respect to water/sewerage/drainage and other urban services to the 30km coastal strip of Central Coast, and are located with good access to service roads in the rural inland areas which currently extend some 40km to the south.

Staff and office

The implementation of operational manuals has progressed for the respective infrastructure service areas. These will be of use in the works areas, particularly with the potential retirement of long-term employees and changes in the future. They have been linked into the enterprise agreement and risk management projects to ensure that the process is continued.

This year has required the implementation of significant wastewater projects and further planning of waste management. Implementation of road projects has also been significant with additional works as a result of Roads to Recovery and Black Spot funding. Consideration of such projects has been made in the enterprise agreement and estimates.

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The year ahead

The engineering and works staff are to be commended for their ability to adapt to change and for their participation in asset management and workplace reform to date as part of enterprise bargaining. The further development of operational procedures as part of the enterprise agreement and implementation of these procedures in the field and office has progressed as part of continuous improvement. Significant projects are in progress with resultant workload issues and challenges ahead.

Training should supplement these procedures, leading to a sustainable workforce, subject to balancing obligations in the occupational health, welfare and safety and risk management areas and ensuring that an appropriate mix of insourcing and outsourcing is maintained for the future.

Bevin Eberhardt
Engineering Services Manager

DIVISIONAL OPERATIONS

ENVIRONMENTAL SERVICES

Profile

Responsible for asset management (building maintenance), building control, environmental health and environmental management.

Activities and responsibilities of the functional areas of the Environmental Services Division are identified in the Strategic Plan and various divisional plans. These documents also identify targets and performance criteria.

It should be noted that such plans can only cater for recurrent work and specific activities where the quantum of work can be anticipated.

However, much of the work the Division does is reactive, and the only thing that can be planned for in these areas is capacity to meet the demands. This is particularly so in the building control function.

The following is an indicative list of activities (not included in the reported activities and performance targets) that have been undertaken in this reactive category:

- Assessment of building plans;
- Inspection of building works;
- Maintenance of Council-owned or controlled buildings;
- Hazardous materials management;
- Dairy shed effluent management program;
- Assessment of applications for development;
- On-site wastewater disposal assessments and approvals;
- Environmental pollution control;
- First-aid kit maintenance;
- Processing of statutory certificates.

DIVISIONAL OPERATIONS

Review of activities and responsibilities

State of Environmental and Public Health Reporting

An integrated report in relation to the environmental health and environmental management functions is provided as an appendix to the Annual Report.

Asset management - Building maintenance

The primary role in this area is to co-ordinate the development and ongoing maintenance of the Council's buildings.

As such, it is a highly reactive function.

Forward programming of maintenance, management of contractors, inventory and auditing of facilities, and documentation and recording are activities that can minimise reactive maintenance.

However, the capacity to develop forward maintenance programs is severely limited by current staffing levels, which are only sufficient to manage the daily maintenance requirements and development of annual maintenance estimates for these buildings.

Building control

The Council's primary role in building control is the development and maintenance of building construction standards.

This role is carried out by the assessment of building plans, inspection of building construction works, and provision of advice and direction to the local building industry.

Because of the reactive nature of such work, targets tend to be set by national codes/standards that refer to performance standards to be achieved in the structure rather than performance standards of the practitioner/organisation.

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However, performance in relation to processing of statutory permits is shown in Table 2.

A summary of building statistics for the Central Coast municipal area is set out in the following Table 5.

Table 5 - Building Approvals - Comparisons

Parameter	1999-2000	2000-2001	2001-2002	2002-2003
<i>No. of Approvals</i>	357	284	363	350
<i>Total Value (\$)</i>	\$12,417,067	\$14,549,354	\$12,925,612	\$15,774,538
Dwellings -				
No. approved	68	47	64	57
\$ value	\$7,209,062	\$5,178,403	\$7,747,372	\$7,680,290
Flats/Units -				
No. approved	8	2	9	6
\$ value	\$490,000	\$140,000	\$410,000	\$600,000
Additions -				
No. approved	91	78	82	104
\$ value	\$1,498,116	\$1,427,923	\$2,201,706	\$2,258,990
Alterations -				
No. approved	22	11	14	22
\$ value	\$184,200	\$111,602	\$103,260	\$393,000
Outbuildings -				
No. approved	146	109	161	139
\$ value	\$1,263,838	\$879,826	\$1,368,235	\$1,140,105
Other buildings -				
No. approved	22	37	33	22
\$ value	\$1,771,851	\$6,811,600	\$1,095,039	\$3,702,153

EXPLANATORY COMMENT – An independent research company had ranked Central Coast seventh of 29 councils in June of 1999, fifth in June of 2000, fourth in June of 2001, third in June of 2002, and currently has Central Coast ranked fifth as of June 2003. This ranking places Central Coast behind the municipal areas of Launceston, Hobart, West Tamar and Devonport respectively. The slide in ranking for Central Coast is based on the approximate 18% increase in building activity in the municipal areas of West Tamar and Devonport, with Central Coast's building activity increasing 4%, when compared to the same time last year.

NOTE: These figures are based only on dwellings, extensions and commercial buildings.

DIVISIONAL OPERATIONS

Environmental health

Environmental health considers the inter-relationship between people's health and their environment (the place in which they live). The Environmental Health Officer is the principal practitioner in this field.

The main functions in environmental health are:

- disease control through immunisation and investigations and control of communicable diseases;
- food surveillance;
- maintenance of appropriate standards for public-use buildings such as public toilets, places of assembly and temporary accommodation (such as caravan parks);
- health education and promotion;
- water quality monitoring and remediation for private water supplies (on a user-pays system), treated potable water, and recreational waters;
- workplace safety matters relating to the Council's employees; and
- maintenance of acceptable standards for public and private cemeteries, including single burial grounds.

Detailed reporting in respect of the environmental health function is contained in the State of Environmental and Public Health Report (attached as an appendix).

Performance in relation to processing of statutory permits or licences is shown in the following Table 6.

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Table 6 - Environmental Health Processing Times

Category	Parameter	Statutory Processing Time	No. of Applications	Average No. of Days	Most No. of Days	Least No. of Days
Food premises		30	115	2.6	20	1
Public health risk activity		-	6	8.6	19	1
Air and water systems		-	2	1	1	1

EXPLANATORY COMMENT – The approval time for one food premises application was 60 days. This was due to delays by the applicant in completing required works.

Environmental management

A definition of environmental management is contained in the Council's Strategic Plan.

The main functions for this Division in environmental management are:

- water and air quality monitoring and remediation for environmental pollution;
- stormwater monitoring and remediation;
- solid-waste management, particularly hazardous wastes (it should be noted that the Engineering Services Division provides the actual services relating to garbage collection and disposal);
- wastewater management, particularly in relation to on-site wastewater disposal;
- pollution control;
- assessment of existing operations and applications for development;
- assessment of contaminated sites; and
- response to incidents/accidents that pose an environmental threat.

DIVISIONAL OPERATIONS

Detailed reporting in respect of the environmental management function is contained in the State of Environmental and Public Health Report (attached as an appendix).

Performance in relation to processing of statutory permits or licences is shown in the following Table 7.

Table 7 - Environmental Management Processing Times

Category	Parameter				
	Statutory Processing Time	No. of Applications	Average No. of Days	Most No. of Days	Least No. of Days
Special connections (septic tank) permits	18	21	9	18	1

Staff and office

The Division comprises nine permanent staff, as well as a statutory appointment of a Medical Officer of Health, and casual support staff for immunisation clinics.

All staff are constantly upgrading their skills, either by graduate and undergraduate studies or participating in professional and industry training programs.

The Environmental Officer resigned and a replacement is being recruited.

The year ahead

Although most of the following comments have been made in previous years, they are still relevant as the operating environment has only become more difficult.

DIVISIONAL OPERATIONS

Despite the widely acknowledged shortage of professional and technical officers in local government, some State Government departments continue to use local government as an answer to their resourcing problems. This is not sustainable.

The additional duties that have resulted from this strategy are beyond available resources. It must be accepted that the community cannot fund more resources. Therefore top priorities need to be identified based on high-risk areas and a focus kept on those.

Of particular concern is the creation of new roles for councils under the suite of proposed Environment Protection Policies. These additional roles have been the subject of much dispute between local government (and its industry body, the Local Government Association of Tasmania) and the Department of Primary Industries, Water and Environment (DPIWE).

Unless DPIWE ceases to unilaterally create these additional roles without agreement, the conflict between it and the local government sector can only escalate.

For Asset Management, an integrated software package is being used to assist in forward maintenance programs. Day-to-day building maintenance (rather than development of a full forward maintenance program) has been identified as the highest priority using the risk assessment process.

For Building Control, it is predominantly reactive work, so the Division mainly plans for capacity.

For both Environmental Health and Environmental Management, an 'Environmental Health and Environmental Management Plan' has been developed, and subsequently an 'Annual Program' for activities levels based, where possible, on the risk management principles outlined in the 'AS/NZS 4360:1999 - Risk Management' or in accordance with relevant guidelines or codes.

Jeff McNamara
Environmental Services Manager

DIVISIONAL OPERATIONS

FINANCIAL SERVICES

Profile

Responsible for the management and control of business, finance and accounting.

The Financial Services Division is responsible for providing financial leadership for the Council, including the development of financial estimates, development and maintenance of financial records, preparation of financial statements and reports for the Council and Divisional Managers, and development of financial policies relating to the micro and macro operations of the Council.

Review of activities and responsibilities

Financial Report 2002-2003

The Financial Report for the year ended 30 June 2003 has been completed and is incorporated within the Annual Report (refer Appendix A). In developing the financial report for the year the Council has revalued its bridge assets in accordance with the Council's five-year rolling plan for the revaluation of all its assets. The Council's Engineering Services Division conducted the revaluation in-house.

Audit

The financial statements for the year ended 30 June 2003 have been prepared and will be audited by the Tasmanian Audit Office in August 2003. The Auditor-General requires that all accounts be audited by 30 September in each year.

The Auditor-General's report is contained within the Financial Report.

DIVISIONAL OPERATIONS

Rates

The Council continued its policy of allowing a 5% discount if rates were paid in full by 30 September. Last year 65.54% of rates were paid by 30 September, which indicates that the current policy is still working well.

The percentage of rates outstanding as at 30 June 2003 was 1.58%, compared with 30 June 2002 of 1.97%. The percentage of rates outstanding is an excellent result considering the economic climate.

Banking

As from 1 July 1996 the Council provided additional services to ratepayers in regards to payment of accounts. The additional services included the use of EFTPOS machines at both the Administration Centre and the Penguin Service Centre, payment by credit card through the mail and by phone directed to staff at the Administration Centre, as well as the facility that allows the Council to automatically transfer monies from a ratepayer's nominated bank account to the Council's bank account.

As from 31 August 1999 a telephone billpay system was introduced which enabled ratepayers to pay their rates account by credit card over the phone using an Inter-active Voice Response Bill Payment Service. This additional service allowed greater flexibility to ratepayers for paying their rates account as the service is available at any time of the day. Since the introduction of this service, telephone rate payments have increased as people become more familiar with the technology. Payment of rates over the Internet was also implemented during the 2001-2002 year.

This last financial year saw the introduction of payment of rates using BPAY. The take-up rate for this service was very positive. It is expected that this service will be extended to payment of debtor accounts in the next year.

In May the Council went out to tender for the provision of banking services. The Commonwealth Bank was retained as the Council's bankers for the next three years.

DIVISIONAL OPERATIONS

Accounting

The last two years have seen further modifications to the accounting software. Major changes have been made to the 'Payments' Module. The changes incorporate the payment of accounts directly into creditors' bank accounts and online authorisation of orders. These changes will see a reduction in bank fees and also efficiency, with the majority of paperwork (including invoices) not having to leave the office. This has been successfully implemented with over 60% of our payments being made by Electronic Funds Transfer. Further changes were made to the receipting module to streamline the EFTPOS function.

It is expected that general upgrades of the accounting and banking software will take place during the following year. Upgrades include changes to the property, assets and orders modules.

Loan indebtedness

The loan debt of the Council has fallen from \$3,370,523 to \$2,281,545 as at 30 June 2003. The Council's indebtedness is at a very satisfactory level. The Council's debt reduction strategy has continued over the last year, which will enable the Council to eliminate its existing debt by the year 2006.

Goods and Services Tax

The implementation of the Goods and Services Tax within the Council's operations has been quite smooth.

The Goods and Services Tax has seen the Council having to administer the completion of returns that are required by the Australian Taxation Office. This task, along with keeping up to date with continual changes to legislation, has been absorbed within the Financial Services Division's operations. The returns are completed on a monthly basis, as each month the Australian Taxation Office is required to refund the Council.

DIVISIONAL OPERATIONS

Pricing Policy Working Group

The Council has formed a working group of three Councillors and staff to consider issues in relation to the development of a pricing policy of the Council.

The working group commenced a review of fees and charges in 2001-2002 and it is expected the total review will be completed by the end of 2004. This year has seen a review of building fees, Council hall rental, and property leases. Fees reviewed in the previous year were amended where required in accordance with the pricing policy.

As the review of fees and charges is an ongoing process it is the intention of the working group to make further recommendations to the Council for implementation.

Staff and office

The Division currently comprises nine staff. The past year has seen some changes to staffing. The Accounts Payable Officer transferred to the Engineering Services Division and was replaced.

In the latter part of the year the Cashier/Customer Service Officer has transferred to the Administrative Services Division to the position of Administrative Assistant upon review of the OHWS function. A replacement is currently being sought.

All staff are constantly upgrading their skills, either by under-graduate studies or participating in professional and industry training programs.

The staff are to be commended for their commitment in achieving set goals and the successful operation of the Division, especially with the additional tasks required to be achieved due to legislative changes.

DIVISIONAL OPERATIONS

The year ahead

The following year should see the preparation of a Financial Management Plan. The Council's financial operations are well cared for but there is a need to more accurately match the finances strategically with the operations of the Council, and importantly, to develop a set of policies which better reflect these operations and the external influences. The ongoing review of the Council's fees and charges will also be incorporated in the Plan.

The staff are continually aiming at keeping abreast of changes within the local government finance sector and to make changes where opportunities arise which are of benefit to both ratepayers and the Council.

As can be seen, there are many issues and challenges facing the Council in the financial area that need to be addressed in the coming year. The challenge of ensuring that the Council manages its financial resources in the most prudent and effective manner is paramount because of the competing demands by way of additional services and resources.

Sandra Ayton
Financial Services Manager

DIVISIONAL OPERATIONS

INFORMATION TECHNOLOGY

Profile

Responsible for the development, management and control of the Council's computer and electronic communications system.

Review of activities and responsibilities

This year saw a major upgrade to the creditors payment system. All invoices are now approved electronically and staff endeavour to pay as many creditors as possible via electronic funds transfer.

Request system

Further refinement of the request system has continued as it is the major tool that is used to support the Service Policy.

Internal systems

The upgrading of some of the internal systems has seen some improvements in productivity. Staff now do the majority of order requisitions electronically via the intranet rather than use an order requisition book.

The year ahead

As technology changes, internal systems are constantly being modified to take advantage of these changes. This year it is planned to continue to upgrade the web site and internal goods ordering system.

Technology plays an important role in the delivery of the services that are provided to the community, and the selection of the appropriate systems greatly affects the efficiency of those services.

Stuart Arnot

Information Technology Manager

DIVISIONAL OPERATIONS

PLANNING SERVICES

Profile

Responsible for the management and control of human-initiated change in the natural and built environment, to preserve and enhance amenity while promoting the social, economic and cultural well-being of people and communities in a sustainable manner.

The activities of the Planning Services Division are principally:

- to work towards the goals identified in the Council's Strategic Plan;
- to give effect to, observe and enforce the provisions of the Council's planning instruments (the planning schemes);
- to administer the provisions of the Land Use Planning and Approvals Act 1993 and associated legislation that applies to land-use planning and development;
- to review and update the planning scheme to conform with State legislation.

The Planning Services Division's contributions towards achieving the goals of the Council's Strategic Plan are contained in the 'Activities and Performance Targets' section of this document. A significant proportion of the Division's time has been also allocated to reviewing the provisions of the planning scheme. Other targets have been to foster well-planned development, promote the policies of the Council as contained in the planning schemes and to deal with applications and enquiries as they are received.

Review of activities and responsibilities

Legislative reforms

During the year the Planning Services Division lodged submissions on several key documents.

DIVISIONAL OPERATIONS

The Resource Planning and Development Commission called for submissions on Draft Planning Directive No. 2, the intent of the Directive being to introduce a standard schedule to planning schemes to deal with development and management of land reserved under the National Parks and Wildlife Act and Crown Lands Act. The Council's submission contended that the schedule:

- failed to accord with the State Government's Simplifying Planning Schemes project;
- introduced provisions and procedures that are irrelevant to the operation of a planning scheme;
- gave status to documents which are outside the Resource Management and Planning System of Tasmania (RMPS) but which are proposed to have authority over planning schemes; and
- established special treatment of reserved land.

The Local Government Association of Tasmania (LGAT) co-ordinated the development of a standard schedule for planning schemes to deal with local distribution of gas. A submission was prepared in response to a request to review that document.

LGAT also requested comments on a Bill to amend the Historic Cultural Heritage Act. The response focussed on the point that peripheral changes will not overcome the real issue that heritage assessment should be dealt with under the umbrella of, and in accordance with, the RMPS.

Planning scheme amendments

Extensive work has been carried out on a review of the planning scheme. The process has involved aligning the scheme with current legislation (the scheme having been developed in 1993 under the former Local Government Act 1962) and to modify it adopting the Simplifying Planning Schemes format. To date, the administrative provisions are substantially complete and work is advancing on new zones, schedules and development standards.

DIVISIONAL OPERATIONS

The revision of the scheme is to be presented to the Resource Planning and Development Commission as a package when the review is complete.

A number of planning scheme amendment applications received approval over the past 12 months including rezoning of:

- 40ha of land at Forth to Rural General;
- the former Uniting Church land at Turners Beach to Closed Residential;
- 2ha of land adjacent the East Ulverstone Industrial Estate to Light Industrial;
- a large area of land at West Ulverstone to Closed Residential, Rural Residential and Private Open Space.

Other more minor amendments to the planning scheme were initiated as part of our recurrent review.

The process was commenced for a rezoning of the former Sulphur Creek Uniting Church as well as land adjacent Sulphur Creek.

Combined scheme amendments/permits providing for subdivision and residential development at Tea Tree Point, Penguin and Bass Highway, Howth received approval from the Resource Planning and Development Commission.

Subdivision and development

Thirty-three subdivision applications were received during the year, compared to 26 for 2001-2002. Of the 33 applications, 25 related to residential zones involving various proposals of subdivision, consolidation and boundary adjustment. The nett result is that 47 new residential lots are to be created in Turners Beach, 23 additional lots in Ulverstone and 75 new lots in Sulphur Creek. The following Table 8 highlights the areas of growth over recent years.

DIVISIONAL OPERATIONS

Table 8 - Subdivision - Net lots approved

Locality	2000-2001	2001-2002	2002-2003
Rural	-7	0	0
Leith	4	1	1
Forth	-1	0	6
Turners Beach	-1	0	47
Ulverstone	-3	58	23
Penguin	0	-2	3
Sulphur Creek	0	1	75
Heybridge	0	-1	0

The statistics indicate increased interest in residential development over the last two years, noting that for the previous year the number of consolidated lots exceeded the number of created lots. There are still substantial reserves of vacant land in the residential zones to more than accommodate new development.

Of particular note is the wane in applications involving house excisions in the rural zones. The four rural subdivision applications received involved reconfiguration of boundaries and no additional lots were created. Two years ago, 15 rural subdivision applications were received and a significant number of rural-residential style lots were created. The State Policy on the Protection of Agricultural Land 2000 has had a profound impact on the ability to create rural-residential style lots in agricultural areas.

Only one new lot was approved in the rural-residential zone. Noting the substantial area of vacant land still available for development and the wane in interest/demand in rural-residential living, a stocktake of area reserved for rural-residential development will be undertaken as part of the planning scheme review.

No additional industrial lots were subdivided during the year.

DIVISIONAL OPERATIONS

Seventy development applications were received compared to 56 for the previous year. Of the 70 applications considered by the Council (excluding subdivision):

- 28 applications related to domestic outbuildings;
- 10 applications proposed a house in a rural zone;
- 9 applications were for exemptions from the planning scheme's development standards (1 application was refused);
- 4 applications were for development in areas of doubtful land stability;
- 2 applications were for strata-title development involving 4 new home units in Ulverstone;
- 2 applications involved tourist accommodation (14 units) in Ulverstone;
- 2 applications were for industrial development;
- 2 applications were for commercial development;
- 1 application was for professional offices at West Ulverstone;
- the other 10 applications were for various developments, including a contractor's depots and telecommunications tower.

A further 6 applications were received for planning permits (not involving building works). These included:

- extensions to the Penguin Skate Park;
- professional therapy clinics;
- art and craft gallery;
- house in a rural zone; and
- various consolidations of lots.

Comparisons for time taken for the Division to process applications over recent years is shown in Table 9 as follows:

DIVISIONAL OPERATIONS

Table 9 - Planning Permit Processing Times

Category	2000-2001			2001-2002			2002-2003		
	No. app.	CCC days	State avg.	No. app.	CCC days	State avg.	No. app.	CCC days	State avg.
Permitted	4	20	14.4	11	18	17.7	6	25	Not avail
Discretionary	77	30	27.4	82	26	34.5	103	24	Not avail

Several sealed plan amendment and strata title applications were dealt with during the year. One strata title application involved a division of two dwellings on rural zoned land.

Appeals

Two planning appeals were lodged with the Resource Management and Planning Appeal Tribunal, compared with none for the previous year. One appeal was resolved by consent memorandum and the other appeal was withdrawn. The limited number of appeals reflects the effectiveness of the Division's pre-application consultation and is also indicative of the planning authority's sound performance in dealing with potentially difficult decision-making.

Staff and office

In April 2003, the Town Planner resigned to take up a position interstate. The position was filled in May.

There have been no other changes in staff during the past 12 months. The Division now has a full complement of staff, comprising the Manager, Town Planner, Development Co-ordinator and Planning Assistant.

The year ahead

Work on the Central Coast Planning Scheme will consist of developing and simplifying provisions as part of the rolling review. The focus will be on

DIVISIONAL OPERATIONS

allocation of new zones (including a rationalisation of residentially zoned, undeveloped areas), development of new standards and the preparation of schedules.

Revision of the current scheme will involve a series of amendments including making provision for the duplication of the Bass Highway Ulverstone By-Pass and rezoning of some environmentally sensitive, coastal locations. The State Government's Shack Sites Categorisation process has necessitated a review of the Heybridge/Blythe Heads area to acknowledge the subdivision and sale of the Crown land.

Terry Hill
Planning Services Manager

FINANCIAL STATEMENTS AND AUDIT OPINION

The Central Coast Council operates under the Local Government Act 1993. The Council is required to prepare a financial report for the Council relating to the financial year.

The financial report for a financial year is to:

- (i) comply with Australian Accounting Standards;
- (ii) contain a summary of accounting policies;
- (iii) contain a comparison between the council's actual and estimated revenue and expenditure for that financial year; and
- (iv) contain any other information the Minister determines.

The Australian Accounting Standard AAS27 'Financial Reporting by Local Governments' specifies accounting and disclosure requirements to be applied by all local governments in Australia in relation to reporting periods ending on or after 1 July 1993 and specifically requires the adoption of the accrual basis of accounting over the cash basis which has historically been used by the Council.

Establishment of principles

In evaluating the financial performance of an entity it is necessary to understand its reason for being, particularly its relationship to its proprietors. There are two alternative views: firstly, the entity exists to maximise the financial benefits to its proprietors, or alternately, that the entity exists to carry out particular functions and its success is judged by how well it performs those functions.

The Central Coast Council is in the latter situation and regards the assets of the Council as being those of the Council alone, with the proprietors being external to the Council. The objective of the entity under this view, compared with the proprietor viewpoint, is to continue to carry out particular functions. In the case of the Council, this involves the supply of local government services to the public, including the custodianship of public assets.

FINANCIAL STATEMENTS AND AUDIT OPINION

Under the entity viewpoint, to continue carrying out these functions requires maintaining the physical operating capability of the Council. Consequently, capital is understood to be the operating capability provided by the physical resources of the entity. A surplus from operations is considered to be the total gain during a period that has arisen after maintaining capital, in the sense of operating capability, at the level that existed at the beginning of the period.

An accumulated surplus represents that part of the Council's net wealth that is not required to meet immediate requirements or specific future needs.

The maintenance of the physical operating capability is now the Council's point of reporting reference. The annual financial statements will reflect the extent to which this has or has not been achieved.

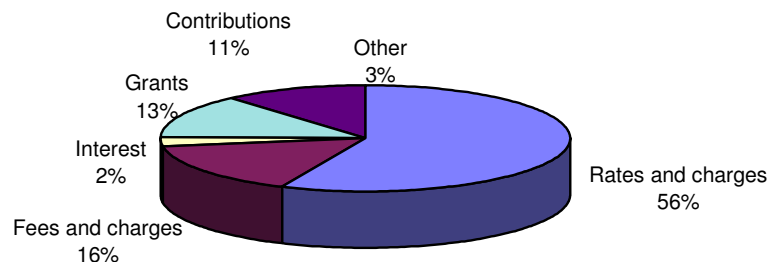
Financial performance

An increase in operating capability of \$774,032 before abnormal items and adjustments to the asset revaluation reserve was reported this current financial year. This is due largely to increased contributions and grants for the year in the operating statement. The operating capability has improved considerably over the last few years due mainly to reviewing the Council's assets on a five-year rolling plan and the use of additional external sources of funding for capital projects.

As can be seen from Chart 1, rates and charges revenue is the most significant source of revenue to the Council. It represents 56% of the Council's revenue for the year, with fees and charges (which includes charges for water and industrial effluent to the Simplot factory) representing 18%.

FINANCIAL STATEMENTS AND AUDIT OPINION

Chart 1 - Sources of Revenue



Changes in equity

Ratepayer's equity is the excess of assets over liabilities of the Council, calculated on an accrual basis. Reserves are amounts of equity that have been allocated by the Council to be used for specific purposes. The exception to this is the asset revaluation reserve that is used to account for movements in change of asset values at the time of revaluation of asset groups. The Council's reserves, excluding the asset revaluation reserve, represent cash that has been set aside for those purposes determined by the Council.

Operating capability before abnormal items for the year was \$774,032. A sum of \$1,088,978 was appropriated to fund principal repayments of debt, and \$2,102,187 was transferred to reserves to meet anticipated future needs, while \$1,970,030 was transferred from reserves to accumulated surplus to fund budgeted programs.

At 30 June 2003, the equity of the Council comprised an accumulated surplus of \$150,892,962 and reserves of \$34,747,035.

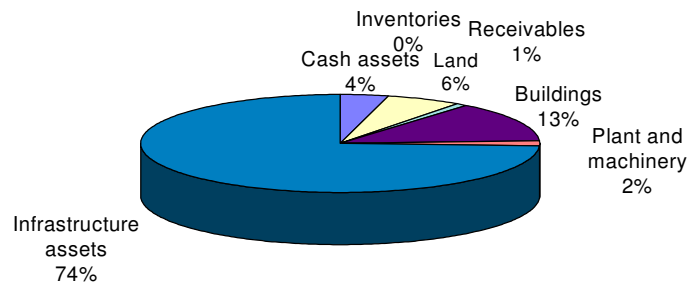
Assets

Total assets of the Council at 30 June 2003 amount to \$190,815,114 as indicated in the Statement of Financial Position. There has been an increase of \$764,445 over last financial year largely due to the Council revaluing its bridge assets and

FINANCIAL STATEMENTS AND AUDIT OPINION

construction and upgrade of assets. Indicated in Chart 2 is the mix of total assets at 30 June 2003.

Chart 2 - Mix of Total Assets



Liabilities

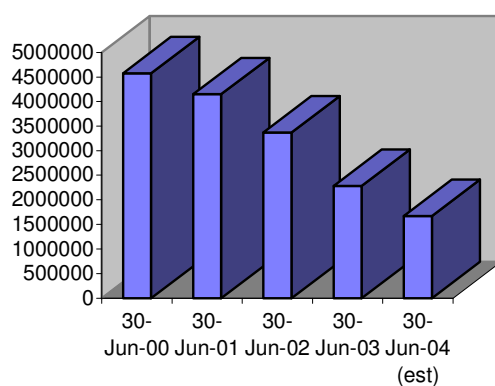
Total liabilities at 30 June 2003 amounted to \$5,715,117 and were comprised largely of interest bearing borrowings amounting to \$2,281,545, being a decrease of 32.31% on interest bearing borrowings at 30 June 2002. Employee leave provisions amount to \$1,784,429, being an increase of 22.29% on those provisions at 30 June 2002. All other liabilities were comparable with previous years.

Debt administration

While repayments of \$1,088,978 were made during the year, borrowing costs (interest) of \$193,125 was charged. A debt reduction program has been undertaken which could see all existing debt extinguished by the year 2006. Indicated on Chart 3 is the level of debt owing by the Council over the last four years and estimated debt owing at the end of the 2003-2004 financial year. The Council's exposure to debt at 30 June 2003, given a debt exposure ratio of 3.49%, is considered to be responsible and manageable.

FINANCIAL STATEMENTS AND AUDIT OPINION

Chart 3 - Borrowings



Grants and benefits

The Council gave grants amounting to \$13,195 to a number of community organisations under the Community Development Small Grants Scheme. Community organisations can receive up to a maximum of \$3,500 towards community projects.

Financial ratios of the accounts

Table 10 - Financial Ratios of the Accounts

	2002-2003	2001-2002
Rate coverage ratio: (rates and charges revenue/total revenue)	56.76%	56.22%
Rate collection ratio: (rates receivables/rates and charges)	1.58%	1.97%
Debt payment ratio: (debt servicing cost/total revenue)	0.98%	1.49%
Debt exposure ratio: (total liabilities/total assets)	2.71%	3.01%
Government grants per capita: (grant revenue/population)	\$126	\$115

FINANCIAL STATEMENTS AND AUDIT OPINION

Expenditure per capita: (operating expenses/population)	\$902	\$862
Working capital ratio: (current assets/current liabilities)	2.98:1	3.21:1

- *Rate coverage ratio* represents the Council's dependence on rate income. The higher the level of rate revenue in proportion to total revenue, the greater the level of financial independence the Council has.
- *Rates collection ratio* represents the Council's outstanding rates as at 30 June.
- *Debt payment ratio* represents the capacity of the Council to service its outstanding debt.
- *Debt exposure ratio* represents the Council's exposure to debt.
- *Government grants per capita* measures the Council's financial independence in relation to population.
- *Expenditure per capita* measures the Council's operating expenditure in relation to population.
- *Working capital ratio* represents the Council's ability to meet current commitments.

Conclusion

At 30 June 2003, the net wealth of the Central Coast Council, as indicated in the Statement of Financial Position, amounted to \$185,639,997, a \$1,304,067 increase over the opening equity at the beginning of the year. A favourable working capital ratio of 2.98:1 indicates that the Council has more than sufficient capacity to meet current commitments from its current assets as and when they fall due.

Sandra Ayton
Financial Services Manager

CENTRAL COAST COUNCIL
STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2003

	Note	2003 (\$) <i>Estimate</i>	2003 (\$) <i>Actual</i>	2002 (\$) <i>Actual</i>
REVENUES FROM ORDINARY ACTIVITIES				
Rates and charges		11,108,000	11,150,565	10,829,769
Fees and charges		3,123,900	3,110,433	3,383,839
Interest		550,000	531,260	486,729
Grants	7	2,413,000	2,627,315	2,429,385
Contributions		2,587,100	2,206,904	1,635,089
Investment in associates	24	0	0	488,488
Other		77,000	115,527	117,798
		19,859,000	19,742,004	19,371,097
Gain on disposal of property, plant and equipment		0	83,533	87,996
Loss on disposal of property, plant and equipment		0	(179,475)	(197,194)
TOTAL REVENUES FROM ORDINARY ACTIVITIES		19,859,000	19,646,062	19,261,899
EXPENSES FROM ORDINARY ACTIVITIES				
Employee costs	3	6,050,000	6,036,400	5,617,768
Materials and contracts		7,904,500	7,569,642	7,283,907
Borrowing Costs	5	236,500	193,125	287,686
Depreciation and amortisation	4	4,870,000	4,890,454	4,823,610
Other	6	166,000	182,409	158,482
TOTAL EXPENSES FROM ORDINARY ACTIVITIES		19,227,000	18,872,030	18,171,453
CHANGE IN NET ASSETS FROM ORDINARY ACTIVITIES		632,000	774,032	1,090,446
Increase (decrease) in asset revaluation reserve		0	770,806	11,816,532
Increase (decrease) in accumulated surplus on adoption of a new standard		0	(240,771)	0
TOTAL REVENUES, EXPENSES AND VALUATION ADJUSTMENTS RECOGNISED DIRECTLY IN EQUITY		0	530,035	11,816,532
TOTAL CHANGES IN EQUITY		632,000	1,304,067	12,906,978

The above Statement of Financial Performance should be read in conjunction with the notes to and forming part of the financial statements set out on the attached pages.

CENTRAL COAST COUNCIL

STATEMENT OF FINANCIAL POSITION

AS AT 30 JUNE 2003

	Note	2003 (\$)	2002 (\$)
ASSETS			
Current Assets			
. Cash and deposits	8	7,236,231	8,167,310
. Receivables	9	1,134,074	1,272,540
. Inventories	10	77,940	74,139
. Other	11	251,718	169,847
<i>Total Current assets</i>		<i>8,699,963</i>	<i>9,683,836</i>
Non Current assets			
. Capital work in progress		3,068,132	1,586,438
. Receivables	17	569,636	615,227
. Investments	24	9,520,978	9,520,978
. Property, plant and equipment	16	168,912,330	168,556,040
. Other	18	44,075	88,150
<i>Total Non current assets</i>		<i>182,115,151</i>	<i>180,366,833</i>
TOTAL ASSETS		190,815,114	190,050,669
LIABILITIES			
Current liabilities			
. Payables	12	938,897	727,168
. Provisions	14	1,198,645	1,046,092
. Other	15	170,246	157,830
. Interest bearing	13	612,008	1,088,480
<i>Total Current liabilities</i>		<i>2,919,796</i>	<i>3,019,570</i>
Non current liabilities			
. Provisions	20	585,784	413,126
. Interest bearing	19	1,669,537	2,282,043
<i>Total Non current liabilities</i>		<i>2,255,321</i>	<i>2,695,169</i>
TOTAL LIABILITIES		5,175,117	5,714,739
NET ASSETS		185,639,997	184,335,930
EQUITY			
Accumulated surplus		150,892,962	150,491,858
Reserves	21	34,747,035	33,844,072
TOTAL EQUITY		185,639,997	184,335,930

The above Statement should be read in conjunction with the notes to and forming part of the financial statements set out on the attached pages.

CENTRAL COAST COUNCIL
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2003

	ACCUMULATED SURPLUS 2003	ASSET REVALUATION RESERVE 2003	ASSET REPLACEMENT RESERVE 2003	SEWERAGE AND WATER RESERVE 2003	FIRE SERVICES RESERVE 2003	GARBAGE COLLECTION RESERVE 2003	SPECIAL PROJECTS RESERVE 2003	TOTALS
Balance at the beginning of the financial year	150,491,858	28,954,737	2,344,171	1,362,263	(5,508)	41,947	1,146,462	184,335,930
Adjustments recognised directly in equity	(240,771)	770,806	0	0	0	0	0	530,035
Increase in net assets resulting from operations	774,032	0	0	0	0	0	0	774,032
Transfers to reserves	(2,102,187)	0	1,324,906	348,619	175	0	428,487	0
Transfers from reserves	1,970,030	0	(1,013,294)	(839,000)	(1,974)	(2,201)	(113,561)	0
Balance at the end of the financial year	150,892,962	29,725,543	2,655,783	871,882	(7,307)	39,746	1,461,388	185,639,997

	ACCUMULATED SURPLUS 2002	ASSET REVALUATION RESERVE 2002	ASSET REPLACEMENT RESERVE 2002	SEWERAGE AND WATER RESERVE 2002	FIRE SERVICES RESERVE 2002	GARBAGE COLLECTION RESERVE 2002	SPECIAL PROJECTS RESERVE 2002	TOTALS
Balance at the beginning of the financial year	149,927,312	17,138,205	1,868,367	1,517,541	(8,752)	27,466	958,813	171,428,952
Adjustments recognised directly in equity	0	11,816,532	0	0	0	0	0	11,816,532
Increase in net assets resulting from operations	1,090,446	0	0	0	0	0	0	1,090,446
Transfers to reserves	(2,683,394)	0	1,743,974	537,722	5,436	14,481	381,781	0
Transfers from reserves	2,157,494	0	(1,268,170)	(693,000)	(2,192)	0	(194,132)	0
Balance at the end of the financial year	150,491,858	28,954,737	2,344,171	1,362,263	(5,508)	41,947	1,146,462	184,335,930

CENTRAL COAST COUNCIL

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30 JUNE 2003

	Note	2003 (\$)	2002 (\$)
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
. Rates and charges		11,187,585	10,796,023
. Fees and charges		3,445,858	3,812,035
. Interest		445,267	501,170
. Contributions		2,206,904	1,635,089
. Other revenue		173,207	178,726
. Refund from Aust. Taxation Office for GST		770,425	584,695
		18,229,246	17,507,738
Payments			
. Employee costs		(5,931,895)	(5,557,113)
. Materials and contracts		(8,372,540)	(7,905,981)
. Interest		(163,551)	(291,490)
. Other		(182,409)	(158,482)
		(14,650,395)	(13,913,066)
Net cash inflow from operating activities	25	3,578,851	3,594,672
Cash flows from investing activities			
Proceeds from			
. Sale of assets		167,066	175,992
Payments for			
. Property plant and equipment		(6,215,333)	(4,415,779)
Net Cash used in Investing Activities		(6,048,267)	(4,239,787)
Cash Flow from Financing Activities			
Proceeds from borrowings		-	-
Proceeds(Payments) for investments		1,279,415	(657,663)
Repayment of borrowings		(1,088,978)	(777,899)
Net Cash used in Financing Activities		190,437	(1,435,562)
Cash Flows from Government Funding			
Government grants		2,627,315	2,429,385
Net Increase(Decrease) in Cash Held		348,336	348,708
Cash at beginning of the year		(128,817)	(477,525)
Cash at end of year	8	219,519	(128,817)

The above Statement should be read in conjunction with the notes to and forming part of the financial statements set out on the attached pages.

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

1. SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The general purpose financial reports of the Central Coast Council have been prepared to comply with Statements of Accounting Concepts, applicable Australian Accounting Standards, Urgent Issues Group consensus views and the Local Government Act 1993.

Except for certain assets, including infrastructure, land and buildings, the financial statements have been prepared in accordance with the historical cost convention. Where the original cost cannot be identified written down current cost has been adopted.

The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the financial reports.

In the process of reporting for the Central Coast Council as a single unit, all transactions and balances between council and special committees (for example loans and transfers) have been eliminated. The recording of transactions and balances for internal borrowings have been eliminated.

Acquisition of Assets

The cost method of accounting is used for the initial recording of all acquisitions of assets.

'Cost' represents the fair value of these assets given as consideration plus costs incidental to their acquisition, including consulting fees, engineering design fees, administrative fees and all other costs incurred in getting the assets ready for use.

In determining the cost of Non-Current Assets constructed by Council, "Cost" includes all materials used in construction, direct labour used on the project and an appropriate proportion of overhead. The cost of all materials includes all consulting fees.

Non-monetary assets received in the form of grants or donations are recognised as assets and revenues at their fair value at the date of receipt.

'Fair value' means the amount for which an asset could be exchanged between a knowledgeable, willing buyer and a knowledgeable, willing seller in an arm's length transaction.

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

1. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Revaluation of Non-Current Assets

AAS38 "Revaluation of Non-Current Assets" requires that, subsequent to the initial recognition as assets, each class of non-current assets must be measured on either the cost basis or the fair value basis. For the purpose of AAS38, the Council has adopted the following valuation bases for its non-current assets:

Land	fair value
Buildings	fair value
Plant and machinery	deemed cost
Furniture and equipment	deemed cost
Sewerage	fair value
Water	fair value
Roads	fair value
Recreation	fair value
Bridges	fair value
Environmental	fair value
Drainage	fair value

Asset classes measured on the fair value basis are revalued to their "current cost" less accumulated depreciation every five years. Acquisitions and capital works during the year are treated as being recorded at their fair value.

In accordance with paragraph 2.1 of AAS10 "Recoverable Amount of Non-current Assets", Council is not required to apply the recoverable amounts test to its non-current assets as it is a not-for-profit entity and the service potential of its non-current assets is not primarily dependent on their ability to generate net cash flows.

Depreciation of Non-Current Assets

All non-current assets are systematically depreciated over their economic life to Council at a rate of depreciation that reflects the expiration of the service potential of assets. Land is not a depreciable asset.

Non-current Assets are those which provide a benefit to Council extending beyond twelve months. Depreciation is recognised on a straight line basis or remaining life method reviewed each reporting period. Rates of depreciation reflect the consumption of the service potential of these assets.

Formation Costs

The Council has chosen not to depreciate the formation costs of both sealed and unsealed roads. The asset is considered to be more in the nature of land, as it has an extended life and is not affected by subsequent road construction.

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

1. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Depreciation of Non-Current Assets (cont'd)

Gravel Roads

The Council has not depreciated unsealed roads, as these roads are maintained to a standard that the asset neither deteriorates nor improves and the value of the asset remains constant. This treatment is not consistent with the requirements of UIG 30 'Depreciation of Long Lived Physical Assets, including Infrastructure Assets: Condition-Based Depreciation and Other Related Methods', which excludes the use of a renewals accounting approach. However, the effect of the non-compliance is considered immaterial.

The current useful lives of depreciation are:

Land	Not Depreciated	Unlimited Life
Plant and machinery	Straight Line	2-30 years
Furniture, and equipment	Straight Line	5-40 years
Sewerage	Straight Line	5-100 years
Water	Straight Line	5-100 years
Stormwater and Drainage	Straight Line	20-100 years
Roads and Streets	Straight Line	15-70 years
Buildings	Straight Line	20-100 years
Recreation	Straight Line	5-50 years
Environmental	Straight Line	10-30 years
Bridges	Straight Line	10-100 years

Inventory Measurement/Valuation

Inventories consist of materials held in store for maintenance and construction requirements and are carried at the lower of cost and net realisable value in accordance with AAS2. Materials are taken into the store at cost and issued at average price.

Land held for resale

Land held for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on financing of the land during its development. Interest and other holding charges incurred after development is complete are recognised immediately as expenses.

Revenue arising from the sale of land is recognised in the operating statement on the signing of a valid unconditional contract of sale.

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

1. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Maintenance v. Capitalisation

Maintenance, repair costs and minor renewals are charged as expenses unless their total value exceeds 10% of the written down current value and increases the economic life by more than 10% or the net realisable value by more than five thousand dollars.

Earthworks carried out during road construction are considered to be a sunk cost and are therefore expensed in the year in which they are incurred.

Roads

reseals	capitalised
road shouldering	expensed
reconstruction	capitalised
gravel resheeting	expensed
tar patching	expensed
maintenance	expensed

Trust Funds

The financial reports of the Council incorporate only those trust items over which the Council has control.

The Central Coast Council receives monies as an agency for the State Government. As the Council performs only a custodial role in respect of these monies, and because the monies cannot be used for Council purposes, they are excluded from the financial statements.

Amounts received as tender deposits and retention amounts controlled by Council are included in the amount disclosed as creditors within current liabilities.

Employee Benefits

The basis of measurement of liabilities for each type of employee benefit are as follows:

Wages and Salaries and Annual Leave

Liabilities for employee benefits to wages and salaries, annual leave and other current employee benefits are accrued at nominal amounts calculated on the basis of wage and salary rates that Council expects to pay as a reporting date including related on-costs (superannuation and workers compensation).

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

1. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Employee Benefits (cont'd)

Sick Leave

No amount is shown for non-vested sick leave as experience indicates that, on average, sick leave taken for each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods.

Superannuation

The superannuation expense within a reporting period is the amount of the statutory contribution the Central Coast Council makes to the Quadrant Superannuation Scheme administered by the Local Government Association of Tasmania that provides benefits to employees. Details of these arrangements are set out in Note 23.

Long Service Leave

Council have estimated the present value of future cash flows associated with its long service leave liability using a 'short-hand' measurement technique as this provides an estimate of the long service leave liability which is not materially different from that determined using present values. Accordingly, the long service leave liability is based on pay rates that Council expects to pay as at reporting date for all employees with five or more years of service and includes related on-costs (superannuation and workers compensation).

Number of Employees

In accordance with paragraph 5.1(d) of AAS37 "Financial Report Presentation and Disclosures" the number of employees are:

	30.06.2003	30.06.2002
Permanent	135	129
Casuals	29	38

Investments

Investments are brought to account at cost. Interest revenues are recognised as they accrue.

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

1. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when Council obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates. Control over granted assets is normally obtained upon their receipt or upon prior notification that a grant has been secured.

Grants, donations and other contributions are brought to account as revenue at the earlier of, upon their receipt or upon receipt of formalised ratification in writing from a recognised authority ratifying that a grant has been secured.

Unreceived contributions over which Council has control are recognised as receivables.

Donations and other contributions that are not subject to accompanying conditions that they be expended in a particular manner or for a particular purpose are recognised as revenue in the reporting period when Council obtains control over the assets comprising the contributions and donations.

Accruals/Prepayments

Accruals and Prepayments are recognised in accordance with relevant accounting standards with materiality a major factor in determining their applicability.

Cash

For purposes of the statement of cash flows, cash includes cash at bank, cash on hand and advances that are used in the day-to-day cash management of the Council

Net Fair Values of Financial Assets and Liabilities

Net fair values of financial instruments are determined on the following basis:

Monetary financial assets and liabilities - cost basis carrying amounts of trade debtors, trade creditors and accruals (which approximates net market value).

Fixed rate loans and debentures - the liability for debenture loans will be reviewed annually with disclosure of the net fair value being recorded in the notes to the accounts.

Comparative Figures

When necessary, comparative figures have been adjusted to conform with changes in presentation in the current year.

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

1. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Significant Business Activities

Amendments to the Local Government Act as at 30 June 1999 under section 84(2)(da) have required the reporting of operating capital and competitive neutrality costs in respect of each significant business activity undertaken by the Council. The Council's disclosure is recorded in Note 26.

The Council has determined, based upon materiality, that Water, Sewerage and Roads, Streets and Bridges as defined in note 2(c) are considered significant business activities.

Competitive neutrality costs include notional costs, i.e. income tax equivalents, rates and loan guarantee fees.

In preparing the information disclosed in relation to significant business activities, the following assumptions have been applied:

- The notional opportunity cost of capital was calculated by applying an interest rate of 9% which the Council has determined as an appropriate interest rate adjusted for a risk margin.
- Taxation equivalents were calculated by an applicable taxation rate of 30% applied to the activities notional accounting profit before abnormal items.
- Notional council rates and land tax have been calculated using actual rates and charges set by the Council and the government for the current financial period.
- Loan guarantee fees were calculated on the average loan outstanding for each activity multiplied by the loan guarantee fee rate of 0.45% which is determined by the Department of Treasury and Finance.
- The impact of fringe benefit tax credits, stamp duty, debits tax and financial institutions duty were determined to be immaterial and have not been included.

Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Tax Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense.

Receivables and payables are stated with the amount of GST included.

The net amount to GST recoverable or payable to the ATO is included as a current asset or current liability in the statement of financial position.

Cash flows are included in the statement of cash flows on a gross basis. The GST components of cash flows arising from investing and financing activities which are recovered from, or paid to, the ATO are classified as operating cash flows.

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

1. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Changes in Accounting Policies

Employee Benefits – Note 20

The Council has applied the revised AASB 1028 “Employee Benefits” for the first time from 1 July 2002.

The liability for wages and salaries, annual leave and long service leave is now calculated using remuneration rates the Council expects to pay as at each reporting date, not wages and salary rates current at reporting date. The liability also includes related on-costs (superannuation and workers compensation), which were not included in prior years.

The following table shows restated expense, liability and equity figures that would have been disclosed had the new accounting policies always been applied:

	30.06.2003 (\$)	30.06.2002 (\$)
Statement of Financial Performance		
Change in net assets from ordinary activities before employee costs	6,810,432	6,708,214
Employee costs before change in accounting policy	6,024,441	5,617,768
Effect of change in accounting policy	11,959	10,008
Employee Costs	6,036,400	5,627,776
Change in net assets from ordinary activities	774,032	1,080,438
Restatement of Accumulated Surplus		
Reported accumulated surplus at the end of the previous year	150,491,858	149,927,312
Increase/(decrease) due to changes in accounting policies on adoption of revised AASB 1028	(240,771)	(230,763)
Restated accumulated surplus at beginning of year	150,251,087	149,696,549
Restated change in net assets	774,032	1,080,438
Transfers (to) / from reserves	(132,157)	(525,900)
Restated accumulated surplus at end of year	150,892,962	150,251,087
Restatement of Provision for Employee Benefits		
Balance at end of year – as previously reported	1,784,429	1,459,218
Increase/(decrease) due to changes in accounting policies on adoption of revised AASB 1028	0	240,771
Restated balance at end of year	1,784,429	1,699,989

2 Functions/Activities of the Council

(a) Expenses, revenues and assets have been attributed to the following functions/activities, descriptions of which are set out in note 2(c).

2002 ACTUAL	GOVERNANCE & ADMINISTRATION	ROADS, STREETS AND BRIDGES	WATER	SEWERAGE	DRAINAGE	WASTE MANAGEMENT	ENVIRON. HEALTH	PLANNING SERVICES	BUILDING CONTROL	COMMUNITY AMENITIES	COMMUNITY SERVICES	RECREATION FACILITIES	ECONOMIC DEVELOPMENT	OTHER NOT ATTRIBUTABLE	TOTALS
Expenses	2,236,438	4,382,944	2,821,873	1,870,399	311,392	1,425,267	214,964	403,552	386,318	1,353,265	1,296,226	1,833,119	336,273	0	18,872,030
Revenues															
Grants	195,000	1,244,000	0	0	0	308,564	0	0	0	125,000	63,000	411,750	280,000	0	2,627,314
Other	792,539	728,930	2,821,476	2,544,093	-73	170,791	11,100	23,077	89,374	608,850	871,701	258,306	409,753	7,688,831	17,018,748
Total	987,539	1,972,930	2,821,476	2,544,093	-73	479,355	11,100	23,077	89,374	733,850	934,701	670,056	689,753	7,688,831	19,646,062
Change in net assets resulting from operations															774,032
Assets	14,321,410	87,543,264	19,038,596	21,445,776	11,765,868	1,227,930	44,371	46,234	61,507	11,069,381	1,026,601	20,893,603	2,330,573	0	190,815,114

2002 ACTUAL	GOVERNANCE & ADMINISTRATION	ROADS, STREETS AND BRIDGES	WATER	SEWERAGE	DRAINAGE	WASTE MANAGEMENT	ENVIRON. HEALTH	PLANNING SERVICES	BUILDING CONTROL	COMMUNITY AMENITIES	COMMUNITY SERVICES	RECREATION FACILITIES	ECONOMIC DEVELOPMENT	OTHER NOT ATTRIBUTABLE	TOTALS
Expenses	2,122,321	4,150,598	2,732,332	1,828,592	263,070	1,382,752	216,071	405,717	363,361	1,343,231	1,263,966	1,734,075	365,367	0	18,171,453
Revenues															
Grants	324,000	1,038,385	0	0	268,000	210,000	0	2,000	0	170,000	17,000	229,000	171,000	0	2,429,385
Other	757,136	630,337	3,309,780	2,374,393	-1,607	177,852	23,941	24,136	63,494	614,294	825,692	243,111	338,934	7,451,021	16,832,514
Total	1,081,136	1,668,722	3,309,780	2,374,393	266,393	387,852	23,941	26,136	63,494	784,294	842,692	472,111	509,934	7,451,021	19,261,899
Change in net assets resulting from operations															1,090,446
Assets	15,584,294	87,181,810	19,163,603	19,397,687	11,921,298	1,015,805	46,358	39,836	60,030	10,933,233	1,250,266	21,068,166	2,388,283	0	190,050,669

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

2 FUNCTIONS/ACTIVITIES OF THE COUNCIL (CONT'D)

- (b) Total assets shown in note 2(a) are reconciled with the amounts shown for assets in the statement of financial position as follows:

	30.06.2003 (\$)	30.06.2002 (\$)
Current assets	8,699,963	9,683,836
Non-current assets	182,115,151	180,366,833
	<i>190,815,114</i>	<i>190,050,669</i>

- (c) The activities of the Council are categorised into the following broad functions:

Governance and administration

Operation and maintenance of council chambers, administration offices, and councillors.

Roads, streets and bridges

Construction, maintenance and cleaning of roads, streets, footpaths, bridges, parking facilities and street lighting.

Water supply

The supply of reticulated water for domestic and other purposes within the Central Coast Water District and to extraordinary connections outside the water district.

Sewerage service

Operation and maintenance of the disposal of human and other waste, including industrial waste by means of deep mains town systems.

Drainage

Operation and maintenance of open or deep drainage systems in urban areas, including the lining of piping of creeks but excludes drainage associated with road works, flood mitigation and agriculture.

Waste management

Collection, handling, processing and disposal of all waste materials.

Environmental Health/Environmental Management

Environmental Health includes disease control, food surveillance, public-use building standards, health education and promotion, water quality, workplace safety and cemeteries.

Environmental management includes strategies and programs for the protection of the environment and regulation of activities affecting the environment.

Planning Services

Administration of the town planning scheme, subdivisions and urban and rural renewal programs.

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

2 FUNCTIONS/ACTIVITIES OF THE COUNCIL (CONT'D)

Building control

The development and maintenance of building construction standards.

Community amenities

Operation and maintenance of housing for aged persons and persons of limited means, the Ulverstone Civic Centre, Council halls (excluding indoor sporting complexes), public conveniences and burial facilities.

Community services

Administration and operation of dog registration, operation of pounds, control of straying stock, and noxious weeds. Operation of the Ulverstone Child Care Centre, operation and support of the performing arts, museum and the presentation of festivals. Community Development which provides for the implementation of a process by which strategies and plans can be developed so that Council can fulfill their general responsibility for enhancing the quality of life of the whole community.

Recreation facilities

Operation and maintenance of sporting facilities (including swimming pools, active and passive recreation and recreation centres).

Economic development

Maintenance and marketing of tourist facilities, property development and operation of caravan parks.

Other non-attributable

Rates and charges and work support not attributed elsewhere.

3 EMPLOYEE COSTS

	30.06.2003 (\$)	30.06.2002 (\$)
Salaries and wages	4,395,579	4,075,716
Superannuation	650,406	612,679
Annual, sick and long service leave entitlements	958,013	883,144
Total employee benefit expenses	6,003,998	5,571,539
Other employee related expenses	224,251	247,335
Less, On-costs capitalised	(191,849)	(201,106)
<i>Total employee benefit and related expenses</i>	<i>6,036,400</i>	<i>5,617,768</i>

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

	30.06.2003 (\$)	30.06.2002 (\$)
4 DEPRECIATION AND AMORTISATION EXPENSE		
Depreciation was charged in respect of:		
Buildings	587,580	587,433
Water supply	180,495	179,712
Sewerage	416,167	399,915
Roads and streets	2,389,102	2,406,805
Bridges	171,622	146,272
Plant and machinery	469,067	453,732
Furniture and equipment	181,572	173,153
Recreation facilities	230,972	218,650
Drainage	220,500	219,461
Environmental	43,377	38,477
	<i>4,890,454</i>	<i>4,823,610</i>
5 BORROWING COSTS		
Interest paid/payable	193,125	287,686
6 OTHER EXPENSES		
Other expenses includes:		
Audit services	14,000	14,000
Councillors emoluments	168,409	144,482
	<i>182,409</i>	<i>158,482</i>
7 GRANT REVENUES		
Grants were received in respect of:		
State Grants Commission	2,627,315	2,429,385
	<i>2,627,315</i>	<i>2,429,385</i>

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

	30.06.2003 (\$)	30.06.2002 (\$)
8 CURRENT ASSETS – CASH ASSETS		
Cash at bank and on hand	219,519	(128,817)
Short term investments	7,016,712	8,296,127
	7,236,231	8,167,310

Net Fair Value

The Council considers the carrying amount of investments approximate their net fair value.

9 CURRENT ASSETS - RECEIVABLES

Rates receivable	175,923	212,943
Less, provision for doubtful debts	0	0
	175,923	212,943
Loans and advances	42,044	54,133
Other debtors	916,107	1,005,464
Less, provision for doubtful debts	0	0
	1,134,074	1,272,540

The Council expects all debts to be recovered.

Significant terms and conditions

Debtors of Council are required to settle their accounts within specified terms including:

Rate debtors - rates and charges are required to be paid in full by 30 October, but in order to receive a discount the rates and charges must be paid in full by 30 September. Ratepayers may apply to the council to pay rates and charges by instalments, subject to approved terms and conditions. Should amounts remain unpaid outside of approved payment options, Council will instigate collection proceedings.

Other debtors (including loans and advances) - within 30 days of issue of the account. Debtors may apply to the council to pay accounts by instalments, subject to approved terms and conditions. Should amounts remain unpaid outside of approved payment options, Council will instigate collection proceedings.

Credit Risk

The Council does not have any significant exposure to any individual customers or counterparty.

Net Fair Value

The Council considers that the carrying amount of receivables approximate their net fair value.

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

	30.06.2003 (\$)	30.06.2002 (\$)
10 CURRENT ASSETS - INVENTORIES		
Stores (at average costs)	77,940	74,139

11 CURRENT ASSETS - OTHER

Accrued revenue	174,060	88,067
Prepaid expense	77,658	81,780
	251,718	169,847

Net Fair Value

The Council considers that the carrying amount of other assets approximate their net fair value.

12 CURRENT LIABILITIES - CREDITORS

Employee costs	20,066	0
Materials and contracts	788,014	601,658
Capital expenditure	130,817	125,510
	938,897	727,168

Significant terms and conditions

Trade creditors are generally settled within specified trading terms or 30 days whichever is the earlier.

Net fair value

The Council considers the carrying amount of trade and other creditors approximate their fair value.

13 CURRENT LIABILITIES - BORROWINGS

Secured

Bank loans	612,008	825,051
Public bodies assistance act loans	0	263,429
	612,008	1,088,480

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

30.06.2003
(\$)

30.06.2002
(\$)

13 CURRENT LIABILITIES - BORROWINGS (CONT'D)

Significant terms and conditions

The debenture loans of Council are secured by trust deed and the total loan borrowings are limited to borrowings approved by Treasury. In accordance with section 80 of the Local Government Act 1993 (as amended) the borrowing capacity of Council is limited to:

- . Except with the approval of the Minister, a council may not borrow additional money for any purpose if the annual payments required to service the total borrowings would exceed 30% of its revenue of the preceding financial year.
- . Grants made to a council for specific purposes are to be excluded in calculating 30% of the revenue of the council.

The current annual payments of loans by Council equate to 5.65% of the revenue of the preceding financial year.

Net fair value

The Council considers that the carrying amount of borrowings approximates the net fair value as the majority of Councils loan debt is subject to interest reviews on a bi-annual basis.

14 CURRENT LIABILITIES - PROVISIONS

Employee benefits - Annual Leave	642,960	529,141
Employee benefits - Long Service Leave	555,685	516,951
	<i>1,198,645</i>	<i>1,046,092</i>

Significant terms and conditions

Refer to Employee benefits (Note 1, page 9).

Net fair value

The Council considers that the carrying amount of provisions approximate their net fair value.

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

	30.06.2003 (\$)	30.06.2002 (\$)
15 CURRENT LIABILITIES - OTHER		
Prepaid revenue	10,552	18,982
Sundry deposits	159,694	138,848
	<i>170,246</i>	<i>157,830</i>

Net Fair Value

The Council considers that the carrying amount of prepaid revenue and sundry deposits approximates the net fair value.

16 NON-CURRENT ASSETS – PROPERTY, PLANT AND EQUIPMENT

LAND

Council controlled land - at fair value	11,844,183	11,465,650
	<i>11,844,183</i>	<i>11,465,650</i>

Valuation of land was determined by the Office of the Valuer General. These assets were revalued on 1 July 2001.

BUILDINGS

Buildings - at fair value	41,481,291	41,410,472
Buildings - at cost	0	0
Less, accumulated depreciation	(16,067,541)	(15,625,570)
	<i>25,413,750</i>	<i>25,784,902</i>

Valuation of buildings were determined by Johnston Eastaugh Hearps, Property Valuers, Consultants and Town Planners. These assets were revalued on 1 July 2001.

ROADS, STREETS AND FOOTPATHS

Roads, streets and footpaths - at fair value	115,238,236	113,676,168
Less, accumulated depreciation	(35,240,981)	(32,871,873)
	<i>79,997,255</i>	<i>80,804,295</i>

Roads, streets and footpaths include substructures, seals and kerbs relating to roads, footpaths and parking areas. Valuations of these assets were determined by the Engineering Services Division of the Council. These assets were revalued on 1 July 2000.

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

	30.06.2003 (\$)	30.06.2002 (\$)
BRIDGES		
Bridges - at fair value	6,761,626	5,718,391
Less, accumulated depreciation	(2,691,234)	(2,529,105)
	<i>4,070,392</i>	<i>3,189,286</i>

Valuation of bridge assets was determined by the Engineering Services Division of the Central Coast Council. Bridge assets were revalued on 1 July 2002.

DRAINAGE		
Drainage - at fair value	18,307,291	18,249,068
Less, accumulated depreciation	(6,594,320)	(6,373,820)
	<i>11,712,971</i>	<i>11,875,248</i>

Valuation of drainage was determined by the Engineering Services Division of the Central Coast Council. Drainage assets were revalued on 1 July 2001.

FURNITURE AND EQUIPMENT		
Furniture and equipment - at cost	2,205,984	2,125,665
Less, accumulated depreciation	(1,607,838)	(1,450,129)
	<i>598,146</i>	<i>675,536</i>

PLANT AND MACHINERY		
Plant and machinery - at cost	5,601,806	5,473,221
Less, accumulated depreciation	(2,586,533)	(2,312,531)
	<i>3,015,273</i>	<i>3,160,690</i>

RECREATION		
Recreation - at fair value	7,327,446	6,928,611
Less, accumulated depreciation	(2,997,730)	(2,766,758)
	<i>4,329,716</i>	<i>4,161,853</i>

Valuations of recreation assets were determined by the Engineering Services Division using current costs. The assets were revalued on 1 July 2001.

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

	30.06.2003 (\$)	30.06.2002 (\$)
WATER SUPPLY		
Water supply - at fair value	14,646,026	14,617,479
Less, accumulated depreciation	(5,416,619)	(5,240,345)
	<i>9,229,407</i>	<i>9,377,134</i>

Valuations of water supply assets were determined by the Engineering Services Division of the Council. These assets were revalued on 1 July 1999.

SEWERAGE SERVICE		
Sewerage service - at fair value	29,415,971	28,320,676
Less, accumulated depreciation	(11,171,003)	(10,758,876)
	<i>18,244,968</i>	<i>17,561,800</i>

Valuations of sewerage service assets were determined by the Engineering Services Division of the Council. These assets were revalued on 1 July 1999.

ENVIRONMENTAL		
Environmental - at fair value	749,951	749,951
Less, accumulated depreciation	(293,682)	(250,305)
	<i>456,269</i>	<i>499,646</i>

Valuations of environmental assets were determined by the Engineering Services Division of the Council. These assets were valued on 1 July 2001.

TOTAL PROPERTY, PLANT AND EQUIPMENT	168,912,330	168,556,040
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16 Reconciliation of Movements in Assets

Item	LAND	BUILDINGS	ROADS AND STREETS	BRIDGES	DRAINAGE	FURNITURE AND EQUIPMENT	PLANT AND MACHINERY	RECREATION	WATER	SEWERAGE	ENVIRONMENTAL
Gross value as at 1 July 2002	11,465,650	41,410,472	113,676,168	5,718,391	18,249,068	2,125,665	5,473,221	6,928,611	14,617,479	28,320,676	749,951
Additions/purchase of assets	406,919	266,819	1,624,251	305,874	58,223	123,094	694,080	398,835	35,580	1,104,804	0
Revaluation movements	0	0	0	1,186,540	0	0	0	0	0	0	0
Disposals	-28,386	-196,000	-62,183	-449,179	0	-42,775	-565,495	0	-7,033	-9,509	0
Gross value as at 30 June 2003	11,844,183	41,481,291	115,238,236	6,761,626	18,307,291	2,205,984	5,601,806	7,327,446	14,646,026	29,415,971	749,951
Accumulated depreciation as at 1 July 2002	0	15,625,570	32,871,873	2,529,105	6,373,820	1,450,129	2,312,531	2,766,758	5,240,345	10,758,876	250,305
Revaluation movements	0	0	0	415,734	0	0	0	0	0	0	0
Disposals	0	-145,609	-19,994	-425,227	0	-23,863	-195,065	0	-4,221	-4,040	0
Depreciation	0	587,580	2,389,102	171,622	220,500	181,572	469,067	230,972	180,495	416,167	43,377
Accumulated Depreciation as at 30 June 2003	0	16,067,541	35,240,981	2,691,234	6,594,320	1,607,838	2,586,533	2,997,730	5,416,619	11,171,003	293,682
Net book value as at 1 July 2002	11,465,650	25,784,902	80,804,295	3,189,286	11,875,248	675,536	3,160,690	4,161,853	9,377,134	17,561,800	499,646
Net book value as at 30 June 2003	11,844,183	25,413,750	79,997,255	4,070,392	11,712,971	598,146	3,015,273	4,329,716	9,229,407	18,244,968	456,269

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

	30.06.2003 (\$)	30.06.2002 (\$)
17 NON-CURRENT ASSETS - RECEIVABLES		
Rate receivable	0	0
Loans and advances	569,636	615,227
	<i>569,636</i>	<i>615,227</i>

These include loans and advances to sporting clubs and other community groups, and loans made under private street schemes.

Refer to note 9 for details on significant terms and conditions, credit risk and net fair value.

18 NON-CURRENT ASSETS - OTHER

Prepaid expense	44,075	88,150
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19 NON-CURRENT LIABILITIES - BORROWINGS

Secured

Bank loans	1,669,537	2,282,043
Public bodies assistance act loans	0	0
	<i>1,669,537</i>	<i>2,282,043</i>

Refer to note 13 for details on significant terms and conditions and net fair value. Public bodies assistance act loans were paid out on 1 July 2002 and refinanced by a bank loan.

20 NON-CURRENT LIABILITIES - PROVISIONS

Employee benefits - Long Service Leave	585,784	413,126
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Significant terms and conditions

Refer to Employee benefits (Note 1, page 9).

Net fair value

The Council considers that the carrying amount of provisions approximate their net fair value.

Current employee benefits (note 14)	1,198,645	1,046,092
Non-current employee benefits (note 20)	585,784	413,126
Total employee benefits	1,784,429	1,459,218

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

	30.06.2003 (\$)	30.06.2002 (\$)
21 RESERVES		
Composition		
Asset revaluation reserve account	29,725,543	28,954,737
Asset replacement account	2,655,783	2,344,171
Sewerage and water account	871,882	1,362,263
Fire services account	(7,307)	(5,508)
Garbage collection account	39,746	41,947
Special projects account	1,461,388	1,146,462
	34,747,035	33,844,072
<i>Asset revaluation reserve account</i>		
Balance at the beginning of the financial year	28,954,737	17,138,205
Revaluation of assets	770,806	11,816,532
Amount transferred to accumulated surplus	0	0
Balance at the end of the financial year	29,725,543	28,954,737
<i>Asset replacement account</i>		
Balance at the beginning of the financial year	2,344,171	1,868,367
Amount transferred from accumulated surplus	1,324,906	1,743,974
Amount transferred to accumulated surplus	(1,013,294)	(1,268,170)
Balance at the end of the financial year	2,655,783	2,344,171
<i>Sewerage and water Account</i>		
Balance at the beginning of the financial year	1,362,263	1,517,541
Amount transferred from accumulated surplus	348,619	537,722
Amount transferred to accumulated surplus	(839,000)	(693,000)
Balance at the end of the financial year	871,882	1,362,263
<i>Fire Services account</i>		
Balance at the beginning of the financial year	(5,508)	(8,752)
Amount transferred from accumulated surplus	175	5,436
Amount transferred to accumulated surplus	(1,974)	(2,192)
Balance at the end of the financial year	(7,307)	(5,508)
<i>Garbage collection account</i>		
Balance at the beginning of the financial year	41,947	27,466
Amount transferred from accumulated surplus	0	14,481
Amount transferred to accumulated surplus	(2,201)	0
Balance at the end of the financial year	39,746	41,947

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

	30.06.2003 (\$)	30.06.2002 (\$)
21 RESERVES (CONT'D)		
<i>Special projects reserve</i>		
Balance at the beginning of the financial year	1,146,462	958,813
Amount transferred from accumulated surplus	428,487	381,781
Amount transferred to accumulated surplus	(113,561)	(194,132)
Balance at the end of the financial year	1,461,388	1,146,462

22 COMMITMENTS FOR EXPENDITURE

Capital expenditure contracted for at the reporting date but not recognised in the financial report as liabilities:

. less than 12 months	1,013,256	835,607
. 12 months – 5 years	0	0
. greater than 5 years	0	0

23 SUPERANNUATION

The Central Coast Council contributes superannuation contributions for some of its employees to the Quadrant Superannuation Scheme ('the Scheme'), formerly known as the Municipal Employees Assurance Scheme, which has both a defined benefit and an accumulation section. The Council contributes various percentages of employees' gross income to the Scheme. As such, assets accumulate in the Scheme to meet members' benefits as they accrue. If the assets of the Scheme were insufficient to satisfy benefits payable to its beneficiaries, the Council would be required to meet its share of the deficiency.

The last actuarial review of the Scheme was undertaken by Bendzulla Actuarial Pty Ltd as at 30 June 2002. The review disclosed that the net market value of assets available for funding the members' benefits was \$154,342,786, the value of total accrued benefits was \$139,644,981, the surplus was \$14,697,805 and the value of total vested benefits was \$135,255,565. The above figures relate to all members of the Scheme as at the valuation date and have not been recorded in these accounts.

In the opinion of the Actuary, the Scheme is adequately funded in that assets are sufficient to cover the vested benefits for all members at the review date and the actuarial value of accrued past service benefits.

The amount of contributions paid by the Council during the reporting period was \$612,037.

Council also contributes to Tasplan for its employees, however Tasplan is not a defined benefits superannuation plan and therefore Council is not responsible for any deficiencies that may occur. The amount of contributions paid by the Council during the reporting period was \$38,369.

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

	30.06.2003 (\$)	30.06.2002 (\$)
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24 INVESTMENTS IN ASSOCIATES

Central Coast Council has investment in the following associate:

DULVERTON REGIONAL LANDFILL

Central Coast Council has a 36.82% interest in the assets, liabilities and output of the operation of a regional landfill site at Dulverton. The Devonport City, Latrobe and Kentish Council's are also involved.

The Council's share of the net assets at 30 June 2002 was as follows:

Retained profits	(9,332)
Reserves	250,956
	<i>241,624</i>

The initial investment to Dulverton Regional Landfill was \$385,202, which is being treated as a non-current loan.

CRADLE COAST WATER

The Council is a partner in this Joint Authority under the Local Government Act entitled Cradle Coast Water. Other partners in this Joint Authority are Circular Head, Devonport, Kentish, Latrobe and Waratah Wynyard. The Council's investment in the Authority of \$9,520,978 has been calculated by reference to the Authority's equity at 30 June 2001. The share of equity for Central Coast was 26.409%.

25 RECONCILIATION OF INCREASE IN NET ASSETS RESULTING FROM OPERATIONS TO NET CASH INFLOW FROM OPERATING ACTIVITIES

Increase(Decrease) in net assets resulting from operations	774,032	1,090,446
Items not involving cash		
. Depreciation and amortisation expense	4,890,454	4,823,610
. Employee provisions	84,439	60,655
	5,748,925	5,974,711
Revenues provided by government		
. Government grants	(2,627,315)	(2,429,385)
Investing activity		
Net (profit)loss on disposal of assets	95,942	109,198

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

	30.06.2003 (\$)	30.06.2002 (\$)
25 RECONCILIATION OF INCREASE IN NET ASSETS RESULTING FROM OPERATIONS TO NET CASH INFLOW FROM OPERATING ACTIVITIES (CONT'D)		
Change in operating assets and liabilities		
. (Increase) decrease in receivables	184,057	173,338
. (Increase) decrease in inventories	(3,800)	423
. (Increase) decrease in investments	0	(488,488)
. (Increase) decrease in prepaid expenses	48,197	131,566
. (Increase) decrease in accrued revenue	(85,993)	14,441
. Increase (decrease) in creditors	206,422	107,691
. Increase (decrease) in prepaid revenue	12,416	1,177
	361,299	(59,852)
Net cash inflow from operating activities	3,578,851	3,594,672

The Council has no formal credit standby arrangements or unused loan facilities.

26 SIGNIFICANT BUSINESS ACTIVITIES

The operating capital and competitive neutrality costs in respect of the Council's significant business activities are:

	ROADS, STREETS AND BRIDGES \$		SEWERAGE \$		WATER \$	
	2003	2002	2003	2002	2003	2002
Revenue						
Rates	1,681,083	1,737,095	1,515,574	1,487,334	1,946,160	1,891,414
Other	1,972,930	1,668,722	1,028,519	887,059	875,316	1,418,366
Total Revenue	3,654,013	3,405,817	2,544,093	2,374,393	2,821,476	3,309,780
Expenses						
<i>Direct</i>						
Employee Costs	690,802	606,850	536,915	480,445	187,850	192,757
Materials and Contracts	775,835	670,591	515,940	476,924	2,205,545	2,104,931
Interest	106	1,227	106,145	148,825	8,794	13,721
<i>Indirect</i>						
Engineering and Administration	147,711	111,190	253,813	282,112	209,625	212,861
Total Expenses	1,614,454	1,389,858	1,412,813	1,388,306	2,611,814	2,524,270
Capital Costs						
Depreciation	2,768,490	2,760,740	457,586	440,286	210,059	208,062
Opportunity Cost of Capital	7,946,046	8,018,919	1,802,081	1,638,870	1,817,303	1,813,888
Total Capital Costs	10,714,536	10,779,659	2,259,667	2,079,156	2,027,362	2,021,950
Competitive Neutrality Costs	45,897	40,460	218,871	226,844	7,759	26,621

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

30.06.2003
(\$)

30.06.2002
(\$)

27 INTEREST RATE RISK

The Council's exposure to interest rate risk, repricing maturities and the effective interest rates on financial instruments at balance date are:

	*WAEIR		FLOATING INTEREST RATE \$	1 YEAR OR LESS \$	1 TO 5 YEARS \$	OVER 5 YEARS \$	NON INTEREST BEARING \$	TOTAL \$
	2003	2002						
Assets								
Cash			219,519					219,519
Investments	5.08%	4.86%		7,016,712				7,016,712
Receivables								
. Rates and charges							175,923	175,923
. Other (include. advances)							1,527,787	1,527,787
Revenue accrual							174,060	174,060
Total Financial Assets 2003			219,519	7,016,712			1,877,770	9,114,001
Total Financial Assets 2002			(128,817)	8,296,127			1,975,834	10,143,144
Liabilities								
Creditors								
. Employee costs							20,066	20,066
. Materials and contract							788,014	788,014
. Capital expenditure							130,817	130,817
Provisions						585,784	1,198,645	1,784,429
Prepaid revenue/deposits							170,246	170,246
Borrowings	5.99%	6.85%		612,008	1,412,434	257,103		2,281,545
Total Financial Liabilities 2003				612,008	1,412,434	842,887	2,307,788	5,175,117
Total Financial Liabilities 2002				1,088,480	1,722,093	973,076	1,931,090	5,714,739
Net Financial Assets (Liabilities) 2003			219,519	6,404,704	(1,412,434)	(842,887)	(430,018)	3,938,884
Net Financial Assets (Liabilities) 2002			(128,817)	7,207,647	(1,722,093)	(973,076)	44,744	4,428,405

*WAEIR - Weighted Average Effective Interest Rate

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

30.06.2003
(\$)

30.06.2002
(\$)

28 RELATED PARTY DISCLOSURE

Allowances and reimbursements

Councillors allowances and reimbursements	168,409	144,482
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Register of Interest

Interests of Councillors notified to the General Manager in respect of any body or organisation with which the Council has major financial dealings are detailed below.

Councillor

Interest

Cr R. Cooper	No interest declared
Cr M. Downie	No interest declared
Cr D. Dry	No interest declared
Cr J. Edwards	No interest declared
Cr K. Haines	No interest declared
Cr J. Deacon	No interest declared
Cr T. McKenna	No interest declared
Cr B. Robertson	No interest declared
Cr J. Smith	No interest declared
Cr B. Marshall	No interest declared
Cr W. Barker	No interest declared
Cr A. Vanderfeen	No interest declared

CENTRAL COAST COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
30 JUNE 2003

The financial report set out on pages 1 to 30 presents fairly the financial position of the Central Coast Council as at 30 June 2003, the results of its operations for the year then ended and the cash flow of the Council, in accordance with Statements of Accounting Concepts and applicable Australian Accounting Standards.

Alf Mott
General Manager

4 August 2003



INDEPENDENT AUDIT REPORT

To the Councillors of the Central Coast Council

Scope

I have audited the financial report of the Central Coast Council comprising Statements of Financial Performance, Financial Position, Changes in Equity and Cash Flows and notes thereto, for the year ended 30 June 2003. The General Manager of the Central Coast Council is responsible for the financial report. I have conducted an independent audit of the financial report in order to express an opinion on it to the Councillors.

The audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements in Australia so as to present a view which is consistent with my understanding of the financial position of the Central Coast Council, the results of its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In my opinion the financial report presents fairly in accordance with the *Local Government Act 1993*, applicable Accounting Standards and other mandatory professional reporting requirements in Australia, the financial position of the Central Coast Council at 30 June 2003, and the results of its operations and its cash flows for the year then ended.

D W R Baulch
DEPUTY AUDITOR-GENERAL

Delegate of the Auditor-General

28 August 2003
HOBART

CENTRAL COAST COUNCIL

State of Environmental and Public Health Report

For the period 1 July 2002 to 30 June 2003

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Introduction

The corporate structure and principal functional activities of the Council are detailed in the Annual Report for the year ended 30 June 2003 pursuant to Section 72 of the Local Government Act 1993.

The Council's Environmental Services Division is a multi-disciplinary unit comprising asset management (building maintenance), building control, environmental health, and environmental management.

This report is intended to provide a detailed summary of the Council's activities and performance in the disciplines of environmental health and environmental management.

Although the disciplines of environmental health and environmental management are interrelated, the functional activities of these disciplines have been separated for organisational purposes.

This enables each officer responsible for these activities to focus on their dedicated area of responsibility.

To ensure the disciplines are integrated, an 'Environmental Health and Environmental Management Plan' has been developed, and is implemented by way of an 'Annual Program'.

This Plan identifies the different roles of environmental health and environmental management and the goals, objectives and activities for each of the identified functional activities.

Most work in these areas is categorised as:

- reactive (i.e. work that results from enquiries, complaints, applications and the like); and
- programmable (i.e. recurring work that can be identified in advance, such as food premises audits or water sampling); and
- administrative (e.g. report writing, data entry and the like).

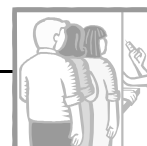
The 'Annual Program' is designed to ensure that programmable and administrative work identified in the 'Environmental Health and Environmental Management Plan' is completed over the full 12 month reporting period.

Approximately 70% of environmental health work and 60% of environmental management work falls into the programmable and administrative categories.

This allows 30% and 40% of available time (respectively) to be allocated to the reactive components of these activities.

This report has been prepared by the Environmental Health Officer (Mr Chris Wicks), the Environmental Officer (Mr Michael Stretton) and the Environmental Services Manager (Mr Jeff McNamara).

Immunisation



Target:

To implement an immunisation program for the municipal area.

Desired outcome:

To provide each person in the municipal area an opportunity to attain vaccination status consistent with the recommendations of the National Health and Medical Research Council, and to maintain records of all vaccinations given at Council clinics.

Strategy:

- Provide annual immunisation clinics for schools;
- Provide monthly immunisation clinics at a convenient centre; and
- Provide the Australian Childhood Immunisation Register with timely reports of all vaccinations of children born from 1998 onwards.

Performance:

The Council operated school clinics for School Entry Booster (Diphtheria/Tetanus/aPertussis, Measles/Mumps/Rubella, and Poliomyelitis), Year 6 (Hepatitis B) vaccinations, and Year 10 ADT (Diphtheria/ Tetanus). From 1 January 2003 Meningococcal C (conjugate) has been added to the National Immunisation Program with the target group being those aged from 1 to 19 years. Commonwealth funding has been made available to the Council and school-based clinics offering this vaccine free of charge have commenced.

The Council also operates clinics on the third Wednesday of every month in Ulverstone and the last Tuesday of every month (except December) in Penguin.

During the previous financial year a total of 12 reports were sent to the Australian Childhood Immunisation Register. The reports included all vaccinations given at Council clinics to children born from 1998 onwards.

The number of vaccinations administered and the location of clinics are shown in Table 1.

Table 1: Immunisation clinics

Monthly Clinics

LOCATION	TYPE OF VACCINATION								
	DTPa	MMR	SABIN	Meningococcal C	Comvax	ADT	HEP A	HEP B	Hep A/B
Ulverstone	38	12	23	46	22	13	6	23	14
Penguin	20	5	16	24	12	3	7	7	3
<i>Total for Monthly Clinics</i>	58	17	39	70	34	16	13	30	17

School Clinics

SCHOOL	TYPE OF VACCINATION					
	DTPa	MMR	Sabin	Meningococcal C	ADT	Hep B (adult dose)
East Ulverstone Primary	2	2	2	14	-	49
Forth Primary	6	6	6	18	-	31
Leighland Christian	1	1	1	79	26	42
North West Christian	1	1	1	10	14	9
Penguin Primary	10	10	10	28	-	89
Riana Primary	1	1	1	8	-	41
Sacred Heart Primary	1	1	1	14	-	57
Sprent Primary	2	2	2	8	-	23
Ulverstone Primary	14	14	14	38	-	98
West Ulverstone Primary	6	6	6	36	-	42
Ulverstone High	-	-	-	94	138	-
Penguin High	-	-	-	63	60	-
<i>Total for School Clinics</i>	44	44	44	410	238	481

During the 2002/2003 financial year the total number of vaccinations administered was 1555.

Infectious diseases



■ Notification of notifiable diseases

Target:

Investigate all notified cases of infectious diseases.

Desired outcome:

That the Department of Health and Human Services receive necessary information relating to cases of notifiable diseases in a timely manner.

Strategy:

To respond to notifications of notifiable diseases by conducting investigations, taking samples as required and reporting to the Director of Public Health in a timely manner.

Performance:

The number of notifiable diseases reported and investigated is shown in Table 2.

Table 2: Notifiable diseases

Diseases	No. Reported	No. Investigated
Salmonella	4	2
Campylobacter	14	13
Cryptosporidiosis	3	3

EXPLANATORY COMMENT – Three cases were not investigated. Of these three cases, one was a case of Campylobacter that was not investigated because the patient's doctor requested that the patient not be contacted. The two remaining cases included one case of Salmonella and one case of presumed Salmonella. Both cases were not investigated because they were included in a case control study being undertaken by the Department of Health and Human Services and were investigated by that department.

■ Public Health Risk Activities (skin penetration premises)

Target:

- To register all skin penetration premises within the municipal area in order to ensure that those premises comply with relevant guidelines;
- To licence all persons who carry out the public health risk activity of skin penetration including acupuncture; and
- To assess the operation of those premises and the carrying out of those activities for compliance with the relevant guidelines.

Desired outcome:

That there are adequate systems in place to prevent the risk of cross contamination in premises used for skin penetration.

Strategy:

- To ensure that all skin penetration premises are registered;
- To ensure that all persons who carry out the public health risk activity of skin penetration including acupuncture are licensed; and
- To conduct biannual audits of the operational procedures of all registered skin penetration premises.

Performance:

There were five skin penetration premises registered in the reporting period and five people were licensed to carry out the public health activity of skin penetration. One person was licensed to carry out acupuncture.

■ Regulated systems for air (cooling towers)

Target:

Compliance with statutory requirements. Conduct biannual audits of all registrable cooling towers and record details.

Desired outcome:

To minimise the risk to human health from regulated systems by ensuring that those systems are operated and maintained in accordance with relevant guidelines and standards.

Strategy:

- Conduct audits of serviceable cooling towers every six months;
- To maintain up to date records of those cooling towers including:
 - their location;
 - type of cooling system;
 - details of their annual operation;
 - persons responsible for their operation and maintenance; and
 - contact name of person responsible for the facility; and
- To provide a copy of those records to the Department of Health and Human Services in a timely manner.

Performance:

There are two cooling tower operators in the municipal area. Simplot Australia, who operates a total of eight cooling towers and Botanical Resources Australia, who operate two cooling towers.

During the 2002/2003 financial year no cases of Legionella were reported.

The general standard of cooling towers:

According to both Botanical Resources Australia and Simplot Australia all cooling towers operated by them are maintained in accordance with *AS/NZS 3666 (Set) Air-handling and water systems of buildings - Microbial control* standards.

■ **Mosquito vector control**

Target:

To monitor mosquito vector presence at a specific location within the municipal area.

Strategy:

To monitor mosquito larvae presence on a weekly basis at a specific location during the period October through to, and including, April each year.

Performance:

Monitoring was carried out according to the program for that period.

Discussion:

Following an analysis of monitoring results, which revealed a consistent absence of larvae ponding, the monitoring strategy for mosquito larvae presence will continue at a monthly frequency.

Monitoring will occur during the period October through to, and including April, each year.

Food surveillance



■ Registered Food Premises

Target:

- Compliance with statutory requirements, conduct risk based assessments and audits of all food premises.
- Conduct food sampling in accordance with the requirements of the Department of Health and Human Services.

Desired outcome:

Food that is safe for human consumption.

Strategy:

Conduct food premises audits at a frequency determined by risk assessment and respond to complaints and take corrective action where necessary.

Commentary:

Food surveillance includes both proactive and reactive work.

Proactive work includes food premises audits and onsite/offsite food handler education. Reactive work includes responding to food complaints by investigations and corrective action where necessary.

The audit frequency is determined by a priority (risk) classification assessment in accordance with Department of Health and Human Services' discussion paper on 'Requirements for Local Government Food Premises Audits' (1 August 1996). The aim of these audits is to identify risks to the safety of food from handling and operator proficiency and to detect and regulate any statutory non-compliance.

Food premises are categorised and subjected to a risk assessment. The risk is determined by the potential hazards arising from:

- the type of food;
- the method of processing;
- the number of consumers at risk; and
- confidence in the operation.

The frequency of food premises audits varies from once a year to once a month depending on the risk assessment, category and classification.

Performance:

During the 2002/2003 financial year there were 115 registered food premises within the municipal area. All were successfully audited in accordance with the abovementioned frequency during that period of operation.

The general standard of the food premises:

Satisfactory compliance was achieved by 111 premises. The remaining four required follow-up visits.

The general standard of the food hygiene:

Consistent with the food premises compliance rate, 111 premises demonstrated satisfactory food hygiene practices. Of the remaining four premises that required follow-up visits during the registration period, the operators of three premises required continual monitoring and encouragement. One of those premises has since closed and the operator of another has left the business.

Food sampling:

Food sampling was conducted in accordance with the Department of Health and Human Services Food Sampling Program.

The program included sampling for the following:

- *Potatoes* - Typical analysis: Metals
Results of analysis indicated that the samples comply with the Australian Food Standards Code 1997. The results also contribute to data on metals in potatoes in Tasmania.
- *Minced beef* - Typical analysis: Preservative (Sulphur Dioxide) and fat content
Results of analysis indicated that one sample from five taken did not comply with the ANZFA Food Standards Code 1997, C1 Chopped Meat recommended guidelines for Sulphur Dioxide. The operator was informed of the analysis results and was advised that any future sample analysis failure would result in an on the spot fine.
- *Packaged water* - Typical analysis: Metals in water and dissolved nutrients
Results of the analyses contribute to data that is used to monitor the quality of packaged water.

Table 3 is a list of the type and number of food premises registered.

Table 3: Food premises

Type of Premises	No.
Take-away food store	47
Eating-house	39
Bake-house	7
Meat premises	5
Combine facility	3
Institution	8
Mobile food van	4
Food shop	2
Total	115

■ Temporary food premises

Target:

Conduct risk based assessments and audits of all temporary food premises.

Desired outcome:

Food that is safe for human consumption.

Strategy:

Conduct food premises audits at a frequency determined by risk assessment and respond to complaints and take corrective action where necessary.

Commentary:

Temporary food premises include transient food vans and other food vans and food stalls normally associated with markets and infrequent outdoor events.

Performance:

Four temporary food premises were audited in the reporting period and all were found to satisfactorily comply with the relevant guidelines.

Water quality



■ Treated drinking water

Target:

Maintain an appropriate potable standard of treated drinking water supply to consumers consistent with the requirements of the Australian Drinking Water Guidelines.

Strategy:

To monitor the quality of drinking water in the Council's reticulation system on a regular basis sufficient to indicate the quality of the water.

Commentary:

Cradle Coast Water supplies treated drinking water to the Council's reticulated area. The Authority is responsible for the treatment of that water. Under the Public Health Act, 1997, Guidelines for Water Quality, the Council is required to monitor that water in accordance with the Australian Drinking Water Guidelines.

In accordance with the recommendations of the Guidelines the Council monitors the reticulated water on a weekly basis. Analysis is carried out by a laboratory accredited by the National Association of Testing Authorities.

Where a drinking water sample analysis reveals that a sample does not meet the requirements of the Guidelines the testing laboratory is required to notify the Director of Public Health within one working day. The council sampling the water must take a second sample and submit that for analysis and, depending on the results of that analysis, a course of action is decided.

Table 4 is a list of the sites where drinking water samples are taken.

Table 4: Drinking water sites monitored

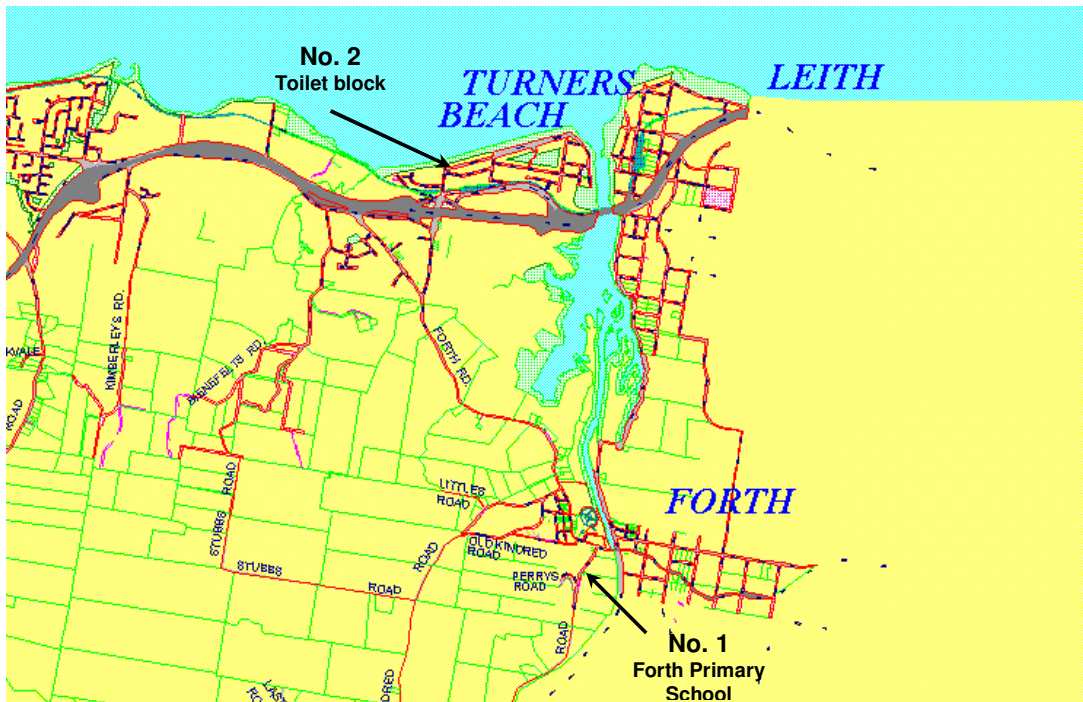
Site	Site No.	Map No..
Forth Primary School, Wilmot Road, Forth	1	2
Public Toilets, Esplanade, Turners Beach	2	2
Ulverstone Swimming Pool, Leighlands Avenue, Ulverstone	3	1
CCC Admin Centre, 19 King Edward Street, Ulverstone	4	1
Ulverstone Recreation Centre, Flora Street, Ulverstone	5	1
Olivers Road Reservoir, Upper Maud Street, Ulverstone	6	1
Reservoir, Upper Maud Street, Ulverstone	7	1
Heazlewoods Hill Reservoir, Trevor Street, Ulverstone	8	1
Fire Station, River Avenue, Heybridge	9	3
Penguin Surf Club, Bass Highway, Preservation Bay	10	3
18 Ashwater Crescent, Penguin	11	3
Offices, 19 Ironcliffe Road, Penguin	12	3
North West Christian School, Ling Street, Penguin	13	3

Maps 1 to 3 illustrate where treated drinking water quality monitoring takes place within the Central Coast municipal area.

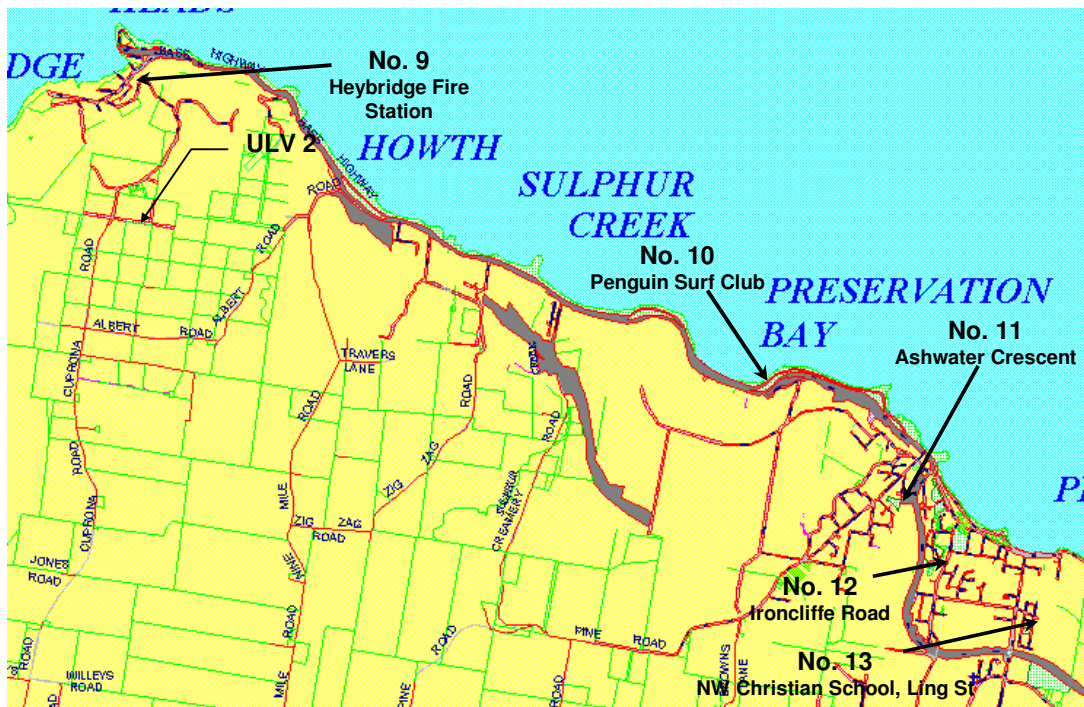
Map 1: Ulverstone



Map 2: Turners Beach



Map 3: Penguin



Performance:

Table 5 shows results of water sampling at each site.

During the reporting period analyses of routine samples detected low levels of microbiological contamination in a specific area of the reticulation system. These positive analyses results represented minor departures from the minimum requirements of the Australian Drinking Water Guidelines. Subsequent resampling confirmed these results and a Boil Water notice was issued to affected residents. Concurrently, remedial action was undertaken by the Council, following which the Boil Water notice was removed and residents notified.

While the test results indicate reasonable compliance with the prescribed standards and procedures for treated drinking water for those parameters tested, it is beyond the financial resources of the Council to test for the full range of organic and inorganic chemical parameters listed in the source reference.

Table 5: Drinking water sample results

SITE	PARAMETERS						
	RESERVOIR	No. of Samples * (Standard = 52/year)	Median Total Coliforms/ 100 mL * (Standard = 95% <1/100 mL)	Av.	Median Faecal and E. Coli/100 mL * (Standard = 98% <1/100 mL)	Av.	Median Free Chlorine (mg/L) (Standard = presence)
Forth Primary School, Wilmot Rd, Forth	Turners Beach	41	<1	<1	<1	.8	0.11
Public toilets, Esplanade, Turners Beach	Turners Beach	41	<1	4.8	<1	<1	.03
Swimming Pool, Leighlands Ave, Ulverstone	Kimberleys Rd	40	<1	.325	<1	<1	0
CCC Admin. Centre, King Edward St, Ulverstone	Hearps Rd, Amy St, Von Bibras Rd, Kimberleys Rd	41	<1	1.1	<1	<1	.005
Recreation Centre, Flora St, Ulverstone	(As above)	40	<1	8.52	<1	.05	.015
Upper Maud St, Ulverstone	Olivers Road	41	<1	1.13	<1	<1	.02
Reservoir, Upper Maud St, Ulverstone	Upper Maud Street	41	<1	1.17	<1	<1	.005
Trevor St, Ulverstone	Heazlewoods Hill	43	2	4.17	<1	.09	.06
Fire Station, River Ave, Heybridge	Heybridge	43	1	3.41	<1	.02	.05
Surf Club, Bass Highway, Preservation Bay	Murfetts	41	1	10	<1	<1	.03
18 Ashwater Cr, Penguin	Browns Lane	43	1	2.23	<1	<1	.02
Offices 19 Ironcliffe Rd, Penguin	Mission Hill	41	<1	.39	<1	<1	.085
NW Christian School, Ling St, Penguin	Spur Hill	46	2	7.8	<1	.4	.02
Total		542/year					

* Source: National Health and Medical Research Council & Agricultural and Resource Management Council of Australia and New Zealand (1996), *Australian Drinking Water Guidelines*.

■ Recreational and environmental water quality

Target:

To monitor water bodies throughout the Central Coast municipal area in order to make informed decisions regarding the appropriate use of those water bodies.

Desired outcome:

Water bodies that are safe for their respective uses.

Strategy:

- Carry out monitoring of recreational waters;
- Carry out environmental, groundwater and other water sampling on a risk assessment basis; and
- Provide advice to the community on water quality issues.

The sampling program:

Recreational waters -

Recreational Use of Waterbodies – See Table 6
Type of Sampling Conducted – faecal coliforms/100mL
Sampling Frequency – monthly (October to April)
Locations – See attached maps 4-6

Recreational water bodies are sampled during the main bathing season. Analysis of samples are undertaken in-house at the Council's own laboratory. For quality control purposes every three months two sets of samples are taken and one is couriered to a NATA registered laboratory for comparison and confirmation with the Council's results.

The results are compared with the appropriate standard in the Australian and New Zealand Guidelines for Fresh and Marine Water Quality (2000). If a recreational water body is found to continually exceed the guidelines, signs are placed to advise the public not to swim in that location.

Table 6 is a list of the sites where samples are taken and the type of water-related recreation that occurs at each site.

Table 6: Recreational sites monitored and uses

Site	Site no.	Recreational purpose
Blythe River - mouth	PEN 1	fishing, boating
Preservation Bay - Surf Club	PEN 2	swimming, surfing
Johnsons Beach - caravan park	PEN 3	swimming
Main Beach - Penguin	PEN 4	swimming, surfing
Lobster Creek Reserve	ULV 1	swimming, water sports
West Beach - opposite shop	ULV 2	swimming
Picnic Point Beach	ULV 3	swimming
Tobruk Park	ULV 4	skiing, fishing
Main Beach - Surf Club	ULV 5	swimming, surfing
Buttons Creek - mouth	ULV 6	historically this site was used for swimming
Victoria Park - Gunns Plains	ULV 7	swimming, fishing
West Turners Beach	ULV 8	swimming
Gables Park - Turners Beach	ULV 9	boating, swimming
Canoe Course - Forth River	ULV 10	kayaking, rafting, swimming

Environmental waters -

General Use of Waterbodies – See Table 7
Type of Sampling Conducted – faecal coliforms/100mL
Sampling Frequency – as required
Locations – See attached maps 4-6

Monitoring of waterways for environmental purposes is undertaken where it is suspected an indirect pollution source (i.e. septic tanks, livestock, etc) has the potential to impact on a waterway. This information is used to identify problem areas and as a tool for decision-making.

Other creeks and rivulets are generally sampled only when the quality of that water is compromised, for example after a sewage spill. Samples are taken both upstream and downstream of the pollutant source to determine the level of bacteriological contamination.

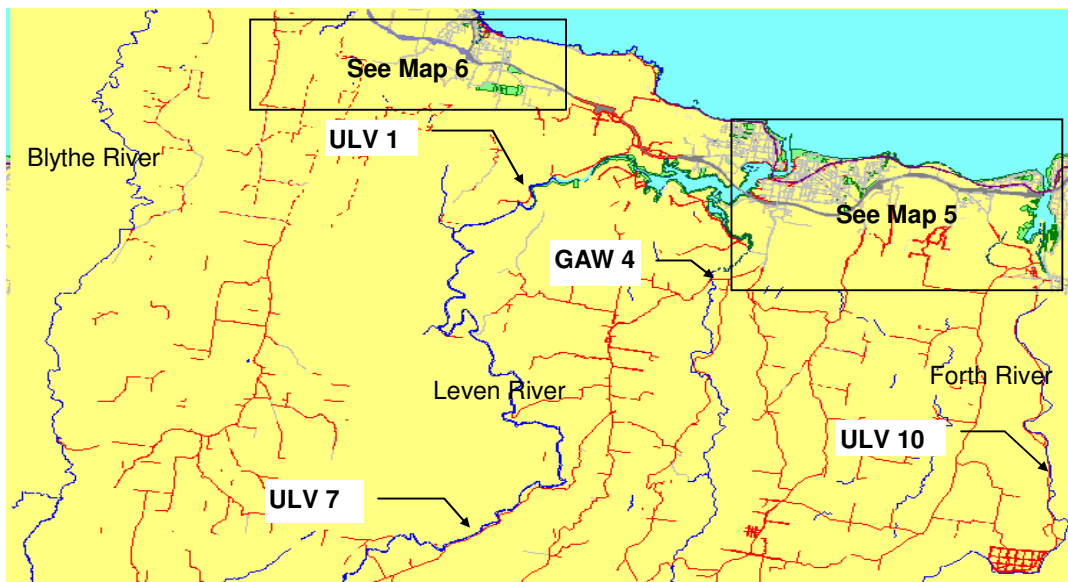
Results from environmental water sites are also compared against the relevant guidelines in the Australian and New Zealand Guidelines for Fresh and Marine Water Quality (2000). Table 7 is a list of the most frequently monitored environmental waters.

Table 7: Environmental sites monitored

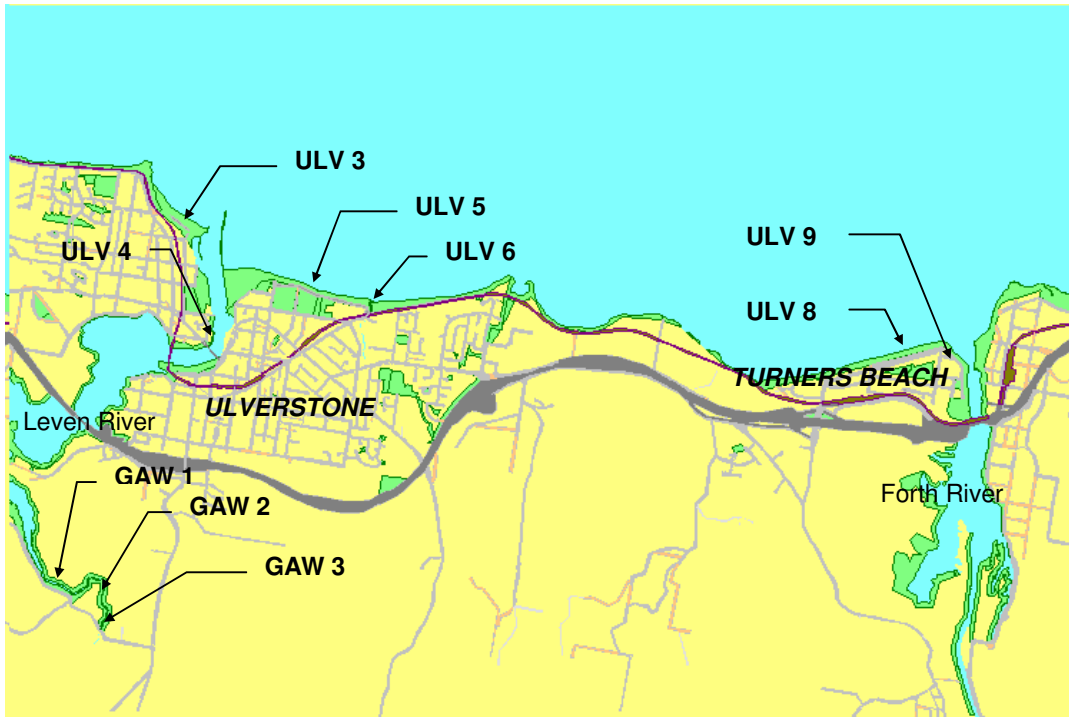
Site	Site no.	Reason for sampling
Myrtle Creek - Dial Road, Penguin	PEN 5	environmental, large number of septic tanks in area
Hiscutt Park, Penguin	PEN 6	environmental, aesthetics
Gawler River - estuary	GAW 1	environmental, large number of septic tanks in area
West Gawler bridge	GAW 2	environmental, large number of septic tanks in area
Seepage drain - West Gawler	GAW 3	environmental, large number of septic tanks in area
Gawler River - Preston Road	GAW 4	environmental, large number of septic tanks in area

Maps 4 to 6 illustrate where recreational and environmental water quality monitoring takes place within the Central Coast municipal area.

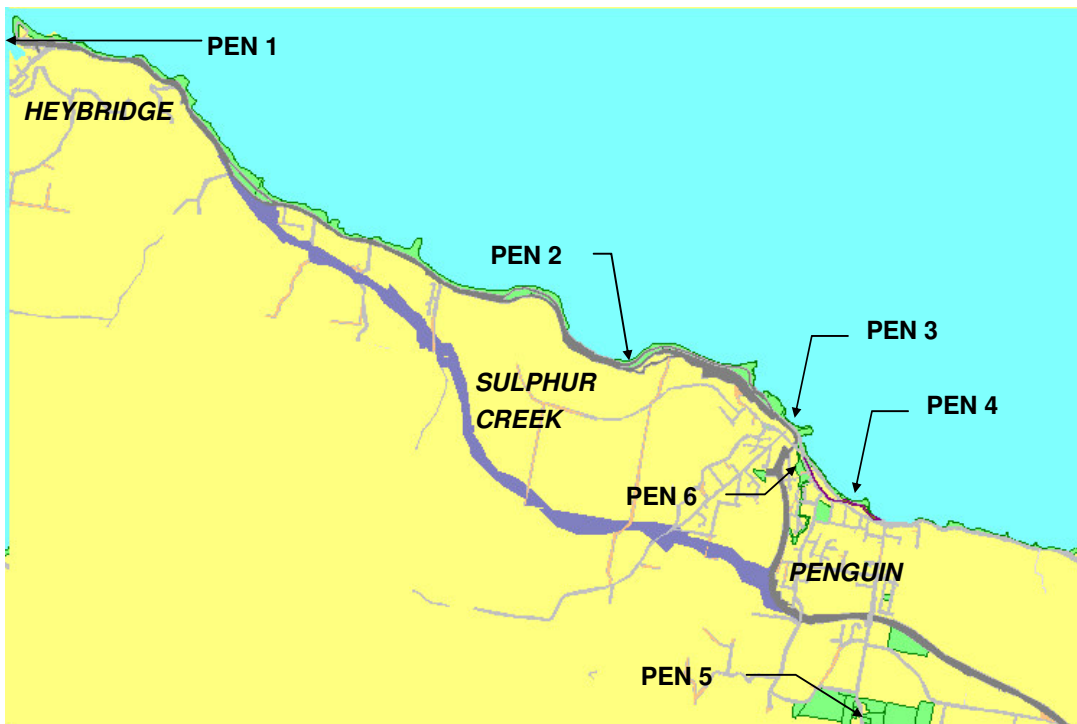
Map 4: Central Coast municipal area



Map 5: Ulverstone Insert



Map 6: Penguin Insert



Performance:

Table 8 is a summary of the recreational water quality monitoring results for the period ending 30 June 2003:

Table 8: Summary of Recreational Water Quality Results for 2002/2003

SITE		PARAMETERS	
		No. of samples taken in bathing season *(Standard = 30 samples per site)	Median Faecal and E.Coli/100mL *(Standard < 150/100mL)
Blythe River - mouth	PEN 1	6	4.5
Preservation Bay - Surf club	PEN 2	6	1.5
Johnsons Beach - Caravan park	PEN 3	6	8.5
Main Beach - Penguin	PEN 4	6	6
Lobster Creek Reserve	ULV 1	6	94
West Beach - opposite shop	ULV 2	6	4.5
Picnic Point Beach	ULV 3	6	29
Tobruk Park	ULV 4	6	11
Main Beach -Surf club	ULV 5	6	4
Buttons Creek - mouth	ULV 6	6	430
Victoria Park - Gunns Plains	ULV 7	6	112.5
West Turners Beach	ULV 8	6	1.5
Gables Park Turners Beach	ULV 9	6	12.5
Canoe Course - Forth River	ULV 10	5	103

* Source: Australian and New Zealand Environment and Conservation Council (1992), *Australian Water Quality Guidelines for Fresh and Marine Waters*, Canberra.

EXPLANATORY COMMENT - Sampling frequency is less than the prescribed standard. This is due to limited resources. In any case, the levels of bacterial contamination at all recreational sites except the Buttons Creek swimming hole at Buttons Beach (Ulverstone) meet the prescribed standards. Warning signs advising against recreational use have been erected at this site. The bacteria listed are the only parameters* tested for due to limited financial resources. However, it would be reasonable to use these as indicator organisms in deciding the suitability of these waters for recreational use.

* Protozoans, pH, Temperature, Plant nutrients, Flows, Dangerous objects, Clarity, Toxicity, Aesthetics, Biologically harmful organisms are not monitored.

Table 9 is a summary of the environmental water quality monitoring results for the period ending 30 June 2003:

Table 9: Summary of Environmental Water Quality Results for 2002/2003

SITE		PARAMETERS	
		No. of samples taken	Median Faecal Coliforms/100mL
Myrtle Creek - Dial Road, Penguin	PEN 5	5	360
Hiscutt Park, Penguin	PEN 6	5	400
Gawler River - estuary	GAW 1	1	380
West Gawler bridge	GAW 2	1	280
Seepage Drain - West Gawler	GAW 3	1	Too numerous to count
Gawler River - Preston Road	GAW 4	1	142

EXPLANATORY COMMENT - The parameters tested for are considered reasonable as indicator organisms in deciding the suitability of these waters for their particular uses.

Discussion:

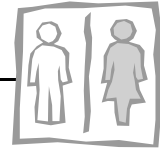
In recreational waters used for primary contact, the Australian and New Zealand Guidelines for Fresh and Marine Water Quality (2000) recommend that the median bacterial content taken over the bathing season should not exceed 150 faecal coliforms/100mL.

All sampling sites in the Central Coast municipal area complied with the recreational water quality guidelines with the exception of Buttons Creek, which has two permanently positioned 'No Swimming' signs.

The cause of the high microbiological counts in Buttons Creek may be attributed to the extensive urban and agricultural land use in the catchment.

Water bodies monitored for uses other than recreation are subject to varying guidelines that are selected in accordance with the most sensitive use of that water body. All sampling sites listed above generally comply with the guideline values given for their respective uses. It is recognised that for statistical purposes a more regular sampling regime is required but this is beyond the resources currently available to the Council.

Public conveniences



Target:

Provide and maintain sufficient clean public conveniences within the municipal area.

Desired outcome:

That there are adequate systems employed to ensure that public conveniences are maintained to a standard which provides reasonable precautions against the spread of disease.

Strategy:

To conduct biannual visits of all public conveniences and to report any maintenance/service requirements to Council maintenance staff.

Performance:

There are 37 public conveniences within the municipal area. All were visited during the 2002/2003 financial year and all were found to be of a satisfactory standard.

Solid waste management



Target:

To ensure that solid waste is collected in a safe, efficient, and environmentally sound manner and disposed of to an appropriate and secure facility or waste service provider.

Desired outcome:

The effective and safe management of wastes.

Strategy:

- Conduct a six monthly assessment of municipal refuse disposal sites (RDSs) and transfer stations and conduct water monitoring at sites where there is potential for leachate to contaminate water supplies; and
- Arrange timely collection and disposal of the Council's hazardous wastes.

Commentary:

Municipal RDSs and transfer stations are assessed in accordance with the draft Tasmanian Landfill Code of Practice (1996) and Guidelines for the Establishment and Management of Waste Transfer Stations (1996). Following these assessments a report outlining the main issues at each site is prepared for the operator, the Council's Engineering Services Division.

Water monitoring is conducted at the Penguin, Preston and South Riana RDSs in accordance with the Department of Primary Industries, Water and Environment (DPIWE) requirements. Water samples are analysed at a NATA registered laboratory for parameters typically associated with leachate.

The Council's hazardous wastes are centralised and collected when required by licensed operators for treatment and/or disposal.

Performance:

Refuse disposal sites and transfer stations -

The Council's RDSs and two transfer stations were each assessed once or twice during the 2002/2003 financial year. Generally, the sites were well managed during the period. Accumulation of green waste and scrap metal is an ongoing issue due to the limited availability of contractors to mulch/collect these products. Use of smaller piles of composting green waste will be investigated in the coming year to aid in fire outbreaks caused by self-combustion of this material.

Hazardous waste disposal -

Hazardous chemicals from Council operation are collected about every six months. The Council did not require a collection of hazardous chemicals during the reporting period.

Water monitoring -

Water sampling was conducted in October 2002 at the Preston Refuse Disposal Site. These results are shown in Table 10.

Table 10: Preston Refuse Disposal Site – Water monitoring results

PRESTON REFUSE DISPOSAL SITE - WATER MONITORING PROGRAM					
Parameter (mg/L unless otherwise specified)	* Standard	Lake Insandula at Isandula Road bridge (mean)	Western surface run-off pond (mean)	Eastern surface run-off pond (mean)	West Gawler River at Closes Road bridge (mean)
pH	6.5 – 7.5	6.9	-	3.9	6.5
Conductivity	30-350	82	-	150	77
Ammonia	-	<0.100	-	<0.100	<0.100
Nitrate	0.7	0.382	-	<0.0200	0.453
Grease and oil	10	<10	-	<10	<10
COD	-	<50	-	60	<50
E.coli/100ml	200	108	-	<4	<4
Coliforms/100ml	-	330	-	760	520
Faecal Streptococcus/100ml	-	12	-	<4	<4
Iron (Fe) - Total	0.002	0.413	-	0.467	0.478
Copper (Cu) - Total	0.0014	0.0060	-	0.0030	<.0010
Zinc (Zn) - Total	0.008	0.002	-	0.010	.0002
Manganese (Mn) - Total	1.9	0.027	-	0.017	0.041
Lead (Pb) Total	0.0034	<0.005	-	<0.005	<0.005

* Australian and New Zealand Environment and Conservation Council (2000), *Australian and New Zealand Guidelines for Fresh and Marine Water Quality*, Canberra (Trigger value for 95% protection of freshwater aquatic ecosystems)

Table 11 shows results of the water monitoring program at the Penguin and South Riana RDSs for the period ending 30 June 2003.

Table 11: Penguin and South Riana RDSs – Water monitoring results

PENGUIN AND SOUTH RIANA REFUSE DISPOSAL SITES - WATER MONITORING PROGRAM						
Parameter (mg/L unless otherwise specified)	* Standard	Penguin				South Riana
		Stream above Landfill (mean)	900 mm – Leachate Pipe (mean)	200 mm – Stream Pipe (mean)	Stream below Landfill (mean)	Sediment Pond (mean)
pH	6.5 – 7.5	4.1	6.7	-	6.8	6.6
Conductivity	30-350	160	770	-	820	165
TDS	-	72	365	-	386	92
Total Suspended Solids	-	<1	2	-	4	5
Colour Apparent (CU)	-					400
Alkalinity (as CaCO ₃)	-	<1	211	-	222	43
Hardness (mg CaCO ₃ /L)	-					
Total Nitrogen	0.48	0.464	23.1	-	22.6	0.825
Ammonia	0.9	0.014	21.5	-	20.9	0.0465
Nitrate	0.7	0.011	0.233	-	0.355	0.017
Nitrite	-	0.005	0.015	-	0.021	0.006
Total phosphorus	0.013	<0.005	0.047	-	0.025	0.032
Orthophosphate	-	0.003	0.007	-	0.006	-
DOC	-	24	34	-	30	21
COD	-					65

E. coli/100mL	-					<20
Total CN (as CN)	0.007	0.006	<0.005	-	<0.005	-
Total Iron (Fe)	-	1.07	10.4	-	9.69	1.63
Aluminium (Al)	0.055	0.641	0.423	-	0.373	0.559
Copper (Cu)	0.0014	<0.001	0.002	-	0.002	0.001
Zinc (Zn)	0.008	<0.004	<0.028	-	<0.043	0.836
Chromium (Cr)	0.001	0.002	0.005	-	0.005	0.001
Manganese (Mn)	1.9	0.041	0.161	-	0.241	0.315
Nickel (Ni)	0.011	<0.001	0.004	-	0.003	0.012
Lead (Pb)	0.0034	0.028	<0.005	-	<0.005	<0.005
Cadmium (Cd)	0.0002	<0.001	<0.001	-	<0.001	<0.001
Chloride	-	36	100		99	-
Sulphate	-	2	5		5.9	-
Sodium (Na)	-	17.4	43.7	-	43.6	7.35
Potassium (K)	-	0.75	38	-	38.4	5.39
Calcium (Ca)	-	0.69	26.5	-	30.9	11.3
Magnesium (Mg)	-	2.21	11.9		12.8	2.87

* Australian and New Zealand Environment and Conservation Council (2000), *Australian and New Zealand Guidelines for Fresh and Marine Water Quality*, Canberra (Trigger value for 95% protection of freshwater aquatic ecosystems)

Discussion:

There was no feedback or interpretation from DPIWE regarding the above results. However, the guideline values from the Australian and New Zealand Guidelines for Fresh and Marine Water Quality (2000) have been included where available. These guidelines indicate several parameters would impact on freshwater ecosystems.

Wastewater management



Target:

To ensure all wastewater systems are installed and operating in a sustainable manner without compromising health or environment.

Desired outcome

The effective and safe management of wastewater and the safe disposal of sewage sludge.

Strategy:

- Process applications for on-site wastewater disposal in accordance with national and state standards;
- Remediation and monitoring of defective installations;
- Assess wastewater disposal options; and
- Monitor the operation of the Turners Beach, Ulverstone and Penguin Wastewater Treatment Plants (WWTP).

Commentary:

Twelve months following approval and installation of an on-site wastewater management system for a dwelling, a final visit is undertaken to ensure the system is operating correctly. This provides an opportunity to ensure the system is installed correctly and to identify and remediate any problems. An assessment of Aerated Wastewater Treatment Systems (AWTS) takes place every three months by a qualified technician and every six to 12 months by the Council.

Aside from unsewered dwellings, the disposal of dairy shed effluent is another major wastewater issue. The dairy shed effluent program has been operating for over nine years and provides a systematic approach to improving the effluent disposal methods from dairy sheds. Problematic dairies are visited on an annual basis.

The WWTPs are licensed to discharge to ocean or estuarine out-falls. Monitoring is carried out at each plant, out-fall and adjacent beaches to ensure the discharged effluents are within the acceptable limits and guidelines. There are 50 sewage pumps associated with these plants, some of which fail from time to time. An established incident response procedure ensures an effective and appropriate course of action.

Sewage sludge is disposed of in a way that does not pose a threat to public health. Sludge is composted and monitoring is carried out on the compost to determine its suitability for disposal.

Performance:

On-site wastewater disposal -

Twenty-one on-site wastewater disposal systems were approved in 2002/2003. These systems have all been assessed to ensure they remain sustainable into the future and do not adversely impact on the environment.

Dairy sheds -

There are more than 50 dairies in the municipal area, all of which are generally conforming to the provisions of the *Environmental Management and Pollution Control Act 1994* (EMPCA). There continue to be a number of dairies that require further work to ensure their waste management systems are in line with the dairy effluent code of practice and remain sustainable in the long term.

Wastewater treatment plants -

Generally all parameters tested in wastewater discharged from the WWTPs are well below the respective licence requirements (see Table 12). Regular monitoring at municipal beaches, adjacent to ocean out-falls, is used to affirm the adequate dispersal of treated effluent. There were 17 sewage spills during 2002/2003. The Council has committed to the installation of a telemetry system at pump stations where problems occur frequently. This is currently underway.

Table 12: Treated Sewage Outfall Monitoring Program

PARAMETER	ULVERSTONE		TURNERS BEACH		PENGUIN	
	Annual Median	Annual Mean	Annual Median	Annual Mean	Annual Median	Annual Mean
Simplot's Flow kL/24 hr	4625	4249				
Town Flow kL/24 hr	3224	3360	478	480		
Biochemical Oxygen Demand (mg/L) (* Standard = 40)	760	799	24	25	26	70
NFR (mg/L) (*Standard = 60)	270	324	67	62	26	43
Presumptive Coliform Count/100mL - West Picnic Point Beach - East Picnic Point Beach - Main Beach (*Standard = 1000)	80 270 150	409 625 291	655	871		
Presumptive E. Coli/100mL - West Picnic Point Beach - East Picnic Point Beach - Main Beach (*Standard = 1000)	10 40 40	46 239 172	191	655		
Faecal Streptococci/100mL - West Picnic Point Beach - East Picnic Point Beach - Main Beach (*Standard = 1000)	40 140 100	54 347 371	336	15,621		

* Emission Limit Guidelines: Sewage Treatment Plants (2001), Department of Primary Industries, Water and Environment

Composted sewage sludge -

Sewage sludge is composted with sawdust and recycled after a holding period of not less than two years or longer as determined by bacterial counts. The permissible end use of the product is determined by classifying sludge into Stabilisation Grade A or B, in accordance with the standards required by the Department of Primary Industries, Water and Environment, Tasmanian Biosolids Reuse Guidelines 1999.

Table 13: Composted Sewage Sludge Monitoring Program

PARAMETER	ANNUAL MEDIAN
Listeria	Not detected *
Salmonella	Not detected *
Thermotolerant Coliforms	70 **
COUNT	
Enteroviruses (***) pfu/4g)	No analysis carried out due to difficulties in locating a laboratory with this capability
Reovirus (***) pfu/4g)	No analysis carried out due to difficulties in locating a laboratory with this capability
Adenovirus (***) pfu/4g)	No analysis carried out due to difficulties in locating a laboratory with this capability
Helminth ova	No analysis carried out due to difficulties in locating a laboratory with this capability

* Standard = Not detected per 100 grams

** Standard = <100MPN (most probable number) per gram

*** Standard = pfu = plaque forming units. No maximum, standard for these viruses

Public accommodation/housing/ buildings



Goal:

Healthy and safe public accommodation, housing and buildings.

Target:

To ensure public accommodation, housing and buildings have satisfactory facilities that are maintained to a standard that provides reasonable precautions against the transmission of disease and meets fire safety requirements.

Strategy:

To audit all registrable public buildings within the municipal area on an annual basis.

Performance:

During the 2002/2003 financial year there were 18 place of assembly licences issued. Of these, one licence was a temporary place of assembly licence.

Health education and promotion



Target:

Seek opportunities to engage in health education and promotion activities.

Desired outcome

Increased awareness of health related issues among the community and target industry groups.

Strategy:

Provide educational material and training/seminars on health related topics.

Performance:

Information leaflets on a range of topics (such as communicable diseases and environmental nuisances) are distributed as required.

Environmental protection



Target:

To ensure all human activities that have an impact on the environment are within an acceptable range.

Desired outcome

A balanced environment that minimises health threats arising from human activity.

Strategy:

- To conduct regular monitoring and assessment of industrial waste, rural industries and residential waste in order to identify actual or potential environmental threats;
- To advise operators how to comply with environmental requirements and, if necessary, enforce these requirements; and
- To ensure environmental incidents are handled safely and effectively.

Commentary:

Most Level 1 Activities (under EMPCA) and other activities, which have the potential to impact on the environment, are audited annually. Performance is based on current industry standards (codes of practice, guidelines, etc). Where no specific information exists professional judgment is exercised. Quarries, dairy sheds and refuse disposal sites are usually assessed annually with poorly performing operations assessed more frequently. Other industrial activities are assessed on a complaints basis.

Accidents and/or faults, which lead to emissions that impact on the environment, are assessed and dealt with according to their threat to human health and the environment. The Council's Incident Communication Protocol and other specific incident procedures (e.g. sewage spills) ensure an efficient and effective response.

Performance:

Environmentally significant activities -

Dairy sheds - all dairies that were previously identified as having a detrimental effect on the environment were visited. Mutually agreed timetables have been put in place with the operators to remedy problems. Some dairies still require work to the effluent management system.

Quarries - problems identified during an audit are referred to the quarry operators and followed up as necessary in writing or during the next audit. Issues relating to the Council operated quarries are referred to the Council's Engineering Services Division.

Refuse disposal sites and transfer stations - assessments conducted during the year identified some minor issues such as large stockpiles of scrap metal, oil collection practices, weed management and overgrown sampling points. Generally, the sites were well managed during the period.

Other activities - when complaints regarding the environmental performance of a particular activity are received and substantiated, they are investigated. When required, measures are put in place to rectify these problems.

Environmental incidents - Eleven incidents were received, investigated and documented. These included smoke complaints, industrial emissions, domestic noise and a chemical spill. Incidents of a minor nature were not recorded. In each case the individuals responsible were informed of the problem, the consequences of their actions, and how to fix the problem. They are also advised of the financial penalties for continuing to cause environment harm.

One Environment Protection Notice was issued in 2002/2003 to update the conditions on a Level 1 sawmill operation.

Workplace safety



Target:

A safe working environment.

Desired outcome:

- To minimise the risk of workplace injuries.
- That all employees have access to basic first-aid supplies.
- That first-aid training be available to all employees.
- That all employees are made aware of occupational related disease transmission and have access to appropriate vaccination programs.

Strategy:

- To conduct an annual assessment of all first-aid kits and to replenish supplies as required;
- To identify occupational health risks;
- To maintain a record of employment related vaccinations;
- To maintain appropriate vaccination programs for employees; and
- To maintain a record of all first-aid administered incidents.

Performance:

During the 2002/2003 financial year one assessment/replenishment was carried out on all first-aid kits.

Relevant employees were advised of vaccinations due and those vaccinations for Tetanus, Hepatitis A and B were made available to those employees.

Cemeteries and crematoria



■ Single burial grounds

Target:

The correct disposal of human remains.

Strategy:

To assess applications for private cemeteries and to report those applications and assessments to the Director of Public Health.

Performance:

No applications were received for private burial grounds.

Management and administration



Target:

Allocate sufficient resources and support to enable a comprehensive environmental health and environmental management service to the community.

Desired outcome:

Completion of statutory and corporate obligations within these disciplines.

Strategy:

- Maintain an updated Environmental Health and Environmental Management Plan, which in turn forms the basis of an Annual Program of activities;
- Allocation of sufficient budgetary resources to enable the Division to meet its targets;
- Actively engage in ongoing education and professional development to ensure that officers are aware of, and active in, modern and current practices within these disciplines; and
- Develop and maintain a comprehensive technical library of texts, codes of practice and guidelines.

Performance:

Plans, Programs and Reports -

Despite the widely acknowledged shortage of professional and technical officers in local government, some State Government departments continue to use local government as an answer to their own resourcing problems. This is not sustainable.

The additional duties that have resulted from this strategy are beyond our resources. We accept that the community cannot fund more resources.

Of particular concern is the creation of new roles for councils under the suite of proposed Environment Protection Policies. These additional roles have been the subject of much dispute between local government (and its industry body, the LGAT) and DPIWE.

Unless DPIWE ceases to unilaterally create these additional roles without agreement, the conflict between it and the local government sector can only escalate.

For both Environmental Health and Environmental Management, we have developed an 'Environmental Health and Environmental Management Plan', and subsequently an 'Annual Program' for activities based, where possible, on the risk management principles outlined in the 'AS/NZS 4360:1999 - Risk Management' or in accordance with relevant guidelines or codes. These are updated annually and monthly respectively.

We then focus our limited resources on high risk areas.

Financial resources -

The Council's 2002/2003 Operational Plan (Estimates) shows estimated and actual expenditure for the 2001/2002 financial year, as well as estimated expenditure for 2002/2003.

These budget allocations were sufficient to fund the activities accounted for in this report, subject to the limitations mentioned above.

Staff development -

Staff in these functional areas have been active in a number of areas:

- *continuing professional development* - attendance at regional/state meetings, workshops, seminars and training sessions and State and National Conferences provided by the Australian Institute of Environmental Health (AIEH), Local Government Managers Australia, Environmental Institute of Australia & New Zealand, Australian Institute of Company Directors, and the Association of Professional Engineers, Scientists and Managers Australia.
- *professional representation* - Chris Wicks was elected to the position of State Councillor, AIEH (Tasmania Division); Jeff McNamara represented the Council on the Cradle Coast Authority's Waste Management Advisory Group and Water Issues Sub-Committee (of the Natural Resources Management Committee), the Dulverton Regional Waste Management Authority, as well as being a Deputy Member on the Board of Environmental Management and Pollution Control.

Physical resources -

These functional areas are adequately resourced in relation to vehicles and laboratory/scientific/field equipment.

A comprehensive technical library has been developed, and frequent use of Internet sites for codes of practice (e.g. NSW Environmental Protection Agency) and legislation (e.g. the Tasmanian Government's 'The Law' site) are used to supplement this library.

Subscriptions to various technical magazines and professional journals complement other library material.

Maintenance and development of an in-house technical library is a strategy to help overcome the lack of available texts and journals in public libraries in this part of the State.

* * * END * * *

Chris Wicks
ENVIRONMENTAL HEALTH

Michael Stretton
ENVIRONMENTAL OFFICER

Jeff McNamara
ENVIRONMENTAL SERVICES

OFFICER

MANAGER