6. Environmental Health Service – Amendments to Fees and Charges

Ref: 423870385-81
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PURPOSE OF REPORT

The report proposes amendments to the existing Environmental Health Service fee structure.

BACKGROUND

The Council reviews its Fees and Charges Schedule annually to ensure fees remain contemporary, compliant with relevant legislation and reflective of the costs associated with providing services. The Environmental Health Service fees have been reviewed following amendments to legislation, changes to Council service delivery requirements, and the need to improve clarity and consistency in fee descriptions.

The review has identified a number of areas where amendments are required, including:

- Introduction of new fees for services not previously included in the fees and charges.
- Revision of fee descriptions to improve clarity and alignment with legislative terminology.
- Separation of food business registration categories based on employee numbers.
- Introduction of fees relating to prescribed accommodation, aquatic facilities and additional inspections.
- Establishment of transfer, renewal and secondary registration fees where applicable.
- Updating statutory fees prescribed under relevant legislation.

DISCUSSION

The proposed amendments are largely administrative and operational in nature and seek to ensure Council recovers an appropriate proportion of the costs associated with delivering Environmental Health services while maintaining equitable access to regulatory services.

The amendments are grouped into the following service areas:

Onsite Wastewater Management Systems

Several of the statutory fees have been updated to reflect current fee units prescribed under legislation. These include:

- Permit to construct, install or alter an onsite wastewater management system.
- Minor alteration permits.
- Permit transfers and amendments.
- Permit renewals and exemptions.

Council fees relating to permit searches and archived records have also been retained within the schedule.

Food Act Registrations

The Food Act fee structure has been revised to:

- Differentiate registrations based on the size of the business (<10 EFT and >10 EFT employees).
- Clarify the application of fees to both fixed premises and FoodTrader businesses.
- Introduce a reduced fee for second and subsequent FoodTrader registrations.
- Formalise fee waivers for community groups in accordance with Council's Community Fee Waiver Policy.

The revised structure more accurately reflects the resources required to administer and regulate different categories of food businesses.

Public Health Registrations

New and amended fees are proposed for:

- Prescribed accommodation registrations.
- Renewal and transfer of prescribed accommodation registrations.
- Hair, beauty and skin penetration premises.
- Aquatic facilities registrations and transfers.

These amendments ensure all regulated premises are subject to a clear and transparent fee structure.

Caravan Parks and Movable Dwellings

Statutory fees have been updated to align with current prescribed fee units under the Residential Tenancies legislation. These fees are set by legislation, and Council has limited discretion in determining the amount charged.

General Fees

A new additional inspection fee is proposed where follow-up inspections are required due to non-compliance or incomplete works. The fee aims to recover the additional officer time associated with repeat inspections.

Proposed Amendments to Environmental Health Service Fees and Charges

Proposed amendments to the Environmental Health Service fees and charges due to prescribed amendments to legislation and changes to the Council’s fee structure and wording can be found in **Appendix 1**.

COUNCIL PLAN 2025-2029 IMPLICATIONS

Leadership

- *Good governance.*

COMMUNITY ENGAGEMENT

In accordance with the Council's *Community Engagement Policy*, it is proposed that community engagement be undertaken at the 'Consult' level under the International Association for Public Participation's IAP2 public participation spectrum as detailed in the table below:

Level of public participation	Promise to the community	Techniques to be used
Consult	We will provide information and consider feedback prior to formalising the fee structure.	Public report presented to Council. Public Notice of community consultation on the Council's website. Written feedback invited via the Council's website and social media channels.

FINANCIAL IMPLICATIONS

The proposed amendments are expected to improve cost recovery across Environmental Health Services and ensure continued delivery of statutory functions within existing budget parameters. The financial impact on individual customers will vary depending on the service provided and the applicable legislative requirements.

OFFICER CONFLICT OF INTEREST DECLARATION

No officers involved in the preparation of this report have any general or material conflicts of interest in this matter.

CONCLUSION

The proposed amendments to the Environmental Health Service Fees and Charges Schedule ensure Council's fees remain aligned with legislative requirements. The amendments introduce new fees where required, improve clarity of existing fee descriptions and establish a consistent approach across Environmental Health functions.

Submissions received on the proposed environmental health service fees will be reported to the Council at a future meeting of the Finance and Planning Committee.

Recommendation:

That the proposed amendments to Environmental Health Service Fees and Charges be endorsed for public exhibition for a period of at least 28 days.

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Details	Unit	Statutory (S) Council (C)	GST Y/N	2026/27 Fees and Charges GST Inclusive	Amended / Proposed Fee	Reason
Environmental Health Service						
~~**Septic Systems (Value of Penalty Unit - $209.10)**~~ **Onsite Wastewater Management Systems**						
~~Permit to install – Domestic System~~ Permit to Construct, install or alter onsite wastewater management system	Per permit	**S**	**N**	**$844.20**	**48.88 fee units for the first 8.2 hours. 6.12 fee units >8.2 hours capped at 135.43 fee units**	**Statutory fee. Cannot charge higher than this**
~~Permit to install – Commercial System~~	~~Per permit~~	~~**S**~~	~~**N**~~	~~**$2,110.00**~~		**There is no statutory application type for this line item**
~~Permit to alter~~ Minor alteration to onsite wastewater management system	Per permit	**S**	**N**	**$643.30**	**37.25 fee units**	**Statutory Fee**
Transfer a Permit	Per permit	**S**	**N**	**$171.50**	**9.93 fee units**	**Statutory Fee**
Amend a Permit	Per permit	**S**	**N**	**$179.30**	**10.38 fee units**	**Statutory Fee**
Renew a permit	Per permit	**S**	**N**	**$143.50**	**8.31 fee units**	**Statutory Fee**
Exemption	Per permit	**S**	**N**	**$253.40**	**14.67 fee units**	**Statutory Fee**
~~Fines illegal works- Corporations~~	~~Per Penalty Unit~~	~~**S/C**~~	~~**N**~~	~~**10 Penalty Units**~~		**Fines now exist under the Environment Protection Act 2017**
~~Fines illegal works – Individuals~~	~~Per Penalty Unit~~	~~**S/C**~~	~~**N**~~	~~**2 Penalty Units**~~		

Details	Unit	Statutory (S) Council (C)	GST Y/N	2026/27 Fees and Charges GST Inclusive	Amended / Proposed Fee	Reason
Search and copy of old septic tank permit or plan	Per App	C	Y	$43.00		
Search and copy of old septic tank permit or plan (archived)	Per App	C	Y	$70.00		

Details	Unit	Statutory (S) Council (C)	GST Y/N	2026/27 Fees and Charges GST Inclusive	Amended / Proposed Fee	Reason
~~Extension of septic tank permit fee~~	~~Per request~~	~~C~~	~~N~~	~~$162.00~~		**This is now a permit renewal (fee above)**
Report and Consent for Provision of Wastewater Management for building approvals on unsewered allotments of less than one hectare	Per request	C	N	$318.00		
Food Act						
~~Registrations: (All registrations not paid by the renewal date are subject to a 50 per cent surcharge - as detailed in the renewal notices issued. One month's grace is given due to the holiday period and disruptions in processing or where electronic notification and reminders have been incorrect. Monthly Pro-rata registration is available on the annual fee component but not the 50 per cent setup fee part in the first year. For once off or occasional events the minimum one month or pro-rata fee applies).~~						**Delete**
Class 1 New registration	Per reg	C	N	$649.00		
Class 1 Renewal fee	Per reg	C	N	$438.00		
Class 2 New Registration < 10 employees (EFT) (Fixed and Foodtrader)	Per reg	C	N	$649.00		**New wording added into details**

Details	Unit	Statutory (S) Council (C)	GST Y/N	2026/27 Fees and Charges GST Inclusive	Amended / Proposed Fee	Reason
Class 2 New Registration >10 employees (EFT) (Fixed and Foodtrader)	Per reg	C	N	1,100.00		New wording added into details
~~**Class 2** annual registration fee beyond first year (Fixed and Foodtrader)~~	~~Per reg~~	~~C~~	~~N~~	~~$435.00~~		
Class 2 food business renewal fee < 10 employees (EFT)	Per reg	C	N	$435.00		New wording added into details
Class 2 food business renewal fee >10 employees (EFT)	Per reg	C	N	$900.00		New wording added into details
Class 3a ~~first calendar year of registration~~ New Registration Fee (Fixed and Foodtrader) < 10 employees (EFT)	Per reg	C	N	$535.00		New wording added into details
Class 3a ~~first calendar year of registration~~ **New Registration Fee** (Fixed and Foodtrader) > 10 employees (EFT)	Per reg	C	N	$700.00		New wording added into details
Class 3a ~~annual registration fee beyond first year~~ **Renewal fee** (Fixed and Foodtrader) < 10 employees (EFT)	Per reg	C	N	$360.00		New wording added into details
Class 3a ~~annual registration fee beyond first year~~ **Renewal fee** (Fixed and Foodtrader) > 10 employees (EFT)	Per reg	C	N	$500.00		New wording added into details
Class 3 ~~first calendar year of registration~~ **New Registration** < 10 employees (EFT) (Fixed and Foodtrader)	Per reg	C	N	$420.00		New wording added into details
Class 3 New Registration > 10 employees (EFT) (Fixed and Foodtrader)	Per reg	C	N	$600.00		New wording added into details
Class 4 (just notification – no registration. Fixed and Foodtrader)	Per reg	C	N	No fee		New wording added into details

Details	Unit	Statutory (S) Council (C)	GST Y/N	2026/27 Fees and Charges GST Inclusive	Amended / Proposed Fee	Reason
2nd and subsequent Foodtrader premises/vehicle (or foodtrader registration with associated fixed premises)	Per reg	**C**	**N**	**50% of applicable fee**		**New fee**
Food premises Registration – Community Groups (all classes)	Per reg	**C**	**N**	**Nil fee**		**In accordance with Council Community Fee Waiver Policy**
~~Prepurchase inspection report~~	~~Per~~ report	~~C~~	~~N~~	~~50% of the rego renewal fee~~		**Duplicate fee**
~~Foodtrader Registration of Primesafe or Dairysafe Premises~~	~~Per reg~~	~~C~~	~~N~~	~~50% of applicable set up and renewal fee~~		**Applications for Primesafe registered businesses via Foodtrader are a Notification (no fee). Dairy premises considered same as other Class 2 or 3.**
~~**Class 4** (just notification – no registration) Lodge on Foodtrader~~	Per reg	~~C~~	~~N~~	~~No fee~~		**Covered above in Class 4**
~~Farmgate or Shared Farmgate Unmanned (Class 3a, 3 or 4) Lodge on Foodtrader~~	~~Per Reg~~	~~C~~	~~N~~	~~No fee~~		**Fee should be charged as per above rates**
Prepurchase inspection report	Per report	**C**	**N**	**50% of the rego renewal fee**		
Prepurchase inspection report – if required in less than seven days	Per report	**C**	**N**	**additional $25**		

Details	Unit	Statutory (S) Council (C)	GST Y/N	2026/27 Fees and Charges GST Inclusive	Amended / Proposed Fee	Reason
Non-Complying Sample Reimbursement Fee	Per service	C	N	**Cost + 5%**		
Public Health						
Prescribed Accommodation fee (new registration)				**$308.00**		**New fee**
Prescribed Accommodation fee ~~(Motels)~~ (renewal of registration)	Per reg	C	N	**$205.00**		**New wording added into details**
Prescribed Accommodation (transfer of registration)				**50% of registration**		**New Fee**
~~B&B >5 Beds (Unsewered with a private water supply)~~	~~Per reg~~	~~C~~	~~N~~	~~**Policy Exemption**~~		**No such Policy**
~~B&B >5 Beds (In town)~~	~~Per reg~~	~~C~~	~~N~~	~~**Policy Exemption**~~		
~~B&B <6 Beds (Unsewered with a private water supply)~~	~~Per reg~~	~~C~~	~~N~~	~~**Policy Exemption**~~		
~~B&B <6 Beds (In town)~~	~~Per reg~~	~~C~~	~~N~~	~~**Policy Exemption**~~		

Details	Unit	Statutory (S) Council (C)	GST Y/N	2026/27 Fees and Charges GST Inclusive	Amended / Proposed Fee	Reason
~~**Infectious Diseases Control Premises Public**~~ **Hair, Beauty and Aquatic Facilities**						
Hairdressing/Beauty Parlour (New setup)	Per reg	S	N	**$168.00**		

Details	Unit	Statutory (S) Council (C)	GST Y/N	2026/27 Fees and Charges GST Inclusive	Amended / Proposed Fee	Reason
Once off registration fee with no renewal fee.						
Mobile Hairdressing (New setup)	Per reg	C	N	**$168.00**		
Skin Penetration Process (where multiple use exists, single fee payable) (Annual high-risk registration)	Per reg	C	N	**$168.00**		
Other Low Risk Premises Annual Registration	Per reg	C	N	**$168.00**		
Prepurchase inspection report	Per report	C	N	**50% of registration**		
Transfer of Registration Fee	Per premises	C	N	**50% of registration**		
Optional pre-transfer of inspection Fee	Per premises	C	N	**50% of registration**		
Category 1 Aquatic Facility (new/renewal registration – 1 pool/spa)		C	N	**$376.00**		**New Fee**
Category 1 Aquatic Facility (new/renewal registration – per additional pool/spa)				**$102.50**		**New Fee**
Category 1 Aquatic Facility (transfer of Registration)		C	N	**50% of registration**		**New Fee**
Caravan Parks/Movable Dwellings						
Total number of sites (other than camp sites) **not exceeding 25**		S	S	**$278.00**	**17 fee units**	**Statutory Fee**
Total number of sites (other than camp sites) exceeding 25 but **not exceeding 50**		S	N	**$555.00**	**34 fee units**	**Statutory Fee**

Details	Unit	Statutory (S) Council (C)	GST Y/N	2026/27 Fees and Charges GST Inclusive	Amended / Proposed Fee	Reason
Total number of sites (other than camp sites) exceeding 50 but **not exceeding 100**		S	N	$1,110.00	68 fee units	Statutory Fee
Total number of sites (other than camp sites) exceeding 100 but **not exceeding 150**		S	N	$1,682.00	103 fee units	Statutory Fee
Larger Caravan Park Sites	Per reg	S	N	see Schedule 2 for larger sites		Statutory Fee
Transfer of a Caravan Park Registration	Per reg	S	N	5 fee units		Statutory Fee
General Fees						
Additional inspection fee	Per service	C	N	$303.00		New Fee
Vaccines Charges						
Influenza Vaccination (at Clinic) Quad Valant (Brand Varies)	Per vac	C	Y	$21.00		
Supply of Vaccination history statement	Per state	C	Y	$12.00		
Hep. B Vaccination	Per vac	C	Y	$28.00		
Hepatitis A Vaccination (Adult)	Per vac	C	Y	$72.00		
Hepatitis A Vaccination (Paediatric)	Per vac	C	Y	$45.00		
Combined Hepatitis A and B Vaccination (Adult)	Per vac	C	Y	$98.00		
Combined Hepatitis A and B Vaccination (Paediatric)	Per vac	C	Y	$55.00		
Meningococcal A,C, Y, W	Per vac	C	N	$93.00		
IPOL (Polo vaccine)	Per vac	C	N	$50.00		

Details	Unit	Statutory (S) Council (C)	GST Y/N	2026/27 Fees and Charges GST Inclusive	Amended / Proposed Fee	Reason
Diphtheria, Tetanus and Whooping Cough and Polio (Infanrix IPV)	Per vac	C	N	$78.00		
Diphtheria, Tetanus and Whooping Cough, Hepatitis B, HIB and Polio (Infanrix Hexq)	Per vac	C	N	$110.00		
Rotavirus (Rotateq)	Per vac	C	N	$90.00		
Measles, Mumps and Rubella (Priorix)/mmrv	Per vac	C	N	$40.00		
Pneumococcal (Prevenar 13)	Per vac	C	N	$140.00		
HPV/Gardasil	Per vac	C	N	$150.00		
Boostrix/Dip, Tetanus, Whooping - Adult	Per vac	C	N	$46.00		
Chicken Pox	Per vac	C	N	$72.00		