



City of
Ipswich

**IPSWICH
CITY
COUNCIL**

AGENDA

of the

GOVERNANCE COMMITTEE

**Held in the Council Chambers
2nd floor – Council Administration Building
45 Roderick Street
IPSWICH QLD 4305**

On Tuesday, 9 April 2019
At 12.30 pm or 10 minutes after the conclusion of the Environment Committee
whichever is sooner.

<u>MEMBERS OF THE GOVERNANCE COMMITTEE</u>	
Interim Administrator Greg Chemello (Chairperson)	

GOVERNANCE COMMITTEE AGENDA

*12.30 pm or 10 minutes after the conclusion of the Environment
Committee whichever is sooner. on **Tuesday, 9 April 2019**
Council Chambers*

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** Item includes confidential papers

GOVERNANCE COMMITTEE NO. 4

9 APRIL 2019

AGENDA

1. OFFICE OF THE CEO UPDATE

With reference to a report by the Chief Executive Officer dated 26 March 2019 providing an update on the Office of the Chief Executive Officer for the period of January to March 2019.

RECOMMENDATION

That the report providing the activities of the Office of the Chief Executive Officer be received and the contents noted.

2. REGULATORY FEES AND CHARGES 2019-2020FY

With reference to a report by the Policy Officer dated 18 March 2019 concerning a review of the regulatory fees and charges for the 2019-2020 financial year. The associated fees and charges policies have also been reviewed and included in the report.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That that the policy titled 'Population Health and Environmental Protection Licensing, Registration and Permitting Policy', as per Item 16 of the City Management, Finance and Community Engagement Committee No. 2018(04) of 17 April 2018 adopted by Council on 23 April 2018, as detailed in Attachment 1 to the report by the Planning Officer dated 18 March 2019, be repealed with effect as at 1 July 2019.
- B. That the policy titled 'Population Health and Environmental Protection Licensing, Registration and Permitting Policy', as detailed in Attachment 3 to the report by the Planning Officer dated 18 March 2019, be adopted with effect from 1 July 2019.
- C. That the policy titled 'Dog Registration Policy', as per Item 16 of the City Management, Finance and Community Engagement Committee No. 2018(04) of 17 April 2018 adopted by Council on 23 April 2018, as detailed in Attachment 4 to the report by the Planning Officer dated 18 March 2019, be repealed with effect as at 1 July 2019.

- D. That the policy titled 'Dog Registration Policy', as detailed in Attachment 6 to the report by the Planning Officer dated 18 March 2019, be adopted with effect from 1 July 2019.
- E. That the policy titled 'Animal Management Fees and Charges Policy', as per Item 16 of the City Management, Finance and Community Engagement Committee No. 2018(04) of 17 April 2018 adopted by Council on 23 April 2018, as detailed in Attachment 7 to the report by the Planning Officer dated 18 March 2019, be repealed with effect as at 1 July 2019.
- F. That the policy titled 'Animal Management Fees and Charges Policy', as detailed in Attachment 9 to the report by the Planning Officer dated 18 March 2019, be adopted with effect from 1 July 2019.
- G. That the fees and charges listed in the HSRS Fees and Charges 2019-2020, as detailed in Attachment 11 to the report by the Planning Officer dated 18 March 2019, be adopted with effect from 1 July 2019.
- H. That the fees and charges listed in the WPR Regulatory Fees and Charges 2019-2020, as detailed in Attachment 13 to the report by the Planning Officer dated 18 March 2019, be adopted with effect from 1 July 2019.

3. NEVILLE BONNER SPORTS COMPLEX LEASE FROM KAMBU PROGRESS ASSOCIATION LIMITED AND SUBLEASE TO FOOTBALL IPSWICH INCORPORATED 121-135 BRIGGS ROAD, FLINDERS VIEW

With reference to a report by the Senior Property Officer dated 19 March 2019 concerning the renewal of Lease between Kambu Progress Association Limited (Lessor) and Ipswich City Council (Lessee) at 121-135 Briggs Road, Flinders View and described as Lot 3 on RP115130.

This report also concerns the commencement of a Sublease between Ipswich City Council (Sublessor) and Football Ipswich Inc. trading as Western Pride Football Club (Sublessee) at 121-135 Briggs Road, Flinders View and described as part of Lot 3 on RP115130.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council (Interim Administrator of Ipswich City Council) ("the Lessee") enter into a Lease Agreement with Kambu Progress Association Limited ("the Lessor") for a period of ten (10) years with two (2) further five (5) year options, for the interest located at 121-135 Briggs Road, Flinders View and described as Lot 3 on RP115130.

- B. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Lease Agreement to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.
-

4. MONTH END PERFORMANCE FEBRUARY 2019

With reference to a report concerning Council performance for the period ending 28 February 2019, submitted in accordance with *Section 204* of the *Local Government Regulation 2012*.

RECOMMENDATION

That the report be received and the contents noted.

5. **ELECTRONIC SECURITY SERVICES

With reference to a report concerning the appointment of a provider for Electronic Security Services, for the purpose of enabling Council to access electronic security services for a range of operational goods and services. Council is seeking endorsement from the Committee to appoint the recommended supplier, effective for two (2) years from 1 June 2019, with an option to extend for a further two (2), one (1) year periods.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That in accordance with s233 of the *Local Government Regulation 2012*, Council (Interim Administrator of Ipswich City Council) approve a Preferred Supplier Arrangement for the supply of Electronic Security Services.
- B. That Council (Interim Administrator of Ipswich City Council) resolve under s233(7) of the *Local Government Regulation 2012*, it is satisfied that it will obtain better value for money by entering into a Preferred Supplier Arrangement for a term of more than two (2) years.
- C. That Council (Interim Administrator of Ipswich City Council) enter into a contract for the provision of Electronic Security Services with the recommended tenderer as detailed in the Evaluation Report for a period of two (2) years with the option to extend the contract by two (2) x further, one (1) year periods.
- D. That the Chief Executive Officer be authorised to negotiate and finalise the term of the contract to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.
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** Item includes confidential papers

and any other items as considered necessary.

Doc ID No: A5432066

26 March 2019

TO: CHIEF EXECUTIVE OFFICER
FROM: ACTING EXECUTIVE ASSISTANT
RE: OFFICE OF THE CEO UPDATE

INTRODUCTION

This is a report by the Chief Executive Officer dated 26 March 2019 providing an update on the Office of the Chief Executive Officer for the period of January to March 2019.

RELATED PARTIES

No related parties associated with this report.

ADVANCE IPSWICH THEME LINKAGE

Listening, leading and financial management

PURPOSE OF REPORT/BACKGROUND

The Office of the Chief Executive Officer consists of the areas of Internal Audit, Legal Services, Executive Research and the Office of the Administrator.

Following is a summary of activities for each area:

Executive Office

Representative Duties

The CEO has attended the following meetings/events in the period of January to March 2019:

- Council Ordinary Meeting
- Committee Meetings
- Steering Committee Meetings
- IMC and ELT Strategy Session
- SEQ CEOs Forum

- Queensland Police Service Ipswich District Awards Ceremony
- Greater Springfield Chamber of Commerce
- Urban Development Institute of Australia Qld Function
- Department
- Media – Community Reference Groups
- Meetings with direct reports

During January to March the CEO exercised financial delegations as per Council resolutions listed in Attachment 1.

Internal Audit

General activities:

- The pressure on the Internal Audit Branch has reduced but the workload is still significant due to complicated and problematic issues the organisation is still facing.
- Newly appointed Internal Auditor to start on Tuesday 26 March 2019.
- Prepared the Internal Audit budget for 2019-2020.
- Have started the process of the yearly Internal Audit planning.

The following internal audits/activities are in progress:

- Business Case Development – In progress
- Community Lease Agreements – Final report issued.
- Construction Quality Verification – Final report issued.
- Civic Hall Safety and Security – Draft report issued.
- Credit Cards Framework-Allocation and Use – In progress.
- Enterprise Resource Planning (ERP) Observation /Advice – Ongoing.
- Fraud Prevention and Investigation Process – Completed a number of significant activities but on hold for the moment.
- Infrastructure Services Capacity Review – In progress.
- Waste Business Management Systems – Draft report issued.

Internal Investigations:

- Internal investigations are ongoing and assistance being provided to the Crime and Corruption Commission in relation to external investigations.
- Preparing responses to various organisations including complainants in regards to the investigations.
- Preparing briefing notes in regards to investigations.
- Planning, sourcing, initiating, obtaining information and managing of investigations that have been outsourced.
- Internal Audit is also looking to add measures to assist in uncovering and dealing with Fraud and Corruption on an ongoing basis.
- Made further updates the Reporting and Investigation Procedure OCEO-086 including posting it on the intranet.
- Investigating the possibility of managing recommendations from investigation reports in a safe and reduced format within the current recommendation system.
- Involvement in the Complaints Management Framework project.
- Received training regarding new standards in Public Interest Disclosures

Legal Services

Legal requests for January to March 2019:

Department		
FCS	28	23%
EDM	24	20%
Executive	16	13%
WPR	15	12%
HSRS	14	12%
PD	9	8%
IS	8	7%
ASDCE	6	5%
120		
External Firm		
Not outsourced	106	88%
Outsourced	14	12%
120		
Priority		
Urgent (5 days)	46	38%
High (10 days)	35	29%
On-going	28	23%
Low (30 days)	9	8%
Medium (20 days)	2	2%
120		

Office of the Administrator

The Office of the Interim Administrator (IA) has been focused on overseeing the delivery of two major community consultation initiatives during the month of March;

- The preparation and implementation of council's Divisional Boundary Review and online survey, and
- The release of council's Community Reference Groups' Expressions of Interest (EOIs).

Both of these projects encouraged increased community engagement and gave residents the opportunity to help shape the future of Ipswich City Council.

The Office of the IA has continued to support the IA and Interim Management Committee (IMC) on an administrative level, and has also coordinated a considerable number of meetings with key stakeholders and community representatives for the IA.

Much work has also been completed towards Transformation Project 13 in conjunction with the Office of the CEO, a monthly column has been produced for the IA, and work has started on the IA's next quarterly newsletter. The Office of the IA has also commenced work on a revised business process to better manage communications in and out of the IA's office

which will help to re-educate the community about the roles of the mayor and councillors moving forward.

RESOURCE IMPLICATIONS

Not applicable

RISK MANAGEMENT IMPLICATIONS

Not applicable

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:
Not applicable

COMMUNITY AND OTHER CONSULTATION

Not applicable

CONCLUSION

This report outlines all delegated authority for the period January 2019 to March 2019

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Office of the CEO delegated authority  
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RECOMMENDATION

That the report providing the activities of the Office of the Chief Executive Officer be received and the contents noted.

Roxanne Dean

ACTING EXECUTIVE ASSISTANT

I concur with the recommendations contained in this report.

David Farmer

CHIEF EXECUTIVE OFFICER

“Together, we proudly enhance the quality of life for our community”

Item 1 / Attachment 1.

4/12/2018	Growth and Infrastructure	2. CONTRACT AWARD – NO. 11988, BRISBANE STREET, WEST IPSWICH – MULTI LANE UPGRADE PROJECT	That the Interim Administrator of Ipswich City Council resolve: A. That Tender No. 11988 Brisbane Street, West Ipswich – Multi Lane Upgrade Project be awarded to the preferred contractor under an AS2124 Lump Sum Contract. B. That Council enter into a Lump Sum Contract with the preferred contractor for the Brisbane Street, West Ipswich – Multi Lane Upgrade Project for the sum of two million nine hundred and seventy-nine thousand, two hundred and thirty dollars and twelve cents (excluding GST) (\$2,979,230.12) for the proposed works as specified in the project documentation. C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the contract to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the Local Government Act 2009.	06.03.2019 - Contract signed by CEO David Farmer
18/09/2018	CMFCE Ctee	1. PROPOSED NEW LEASE FOR TELECOMMUNICATIONS PURPOSES – OPTUS MOBILE PTY LIMITED – 65 BRAESIDE ROAD, BUNDAMBA DESCRIBED AS PART OF LOT 2 ON SP230106 DIVISION 4	That the Interim Administrator of Ipswich City Council resolve A. That pursuant to section 236(2) of the Local Government Regulation 2012 (the Regulation) the exceptions under sections 236(1)(c)(ii) of the Regulation apply to the disposal of the leasehold interest located at 65 Braeside Road, Bundamba and described as part of Lot 2 on SP230106, by way of a renewed leasehold arrangement between Council and Optus Mobile Pty Limited for a consideration sum of \$16,000.00 per annum (excluding GST). B. That Council enter into a lease with Optus Mobile Pty Limited ("the Lessee") for a period of ten (10) years. C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Lease to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the Local Government Act 2009	13.03.2019 - Lease agreement signed by CEO David Farmer

Doc ID No: A5415104

18 March 2019

TO: CHIEF OPERATING OFFICER (HEALTH, SECURITY AND REGULATORY SERVICES)
FROM: POLICY OFFICER
RE: REGULATORY FEES AND CHARGES 2019-2020FY

INTRODUCTION

This is a report by the Policy Officer dated 18 March 2019 concerning a review of the regulatory fees and charges for the 2019-2020 financial year. The associated fees and charges policies have also been reviewed and included in the report.

RELATED PARTIES

There are no related parties

ADVANCE IPSWICH THEME LINKAGE

Listening, leading and financial management

PURPOSE OF REPORT/BACKGROUND

Following consultation with Council's Treasury, the Department has completed a detailed review of its fees and charges (and associated policies) and is seeking a Council resolution to implement proposed changes. This is to allow adequate time, including set statutory notice periods, for the annual licence and registration renewal processing. The process for extracting and posting renewals for all HSRS Licences and Permits begins in April; dog registration begins in May. All of the proposed changes come into effect, if approved, on 1 July 2019. The report also includes two fees from the Works, Parks and Recreation Department (WPR) that are regulatory and therefore have the same time frames due to the nature of the fees and renewal notice requirements.

SUMMARY GUIDE – WHAT HAS CHANGED

A summary guide has been prepared to highlight what is proposed to change – see Attachment 10. The summary guide shows what is proposed to change outside of the fees that have had a standard increase of 3% before rounding or remained the same as last year. All other fees will either increase or decrease as per the results of a detailed review undertaken by the department. The summary guide also provides details of what the proposed amendments are in each of the policies.

HSRS FEES AND CHARGES – FULL DOCUMENT

The complete list of proposed fees and charges for HSRS can be viewed in Attachment 11. This includes a comparative between 2018-2019 and 2019-2020 in Attachment 12.

HSRS FEES AND CHARGES POLICIES

The associated HSRS fees and charges policies and their proposed changes are listed in Attachments 1 – 9. These include the Population Health and Environmental Protection Licensing, Registration and Permitting Policy, the Dog Registration Policy and the Animal Management Fees and Charges Policy.

WPR REGULATORY FEES AND CHARGES

The list of proposed regulatory fees and charges for WPR which relate solely to Extractive Industries can be viewed in Attachment 13. This includes a comparative between 2018-2019 and 2019-2020 in Attachment 14.

RESOURCE IMPLICATIONS

There will be no resource implications.

RISK MANAGEMENT IMPLICATIONS

If the resolution is not passed then the timeframes for regulatory fees and charges will not be met as per the respective legislation provisions of each fee/charge.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:

Animal Management (Cats and Dogs) Act 2008

Environmental Protection Regulation 2008

Local Government Act 2009

Local Government Regulation 2012















COMMUNITY AND OTHER CONSULTATION

Consultation conducted between Treasury, Chief Operating Officer – HSRS and the Interim Administrator as a detailed review of fees and charges resulted in substantial changes.

CONCLUSION

Following consultation with Council's Treasury, the relevant departments have reviewed their fees and charges (and associated policies) and are seeking Council approval in April 2019. This is to allow adequate time, including set statutory notice periods, for the annual licence, permit and registration renewal process. The process for extracting and posting renewals for all Licences and Permits begins in April; dog registration begins in May. All of the proposed changes come into effect, if approved, on 1 July 2019.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Population Health and Environment Protection Licensing Registration Policy - current ↓ 
2.	Population Health and Environmental Protection Licensing Registration Policy - track changes ↓ 
3.	Population Health and Environmental Protection Licensing, Registration and Permitting Policy - Clean ↓ 
4.	Dog Registration Policy current ↓ 
5.	Dog Registration Policy - Track Changes ↓ 
6.	Dog Registration Policy - Clean ↓ 
7.	Animal Management Fees and Charges Policy current ↓ 
8.	Animal Management Fees and Charges Policy - Track Changes ↓ 
9.	Animal Management Fees and Charges Policy - Clean ↓ 
10.	Summary Guide ↓ 
11.	HSRS Fees and Charges 2019-2020 ↓ 
12.	HSRS 2018-2019 2019-2020 Comparative Fees and Charges ↓ 
13.	WPR Regulatory Fees and Charges 2019-2020 ↓ 
14.	WPR 2018-2019 2019-2020 Comparative Fees and Charges ↓ 

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That that the policy titled 'Population Health and Environmental Protection Licensing, Registration and Permitting Policy', as per Item 16 of the City Management, Finance and Community Engagement Committee No. 2018(04) of 17 April 2018 adopted by Council on 23 April 2018, as detailed in Attachment 1 to the report by the Planning Officer dated 18 March 2019, be repealed with effect as at 1 July 2019.
- B. That the policy titled 'Population Health and Environmental Protection Licensing, Registration and Permitting Policy', as detailed in Attachment 3 to the report by the Planning Officer dated 18 March 2019, be adopted with effect from 1 July 2019.
- C. That the policy titled 'Dog Registration Policy', as per Item 16 of the City Management, Finance and Community Engagement Committee No. 2018(04) of 17 April 2018 adopted by Council on 23 April 2018, as detailed in Attachment 4 to the report by the Planning Officer dated 18 March 2019, be repealed with effect as at 1 July 2019.
- D. That the policy titled 'Dog Registration Policy', as detailed in Attachment 6 to the report by the Planning Officer dated 18 March 2019, be adopted with effect from 1 July 2019.
- E. That the policy titled 'Animal Management Fees and Charges Policy', as per Item 16 of the City Management, Finance and Community Engagement Committee No. 2018(04) of 17 April 2018 adopted by Council on 23 April 2018, as detailed in

Attachment 7 to the report by the Planning Officer dated 18 March 2019, be repealed with effect as at 1 July 2019.


- F. That the policy titled 'Animal Management Fees and Charges Policy', as detailed in Attachment 9 to the report by the Planning Officer dated 18 March 2019, be adopted with effect from 1 July 2019.
- G. That the fees and charges listed in the HSRS Fees and Charges 2019-2020, as detailed in Attachment 11 to the report by the Planning Officer dated 18 March 2019, be adopted with effect from 1 July 2019.
- H. That the fees and charges listed in the WPR Regulatory Fees and Charges 2019-2020, as detailed in Attachment 13 to the report by the Planning Officer dated 18 March 2019, be adopted with effect from 1 July 2019.

Candice Johns
POLICY OFFICER

I concur with the recommendations contained in this report.

Sean Madigan
CHIEF OPERATING OFFICER (HEALTH, SECURITY AND REGULATORY SERVICES)

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	<p>Population Health and Environmental Protection Licensing, Registration and Permitting Policy</p>	<p>Document Number: A4928797</p>
<p>1.1 Policy Author: Health Security and Regulatory Services Department</p> <p>1.2 Objectives: This policy aims to ensure that the Health Security and Regulatory Services Department's licensing and permit framework is a user-pay, cost-recovery system which is more equitable for the community and service-level based where applicable.</p> <p>1.3 Regulatory Authorities:</p> <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Food Act 2006</i> • <i>Food Safety Standards 2000</i> • <i>Public Health (Infection Control for Personal Appearance Services) Act 2003</i> • <i>Environmental Protection Act 1994</i> • <i>Environmental Protection Regulation 2008</i> • Ipswich City Council Local Law No. 3: Commercial Licensing • Ipswich City Council Subordinate Local Law 3: Commercial Licensing • Land Protection (Pest & Stock Route Management) Regulation 2002 • Ipswich City Council Local Law No. 4: Permits • Ipswich City Council Subordinate Local Law No. 4: Permits • Ipswich City Council Local Law No. 8: Nuisances and Community Health and Safety <p>1.4 Scope: The core matters addressed by this policy are the methodology and categories for calculation of Council's permit, licence and registration fees, charges and other miscellaneous fees provided by the Health Security and Regulatory Services Department (not including animal management, which is addressed in a separate policy). This policy does not apply to services provided by other departments of Council, such as Planning and Development, or Engineering Services.</p> <p>This policy commences on 1 July 2018.</p> <p>1.5 Policy Statement:</p> <p>a. A user-pays, full cost recovery fees and charges calculation methodology based on risk</p> <p>In accordance with a range of state legislation and local laws, Health Security and Regulatory Services administers various licensing, permitting and registration systems which are designed to ensure residents and businesses comply with the law, and that public health, safety and amenity is protected.</p>		

Providing subsidised fees and charges for activities which require licensing, permitting or registration results in ratepayer subsidy of services provided to individual residents and businesses in the community.

This leads to an inequitable distribution of costs associated with administration of the system. A user-pay, full cost recovery methodology for calculating fees and charges are therefore adopted in order to overcome this inequity.

Where relevant legislation does not include a schedule of fees for a particular service provided by Council, the following methodology is used for calculation of fees and charges for the licensing, permitting and registration services provided by the Health, Security and Regulatory Services Department (not including animal management):

- i) The relevant officer level (administrative, technical or professional) and time required for Council to provide a particular service has been determined in accordance with Council's agreed service levels. Minor amendments to agreed service levels can be made by the Chief Operating Officer (Health, Security and Regulatory Services) as necessary on an individual case by case basis to ensure that appropriate service delivery is maintained.
- ii) An annual review of the hourly rate to be charged for the coming financial year for each class of officer (administrative, technical and professional in ascending order of cost to Council) will be undertaken, based on actual cost to Council, including wages and all relevant overheads and additional expenses.
- iii) The total fee or charge for a given service is calculated by multiplying the number of hours required x the applicable hourly rate and adding the cost of any supplies required e.g. swimming pool chemicals, sampling equipment etc.

For services which have a relatively equal time requirement from one instance to the next (*eg a routine inspection for a licence*), a fixed amount is charged. The amount charged is based on the average time required. Also the activity risk is taken into consideration e.g. low, medium, high e.g. Entertainment venues: Low – Gaming parlour, Medium – Community Hall, High – Outdoor entertainment venue.

For services which may have highly variable time requirements an invoice will be sent to the customer, which is calculated based on the actual time taken. *An example of this is a follow-up inspection of a premise due to non-compliance, which may take as little as one hour, or may take considerably longer, depending on the complexity of the matter.*

b. Fee and charge categories

As specified in Council's Schedule of Fees and Charges, the following fee and charge categories apply to Council's licensing, permitting and registration services:

- i) An Initial Application Fee that recovers the full administrative cost for receipting the applications and data entry onto Council's information system will apply. The initial application fee may

- include one inspection.
- ii) A licence/permit/registration fee for a specified period. This fee includes administration associated with the licence/permit/registration for the period specified, and includes cost of supplies, site inspections as relevant which incorporates the risk of the activity and number of activities/areas requiring inspection e.g. two pools on the one licence.
- iii) Registration fees for Environmentally Relevant Activities regulated under the *Environmental Protection Act* and devolved to local government are charged in accordance with the relevant schedule in the *Environmental Protection Regulation*, unless otherwise set by Council resolution under section 514(5)(a) of the *Environmental Protection Act*.
- iv) An Inspection Fee is payable in addition to any licence/permit/registration fee in certain circumstances, including:
- where Council needs to inspect a premises to ensure compliance with relevant legislation/licence/permit/registration and the inspection fee has not already been paid as part of the licence/permit/registration fee;
 - where inspections are undertaken as a result of public complaint and the complaint is subsequently justified;
 - where a previous inspection has identified non-compliance and a follow-up inspection is required to ensure compliance has been achieved.
 - Where there is a transfer of existing business to a new licensee and an inspection is conducted to ensure no design changes have been made
- v) A Replacement Licence or Permit Fee is applicable when a business or premises requires a replacement of their licence or permit which has been damaged, destroyed, lost or stolen.
- vi) Where relevant legislation requires or allows for a Transfer of Licence or Permit, a fee for this service is payable. For transfers requiring inspections or detailed assessment, the policy detailed in (vii) below applies.
- vii) Where a licence/permit/registration detail needs to be amended, the following policy applies:
- There is no fee payable for amendment of licence/permit/registration/Environmental Management Program/Food Safety Program details such as phone number, postal address, trading name, change of contact person, correction of clerical error, or change of name due to marriage/divorce/deed poll.
 - Any amendment which requires assessment by a Health Security and Regulatory Services officer is a chargeable service. Amendments are charged at an hourly rate (minimum charge one quarter of one hour), up to a maximum of the relevant fee for a new licence/permit/registration/Environmental Management Program/Food Safety Program assessment or application.
Examples include change of ownership where one party

	<p><i>remains the same (eg a business partner leaves the business and wants to remove her/his name from the permit/licence/registration, or a minor change in scale of operation).</i></p> <ul style="list-style-type: none"> • If the amendment requires a full reassessment of the licence/permit/registration/Environmental Management Program/Food Safety Program, the process for a new application or assessment is to be followed and relevant fees are payable.
viii)	Should a business request an inspection of a premises and the supply of a written report of that inspection, Council will charge an inspection report fee for this service. Such a service may, for example, be requested by a purchaser of a business prior to transfer of licence or sale of premises, or for inspections provided to non-higher risk businesses under the <i>Public Health (Infection Control for Personal Appearance Services) Act 2003</i> .
ix)	Where provided for in the relevant legislation, Council may enter land and/or premises to carry out works where the owner/operator of land and/or premises fails to do so following a Council request. When this occurs, Council may issue an invoice to recover its costs, including the charging of an administration fee as appropriate.
x)	<p>In addition to those permit/licence/registration categories listed under the legislation identified under 1.3 of this policy (Regulatory Authority), Council issues licences under the <i>Food Act 2006</i> in relation to the following classes of business:</p> <ul style="list-style-type: none"> i) Accommodation Meals requires a Food Safety Program ii) Accommodation Meals exempt from Food Safety Program iii) Bakery/ Patisserie iv) Beverage Manufacturer/ Bottler v) Café/ Restaurant vi) Care Facility Meals vii) Cannery viii) Caterer – On/ Off Site ix) Child Care Centre Meals x) Delicatessen xi) Food Manufacturer xii) Food Shop xiii) Fruit & Vegetable Processing xiv) Hospital Meals xv) Mobile Food Premises excluding Preparation xvi) Mobile Food Premises involving Preparation xvii) Packer xviii) Supermarkets xix) Takeaway Food Premises xx) Temporary Food Stalls xxi) Water Carrier
xii)	Council charges different rates for inspections of food businesses based on floor area per food processing area at the premises (e.g. supermarket – separate food processing areas i.e. bakery, deli, seafood etc., hotel – two separate kitchens are two separate food processing areas, childcare – two kitchens and a kitchenette is

three food processing areas.), with larger processing areas being charged more than smaller processing areas due to the difference in time required to undertake an inspection. The following categories apply:

- a) 0m²-250m²
- b) >250m²-1000m²
- c) >1000m²

NB. The total floor area assessment for any food preparation and storage area includes kitchens, sculleries, store rooms, preparation areas, cold stores, pantries and any other areas used in the handling and storing of food. Areas used solely for dining or car parking are not included in the assessment¹.

- xiii) Council's Health Security and Regulatory Services Department may choose to waive the applicable regulatory fee (e.g. application and licence renewal fees) where an activity is operated directly by a charitable, religious or not-for-profit organisation (as assessed by the Australian Taxation Office), irrespective of whether it is operating more than 12 days per year or not. However the cost of inspections will be recouped at a lesser rate with a maximum fee of a one hour rate.
- xiv) Where provided in the relevant legislation, Council may be required to **assess** draft programs or operational plans. An example is an Environmental Management Program under the *Environmental Protection Act 1994*. When these assessments are carried out, Council will charge a fee. Where relevant, this fee includes one onsite inspection and assessment of adequacy of the program or plan, followed by a report which may outline any remedial measures required. This fee is based on time required to provide the service.
- xv) Where provided in the relevant legislation, Council may be required to **audit (or monitor implementation of)** programs or operational plans. An example is an Environmental Management Program under the *Environmental Protection Act 1994*. When these audits or implementation monitoring activities are carried out, a fee will be charged. Where relevant, this fee includes one onsite inspection and assessment of compliance with the businesses program or plan, followed by a report which may outline any remedial measures required. This fee is based on time required to provide the service.
- xvi) A late payment fee that covers administrative costs, including officer time to follow-up unpaid accounts, will be charged where payment is not received before the due date.
- xvii) Council will charge a fee for an Environmental Health Search (most often requested as part of sale of business). This fee includes an administrative search of Council databases for outstanding items related to property including but not limited to notices, fees owing and licences or permits. A written report on the outcome of the search is included in the fee.

¹ The 3 floor area sizes utilised for the assessment of a food business licence do not apply to Mobile Food Premises (including Water Carriers) and Temporary Food Stall licence classes.

- xviii) An Immunisation Records Search for vaccination history on or prior to 31/12/96 fee is charged when a request is made by a member of the community for a vaccination history of a patient who has been vaccinated by Ipswich City Council at weekly and/or school based immunisation clinics. The establishment of the Australian Childhood Immunisation Register (ACIR) on 1/1/97 ensured that vaccinations after this date are stored on a national database. Vaccinations received prior to this date are stored in Council databases and in hard copy format off site. For this reason searches for vaccination history on or prior to 31/12/96 incur a higher fee. A lower fee is charged for an Immunisation Records Search for vaccination history post 1/1/97
- xix) The Chief Operating Officer - Health Security and Regulatory Services Department may choose to waive the applicable regulatory fee (e.g. application and licence renewal fees) where there are extenuating circumstances. Satisfactory proof is required to support the request for waiver. Satisfactory proof includes a statutory declaration or other form of documentary evidence.

c. A Service-Levels approach

To ensure that Council provides appropriate levels of service, Council has adopted agreed service levels.

Should a business demonstrate an ongoing level of strong compliance or non-compliance, Council's Operations Manager may adjust the service level for individual businesses to ensure compliance with relevant legislation is achieved and maintained. If a business is consistently above compliance, this may involve reducing the service level. This will result in different time requirements for Council to administer the licence/permit/registration and the fee payable will reflect the changed costs to Council.

The frequency of inspections undertaken by Council officers is in accordance with the agreed service levels.

d. Refunds


Where a customer requests a refund relating to a service provided by Health Security and Regulatory Services, the following policy applies: If Council has not yet incurred the costs associated with providing a particular service, it will provide a refund minus an administration fee. Satisfactory proof is required to support the request for refund. Satisfactory proof includes a statutory declaration or other form of documentary evidence.

Date of Council Resolution: 23 April 2018

Committee Reference and Date: City Management, Finance and Community Engagement Committee No. 2018(04) of 17 April 2018

No. of resolution: 16

Date to be reviewed: 23 April 2020

	<p>Population Health and Environmental Protection Licensing, Registration and Permitting Policy</p>	<p>Document Number: A4928797</p>
<p>1.1 Policy Author: Health Security and Regulatory Services Department</p> <p>1.2 Objectives: This policy aims to ensure that the Health Security and Regulatory Services Department's licensing and permit framework is a user-pay, cost-recovery system which is more equitable for the community and service-level based where applicable.</p> <p>1.3 Regulatory Authorities:</p> <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Food Act 2006</i> • <i>Food Safety Standards 2000</i> • <i>Public Health (Infection Control for Personal Appearance Services) Act 2003</i> • <i>Environmental Protection Act 1994</i> • <i>Environmental Protection Regulation 2008</i> • Ipswich City Council Local Law No. 3: Commercial Licensing • Ipswich City Council Subordinate Local Law 3: Commercial Licensing • Land Protection (Pest & Stock Route Management) Regulation 2002 • Ipswich City Council Local Law No. 4: Permits • Ipswich City Council Subordinate Local Law No. 4: Permits • Ipswich City Council Local Law No. 8: Nuisances and Community Health and Safety <p>1.4 Scope: The core matters addressed by this policy are the methodology and categories for calculation of Council's permit, licence and registration fees, charges and other miscellaneous fees provided by the Health Security and Regulatory Services Department (not including animal management, which is addressed in a separate policy). This policy does not apply to services provided by other departments of Council, such as Planning and Development, or Engineering Services.</p> <p>This policy commences on 1 July 2018.</p> <p>1.5 Policy Statement:</p> <p>a. A user-pays, full cost recovery fees and charges calculation methodology based on risk</p> <p>In accordance with a range of state legislation and local laws, Health Security and Regulatory Services administers various licensing, permitting and registration systems which are designed to ensure residents and businesses comply with the law, and that public health, safety and amenity is protected.</p>		

Providing subsidised fees and charges for activities which require licensing, permitting or registration results in ratepayer subsidy of services provided to individual residents and businesses in the community.

This leads to an inequitable distribution of costs associated with administration of the system. A user-pay, full cost recovery methodology for calculating fees and charges are therefore adopted in order to overcome this inequity.

Where relevant legislation does not include a schedule of fees for a particular service provided by Council, the following methodology is used for calculation of fees and charges for the licensing, permitting and registration services provided by the Health, Security and Regulatory Services Department (not including animal management):

- i) The relevant officer level (administrative, technical or professional) and time required for Council to provide a particular service has been determined in accordance with Council's agreed service levels. Minor amendments to agreed service levels can be made by the Chief Operating Officer (Health, Security and Regulatory Services) as necessary on an individual case by case basis to ensure that appropriate service delivery is maintained.
- ii) An annual review of the hourly rate to be charged for the coming financial year for each class of officer (administrative, technical and professional in ascending order of cost to Council) will be undertaken, based on actual cost to Council, including wages and all relevant overheads and additional expenses.
- iii) The total fee or charge for a given service is calculated by multiplying the number of hours required x the applicable hourly rate and adding the cost of any supplies required e.g. swimming pool chemicals, sampling equipment etc.

For services which have a relatively equal time requirement from one instance to the next (*eg a routine inspection for a licence*), a fixed amount is charged. The amount charged is based on the average time required. Also the activity risk is taken into consideration e.g. low, medium, high e.g. Entertainment venues: Low – Gaming parlour, Medium – Community Hall, High – Outdoor entertainment venue.

For services which may have highly variable time requirements an invoice will be sent to the customer, which is calculated based on the actual time taken. *An example of this is a follow-up inspection of a premise due to non-compliance, which may take as little as one hour, or may take considerably longer, depending on the complexity of the matter.*

b. Fee and charge categories

As specified in Council's Schedule of Fees and Charges, the following fee and charge categories apply to Council's licensing, permitting and registration services:

- i) An Initial Application Fee that recovers the full administrative cost for receipting the applications and data entry onto Council's information system will apply. The initial application fee may

- include one inspection.
- ii) A licence/permit/registration fee for a specified period. This fee includes administration associated with the licence/permit/registration for the period specified, and includes cost of supplies, site inspections as relevant which incorporates the risk of the activity and number of activities/areas requiring inspection e.g. two pools on the one licence.
 - iii) Registration fees for Environmentally Relevant Activities regulated under the *Environmental Protection Act* and devolved to local government are charged in accordance with the relevant schedule in the *Environmental Protection Regulation*, unless otherwise set by Council resolution under section 514(5)(a) of the *Environmental Protection Act*.
 - iv) An Inspection Fee is payable in addition to any licence/permit/registration fee in certain circumstances, including:
 - where Council needs to inspect a premises to ensure compliance with relevant legislation/licence/permit/registration and the inspection fee has not already been paid as part of the licence/permit/registration fee;
 - where inspections are undertaken as a result of public complaint and the complaint is subsequently justified;
 - where a previous inspection has identified non-compliance and a follow-up inspection is required to ensure compliance has been achieved.
 - Where there is a transfer of existing business to a new licensee and an inspection is conducted to ensure no design changes have been made
 - ~~v) A Replacement Licence or Permit Fee is applicable when a business or premises requires a replacement of their licence or permit which has been damaged, destroyed, lost or stolen.~~
 - vi) Where relevant legislation requires or allows for a Transfer of Licence or Permit, a fee for this service is payable. For transfers requiring inspections or detailed assessment, the policy detailed in (vii) below applies.
 - vii) Where a licence/permit/registration detail needs to be amended, the following policy applies:
 - There is no fee payable for amendment of licence/permit/registration/Environmental Management Program/Food Safety Program details such as phone number, postal address, trading name, change of contact person, correction of clerical error, or change of name due to marriage/divorce/deed poll.
 - Any amendment which requires assessment by a Health Security and Regulatory Services officer is a chargeable service. Amendments are charged at an hourly rate (minimum charge one quarter of one hour), up to a maximum of the relevant fee for a new licence/permit/registration/Environmental Management Program/Food Safety Program assessment or application.
Examples include change of ownership where one party

remains the same (eg a business partner leaves the business and wants to remove her/his name from the permit/licence/registration, or a minor change in scale of operation).

- If the amendment requires a full reassessment of the licence/permit/registration/Environmental Management Program/Food Safety Program, the process for a new application or assessment is to be followed and relevant fees are payable.

~~viii~~vii) Should a business request an inspection of a premises and the supply of a written report of that inspection, Council will charge an inspection report fee for this service. Such a service may, for example, be requested by a purchaser of a business prior to transfer of licence or sale of premises, or for inspections provided to non-higher risk businesses under the *Public Health (Infection Control for Personal Appearance Services) Act 2003*.

~~ix~~viii) Where provided for in the relevant legislation, Council may enter land and/or premises to carry out works where the owner/operator of land and/or premises fails to do so following a Council request. When this occurs, Council may issue an invoice to recover its costs, including the charging of an administration fee as appropriate.

~~x~~ix) In addition to those permit/licence/registration categories listed under the legislation identified under 1.3 of this policy (Regulatory Authority), Council issues licences under the *Food Act 2006* in relation to the following classes of business:

- i) Accommodation Meals requires a Food Safety Program
- ii) Accommodation Meals exempt from Food Safety Program
- iii) Bakery/ Patisserie
- iv) Beverage Manufacturer/ Bottler
- v) Café/ Restaurant
- vi) Care Facility Meals
- vii) Cannery
- viii) Caterer – On/ Off Site
- ix) Child Care Centre Meals
- x) Delicatessen
- xi) Food Manufacturer
- xii) Food Shop
- xiii) Fruit & Vegetable Processing
- xiv) Hospital Meals
- xv) Mobile Food Premises excluding Preparation
- xvi) Mobile Food Premises involving Preparation
- xvii) Packer
- xviii) Supermarkets
- xix) Takeaway Food Premises
- xx) Temporary Food Stalls
- xxi) Water Carrier

xii) Council charges different rates for inspections of [new](#) food businesses based on floor area per food processing area at the premises (e.g. supermarket – separate food processing areas i.e. bakery, deli, seafood etc., hotel – two separate kitchens are two separate food processing areas, childcare – two kitchens and a

kitchenette is three food processing areas.), with larger processing areas being charged more than smaller processing areas due to the difference in time required to undertake an inspection. The following categories apply:

- a) 0m²-250m²
- b) >250m²-1000m²
- c) >1000m²

NB. The total floor area assessment for any food preparation and storage area includes kitchens, sculleries, store rooms, preparation areas, cold stores, pantries and any other areas used in the handling and storing of food. Areas used solely for dining or car parking are not included in the assessment¹.

- xiii) As per Councils Eat Safe Program a discount will be provided to Food Businesses performing at a star rating of 3 or higher. Discount will be based on star rating assigned when the renewals are issued.
- ~~xiii)~~xiv) Council's Health Security and Regulatory Services -Department will provide a discount to Bona fide Charitable or Community Organisations consistent with all other Council departments. Businesses will not be eligible for a combined discount with the highest discount applied to the applicable fee. may choose to waive the applicable regulatory fee (e.g. application and licence renewal fees) where an activity is operated directly by a charitable, religious or not for profit organisation (as assessed by the Australian Taxation Office), irrespective of whether it is operating more than 12 days per year or not. However the cost of inspections will be recouped at a lesser rate with a maximum fee of a one hour rate.
- ~~xiv)~~xv) Where provided in the relevant legislation, Council may be required to **assess** draft programs or operational plans. An example is an Environmental Management Program under the *Environmental Protection Act 1994*. When these assessments are carried out, Council will charge a fee. Where relevant, this fee includes one onsite inspection and assessment of adequacy of the program or plan, followed by a report which may outline any remedial measures required. This fee is based on time required to provide the service.
- ~~xv)~~xvi) Where provided in the relevant legislation, Council may be required to **audit (or monitor implementation of)** programs or operational plans. An example is an Environmental Management Program under the *Environmental Protection Act 1994*. When these audits or implementation monitoring activities are carried out, a fee will be charged. Where relevant, this fee includes one onsite inspection and assessment of compliance with the businesses program or plan, followed by a report which may outline any remedial measures required. This fee is based on time required to provide the service.
- xvi) A late payment fee that covers administrative costs, including

¹ The 3 floor area sizes utilised for the assessment of a food business licence do not apply to Mobile Food Premises (including Water Carriers) and Temporary Food Stall licence classes.

~~officer time to follow up unpaid accounts, will be charged where payment is not received before the due date.~~

- xvii) Council will charge a fee for an Environmental Health Search (most often requested as part of sale of business). This fee includes an administrative search of Council databases for outstanding items related to property including but not limited to notices, fees owing and licences or permits. A written report on the outcome of the search is included in the fee.
- xviii) An Immunisation Records Search for vaccination history on or prior to 31/12/96 fee is charged when a request is made by a member of the community for a vaccination history of a patient who has been vaccinated by Ipswich City Council at weekly and/or school based immunisation clinics. The establishment of the Australian Childhood Immunisation Register (ACIR) on 1/1/97 ensured that vaccinations after this date are stored on a national database. Vaccinations received prior to this date are stored in Council databases and in hard copy format off site. For this reason searches for vaccination history on or prior to 31/12/96 incur a higher fee. A lower fee is charged for an Immunisation Records Search for vaccination history post 1/1/97
- xix) The Chief Operating Officer - Health Security and Regulatory Services Department may choose to waive the applicable regulatory fee (e.g. application and licence renewal fees) where there are extenuating circumstances. Satisfactory proof is required to support the request for waiver. Satisfactory proof includes a statutory declaration or other form of documentary evidence.

c. A Service-Levels approach

To ensure that Council provides appropriate levels of service, Council has adopted agreed service levels.


Should a business demonstrate an ongoing level of strong compliance or non-compliance, Council's Operations Manager may adjust the service level for individual businesses to ensure compliance with relevant legislation is achieved and maintained. If a business is consistently above compliance, this may involve reducing the service level. This will result in different time requirements for Council to administer the licence/permit/registration and the fee payable will reflect the changed costs to Council.

The frequency of inspections undertaken by Council officers is in accordance with the agreed service levels.

d. Refunds

Where a customer requests a refund relating to a service provided by Health Security and Regulatory Services, the following policy applies: If Council has not yet incurred the costs associated with providing a particular service, it will provide a refund minus an administration fee. Satisfactory proof is required to support the request for refund. Satisfactory proof includes a statutory declaration or other form of documentary evidence.

Date of Council Resolution: [23 April 2018](#)
Committee Reference and Date: [City Management, Finance and Community
Engagement Committee No. 2018\(04\) of 17 April 2018](#)
No. of resolution: [16](#)
Date to be reviewed: 23 April 2020

	<p>Population Health and Environmental Protection Licensing, Registration and Permitting Policy</p>	<p>Document Number: A4928797</p>
<p>1.1 Policy Author: Health Security and Regulatory Services Department</p> <p>1.2 Objectives: This policy aims to ensure that the Health Security and Regulatory Services Department's licensing and permit framework is a user-pay, cost-recovery system which is more equitable for the community and service-level based where applicable.</p> <p>1.3 Regulatory Authorities:</p> <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Food Act 2006</i> • <i>Food Safety Standards 2000</i> • <i>Public Health (Infection Control for Personal Appearance Services) Act 2003</i> • <i>Environmental Protection Act 1994</i> • <i>Environmental Protection Regulation 2008</i> • Ipswich City Council Local Law No. 3: Commercial Licensing • Ipswich City Council Subordinate Local Law 3: Commercial Licensing • Land Protection (Pest & Stock Route Management) Regulation 2002 • Ipswich City Council Local Law No. 4: Permits • Ipswich City Council Subordinate Local Law No. 4: Permits • Ipswich City Council Local Law No. 8: Nuisances and Community Health and Safety <p>1.4 Scope: The core matters addressed by this policy are the methodology and categories for calculation of Council's permit, licence and registration fees, charges and other miscellaneous fees provided by the Health Security and Regulatory Services Department (not including animal management, which is addressed in a separate policy). This policy does not apply to services provided by other departments of Council, such as Planning and Development, or Engineering Services.</p> <p>1.5 Policy Statement:</p> <p>a. A user-pays, full cost recovery fees and charges calculation methodology based on risk</p> <p>In accordance with a range of state legislation and local laws, Health Security and Regulatory Services administers various licensing, permitting and registration systems which are designed to ensure residents and businesses comply with the law, and that public health, safety and amenity is protected.</p> <p>Providing subsidised fees and charges for activities which require licensing,</p>		

permitting or registration results in ratepayer subsidy of services provided to individual residents and businesses in the community.

This leads to an inequitable distribution of costs associated with administration of the system. A user-pay, full cost recovery methodology for calculating fees and charges are therefore adopted in order to overcome this inequity.

Where relevant legislation does not include a schedule of fees for a particular service provided by Council, the following methodology is used for calculation of fees and charges for the licensing, permitting and registration services provided by the Health, Security and Regulatory Services Department (not including animal management):

- i) The relevant officer level (administrative, technical or professional) and time required for Council to provide a particular service has been determined in accordance with Council's agreed service levels. Minor amendments to agreed service levels can be made by the Chief Operating Officer (Health, Security and Regulatory Services) as necessary on an individual case by case basis to ensure that appropriate service delivery is maintained.
- ii) An annual review of the hourly rate to be charged for the coming financial year for each class of officer (administrative, technical and professional in ascending order of cost to Council) will be undertaken, based on actual cost to Council, including wages and all relevant overheads and additional expenses.
- iii) The total fee or charge for a given service is calculated by multiplying the number of hours required x the applicable hourly rate and adding the cost of any supplies required e.g. swimming pool chemicals, sampling equipment etc.

For services which have a relatively equal time requirement from one instance to the next (*eg a routine inspection for a licence*), a fixed amount is charged. The amount charged is based on the average time required. Also the activity risk is taken into consideration e.g. low, medium, high e.g. Entertainment venues: Low – Gaming parlour, Medium – Community Hall, High – Outdoor entertainment venue.

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As specified in Council's Schedule of Fees and Charges, the following fee and charge categories apply to Council's licensing, permitting and registration services:

- i) An Initial Application Fee that recovers the full administrative cost for receipting the applications and data entry onto Council's information system will apply. The initial application fee may include one inspection.

- ii) A licence/permit/registration fee for a specified period. This fee includes administration associated with the licence/permit/registration for the period specified, and includes cost of supplies, site inspections as relevant which incorporates the risk of the activity and number of activities/areas requiring inspection e.g. two pools on the one licence.
- iii) Registration fees for Environmentally Relevant Activities regulated under the *Environmental Protection Act* and devolved to local government are charged in accordance with the relevant schedule in the *Environmental Protection Regulation*, unless otherwise set by Council resolution under section 514(5)(a) of the *Environmental Protection Act*.
- iv) An Inspection Fee is payable in addition to any licence/permit/registration fee in certain circumstances, including:
 - where Council needs to inspect a premises to ensure compliance with relevant legislation/licence/permit/registration and the inspection fee has not already been paid as part of the licence/permit/registration fee;
 - where inspections are undertaken as a result of public complaint and the complaint is subsequently justified;
 - where a previous inspection has identified non-compliance and a follow-up inspection is required to ensure compliance has been achieved.
 - Where there is a transfer of existing business to a new licensee and an inspection is conducted to ensure no design changes have been made
- v) Where relevant legislation requires or allows for a Transfer of Licence or Permit, a fee for this service is payable. For transfers requiring inspections or detailed assessment, the policy detailed in (vi) below applies.
- vi) Where a licence/permit/registration detail needs to be amended, the following policy applies:
 - There is no fee payable for amendment of licence/permit/registration/Environmental Management Program/Food Safety Program details such as phone number, postal address, trading name, change of contact person, correction of clerical error, or change of name due to marriage/divorce/deed poll.
 - Any amendment which requires assessment by a Health Security and Regulatory Services officer is a chargeable service. Amendments are charged at an hourly rate (minimum charge one quarter of one hour), up to a maximum of the relevant fee for a new licence/permit/registration/Environmental Management Program/Food Safety Program assessment or application. *Examples include change of ownership where one party remains the same (eg a business partner leaves the business and wants to remove her/his name from the permit/licence/registration, or a minor change in scale of operation).*

- If the amendment requires a full reassessment of the licence/permit/registration/Environmental Management Program/Food Safety Program, the process for a new application or assessment is to be followed and relevant fees are payable.
- vii) Should a business request an inspection of a premises and the supply of a written report of that inspection, Council will charge an inspection report fee for this service. Such a service may, for example, be requested by a purchaser of a business prior to transfer of licence or sale of premises, or for inspections provided to non-higher risk businesses under the *Public Health (Infection Control for Personal Appearance Services) Act 2003*.
- viii) Where provided for in the relevant legislation, Council may enter land and/or premises to carry out works where the owner/operator of land and/or premises fails to do so following a Council request. When this occurs, Council may issue an invoice to recover its costs, including the charging of an administration fee as appropriate.
- ix) In addition to those permit/licence/registration categories listed under the legislation identified under 1.3 of this policy (Regulatory Authority), Council issues licences under the *Food Act 2006* in relation to the following classes of business:
 - i) Accommodation Meals requires a Food Safety Program
 - ii) Accommodation Meals exempt from Food Safety Program
 - iii) Bakery/ Patisserie
 - iv) Beverage Manufacturer/ Bottler
 - v) Café/ Restaurant
 - vi) Care Facility Meals
 - vii) Cannery
 - viii) Caterer – On/ Off Site
 - ix) Child Care Centre Meals
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 - xiii) Fruit & Vegetable Processing
 - xiv) Hospital Meals
 - xv) Mobile Food Premises excluding Preparation
 - xvi) Mobile Food Premises involving Preparation
 - xvii) Packer
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 - xix) Takeaway Food Premises
 - xx) Temporary Food Stalls
 - xxi) Water Carrier
- xii) Council charges different rates for inspections of new food businesses based on floor area per food processing area at the premises (e.g. supermarket – separate food processing areas i.e. bakery, deli, seafood etc., hotel – two separate kitchens are two separate food processing areas, childcare – two kitchens and a kitchenette is three food processing areas.), with larger processing areas being charged more than smaller processing areas due to the difference in time required to undertake an inspection. The following categories apply:

- a) 0m²-250m²
- b) >250m²-1000m²
- c) >1000m²

NB. The total floor area assessment for any food preparation and storage area includes kitchens, sculleries, store rooms, preparation areas, cold stores, pantries and any other areas used in the handling and storing of food. Areas used solely for dining or car parking are not included in the assessment¹.

- xiii) As per Councils Eat Safe Program a discount will be provided to Food Businesses performing at a star rating of 3 or higher. Discount will be based on star rating assigned when the renewals are issued.
- xiv) Council's Health Security and Regulatory Services Department will provide a discount to Bona fide Charitable or Community Organisations consistent with all other Council departments. Businesses will not be eligible for a combined discount with the highest discount applied to the applicable fee.
- xv) Where provided in the relevant legislation, Council may be required to **assess** draft programs or operational plans. An example is an Environmental Management Program under the *Environmental Protection Act 1994*. When these assessments are carried out, Council will charge a fee. Where relevant, this fee includes one onsite inspection and assessment of adequacy of the program or plan, followed by a report which may outline any remedial measures required. This fee is based on time required to provide the service.
- xvi) Where provided in the relevant legislation, Council may be required to **audit (or monitor implementation of)** programs or operational plans. An example is an Environmental Management Program under the *Environmental Protection Act 1994*. When these audits or implementation monitoring activities are carried out, a fee will be charged. Where relevant, this fee includes one onsite inspection and assessment of compliance with the businesses program or plan, followed by a report which may outline any remedial measures required. This fee is based on time required to provide the service.
- xvii) Council will charge a fee for an Environmental Health Search (most often requested as part of sale of business). This fee includes an administrative search of Council databases for outstanding items related to property including but not limited to notices, fees owing and licences or permits. A written report on the outcome of the search is included in the fee.
- xviii) An Immunisation Records Search for vaccination history on or prior to 31/12/96 fee is charged when a request is made by a member of the community for a vaccination history of a patient who has been vaccinated by Ipswich City Council at weekly and/or school based immunisation clinics. The establishment of the Australian Childhood Immunisation Register (ACIR) on 1/1/97

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ensured that vaccinations after this date are stored on a national database. Vaccinations received prior to this date are stored in Council databases and in hard copy format off site. For this reason searches for vaccination history on or prior to 31/12/96 incur a higher fee. A lower fee is charged for an Immunisation Records Search for vaccination history post 1/1/97

- xix) The Chief Operating Officer - Health Security and Regulatory Services Department may choose to waive the applicable regulatory fee (e.g. application and licence renewal fees) where there are extenuating circumstances. Satisfactory proof is required to support the request for waiver. Satisfactory proof includes a statutory declaration or other form of documentary evidence.

c. A Service-Levels approach

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Should a business demonstrate an ongoing level of strong compliance or non-compliance, Council's Operations Manager may adjust the service level for individual businesses to ensure compliance with relevant legislation is achieved and maintained. If a business is consistently above compliance, this may involve reducing the service level. This will result in different time requirements for Council to administer the licence/permit/registration and the fee payable will reflect the changed costs to Council.

The frequency of inspections undertaken by Council officers is in accordance with the agreed service levels.

d. Refunds


Where a customer requests a refund relating to a service provided by Health Security and Regulatory Services, the following policy applies: If Council has not yet incurred the costs associated with providing a particular service, it will provide a refund minus an administration fee. Satisfactory proof is required to support the request for refund. Satisfactory proof includes a statutory declaration or other form of documentary evidence.

Date of Council Resolution:

Committee Reference and Date:

No. of resolution:

Date to be reviewed:

	<p>Dog Registration Policy</p>	<p>Document Number: A4928836</p>
<p>1.1 Policy Author: Health, Security and Regulatory Services Department</p> <p>1.2 Objectives: This policy aims to develop a system of dog registration that is equitable and easy, encourages registration and promotes responsible animal ownership. (Note: Animal Management permits are covered by a separate policy owing to a differing policy intent)</p> <p>1.3 Regulatory Authority: Section 9 of the <i>Local Government Act 2009</i> – Powers of Local Governments Generally Section 28 of the <i>Local Government Act 2009</i> – Power to Make a Local Law Section 97 of the <i>Local Government Act 2009</i> – Cost Recovery Fees Ipswich City Council <i>Local Law 6: Animal Management</i> Ipswich City Council <i>Subordinate Local Law 6.1: Animal Management</i> <i>Animal Management (Cats and Dogs) Act 2008</i> including amendments made to the Act by the <i>Building and Other Legislation Act 2010</i></p> <p>1.4 Scope: The core matters addressed by the policy include registration fee exemptions, discounted registration fees, and refunds.</p> <p>This policy is effective from 1 July 2018.</p> <p>The registration period is for twelve months and commences 1 July each year and expires on 30 June the year following commencement with renewal notices be sent to owners prior to 30 June. Council officers should ensure that notices are received by Ipswich residents a minimum of 21 days prior to the due date. This applies to all registration fees except that of Declared Dangerous and Declared Menacing Dog Registration Fees. Their registration period commences when the declaration has been made by Council and applies for the following twelve months, creating an ‘anniversary date’ registration period with renewal notices forwarded to owners just prior to the expiry of their current registration period.</p> <p>1.5 Policy Statement:</p> <p>a) Dog Registration Fee Calculation Methodology</p> <p>Dog registrations are based on providing a desexing incentive, as required by s52 of the <i>Animal Management (Cats and Dogs) Act 2008</i>. Full cost recovery is not viable as the true cost of registration would be exorbitantly high and would make dog ownership unattainable in the community. Registration fees will be calculated based on benchmarking councils of similar classification and ensuring the fees are an incentive for responsible dog ownership.</p>		

b) Dog Registration Fee Exemption

Fee exemption will be granted in the following circumstances:

- i) Where a **dog** is currently registered with any other Australian Local Government and satisfactory proof of registration is shown, no fee will be charged for the registration of the dog with the Ipswich City Council for the current Ipswich City Council registration period; or
- ii) Registration fee exemptions will apply to those **dogs** classified as exempt in the *Animal Management (Cats and Dogs) Act 2008*. Those dogs are:
 - 1. A Government Entity Dog (i.e Queensland Police Service Dogs, Royal Australian Air Force Dogs, Corrective Services Department Dogs) ; and
 - 2. A Working Dog
 - A working dog, defined by the legislation, means a dog usually kept or proposed to be kept:
 - On rural land; and
 - By an owner who is a primary producer; or a person engaged or employed by a primary producer; and
 - Primarily for the purpose of:
 - Droving, protecting, tending or working stock; or
 - Being trained in droving, protecting, tending or working stock; and
 - 3. Does not include a class of dog prescribed under a regulation (of the Act).
- iii) Ipswich City Council does not require a registration fee for the following **dogs**:
 - Guide Dogs;
 - Disability Assistance Dogs;
 - Greyhounds currently registered with and owned by a Licensee of Racing Queensland (previously known as the Greyhound Racing Control Board of Queensland);
 - Other dogs (as determined by Council resolution) that are shown to provide benefit to the community or special needs group and satisfactory proof is shown.

c) Discounted Dog Registration Fees

Discounted registration fees apply to the following circumstances:

- i) Lower registration fee: **dogs** that are de-sexed, and specified pensioner card holders (entire and de-sexed) may apply for a lower registration fee (as determined in Council's fees and charges) if satisfactory proof is provided;
- ii) Discounted **dog** registration fee: to encourage prompt renewal of registrations, where a dog has been registered in the previous registration period with the Ipswich City Council and is re-registered on or before the date

determined by the Chief Operating Officer – Health, Security and Regulatory Services as the cut off date for the discounted registration fee to apply, the applicable discounted registration fee (as determined in Council's fees and charges) will apply. This includes entire dogs, de-sexed dogs, pensioner (entire dogs and de-sexed dogs), declared menacing dogs (entire or desexed) and dangerous dogs;

- iii) The **Dog Introductory** discount registration fee will apply:
 - i. When a dog has not been previously registered with Ipswich City Council or another Australian Local Government; and
 - ii. when a dog reaches 12 weeks of age it must be registered within fourteen (14) days to have the applicable introductory fee (as set in Council's fees and charges) apply; or
 - iii. when any dog (12 weeks or older) moves into the Ipswich City Council area or is obtained by a person (purchased, given etc) it must be registered within fourteen (14) days to have the applicable introductory fee (as set in Council's fees and charges) apply; and
 - iv. This discount is not offered to dogs in any other circumstance except at the discretion of the Chief Operating Officer, Health Security and Regulatory Services.
- iv) **Introductory** discount registration fee for **dogs**: the applicable introductory discount registration fee (as determined in Council's fees and charges) will apply for the full financial year, that is, no further discount will be applied to this fee (e.g. should a dog be registered post 1 January the full Introductory discount registration fee will apply).
- v) **Introductory** discount registration fee for **dogs (Adoptions - first year introductory registration processed at 6 Hooper Street, West Ipswich and the RSPCA Campus at Wacol)**: the applicable introductory discount registration **fee** will not be applied to those dogs that meet the criteria in 1.5(c)(iii) above to animals that are adopted to owners in Ipswich from the RSPCA Wacol Campus and the 6 Hooper Street, West Ipswich facility. The zero fee will apply for the full financial year of the first year of registration only. Applicable registration fees apply post this.
- vi) **Introductory** discount registration fee for dogs (Vet Services and Responsible Pet Ownership): the applicable introductory discount registration fee will not be applied to those dogs that meet the criteria in 1.5(c)(iii) above in addition to where the owner provides a certificate from their vet that the animal has been desexed, microchipped or vaccinated within a period of 14 days prior to submitting their registration form to Council.
- vii) **Farm Dog**: dogs that don't meet the criteria set out for a *working dog* in the *Animal Management (Cats and Dogs) Act 2008* but do meet the following criteria (as satisfactory proof) may be classified as a *farm dog* and receive a discounted registration fee:

- i. Satisfy an authorised officer that the said dog is in fact a farm dog within Ipswich City Council (assessment of skills that the dog does provide assistance on the farm will be required)
- ii. The dog lives on a property in a classified rural zone within Ipswich City Council
- iii. The dog's owner is a primary producer however this may not be the owners principle occupation within Ipswich City Council.

Note: A fee category for an entire farm dog and a desexed farm dog will apply

- viii) Obedience trained discount fee: **dogs** that are obedience trained may qualify to receive a 50% discount (as per Council's fees and charges, excluding dogs registered under the introductory discount registration fee/or regulated dogs; or those dogs that are being assessed to determine if they are declared dangerous or menacing) on the applicable dog registration fee if they satisfy all the following requirements:

- Reach a required standard of obedience as established by the Chief Operating Officer – Health, Security and Regulatory Services; and
- Are assessed on the required standards from either the Animal Welfare League (AWL), the Royal Society for the Prevention of Cruelty to Animals (RSPCA), or an organisation affiliated with the Canine Control Council (Queensland) trading as Dogs Queensland, and a dog obedience training provider recognised as a Registered Training Organisation or another provider as determined by the Chief Operating Officer - Health, Security and Regulatory Services; and
- Provide the Ipswich City Council Dog Obedience Testing Criteria form, signed and dated from one of the above mentioned organisations to certify that they have reached the required standards of obedience; and
- The completed Dog Obedience Testing Criteria form is presented to Council when applying for the discount.

The obedience trained discount fee will be applicable from the date of assessment as listed on the Ipswich City Council Dog Obedience Testing Criteria form for the remainder of the current and/or the consequent two dog registration periods. After the period has elapsed, the dog will require re-assessment and will need to present the appropriate documentation to Council to receive the 50% discount on the applicable dog registration fee. The criteria for assessment will be determined by the Chief Operating Officer – Health, Security and Regulatory Services.

- ix) **Kennel Licence & Dogs Queensland:** Where a person holds an approved and current kennel licence with the Council and they have a dog or dogs that are currently registered with Dogs Queensland (previously called Canine Control Council of Queensland), they may present their certificate or other suitable

documentation to the council to receive a 50% discount on their applicable dog registration fee.

- x) **Dogs Queensland Membership:** Where a person is currently registered with Dogs Queensland (previously called Canine Control Council of Queensland) and does not hold an approved kennel licence, they may present their certificate or other suitable documentation to the council to receive a discounted registration fee.
- xi) **Maximum Discount:** When any multiple discounts or concessions are applied to registration fees (eg. Obedience trained dog), no resulting registration fee shall be lower than the desexed pensioner dog registration fee (pay before date) due to minimum cost recovery.

d) Full Dog Registration Fees

Where a registration fee is not paid by the due date the discounted fee will cease to apply and the full registration fee will then become payable.

- i) Full dog registration fee: when a registration fee is paid after the date determined by the Chief Operating Officer – Health, Security and Regulatory Services as the cut off date for the discounted dog registration fee to apply, the applicable full registration fee (as determined in Council's fees and charges) will apply.
- ii) The full dog registration fee will apply to entire, de-sexed, pensioner (entire), and pensioner (de-sexed) dogs, declared menacing dogs (entire or desexed) and dangerous dogs.

e) Replacement Dog Registration Tags

When registering their dogs with Ipswich City Council, owners are provided with a registration tag for life of that animal and are not transferrable. Owners, should they lose the registration tag will be provided with a free replacement registration tag.

1.6 Dog Registration Refunds:

The dog must be registered by the Ipswich City Council and the registration fees paid to Ipswich City Council to qualify for a refund. Satisfactory proof is required to support the refund application.

A refund may be applicable in the following circumstances:

- a) A dog dies and an application to cancel the registration is made between 1st July and 31st March of the relevant registration year. No refunds will be applicable for the period of 1st April to 30th June in the appropriate registration year. Satisfactory proof is required to support an application to cancel a registration; or

- b) A **dog** qualifies for a **lower registration** fee (the dog is de-sexed and/or is entitled to a pensioner concession as per the specified pensioner card holders for entire, de-sexed dogs, farm dogs, menacing (desexed and entire) and dangerous dogs) and an application for a refund is made between 1st July and 31st March of the relevant registration year. No refunds will be applicable for the period of 1st April to 30th June in the appropriate registration year; and/or
- c) A **dog** qualifies for the **obedience trained** discount fee and provides Council with the completed Ipswich City Council Dog Obedience Testing Criteria form, signed and dated from one of the appropriate organisations to certify that they have reached the required standards of obedience, and the application for a refund is made between 1st July and 31st March of the relevant registration year. No refunds will be applicable for the period 1st April to 30th June in the appropriate registration year; and/or
- d) A **dog** qualifies for the **Kennel Licence and Dogs Queensland** discount and provides Council with a certificate or other suitable documentation, and the application for a refund is made between 1st July and 31st December of the relevant registration year. No refunds will be applicable for the period 1st January to 30th June in the appropriate registration year; and/or

No refunds will be granted for dogs who qualify for the introductory discount registration fee.

Refunds for 1.6 a) will be calculated using the following discounts:

Time frame for when application is made	Type of dog registration
	Entire/De-sexed/Entire (pensioner)/De-sexed (pensioner)/Menacing Dogs (entire or desexed)/Dangerous dogs (de-sexed)/Farm Dog (entire or de-sexed)
1 July – 31 July	100% of registration fee paid
1 August – 30 September	75% of the registration fee paid
1 October – 31 December	50% of the registration fee paid
1 January – 31 March	25% of the registration fee paid
1 April – 30 June	Nil – no refund applicable

Refunds for 1.6 b) will be calculated using the following discounts:

Type of dog registration		
Time frame for when application is made	Introductory discount registration fee (first year)	Entire/De-sexed/Entire (pensioner)/De-sexed (pensioner)/Menacing Dogs (entire or desexed), Dangerous dogs (de-sexed)/Farm Dog (entire or de-sexed)
1 July – 30 September	No refund	Difference between the registration fee paid and lower registration fee
1 October – 31 December	No refund	50% of the difference between the registration fee paid and lower registration fee
1 January – 31 March	No refund	25% of the difference between the registration fee paid and lower registration fee
1 April – 30 June	No refund	Nil – no refund applicable

Refunds for 1.6 c, d) and e) will be calculated using the table below:

Type of dog registration discount	
Time frame for when application is made	Obedience trained, Kennel Licence & Dogs Queensland, Cattery Licence and Queensland Feline Association Incorporated
1st July – 31 st December	50% of the applicable registration fee
1 st January – 1st March	25% of the applicable registration fee
1 April to 30 th June	Nil – no refund applicable

1.7 Satisfactory Proof:

Sections 46 and 48 of the *Animal Management (Cats and Dogs) Act 2008* states that Council can request other information or documents in order for a dog to be registered. In addition to the *Animal Management (Cats and Dogs) Act 2008*, other information or documents are generally necessary where satisfactory proof is referred to in the policy (signed and dated) unless otherwise determined by an Authorised Officer or Business Support Officer. An Authorised Officer or Business Support Officer reserves the right to charge the full registration fee where insufficient proof is provided. Specifically, in order to determine whether a dog is a farm dog or not, Council require the following criteria to be met:

1. Satisfy an authorised officer that the said dog is in fact a farm dog (assessment of skills that the dog does provide assistance on the farm)
2. The dog lives on a property in a classified rural zone

3. The dog's owner is a primary producer

1.8 Exclusions:

The Chief Operating Officer - Health, Security and Regulatory Services reserves the right to refuse to grant a refund or discount registration fee to ensure the dog registration system remains equitable and promotes responsible animal ownership.

1.9 Extenuating Circumstances


The Chief Operating Officer - Health Security and Regulatory Services Department may choose to waive the applicable regulatory fee (e.g. application and permit renewal fees) where there are extenuating circumstances. Satisfactory proof is required to support the request for waiver. Satisfactory proof includes a statutory declaration or other form of documentary evidence.

Date of Council Resolution: 23 April 2018

Committee Reference and Date: City Management, Finance and Community Engagement
Committee No. 2018(04) of 17 April 2018

No. of resolution: 16

Date to be reviewed: 23 April 2020

	<p>Dog Registration Policy</p>	<p>Document Number: A4928836</p>
<p>1.1 Policy Author: Health, Security and Regulatory Services Department</p> <p>1.2 Objectives: This policy aims to develop a system of dog registration that is equitable and easy, encourages registration and promotes responsible animal ownership. (Note: Animal Management permits are covered by a separate policy owing to a differing policy intent)</p> <p>1.3 Regulatory Authority: Section 9 of the <i>Local Government Act 2009</i> – Powers of Local Governments Generally Section 28 of the <i>Local Government Act 2009</i> – Power to Make a Local Law Section 97 of the <i>Local Government Act 2009</i> – Cost Recovery Fees Ipswich City Council <i>Local Law 6: Animal Management</i> Ipswich City Council <i>Subordinate Local Law 6.1: Animal Management</i> <i>Animal Management (Cats and Dogs) Act 2008</i> including amendments made to the Act by the <i>Building and Other Legislation Act 2010</i></p> <p>1.4 Scope: The core matters addressed by the policy include registration fee exemptions, discounted registration fees, and refunds.</p> <p>This policy is effective from 1 July 2018.</p> <p>The registration period is for twelve months and commences 1 July each year and expires on 30 June the year following commencement with renewal notices be sent to owners prior to 30 June. Council officers should ensure that notices are received by Ipswich residents a minimum of 21 days prior to the due date. This applies to all registration fees except that of Declared Dangerous and Declared Menacing Dog Registration Fees. Their registration period commences when the declaration has been made by Council and applies for the following twelve months, creating an ‘anniversary date’ registration period with renewal notices forwarded to owners just prior to the expiry of their current registration period.</p> <p>1.5 Policy Statement:</p> <p>a) Dog Registration Fee Calculation Methodology</p> <p>Dog registrations are based on providing a desexing incentive, as required by s52 of the <i>Animal Management (Cats and Dogs) Act 2008</i>. Full cost recovery is not viable as the true cost of registration would be exorbitantly high and would make dog ownership unattainable in the community. Registration fees will be calculated based on benchmarking councils of similar classification and ensuring the fees are an incentive for responsible dog ownership.</p>		

b) Dog Registration Fee Exemption

Fee exemption will be granted in the following circumstances:

- i) Where a **dog** is currently registered with any other Australian Local Government and satisfactory proof of registration is shown, no fee will be charged for the registration of the dog with the Ipswich City Council for the current Ipswich City Council registration period; or
- ii) Registration fee exemptions will apply to those **dogs** classified as exempt in the *Animal Management (Cats and Dogs) Act 2008*. Those dogs are:
 - 1. A Government Entity Dog (i.e Queensland Police Service Dogs, Royal Australian Air Force Dogs, Corrective Services Department Dogs) ; and
 - 2. A Working Dog
 - A working dog, defined by the legislation, means a dog usually kept or proposed to be kept:
 - On rural land; and
 - By an owner who is a primary producer; or a person engaged or employed by a primary producer; and
 - Primarily for the purpose of:
 - Droving, protecting, tending or working stock; or
 - Being trained in droving, protecting, tending or working stock; and
 - 3. Does not include a class of dog prescribed under a regulation (of the Act).
- iii) Ipswich City Council does not require a registration fee for the following **dogs**:
 - Guide Dogs;
 - Disability Assistance Dogs;
 - Greyhounds currently registered with and owned by a Licensee of Racing Queensland (previously known as the Greyhound Racing Control Board of Queensland);
 - Other dogs (as determined by Council resolution) that are shown to provide benefit to the community or special needs group and satisfactory proof is shown.

c) Discounted Dog Registration Fees

Discounted registration fees apply to the following circumstances:

- i) Lower registration fee: **dogs** that are de-sexed, and specified pensioner card holders (entire and de-sexed) may apply for a lower registration fee (as determined in Council's fees and charges) if satisfactory proof is provided;
- ii) Discounted **dog** registration fee: to encourage prompt renewal of registrations, where a dog has been registered in the previous registration period with the Ipswich City Council and is re-registered on or before the date

determined by the Chief Operating Officer – Health, Security and Regulatory Services as the cut off date for the discounted registration fee to apply, the applicable discounted registration fee (as determined in Council's fees and charges) will apply. This includes entire dogs, de-sexed dogs, pensioner (entire dogs and de-sexed dogs), declared menacing dogs (entire or desexed) and dangerous dogs;

- iii) The **Dog Introductory** discount registration fee will apply:
 - i. When a dog has not been previously registered with Ipswich City Council or another Australian Local Government; and
 - ii. when a dog reaches 12 weeks of age it must be registered within fourteen (14) days to have the applicable introductory fee (as set in Council's fees and charges) apply; or
 - iii. when any dog (12 weeks or older) moves into the Ipswich City Council area or is obtained by a person (purchased, given etc) it must be registered within fourteen (14) days to have the applicable introductory fee (as set in Council's fees and charges) apply; and
 - iv. This discount is not offered to dogs in any other circumstance except at the discretion of the Chief Operating Officer, Health Security and Regulatory Services.
- iv) **Introductory** discount registration fee for **dogs**: the applicable introductory discount registration fee (as determined in Council's fees and charges) will apply for the full financial year, that is, no further discount will be applied to this fee (e.g. should a dog be registered post 1 January the full Introductory discount registration fee will apply).
- v) **Introductory** discount registration fee for **dogs (Adoptions - first year introductory registration processed at 6 Hooper Street, West Ipswich and the RSPCA Campus at Wacol)**: the applicable introductory discount registration **fee** will not be applied to those dogs that meet the criteria in 1.5(c)(iii) above to animals that are adopted to owners in Ipswich from the RSPCA Wacol Campus and the 6 Hooper Street, West Ipswich facility. The zero fee will apply for the full financial year of the first year of registration only. Applicable registration fees apply post this.
- vi) Introductory discount registration fee for dogs (Vet Services and Responsible Pet Ownership): the applicable introductory discount registration fee will not be applied to those dogs that meet the criteria in 1.5(c)(iii) above in addition to where the owner provides a certificate from their vet that the animal has been desexed, microchipped or vaccinated within a period of 14 days prior to submitting their registration form to Council.
- vii) **Farm Dog**: dogs that don't meet the criteria set out for a *working dog* in the *Animal Management (Cats and Dogs) Act 2008* but do meet the following criteria (as satisfactory proof) may be classified as a *farm dog* and receive a discounted registration fee:

- i. Satisfy an authorised officer that the said dog is in fact a farm dog within Ipswich City Council (assessment of skills that the dog does provide assistance on the farm will be required)
- ii. The dog lives on a property in a classified rural zone within Ipswich City Council
- iii. The dog's owner is a primary producer however this may not be the owners principle occupation within Ipswich City Council.

Note: A fee category for an entire farm dog and a desexed farm dog will apply

- viii) Obedience trained discount fee: **dogs** that are obedience trained may qualify to receive a 50% discount (as per Council's fees and charges, excluding dogs registered under the introductory discount registration fee/or regulated dogs; or those dogs that are being assessed to determine if they are declared dangerous or menacing) on the applicable dog registration fee if they satisfy all the following requirements:

- Reach a required standard of obedience as established by the Chief Operating Officer – Health, Security and Regulatory Services; and
- Are assessed on the required standards from either the Animal Welfare League (AWL), the Royal Society for the Prevention of Cruelty to Animals (RSPCA), or an organisation affiliated with the Canine Control Council (Queensland) trading as Dogs Queensland, and a dog obedience training provider recognised as a Registered Training Organisation or another provider as determined by the Chief Operating Officer - Health, Security and Regulatory Services; and
- Provide the Ipswich City Council Dog Obedience Testing Criteria form, signed and dated from one of the above mentioned organisations to certify that they have reached the required standards of obedience; and
- The completed Dog Obedience Testing Criteria form is presented to Council when applying for the discount.

The obedience trained discount fee will be applicable from the date of assessment as listed on the Ipswich City Council Dog Obedience Testing Criteria form for the remainder of the current and/or the consequent two dog registration periods. After the period has elapsed, the dog will require re-assessment and will need to present the appropriate documentation to Council to receive the 50% discount on the applicable dog registration fee. The criteria for assessment will be determined by the Chief Operating Officer – Health, Security and Regulatory Services.

- ix) **Kennel Licence & Dogs Queensland:** Where a person holds an approved and current kennel licence with the Council and they have a dog or dogs that are currently registered with Dogs Queensland (previously called Canine Control Council of Queensland), they may present their certificate or other suitable

documentation to the council to receive a 50% discount on their applicable dog registration fee.

- x) **Dogs Queensland Membership:** Where a person is currently registered with Dogs Queensland (previously called Canine Control Council of Queensland) and does not hold an approved kennel licence, they may present their certificate or other suitable documentation to the council to receive a discounted registration fee.
- xi) **Maximum Discount:** When any multiple discounts or concessions are applied to registration fees (eg. Obedience trained dog), no resulting registration fee shall be lower than the desexed pensioner dog registration fee (pay before date) due to minimum cost recovery.

d) Full Dog Registration Fees

Where a registration fee is not paid by the due date the discounted fee will cease to apply and the full registration fee will then become payable.

- i) Full dog registration fee: when a registration fee is paid after the date determined by the Chief Operating Officer – Health, Security and Regulatory Services as the cut off date for the discounted dog registration fee to apply, the applicable full registration fee (as determined in Council's fees and charges) will apply.
- ii) The full dog registration fee will apply to entire, de-sexed, pensioner (entire), and pensioner (de-sexed) dogs, declared menacing dogs (entire or desexed) and dangerous dogs.

e) Replacement Dog Registration Tags

When registering their dogs with Ipswich City Council, owners are provided with a registration tag for life of that animal and are not transferrable. Owners, should they lose the registration tag will be provided with a free replacement registration tag.

1.6 Dog Registration Refunds:

The dog must be registered by the Ipswich City Council and the registration fees paid to Ipswich City Council to qualify for a refund. Satisfactory proof is required to support the refund application.

A refund may be applicable in the following circumstances:

- a) A dog dies and an application to cancel the registration is made between 1st July and 31st March of the relevant registration year. No refunds will be applicable for the period of 1st April to 30th June in the appropriate registration year. Satisfactory proof is required to support an application to cancel a registration; or

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- b) A **dog** qualifies for a **lower registration** fee (the dog is de-sexed and/or is entitled to a pensioner concession as per the specified pensioner card holders for entire, de-sexed dogs, farm dogs, menacing (desexed and entire) and dangerous dogs) and an application for a refund is made between 1st July and 31st March of the relevant registration year. No refunds will be applicable for the period of 1st April to 30th June in the appropriate registration year; and/or
- c) A **dog** qualifies for the **obedience trained** discount fee and provides Council with the completed Ipswich City Council Dog Obedience Testing Criteria form, signed and dated from one of the appropriate organisations to certify that they have reached the required standards of obedience, and the application for a refund is made between 1st July and 31st March of the relevant registration year. No refunds will be applicable for the period 1st April to 30th June in the appropriate registration year; and/or
- d) A **dog** qualifies for the **Kennel Licence and Dogs Queensland** discount and provides Council with a certificate or other suitable documentation, and the application for a refund is made between 1st July and 31st December of the relevant registration year. No refunds will be applicable for the period 1st January to 30th June in the appropriate registration year; and/or

No refunds will be granted for dogs who qualify for the introductory discount registration fee.

Refunds for 1.6 a) will be calculated using the following discounts:

Time frame for when application is made	Type of dog registration
	Entire/De-sexed/Entire (pensioner)/De-sexed (pensioner)/Menacing Dogs (entire or desexed)/Dangerous dogs (de-sexed)/Farm Dog (entire or de-sexed)
1 July – 31 July	100% of registration fee paid
1 August – 30 September	75% of the registration fee paid
1 October – 31 December	50% of the registration fee paid
1 January – 31 March	25% of the registration fee paid
1 April – 30 June	Nil – no refund applicable

Refunds for 1.6 b) will be calculated using the following discounts:

Type of dog registration		
Time frame for when application is made	Introductory discount registration fee (first year)	Entire/De-sexed/Entire (pensioner)/De-sexed (pensioner)/Menacing Dogs (entire or desexed), Dangerous dogs (de-sexed)/Farm Dog (entire or de-sexed)
1 July – 30 September	No refund	Difference between the registration fee paid and lower registration fee
1 October – 31 December	No refund	50% of the difference between the registration fee paid and lower registration fee
1 January – 31 March	No refund	25% of the difference between the registration fee paid and lower registration fee
1 April – 30 June	No refund	Nil – no refund applicable

Refunds for 1.6 c, d) and e) will be calculated using the table below:

Type of dog registration discount	
Time frame for when application is made	Obedience trained, Kennel Licence & Dogs Queensland, Cattery Licence and Queensland Feline Association Incorporated
1st July – 31 st December	50% of the applicable registration fee
1 st January – 1st March	25% of the applicable registration fee
1 April to 30 th June	Nil – no refund applicable

1.7 Satisfactory Proof:

Sections 46 and 48 of the *Animal Management (Cats and Dogs) Act 2008* states that Council can request other information or documents in order for a dog to be registered. In addition to the *Animal Management (Cats and Dogs) Act 2008*, other information or documents are generally necessary where satisfactory proof is referred to in the policy (signed and dated) unless otherwise determined by an Authorised Officer or Business Support Officer. An Authorised Officer or Business Support Officer reserves the right to charge the full registration fee where insufficient proof is provided. Specifically, in order to determine whether a dog is a farm dog or not, Council require the following criteria to be met:

1. Satisfy an authorised officer that the said dog is in fact a farm dog (assessment of skills that the dog does provide assistance on the farm)
2. The dog lives on a property in a classified rural zone

3. The dog's owner is a primary producer

1.8 Exclusions:

The Chief Operating Officer - Health, Security and Regulatory Services reserves the right to refuse to grant a refund or discount registration fee to ensure the dog registration system remains equitable and promotes responsible animal ownership.

1.9 Extenuating Circumstances


The Chief Operating Officer - Health Security and Regulatory Services Department may choose to waive the applicable regulatory fee (e.g. application and permit renewal fees) where there are extenuating circumstances. Satisfactory proof is required to support the request for waiver. Satisfactory proof includes a statutory declaration or other form of documentary evidence.

Date of Council Resolution: ~~23 April 2018~~

Committee Reference and Date: ~~City Management, Finance and Community Engagement Committee No. 2018(04) of 17 April 2018~~

No. of resolution: ~~16~~

Date to be reviewed: ~~23 April 2020~~

	<p>Dog Registration Policy</p>	<p>Document Number: A4928836</p>
<p>1.1 Policy Author: Health, Security and Regulatory Services Department</p> <p>1.2 Objectives: This policy aims to develop a system of dog registration that is equitable and easy, encourages registration and promotes responsible animal ownership. (Note: Animal Management permits are covered by a separate policy owing to a differing policy intent)</p>		
<p>1.3 Regulatory Authority: Section 9 of the <i>Local Government Act 2009</i> – Powers of Local Governments Generally Section 28 of the <i>Local Government Act 2009</i> – Power to Make a Local Law Section 97 of the <i>Local Government Act 2009</i> – Cost Recovery Fees Ipswich City Council <i>Local Law 6: Animal Management</i> Ipswich City Council <i>Subordinate Local Law 6.1: Animal Management</i> <i>Animal Management (Cats and Dogs) Act 2008</i> including amendments made to the Act by the <i>Building and Other Legislation Act 2010</i></p> <p>1.4 Scope: The core matters addressed by the policy include registration fee exemptions, discounted registration fees, and refunds.</p> <p>The registration period is for twelve months and commences 1 July each year and expires on 30 June the year following commencement with renewal notices be sent to owners prior to 30 June. Council officers should ensure that notices are received by Ipswich residents a minimum of 21 days prior to the due date. This applies to all registration fees except that of Declared Dangerous and Declared Menacing Dog Registration Fees. Their registration period commences when the declaration has been made by Council and applies for the following twelve months, creating an ‘anniversary date’ registration period with renewal notices forwarded to owners just prior to the expiry of their current registration period.</p>		
<p>1.5 Policy Statement:</p> <p>a) Dog Registration Fee Calculation Methodology</p> <p>Dog registrations are based on providing a desexing incentive, as required by s52 of the <i>Animal Management (Cats and Dogs) Act 2008</i>. Full cost recovery is not viable as the true cost of registration would be exorbitantly high and would make dog ownership unattainable in the community. Registration fees will be calculated based on benchmarking councils of similar classification and ensuring the fees are an incentive for responsible dog ownership.</p> <p>b) Dog Registration Fee Exemption</p>		

Fee exemption will be granted in the following circumstances:

- i) Where a **dog** is currently registered with any other Australian Local Government and satisfactory proof of registration is shown, no fee will be charged for the registration of the dog with the Ipswich City Council for the current Ipswich City Council registration period; or
- ii) Registration fee exemptions will apply to those **dogs** classified as exempt in the *Animal Management (Cats and Dogs) Act 2008*. Those dogs are:
 - 1. A Government Entity Dog (i.e Queensland Police Service Dogs, Royal Australian Air Force Dogs, Corrective Services Department Dogs) ; and
 - 2. A Working Dog
 - A working dog, defined by the legislation, means a dog usually kept or proposed to be kept:
 - On rural land; and
 - By an owner who is a primary producer; or a person engaged or employed by a primary producer; and
 - Primarily for the purpose of:
 - Droving, protecting, tending or working stock; or
 - Being trained in droving, protecting, tending or working stock; and
 - 3. Does not include a class of dog prescribed under a regulation (of the Act).
- iii) Ipswich City Council does not require a registration fee for the following **dogs**:
 - Guide Dogs;
 - Disability Assistance Dogs;
 - Greyhounds currently registered with and owned by a Licensee of Racing Queensland (previously known as the Greyhound Racing Control Board of Queensland);
 - Other dogs (as determined by Council resolution) that are shown to provide benefit to the community or special needs group and satisfactory proof is shown.

c) Discounted Dog Registration Fees

Discounted registration fees apply to the following circumstances:

- i) Lower registration fee: **dogs** that are de-sexed, and specified pensioner card holders (entire and de-sexed) may apply for a lower registration fee (as determined in Council's fees and charges) if satisfactory proof is provided;
- ii) Discounted **dog** registration fee: to encourage prompt renewal of registrations, where a dog has been registered in the previous registration period with the Ipswich City Council and is re-registered on or before the date determined by the Chief Operating Officer – Health, Security and Regulatory

Services as the cut off date for the discounted registration fee to apply, the applicable discounted registration fee (as determined in Council's fees and charges) will apply. This includes entire dogs, de-sexed dogs, pensioner (entire dogs and de-sexed dogs), declared menacing dogs (entire or desexed) and dangerous dogs;

- iii) The **Dog Introductory** discount registration fee will apply:
 - i. When a dog has not been previously registered with Ipswich City Council or another Australian Local Government; and
 - ii. when a dog reaches 12 weeks of age it must be registered within fourteen (14) days to have the applicable introductory fee (as set in Council's fees and charges) apply; or
 - iii. when any dog (12 weeks or older) moves into the Ipswich City Council area or is obtained by a person (purchased, given etc) it must be registered within fourteen (14) days to have the applicable introductory fee (as set in Council's fees and charges) apply; and
 - iv. This discount is not offered to dogs in any other circumstance except at the discretion of the Chief Operating Officer, Health Security and Regulatory Services.
- iv) **Introductory** discount registration fee for **dogs**: the applicable introductory discount registration fee (as determined in Council's fees and charges) will apply for the full financial year, that is, no further discount will be applied to this fee (e.g. should a dog be registered post 1 January the full Introductory discount registration fee will apply).
- v) **Introductory** discount registration fee for **dogs (Adoptions - first year introductory registration processed at 6 Hooper Street, West Ipswich and the RSPCA Campus at Wacol)**: the applicable introductory discount registration **fee** will not be applied to those dogs that meet the criteria in 1.5(c)(iii) above to animals that are adopted to owners in Ipswich from the RSPCA Wacol Campus and the 6 Hooper Street, West Ipswich facility. The zero fee will apply for the full financial year of the first year of registration only. Applicable registration fees apply post this.
- vi) **Introductory** discount registration fee for dogs (Vet Services and Responsible Pet Ownership): the applicable introductory discount registration fee will not be applied to those dogs that meet the criteria in 1.5(c)(iii) above in addition to where the owner provides a certificate from their vet that the animal has been desexed, microchipped or vaccinated within a period of 14 days prior to submitting their registration form to Council.
- vii) **Farm Dog**: dogs that don't meet the criteria set out for a *working dog* in the *Animal Management (Cats and Dogs) Act 2008* but do meet the following criteria (as satisfactory proof) may be classified as a *farm dog* and receive a discounted registration fee:
 - i. Satisfy an authorised officer that the said dog is in fact a farm dog within Ipswich City Council (assessment of skills that the dog does provide assistance on the farm will be required)

- ii. The dog lives on a property in a classified rural zone within Ipswich City Council
- iii. The dog's owner is a primary producer however this may not be the owners principle occupation within Ipswich City Council.

Note: A fee category for an entire farm dog and a desexed farm dog will apply

- viii) Obedience trained discount fee: **dogs** that are obedience trained may qualify to receive a 50% discount (as per Council's fees and charges, excluding dogs registered under the introductory discount registration fee/or regulated dogs; or those dogs that are being assessed to determine if they are declared dangerous or menacing) on the applicable dog registration fee if they satisfy all the following requirements:

- Reach a required standard of obedience as established by the Chief Operating Officer – Health, Security and Regulatory Services; and
- Are assessed on the required standards from either the Animal Welfare League (AWL), the Royal Society for the Prevention of Cruelty to Animals (RSPCA), or an organisation affiliated with the Canine Control Council (Queensland) trading as Dogs Queensland, and a dog obedience training provider recognised as a Registered Training Organisation or another provider as determined by the Chief Operating Officer - Health, Security and Regulatory Services; and
- Provide the Ipswich City Council Dog Obedience Testing Criteria form, signed and dated from one of the above mentioned organisations to certify that they have reached the required standards of obedience; and
- The completed Dog Obedience Testing Criteria form is presented to Council when applying for the discount.

The obedience trained discount fee will be applicable from the date of assessment as listed on the Ipswich City Council Dog Obedience Testing Criteria form for the remainder of the current and/or the consequent two dog registration periods. After the period has elapsed, the dog will require re-assessment and will need to present the appropriate documentation to Council to receive the 50% discount on the applicable dog registration fee. The criteria for assessment will be determined by the Chief Operating Officer – Health, Security and Regulatory Services.

- ix) **Kennel Licence & Dogs Queensland:** Where a person holds an approved and current kennel licence with the Council and they have a dog or dogs that are currently registered with Dogs Queensland (previously called Canine Control Council of Queensland), they may present their certificate or other suitable documentation to the council to receive a 50% discount on their applicable dog registration fee.
- x) **Dogs Queensland Membership:** Where a person is currently registered with Dogs Queensland (previously called Canine Control Council of Queensland)

and does not hold an approved kennel licence, they may present their certificate or other suitable documentation to the council to receive a discounted registration fee.

- xi) **Maximum Discount:** When any multiple discounts or concessions are applied to registration fees (eg. Obedience trained dog), no resulting registration fee shall be lower than the desexed pensioner dog registration fee (pay before date) due to minimum cost recovery.

d) Full Dog Registration Fees

Where a registration fee is not paid by the due date the discounted fee will cease to apply and the full registration fee will then become payable.

- i) Full dog registration fee: when a registration fee is paid after the date determined by the Chief Operating Officer – Health, Security and Regulatory Services as the cut off date for the discounted dog registration fee to apply, the applicable full registration fee (as determined in Council's fees and charges) will apply.
- ii) The full dog registration fee will apply to entire, de-sexed, pensioner (entire), and pensioner (de-sexed) dogs, declared menacing dogs (entire or desexed) and dangerous dogs.

e) Replacement Dog Registration Tags

When registering their dogs with Ipswich City Council, owners are provided with a registration tag for life of that animal and are not transferrable. Owners, should they lose the registration tag will be provided with a free replacement registration tag.

1.6 Dog Registration Refunds:

The dog must be registered by the Ipswich City Council and the registration fees paid to Ipswich City Council to qualify for a refund. Satisfactory proof is required to support the refund application.

A refund may be applicable in the following circumstances:

- a) A **dog** dies and an application to cancel the registration is made between 1st July and 31st March of the relevant registration year. No refunds will be applicable for the period of 1st April to 30th June in the appropriate registration year. Satisfactory proof is required to support an application to cancel a registration; or
- b) A **dog** qualifies for a **lower registration** fee (the dog is de-sexed and/or is entitled to a pensioner concession as per the specified pensioner card holders for entire, de-sexed dogs, farm dogs, menacing (desexed and entire) and dangerous dogs) and an application for a refund is made between 1st July and 31st March of the relevant

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registration year. No refunds will be applicable for the period of 1st April to 30th June in the appropriate registration year; and/or

- c) A **dog** qualifies for the **obedience trained** discount fee and provides Council with the completed Ipswich City Council Dog Obedience Testing Criteria form, signed and dated from one of the appropriate organisations to certify that they have reached the required standards of obedience, and the application for a refund is made between 1st July and 31st March of the relevant registration year. No refunds will be applicable for the period 1st April to 30th June in the appropriate registration year; and/or
- d) A **dog** qualifies for the **Kennel Licence and Dogs Queensland** discount and provides Council with a certificate or other suitable documentation, and the application for a refund is made between 1st July and 31st December of the relevant registration year. No refunds will be applicable for the period 1st January to 30th June in the appropriate registration year; and/or

No refunds will be granted for dogs who qualify for the introductory discount registration fee.

Refunds for 1.6 a) will be calculated using the following discounts:

Time frame for when application is made	Type of dog registration
	Entire/De-sexed/Entire (pensioner)/De-sexed (pensioner)/Menacing Dogs (entire or desexed)/Dangerous dogs (de-sexed)/Farm Dog (entire or de-sexed)
1 July – 31 July	100% of registration fee paid
1 August – 30 September	75% of the registration fee paid
1 October – 31 December	50% of the registration fee paid
1 January – 31 March	25% of the registration fee paid
1 April – 30 June	Nil – no refund applicable

Refunds for 1.6 b) will be calculated using the following discounts:

Type of dog registration

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Time frame for when application is made	Introductory discount registration fee (first year)	Entire/De-sexed/Entire (pensioner)/De-sexed (pensioner)/Menacing Dogs (entire or de-sexed), Dangerous dogs (de-sexed)/Farm Dog (entire or de-sexed)
1 July – 30 September	No refund	Difference between the registration fee paid and lower registration fee
1 October – 31 December	No refund	50% of the difference between the registration fee paid and lower registration fee
1 January – 31 March	No refund	25% of the difference between the registration fee paid and lower registration fee
1 April – 30 June	No refund	Nil – no refund applicable

Refunds for 1.6 c, d) and e) will be calculated using the table below:

	Type of dog registration discount
Time frame for when application is made	Obedience trained, Kennel Licence & Dogs Queensland, Cattery Licence and Queensland Feline Association Incorporated
1st July – 31 st December	50% of the applicable registration fee
1 st January – 1st March	25% of the applicable registration fee
1 April to 30 th June	Nil – no refund applicable

1.7 Satisfactory Proof:

Sections 46 and 48 of the *Animal Management (Cats and Dogs) Act 2008* states that Council can request other information or documents in order for a dog to be registered. In addition to the *Animal Management (Cats and Dogs) Act 2008*, other information or documents are generally necessary where satisfactory proof is referred to in the policy (signed and dated) unless otherwise determined by an Authorised Officer or Business Support Officer. An Authorised Officer or Business Support Officer reserves the right to charge the full registration fee where insufficient proof is provided. Specifically, in order to determine whether a dog is a farm dog or not, Council require the following criteria to be met:

1. Satisfy an authorised officer that the said dog is in fact a farm dog (assessment of skills that the dog does provide assistance on the farm)
2. The dog lives on a property in a classified rural zone
3. The dog's owner is a primary producer

1.8 Exclusions:

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The Chief Operating Officer - Health, Security and Regulatory Services reserves the right to refuse to grant a refund or discount registration fee to ensure the dog registration system remains equitable and promotes responsible animal ownership.

1.9 Extenuating Circumstances


The Chief Operating Officer - Health Security and Regulatory Services Department may choose to waive the applicable regulatory fee (e.g. application and permit renewal fees) where there are extenuating circumstances. Satisfactory proof is required to support the request for waiver. Satisfactory proof includes a statutory declaration or other form of documentary evidence.

Date of Council Resolution:

Committee Reference and Date:

No. of resolution:

Date to be reviewed:

	<p>Animal Management Fees and Charges Policy</p>	<p>Document Number: A4929132</p>
<p>1.1 Policy Author: Health, Security and Regulatory Services Department</p> <p>1.2 Objectives: This policy aims to ensure that Council's Animal Management fees and charges framework is a user-pays, cost-recovery system which is more equitable for the community, promotes responsible animal ownership and to ensure appropriate levels of service are being met by Council. (Note: Dog Registration is covered by a separate policy due to a differing policy intent)</p>		
<p>1.3 Regulatory Authorities:</p> <ul style="list-style-type: none"> • <i>Local Government Act (2009)</i> • <i>Animal Management (Cats and Dogs) Act 2008</i> • <i>Biosecurity Act 2014 & Biosecurity Regulation 2016</i> • Ipswich City Council Local Law 6: Animal Management • Ipswich City Council Subordinate Local Law 6: Animal Management <p>1.4 Scope: The core matters addressed by this policy are the methodology and categories for calculation of Council's Animal Management permits, impounding and general fees and charges (not including dog registration, which is addressed in a separate policy).</p> <p>This policy commences on 1 July 2018.</p> <p>1.5 Policy Statement:</p> <p>a. A user-pays, full cost recovery fees and charges calculation methodology</p> <p>In accordance with a range of state legislation and local laws, Council administers various Animal Management permits, impounding and general fees and charges which are designed to ensure the community comply with the law, and that the environment, public health, safety and amenity is protected.</p> <p>Moving to a system of user pays shifts the expenditure to those who use the service and away from those who do not.</p> <p>However, there are certain Animal Management fees and charges that sit outside the full cost recovery methodology. These fees relate to the impounding of cats, small livestock (sheep, goats, swine and similar livestock) and birds/poultry. These fees have previously been implemented at a higher rate (closer to full cost recovery) and council experience identified that the animal's owners were not</p>		

releasing the animals from the pound due to 'high fees' leaving the animals to be disposed of by council (rehoming/auction/destruction all incurring further costs for council). The fees were reviewed and lowered and council is now experiencing a higher release rate for these animals. These fees are at a lower rate than cost recovery.

Council uses the following methodology for calculation of fees and charges for the Animal Management Services provided by the Health, Security and Regulatory Services Department:

- i) The relevant officer level (administrative, technical or professional) and time required for Council to provide a particular service is determined by the Manager (Animal Management).
- ii) The Chief Operating Officer (Health, Security and Regulatory Services) undertakes an annual review of the hourly rate to be charged for the coming financial year for each class of officer (administrative, technical and professional in ascending order of cost to Council). The hourly rate is based on actual cost to Council, including wages and all relevant overheads and additional expenses.
- iii) The total fee or charge for a given service is calculated by multiplying the number of hours required multiplied by the applicable hourly rate.

Services which have a relatively equal time requirement from one instance to the next (e.g. a standard animal management permit application), a fixed amount is charged.

Services which may have highly variable time requirements, the fee is calculated based on the actual time taken. *An example of this is the impounding of roaming large livestock, which may take as little as one hour, or may take considerably longer, depending on the complexity of the matter.*

b. Fees and Categories

General Regulatory Fees

The following general regulatory fees may apply to all Animal Management Services (in the Health, Security and Regulatory Services area of Council's Schedule of Fees and Charges):

- i) An Inspection Fee is payable in addition to any licence/permit/registration fee in certain circumstances, including:
 - where Council needs to inspect a premises to ensure compliance with relevant legislation/licence/permit/registration and the inspection fee has not already been paid as part of the licence/permit/registration fee;
 - where inspections are undertaken as a result of public complaint and the complaint is subsequently justified;

- where a previous inspection has identified non-compliance and a follow-up inspection is required to ensure compliance has been achieved.
- ii) A Replacement Licence or Permit Fee is applicable when a business or premises requires a replacement of their licence or permit which has been damaged, destroyed, lost or stolen.
- iii) Any amendment which requires assessment by a Council officer is a chargeable service. Amendments are charged at an hourly rate (minimum charge one hour), up to a maximum of the relevant fee for a new licence/permit.
- iv) If the amendment requires a full reassessment of the licence/permit, the process for a new application or assessment is to be followed and relevant fees are payable.
- v) Where relevant legislation requires or allows for a Transfer of Licence or Permit, a fee for this service is payable.
- vi) Should a customer request an inspection of a premises and the supply of a written report of that inspection, Council will charge an inspection report fee for this service.
- vii) A late payment fee that covers administrative costs, including officer time to follow-up unpaid accounts, will be charged where payment is not received before the due date.

In addition to the above General Regulatory Fees, the following fee and charge categories apply to Council's Animal Management services:

- viii) Animal Management Permits
- ix) Impounding & Release Fees and Charges
- x) Destruction of Animals Fees and Charges
- xi) General Animal Management Fees
- xii) Refunds

c. Animal Management Permits

The permit fee is calculated utilising a full-cost recovery system on the basis of Ipswich City Council agreed service levels. High risk and moderate risk animal management activities require more time to approve and audit than low risk animal management activities.

Applications for animal management permits fit into two categories: **Standard and Non-Standard.**

Standard applications (low risk activities with no initial inspection)

These activities require no initial inspection and require the applicant to complete a form agreeing to standard conditions set out in (*codes to be developed*). These Permits can be granted upon application over the counter. (If the applicant cannot agree to the standard conditions of the permit without an inspection and/or desktop assessment from a technical officer taking place they must apply for a Non Standard Permit –see next section)

Non-Standard applications (moderate and major risk activities, and those low risk activities where the applicant cannot abide by the conditions set out in the Standard application process)

These activities may require an initial inspection in the approval process or a desktop assessment from a technical officer.

Application fee includes the first year's permit fee.

Permits are required to be renewed annually and may involve inspections by technical officers (as deemed by agreed service levels).

Animal Management permit types and risk categories:

Risk Rating	Permit Type	Application type
LOW	ANIMAL PERMIT , which includes: <ul style="list-style-type: none"> — Poultry (chickens, ducks, geese, peacocks etc) — Pigeons — Birds (other than poultry, pigeons or more than 25 peacocks, guinea fowl, eclectus parrots or birds from the cockatoo family) — Horses — Animals Pigs (Non-Standard only) — Animals (eg. cattle, sheep etc, excluding horses and pigs) 	Standard or Non-Standard
MOD	COMMERCIAL STABLE LICENCE	Non-Standard only
MAJOR	COMMERCIAL KENNEL LICENCE	Non-Standard only
MOD	DOMESTIC CAT PERMIT (to keep 3 or 4 desexed cats on land less than 2000m ²)	Non-Standard only
MOD	PET SHOP LICENCE	Non-Standard only
MOD	FIVE PLUS CAT PERMIT (to keep 5 or more desexed cats)	Non-Standard only
MOD	FIVE PLUS DOG PERMIT (to keep 5 or more dogs) (Dog registration fees are additional)	Non-Standard only
MAJOR	COMMERCIAL CATTERY LICENCE (selling, boarding and breeding)	Non-Standard only
LOW	DOMESTIC DOG PERMIT (to keep 3 or 4 dogs on land less than 2000m ²) (Dog registration fees are additional)	Non-Standard only
MAJOR	GUARD DOG PERMIT (per property) (Dog registration fees are additional)	Non-Standard only
MAJOR	RESTRICTED/PROHIBITED DOG PERMIT - RENEWALS ONLY (Restricted dogs are determined by State Government legislation ie Dogo Argentino, Fila Brasileiro, Japanese Tosa and American Pitbull Terrier. Dog registration fees are additional. This permit fee only applies to those owners who owned the dogs prior to 1 June 2002.)	Non-Standard only

d. Seizing, Impounding & Release Fees and Charges

Impounding and Release fees and charges will be calculated using the methodology referred to in 1.5 (a) with exception to Other Livestock, Poultry and Birds, and Dogs – Impoundment First Release (see below for more detail).

Fees will be calculated based on the timing of the impounding/release with regards to Pound operating times and provision of the following possible services (but not limited to):

- Seizure of animal creating a nuisance (e.g. roaming) via complaint or on-the-road sighting
- Travel time and possible usage of council vehicles and trucks
- Provision of sustenance to animals
- Cleaning of enclosures
- Veterinarian consultation
- Administration of any medication required e.g. flea or worm control
- Communication and research (contacting owners/verifying owners via registration/microchip etc.)
- Creation of notices and reports and other various administration tasks (e.g. updating databases and records)
- Use of council equipment and consumables

The Pound operating hours are determined by the Chief Operating Officer (Health, Security and Regulatory Services).

Other Livestock, Poultry and Birds

The fees relating to sheep, goats, swine or similar livestock, poultry and birds will be calculated to provide a reduced fee (refer to 1.5 (a)) as part of an incentive for owners to release their animals.

Dogs – Impoundment First Release

Where a dog that is currently registered is impounded and the dog is displaying a current Ipswich City Council registration tag or has implanted a functioning, up to date microchip and has no history of non-compliance OR the dog is under three months of age and has not been previously impounded, it will be returned to the dog owner at no charge.

Where the dog owner is not at home the dog will be taken to the *Ipswich City Council Pound and Animal Management Centre* and held for the owner. Where the dog is held for more than one day the first day fees will not apply to the release fee where the dog has been taken to the pound.

Multiple Impoundment – Dog/Cat

Where a second or subsequent dogs/cats are impounded during the same incident and collected at the same time, the second or subsequent release fee be charged at 50% of the ordinary applicable fee, and no sustenance be charged to the second or subsequent dog/cat.

Desexing Financial Incentive

Release fees and charges for cats and dogs will be calculated to provide an incentive for owners to desex their cat or dog on release if their pet is entire upon impoundment.

e. General Animal Management Fees

Hire of Traps (for cats and dogs)

Traps are available from council for hire for a period of seven days at no charge. A late fee will be charged (per day) after the seventh day should the trap not be returned to provide an incentive for the traps to be returned quickly. Where a trap has not been returned after 30 or more days, an additional fee will be charged to collect the trap.

Dangerous and Menacing Dog Signs

Owners of Regulated Dogs must sign their property appropriately (as per the *Animal Management (Cats and Dogs) Act 2008*) advising of a regulated dog(s) on the property. Council will provide these signs free of charge. The signs will be issued with the Regulated Dog Declaration. The signs must be returned to Council in the event that a Declaration is overturned on review, or the Regulated Dog is deceased or removed from the Local Government Area.

Compliant Dangerous and Menacing Dog Incentive

Owners of regulated dogs will be eligible for a lower fee for subsequent years where full compliance is evident and there are nil reported breaches of Regulated Dog conditions.

Regulated Dog Tags

Owners of regulated dogs (dangerous and menacing dogs) must ensure the regulated dog wears a regulated dog tag as prescribed by Schedule 1 of the *Animal Management (Cats and Dogs) Act 2008* and the *Animal Management (Cats and Dogs) Regulation 2009*

Microchipping - Impoundment

Council may require microchipping as part of the impound and release process.

Microchipping – Community Engagement

Council may offer a microchipping service as part of community events to increase microchipping rates across the Ipswich local government area.

f. Refunds

Where a customer requests a refund, the following applies: If Council has not yet incurred the costs associated with providing a particular service, it will provide a refund minus an administration fee. Satisfactory proof is required to support the request for refund. Satisfactory proof includes a statutory declaration or other form of documentary evidence.

g. Extenuating Circumstances


The Chief Operating Officer - Health Security and Regulatory Services Department may choose to waive the applicable regulatory fee (e.g. application and permit renewal fees) where there are extenuating circumstances. Satisfactory proof is required to support the request for waiver. Satisfactory proof includes a statutory declaration or other form of documentary evidence.

Date of Council Resolution: 23 April 2018

Committee Reference and Date: City Management, Finance and Community Engagement Committee No. 2018(04) of 17 April 2018

No. of resolution: 16

Date to be reviewed: 23 April 2020

	<p>Animal Management Fees and Charges Policy</p>	<p>Document Number: A4929132</p>
<p>1.1 Policy Author: Health, Security and Regulatory Services Department</p> <p>1.2 Objectives: This policy aims to ensure that Council's Animal Management fees and charges framework is a user-pays, cost-recovery system which is more equitable for the community, promotes responsible animal ownership and to ensure appropriate levels of service are being met by Council. (Note: Dog Registration is covered by a separate policy due to a differing policy intent)</p>		
<p>1.3 Regulatory Authorities:</p> <ul style="list-style-type: none"> • <i>Local Government Act (2009)</i> • <i>Animal Management (Cats and Dogs) Act 2008</i> • <i>Biosecurity Act 2014 & Biosecurity Regulation 2016</i> • Ipswich City Council Local Law 6: Animal Management • Ipswich City Council Subordinate Local Law 6: Animal Management <p>1.4 Scope: The core matters addressed by this policy are the methodology and categories for calculation of Council's Animal Management permits, impounding and general fees and charges (not including dog registration, which is addressed in a separate policy).</p>		
<p>This policy commences on 1 July 2018.</p>		
<p>1.5 Policy Statement:</p> <p>a. A user-pays, full cost recovery fees and charges calculation methodology</p> <p>In accordance with a range of state legislation and local laws, Council administers various Animal Management permits, impounding and general fees and charges which are designed to ensure the community comply with the law, and that the environment, public health, safety and amenity is protected.</p> <p>Moving to a system of user pays shifts the expenditure to those who use the service and away from those who do not.</p> <p>However, there are certain Animal Management fees and charges that sit outside the full cost recovery methodology. These fees relate to the impounding of cats, small livestock (sheep, goats, swine and similar livestock) and birds/poultry. These fees have previously been implemented at a higher rate (closer to full cost recovery) and council experience identified that the animal's owners were not</p>		

releasing the animals from the pound due to 'high fees' leaving the animals to be disposed of by council (rehoming/auction/destruction all incurring further costs for council). The fees were reviewed and lowered and council is now experiencing a higher release rate for these animals. These fees are at a lower rate than cost recovery.

Council uses the following methodology for calculation of fees and charges for the Animal Management Services provided by the Health, Security and Regulatory Services Department:

- i) The relevant officer level (administrative, technical or professional) and time required for Council to provide a particular service is determined by the Manager (Animal Management).
- ii) The Chief Operating Officer (Health, Security and Regulatory Services) undertakes an annual review of the hourly rate to be charged for the coming financial year for each class of officer (administrative, technical and professional in ascending order of cost to Council). The hourly rate is based on actual cost to Council, including wages and all relevant overheads and additional expenses.
- iii) The total fee or charge for a given service is calculated by multiplying the number of hours required multiplied by the applicable hourly rate.

Services which have a relatively equal time requirement from one instance to the next (e.g. a standard animal management permit application), a fixed amount is charged.

Services which may have highly variable time requirements, the fee is calculated based on the actual time taken. *An example of this is the impounding of roaming large livestock, which may take as little as one hour, or may take considerably longer, depending on the complexity of the matter.*

b. Fees and Categories

General Regulatory Fees

The following general regulatory fees may apply to all Animal Management Services (in the Health, Security and Regulatory Services area of Council's Schedule of Fees and Charges):

- i) An Inspection Fee is payable in addition to any licence/permit/registration fee in certain circumstances, including:
 - where Council needs to inspect a premises to ensure compliance with relevant legislation/licence/permit/registration and the inspection fee has not already been paid as part of the licence/permit/registration fee;
 - where inspections are undertaken as a result of public complaint and the complaint is subsequently justified;

- where a previous inspection has identified non-compliance and a follow-up inspection is required to ensure compliance has been achieved.

~~ii) A Replacement Licence or Permit Fee is applicable when a business or premises requires a replacement of their licence or permit which has been damaged, destroyed, lost or stolen.~~

~~iii)ii) Any amendment which requires assessment by a Council officer is a chargeable service. Amendments are charged at an hourly rate (minimum charge one hour), up to a maximum of the relevant fee for a new licence/permit.~~

~~iv)iii) If the amendment requires a full reassessment of the licence/permit, the process for a new application or assessment is to be followed and relevant fees are payable.~~

~~v)iv) Where relevant legislation requires or allows for a Transfer of Licence or Permit, a fee for this service is payable.~~

~~vi)v) Should a customer request an inspection of a premises and the supply of a written report of that inspection, Council will charge an inspection report fee for this service.~~

~~vii) A late payment fee that covers administrative costs, including officer time to follow up unpaid accounts, will be charged where payment is not received before the due date.~~

In addition to the above General Regulatory Fees, the following fee and charge categories apply to Council's Animal Management services:

~~viii)vi) Animal Management Permits~~

~~ix)vii) Impounding & Release Fees and Charges~~

~~x)viii) Destruction of Animals Fees and Charges~~

~~xi)ix) General Animal Management Fees~~

~~xii)x) Refunds~~

c. Animal Management Permits

The permit fee is calculated utilising a full-cost recovery system on the basis of Ipswich City Council agreed service levels. High risk and moderate risk animal management activities require more time to approve and audit than low risk animal management activities.

Applications for animal management permits fit into two categories: **Standard and Non-Standard.**

Standard applications (low risk activities with no initial inspection)

These activities require no initial inspection and require the applicant to complete a form agreeing to standard conditions set out in (*codes to be developed*). These Permits can be granted upon application over the counter. (If the applicant cannot agree to the standard conditions of the permit without an inspection and/or desktop assessment from a technical officer taking place they must apply for a Non Standard Permit –see next section)

Non-Standard applications (moderate and major risk activities, and those low risk activities where the applicant cannot abide by the conditions set out in the Standard application process)

These activities may require an initial inspection in the approval process or a desktop assessment from a technical officer.

Application fee includes the first year's permit fee.

Permits are required to be renewed annually and may involve inspections by technical officers (as deemed by agreed service levels).

Animal Management permit types and risk categories:

Risk Rating	Permit Type	Application type
LOW	ANIMAL PERMIT , which includes: <ul style="list-style-type: none"> — Poultry (chickens, ducks, geese, peacocks etc) — Pigeons — Birds (other than poultry, pigeons or more than 25 peacocks, guinea fowl, eclectus parrots or birds from the cockatoo family) — Horses — Animals Pigs (Non-Standard only) — Animals (eg. cattle, sheep etc, excluding horses and pigs) 	Standard or Non-Standard
MOD	COMMERCIAL STABLE LICENCE	Non-Standard only
MAJOR	COMMERCIAL KENNEL LICENCE	Non-Standard only
MOD	DOMESTIC CAT PERMIT (to keep 3 or 4 desexed cats on land less than 2000m ²)	Non-Standard only
MOD	PET SHOP LICENCE	Non-Standard only
MOD	FIVE PLUS CAT PERMIT (to keep 5 or more desexed cats)	Non-Standard only
MOD	FIVE PLUS DOG PERMIT (to keep 5 or more dogs) (Dog registration fees are additional)	Non-Standard only
MAJOR	COMMERCIAL CATTERY LICENCE (selling, boarding and breeding)	Non-Standard only
LOW	DOMESTIC DOG PERMIT (to keep 3 or 4 dogs on land less than 2000m ²) (Dog registration fees are additional)	Non-Standard only
MAJOR	GUARD DOG PERMIT (per property) (Dog registration fees are additional)	Non-Standard only
MAJOR	RESTRICTED/PROHIBITED DOG PERMIT - RENEWALS ONLY (Restricted dogs are determined by State Government legislation ie Dogo Argentino, Fila Brasileiro, Japanese Tosa and American Pitbull Terrier. Dog registration fees are additional. This permit fee only applies to those owners who owned the dogs prior to 1 June 2002.)	Non-Standard only

d. Seizing, Impounding & Release Fees and Charges

Impounding and Release fees and charges will be calculated using the methodology referred to in 1.5 (a) with exception to Other Livestock, Poultry and Birds, and Dogs – Impoundment First Release (see below for more detail).

Fees will be calculated based on the timing of the impounding/release with regards to Pound operating times and provision of the following possible services (but not limited to):

- Seizure of animal creating a nuisance (e.g. roaming) via complaint or on-the-road sighting
- Travel time and possible usage of council vehicles and trucks
- Provision of sustenance to animals
- Cleaning of enclosures
- Veterinarian consultation
- Administration of any medication required e.g. flea or worm control
- Communication and research (contacting owners/verifying owners via registration/microchip etc.)
- Creation of notices and reports and other various administration tasks (e.g. updating databases and records)
- Use of council equipment and consumables

The Pound operating hours are determined by the Chief Operating Officer (Health, Security and Regulatory Services).

Other Livestock, Poultry and Birds

The fees relating to sheep, goats, swine or similar livestock, poultry and birds will be calculated to provide a reduced fee (refer to 1.5 (a)) as part of an incentive for owners to release their animals.

Dogs – Impoundment First Release

Where a dog that is currently registered is impounded and the dog is displaying a current Ipswich City Council registration tag or has implanted a functioning, up to date microchip and has no history of non-compliance OR the dog is under three months of age and has not been previously impounded, it will be returned to the dog owner at no charge.

Where the dog owner is not at home the dog will be taken to the *Ipswich City Council Pound and Animal Management Centre* and held for the owner. Where the dog is held for more than one day the first day fees will not apply to the release fee where the dog has been taken to the pound.

Multiple Impoundment – Dog/Cat

Where a second or subsequent dogs/cats are impounded during the same incident and collected at the same time, the second or subsequent release fee be charged at 50% of the ordinary applicable fee, and no sustenance be charged to the second or subsequent dog/cat.

Desexing Financial Incentive

Release fees and charges for cats and dogs will be calculated to provide an incentive for owners to desex their cat or dog on release if their pet is entire upon impoundment.

e. General Animal Management Fees

Hire of Traps (for cats and dogs)

Traps are available from council for hire for a period of seven days at no charge. A late fee will be charged (per day) after the seventh day should the trap not be returned to provide an incentive for the traps to be returned quickly. Where a trap has not been returned after 30 or more days, an additional fee will be charged to collect the trap.

Dangerous and Menacing Dog Signs

Owners of Regulated Dogs must sign their property appropriately (as per the *Animal Management (Cats and Dogs) Act 2008*) advising of a regulated dog(s) on the property. Council will provide these signs free of charge. The signs will be issued with the Regulated Dog Declaration. The signs must be returned to Council in the event that a Declaration is overturned on review, or the Regulated Dog is deceased or removed from the Local Government Area.

Compliant Dangerous and Menacing Dog Incentive

Owners of regulated dogs will be eligible for a lower fee for subsequent years where full compliance is evident and there are nil reported breaches of Regulated Dog conditions.

Regulated Dog Tags

Owners of regulated dogs (dangerous and menacing dogs) must ensure the regulated dog wears a regulated dog tag as prescribed by Schedule 1 of the *Animal Management (Cats and Dogs) Act 2008* and the *Animal Management (Cats and Dogs) Regulation 2009*

Microchipping - Impoundment

Council may require microchipping as part of the impound and release process.

Microchipping – Community Engagement

Council may offer a microchipping service as part of community events to increase microchipping rates across the Ipswich local government area.

f. Refunds

Where a customer requests a refund, the following applies: If Council has not yet incurred the costs associated with providing a particular service, it will provide a refund minus an administration fee. Satisfactory proof is required to support the request for refund. Satisfactory proof includes a statutory declaration or other form of documentary evidence.

g. Extenuating Circumstances


The Chief Operating Officer - Health Security and Regulatory Services Department may choose to waive the applicable regulatory fee (e.g. application and permit renewal fees) where there are extenuating circumstances. Satisfactory proof is required to support the request for waiver. Satisfactory proof includes a statutory declaration or other form of documentary evidence.

Date of Council Resolution: ~~23 April 2018~~

Committee Reference and Date: ~~City Management, Finance and Community Engagement Committee No. 2018(04) of 17 April 2018~~

No. of resolution: ~~16~~

Date to be reviewed: ~~23 April 2020~~

	<p>Animal Management Fees and Charges Policy</p>	<p>Document Number: A4929132</p>
<p>1.1 Policy Author: Health, Security and Regulatory Services Department</p> <p>1.2 Objectives: This policy aims to ensure that Council's Animal Management fees and charges framework is a user-pays, cost-recovery system which is more equitable for the community, promotes responsible animal ownership and to ensure appropriate levels of service are being met by Council. (Note: Dog Registration is covered by a separate policy due to a differing policy intent)</p>		
<p>1.3 Regulatory Authorities:</p> <ul style="list-style-type: none"> • <i>Local Government Act (2009)</i> • <i>Animal Management (Cats and Dogs) Act 2008</i> • <i>Biosecurity Act 2014 & Biosecurity Regulation 2016</i> • Ipswich City Council Local Law 6: Animal Management • Ipswich City Council Subordinate Local Law 6: Animal Management <p>1.4 Scope: The core matters addressed by this policy are the methodology and categories for calculation of Council's Animal Management permits, impounding and general fees and charges (not including dog registration, which is addressed in a separate policy).</p>		
<p>1.5 Policy Statement:</p> <p>a. A user-pays, full cost recovery fees and charges calculation methodology</p> <p>In accordance with a range of state legislation and local laws, Council administers various Animal Management permits, impounding and general fees and charges which are designed to ensure the community comply with the law, and that the environment, public health, safety and amenity is protected.</p> <p>Moving to a system of user pays shifts the expenditure to those who use the service and away from those who do not.</p> <p>However, there are certain Animal Management fees and charges that sit outside the full cost recovery methodology. These fees relate to the impounding of cats, small livestock (sheep, goats, swine and similar livestock) and birds/poultry. These fees have previously been implemented at a higher rate (closer to full cost recovery) and council experience identified that the animal's owners were not releasing the animals from the pound due to 'high fees' leaving the animals to be</p>		

disposed of by council (rehoming/auction/destruction all incurring further costs for council). The fees were reviewed and lowered and council is now experiencing a higher release rate for these animals. These fees are at a lower rate than cost recovery.

Council uses the following methodology for calculation of fees and charges for the Animal Management Services provided by the Health, Security and Regulatory Services Department:

- i) The relevant officer level (administrative, technical or professional) and time required for Council to provide a particular service is determined by the Manager (Animal Management).
- ii) The Chief Operating Officer (Health, Security and Regulatory Services) undertakes an annual review of the hourly rate to be charged for the coming financial year for each class of officer (administrative, technical and professional in ascending order of cost to Council). The hourly rate is based on actual cost to Council, including wages and all relevant overheads and additional expenses.
- iii) The total fee or charge for a given service is calculated by multiplying the number of hours required multiplied by the applicable hourly rate.

Services which have a relatively equal time requirement from one instance to the next (e.g. a standard animal management permit application), a fixed amount is charged.

Services which may have highly variable time requirements, the fee is calculated based on the actual time taken. *An example of this is the impounding of roaming large livestock, which may take as little as one hour, or may take considerably longer, depending on the complexity of the matter.*

b. Fees and Categories

General Regulatory Fees

The following general regulatory fees may apply to all Animal Management Services (in the Health, Security and Regulatory Services area of Council's Schedule of Fees and Charges):

- i) An Inspection Fee is payable in addition to any licence/permit/registration fee in certain circumstances, including:
 - where Council needs to inspect a premises to ensure compliance with relevant legislation/licence/permit/registration and the inspection fee has not already been paid as part of the licence/permit/registration fee;
 - where inspections are undertaken as a result of public complaint and the complaint is subsequently justified;
 - where a previous inspection has identified non-compliance and

a follow-up inspection is required to ensure compliance has been achieved.

- ii) Any amendment which requires assessment by a Council officer is a chargeable service. Amendments are charged at an hourly rate (minimum charge one hour), up to a maximum of the relevant fee for a new licence/permit.
- iii) If the amendment requires a full reassessment of the licence/permit, the process for a new application or assessment is to be followed and relevant fees are payable.
- iv) Where relevant legislation requires or allows for a Transfer of Licence or Permit, a fee for this service is payable.
- v) Should a customer request an inspection of a premises and the supply of a written report of that inspection, Council will charge an inspection report fee for this service.

In addition to the above General Regulatory Fees, the following fee and charge categories apply to Council's Animal Management services:

- vi) Animal Management Permits
- vii) Impounding & Release Fees and Charges
- viii) Destruction of Animals Fees and Charges
- ix) General Animal Management Fees
- x) Refunds

c. Animal Management Permits

The permit fee is calculated utilising a full-cost recovery system on the basis of Ipswich City Council agreed service levels. High risk and moderate risk animal management activities require more time to approve and audit than low risk animal management activities.

Applications for animal management permits fit into two categories: **Standard and Non-Standard**.

Standard applications (low risk activities with no initial inspection)

These activities require no initial inspection and require the applicant to complete a form agreeing to standard conditions set out in (*codes to be developed*). These Permits can be granted upon application over the counter. (If the applicant cannot agree to the standard conditions of the permit without an inspection and/or desktop assessment from a technical officer taking place they must apply for a Non Standard Permit –see next section)

Non-Standard applications (moderate and major risk activities, and those low risk activities where the applicant cannot abide by the conditions set out in the Standard application process)

These activities may require an initial inspection in the approval process or a desktop assessment from a technical officer.

Application fee includes the first year's permit fee.

Permits are required to be renewed annually and may involve inspections by technical officers (as deemed by agreed service levels).

Animal Management permit types and risk categories:

Risk Rating	Permit Type	Application type
LOW	ANIMAL PERMIT , which includes: — Poultry (chickens, ducks, geese, peacocks etc) — Pigeons — Birds (other than poultry, pigeons or more than 25 peacocks, guinea fowl, eclectus parrots or birds from the cockatoo family) — Horses — Animals Pigs (Non-Standard only) — Animals (eg. cattle, sheep etc, excluding horses and pigs)	Standard or Non-Standard
MOD	COMMERCIAL STABLE LICENCE	Non-Standard only
MAJOR	COMMERCIAL KENNEL LICENCE	Non-Standard only
MOD	DOMESTIC CAT PERMIT (to keep 3 or 4 desexed cats on land less than 2000m ²)	Non-Standard only
MOD	PET SHOP LICENCE	Non-Standard only
MOD	FIVE PLUS CAT PERMIT (to keep 5 or more desexed cats)	Non-Standard only
MOD	FIVE PLUS DOG PERMIT (to keep 5 or more dogs) (Dog registration fees are additional)	Non-Standard only
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Council may require microchipping as part of the impound and release process.

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The Chief Operating Officer - Health Security and Regulatory Services Department may choose to waive the applicable regulatory fee (e.g. application and permit renewal fees) where there are extenuating circumstances. Satisfactory proof is

required to support the request for waiver. Satisfactory proof includes a statutory declaration or other form of documentary evidence.

Date of Council Resolution:

Committee Reference and Date:

No. of resolution:

Date to be reviewed:

HSRS Fees and Charges **POLICIES** - Proposal 2019 (What has changed)

Please refer to track changed policy documents

POPULATION HEALTH AND ENVIRONMENTAL PROTECTION LICENSING, REGISTRATION AND PERMITTING POLICY

Section 1.4	Removal of date as Policy is active unless repealed
Section 1.5 b) v.	Removal of Replacement Licence/Permit Fee as the service is provided via soft copy a fee is redundant
Section 1.5 b) xiii.	Addition of Eat Safe Discount
Section 1.5 b) xiv.	Amendment to Bona Fide Charitable and Community Organisation discount consistent with Council wide approach
Section 1.5 b) xvi.	Removal of late payment to increase transparency, if a licence/permit is not paid then it is deemed expired

ANIMAL MANAGEMENT FEES AND CHARGES POLICY

Section 1.4	Removal of date as Policy is active unless repealed
Section 1.5 b) ii.	Removal of Replacement Licence/Permit Fee as the service is provided via soft copy a fee is redundant
Section 1.5 b) vii.	Removal of late payment to increase transparency, if a licence/permit is not paid then it is deemed expired

DOG REGISTRATION POLICY

Section 1.4	Removal of date as Policy is active unless repealed
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HSRS Fees and Charges AMOUNTS - Proposal 2019 (What has changed)

An appropriate fee/charge is initially set through a detailed examination of the product or service being provided, and its market context. This consideration takes into account the costs that are involved in delivering the service, whether it is a commercial or solely local government service, and the objectives of Council in providing this service. This information is key to ensuring Departments and Council can make informed policy and resourcing decisions.

However, the conditions under which a fee was originally set may change over time. For example, demand may have increased, consumer trends have evolved, there may be new regulatory requirements or new technology has been adopted which changes the underlying costs involved in delivery. A detailed review of HSRS fees and charges in alignment with the annual review prior to renewals being sent has been conducted to ensure that the fees/charges are reflective of our current service levels.

Reductions

Fee	Decision Justification	Page Number in Comparison Document
1.1 Amendments – both major and minor	To encourage businesses to update their details and advise Council when changes to their business occur. Inspection fees to be charged in addition to major amendments when required. There are times in which an Inspection is not required therefore the fees have been reduced to reflect actual service delivery.	90 and 91
1.1 Transfers	To encourage businesses to update details when a business owner changes or is added to the company. Inspection fees to be charged in addition to transfers when required. There are times in which an Inspection is not required therefore the fees have been reduced to reflect actual service delivery.	92

1.2.1 Design Assessment – Higher Risk Personal Appearance Service	Fee reduced as per time in motion studies	92
1.2.1 Initial Licence – Higher Risk Personal Appearance Service	Fee reduced as per time in motion studies	93
1.2.2 Renewal for Higher Risk Personal Appearance Services	Fee reduced as per time in motion studies	93
1.3.1 Design Assessment – Entertainment Venue	Fee reduced as per time in motion studies	94
1.3.1 Initial Licence – Entertainment Venue	Fee reduced as per time in motion studies	94
1.4.1 Design Assessment - Public Swimming Pool	Fee reduced as per time in motion studies	97
1.4.1 Initial Licence – Public Swimming Pool	Fee reduced as per time in motion studies	97
1.5.1 Design Assessment – Caravan Parks and Camping Ground	Fee reduced as per time in motion studies	99
1.5.1 Initial Licence – Caravan Parks and Camping Ground	Fee reduced as per time in motion studies	99
1.5.2 Annual Licence Renewal for Caravan Park Licence or Camping Ground	Fee reduced as per time in motion studies	100
1.7.1 Design Assessments – Food Business	Fee reduced as per time in motion studies	101
1.7.2 Initial Licences – Food Business	Fee reduced as per time in motion studies	102 and 103
1.7.3 Application to accredit Food Safety Program	Fee reduced as per time in motion studies	103
1.7.4 Temporary Food Stall	Fee reduced as per time in motion studies	104

1.7.5 Licence Renewals – Food Business	Inspection Fees to be charged if reinspections occur due to non-compliance	106
1.7.8 Eat Safe Reassessment Fee	Fee reduced as per time in motion studies	108
2.1.1 Animal Permit Initial	Fee reduced as per time in motion studies	109
2.1.1 Animal Permit Renewal	Fee reduced as per time in motion studies	110
2.2.1 Non-standard Animal Permit fees	Fee reduced as per time in motion studies	111
2.2.2 Bird and Poultry Permit Renewal Fees	Fee reduced as per time in motion studies	112
2.2.3 Domestic Cat Permit Fees	Fee reduced as per time in motion studies	112
2.2.4 Domestic Dog Permit Fees	Fee reduced as per time in motion studies	113
2.2.5 Guard Dog Renewal	Fee reduced as per time in motion studies	113
2.2.6 Restricted Dog Permit Renewals	Fee reduced as per time in motion studies	114
2.3.2 Commercial Stable Initial	Fee reduced as per time in motion studies	115
2.3.3 Commercial Pet Shop Initial	Fee reduced as per time in motion studies	115
2.3.4 Commercial Cattery Initial	Fee reduced as per time in motion studies	116
2.3.5 Commercial Kennel Initial	Fee reduced as per time in motion studies	116
2.4 Amendment Major	Fee reduced as per time in motion studies. Inspection fees to be charged in addition to major amendments when required. There are times in which an Inspection is not required therefore the fees have been reduced to reflect actual service delivery.	117
4.1.2 Application to transfer an Environmental Authority	Fee reduced as per time in motion studies	133

5.1.1 Application/Assessment Fee – Commercial Use of Roads	Fee reduced as per time in motion studies	134
5.1.1 Amendment of Permit/Licence – Commercial Use of Roads	Fee reduced as per time in motion studies. Inspection fees to be charged in addition to transfers when required. There are times in which an Inspection is not required therefore the fees have been reduced to reflect actual service delivery.	135
5.1.1 Transfer – Commercial Use of Roads	Fee reduced as per time in motion studies. Inspection fees to be charged in addition to transfers when required. There are times in which an Inspection is not required therefore the fees have been reduced to reflect actual service delivery.	135
5.1.2 Licence – Roadside Vending: Annual	Fee based on change in service delivery.	135
7.2 Non Standard Permit	Fee reduced as per time in motion studies. Inspection fees to be charged in addition when required. There are times in which an Inspection is not required therefore the fees have been reduced to reflect actual service delivery.	152

Increases

Fee	Decision Justification	Page Number in Comparison Document
1.1 Inspections	Fee increased as per time in motion studies costing exercise	89

1.2.3 Inspection Fee Non-higher Risk Personal Appearance Services	This fee has not been amalgamated due to these businesses being unlicensed however fee to remain for cost-recovery if complaints are justified. These businesses are nail salons, hair dressers etc. Fee increased to create consistency with other hourly inspections charges.	93
1.3.3 Temporary Entertainment Event	Fee increased as per time in motion studies costing exercise	95 and 96
1.5.3 Temporary Caravan and Camping Licence Fees	Fee increase based on consistent costing across the department fees and charges	100
1.7.8 Eat Safe Desktop Review	Fee increased as per time in motion studies costing exercise	108
2.2.2 Bird and Poultry Permit Renewal Fees	Fee increased as per time in motion studies costing exercise	111
2.3.2 Commercial Stable Renewals	Fee increased as per time in motion studies costing exercise	115
2.3.3 Commercial Pet Shop Renewal	Fee increased as per time in motion studies costing exercise	116
2.3.4 Commercial Cattery Renewal	Fee increased as per time in motion studies costing exercise	116
2.3.5 Commercial Kennel Renewal	Fee increased as per time in motion studies costing exercise	116
2.4 Inspection Fee	Increases to create consistency in inspection fees. Fee increased as per time in motion studies costing exercise.	117

2.4 Transfer Fee	Fee increased as per time in motion studies costing exercise	118
2.5.11 C Farm Dog Additional	Increased as policy states no discount shall be more than desexed pensioner price	123
All Microchipping	Increased as per service charge from RSPCA	125, 126 and 129
2.6.3 Hourly fees	Increased to ensure consistency across the department.	126
2.7 Collection of Trap	Fee increased as per time in motion studies costing exercise	128
3.1 Hourly Fees	Increased to ensure consistency across the department.	129 and 130
4.1.2 Hourly Fees	Increased to ensure consistency across the department.	133 and 134
5.1.2 Monthly Renewal – Commercial Use of Roads	Fee increased as per time in motion studies costing exercise	135
5.6 Hourly Fee	Increased to ensure consistency across the department.	

Other

Fee	Decision Justification	Page Number in Comparison Document
1.1 Amendments – both major and minor	Have been amalgamated into one section to ensure consistency and transparency across the department	89, 90, 91, 93, 94, 97, 99, 107
1.1 Transfers	Have been amalgamated into one section to ensure consistency and transparency across the	92, 94, 99

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	department	
1.1 Inspections	Have been amalgamated into one section to ensure consistency and transparency across the department.	88, 89, 93, 107,109
1.4.2 Public Swimming Pool Renewals	Have been amalgamated as the time in motion study shows there is little difference between the types.	98
1.7.2 Initial Licences – Food Business	Restructure as time in motion studies showed there was little difference in costing between business types. The restructure will provide clarity to all stakeholders.	102 and 103
1.7.5 Licence Renewals – Food Business	Restructure as time in motion studies showed there was little difference in costing between business types. The restructure will provide clarity to all stakeholders. Eat Safe Discounts to apply.	104, 105 and 106
5.1.3 Busking Hawking and Touting	Amalgamated to create consistency	135 and 136
5.5.1 Works on Local Government Controlled Roads/Traffic Control Permits	Fees structured on time in motion studies. These fees were previously located in WPR and have been significantly amended to reflect change in service delivery.	142-146
5.6 Inspection Fee (per hour): Road Regulation	Inspection fees amalgamated to create consistency	149

New Fee

Fee	Decision Justification	Page Number in Comparison Document
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1.3.3 Express Processing Fee	If a Permit/Licence application is submitted within 10 business days staff are required to process these outside of normal operating hours and therefore costs for overtime are now to be accounted for if suitable timeframes are not given by applicant.	95
1.3.3 Traffic Control Permit for Temporary Entertainment Event	To ensure competitive pricing is available for smaller events as oppose to the larger Traffic Control Permit from Section 6.0 which is excessive to the needs of a small event. Hourly inspection fee to be added where large events require excessive amounts of time for traffic control.	96
1.7.4 Licence Renewal - Temporary Food Stall	Added to create consistency to fees and charges document. Fee is the same as Annual Licence charge.	104
1.7.6 Water Carrier	This Food Business is not eligible for an Eat Safe Rating and is low risk therefore separated to reflect service delivery.	106
1.7.7 Restoration Fee	Replaces Late Fee for Food Business as it is a requirement from the Food Act	107
2.4 Amendment minor	Added for the circumstances where an animal name has changed and the major amendment is not relevant.	118
2.6.3 A Large Livestock impoundment	Added as there was no impoundment fee for large livestock.	126
5.4 Resident Parking Permit	To create consistency in administration charges	141

	across the department	
5.5.1 Express Processing Fee	If a Permit/Licence application is submitted within 10 business days staff are required to process these outside of normal operating hours and therefore costs for overtime are now to be accounted for if suitable timeframes are not given by applicant.	144
7.2 Inspection Fee	Added to create a consistent approach across the department	151
8.1 Key Deposit	Not currently covered in WPR facility section which it is charged from for contractors.	152

Discontinued

Fee	Decision Justification	Page Number in Comparison Document
All Replacement Certificate Fees	The service delivery has changed from hard copy to soft copy replacements and therefore fee is superfluous	91, 94, 99, 101, 107
All Late Fees except Food Business	Once a licence/permit is not paid the licence/permit is deemed expired. If Council then discover that the holder is still conducting the activity a PIN will be issued for operating without a licence/permit. This approach will create consistency with other SEQ Councils.	93, 95, 98, 100, 109, 110, 132, 141
1.3.3 Street Markets	Should be process as a Temporary Entertainment Event as per the Local Law.	97
1.7.3 Food Safety Program Amendment	Duplicate Fee	103

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1.7.7 Supermarkets	Included in Eat Safe Restructure of Food Business Renewals	106
1.8 Administrative Fee	Duplicate Fee	108
2.6.3 NLIS Tagging of Cattle (per hour) – Outside business hours and NLIS Tagging of Sheep & Goats (per hour) – Outside business hours	Outside business hours service discontinued last Financial Year Due to Rangers Roster covering service	127
2.7.5 Inspection Fee	Duplicate Fee	129
4.1.2 Hourly Fees	Amalgamated to create consistency and increase transparency.	132 and 133
5.4 Resident Permit Parking	Duplicate Fee	141
5.5.1 Refunds	Replaced with note as if work has commenced then cost recovery needs to occur. If no work has occurred then full refund provided less administrative charge.	142, 146-148
5.5.2 Re-inspection	Duplicate fee	148
6 Charges for removal	Removed as fee is covered in impoundment charged	149
6 Charges for Inspection/viewing	Removed as this is not applied	152



Register of Fees and Charges

2019-2020

Extract of HSRS Fees Only

The fees and charges contained within this register are current as at the date of publication.

Selected fees and charges outlined in this document are set by State or Federal legislation. The head of power is noted in the register where applicable.

The application of Goods and Services Tax (GST) is undertaken in accordance with legislation and the rulings of the Australian Tax Office.

Fees and Charges may be subject to change by resolution of Council.

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HEALTH, SECURITY AND REGULATORY SERVICES DEPARTMENT

Discount for Bona Fide Charitable or Community Organisations

A fee of 50% of the normal prescribed fee is payable in respect to:

- 1.3 Entertainment Venues
- 1.7 Food Businesses, excluding 1.7.7 Restoration Fees and 1.7.8 Eat Safe Review and Reassessment Fees;
- 5.1 Commercial use of roads; and
- 5.4 Regulated Parking - permit fees.

The discount will be applied in the following instances:

- Upon proof of status as a bona fide charitable or community organisation; or
- Acceptance by the Chief Operating Officer (Health Security and Regulatory Services) that the applicant is a bona fide charitable organisation.

The discount does not apply to:

- Private clubs;
- Activities resulting in commercial gain; and
- Where an activity does not fulfil a significant community role and cannot be considered to be not-for-profit.

Refunds

Design Assessment/Application Fees are non-refundable unless otherwise stated.

Licence/Permit fees should be paid on application and if the Licence/Permit is not approved then the applicable Licence/Permit fee will be refunded.

1. Health and Regulatory Services

1.1 Health and Regulatory Services

Note: These fees will be applied to all Permits/Licences under section 1. Health and Regulatory Services excluding Temporary Permits/Licences.

Inspection fee (per hour): 1. Health and Regulatory Services	\$280.00	Refer to base permit / licence / application fee for head of power.	(a)
(minimum charge 1 hour, maximum charge 4 hours) Note: Inspection fees will only be charged to Permits/Licences where additional inspections are required, including pre-fitout advice (changes to plans/design), re-inspections, monitoring and non-compliance. If additional hours above the maximum charge are required then compliance action may be taken.			
Administrative amendment of a Permit/Licence (Minor): 1. Health and Regulatory Services	\$60.00	Refer to base permit / licence / application fee for head of power.	(a)
Amendment of a Permit/Licence e.g. changes to plans/design (Major): 1. Health and Regulatory Services	\$95.00	Refer to base permit / licence / application fee for head of power.	(a)
(minimum charge). Note: If an inspection is required then inspection fees will be in addition to this charge.			
Application for transfer of a Permit/Licence: 1. Health and Regulatory Services	\$95.00	Refer to base permit / licence / application fee for head of power.	(a)
(minimum charge). Note: If an inspection is required then inspection fees will be in addition to this charge. Food Business Licences cannot be transferred under the <i>Food Act 2006</i> .			

Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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1.2 Public Health (Infection Control for Personal Appearance Services) Act 2003

1.2.1 Higher Risk Personal Appearance Service

Design Assessment – Higher Risk Personal Appearance Service	\$400.00	Public Health (Infection Control for Personal Appearance Services) Act 2003 s30		(a)
Initial Licence – Higher Risk Personal Appearance Service	\$250.00	Public Health (Infection Control for Personal Appearance Services) Act 2003 s30		(a)

1.2.2 Renewal Fees

Annual Licence Renewal – Higher Risk Personal Appearance Service	\$350.00	Public Health (Infection Control for Personal Appearance Services) Act 2003 s47		(a)
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1.2.3 Non-Higher Risk Personal Appearance Services

Inspection fee (per hour): 1.2.3 Non-Higher Risk Personal Appearance Services	\$280.00	Public Health (Infection Control for Personal Appearance Services) Act 2003 s107		
(minimum charge 1 hour and maximum charge 4 hours).				

1.3 Entertainment Venues (Local Law 3)

An Entertainment Venue Licence is required for: cinema, nightclub, community hall, indoor sporting complex, hotels, outdoor entertainment venue/arena, amusement parlour, gymnasium.

1.3.1 Entertainment Venue Licensing

Design Assessment – Entertainment Venue	\$350.00	Local Law 1; Local Law 3 s5		(a)
Initial Licence – Entertainment Venue (all risk categories)	\$280.00	Local Law 1; Local Law 3 s5		(a)

1.3.2 Renewal Fees

Annual Licence Renewal – Low risk Entertainment Venue e.g. Gaming and amusement parlours, gymnasiums and indoor sporting complexes.	\$385.00	Local Law 1; Local Law 3 s5		(a)
Annual Licence Renewal – Medium risk Entertainment Venue e.g. Community Hall and Cinemas, Other venues with no liquor licensing	\$500.00	Local Law 1; Local Law 3 s5		(a)

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Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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1.3.2 Renewal Fees [continued]

Annual Licence Renewal – High risk Entertainment Venue e.g. Outdoor entertainment venue and any venue with a liquor licensing e.g. Hotels	\$760.00	Local Law 1; Local Law 3 s5		(a)
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1.3.3 Temporary Entertainment Events

Application/Assessment – Temporary Entertainment Event	\$640.00	Local Law 1; Local Law 3 s5		(a)
Express Processing: Temporary Entertainment Events	\$600.00	Local Law 1; Local Law 3 s7		(a)

Note: This fee applies to applications made within 10 business days of an event and can be applied to any fee listed in section 1.3.3 Temporary Entertainment Events. Applications may be refused if there is no capacity to process the applications within the desired timeframe.

Licence – Temporary Entertainment Event (per hour)	\$280.00	Local Law 1; Local Law 3 s5		(a)
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(minimum charge). Actual Licence amount will be determined on how many inspection hours will be required pre and during event by Council officers.

Traffic Control Permit – Temporary Entertainment Event	\$60.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
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(minimum charge). Note: If an inspection is required then inspection fees will be additional to this charge. Refer to section 1.1

Bond – Access Type 1 (Local Government Controlled Areas Only)	No charge	Local Law 1; Local Law 3 s5		(a)
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Bond for temporary entertainment event on local government controlled areas where:
a. Vehicle access requested for the purpose of moving materials or structure/s in or out of one's property on a "one-off" basis. E.g. to set up Jumping Castle.
b. Minimal infrastructure such as tent or jumping castle is being erected.
c. Minimal risk of community nuisance and safety impacts

Bond – Access Type 2 (Local Government Controlled Areas Only)	\$840.00	Local Law 1; Local Law 3 s5		(a)
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Bond for temporary entertainment event on local government controlled areas where:
a. Access requested for minor infrastructure whereby vehicles no larger than utility size are delivering materials or services.
b. More than just standard infrastructure being erected i.e. more than one inflatable entertainment item, stalls set up etc.
c. More potential risk of community nuisance and safety impacts
(per day)

Bond – Access Type 3 (Local Government Controlled Areas Only)	\$1,420.00	Local Law 1; Local Law 3 s5		(a)
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Bond for temporary entertainment event on local government controlled area, where:
a. Access requested for any property works whereby vehicles exceeding the size of a utility are delivering materials or services.
b. Extensive infrastructure proposed that may impact on the amenity and access to the park.
c. Higher risk of community nuisance and safety impacts e.g. noise, traffic, security
(per day)

Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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1.4 Public Swimming Pools (Local Law 3)

1.4.1 Public Swimming Pool Licencing

Design Assessment – Public Swimming Pool (per site)	\$600.00	Local Law 1; Local Law 3 s5	(a)
Initial Licence – Public Swimming Pool (per site)	\$250.00	Local Law 1; Local Law 3 s5	(a)

1.4.2 Renewal Fees

Annual Licence Renewal – Public Swimming Pool (per site)	\$460.00	Local Law 1; Local Law 3 s7	(a)
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1.5 Caravan Parks and Camping Grounds (Local Law 3)

1.5.1 Caravan Parks and Camping Ground Licencing

Design Assessment – Caravan Parks and Camping Ground	\$700.00	Local Law 1; Local Law 3 s5	(a)
Initial Licence – Caravan Parks and Camping Ground	\$500.00	Local Law 1; Local Law 3 s5	(a)

1.5.2 Renewal Fees

Annual Licence Renewal – Caravan Park Licence or Camping Ground	\$300.00	Local Law 1; Local Law 3 s5	(a)
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1.5.3 Temporary Caravan and Camping Licence – Either one-off or annual (single event that reoccurs yearly) event

Annual Licence Renewal – Temporary Caravan and Camping (no changes to design)	\$250.00	Local Law 1; Local Law 3 s5	(a)
Application/Assessment and Licence – Temporary Caravan and Camping	\$640.00	Local Law 1; Local Law 3 s5	(a)
One-off Licence – Temporary Caravan and Camping (per hour)	\$280.00	Local Law 1; Local Law 3 s5	(a)

(minimum charge). Actual Licence amount will be determined on how many inspection hours will be required pre and during event by Council officers.

1.6 Temporary Homes (Local Law 8)

1.6.1 Temporary Home Permits

Application/Assessment and Permit – Temporary Home	\$405.00	Local Law No.8 Schedule 2	(a)
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Note: This fee is non-refundable.

Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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1.7 Food Business

1.7.1 Design Assessment of an Application for a New Food Business or Refurbishment of an Existing Business

Design Assessment – Food Business with a floor area less than 250m ²	\$630.00	Food Act 2006 s85	(a)
Design Assessment – Food Business with a floor area between 251m ² to 1,000m ²	\$780.00	Food Act 2006 s85	(a)
Design Assessment – Food Business with a floor area greater than 1,000m ²	\$840.00	Food Act 2006 s85	(a)

1.7.2 Initial Licence Fees

Initial Licence – Food Business	\$360.00	Food Act 2006 s72, s85	(a)
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1.7.3 Food Safety Program

Application for restamping of an existing Food Safety Program (no process amendments)	\$78.00	Food Act 2006 s112	(a)
Application to accredit a Food Safety Program	\$460.00	Food Act 2006 s102	(a)
Amendment to a Food Safety Program	\$270.00	Food Act 2006 s112	(a)

(minimum charge). Note: If an inspection is required then inspection fees will be additional to this charge. Refer to section 1.1

1.7.4 Temporary Food Stall

Application/Assessment and Licence – Temporary Food Stall: One Off Event	\$270.00	Food Act 2006 s85	(a)
(up to four consecutive days in a single location) Note: This fee is non-refundable			
Application/Assessment and Licence – Temporary Food Stall: Annual	\$330.00	Food Act 2006 s85	(a)
Note: This fee is non-refundable.			
Annual Licence Renewal – Temporary Food Stall	\$330.00	Food Act 2006 s85	(a)

1.7.5 Licence Renewal Fees

Annual Licence Renewal – Food Business	\$620.00	Food Act 2006 s72, s85	(a)
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Licence Renewal fee is based on the level of star rating:
 3 Star - 20% discount (\$500 if paid by 30 June)
 4 Star - 30% discount (\$440 if paid by 30 June)
 5 Star - 50% discount (\$310 if paid by 30 June)

Bona Fide Charitable or Community Organisations - Discount of 50% to be applied to the normal prescribed fee with no further Eat Safe discount applicable (Fee - \$310).

Note: If additional inspections are required due to non-compliance with licence conditions or legislative responsibilities then re-inspection fees will be additional to this charge. Refer to section 1.1

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Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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1.7.6 Water Carrier Renewal

Annual Licence Renewal – Water Carriers	\$330.00	Food Act 2006 s85		(a)
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1.7.7 Restoration Fee – Food Business Licence Renewal

Restoration Fee – Food Business Licence Renewal	\$60.00	Food Act 2006		(a)
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1.7.8 Eat Safe Review and Reassessment Fees

Application for desktop Review of Food Safety Report	\$275.00	Food Act 2006 s60, s64		(a)
Application for Reassessment of Premises Eat Safe Rating	\$720.00	Food Act 2006 s60, s64		(a)

1.8 Non-Compliance with a Notice

Council's costs associated with Non-compliance with a notice	\$440.00	Local Law 1 s31		
(This charge is in addition to contractor fees.)				

1.9 Heavy Vehicle Permit (Local Law 5)

Annual Permit Renewal – Heavy Vehicle Permit	\$134.00	Local Law 1; Local Law 5 s12		(a)
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Note: If additional inspections are required due to non-compliance with permit conditions or legislative responsibilities then re-inspection fees will be additional to this charge. Refer to section 1.1

2. Animal Management

Note:

- 1) Application fees include permit/licence fee for first year.
- 2) Renewal fees apply annually on each permit/licence.

2.1 Standard Permits

An applicant can apply for a Standard Permit if they are able to agree to the standard terms and conditions outlined on the application form. If the terms and conditions can be agreed to, no inspection or assessment will be required. (If the applicant cannot agree to the standard terms and conditions of the permit without an inspection and/or desktop assessment from a technical officer taking place they must apply for a Non Standard Permit – see next section)

2.1.1 Animal Permit

Poultry (ducks, geese, peacocks and the like), Roosters, Pigeons, Birds (other than poultry or pigeons), Horses (including donkeys and mules), Other animals (including cattle, camels, sheep, goats, llama and deer).

Initial application and first year permit – Standard Animal	\$100.00	Local Law 1; Local Law 6 s5		(a)
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Note: This fee is non-refundable

Annual Permit Renewal – Standard Animal	\$60.00	Local Law 1; Local Law 6 s5		(a)
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Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.2 Non Standard Permits

An applicant must apply for a Non-Standard Permit if they fall into one of two categories.

1. The applicant is applying for an animal permit and cannot agree to the Standard Permit terms and conditions without an inspection or desktop assessment from a Technical Officer taking place,
OR

2. The applicant is applying for any of the following permits: Domestic Cat Permit, Domestic Dog Permit, Guard Dog Permit and Restricted/Prohibited Dog Permits. These permits require an initial inspection and/or technical officer desktop assessment.

2.2.1 Animal Permit for an Application which Cannot Meet Standard Conditions

Horses (including donkeys and mules), pigs, other animals (including cattle, camels, sheep, goats, llama and deer).

Initial application and first year permit – Non Standard Animal	\$255.00	Local Law 1; Local Law 6 s5	(a)
Note: This fee is non-refundable			
Annual Permit Renewal – Non Standard Animal	\$60.00	Local Law 1; Local Law 6 s5	(a)

2.2.2 Birds and Poultry

Poultry (ducks, geese, peacocks and the like), roosters, pigeons, birds (other than poultry or pigeons)

Initial application and first year permit – Birds and Poultry	\$255.00	Local Law 1; Local Law 6 s5	(a)
Note: This fee is non-refundable			
Annual Permit Renewal – Birds and Poultry	\$60.00	Local Law 1; Local Law 6 s5	(a)

2.2.3 Domestic Cat Permit (to keep 3 or 4 desexed cats)

Initial application and first year permit – Domestic Cat	\$255.00	Local Law 1; Local Law 6 s5	(a)
Note: This fee is non-refundable			
Annual Permit Renewal – Domestic Cat	\$60.00	Local Law 1; Local Law 6 s5	(a)

2.2.4 Domestic Dog Permit (to keep 3 or 4 dogs)

(Dog registration fees additional)

Initial application and first year permit – Domestic Dog	\$255.00	Local Law 1; Local Law 6 s5	(a)
Note: This fee is non-refundable			
Annual Permit Renewal – Domestic Dog	\$60.00	Local Law 1; Local Law 6 s5	(a)

2.2.5 Guard Dog Permit per property

(Keeping dogs for guarding and security purposes) (Dog registration fees additional)

Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.2.5 Guard Dog Permit per property [continued]

Initial application and first year permit – Guard Dog	\$570.00	Local Law 1; Local Law 6 s5		(a)
Note: This fee is non-refundable				
Annual Permit Renewal – Guard Dog	\$290.00	Local Law 1; Local Law 6 s5		(a)

2.2.6 Restricted Dog Permit – Renewals Only

(Restricted dogs are determined by State Government legislation i.e. Dogo Argentino, Fila Brasileiro, Japanese Tosa and American Pitbull Terrier. Dog registration fees are additional. This permit fee only applies to those owners who owned the dogs prior to 1 June 2002. See the Local Government Act for further information.)

Restricted dog permit – Renewals only	\$290.00	Animal Management (Cats and Dogs) Act 2008 s71		(a)
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2.2.7 Five Plus Dog Permit (keeping 5 or more dogs)

(May require planning and development approval prior to being considered) (Dog registration fees additional)

Initial application and first year permit – Five or more Dogs	\$480.00	Local Law 1; Local Law 6 s5		(a)
Note: This fee is non-refundable				
Annual Permit Renewal – Five or more Dogs	\$310.00	Local Law 1; Local Law 6 s5		(a)

2.2.8 Five Plus Cat Permit (keeping 5 or more cats)

(May require planning and development approval prior to being considered)

Initial application and first year permit – Five or more Cats	\$445.00	Local Law 1; Local Law 6 s5		(a)
Note: This fee is non-refundable				
Annual Permit Renewal – Five or more Cats	\$260.00	Local Law 1; Local Law 6 s5		(a)

2.3 Commercial Licence Fees**2.3.1 Animal Licences (where involving a development application)**

NOTE: On approval of the development application and prior to commencement of operation a relevant commercial licence must be obtained and fees paid in full.

2.3.2 Commercial Stable Licence

(May require planning and development approval prior to being considered)

Design Assessment – Commercial Stable	\$390.00	Local Law 1; Local Law 3 s5		(a)
Initial application and first year licence – Commercial Stable	\$365.00	Local Law 1; Local Law 3 s5		(a)

Price list effective 20 March 2019.

Price list effective 20 March 2019. # Indicates 10% GST included where applicable.
Price list effective 20 March 2019. # Indicates 10% GST included

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Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.3.2 Commercial Stable Licence [continued]

Annual Licence Renewal – Commercial Stable	\$275.00	Local Law 1; Local Law 3 s5		(a)
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2.3.3 Pet Shop Licence

Design Assessment – Pet Shop	\$390.00	Local Law 1; Local Law 3 s5		(a)
Initial application and first year licence – Pet Shop	\$365.00	Local Law 1; Local Law 3 s5		(a)
Annual Licence Renewal – Pet Shop	\$275.00	Local Law 1; Local Law 3 s5		(a)

2.3.4 Commercial Cattery Licence (Selling, Boarding & Breeding)

(May require planning and development approval prior to being considered)

Design Assessment – Commercial Cattery	\$390.00	Local Law 1; Local Law 3 s5		(a)
Initial application and first year licence – Commercial Cattery	\$365.00	Local Law 1; Local Law 3 s5		(a)
Annual Licence Renewal – Commercial Cattery	\$275.00	Local Law 1; Local Law 3 s5		(a)

2.3.5 Commercial Kennels Licence (including training, selling, boarding and breeding kennels)

(Dog registration fees additional)

Design Assessment – Commercial Kennels	\$390.00	Local Law 1; Local Law 3 s5		(a)
Initial application and first year licence – Commercial Kennel	\$540.00	Local Law 1; Local Law 3 s5		(a)
Annual Licence Renewal – Commercial Kennel	\$275.00	Local Law 1; Local Law 3 s5		(a)

2.4 Permit/ Licence Fees

Inspection fee (per hour): 2. Animal Management	\$280.00	Refer to base permit / licence / application fee for head of power.		(a)
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(minimum charge 1 hour and maximum charge 4 hours). Note: This fee will be charged when a inspection is required for assessment declared dog declarations, undertaking fencing inspections, non-compliance with licence conditions etc.

Amendment of a Standard or Non-Standard Permit/Licence (Major): 2. Animal Management	\$95.00	Refer to base permit / licence / application fee for head of power.		(a)
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(minimum charge). Note: If an inspection is required then inspection fees will be additional to this charge.

Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.4 Permit/ Licence Fees [continued]

Application for transfer of a Licence: 2. Animal Management	\$95.00	Refer to base permit / licence / application fee for head of power.		(a)
(minimum charge). Note: If an inspection is required then inspection fees will be additional to this charge. Permits are not eligible for transfer.				
Administrative amendment of animal details on an existing permit (Minor): 2. Animal Management	\$60.00	Refer to base permit / licence / application fee for head of power.		(a)

2.5 Dog Registration (Annual Fee)

Pensioner

Pensioner applies to: Age Pension; Sole Parent Pension; Wife's Pension; Widow's Pension; Carer's Pension; Disability Support Pension; War Widow's Pension; Defence Widow's Pension; Service Pension; War Disability Pension. Applies to full or part pensions.

Obedience Training Concession

Dogs that are obedience trained and have been awarded a certificate by an accredited trainer stating that the dog has successfully completed obedience training to the satisfaction of the Chief Operating Officer – Health, Security and Regulatory Services may present their certificate to the council to receive a 50% discount on their applicable dog registration fee.

Maximum fee concession

When any multiple discounts or concessions are applied to registration fees (e.g. obedience trained dog), no resulting registration fee shall be lower than the de-sexed Pensioner dog registration fee (pay by date) due to minimum cost recovery. 2.5.1 Introductory Dog Registration is already subsidised below minimum cost recovery to encourage responsible pet ownership and therefore no discount or concession shall be applied.

NOTE : Pay By dates and pay after dates are determined by the Chief Operating Officer, Health, Security and Regulatory Services Department, Ipswich City Council.

NOTE : Where a registration fee is not paid by the due date the discounted fee will cease to apply and the full registration fee will then become payable.

2.5.1 Introductory Dog Registration (per dog)

Where a dog has not been previously registered with ICC and is not currently registered with any other Australian local government and is registered within 14 days of the dog coming into the ICC area or if a pup within 14 days of reaching 3 months of age. Excludes Declared Dangerous Dogs, Restricted Dogs and Regulated Dogs as defined under the Animal Management (Cats & Dogs) Act 2008.

Introductory Dog Registration	\$20.00	Animal Management (Cats & Dogs) Act 2008 – Section 44	(a)
Introductory Dog Registration – Pensioner	\$20.00	Animal Management (Cats & Dogs) Act 2008 – Section 45	(a)
Introductory Dog Registration – Ipswich and Wacol RSPCA Adoptions	No Charge	Animal Management (Cats & Dogs) Act 2008 – Section 44	(a)
Where a dog is being adopted by a resident of Ipswich.			
Introductory Dog Registration – Veterinary Services In Ipswich	No Charge	Animal Management (Cats & Dogs) Act 2008 – Section 44	(a)
Where a dog is owned by an Ipswich resident and is kept in the Ipswich City Council area, and their vet has provided proof of one of the following services being conducted in the last 14 days on the dog being registered: vaccination; micro chipping or desexing.			

Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.5.2 Dog Registration: Per Entire Dog (i.e. the dog is not desexed)

Pay By Date	\$171.00	Animal Management (Cats and Dogs) Act 2008 s44, s56		(a)
Pay After Date	\$201.00	Animal Management (Cats and Dogs) Act 2008 s44, s56		(a)

2.5.3 Dog Registration: Per De-Sexed Dog

Pay By Date	\$37.00	Animal Management (Cats and Dogs) Act 2008 s44, s52		(a)
Pay After Date	\$67.00	Animal Management (Cats and Dogs) Act 2008 s44, s52		(a)

2.5.4 Dog Registration: Per Entire Dog (i.e. the dog is not desexed) – Pensioner

Pay By Date	\$78.00	Animal Management (Cats and Dogs) Act 2008 s44, s56		(a)
Pay After Date	\$93.00	Animal Management (Cats and Dogs) Act 2008 s44, s56		(a)

2.5.5 Dog Registration: Per De-Sexed Dog – Pensioner

Pay By Date	\$27.00	Animal Management (Cats and Dogs) Act 2008 s44, s52		(a)
Pay After Date	\$42.00	Animal Management (Cats and Dogs) Act 2008 s44, s52		(a)

2.5.6 Guide Dogs and Assistance Dogs

NOTE : Guide dogs or seeing eye dogs are specially trained dogs that enable blind or visually impaired people to avoid obstacles/hazards.

Assistance dogs are specially trained dogs that enable people with a disability to perform specific tasks that they would not ordinarily be able to because of their physical impairment.

A letter from a suitable qualified person (or agency) confirming applicants disability and requirement for an assistance dog will be required as satisfactory proof.

Guide Dogs and Assistance Dogs	No Charge	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
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2.5.7 Greyhound Racing Control Board of QLD Members

Only Dogs registered with the Greyhound Racing Control Board of Qld (GRCBQ) are eligible for this rate. Dogs not registered with the GRCBQ will have the appropriate registration fee apply.

Item 2 / Attachment 11.

Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.5.7 Greyhound Racing Control Board of QLD Members [continued]

GRCBQ Members	No Charge	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
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2.5.8 Other Dogs Exempt by Council

Other dogs exempt by Council resolution	No Charge	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
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2.5.9 Dangerous Dogs

Dogs declared dangerous according to the Animal Management (Cats and Dogs) Act 2008 (Including those declared under the previous legislation ICC Local Law 7 prior to commencement of State Legislation).

Initial and first year Permit – Dangerous Dog – Prorata	\$510.00	Animal Management (Cats and Dogs) Act 2008 s44, s60		(a)
Non Compliance (Renewal Only) – Pay By Date	\$480.00	Animal Management (Cats and Dogs) Act 2008 s44, s60		(a)
Non Compliance (Renewal Only) – Pay After Date	\$510.00	Animal Management (Cats and Dogs) Act 2008 s44, s60		(a)
Full Compliance (Renewal Only) – De-sexed dog – Pay By Date	\$233.00	Animal Management (Cats and Dogs) Act 2008 s44, s60		(a)
Full Compliance (Renewal Only) – De-sexed dog – Pay After Date	\$263.00	Animal Management (Cats and Dogs) Act 2008 s44, s60		(a)
Full Compliance (Renewal Only) – Entire dog – Pay By Date	\$310.00	Animal Management (Cats and Dogs) Act 2008 s44, s60		(a)
Full Compliance (Renewal Only) – Entire dog – Pay After Date	\$340.00	Animal Management (Cats and Dogs) Act 2008 s44, s60		(a)

2.5.10 Menacing Dogs

Dogs declared menacing according to the Animal Management (Cats and Dogs) Act 2008.

Initial and first year – Menacing Dog – Prorata	\$510.00	Animal Management (Cats and Dogs) Act 2008 s44, s60		(a)
Non Compliance (Renewal Only) – Pay By Date	\$480.00	Animal Management (Cats and Dogs) Act 2008 s44, s60		(a)
Non Compliance (Renewal Only) – Pay After Date	\$510.00	Animal Management (Cats and Dogs) Act 2008 s44, s60		(a)
Full Compliance (Renewal Only) – De-sexed dog – Pay By Date	\$233.00	Animal Management (Cats and Dogs) Act 2008 s44, s60		(a)

Price list effective 20 March 2019.

Price list effective 20 March 2019. # Indicates 10% GST included where applicable.
Price list effective 20 March 2019. # Indicates 10% GST included

Item 2 / Attachment 11.

Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.5.10 Menacing Dogs [continued]

Full Compliance (Renewal Only) – De-sexed dog – Pay After Date	\$263.00	Animal Management (Cats and Dogs) Act 2008 s44, s60		(a)
Full Compliance (Renewal Only) – Entire dog – Pay By Date	\$310.00	Animal Management (Cats and Dogs) Act 2008 s44, s60		(a)
Full Compliance (Renewal Only) – Entire dog – Pay After Date	\$340.00	Animal Management (Cats and Dogs) Act 2008 s44, s60		(a)

2.5.11 Farm Dog

NOTE: Farm Dog - dogs that do not meet the criteria set out for a working dog in the Animal Management (Cats and Dogs) Act 2008 but do meet the following criteria may be classified as a farm dog and receive a discounted registration fee:

1. Satisfy an authorised officer that the said dog is in fact a farm working dog within Ipswich City Council (assessment of skills that the dog does provide assistance on the farm will be required)
2. The dog lives on a property in a classified rural zone within Ipswich City Council
3. The dog's owner is a primary producer, however this may not be the owners' principal occupation within Ipswich City Council.

(a) Per Entire Farm Dog (First) (i.e. the dog is not desexed)

Pay By Date	\$73.00	Animal Management (Cats and Dogs) Act 2008		(a)
Pay After Date	\$103.00	Animal Management (Cats and Dogs) Act 2008		(a)

(b) Per De-Sexed Farm Dog (First)

Pay By Date	\$29.00	Animal Management (Cats and Dogs) Act 2008		(a)
Pay After Date	\$59.00	Animal Management (Cats and Dogs) Act 2008		(a)

(c) Per Farm Dog (Additional)

Where an owner is registering more than one farm dog, the first dog is registered at the appropriate fee (see above) and each additional dog will be charged this fee

Pay By Date Additional Farm Dog (per dog)	\$27.00	Animal Management (Cats and Dogs) Act 2008		(a)
Pay After Date Additional Farm Dog (per dog)	\$42.00	Animal Management (Cats and Dogs) Act 2008		(a)

2.5.12 Dogs QLD Members

Dogs QLD Members: Per Entire Dog (i.e. the dog is not desexed) – Pay by Date	\$71.00	Animal Management (Cats and Dogs) Act 2008 s44, s46		(a)
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Price list effective 20 March 2019.

Price list effective 20 March 2019. # Indicates 10% GST included where applicable.
Price list effective 20 March 2019. # Indicates 10% GST included

Item 2 / Attachment 11.

Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.5.12 Dogs QLD Members [continued]

Dogs QLD Members: Per Entire Dog (i.e. the dog is not desexed) – Pay After Date	\$101.00	Animal Management (Cats and Dogs) Act 2008 s44, s46		(a)
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2.5.13 Reciprocal Dog Registration

Where a dog is currently registered with any other Australian Local Government and satisfactory proof of registration is shown, no fee will be charged for the registration of the dog with the Ipswich City Council for the current Ipswich City Council registration period.

Reciprocal dog registration transfer	No Charge	Refer to base permit / licence / application fee for head of power.		(a)
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2.6 Impounding**2.6.1 Dogs**

Note:

- All dogs must have a valid registration and microchip on release - related fees applicable.
- A rebate of the entire impoundment fee per animal will be made available to any dog owner electing to de-sex their dog within three (3) months of release from the Animal Management Centre. Conditions Apply.
- Where a second or subsequent dogs are impounded during the same incident and collected at the same time, no sustenance be charged to the second or subsequent dog.

Registered, de-sexed, microchipped, first impoundment	No charge	Local Law 6 s27		(d)
Registered, de-sexed, not microchipped, first impoundment	\$44.00	Local Law 6 s27		(d)
Registered, entire, microchipped, first impoundment	\$150.00	Local Law 6 s27		(d)
Registered, entire, not microchipped, first impoundment	\$170.00	Local Law 6 s27		(d)
Not registered, de-sexed, microchipped, first impoundment	\$130.00	Local Law 6 s27		(d)
Not registered, de-sexed, not microchipped, first impoundment	\$150.00	Local Law 6 s27		(d)
Not registered, entire, microchipped, first impoundment	\$170.00	Local Law 6 s27		(d)
Not registered, entire, not microchipped, first impoundment	\$196.00	Local Law 6 s27		(d)
Second and subsequent impoundment surcharge	\$67.00	Local Law 6 s27		(d)
Sustenance first day	No charge	Local Law 6 s27		(d)
Sustenance per subsequent days	\$26.00	Local Law 6 s27		(d)
Microchipping of dog prior to release	\$25.00	Local Government Act s262(3)(c)	#	

2.6.2 Cats

Note:

- All cats must have a microchip on release - related fees applicable.
- A rebate of the entire impoundment fee per animal will be made available to any cat owner electing to de-sex their cat within three (3) months of release from the Animal Management Centre. Conditions Apply.
- Where a second or subsequent cats are impounded during the same incident and collected at the same time, no sustenance be charged to the second or subsequent cat.

Price list effective 20 March 2019.

Price list effective 20 March 2019. # Indicates 10% GST included where applicable.
Price list effective 20 March 2019. # Indicates 10% GST included

Item 2 / Attachment 11.

Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.6.2 Cats [continued]

De-sexed, microchipped, first impoundment	No charge	Local Law 6 s27		(d)
De-sexed, not microchipped, first impoundment	\$44.00	Local Law 6 s27		(d)
Entire, microchipped, first impoundment	\$88.00	Local Law 6 s27		(d)
Entire, not microchipped, first impoundment	\$109.00	Local Law 6 s27		(d)
Second and subsequent impoundment surcharge	\$44.00	Local Law 6 s27		(d)
Sustenance first day	No charge	Local Law 6 s27		(d)
Sustenance per subsequent days	No Charge	Local Law 6 s27		(d)
Microchipping of cat prior to release	\$25.00	Local Government Act s262(3)(c)	#	

2.6.3 Livestock & Other Animals**(a) Large Livestock**

Release fees for large livestock (including cattle, horses, deer, camels, etc.) are to be determined by the time taken by Council staff to impound the animal/s

Livestock impoundment: Large (per animal)	\$100.00	Local Law 6 s27		(d)
Collection of Large Livestock (per hour) (minimum charge of 1 hour and maximum charge of 4 hours). Based on 2 officers and the stock truck. For every additional officer the fee is increased by one half.	\$280.00	Local Law 6 s27		(d)
Collection of Large Livestock (per hour) – Outside business hours (minimum charge of 1 hour and maximum charge of 4 hours). Fee is based on 2 officers and the stock truck. For every additional officer the fee is increased by one half.	\$402.00	Local Law 6 s27		(d)
Driving, leading and/or transport of Large Livestock – Return Trip only (per kilometre)	\$12.00	Local Law 6 s27		(d)
Sustenance – per head (per day or part thereof)	\$49.00	Local Law 6 s27		(d)
Advertising: Notice of Impoundment placed in a newspaper	Actual cost of advertising	Local Law 6 s27		(d)
All costs associated with the advertisement shall be charged in addition to the appropriate release fee.				
NLIS Tagging of Cattle (per hour) (minimum charge).	\$308.00	Local Government Act s262(3)(c)	#	

(b) Other Livestock

Release fees for animals including sheep, goats, swine or similar livestock are to be determined per head. (Maximum charge 10 head per owner per occurrence)

Livestock impoundment: Other	\$43.00	Local Law 6 s27		(d)
NLIS Tagging of Sheep & Goats (per hour) (minimum charge is half (1/2) an hour).	\$308.00	Local Government Act s262(3)(c)	#	

Item 2 / Attachment 11.

Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(c) Poultry & Birds

Release fees for poultry and birds are to be determined per head. (Maximum charge 10 head per owner per occurrence)

Poultry & Birds impoundment	\$17.00	Local Law 6 s27	(d)
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2.7 Other Charges**2.7.1 Traps**

Rental of Cat Trap (per day)	\$13.00	Local Government Act s262(3)(c)	#
Note: Fee only charged after trap has been loaned longer than seven (7) working days.			
Rental of Dog Trap (per day)	\$22.00	Local Government Act s262(3)(c)	#
Note: Fee only charged after trap has been loaned longer than seven (7) working days.			
Collection of Trap (Dog & Cat)	\$308.00	Local Government Act s262(3)(c)	#
Where a trap has not been returned this fee will be charged, in addition to daily fees, to collect the trap.			

2.7.2 Regulated Dogs incl. Restricted, Dangerous and Menacing

Regulated Dog Signs	No charge	Local Government Act s262(3)(c)	#
Regulated Dog Tags	No Charge	Local Government Act s262(3)(c)	#

2.7.3 Microchipping

Microchipping – Community Events	\$25.00	Local Government Act s262(3)(c)	#
Dog or Cat must already be currently registered with Ipswich City Council.			

3. Cemeteries**3.1 Exhumation**

Application/Assessment – Exhumation (per hour)	\$280.00	Local Government Act 2009 s97(2)	(a)
(minimum charge).			
Supervision fee – Exhumation (per hour)	\$308.00	Local Government Act s262(3)(c)	#
(minimum charge).			

Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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3.2 Private Cemeteries

Licence – Private Cemetery: Annual	\$660.00	Local Law 1; Local Law 3 s5		(a)
(excludes cemeteries on Council land).				

4. Environmental Protection

4.1 Environmentally Relevant Activities (ERA's)

Note: The fees contained in section 4.1 Environmentally Relevant Activities (ERA's) are non-refundable

4.1.1 Annual Renewal Fees

ERA6 Asphalt Manufacturing: greater than 1,000 tonnes per year	\$9,900.00	Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 12 Plastic Product Manufacturing: 50 tonnes per year or more (other than plastic in item below)	\$2,450.00	Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 12 Plastic Product Manufacturing: 5 tonnes per year or more (foam, composite plastic or rigid fibre reinforced)	\$2,450.00	Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 19 Metal Forming: 10,000 tonnes or more per year	\$810.00	Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 20 Metal Recovery: up to 100 tonnes per day	\$1,190.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 20 Metal Recovery: 100 tonnes or more per day or 10,000 tonnes or more per year Without using a fragmentiser	\$3,000.00	Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 38 1 (a) Surface Coating Anodising, electroplating, enamelling or galvanising by using 1 to 100 tonnes of surface coating material in a year	\$810.00	Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 49 Boat Maintenance or Repair	\$2,450.00	Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 61 Waste Incineration and Thermal Treatment: Incinerating waste vegetation, clean paper or cardboard	\$810.00	Environmental Protection Regulation 2008 Schedule 10		(a)

4.1.2 Other ERA Fees

Application to transfer an Environmental Authority	\$95.00	Environmental Protection Regulation 2008 Schedule 10		(a)
(minimum charge). Note: If an inspection is required then inspection fees will be additional to this charge.				

Item 2 / Attachment 11.

Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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4.1.2 Other ERA Fees [continued]

Application for Conversion of Environmental Authority (site specific to standard conditions)	\$180.00	Environmental Protection Regulation 2008 Schedule 10		(a)
(minimum charge). Note: If an inspection is required then inspection fees will be additional to this charge.				
Inspection fee (per hour): 4. Environmental Protection	\$280.00	Refer to base permit / licence / application fee for head of power.		(a)
(minimum charge). Inspection fees will only be charged where additional inspections are required including assessments of draft TEPs, reinspections, monitoring and non-compliance.				
Amendment to an approved Transitional Environmental Program (per hour)	\$280.00	Environmental Protection Regulation 1998 s52		(a)
(minimum charge).				
Annual TEP return	\$515.00	Environmental Protection Regulation 1998 s52		(a)

5. Road Regulation**5.1 Commercial Use of Roads (refer to relevant local laws)****5.1.1 Licence Fees**

Application/Assessment fee – 5. Commercial Use of Roads	\$150.00	Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995		(a)
Note: Licence Fees are additional to this charge.				
Amendment of Licence – 5. Commercial Use of Roads	\$60.00	Local Law 1 s31; Local Law 7 Part 6 Transport Operations (Road Use Management) Act 1995		(a)
(minimum charge). Note: If an inspection is required then inspection fees will be additional to this charge.				
Application for transfer of a Licence – 5. Commercial Use of Roads	\$95.00	Refer to base permit / licence / application fee for head of power.		(a)
(minimum charge). Note: If an inspection is required then inspection fees will be additional to this charge. Applicable to annual licences only.				

Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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5.1.2 Sale and/or display of goods or services on roads (Roadside Vending)

Licence – Roadside Vending: Annual	\$300.00	Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995		(a)
Licence – Roadside Vending: Monthly	\$260.00	Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995		(a)

5.1.3 Busking, Commercial Touting, Hawking on Roads and Local Government Areas

Licence – Busking, Commercial Touting, Hawking: Annual	\$260.00	Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995		(a)
Licence – Busking, Commercial Touting, Hawking: Monthly	\$75.00	Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995		(a)
Licence – Busking, Commercial Touting, Hawking: One off (one day only)	\$33.00	Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995		(a)

5.1.4 Footpath Dining

Licence – Footpath Dining within Ipswich CBD: Annual (per square meter) (minimum charge).	\$115.00	Local Government Act s262(3)(c)		(a)
Licence – Footpath Dining outside Ipswich CBD: Annual (per square meter) (minimum charge).	\$90.00	Local Government Act s262(3)(c)		(a)

5.2 Pedestrian Mall

5.2.1 Permitted Uses Licence

Note: For Busking in the Mall please see Commercial Use of Roads section.

Item 2 / Attachment 11.

Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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5.2.2 Pedestrian Mall Activities

Vehicle Access: per day or part thereof	\$176.00	Local Law 1; Local Law 3 s5		(a)
Sell, Offer or Display goods for sale: per day or part thereof	\$176.00	Local Law 1; Local Law 3 s5		(a)
Carry on business: per day or part thereof	\$176.00	Local Law 1; Local Law 3 s5		(a)
Use of megaphone, sound amplifier, loud speaker, gramophone or other device or other means of mechanically, electrically, or artificially increasing or reproducing sound: per day or part thereof	\$119.00	Local Law 1; Local Law 3 s5		(a)
Seek or receive or indicate that a donation of money from a bystander or passer-by is being sought: per day or part thereof	\$15.00	Local Law 1; Local Law 3 s5		(a)
Place a structure – Hand out Brochures/Pamphlets etc.: per day or part thereof	\$176.00	Local Law 1; Local Law 3 s5		(a)
Place a structure – Hand out Brochures/Pamphlets etc.: per week	\$886.00	Local Law 1; Local Law 3 s5		(a)
Place a structure – Hand out Brochures/Pamphlets etc.: 3 days	\$438.00	Local Law 1; Local Law 3 s5		(a)

5.2.3 Community Group Activities

Vehicle Access: per day or part thereof	No Charge	Local Law 1; Local Law 3 s5		(a)
Sell, Offer or Display goods for sale: per day or part thereof	No Charge	Local Law 1; Local Law 3 s5		(a)
Display goods for sale: per day or part thereof	No Charge	Local Law 1; Local Law 3 s5		(a)
Carry on business: per day or part thereof	No Charge	Local Law 1; Local Law 3 s5		(a)
Use of megaphone, sound amplifier, loud speaker, gramophone or other device or other means of mechanically, electrically, or artificially increasing or reproducing sound: per day or part thereof	No Charge	Local Law 1; Local Law 3 s5		(a)
Seek or receive or indicate that a donation of money from a bystander or passer-by is being sought: per day or part thereof	No Charge	Local Law 1; Local Law 3 s5		(a)
Place a structure – Hand out Brochures/Pamphlets etc.: per day or part thereof	No Charge	Local Law 1; Local Law 3 s5		(a)
Place a structure – Hand out Brochures/Pamphlets etc.: per week	No Charge	Local Law 1; Local Law 3 s5		(a)

5.3 Parking Fines

CITEC search fees for reminder notices	Actual Costs	Local Government Act s262(3)(c)	#
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Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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5.4 Regulated Parking – Permit Fees

Permit – Commercial Vehicle: Annual	\$206.00	Local Law 1; Local Law 5 s6 Transport Operations (Road Use Management) Act 1995		(a)
Permit – Resident: Annual	\$60.00	Local Law 1; Local Law 5 s6 Transport Operations (Road Use Management) Act 1995		(a)
Permit – Media: Annual	\$206.00	Local Law 1; Local Law 5 s6 Transport Operations (Road Use Management) Act 1995		(a)
Permit – General Contractor: Annual	\$206.00	Local Law 1; Local Law 5 s6 Transport Operations (Road Use Management) Act 1995		(a)

5.5 Permits to carry out Works on Local Government Controlled Roads or implement Traffic Control

5.5.1 Works on Local Government Controlled Roads/Traffic Control Permits

If an application is withdrawn before assessment has commenced then a full refund (less the administration charge) will be granted. If work has commenced then cost recovery will occur.

(Refer relevant Local Laws and to <https://www.ipswich.qld.gov.au/business/laws-and-permits-for-businesses/roads>):

Administrative amendment of a Permit (Minor): 5.5.1 Works on Local Government Controlled Roads/Traffic Control Permits	\$60.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
Amendment of a Permit e.g. changes to plans/design (Major): 5.5.1 Works on Local Government Controlled Roads/Traffic Control Permits	\$610.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)

Item 2 / Attachment 11.

Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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5.5.1 Works on Local Government Controlled Roads/Traffic Control Permits

[continued]

Combined Traffic Control and Works Permit – Non-Standard	\$1,120.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
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Note: Additional fees may apply if permit includes temporary closure/removal of parking spaces. Refer to 4.1 Regulated Parking – Temporary Closure/Removal of Parking Spaces (Works, Parks and Recreation Department).

Combined Traffic Control and Works Permit – Standard	\$920.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
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Note: Additional fees may apply if permit includes temporary closure/removal of parking spaces. Refer to 4.1 Regulated Parking – Temporary Closure/Removal of Parking Spaces (Works, Parks and Recreation Department).

Express Processing Fee: 5.5.1 Works on Local Government Controlled Roads/Traffic Control Permits	\$600.00	Refer to base permit / licence / application fee for head of power.		(a)
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Note: This fee applies to applications made within 10 business days of the works and can be applied to any fee listed in section 5.5.1 Works on Local Government Roads/Traffic Control Permits. Applications may be refused if there is no capacity to process the applications within the desired timeframe.

Traffic Control Permit or Works on Local Government Controlled Roads – Non-Standard	\$840.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
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Note: Additional fees may apply if permit includes temporary closure/removal of parking spaces. Refer to 4.1 Regulated Parking – Temporary Closure/Removal of Parking Spaces (Works, Parks and Recreation Department).

Traffic Control Permit or Works on Local Government Controlled Roads – Standard	\$610.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
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Note: Additional fees may apply if permit includes temporary closure/removal of parking spaces. Refer to 4.1 Regulated Parking – Temporary Closure/Removal of Parking Spaces (Works, Parks and Recreation Department).

Administration charge for refund processing	\$60.00	Refer to base permit / licence / application fee for head of power.		(a)
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Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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5.6 Permit/ Licence Fees

Inspection Fee (per hour): 5. Road Regulation	\$280.00	Local Law 7 (Local Government Controlled Areas and Roads) s10, s75		(a)
Minimum charge. Inspection fees will only be charged to permits where additional inspections are required including pre-lodgement advice, re-inspections, monitoring and non-compliance.				

6. Recovery of Goods Removed from Footpaths, etc.

Impounded goods, materials or equipment – where it can easily be handled by one (1) officer (per item)	\$52.00	Local Government Act s262(3)(c)		(d)
Impounded goods, material or equipment – where it cannot be handled easily by one (1) officer (per item)	Actual Costs	Local Law 1 s31; Local Law 7 Part 6 Transport Operations (Road Use Management) Act 1995		(d)
e.g. Cannot be handled by one (1) officer due to size, construction, material or other similar reason. Excludes vehicles and Shopping Trolleys.				
Impounded Shopping Trolley (per trolley)	\$73.00	Local Law 1 s31; Local Law 7 Part 6; Local Law 8 Transport Operations (Road Use Management) Act 1995		(d)
Impounded Vehicle – Passenger (per vehicle)	\$515.00	Transport Operations (Road Use Management) Act 1995		(d)
Standard charge for a vehicle removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995. Other charges may apply if the recovery of the vehicle or the impoundment of the vehicle is not considered standard.				
Impounded Vehicle – Other (per vehicle)	Actual Costs	Transport Operations (Road Use Management) Act 1995		(d)
e.g. caravan, trailer, heavy vehicle etc. all vehicles other than a passenger vehicle. Note that "Actual Costs" include but are not limited to: towing fees, officer time, administration charges.				

7. Driveway Crossing Permits (Refer relevant Local Laws)

7.1 Standard Permits

An applicant can apply for a Standard Approval if they are able to agree to the standard terms and conditions outlined on the application form. If the terms and conditions can be agreed to, no inspection may be required. (If the applicant cannot agree to the standard terms and conditions of the permit without an inspection and/or desktop assessment from a technical officer taking place they must apply for a Non Standard Permit –see next section)

Permit – Standard	No Charge	Local Law 7 s6 Transport Operations (Road Use Management) Act 1995		(a)
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Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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7.2 Non Standard Permits

Inspection Fee (per hour): 7.2 Non Standard Permits	\$280.00	Local Law 7 (Local Government Controlled Areas and Roads) s10, s75	(a)
(minimum charge). Inspection fees will only be charged to Permits where additional inspections are required including pre-lodgement advise, reinspections, monitoring and non-compliance.			
Application/Assessment and Permit – Non Standard Driveway Crossing	\$180.00	Local Law 7 s6 Transport Operations (Road Use Management) Act 1995	(a)
(minimum charge) Note: If an inspection is required then inspection fees are additional to this charge. This fee is non-refundable.			

8. Other Charges

8.1 External Parties Facility Access

Key Deposit	\$45.00	Local Law 4 (Permits) s7, s11
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8.2 Election Signs

Bond – Election Signs (per candidate)	\$500.00	Local Government Act s262(3)(c)
Bond Fees must be paid prior to the erection of any campaign signage. The bond shall only be repaid upon notification by the applicant that all election signs have been removed within 14 days of the date of the election and following confirmation by Council's inspectors. For each and every sign not removed, the sum of \$50.00 will be forfeited to the Council from the bond amount deposited. Council will then arrange for the removal of such signs after the expiration of the above and dispose of such signs.		



Fees and Charges

2018 - 2019

and comparison to

Draft 2019-2020

Extract of HSRS Fees Only

for internal use only

For Internal Use Only

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

HEALTH, SECURITY AND REGULATORY SERVICES DEPARTMENT

Discount for Bona Fide Charitable or Community Organisations

A fee of 50% of the normal prescribed fee is payable in respect to:

- 1.3 Entertainment Venues
- 1.7 Food Businesses, excluding 1.7.7 Restoration Fees and 1.7.8 Eat Safe Review and Reassessment Fees;
- 5.1 Commercial use of roads; and
- 5.4 Regulated Parking - permit fees.

The discount will be applied in the following instances:

- Upon proof of status as a bona fide charitable or community organisation; or
- Acceptance by the Chief Operating Officer (Health Security and Regulatory Services) that the applicant is a bona fide charitable organisation.

The discount does not apply to:

- Private clubs;
- Activities resulting in commercial gain; and
- Where an activity does not fulfil a significant community role and cannot be considered to be not-for-profit.

Refunds

Design Assessment/Application Fees are non-refundable unless otherwise stated.

Licence/Permit fees should be paid on application and if the Licence/Permit is not approved then the applicable Licence/Permit fee will be refunded.

1. Health and Regulatory Services

1.1 Health and Regulatory Services

Note: These fees will be applied to all Permits/Licences under section 1. Health and Regulatory Services excluding Temporary Permits/Licences.

Inspection fee (per hour)	\$260.00	Discontinued 30 June 2019. Refer to New fee: 1.1 Inspection fee (per hour)	#	Discontinued
(minimum charge 1 hour and maximum charge 4 hours). Inspection fees will only be charged to Permits/Licences where additional inspections are required including pre-fitout advice (changes to plans/design), re-inspections, monitoring and non-compliance, additional hours after the maximum charge will be negotiated upfront.				

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.1 Health and Regulatory Services [continued]

Inspection fee (per hour): 1. Health and Regulatory Services		\$280.00	∞	<p>NEW FEE. Detailed review undertaken for all HSRS fees and charges including time in motion, bench-marking, resource assessment and volume analysis.</p> <p>Proposed fee based on keeping council in line with other SEQ councils.</p> <p>The Following Fees were amalgamated for consistency: 1.1 Health and Regulatory Services Inspection Fee</p> <p>1.2.3 Non-Compliance Inspection for Higher Risk Personal Appearance Services (per hour) \$260</p> <p>1.3.3 Inspection fee for Entertainment venue (per hour) \$385</p> <p>1.7.8 Inspection fee per hour (1 hour minimum) \$260</p> <p>1.9 Inspection fee per hour (1 hour minimum) \$260</p> <p>This fee will incur a minimum of 1 hour and an maximum of 4 hours per inspection, additional hours after that will be negotiated upfront.</p>	(a)	New
(minimum charge 1 hour, maximum charge 4 hours) Note: Inspection fees will only be charged to Permits/Licences where additional inspections are required, including pre-fitout advice (changes to plans/design), re-inspections, monitoring and non-compliance. If additional hours above the maximum charge are required then compliance action may be taken.						
Administrative amendment of a Permit/Licence (Minor)	\$75.00			Discontinued 30 June 2019. Refer to New fee: 1.1 Administrative amendment of a Permit/Licence (Minor)	(a)	Discontinued

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.1 Health and Regulatory Services [continued]

Administrative amendment of a Permit/Licence (Minor): 1. Health and Regulatory Services		\$60.00	∞	<p>Detailed review undertaken for all HSRS fees and charges including time in motion, bench-marking, resource assessment and volume analysis.</p> <p>Administration charges to be consistent across the department at the time in motion \$60.00.</p> <p>The following fees were amalgamated for consistency:</p> <p>1.1 Administrative Amendment of a Permit/Licence (minor) \$75</p> <p>1.4.3 Administrative amendment of a Public Swimming Pool Licence (not involving the refurbishment of the premises) \$75</p> <p>1.5.3 Administrative amendment of a Caravan Park or Camping Ground Licence (not involving refurbishment of the premises) \$75</p> <p>1.7.9 Administrative amendment of a Food Business licence (not involving the refurbishment of the premises) \$75</p>	(a)	New
Amendment of a Permit/Licence e.g. changes to plans/design (Major): 1. Health and Regulatory Services		\$95.00	∞	<p>NEW FEE.</p> <p>Detailed review undertaken for all HSRS fees and charges including time in motion, bench-marking, resource assessment and volume analysis.</p> <p>This fee is additional to the inspection fee. If work can be completed without the need for an inspection then cost should reflect service. Major amendments are to be consistent across the department at the time in motion of \$95.00.</p> <p>The following fees were amalgamated for consistency:</p> <p>1.2.1 Amendment to Higher Risk Personal Appearance Service Licences that requires</p>	(a)	New

Item 2 / Attachment 12.

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.1 Health and Regulatory Services [continued]

Amendment of a Permit/Licence e.g. changes to plans/design (Major): 1. Health and Regulatory Services	\$95.00	∞	changes to plans/design \$405	(a)	New
			1.2.4 Amendment of a Higher Risk Personal Appearance Services Licence per hour (1 hour minimum) \$385		
			1.3.1 Amendment to Entertainment Venue Licences that requires changes to plans/design \$270		
			1.4.1 Amendment to Licences that requires changes to plans/design \$270		
			1.4.3 Amendment of a Public Swimming Pool Licence per hour (1 hour minimum) \$260		
			1.5.1 Amendment to Licences that requires changes to plans/design \$280		
			1.5.3 Amendment of a Caravan Park or Camping Ground Licence per hour (1 hour minimum) \$260		
			1.7.3 Amendment to design i.e. requires refurbishment \$280		
(minimum charge). Note: If an inspection is required then inspection fees will be in addition to this charge.					
Amendment of a Permit/Licence e.g. changes to plans/design (Major)	\$260.00		Discontinued 30 June 2019. Refer to New fee: 1.1 Amendment of a Permit/Licence e.g. changes to plans/design (Major)	(a)	Discontinued
(minimum charge). Note: If an inspection is required then inspection fees will be additional to this charge.					
Application for a Replacement Licence Certificate	\$75.00		The service delivery has changed from hard copy to soft copy replacements and therefore fee is superfluous.	#	Discontinued

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.1 Health and Regulatory Services [continued]

Application for transfer of a Permit/Licence: 1. Health and Regulatory Services		\$95.00	∞	<p>NEW FEE.</p> <p>Detailed review undertaken for all HSRS fees and charges including time in motion, bench-marking, resource assessment and volume analysis.</p> <p>This fee is additional to the inspection fee. If work can be completed without the need for an inspection then cost should reflect service.</p> <p>Transfer charges to be consistent across the department at the time in motion \$95.</p> <p>The following fees were amalgamated for consistency:</p> <p>1.2.4 Transfer of Higher Risk Personal Appearance Service Licence \$385</p> <p>1.4.3 Application for transfer of a Public Swimming Pool Licence \$75</p> <p>1.5.3 Application for a transfer of a Caravan Park or Camping Ground Licence \$840</p>	(a)	New
(minimum charge). Note: If an inspection is required then inspection fees will be in addition to this charge. Food Business Licences cannot be transferred under the <i>Food Act 2006</i> .						
Application for transfer of a Permit/Licence	\$75.00			Discontinued 30 June 2019. Refer to New fee: 1.1 Application for transfer of a Permit/Licence	(a)	Discontinued
(minimum charge). Note: If an inspection is required then inspection fees will be additional to this charge. Food Business Licences cannot be transferred under the <i>Food Act 2006</i> .						

1.2 Public Health (Infection Control for Personal Appearance Services) Act 2003

1.2.1 Higher Risk Personal Appearance Service

Design Assessment – Higher Risk Personal Appearance Service	\$780.00	\$400.00	-48.72%	Detailed review undertaken for all HSRS fees and charges including time in motion, bench-marking, resource assessment and volume analysis.	(a)	Reviewed
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Item 2 / Attachment 12.

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.2.1 Higher Risk Personal Appearance Service [continued]

Initial Licence – Higher Risk Personal Appearance Service	\$510.00	\$250.00	-50.98%	Detailed review undertaken for all HSRS fees and charges including time in motion, bench-marking, resource assessment and volume analysis.	(a)	Reviewed
Amendment to Higher Risk Personal Appearance Service Licences that requires changes to plans/design	\$405.00			Discontinued 30 June 2019. Refer to New fee: 1.1 Amendment of a Permit/Licence e.g. changes to plans/design (Major)	(a)	Discontinued

1.2.2 Renewal Fees

Annual Licence Renewal – Higher Risk Personal Appearance Service	\$500.00	\$350.00	-30.00%	Detailed review undertaken for all HSRS fees and charges including time in motion, bench-marking, resource assessment and volume analysis.	(a)	Reviewed
Late Fee – An additional fee will be applicable where payment is not received by the due date	\$75.00			Once a licence/permit is not paid the licence/permit is deemed expired. If Council then discover that the holder is still conducting the activity a PIN will be issued for operating without a licence/permit. This approach will create consistency with other SEQ Councils.	#	Discontinued

1.2.3 Non-Higher Risk Personal Appearance Services

Inspection fee (per hour): 1.2.3 Non-Higher Risk Personal Appearance Services	\$260.00	\$280.00	7.69%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. There was no data available for this fee/charge type however the officers who would conduct this inspection have been costed per hour and therefore a consistent charge has been applied.		Reviewed
(minimum charge 1 hour and maximum charge 4 hours).						
Non-Compliance Inspection for Higher Risk Personal Appearance Services (per hour)	\$385.00			Discontinued 30 June 2019. Refer to New fee: 1.1 Inspection fee (per hour)	(a)	Discontinued

Item 2 / Attachment 12.

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.2.4 Miscellaneous Fees

Amendment of a Higher Risk Personal Appearance Services Licence per hour (1 hour minimum) (minimum charge)	\$385.00			Discontinued 30 June 2019. Refer to New fee: 1.1 Amendment of a Permit/Licence e.g. changes to plans/design (Major)	(a)	Discontinued
Application for a replacement of a licence certificate for a Higher Risk Personal Appearance Service	\$75.00			The service delivery has changed from hard copy to soft copy replacements and therefore fee is superfluous.	(a)	Discontinued
Transfer of Higher Risk Personal Appearance Service Licence	\$385.00			Discontinued 30 June 2019. Refer to New fee: 1.1 Application for transfer of a Permit/Licence	(a)	Discontinued

1.3 Entertainment Venues (Local Law 3)

An Entertainment Venue Licence is required for: cinema, nightclub, community hall, indoor sporting complex, hotels, outdoor entertainment venue/arena, amusement parlour, gymnasium.

1.3.1 Entertainment Venue Licencing

Design Assessment – Entertainment Venue	\$780.00	\$350.00	-55.13%	Detailed review undertaken for all HSRS fees and charges including time in motion, bench-marking, resource assessment and volume analysis.	(a)	Reviewed
Initial Licence – Entertainment Venue (all risk categories)	\$390.00	\$280.00	-28.21%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. The proposed fee is based on time in motion studies.	(a)	Reviewed
Amendment to Entertainment Venue Licences that requires changes to plans/design	\$270.00			Discontinued 30 June 2019. Refer to New fee: 1.1 Amendment of a Permit/Licence e.g. changes to plans/design (Major)	(a)	Discontinued

Item 2 / Attachment 12.

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.3.2 Renewal Fees

Annual Licence Renewal – Low risk Entertainment Venue e.g. Gaming and amusement parlours, gymnasiums and indoor sporting complexes.	\$385.00	\$385.00	0.00%	Due to Local Law Review Fees have not been reviewed. Therefore Fees to remain as is until future service delivery determined.	(a)	Reviewed
Annual Licence Renewal – Medium risk Entertainment Venue e.g. Community Hall and Cinemas, Other venues with no liquor licensing	\$500.00	\$500.00	0.00%	Due to Local Law Review Fees have not been reviewed. Therefore Fees to remain as is until future service delivery determined.	(a)	Reviewed
Annual Licence Renewal – High risk Entertainment Venue e.g. Outdoor entertainment venue and any venue with a liquor licensing e.g. Hotels	\$760.00	\$760.00	0.00%	Due to Local Law Review Fees have not been reviewed. Therefore Fees to remain as is until future service delivery determined.	(a)	Reviewed
Late Fee – An additional fee will be applicable where payment is not been received by the due date	\$75.00			Once a licence/permit is not paid the licence/permit is deemed expired. If Council then discover that the holder is still conducting the activity a PIN will be issued for operating without a licence/permit. This approach will create consistency with other SEQ Councils.	#	Discontinued

1.3.3 Temporary Entertainment Events

Application/Assessment – Temporary Entertainment Event	\$510.00	\$640.00	25.49%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. The proposed fee is based on service delivery changes costed through time in motion studies.	(a)	Reviewed
Express Processing: Temporary Entertainment Events		\$600.00	∞	NEW FEE Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.	(a)	New

Note: This fee applies to applications made within 10 business days of an event and can be applied to any fee listed in section 1.3.3 Temporary Entertainment Events. Applications may be refused if there is no capacity to process the applications within the desired timeframe.

Item 2 / Attachment 12.

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.3.3 Temporary Entertainment Events [continued]

Licence – Temporary Entertainment Event (per hour)	\$260.00	\$280.00	7.69%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Hourly charges to be consistent across the department. Actual Licence amount will be determined on how many inspection hours will be required pre and during event by Council officers.	(a)	Reviewed
(minimum charge). Actual Licence amount will be determined on how many inspection hours will be required pre and during event by Council officers.						
Traffic Control Permit – Temporary Entertainment Event		\$60.00	∞	NEW FEE Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Administration fees to be consistent across the department.	(a)	New
(minimum charge). Note: If an inspection is required then inspection fees will be additional to this charge. Refer to section 1.1						
Bond – Access Type 1 (Local Government Controlled Areas Only)			No charge	No change proposed.	(a)	Reviewed
			Last YR Fee No charge			
Bond for temporary entertainment event on local government controlled areas where: a. Vehicle access requested for the purpose of moving materials or structure/s in or out of one’s property on a “one-off” basis. E.g. to set up Jumping Castle. b. Minimal infrastructure such as tent or jumping castle is being erected. c. Minimal risk of community nuisance and safety impacts						
Bond – Access Type 2 (Local Government Controlled Areas Only)	\$810.00	\$840.00	3.70%	Standard council-wide increase of 3% applied (before rounding)	(a)	Reviewed
Bond for temporary entertainment event on local government controlled areas where: a. Access requested for minor infrastructure whereby vehicles no larger than utility size are delivering materials or services. b. More than just standard infrastructure being erected i.e. more than one inflatable entertainment item, stalls set up etc. c. More potential risk of community nuisance and safety impacts (per day)						

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.3.3 Temporary Entertainment Events [continued]

Bond – Access Type 3 (Local Government Controlled Areas Only)	\$1,370.00	\$1,420.00	3.65%	Standard council-wide increase of 3% applied (before rounding)	(a)	Reviewed
Bond for temporary entertainment event on local government controlled area, where: a. Access requested for any property works whereby vehicles exceeding the size of a utility are delivering materials or services. b. Extensive infrastructure proposed that may impact on the amenity and access to the park. c. Higher risk of community nuisance and safety impacts e.g. noise, traffic, security (per day)						
Street Markets (including multiple traders/exhibitors) Annual Licence	\$2,700.00			Should be processed as a Temporary Entertainment Event as per the Local Law.	(a)	Discontinued
Street Markets (including multiple traders/exhibitors) Monthly Licence	\$315.00			Should be processed as a Temporary Entertainment Event as per the Local Law.	(a)	Discontinued

1.4 Public Swimming Pools (Local Law 3)

1.4.1 Public Swimming Pool Licencing

Design Assessment – Public Swimming Pool (per site)	\$750.00	\$600.00	-20.00%	Detailed review undertaken for all HSRS fees and charges including time in motion, bench-marking, resource assessment and volume analysis.	(a)	Reviewed
Initial Licence – Public Swimming Pool (per site)	\$770.00	\$250.00	-67.53%	Detailed review undertaken for all HSRS fees and charges including time in motion, bench-marking, resource assessment and volume analysis.	(a)	Reviewed
Amendment to Licences that requires changes to plans/design	\$270.00			Discontinued 30 June 2019. Refer to New fee: 1.1 Amendment of a Permit/Licence e.g. changes to plans/design (Major)	(a)	Discontinued

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.4.2 Renewal Fees

Annual Licence Renewal – Public Swimming Pool (per site)		\$460.00	∞	NEW FEE. Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Proposed fee based on keeping council in line with other SEQ councils. Fee is an a combination of all Pool renewals therefore the percentage does not reflect the true change in fee: One Pool – \$770 Two/Three Pools – \$870 Four Pools – \$1000		(a)	New
Annual Licence Renewal – Public Swimming Pool	\$770.00			Discontinued fee, See New fee: Annual Licence Renewal – Public Swimming Pool (one or more pools)		(a)	Discontinued
Annual Licence Renewal – Two/Three pools on site	\$870.00			Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.		(a)	Discontinued
Annual Licence Renewal – Four or more pools on site	\$1,000.00			Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.		(a)	Discontinued
Late Fee – This additional fee will be applicable where payment is not received by the due date	\$75.00			Once a licence/permit is not paid the licence/permit is deemed expired. If Council then discover that the holder is still conducting the activity a PIN will be issued for operating without a licence/permit. This approach will create consistency with other SEQ Councils.	#		Discontinued

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.4.3 Miscellaneous Fees

Administrative amendment of a Public Swimming Pool Licence (not involving the refurbishment of the premises)	\$75.00			Discontinued 30 June 2019. Refer to New fee: 1.1 Administrative amendment of a Permit/Licence (Minor)		(a)	Discontinued
Amendment of a Public Swimming Pool Licence per hour (1 hour minimum)	\$260.00			Discontinued 30 June 2019. Refer to New fee: 1.1 Amendment of a Permit/Licence e.g. changes to plans/design (Major)		(a)	Discontinued
(minimum charge)							
Application for transfer of a Public Swimming Pool Licence	\$75.00			Discontinued 30 June 2019. Refer to New fee: 1.1 Application for transfer of a Permit/Licence		(a)	Discontinued
Application for a Replacement Licence Certificate	\$75.00			The service delivery has changed from hard copy to soft copy replacements and therefore fee is superfluous.	#		Discontinued

1.5 Caravan Parks and Camping Grounds (Local Law 3)

1.5.1 Caravan Parks and Camping Ground Licencing

Design Assessment – Caravan Parks and Camping Ground	\$860.00	\$700.00	-18.60%	Detailed review undertaken for all HSRS fees and charges including time in motion, bench-marking, resource assessment and volume analysis.		(a)	Reviewed
Initial Licence – Caravan Parks and Camping Ground	\$890.00	\$500.00	-43.82%	Detailed review undertaken for all HSRS fees and charges including time in motion, bench-marking, resource assessment and volume analysis.		(a)	Reviewed
Amendment to Licences that requires changes to plans/design	\$270.00			Discontinued 30 June 2019. Refer to New fee: 1.1 Amendment of a Permit/Licence e.g. changes to plans/design (Major)		(a)	Discontinued

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.5.2 Renewal Fees

Annual Licence Renewal – Caravan Park Licence or Camping Ground	\$890.00	\$300.00	-66.29%	Detailed review undertaken for all HSRS fees and charges including time in motion, bench-marking, resource assessment and volume analysis.	(a)	Reviewed
Late Fee – This additional fee will be applicable where payment is not received by the due date	\$75.00			Once a licence/permit is not paid the licence/permit is deemed expired. If Council then discover that the holder is still conducting the activity a PIN will be issued for operating without a licence/permit. This approach will create consistency with other SEQ Councils.	#	Discontinued

1.5.3 Temporary Caravan and Camping Licence – Either one-off or annual (single event that reoccurs yearly) event

Annual Licence Renewal – Temporary Caravan and Camping (no changes to design)	\$235.00	\$250.00	6.38%	There was no data available for this fee/charge type however the officers who would conduct this inspection/assessment have been costed and therefore a consistent charge has been applied.	(a)	Reviewed
Application/Assessment and Licence – Temporary Caravan and Camping	\$480.00	\$640.00	33.33%	There was no data available for this fee/charge type however the officers who would conduct this inspection/assessment have been costed and therefore a consistent charge has been applied.	(a)	Reviewed
One-off Licence – Temporary Caravan and Camping (per hour)	\$245.00	\$280.00	14.29%	There was no data available for this fee/charge type however the officers who would conduct this inspection/assessment have been costed and therefore a consistent charge has been applied.	(a)	Reviewed
(minimum charge). Actual Licence amount will be determined on how many inspection hours will be required pre and during event by Council officers.						

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.6 Temporary Homes (Local Law 8)

1.6.1 Temporary Home Permits

Application/Assessment and Permit – Temporary Home	\$390.00	\$405.00	3.85%	Standard council-wide increase of 3% applied (before rounding). Cost to be increased systematically in over a number of years to reflect time in motion studies.		(a)	Reviewed
Note: This fee is non-refundable.							

1.6.2 Miscellaneous Fees

Application for a Replacement Permit Certificate	\$75.00			The service delivery has changed from hard copy to soft copy replacements and therefore fee is superfluous.	#		Discontinued
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1.7 Food Business

1.7.1 Design Assessment of an Application for a New Food Business or Refurbishment of an Existing Business

Design Assessment – Food Business with a floor area less than 250m ²	\$780.00	\$630.00	-19.23%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.		(a)	Reviewed
Design Assessment – Food Business with a floor area between 251m ² to 1,000m ²	\$820.00	\$780.00	-4.88%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.		(a)	Reviewed
Design Assessment – Food Business with a floor area greater than 1,000m ²	\$1,140.00	\$840.00	-26.32%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.		(a)	Reviewed

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.7.2 Initial Licence Fees

High Priority Food Business – Floor area less than 250m2	\$830.00			The proposed fee is based on time in motion studies showing service delivery does not justify different fee categories. Refer to new fee below.	(a)	Discontinued
High Priority Food Business – Floor area 251m2 to 1,000m2	\$1,190.00				(a)	Discontinued
High Priority Food Business – Floor area greater than 1,000m2	\$1,980.00				(a)	Discontinued
Medium Priority Food Business – Floor area less than 250m2	\$560.00				(a)	Discontinued
Initial Licence – Food Business		\$360.00	∞	<p>NEW FEE.</p> <p>Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.</p> <p>The proposed fee is based on time in motion studies showing service delivery does not justify different fee categories.</p> <p>Fee is an amalgamation of the following fees:</p> <p>1.7.2 Initial Licence – Food Business</p> <p>1.7.2 High Priority Food Business – Floor area less than 250m2 \$830</p> <p>1.7.2 High Priority Food Business – Floor area 251m2 to 1,000m2 \$1190</p> <p>1.7.2 High Priority Food Business – Floor area greater than 1,000m2 \$1980</p> <p>1.7.2 Medium Priority Food Business – Floor area less than 250m2 \$560</p> <p>1.7.2 Medium Priority Food Business – Floor area greater than 1,000m2 \$1070</p> <p>1.7.2 Low Priority Food Business – Floor area less than 250m2 \$420</p> <p>1.7.2 Low Priority Food Business – Floor area 251m2 to 1,000m2 \$475</p> <p>1.7.2 Low Priority Food Business – Floor area greater than 1,000m2 \$640</p>	(a)	New

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.7.2 Initial Licence Fees [continued]

Initial Licence – Food Business	\$770.00			The proposed fee is based on time in motion studies showing service delivery does not justify different fee categories. Refer to new fee above.	(a)	Discontinued
Medium Priority Food Business – Floor area greater than 1,000m2	\$1,070.00				(a)	Discontinued
Low Priority Food Business – Floor area less than 250m2	\$420.00				(a)	Discontinued
Low Priority Food Business – Floor area 251m2 to 1,000m2	\$475.00				(a)	Discontinued
Low Priority Food Business – Floor area greater than 1,000m2	\$650.00				(a)	Discontinued

1.7.3 Food Safety Program

Application for restamping of an existing Food Safety Program (no process amendments)	\$75.00	\$78.00	4.00%	Standard Council wide increase of 3% applied (before rounding) Fee is subsidised to encourage businesses to update records.	(a)	Reviewed
Application to accredit a Food Safety Program	\$780.00	\$460.00	-41.03%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.	(a)	Reviewed
Amendment to a Food Safety Program resulting from changes to plans/design	\$265.00			Discontinued 30 June 2019. Duplicate Fee Refer to New fee: 1.1 Amendment of a Permit/Licence e.g. changes to plans/design (Major)	(a)	Discontinued
Amendment to a Food Safety Program	\$260.00	\$270.00	3.85%	Standard Council wide increase of 3% applied (before rounding) Cost to be increased systematically in over a number of years to reflect time in motion studies.	(a)	Reviewed

(minimum charge). Note: If an inspection is required then inspection fees will be additional to this charge. Refer to section 1.1

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.7.4 Temporary Food Stall

Application/Assessment and Licence – Temporary Food Stall: One Off Event	\$260.00	\$270.00	3.85%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Fee to be the same cost as tempory food stall annual minus an administration charge.	(a)	Reviewed
(up to four consecutive days in a single location) Note: This fee is non-refundable						
Application/Assessment and Licence – Temporary Food Stall: Annual	\$560.00	\$330.00	-41.07%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Proposed fee based on one-off licence fee plus processing of renewal.	(a)	Reviewed
Note: This fee is non-refundable.						
Annual Licence Renewal – Temporary Food Stall		\$330.00	∞	NEW FEE. Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Proposed fee based on processing of renewals only, with initial application a separate charge.	(a)	New

1.7.5 Licence Renewal Fees

High Priority Food Business – Floor area less than 250m2	\$830.00			Fees discontinued. Included in Eat Safe Restructure of Food Business Renewals (refer to new fees in this section)	(a)	Discontinued
High Priority Food Business – Floor area 251m2 to 1000m2	\$1,190.00				(a)	Discontinued
High Priority Food Business – Floor area greater than 1000m2	\$1,980.00				(a)	Discontinued
Medium Priority Food Business – Floor area less than 250m2	\$560.00				(a)	Discontinued
Annual Licence Renewal – Food Business	\$770.00	\$620.00	-19.48%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and	(a)	Reviewed

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.7.5 Licence Renewal Fees [continued]

Annual Licence Renewal – Food Business	\$770.00	\$620.00	-19.48%	<p>Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.</p> <p>The proposed fee is based on the restructure of the Food Licencing System and the introduction of the Eat Safe Program.</p> <p>Discounts given to 3, 4 and 5 star businesses 3 Stars – \$500 (20%) 4 Stars – \$440 (30%) 5 Stars – \$310 (50%)</p> <p>This Fee is an amalgamation of the following fees –</p> <p>1.7.5 High Priority Food Business – Floor area less than 250m2 \$830</p> <p>1.7.5 High Priority Food Business – Floor area 251m2 to 1,000m2 \$1190</p> <p>1.7.5 High Priority Food Business – Floor area greater than 1,000m2 \$1980</p> <p>1.7.5Medium Priority Food Business – Floor area less than 250m2 \$560</p> <p>1.7.5 Medium Priority Food Business – Floor area greater than 1,000m2 \$1070</p> <p>1.7.5 Low Priority Food Business – Floor area less than 250m2 \$445</p> <p>1.7.5Low Priority Food Business – Floor area 251m2 to 1,000m2 \$500</p> <p>1.7.5 Low Priority Food Business – Floor area greater than 1,000m2 \$700</p> <p>1.7.6 Supermarket Renewals – whole section</p>	(a)	Reviewed
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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.7.5 Licence Renewal Fees [continued]

Annual Licence Renewal – Food Business	\$770.00	\$620.00	-19.48%	1 – \$560 2/3 – \$680 4+ – \$810	(a)	Reviewed
<p>Licence Renewal fee is based on the level of star rating: 3 Star - 20% discount (\$500 if paid by 30 June) 4 Star - 30% discount (\$440 if paid by 30 June) 5 Star - 50% discount (\$310 if paid by 30 June)</p> <p>Bona Fide Charitable or Community Organisations - Discount of 50% to be applied to the normal prescribed fee with no further Eat Safe discount applicable (Fee - \$310).</p> <p>Note: If additional inspections are required due to non-compliance with licence conditions or legislative responsibilities then re-inspection fees will be additional to this charge. Refer to section 1.1</p>						
Medium Priority Food Business – Floor area greater than 1000m2	\$1,070.00			Fees discontinued. Included in Eat Safe Restructure of Food Business Renewals (refer to new fees in this section)	(a)	Discontinued
Low Priority Food Business – Floor area less than 250m2	\$445.00				(a)	Discontinued
Low Priority Food Business – Floor area 251m2 to 1000m2	\$500.00				(a)	Discontinued
Low Priority Food Business – Floor area greater than 1000m2	\$700.00				(a)	Discontinued

1.7.6 Water Carrier Renewal

Annual Licence Renewal – Water Carriers		\$330.00	∞	NEW FEE – This Food Business type is not eligible for a Star Rating therefore must be separated out with a new fee.	(a)	New
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1.7.7 Restoration Fee – Food Business Licence Renewal

Up to 1 unit in each Supermarket (e.g. bakery)	\$560.00			Included in Eat Safe Restructure of Food Business Renewals	(a)	Discontinued
2 or 3 units in each Supermarket (e.g. bakery, fruit and vegetable, delicatessen)	\$680.00			Included in Eat Safe Restructure of Food Business Renewals	(a)	Discontinued
More than 3 units in each Supermarket (e.g. bakery, seafood, fruit and vegetable, sushi preparation, delicatessen)	\$810.00			Included in Eat Safe Restructure of Food Business Renewals	(a)	Discontinued

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.7.7 Restoration Fee – Food Business Licence Renewal [continued]

Restoration Fee – Food Business Licence Renewal	\$75.00	\$60.00	-20.00%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Administration charges to be consistent across the department at the time in motion of \$60.	(a)	Reviewed
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1.7.8 Inspection Fees

Inspection fee per hour (1 hour minimum)	\$260.00			Discontinued 30 June 2019. Refer to New fee: 1.1 Inspection fee (per hour)	(a)	Discontinued
(minimum charge)						

1.7.9 Miscellaneous Fees

Application for a Replacement Licence Certificate	\$75.00			The service delivery has changed from hard copy to soft copy replacements and therefore fee is superfluous.	# (a)	Discontinued
Administrative amendment of a Food Business licence (not involving the refurbishment of the premises)	\$75.00			Discontinued 30 June 2019. Refer to New fee: 1.1 Administrative amendment of a Permit/Licence (Minor)	(a)	Discontinued

1.7.8 Eat Safe Review and Reassessment Fees

Application for desktop Review of Food Safety Report	\$250.00	\$275.00	10.00%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. The proposed fee is based on time in motion studies.	(a)	Reviewed
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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.7.8 Eat Safe Review and Reassessment Fees [continued]

Application for Reassessment of Premises Eat Safe Rating	\$750.00	\$720.00	-4.00%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. The proposed fee is based on time in motion studies.	(a)	Reviewed
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1.8 Non-Compliance with a Notice

Council's costs associated with Non-compliance with a notice	\$425.00	\$440.00	3.53%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Cost to be increased systematically in over a number of years to reflect time in motion studies.		Reviewed
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(This charge is in addition to contractor fees.)

Administrative fee to cover Council's costs associated with organising works to be undertaken to rectify non-compliance with a notice for remove declared pests from property. This charge is in addition to contractor fees which are charged separately at actual cost.	\$425.00			Duplicate fee.	#	Discontinued
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1.9 Heavy Vehicle Permit (Local Law 5)

Annual Permit Renewal – Heavy Vehicle Permit	\$130.00	\$134.00	3.08%	Standard council-wide increase of 3% applied (before rounding)	(a)	Reviewed
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Note: If additional inspections are required due to non-compliance with permit conditions or legislative responsibilities then re-inspection fees will be additional to this charge. Refer to section 1.1

Inspection fee per hour (1 hour minimum)	\$260.00			Discontinued 30 June 2019. Refer to New fee: 1.1 Inspection fee (per hour)	(a)	Discontinued
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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.9 Heavy Vehicle Permit (Local Law 5) [continued]

Late Fee – This additional fee will be applicable where payment is not received by the due date	\$75.00			Once a licence/permit is not paid the licence/permit is deemed expired. If Council then discover that the holder is still conducting the activity a PIN will be issued for operating without a licence/permit. This approach will create consistency with other SEQ Councils.	#		Discontinued
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2. Animal Management

Note:

- 1) Application fees include permit/licence fee for first year.
- 2) Renewal fees apply annually on each permit/licence.

2.1 Standard Permits

An applicant can apply for a Standard Permit if they are able to agree to the standard terms and conditions outlined on the application form. If the terms and conditions can be agreed to, no inspection or assessment will be required. (If the applicant cannot agree to the standard terms and conditions of the permit without an inspection and/or desktop assessment from a technical officer taking place they must apply for a Non Standard Permit – see next section)

2.1.1 Animal Permit

Poultry (ducks, geese, peacocks and the like), Roosters, Pigeons, Birds (other than poultry or pigeons), Horses (including donkeys and mules), Other animals (including cattle, camels, sheep, goats, llama and deer).

Initial application and first year permit – Standard Animal	\$245.00	\$100.00	-59.18%	Detailed review undertaken for all HSRS fees and charges including time in motion, bench-marking, resource assessment and volume analysis.	(a)	Reviewed
Note: This fee is non-refundable						

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.1.1 Animal Permit [continued]

Annual Permit Renewal – Standard Animal	\$70.00	\$60.00	-14.29%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Due to service delivery changes to all animal permit renewals an administration charge is to be applied. To be consistent across the department at the time in motion \$60.00. Should an inspection be required then an inspection fee is to be applied in addition to this fee.	(a)	Reviewed
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2.1.2 Late Fee

Late Fee – This additional fee will be applicable where payment is not received by the due date	\$75.00		Once a licence/permit is not paid the licence/permit is deemed expired. If Council then discover that the holder is still conducting the activity a PIN will be issued for operating without a licence/permit. This approach will create consistency with other SEQ Councils.	#	Discontinued
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2.2 Non Standard Permits

An applicant must apply for a Non-Standard Permit if they fall into one of two categories.

1. The applicant is applying for an animal permit and cannot agree to the Standard Permit terms and conditions without an inspection or desktop assessment from a Technical Officer taking place, OR
2. The applicant is applying for any of the following permits: Domestic Cat Permit, Domestic Dog Permit, Guard Dog Permit and Restricted/Prohibited Dog Permits. These permits require an initial inspection and/or technical officer desktop assessment.

2.2.1 Animal Permit for an Application which Cannot Meet Standard Conditions

Horses (including donkeys and mules), pigs, other animals (including cattle, camels, sheep, goats, llama and deer).

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.2.1 Animal Permit for an Application which Cannot Meet Standard Conditions [continued]

Initial application and first year permit – Non Standard Animal	\$385.00	\$255.00	-33.77%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.	(a)	Reviewed
Note: This fee is non-refundable						
Annual Permit Renewal – Non Standard Animal	\$210.00	\$60.00	-71.43%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Due to service delivery changes to all animal permit renewals an administration charge is to be applied. To be consistent across the department at the time in motion \$60.00. Should an inspection be required then an inspection fee is to be applied in addition to this fee.	(a)	Reviewed

2.2.2 Birds and Poultry

Poultry (ducks, geese, peacocks and the like), roosters, pigeons, birds (other than poultry or pigeons)

Initial application and first year permit – Birds and Poultry	\$245.00	\$255.00	4.08%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.	(a)	Reviewed
Note: This fee is non-refundable						

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.2.2 Birds and Poultry [continued]

Annual Permit Renewal – Birds and Poultry	\$70.00	\$60.00	-14.29%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Due to service delivery changes to all animal permit renewals an administration charge is to be applied. To be consistent across the department at the time in motion \$60.00. Should an inspection be required then an inspection fee is to be applied in addition to this fee.	(a)	Reviewed
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2.2.3 Domestic Cat Permit (to keep 3 or 4 desexed cats)

Initial application and first year permit – Domestic Cat	\$385.00	\$255.00	-33.77%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.	(a)	Reviewed
Note: This fee is non-refundable						
Annual Permit Renewal – Domestic Cat	\$90.00	\$60.00	-33.33%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Due to service delivery changes to all animal permit renewals an administration charge is to be applied. To be consistent across the department at the time in motion \$60.00. Should an inspection be required then an inspection fee is to be applied in addition to this fee.	(a)	Reviewed

2.2.4 Domestic Dog Permit (to keep 3 or 4 dogs)

(Dog registration fees additional)

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	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.2.4 Domestic Dog Permit (to keep 3 or 4 dogs) [continued]

Initial application and first year permit – Domestic Dog	\$385.00	\$255.00	-33.77%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.	(a)	Reviewed
Note: This fee is non-refundable						
Annual Permit Renewal – Domestic Dog	\$245.00	\$60.00	-75.51%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Due to service delivery changes to all animal permit renewals an administration charge is to be applied. To be consistent across the department at the time in motion \$60.00. Should an inspection be required then an inspection fee is to be applied in addition to this fee	(a)	Reviewed

2.2.5 Guard Dog Permit per property

(Keeping dogs for guarding and security purposes) (Dog registration fees additional)

Initial application and first year permit – Guard Dog	\$570.00	\$570.00	0.00%	Fee to remain as is due to permit type.	(a)	Reviewed
Note: This fee is non-refundable						
Annual Permit Renewal – Guard Dog	\$315.00	\$290.00	-7.94%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. The proposed fee is based on service delivery changes and time in motion studies.	(a)	Reviewed

2.2.6 Restricted Dog Permit – Renewals Only

(Restricted dogs are determined by State Government legislation i.e. Dogo Argentino, Fila Brasileiro, Japanese Tosa and American Pitbull Terrier. Dog registration fees are additional. This permit fee only applies to those owners who owned the dogs prior to 1 June 2002. See the Local Government Act for further information.)

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.2.6 Restricted Dog Permit – Renewals Only [continued]

Restricted dog permit – Renewals only	\$315.00	\$290.00	-7.94%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. The proposed fee is based on service delivery changes and time in motion studies.	(a)	Reviewed
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2.2.7 Five Plus Dog Permit (keeping 5 or more dogs)

(May require planning and development approval prior to being considered) (Dog registration fees additional)

Initial application and first year permit – Five or more Dogs	\$480.00	\$480.00	0.00%	Fee to remain as is due to permit type	(a)	Reviewed
Note: This fee is non-refundable						
Annual Permit Renewal – Five or more Dogs	\$310.00	\$310.00	0.00%	Fee to remain as is due to permit type	(a)	Reviewed

2.2.8 Five Plus Cat Permit (keeping 5 or more cats)

(May require planning and development approval prior to being considered)

Initial application and first year permit – Five or more Cats	\$445.00	\$445.00	0.00%	Fee to remain as is due to permit type	(a)	Reviewed
Note: This fee is non-refundable						
Annual Permit Renewal – Five or more Cats	\$260.00	\$260.00	0.00%	Fee to remain as is due to permit type	(a)	Reviewed

2.3 Commercial Licence Fees**2.3.1 Animal Licences (where involving a development application)**

NOTE: On approval of the development application and prior to commencement of operation a relevant commercial licence must be obtained and fees paid in full.

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.3.2 Commercial Stable Licence

(May require planning and development approval prior to being considered)

Design Assessment – Commercial Stable	\$390.00	\$390.00	0.00%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Consistent design assessment for commercial licences to be applied.	(a)	Reviewed
Initial application and first year licence – Commercial Stable	\$385.00	\$365.00	-5.19%	There was no data available for this fee/charge type however the officers who would conduct this inspection/assessment have been costed and therefore a consistent charge has been applied.	(a)	Reviewed
Annual Licence Renewal – Commercial Stable	\$200.00	\$275.00	37.50%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.	(a)	Reviewed

2.3.3 Pet Shop Licence

Design Assessment – Pet Shop	\$390.00	\$390.00	0.00%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Consistent design assessment for commercial licences to be applied.	(a)	Reviewed
Initial application and first year licence – Pet Shop	\$500.00	\$365.00	-27.00%	There was no data available for this fee/charge type however the officers who would conduct this inspection/assessment have been costed and therefore a consistent charge has been applied.	(a)	Reviewed
Annual Licence Renewal – Pet Shop	\$260.00	\$275.00	5.77%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.	(a)	Reviewed

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.3.4 Commercial Cattery Licence (Selling, Boarding & Breeding)

(May require planning and development approval prior to being considered)

Design Assessment – Commercial Cattery	\$390.00	\$390.00	0.00%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Consistent design assessment for commercial licences to be applied.	(a)	Reviewed
Initial application and first year licence – Commercial Cattery	\$445.00	\$365.00	-17.98%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.	(a)	Reviewed
Annual Licence Renewal – Commercial Cattery	\$260.00	\$275.00	5.77%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.	(a)	Reviewed

2.3.5 Commercial Kennels Licence (including training, selling, boarding and breeding kennels)

(Dog registration fees additional)

Design Assessment – Commercial Kennels	\$390.00	\$390.00	0.00%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Consistent design assessment for commercial licences to be applied.	(a)	Reviewed
Initial application and first year licence – Commercial Kennel	\$770.00	\$540.00	-29.87%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.	(a)	Reviewed
Annual Licence Renewal – Commercial Kennel	\$385.00	\$275.00	-28.57%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.	(a)	Reviewed

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.4 Permit/ Licence Fees

Inspection fee (per hour): 2. Animal Management	\$260.00	\$280.00	7.69%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. This fee will incur a minimum of 1 hour and an maximum of 4 hours per inspection. Inspection Fee amended for consistency with other inspection fee charges Fee is an amalgamation of the following fees: 2.6.5 Inspection/Assessment fee per hour (1 hour minimum) to inspect/assess declared dog declarations, undertake fencing inspections, etc. \$260 2.4.12 Inspection/Assessment Fee per hour \$260	(a)	Reviewed
(minimum charge 1 hour and maximum charge 4 hours). Note: This fee will be charged when a inspection is required for assessment declared dog declarations, undertaking fencing inspections, non-compliance with licence conditions etc.						
Amendment of a Standard or Non-Standard Permit/Licence (Major): 2. Animal Management	\$385.00	\$95.00	-75.32%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Amendment charges to be consistent across the department at the time in motion \$95.00. This fee is additional to the inspection fee, therefore the percentage does not reflect the true change in fee. If work can be completed without the need for an inspection then cost should reflect service	(a)	Reviewed
(minimum charge). Note: If an inspection is required then inspection fees will be additional to this charge.						

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.4 Permit/ Licence Fees [continued]

Application for transfer of a Licence: 2. Animal Management	\$140.00	\$95.00	-32.14%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. This fee is in addition to the inspection fee therefore the percentage does not reflect the true change in fee. If work can be completed without the need for an inspection then cost should reflect service.	(a)	Reviewed
(minimum charge). Note: If an inspection is required then inspection fees will be additional to this charge. Permits are not eligible for transfer.						
Administrative amendment of animal details on an existing permit (Minor): 2. Animal Management		\$60.00	∞	NEW FEE – Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Administration charges to be consistent across the department at the time in motion \$60.00.	(a)	New

2.5 Dog Registration (Annual Fee)

Pensioner

Pensioner applies to: Age Pension; Sole Parent Pension; Wife's Pension; Widow's Pension; Carer's Pension; Disability Support Pension; War Widow's Pension; Defence Widow's Pension; Service Pension; War Disability Pension. Applies to full or part pensions.

Obedience Training Concession

Dogs that are obedience trained and have been awarded a certificate by an accredited trainer stating that the dog has successfully completed obedience training to the satisfaction of the Chief Operating Officer – Health, Security and Regulatory Services may present their certificate to the council to receive a 50% discount on their applicable dog registration fee.

Maximum fee concession

When any multiple discounts or concessions are applied to registration fees (e.g. obedience trained dog), no resulting registration fee shall be lower than the de-sexed Pensioner dog registration fee (pay by date) due to minimum cost recovery. 2.5.1 Introductory Dog Registration is already subsidised below minimum cost recovery to encourage responsible pet ownership and therefore no discount or concession shall be applied.

NOTE : Pay By dates and pay after dates are determined by the Chief Operating Officer, Health, Security and Regulatory Services Department, Ipswich City Council.

NOTE : Where a registration fee is not paid by the due date the discounted fee will cease to apply and the full registration fee will then become payable.

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.5.1 Introductory Dog Registration (per dog)

Where a dog has not been previously registered with ICC and is not currently registered with any other Australian local government and is registered within 14 days of the dog coming into the ICC area or if a pup within 14 days of reaching 3 months of age.

Excludes Declared Dangerous Dogs, Restricted Dogs and Regulated Dogs as defined under the Animal Management (Cats & Dogs) Act 2008.

Introductory Dog Registration	\$20.00	\$20.00	0.00%	Fee to remain as is to encourage responsible pet ownership	(a)	Reviewed
Introductory Dog Registration – Pensioner	\$20.00	\$20.00	0.00%	Fee to remain as is to encourage responsible pet ownership	(a)	Reviewed
Introductory Dog Registration – Ipswich and Wacol RSPCA Adoptions			No Charge	Fee to remain as is to encourage responsible pet ownership	(a)	Reviewed
			Last YR Fee No Charge			
Where a dog is being adopted by a resident of Ipswich.						
Introductory Dog Registration – Veterinary Services In Ipswich			No Charge	Fee to remain as is to encourage responsible pet ownership	(a)	Reviewed
			Last YR Fee No Charge			
Where a dog is owned by an Ipswich resident and is kept in the Ipswich City Council area, and their vet has provided proof of one of the following services being conducted in the last 14 days on the dog being registered: vaccination; micro chipping or desexing.						

2.5.2 Dog Registration: Per Entire Dog (i.e. the dog is not desexed)

Pay By Date	\$165.00	\$171.00	3.64%	Discount of \$30 has been applied.	(a)	Reviewed
Pay After Date	\$195.00	\$201.00	3.08%	Standard council-wide increase of 3% applied (before rounding)	(a)	Reviewed

2.5.3 Dog Registration: Per De-Sexed Dog

Pay By Date	\$35.00	\$37.00	5.71%	Discount of \$30 applied	(a)	Reviewed
Pay After Date	\$65.00	\$67.00	3.08%	Standard council-wide increase of 3% applied (before rounding)	(a)	Reviewed

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.5.4 Dog Registration: Per Entire Dog (i.e. the dog is not desexed) – Pensioner

Pay By Date	\$75.00	\$78.00	4.00%	Discount of \$15 applied.	(a)	Reviewed
Pay After Date	\$90.00	\$93.00	3.33%	Standard Council wide increase of 3% applied (before rounding)	(a)	Reviewed

2.5.5 Dog Registration: Per De-Sexed Dog – Pensioner

Pay By Date	\$25.00	\$27.00	8.00%	Discount of \$15 applied	(a)	Reviewed
Pay After Date	\$40.00	\$42.00	5.00%	Standard Council-wide increase of 3% applied (before rounding)	(a)	Reviewed

2.5.6 Guide Dogs and Assistance Dogs

NOTE : Guide dogs or seeing eye dogs are specially trained dogs that enable blind or visually impaired people to avoid obstacles/hazards.
Assistance dogs are specially trained dogs that enable people with a disability to perform specific tasks that they would not ordinarily be able to because of their physical impairment.
A letter from a suitable qualified person (or agency) confirming applicants disability and requirement for an assistance dog will be required as satisfactory proof.

Guide Dogs and Assistance Dogs	No Charge	No change proposed.	(a)	Reviewed
	Last YR Fee No Charge			

2.5.7 Greyhound Racing Control Board of QLD Members

Only Dogs registered with the Greyhound Racing Control Board of Qld (GRCBQ) are eligible for this rate. Dogs not registered with the GRCBQ will have the appropriate registration fee apply.

GRCBQ Members	No Charge	To be reviewed with Local Law Review	(a)	Reviewed
	Last YR Fee No Charge			

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.5.8 Other Dogs Exempt by Council

Other dogs exempt by Council resolution		No Charge	No change proposed.	(a)	Reviewed
		Last YR Fee No Charge			

2.5.9 Dangerous Dogs

Dogs declared dangerous according to the Animal Management (Cats and Dogs) Act 2008 (Including those declared under the previous legislation ICC Local Law 7 prior to commencement of State Legislation).

Initial and first year Permit – Dangerous Dog – Prorata	\$495.00	\$510.00	3.03%	Standard council wide increase of 3% applied	(a)	Reviewed
Non Compliance (Renewal Only) – Pay By Date	\$465.00	\$480.00	3.23%	Discount of \$30 applied	(a)	Reviewed
Non Compliance (Renewal Only) – Pay After Date	\$495.00	\$510.00	3.03%	Standard council wide increase of 3% applied (before rounding)	(a)	Reviewed
Full Compliance (Renewal Only) – De-sexed dog – Pay By Date	\$225.00	\$233.00	3.56%	Discount of \$30 applied	(a)	Reviewed
Full Compliance (Renewal Only) – De-sexed dog – Pay After Date	\$255.00	\$263.00	3.14%	Standard council wide increase of 3% applied (before rounding)	(a)	Reviewed
Full Compliance (Renewal Only) – Entire dog – Pay By Date	\$300.00	\$310.00	3.33%	Discount of \$30 applied.	(a)	Reviewed
Full Compliance (Renewal Only) – Entire dog – Pay After Date	\$330.00	\$340.00	3.03%	Standard council wide increase of 3% applied (before rounding)	(a)	Reviewed

2.5.10 Menacing Dogs

Dogs declared menacing according to the Animal Management (Cats and Dogs) Act 2008.

Initial and first year – Menacing Dog – Prorata	\$495.00	\$510.00	3.03%	Standard council wide increase of 3% applied (before rounding)	(a)	Reviewed
Non Compliance (Renewal Only) – Pay By Date	\$465.00	\$480.00	3.23%	Discount of \$30 applied	(a)	Reviewed
Non Compliance (Renewal Only) – Pay After Date	\$495.00	\$510.00	3.03%	Standard council wide increase of 3% applied (before rounding)	(a)	Reviewed
Full Compliance (Renewal Only) – De-sexed dog – Pay By Date	\$225.00	\$233.00	3.56%	Discount of \$30 applied	(a)	Reviewed

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.5.10 Menacing Dogs [continued]

Full Compliance (Renewal Only) – De-sexed dog – Pay After Date	\$255.00	\$263.00	3.14%	Standard council wide increase of 3% applied (before rounding)	(a)	Reviewed
Full Compliance (Renewal Only) – Entire dog – Pay By Date	\$300.00	\$310.00	3.33%	Discount of \$30 applied	(a)	Reviewed
Full Compliance (Renewal Only) – Entire dog – Pay After Date	\$330.00	\$340.00	3.03%	Standard council wide increase of 3% applied (before rounding)	(a)	Reviewed

2.5.11 Farm Dog

NOTE: Farm Dog - dogs that do not meet the criteria set out for a working dog in the Animal Management (Cats and Dogs) Act 2008 but do meet the following criteria may be classified as a farm dog and receive a discounted registration fee:

1. Satisfy an authorised officer that the said dog is in fact a farm working dog within Ipswich City Council (assessment of skills that the dog does provide assistance on the farm will be required)
2. The dog lives on a property in a classified rural zone within Ipswich City Council
3. The dog's owner is a primary producer, however this may not be the owners' principal occupation within Ipswich City Council.

(a) Per Entire Farm Dog (First) (i.e. the dog is not desexed)

Pay By Date	\$70.00	\$73.00	4.29%	Discount of \$30 applied	(a)	Reviewed
Pay After Date	\$100.00	\$103.00	3.00%	Standard Council wide increase of 3% applied (before rounding)	(a)	Reviewed

(b) Per De-Sexed Farm Dog (First)

Pay By Date	\$27.00	\$29.00	7.41%	Discount of \$30 applied	(a)	Reviewed
Pay After Date	\$57.00	\$59.00	3.51%	Standard Council wide increase of 3% applied (before rounding)	(a)	Reviewed

(c) Per Farm Dog (Additional)

Where an owner is registering more than one farm dog, the first dog is registered at the appropriate fee (see above) and each additional dog will be charged this fee

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(c) Per Farm Dog (Additional) [continued]

Pay By Date Additional Farm Dog (per dog)	\$17.00	\$27.00	58.82%	As Per Policy – Discount must not be more than a Pensioner De-sexed rate. Discount of \$15 applied	(a)	Reviewed
Pay After Date Additional Farm Dog (per dog)	\$47.00	\$42.00	-10.64%	As Per Policy – Discount must not be more than a Pensioner De-sexed rate.	(a)	Reviewed

2.5.12 Dogs QLD Members

Dogs QLD Members: Per Entire Dog (i.e. The dog is not desexed) – Pay By Date	50% of 2.4.2 Dog Registration Per Entire Dog (i.e. the dog is not desexed) - Pay by Date			These quantitative discounts were applied from October 2018. See below for quantitative (\$ based) fees to be recommenced from 1 July 2019	(a)	Discontinued
Dogs QLD Members: Per Entire Dog (i.e. The dog is not desexed) – Pay After Date	50% of 2.4.2 Dog Registration Per Entire Dog (i.e. the dog is not desexed) - Pay after Date				(a)	Discontinued
Dogs QLD Members: Per Entire Dog (i.e. the dog is not desexed) – Pay by Date	\$70.00	\$71.00	∞	Discount of \$30 has been applied against Dog Registration Per Entire Dog - Pay by Date, incl rounding	(a)	Reviewed
Dogs QLD Members: Per Entire Dog (i.e. the dog is not desexed) – Pay After Date	\$100.00	\$101.00	∞	50% of 2.4.2 Dog Registration Per Entire Dog (i.e. the dog is not desexed) Pay after Date, including rounding.	(a)	Reviewed

2.5.13 Reciprocal Dog Registration

Where a dog is currently registered with any other Australian Local Government and satisfactory proof of registration is shown, no fee will be charged for the registration of the dog with the Ipswich City Council for the current Ipswich City Council registration period.

Reciprocal dog registration transfer	No Charge	No change proposed.	(a)	Reviewed
	Last YR Fee No Charge			

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.6 Impounding

2.6.1 Dogs

Note:

- All dogs must have a valid registration and microchip on release - related fees applicable.
- A rebate of the entire impoundment fee per animal will be made available to any dog owner electing to de-sex their dog within three (3) months of release from the Animal Management Centre. Conditions Apply.
- Where a second or subsequent dogs are impounded during the same incident and collected at the same time, no sustenance be charged to the second or subsequent dog.

Registered, de-sexed, microchipped, first impoundment		No charge		No change proposed.	(d)	Reviewed
		Last YR Fee No charge				
Registered, de-sexed, not microchipped, first impoundment	\$42.00	\$44.00	4.76%	Standard council-wide increase of 3% applied (before rounding)	(d)	Reviewed
Registered, entire, microchipped, first impoundment	\$145.00	\$150.00	3.45%	Standard council-wide increase of 3% applied (before rounding)	(d)	Reviewed
Registered, entire, not microchipped, first impoundment	\$165.00	\$170.00	3.03%	Standard council-wide increase of 3% applied (before rounding)	(d)	Reviewed
Not registered, de-sexed, microchipped, first impoundment	\$125.00	\$130.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	(d)	Reviewed
Not registered, de-sexed, not microchipped, first impoundment	\$145.00	\$150.00	3.45%	Standard council-wide increase of 3% applied (before rounding)	(d)	Reviewed
Not registered, entire, microchipped, first impoundment	\$165.00	\$170.00	3.03%	Standard council-wide increase of 3% applied (before rounding)	(d)	Reviewed
Not registered, entire, not microchipped, first impoundment	\$190.00	\$196.00	3.16%	Standard council-wide increase of 3% applied (before rounding)	(d)	Reviewed
Second and subsequent impoundment surcharge	\$65.00	\$67.00	3.08%	Standard council-wide increase of 3% applied (before rounding)	(d)	Reviewed
Sustenance first day		No charge		No change proposed.	(d)	Reviewed
		Last YR Fee No charge				

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.6.1 Dogs [continued]

Sustenance per subsequent days	\$25.00	\$26.00	4.00%	Standard council-wide increase of 3% applied (before rounding)		(d)	Reviewed
Microchipping of dog prior to release	\$20.00	\$25.00	25.00%	Proposed fee based on service charge from RSPCA	#		Reviewed

2.6.2 Cats

Note:

- All cats must have a microchip on release - related fees applicable.
- A rebate of the entire impoundment fee per animal will be made available to any cat owner electing to de-sex their cat within three (3) months of release from the Animal Management Centre. Conditions Apply.
- Where a second or subsequent cats are impounded during the same incident and collected at the same time, no sustenance be charged to the second or subsequent cat.

De-sexed, microchipped, first impoundment				No charge	No change proposed.	(d)	Reviewed
			Last YR Fee No charge				
De-sexed, not microchipped, first impoundment	\$42.00	\$44.00	4.76%	Standard council-wide increase of 3% applied (before rounding)	(d)	Reviewed	
Entire, microchipped, first impoundment	\$85.00	\$88.00	3.53%	Standard council-wide increase of 3% applied (before rounding)	(d)	Reviewed	
Entire, not microchipped, first impoundment	\$105.00	\$109.00	3.81%	Standard council-wide increase of 3% applied (before rounding)	(d)	Reviewed	
Second and subsequent impoundment surcharge	\$42.00	\$44.00	4.76%	Standard council-wide increase of 3% applied (before rounding)	(d)	Reviewed	
Sustenance first day			No charge	No change proposed.	(d)	Reviewed	
			Last YR Fee No charge				
Sustenance per subsequent days				No Charge	No change proposed.	(d)	Reviewed
			Last YR Fee -				

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.6.2 Cats [continued]

Microchipping of cat prior to release	\$20.00	\$25.00	25.00%	Proposed fee based on service charge by RSPCA	#		Reviewed
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2.6.3 Livestock & Other Animals

(a) Large Livestock

Release fees for large livestock (including cattle, horses, deer, camels, etc.) are to be determined by the time taken by Council staff to impound the animal/s

Livestock impoundment: Large (per animal)	\$100.00	∞		NEW FEE Fee added as there was no impoundment fee for large livestock	(d)		New
Collection of Large Livestock (per hour)	\$265.00	\$280.00	5.66%	Detailed review undertaken for all HSRS fees and charges including time in motion, bench-marking, resource assessment and volume analysis. Inspection charges to be consistent across the department at the time in motion \$280.00. This fee will incur a minimum of 1 hour and an maximum of 4 hours per inspection.	(d)		Reviewed
(minimum charge of 1 hour and maximum charge of 4 hours). Based on 2 officers and the stock truck. For every additional officer the fee is increased by one half.							
Collection of Large Livestock (per hour) – Outside business hours	\$390.00	\$402.00	3.08%	Standard Council wide increase of 3% applied (before rounding)	(d)		Reviewed
(minimum charge of 1 hour and maximum charge of 4 hours). Fee is based on 2 officers and the stock truck. For every additional officer the fee is increased by one half.							
Driving, leading and/or transport of Large Livestock – Return Trip only (per kilometre)	\$11.00	\$12.00	9.09%	Standard council-wide increase of 3% applied (before rounding).	(d)		Reviewed
Sustenance – per head (per day or part thereof)	\$47.00	\$49.00	4.26%	Standard council-wide increase of 3% applied (before rounding).	(d)		Reviewed

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(a) Large Livestock [continued]

Advertising: Notice of Impoundment placed in a newspaper	Actual cost of advertising			No changed proposed.	(d)	Reviewed
	Last YR Fee Actual cost of advertising					
All costs associated with the advertisement shall be charged in addition to the appropriate release fee.						
NLIS Tagging of Cattle (per hour)	\$24.00	\$308.00	N/A	Hourly charges to be consistent across the department at the time in motion \$280 ex GST. Original Fee was incorrect hourly rate.	#	Reviewed
(minimum charge).						
NLIS Tagging of Cattle (per hour) – Outside business hours	\$385.00			Service provided by Rangers therefore fee not applicable	#	Discontinued
(minimum charge).						

(b) Other Livestock

Release fees for animals including sheep, goats, swine or similar livestock are to be determined per head. (Maximum charge 10 head per owner per occurrence)

Livestock impoundment: Other	\$41.00	\$43.00	4.88%	Standard council wide increase of 3% applied (before rounding)	(d)	Reviewed
Impounded or released outside the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday and on weekends and Public Holidays:	\$90.00			Service provided by Rangers therefore fee not applicable	(d)	Discontinued
NLIS Tagging of Sheep & Goats (per hour)	\$260.00	\$308.00	18.46%	Hourly charges to be consistent across the department at the time in motion \$280 exc GST.	#	Reviewed
(minimum charge is half (1/2) an hour).						
NLIS Tagging of Sheep & Goats (per hour) – Outside business hours	\$385.00			Service provided by Rangers therefore fee not applicable	#	Discontinued
(minimum charge is half (1/2) an hour).						

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(c) Poultry & Birds

Release fees for poultry and birds are to be determined per head. (Maximum charge 10 head per owner per occurrence)

Poultry & Birds impoundment	\$16.00	\$17.00	6.25%	Standard council-wide increase of 3% applied (before rounding)		(d)	Reviewed
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2.7 Other Charges**2.7.1 Traps**

Rental of Cat Trap (per day)	\$12.00	\$13.00	8.33%	Standard council-wide increase of 3% applied (before rounding) incl. GST.	#		Reviewed
Note: Fee only charged after trap has been loaned longer than seven (7) working days.							
Rental of Dog Trap (per day)	\$21.00	\$22.00	4.76%	Standard council-wide increase of 3% applied (before rounding) incl GST.	#		Reviewed
Note: Fee only charged after trap has been loaned longer than seven (7) working days.							
Collection of Trap (Dog & Cat)	\$260.00	\$308.00	18.46%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Inspection fee amended for consistency across all other inspection fees and charges. This fee has been set at \$280 plus GST.	#		Reviewed
Where a trap has not been returned this fee will be charged, in addition to daily fees, to collect the trap.							

2.7.2 Regulated Dogs incl. Restricted, Dangerous and Menacing

Regulated Dog Signs		No charge	No change proposed.	#		Reviewed
		Last YR Fee No charge				

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.7.2 Regulated Dogs incl. Restricted, Dangerous and Menacing [continued]

Regulated Dog Tags		No Charge	No change proposed.	#	Reviewed
		Last YR Fee No Charge			

2.7.3 Microchipping

Microchipping – Community Events	\$20.00	\$25.00	25.00%	Proposed fee based on service charge by RSPCA	#	Reviewed
Dog or Cat must already be currently registered with Ipswich City Council.						

2.7.5 Inspections/Assessments

Inspection/Assessment fee per hour (1 hour minimum) to inspect/assess declared dog declarations, undertake fencing inspections, etc.	\$260.00			Discontinued 30 June 2019 Duplicate Fee Refer to New fee: 2.3 Inspection Fees	(a)	Discontinued
Hourly Rate						

3. Cemeteries

3.1 Exhumation

Application/Assessment – Exhumation (per hour)	\$260.00	\$280.00	7.69%	Hourly charges to be consistent across the department at the time in motion \$280.	(a)	Reviewed
(minimum charge).						

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3.1 Exhumation [continued]

Supervision fee – Exhumation (per hour)	\$260.00	\$308.00	18.46%	Hourly charges to be consistent across the department at the time in motion \$280 (ex GST). This fee has been set at \$280 plus GST.	#	Reviewed
(minimum charge).						

3.2 Private Cemeteries

Licence – Private Cemetery: Annual	\$640.00	\$660.00	3.13%	There was no data available for this fee/charge type.	(a)	Reviewed
				Standard council-wide increase of 3% applied (before rounding)		
(excludes cemeteries on Council land).						

4. Environmental Protection**4.1 Environmentally Relevant Activities (ERA's)**

Note: The fees contained in section 4.1 Environmentally Relevant Activities (ERA's) are non-refundable

4.1.1 Annual Renewal Fees

ERA6 Asphalt Manufacturing: greater than 1,000 tonnes per year	\$9,900.00	\$9,900.00	0.00%	As per the Environmental Protection Regulation 2008 Section 117(b) the the local government can make a resolution or local law prescribing a different fee (the local fee) payable for the devolved matter, whether higher or lower than the default fee. As such this fee to remain as is.	(a)	Reviewed
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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4.1.1 Annual Renewal Fees [continued]

ERA 12 Plastic Product Manufacturing: 50 tonnes per year or more (other than plastic in item below)	\$2,450.00	\$2,450.00	0.00%	As per the Environmental Protection Regulation 2008 Section 117(b) the the local government can make a resolution or local law prescribing a different fee (the local fee) payable for the devolved matter, whether higher or lower than the default fee. As such this fee to remain as is.	(a)	Reviewed
ERA 12 Plastic Product Manufacturing: 5 tonnes per year or more (foam, composite plastic or rigid fibre reinforced)	\$2,450.00	\$2,450.00	0.00%	As per the Environmental Protection Regulation 2008 Section 117(b) the the local government can make a resolution or local law prescribing a different fee (the local fee) payable for the devolved matter, whether higher or lower than the default fee. As such this fee to remain as is.	(a)	Reviewed
ERA 19 Metal Forming: 10,000 tonnes or more per year	\$810.00	\$810.00	0.00%	As per the Environmental Protection Regulation 2008 Section 117(b) the the local government can make a resolution or local law prescribing a different fee (the local fee) payable for the devolved matter, whether higher or lower than the default fee. As such this fee to remain as is.	(a)	Reviewed
ERA 20 Metal Recovery: up to 100 tonnes per day	\$1,190.00	\$1,190.00	0.00%	As per the Environmental Protection Regulation 2008 Section 117(b) the the local government can make a resolution or local law prescribing a different fee (the local fee) payable for the devolved matter, whether higher or lower than the default fee. As such this fee to remain as is.	(a)	Reviewed

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4.1.1 Annual Renewal Fees [continued]

ERA 20 Metal Recovery: 100 tonnes or more per day or 10,000 tonnes or more per year Without using a fragmentiser	\$3,000.00	\$3,000.00	0.00%	As per the Environmental Protection Regulation 2008 Section 117(b) the the local government can make a resolution or local law prescribing a different fee (the local fee) payable for the devolved matter, whether higher or lower than the default fee. As such this fee to remain as is.	(a)	Reviewed
ERA 38 1 (a) Surface Coating Anodising, electroplating, enamelling or galvanising by using 1 to 100 tonnes of surface coating material in a year	\$810.00	\$810.00	0.00%	As per the Environmental Protection Regulation 2008 Section 117(b) the the local government can make a resolution or local law prescribing a different fee (the local fee) payable for the devolved matter, whether higher or lower than the default fee. As such this fee to remain as is.	(a)	Reviewed
ERA 49 Boat Maintenance or Repair	\$2,450.00	\$2,450.00	0.00%	As per the Environmental Protection Regulation 2008 Section 117(b) the the local government can make a resolution or local law prescribing a different fee (the local fee) payable for the devolved matter, whether higher or lower than the default fee. As such this fee to remain as is.	(a)	Reviewed
ERA 61 Waste Incineration and Thermal Treatment: Incinerating waste vegetation, clean paper or cardboard	\$810.00	\$810.00	0.00%	As per the Environmental Protection Regulation 2008 Section 117(b) the the local government can make a resolution or local law prescribing a different fee (the local fee) payable for the devolved matter, whether higher or lower than the default fee. As such this fee to remain as is.	(a)	Reviewed
ERA 61 Waste Incineration and Thermal Treatment: Late Fee (The prescribed annual fees are detailed in the relevant schedule of the Environmental Protection Regulation). This additional fee will be applicable where payment is not received by the due date.	\$185.00			Once a licence/permit is not paid the licence/permit is deemed expired. If Council then discover that the holder is still conducting the activity a PIN will be issued for operating without a licence/permit. This approach will create consistency with other SEQ Councils.	(a)	Discontinued

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Name	Year 18/19 Last YR Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Comment	GST LGS s97(2)	Status
Application to transfer an Environmental Authority	\$180.00	\$95.00	-47.22%	Consistent approach to transfers applied with inspection fees additional to this charge.	(a)	Reviewed
(minimum charge). Note: If an inspection is required then inspection fees will be additional to this charge.						
Application for Conversion of Environmental Authority (site specific to standard conditions)	\$180.00	\$180.00	0.00%	Standard council-wide increase of 3% applied (before rounding)	(a)	Reviewed
(minimum charge). Note: If an inspection is required then inspection fees will be additional to this charge.						
Inspection fee (per hour): 4. Environmental Protection	\$260.00	\$280.00	7.69%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Inspection charges to be consistent across the department at the time in motion of \$280. The following fees were amalgamated for consistency: 4.1.3 Miscellaneous Fees: Assessment of Draft Transitional Environmental Programs; and Site Investigations – Hourly based on rate for actual time taken (1 hour minimum). 4.1.3 Monitoring Compliance (including assessment of annual return) of an approved Transitional Environmental Program – Hourly rate based on actual time taken (1 hour minimum).	(a)	Reviewed
(minimum charge). Inspection fees will only be charged where additional inspections are required including assessments of draft TEPs, reinspections, monitoring and non-compliance.						
Miscellaneous Fees: Assessment of Draft Transitional Environmental Programs; and Site Investigations – Hourly based on rate for actual time taken (1 hour minimum).	\$260.00			Discontinued 30 June 2019. Amalgamated to create consistency and increase transparency Refer to New fee: 4.1 Inspection Fees	(a)	Discontinued
(minimum charge)						

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4.1.2 Other ERA Fees [continued]

Monitoring Compliance (including assessment of annual return) of an approved Transitional Environmental Program – Hourly rate based on actual time taken (1 hour minimum).	\$260.00			Discontinued 30 June 2019 Amalgamated to create consistency and increase transparency. Refer to New fee: 4.1 Inspection Fees		(a)	Discontinued
(minimum charge)							
Amendment to an approved Transitional Environmental Program (per hour)	\$260.00	\$280.00	7.69%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.		(a)	Reviewed
(minimum charge).							
Annual TEP return	\$500.00	\$515.00	3.00%	Standard council-wide increase of 3% applied (before rounding)		(a)	Reviewed

5. Road Regulation

5.1 Commercial Use of Roads (refer to relevant local laws)

5.1.1 Licence Fees

Application/Assessment fee – 5. Commercial Use of Roads	\$380.00	\$150.00	-60.53%	Detailed review undertaken for all HSRS fees and charges including time in motion, bench-marking, resource assessment and volume analysis. Fee based on change in service delivery.		(a)	Reviewed
Note: Licence Fees are additional to this charge.							

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.1.1 Licence Fees [continued]

Amendment of Licence – 5. Commercial Use of Roads	\$75.00	\$60.00	-20.00%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Administration charges to be consistent across the department at the time in motion \$60.00. The proposed fee is based on service delivery changes.	(a)	Reviewed
(minimum charge). Note: If an inspection is required then inspection fees will be additional to this charge.						
Application for transfer of a Licence – 5. Commercial Use of Roads	\$200.00	\$95.00	-52.50%	There was no data available for this fee/charge type. Transfer charges to be consistent across the department at the time in motion \$95.00	(a)	Reviewed
(minimum charge). Note: If an inspection is required then inspection fees will be additional to this charge. Applicable to annual licences only.						

5.1.2 Sale and/or display of goods or services on roads (Roadside Vending)

Licence – Roadside Vending: Annual	\$1,320.00	\$300.00	-77.27%	Detailed review undertaken for all HSRS fees and charges including time in motion, bench-marking, resource assessment and volume analysis. Fee based on change in service delivery.	(a)	Reviewed
Licence – Roadside Vending: Monthly	\$180.00	\$260.00	44.44%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.	(a)	Reviewed

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.1.3 Busking, Commercial Touting, Hawking on Roads and Local Government Areas

Licence – Busking, Commercial Touting, Hawking: Annual		\$260.00	∞	There was no data available for this fee/charge type. Standard council-wide increase of 3% applied (before rounding). Based on average trip. NEW Fee: combined Busking and Hawking/Touting due to Refurbishment in pedestrian Mall	(a)	New
Licence – Busking, Commercial Touting, Hawking: Monthly		\$75.00	∞	There was no data available for this fee/charge type. Standard council-wide increase of 3% applied (before rounding). Based on average trip. NEW Fee: combined Busking and Hawking/Touting due to Refurbishment in pedestrian Mall.	(a)	New
Annual Licence	\$250.00			Discontinued 30 June 2019. Refer to New fee: 5.1.3 Annual Permit – Busking, Commercial Touting, Hawking	(a)	Discontinued
Monthly Licence	\$70.00			Discontinued 30 June 2019. Refer to New fee: 5.1.3 Monthly Permit – Busking, Commercial Touting, Hawking	(a)	Discontinued
Licence – Busking, Commercial Touting, Hawking: One off (one day only)	\$32.00	\$33.00	3.13%	Standard council-wide increase of 3% applied (before rounding)	(a)	Reviewed

5.1.4 Footpath Dining

Licence – Footpath Dining within Ipswich CBD: Annual (per square meter) (minimum charge).	\$115.00	\$115.00	0.00%	Not assessed as this fee will be reviewed as part of the Local Law Review.	(a)	Reviewed
Licence – Footpath Dining outside Ipswich CBD: Annual (per square meter) (minimum charge).	\$90.00	\$90.00	0.00%	Not assessed as this fee will be reviewed as part of the Local Law Review.	(a)	Reviewed

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.2 Pedestrian Mall

5.2.1 Permitted Uses Licence

Note: For Busking in the Mall please see Commercial Use of Roads section.

5.2.2 Pedestrian Mall Activities

Vehicle Access: per day or part thereof	\$170.00	\$176.00	3.53%	Due to Mall Re-development Pedestrian Mall Permits/Licences have not been reviewed. Once Pedestrian Mall is defined in planning scheme and reviewed in Local Laws then a review will be conducted as per future service delivery. Standard council-wide increase of 3% applied (before rounding)	(a)	Reviewed
Sell, Offer or Display goods for sale: per day or part thereof	\$170.00	\$176.00	3.53%	Due to Mall Re-development Pedestrian Mall Permits/Licences have not been reviewed. Standard Council wide increase to be applied. Once Pedestrian Mall is defined in planning scheme and reviewed in Local Laws then a review will be conducted as per future service delivery. NEW Fee: Combined Sell/ Offer and Display consistent with forms and Local Laws.	(a)	Reviewed
Display goods for sale: per day or part thereof	\$170.00			Discontinued 30 June 2019. Refer to New fee: 5.2.2 Sell, Offer or Display goods for sale: per day or part thereof.	(a)	Discontinued
Carry on business: per day or part thereof	\$170.00	\$176.00	3.53%	Due to Mall Re-development Pedestrian Mall Permits/Licences have not been reviewed. Once Pedestrian Mall is defined in planning scheme and reviewed in Local Laws then a review will be conducted as per future service delivery. Standard council-wide increase of 3% applied (before rounding)	(a)	Reviewed

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.2.2 Pedestrian Mall Activities [continued]

Use of megaphone, sound amplifier, loud speaker, gramophone or other device or other means of mechanically, electrically, or artificially increasing or reproducing sound: per day or part thereof	\$115.00	\$119.00	3.48%	Due to Mall Re-development Pedestrian Mall Permits/Licences have not been reviewed. Once Pedestrian Mall is defined in planning scheme and reviewed in Local Laws then a review will be conducted as per future service delivery. Standard council-wide increase of 3% applied (before rounding)	(a)	Reviewed
Seek or receive or indicate that a donation of money from a bystander or passer-by is being sought: per day or part thereof	\$14.00	\$15.00	7.14%	Due to Mall Re-development Pedestrian Mall Permits/Licences have not been reviewed. Once Pedestrian Mall is defined in planning scheme and reviewed in Local Laws then a review will be conducted as per future service delivery. Standard council-wide increase of 3% applied (before rounding)	(a)	Reviewed
Place a structure – Hand out Brochures/Pamphlets etc.: per day or part thereof	\$170.00	\$176.00	3.53%	Due to Mall Re-development Pedestrian Mall Permits/Licences have not been reviewed. Once Pedestrian Mall is defined in planning scheme and reviewed in Local Laws then a review will be conducted as per future service delivery. Standard council-wide increase of 3% applied (before rounding)	(a)	Reviewed
Place a structure – Hand out Brochures/Pamphlets etc.: per week	\$860.00	\$886.00	3.02%	Due to Mall Re-development Pedestrian Mall Permits/Licences have not been reviewed. Once Pedestrian Mall is defined in planning scheme and reviewed in Local Laws then a review will be conducted as per future service delivery. Standard council-wide increase of 3% applied (before rounding)	(a)	Reviewed

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.2.2 Pedestrian Mall Activities [continued]

Place a structure – Hand out Brochures/Pamphlets etc.: 3 days	\$425.00	\$438.00	3.06%	Due to Mall Re-development Pedestrian Mall Permits/Licences have not been reviewed. Once Pedestrian Mall is defined in planning scheme and reviewed in Local Laws then a review will be conducted as per future service delivery. Standard council-wide increase of 3% applied (before rounding)	(a)	Reviewed
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5.2.3 Community Group Activities

Vehicle Access: per day or part thereof		No Charge	No change proposed.	(a)	Reviewed
		Last YR Fee No Charge			
Sell, Offer or Display goods for sale: per day or part thereof		No Charge	No change proposed.	(a)	Reviewed
		Last YR Fee No Charge			
Display goods for sale: per day or part thereof		No Charge	No change proposed.	(a)	Reviewed
		Last YR Fee No Charge			
Carry on business: per day or part thereof		No Charge	No change proposed.	(a)	Reviewed
		Last YR Fee No Charge			

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.2.3 Community Group Activities [continued]

Use of megaphone, sound amplifier, loud speaker, gramophone or other device or other means of mechanically, electrically, or artificially increasing or reproducing sound: per day or part thereof		No Charge	No change proposed.	(a)	Reviewed
		Last YR Fee No Charge			
Seek or receive or indicate that a donation of money from a bystander or passer-by is being sought: per day or part thereof		No Charge	No change proposed.	(a)	Reviewed
		Last YR Fee No Charge			
Place a structure – Hand out Brochures/Pamphlets etc.: per day or part thereof		No Charge	No change proposed.	(a)	Reviewed
		Last YR Fee No Charge			
Place a structure – Hand out Brochures/Pamphlets etc.: per week		No Charge	No change proposed.	(a)	Reviewed
		Last YR Fee No Charge			

5.3 Parking Fines

CITEC search fees for reminder notices		Actual Costs	No change proposed.	#	Reviewed
		Last YR Fee -			

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.4 Regulated Parking – Permit Fees

Permit – Commercial Vehicle: Annual	\$200.00	\$206.00	3.00%	Standard council-wide increase of 3% applied (before rounding). Cost to be increased systematically in over a number of years to reflect time in motion studies	(a)	Reviewed
Resident Parking Permit: Fee per annum				Duplicate Fee	(a)	Discontinued
			Last YR Fee No Charge			
Permit – Resident: Annual		\$60.00	∞	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Administration charges to be consistent across the department at the time in motion \$60.	(a)	New
Permit – Media: Annual	\$200.00	\$206.00	3.00%	Standard council-wide increase of 3% applied (before rounding) Cost to be increased systematically in over a number of years to reflect time in motion studies	(a)	Reviewed
Permit – General Contractor: Annual	\$200.00	\$206.00	3.00%	Standard council-wide increase of 3% applied (before rounding) Cost to be increased systematically in over a number of years to reflect time in motion studies	(a)	Reviewed
Late Fee – This additional fee will be applicable where payment is not received by the due date	\$75.00			Once a licence/permit is not paid the licence/permit is deemed expired. If Council then discover that the holder is still conducting the activity a PIN will be issued for operating without a licence/permit. This approach will create consistency with other SEQ Councils.	#	Discontinued

5.5 Permits to carry out Works on Local Government Controlled Roads or implement Traffic Control**5.5.1 Works on Local Government Controlled Roads/Traffic Control Permits**

If an application is withdrawn before assessment has commenced then a full refund (less the administration charge) will be granted.

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.5.1 Works on Local Government Controlled Roads/Traffic Control Permits [continued]

If work has commenced then cost recovery will occur.

(Refer relevant Local Laws and to <https://www.ipswich.qld.gov.au/business/laws-and-permits-for-businesses/roads>):

Administrative amendment of a Permit (Minor): 5.5.1 Works on Local Government Controlled Roads/Traffic Control Permits		\$60.00	∞	<p>NEW FEE</p> <p>Fee transferred from WPR to HSRS in January 2018. Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.</p> <p>The following fees were amalgamated for consistency:</p> <ul style="list-style-type: none">– Request to amend or extend a current permit– STANDARD works (per permit type)– Request to amend or extend traffic control – STANDARD works (per permit type)– Request to amend or extend dater amendmemts/extensions only for NON-STANDARD works or traffic control (per permit type)– Request to amend or extend a current permit STANDARD works or traffic control other than date amendments/extensions only (per permit type)– Request to amend or extend a current permit NON-STANDARD works or traffic control other than date amendments/extensions only (per permit type)– Request to amend current or extend a combined STANDARD or NON-STANDARD Works on Local Government Controlled Roads and Traffic Control permit application fee.– Request to amend current combined Works on Local Government Controlled Roads and Traffic Control permit application fee. <p>NON-STANDARD works other than date amendment only (per permit type)</p>	(a)	New
Amendment of a Permit e.g. changes to plans/design (Major): 5.5.1 Works on Local Government Controlled Roads/Traffic Control Permits		\$610.00	∞	<p>NEE FEE</p> <p>Fee transferred from WPR to HSRS in January 2018.</p>	(a)	New

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.5.1 Works on Local Government Controlled Roads/Traffic Control Permits [continued]

Amendment of a Permit e.g. changes to plans/design (Major): 5.5.1 Works on Local Government Controlled Roads/Traffic Control Permits		\$610.00	∞	<p>NEE FEE Fee transferred from WPR to HSRS in January 2018.</p> <p>Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.</p> <p>The following fees were amalgamated for consistency:</p> <ul style="list-style-type: none"> – Request to amend or extend a current permit – STANDARD works (per permit type) – Request to amend or extend traffic control – STANDARD works (per permit type) – Request to amend or extend date amendments/extensions only for NON-STANDARD works or traffic control (per permit type) – Request to amend or extend a current permit STANDARD works or traffic control other than date amendments/extensions only (per permit type) – Request to amend or extend a current permit NON-STANDARD works or traffic control other than date amendments/extensions only (per permit type) – Request to amend current or extend a combined STANDARD or NON-STANDARD Works on Local Government Controlled Roads and Traffic Control permit application fee. – Request to amend current combined Works on Local Government Controlled Roads and Traffic Control permit application fee. NON-STANDARD works other than date amendment only (per permit type) 	(a)	New
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Item 2 / Attachment 12.

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.5.1 Works on Local Government Controlled Roads/Traffic Control Permits [continued]

Combined Traffic Control and Works Permit – Non-Standard		\$1,120.00	∞	NEW FEE Fee originally transferred from WPR to HSRS in January 2018. Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.	(a)	New
Note: Additional fees may apply if permit includes temporary closure/removal of parking spaces. Refer to 4.1 Regulated Parking – Temporary Closure/Removal of Parking Spaces (Works, Parks and Recreation Department).						
Combined Traffic Control and Works Permit – Standard		\$920.00	∞	NEW FEE Fee transferred from WPR to HSRS in January 2018. Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.	(a)	New
Note: Additional fees may apply if permit includes temporary closure/removal of parking spaces. Refer to 4.1 Regulated Parking – Temporary Closure/Removal of Parking Spaces (Works, Parks and Recreation Department).						
Express Processing Fee: 5.5.1 Works on Local Government Controlled Roads/Traffic Control Permits		\$600.00	∞	NEW FEE Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis.	(a)	New
Note: This fee applies to applications made within 10 business days of the works and can be applied to any fee listed in section 5.5.1 Works on Local Government Roads/Traffic Control Permits. Applications may be refused if there there is no capacity to process the applications within the desired timeframe.						

Item 2 / Attachment 12.

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.5.1 Works on Local Government Controlled Roads/Traffic Control Permits [continued]

Traffic Control Permit or Works on Local Government Controlled Roads – Non-Standard		\$840.00	∞	NEW FEE Fee transferred from WPR to HSRS in January 2018. Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. The following fees were amalgamated for consistency: NON-STANDARD traffic control (per permit type) and NON-STANDARD works application fee (per permit type)	(a)	New
Note: Additional fees may apply if permit includes temporary closure/removal of parking spaces. Refer to 4.1 Regulated Parking – Temporary Closure/Removal of Parking Spaces (Works, Parks and Recreation Department).						
Traffic Control Permit or Works on Local Government Controlled Roads – Standard		\$610.00	∞	NEW FEE Fee transferred from WPR to HSRS in January 2018. Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. The following fees were amalgamated for consistency: 5.5.1 STANDARD traffic control (per permit type) and STANDARD works application fee (per permit type)	(a)	New
Note: Additional fees may apply if permit includes temporary closure/removal of parking spaces. Refer to 4.1 Regulated Parking – Temporary Closure/Removal of Parking Spaces (Works, Parks and Recreation Department).						

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.5.1 Works on Local Government Controlled Roads/Traffic Control Permits [continued]

Administration charge for refund processing		\$60.00	∞	NEW FEE Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. The following fees were amalgamated for consistency: 5.5.1 b (i) and (ii) : Permit application withdrawn within 4,6,8 days of lodgement of application		(a)	New
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(b) Refund of fees – Prior to the determination of an application

i. If pre-paid during the online application:

Permit application withdrawn within 4 days of lodgement of application				Discontinued 30 June 2019. If work has commenced then cost recovery needs to occur. If no work has occurred then full refund provided less administrative charge. Refer to New fee: 5.5.1 Administration charge for refund processing	#		Discontinued
	70% of fee refunded (incl GST where applicable)	Last YR Fee					
Permit application withdrawn within 6 days of lodgement of application				Discontinued 30 June 2019. If work has commenced then cost recovery needs to occur. If no work has occurred then full refund provided less administrative charge. Refer to New fee: 5.5.1 Administration charge for refund processing	#		Discontinued
	50% of fee refunded (incl GST where applicable)	Last YR Fee					

Item 2 / Attachment 12.

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

i. If pre-paid during the online application: [continued]

Permit application withdrawn within 8 days of lodgement of application				Discontinued 30 June 2019. If work has commenced then cost recovery needs to occur. If no work has occurred then full refund provided less administrative charge. Refer to New fee: 5.5.1 Administration charge for refund processing	#		Discontinued
	20% of fee refunded (incl GST where applicable)		Last YR Fee				

ii. If not pre-paid during the online application:

Permit application withdrawn within 4 days of lodgement of application				Discontinued 30 June 2019. If work has commenced then cost recovery needs to occur. If no work has occurred then full refund provided less administrative charge. Refer to New fee: 5.5.1 Administration charge for refund processing			Discontinued
	30% of fee refunded (incl GST where applicable)		Last YR Fee				
Permit application withdrawn within 6 days of lodgement of application				Discontinued 30 June 2019. If work has commenced then cost recovery needs to occur. If no work has occurred then full refund provided less administrative charge. Refer to New fee: 5.5.1 Administration charge for refund processing			Discontinued
	50% of fee refunded (incl GST where applicable)		Last YR Fee				

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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

ii. If not pre-paid during the online application: [continued]

Permit application withdrawn within 8 days of lodgement of application				Discontinued 30 June 2019. If work has commenced then cost recovery needs to occur. If no work has occurred then full refund provided less administrative charge. Refer to New fee: 5.5.1 Administration charge for refund processing			Discontinued
	80% of fee refunded (incl GST where applicable)		Last YR Fee				

5.5.2 Compliance inspection to Works on Local Government Controlled Roads or Traffic Control Permits/Notifications

Re-inspection or additional assessment following unsatisfactory compliance inspection	\$245.00			Discontinued 30 June 2019 Duplicate Fee Refer to New fee: Road Regulation Inspection Fee (per hour)	(a)		Discontinued
per hour (minimum \$205)							

Item 2 / Attachment 12.

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.6 Permit/ Licence Fees

Inspection Fee (per hour): 5. Road Regulation	\$280.00	∞	NEW FEE. Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Inspection Fee amended for consistency with other inspection fee charges. The following fees were amalgamated for consistency: "Inspection Fee (per hour)" for road regulation, and "Re-inspection or additional assessment following unsatisfactory compliance inspection". \$260.00	(a)	New
Minimum charge. Inspection fees will only be charged to permits where additional inspections are required including pre-lodgement advice, re-inspections, monitoring and non-compliance.					
Inspection Fee (per hour)	\$65.00		Discontinued 30 June 2019 Refer to New fee: Road Regulation Inspection Fee (per hour)	#	Discontinued
(minimum charge). Inspection fees will only be charged to Permits where additional inspections are required including pre-lodgement advise, reinspections, monitoring and non-compliance.					

6. Recovery of Goods Removed from Footpaths, etc.

Charge for the removal, storage and release of any goods, materials or equipment removed in accordance with Local Laws where it can be removed and stored easily by one (1) person.	\$200.00			Removed as fee is covered in impoundment charged	(d)	Discontinued
Charge for the removal, storage and release of any goods, materials or equipment removed in accordance with Local Laws where it cannot, due to its size, construction, material or other similar reason be removed and stored easily by one (1) person				Removed as fee is covered in impoundment charged	(d)	Discontinued
		Last YR Fee Actual Costs				
Impounded goods, materials or equipment – where it can easily be handled by one (1) officer (per item)	\$50.00	\$52.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	(d)	Reviewed

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

6. Recovery of Goods Removed from Footpaths, etc. [continued]

Impounded goods, material or equipment – where it cannot be handled easily by one (1) officer (per item)		Actual Costs	No change proposed.	(d)	Reviewed
		Last YR Fee Actual Costs			
e.g. Cannot be handled by one (1) officer due to size, construction, material or other similar reason. Excludes vehicles and Shopping Trolleys.					
Impounded Shopping Trolley (per trolley)	\$70.00	\$73.00	4.29%	Standard council-wide increase of 3% applied (before rounding)	(d) Reviewed
Impounded Vehicle – Passenger (per vehicle)	\$500.00	\$515.00	3.00%	Standard council-wide increase of 3% applied (before rounding)	(d) Reviewed
Standard charge for a vehicle removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995. Other charges may apply if the recovery of the vehicle or the impoundment of the vehicle is not considered standard.					
Impounded Vehicle – Other (per vehicle)		Actual Costs	No change proposed.	(d)	Reviewed
		Last YR Fee Actual Costs			
e.g. caravan, trailer, heavy vehicle etc. all vehicles other than a passenger vehicle. Note that "Actual Costs" include but are not limited to: towing fees, officer time, administration charges.					
Daily holding fees for the impoundment of a vehicle removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995.	\$7.00			Fee removed as service no longer provided.	(d) Discontinued
Inspection/viewing fee during normal business hours to inspect or view a vehicle removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995. – Hourly charge – 1 hour minimum	\$95.00			Removed as this is not applied	(d) Discontinued
Inspection/viewing fee outside of normal business hours to inspect or view a vehicle removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995. – Hourly charge – 1 hour minimum	\$245.00			Fee removed as service no longer provided.	(d) Discontinued

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

7. Driveway Crossing Permits (Refer relevant Local Laws)

7.1 Standard Permits

An applicant can apply for a Standard Approval if they are able to agree to the standard terms and conditions outlined on the application form. If the terms and conditions can be agreed to, no inspection may be required. (If the applicant cannot agree to the standard terms and conditions of the permit without an inspection and/or desktop assessment from a technical officer taking place they must apply for a Non Standard Permit –see next section)

Permit – Standard	No Charge	No change proposed.	(a)	Reviewed
	Last YR Fee No Charge			

7.2 Non Standard Permits

Inspection Fee (per hour): 7.2 Non Standard Permits	\$280.00	∞	NEW FEE Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. Inspection charges to be consistent across the department at the time in motion of \$280. The following fees were amalgamated for consistency: "Re-inspection or additional assessment following unsatisfactory compliance inspection" which was \$260.00	(a)	New
(minimum charge). Inspection fees will only be charged to Permits where additional inspections are required including pre-lodgement advise, reinspections, monitoring and non-compliance.					

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

7.2 Non Standard Permits [continued]

Application/Assessment and Permit – Non Standard Driveway Crossing	\$475.00	\$180.00	-62.11%	Detailed review undertaken for all HSRS fees and charges including time in motion, benchmarking, resource assessment and volume analysis. The proposed fee is based on service delivery changes. This fee is additional to the inspection fee, therefore the percentage does not reflect the true change in fee. If work can be completed without the need for an inspection then cost should reflect service.	(a)	Reviewed
(minimum charge) Note: If an inspection is required then inspection fees are additional to this charge. This fee is non-refundable.						

8. Other Charges

8.1 External Parties Facility Access

Key Deposit		\$45.00	∞	NEW FEE – Held in trust and refunded when key returned. Fee currently in policy and is charged in facilities section of WPR however this fee should be separated for external parties such as contractors.		New
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8.2 Election Signs

Bond – Election Signs (per candidate)	\$500.00	\$500.00	0.00%	Not assessed. Will be reviewed as part of Local Law Review.		Reviewed
Bond Fees must be paid prior to the erection of any campaign signage. The bond shall only be repaid upon notification by the applicant that all election signs have been removed within 14 days of the date of the election and following confirmation by Council's inspectors. For each and every sign not removed, the sum of \$50.00 will be forfeited to the Council from the bond amount deposited. Council will then arrange for the removal of such signs after the expiration of the above and dispose of such signs.						

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

Other discontinued fees

HSRS: 1. Health and Regulatory Services, 1.3 Entertainment Venues, 1.3.3 Inspection Fees

Inspection fee for Entertainment venue (per hour)	\$260.00	Discontinued 30 June 2019. Refer to New fee: 1.1 Inspection fee (per hour)	#	Discontinued
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HSRS: 1. Health and Regulatory Services, 1.5 Caravan Parks and Camping Grounds (Local Law 3), 1.5.3 Miscellaneous Fees

Administrative amendment of a Caravan Park or Camping Ground Licence (not involving refurbishment of the premises)	\$75.00	Discontinued 30 June 2019. Refer to New fee: 1.1 Administrative amendment of a Permit/Licence (Minor)	(a)	Discontinued
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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

HSRS: 1. Health and Regulatory Services, 1.5 Caravan Parks and Camping Grounds (Local Law 3), 1.5.3 Miscellaneous Fees [continued]

Amendment of a Caravan Park or Camping Ground Licence per hour (1 hour minimum) (minimum charge)	\$260.00			Discontinued 30 June 2019. Refer to New fee: 1.1 Amendment of a Permit/Licence e.g. changes to plans/design (Major)	(a)	Discontinued
Application for a transfer of a Caravan Park or Camping Ground Licence	\$840.00			Discontinued 30 June 2019. Refer to New fee: 1.1 Application for transfer of a Permit/Licence	(a)	Discontinued
Application for a Replacement Licence Certificate	\$75.00			The service delivery has changed from hard copy to soft copy replacements and therefore fee is superfluous.	#	Discontinued

HSRS: 1. Health and Regulatory Services, 1.7 Food Business, 1.7.3 Change/Cancel Application

Amendment to design i.e. requires refurbishment	\$280.00			Discontinued 30 June 2019. Refer to New fee: 1.1 Amendment of a Permit/Licence e.g. changes to plans/design (Major)	(a)	Discontinued
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HSRS: 2. Animal Management, 2.2 Non Standard Permits, 2.2.14 Late Fees

Late Fee – This additional fee will be applicable where payment is not received by the due date	\$75.00			Once a licence/permit is not paid the licence/permit is deemed expired. If Council then discover that the holder is still conducting the activity a PIN will be issued for operating without a licence/permit. This approach will create consistency with other SEQ Councils.	#	Discontinued
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HSRS: 2. Animal Management, 2.3 Commercial Licence Fees, 2.3.2 Miscellaneous Fees

Application for a Replacement Permit/Licence Certificate	\$75.00			The service delivery has changed from hard copy to soft copy replacements and therefore fee is superfluous.	#	Discontinued
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Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

HSRS: 2. Animal Management, 2.4 Permit/ Licence Fees, 2.4.12 Inspection/Assessment Fee

Inspection/Assessment fee per hour (1 hour minimum) to inspect/assess declared dog declarations, undertake fencing inspections, etc.	\$250.00		Discontinued 30 June 2019. Refer to New fee: 2.3 Inspection Fees	(a)	Discontinued
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HSRS: 2. Animal Management, 2.6 Impounding, 2.6.3 Reciprocal registration

Where a dog is currently registered with any other Australian Local Government and satisfactory proof of registration is shown, no fee will be charged for the registration of the dog with the Ipswich City Council for the current Ipswich City Council registration period.

HSRS: 4. Environmental Protection, 4.1 Environmentally Relevant Activities (ERA's), 4.1.1 Application Fees

Application Fee ERA Environmental Authority(The prescribed fees detailed in the relevant schedule of the Environmental Protection Regulation).	\$640.00		Discontinued as duplicate fee - Captured in Planning and Development, Engineering and Environment Fees.	(a)	Discontinued
plus prescribed annual fee					

HSRS: 5. Road Regulation, 5.1 Commercial Use of Roads (refer to relevant local laws), 5.1.4 Commercial Touting, Hawking on roads and local government areas

Annual Licence	\$1,320.00		Fee discontinued as now amalgamated with busking.	(a)	Discontinued
Monthly Licence	\$200.00		Fee discontinued as now amalgamated with busking.	(a)	Discontinued

HSRS: 5. Road Regulation, 5.1 Commercial Use of Roads (refer to relevant local laws), 5.1.5 (a) Permit fees

STANDARD works application fee (per permit type)	\$230.00		Discontinued 30 June 2019. Refer to New fee: 5.5.1 Traffic Control Permit or Works on Local Government Controlled Roads – Standard	(a)	Discontinued
STANDARD traffic control (per permit type)	\$230.00		Discontinued 30 June 2019. Refer to New fee: 5.5.1 Traffic Control Permit or Works on Local Government Controlled Roads – Standard	(a)	Discontinued

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

HSRS: 5. Road Regulation, 5.1 Commercial Use of Roads (refer to relevant local laws), 5.1.5 (a) Permit fees [continued]

STANDARD combined works and traffic control application fee (combined Works on Local Government Control Road and Traffic Control permits)	\$340.00					(a)	Discontinued
NON-STANDARD works application fee (per permit type)	\$460.00			Discontinued 30 June 2019. Refer to New fee: 5.5.1 Traffic Control Permit or Works on Local Government Controlled Roads – Non-Standard		(a)	Discontinued
NON-STANDARD traffic control (per permit type)	\$460.00			Discontinued 30 June 2019. Refer to New fee: 5.5.1 Traffic Control Permit or Works on Local Government Controlled Roads – Non-Standard		(a)	Discontinued
NON-STANDARD combined works and traffic control application fee (combined Works on Local Government Control Road and Traffic Control permits)	\$690.00					(a)	Discontinued
Request to amend or extend a current permit – STANDARD works (per permit type)	\$120.00			Discontinued 30 June 2019. Refer to New fee: 5.5.1 Administrative Amendment (minor) to a Traffic Control Permit, Works on Local Government Controlled Roads Permit or Combined Works and Traffic Control Permit (Standard or Non-Standard) and 5.5.1 Amendment to Design/Plan (major) to a Traffic Control Permit, Works on Local Government Controlled Roads Permit or Combined Works and Traffic Control Permit (Standard or Non-Standard)		(a)	Discontinued
Request to amend or extend traffic control – STANDARD works (per permit type)	\$120.00			Discontinued 30 June 2019. Refer to New fee: 5.5.1 Administrative Amendment (minor) to a Traffic Control Permit, Works on Local Government Controlled Roads Permit or Combined Works and Traffic Control Permit (Standard or Non-Standard) and 5.5.1 Amendment to Design/Plan (major) to a Traffic Control Permit, Works on Local Government Controlled Roads Permit or Combined Works and Traffic Control Permit (Standard or Non-Standard)		(a)	Discontinued



Draft Register of Fees and Charges

2019-2020

Extract of WPR Regulatory Fees Only

The fees and charges contained within this register are current as at the date of publication.
Selected fees and charges outlined in this document are set by State or Federal legislation. The head of power is noted in the register where applicable.
The application of Goods and Services Tax (GST) is undertaken in accordance with legislation and the rulings of the Australian Tax Office.
Fees and Charges may be subject to change by resolution of Council.

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Name	Year 19/20 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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WORKS, PARKS & RECREATION DEPARTMENT

7. Extractive Industry Permit

Annual permit fee to operate an Extractive Industry	\$770.00	Local Law 25 (Extractive Industries) s3	(a)
Road maintenance and rehabilitation contribution (cost per haulage trip)	\$0.60	Local Law 25 (Extractive Industries) s3	(a)



Fees and Charges

2018 - 2019

and comparison to

Draft 2019-2020

for internal use only

Extract of WPR Regulatory Fees Only

For Internal Use Only

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7. Extractive Industry Permit.....170

Name	Year 18/19	Year 19/20		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

WORKS, PARKS & RECREATION DEPARTMENT

7. Extractive Industry Permit

Annual permit fee to operate an Extractive Industry	\$740.00	\$770.00	4.05%	Standard price increase plus rounding.	(a)	Reviewed
Road maintenance and rehabilitation contribution (cost per haulage trip)	\$0.55	\$0.60	9.09%	Nominal increase of 5 cents.	(a)	Reviewed

Doc ID No: A5420341

19 March 2019

TO: CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)

FROM: SENIOR PROPERTY OFFICER

RE: NEVILLE BONNER SPORTS COMPLEX LEASE FROM KAMBU PROGRESS
ASSOCIATION LIMITED AND SUBLEASE TO FOOTBALL IPSWICH INCORPORATED
121-135 BRIGGS ROAD, FLINDERS VIEW

INTRODUCTION

This is a report by the Senior Property Officer dated 19 March 2019 concerning the renewal of Lease between Kambu Progress Association Limited (Lessor) and Ipswich City Council (Lessee) at 121-135 Briggs Road, Flinders View and described as Lot 3 on RP115130.

This report also concerns the commencement of a Sublease between Ipswich City Council (Sublessor) and Football Ipswich Inc. trading as Western Pride Football Club (Sublessee) at 121-135 Briggs Road, Flinders View and described as part of Lot 3 on RP115130.

RELATED PARTIES

There are no related party matters associated with this report.

ADVANCE IPSWICH THEME LINKAGE

Listening, Leading and Financial Management

PURPOSE OF REPORT/BACKGROUND

The purpose of this report is to provide details on two (2) tenure agreements over the same premises - the renewal of the Lease agreement between Kambu Progress Association (KPA) and Ipswich City Council (Council) and the proposed new Sublease agreement between Ipswich City Council and Football Ipswich Inc. trading as Western Pride Football Club.

The Neville Bonner Sports Complex (the Premises) is located at 121-135 Briggs Road, Flinders View (refer Attachment 1) and currently comprises of a leased area of 38,440m². In 2007, Council (as Lessee) first entered into a Lease with KPA (the Lessor) for exclusive use and management of the Premises for sport, recreation and community purposes.

The monetary Terms of the original Lease were as such:

- initial five (5) year term commencing June 2007 at \$1.00 per annum;
- a second five (5) year term commencing June 2012 at \$1.00 per annum; and
- a third five (5) year term commencing June 2017 at an annual sum equal to 1% of the unimproved value (as defined in the Valuation of Land Act 1944) of the Premises as at the start of the relevant Lease year.

After the expiration of the initial term, there were numerous attempts made by Council to exercise the right of option to renew, without success. The Lessor has since requested to enter into a new Lease agreement inclusive of the following keys terms:

- the Lessor will retain exclusive use of approximately 174m² of the Ground Floor clubhouse;
- the Premises will be made available for use by indigenous community groups for training and use as a Community Hub;
- Council are to provide further financial support to KPA; and
- Council pays 'at market value' for their rent of the property.

Council have in addition negotiated the following terms under a new Lease:

- the cost for the installation of the walls, doors and locks required to divide the Ground Floor area tenancies will be shared equally between Council and KPA, with the reconfiguration and fitout works to be completed by Lessor.
- Council will process a back-payment to the Lessor within seven (7) days from the Lease date, to include payment for:
 - 13 June 2012 to 12 June 2017 at \$1.00 per annum as per previous Lease agreement, to the total of \$5.00; and
 - 13 June 2017 to the date the new Lease agreement is executed by both parties at \$28,400 per annum (plus 10%), to the total of \$31,240 per annum.
- the new Lease will contain a revised annual rent calculated at market rate; and
- the Lessor will remedy the *Disability Discrimination Act* (DDA) access requirements to the upper level of the clubhouse.

Since the expiration of the previous Lease on 13 June 2012, Council has continued its occupation and operation of the Premises in accordance with the original Lease terms. Tenure over the last seven (7) years has been by periodic arrangement.

Since occupation, Council has invested approximately \$4.4 million towards new and/or upgraded facilities inclusive of the acquisition of two (2) neighbouring land parcels to assist in the development of the site as a city-wide sports complex.

Negotiations

The following Lease terms have been agreed to in principle by Council and KPA:

Rent	\$25,790 (ex GST) per annum. \$2,149.16 (ex GST) per month in advance.
Rent Review	By CPI on each anniversary of the Lease commencement date.
Outgoings	Lessee to pay one hundred percent (100%) of outgoings for Leased area.
Term Length	Ten (10) years
Options	Five (5) years by five (5) years
Permitted Use	Sports and Recreation Purpose
Sublease	Lessee is permitted to let leased area by Sublease or Seasonal Permit
Maintenance	Maintenance schedule to be developed and included in the Lease: <ul style="list-style-type: none"> • Lessee responsible for general repairs and maintenance; and • Lessor responsible for structural repairs and maintenance; Maintenance and repairs on Lessee structures and improvements are the sole responsibility of the Lessee.
Sublease	The Lessee is permitted to sublet the whole or part of the Leased area to community groups under the same terms and conditions of the head Lease agreement.
Legal Costs	Each party shall cover their own legal costs in the preparation of the Lease agreement. The Lessor will cover the cost of the Lease registration.

Football Ipswich Inc. trading as Western Pride Football Club, (the Club) have used the Neville Bonner Sports Complex (the Premises) by way of Seasonal Permit from Council, since the Clubs was founded in 2012. Currently the Club use the sporting fields, clubhouse and demountable buildings on a daily basis, during their sporting season.

The terms of Council's Sponsorship Agreement (currently expired) with the Club, included provisions of an in-kind sponsorship amount for waiver of hire fees for use of the Premises.

For best practise purposes, Council wish to negotiate a Sublease agreement with the Club in place of their regular Seasonal Permit. This is appropriately suited to the exclusivity of their use of the Premises.

Council intend to negotiate a Sublease agreement in conjunction with negotiations around the terms of the new Sponsorship Agreement with the Club.

RESOURCE IMPLICATIONS

Council invests approximately \$233,000 annually on ongoing operations and maintenance of the Briggs Rd Sports Complex.

RISK MANAGEMENT IMPLICATIONS

Council desires to formalise a new lease of the Neville Bonner Sports Complex with Kambu in order to secure tenure for future operating at the Premises. With the absence of a formal Lease agreement Council tenure remains insecure.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:

Land Titles Act 1994

Local Government Act 2009

Land Act 1994

COMMUNITY AND OTHER CONSULTATION

Since the expiration of the Lease in June 2012, Council have made numerous attempts (both written and verbal) to consult with the Lessor in an effort to exercise the renewal option of the Lease. KPA had been reluctant to progress the execution under the existing Lease terms and raised a number of concerns including their desire for the premises to have more availability of use to the community and indigenous groups within South East Queensland.



Taking the Lessors feedback and requests into consideration, Council commenced work on negotiating a new Lease agreement that would be agreeable to both parties.

The contents of this report do not require any community consultation.

CONCLUSION

Tenure at the Neville Bonner Sports Complex remains insecure in the absence of a formal Lease agreement, which in-turn could affect the tenure for the Western Pride Football Club. It is recommended that a Lease agreement is executed to secure tenure at the Premises.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Survey Plan - RP115130 - 121-135 Briggs Road Flinders View  
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RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council (Interim Administrator of Ipswich City Council) (“the Lessee”) enter into a Lease Agreement with Kambu Progress Association Limited (“the Lessor”) for a period of ten (10) years with two (2) further five (5) year options, for the interest located at 121-135 Briggs Road, Flinders View and described as Lot 3 on RP115130.
- B. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Lease Agreement to be executed by Council and to do any other acts necessary to implement Council’s decision in accordance with section 13(3) of the *Local Government Act 2009*.

Brett McGrath
SENIOR PROPERTY OFFICER

I concur with the recommendations contained in this report.

Andrew Knight
CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)

“Together, we proudly enhance the quality of life for our community”

RP115130 V0 Page 1 of 2 Not To Scale

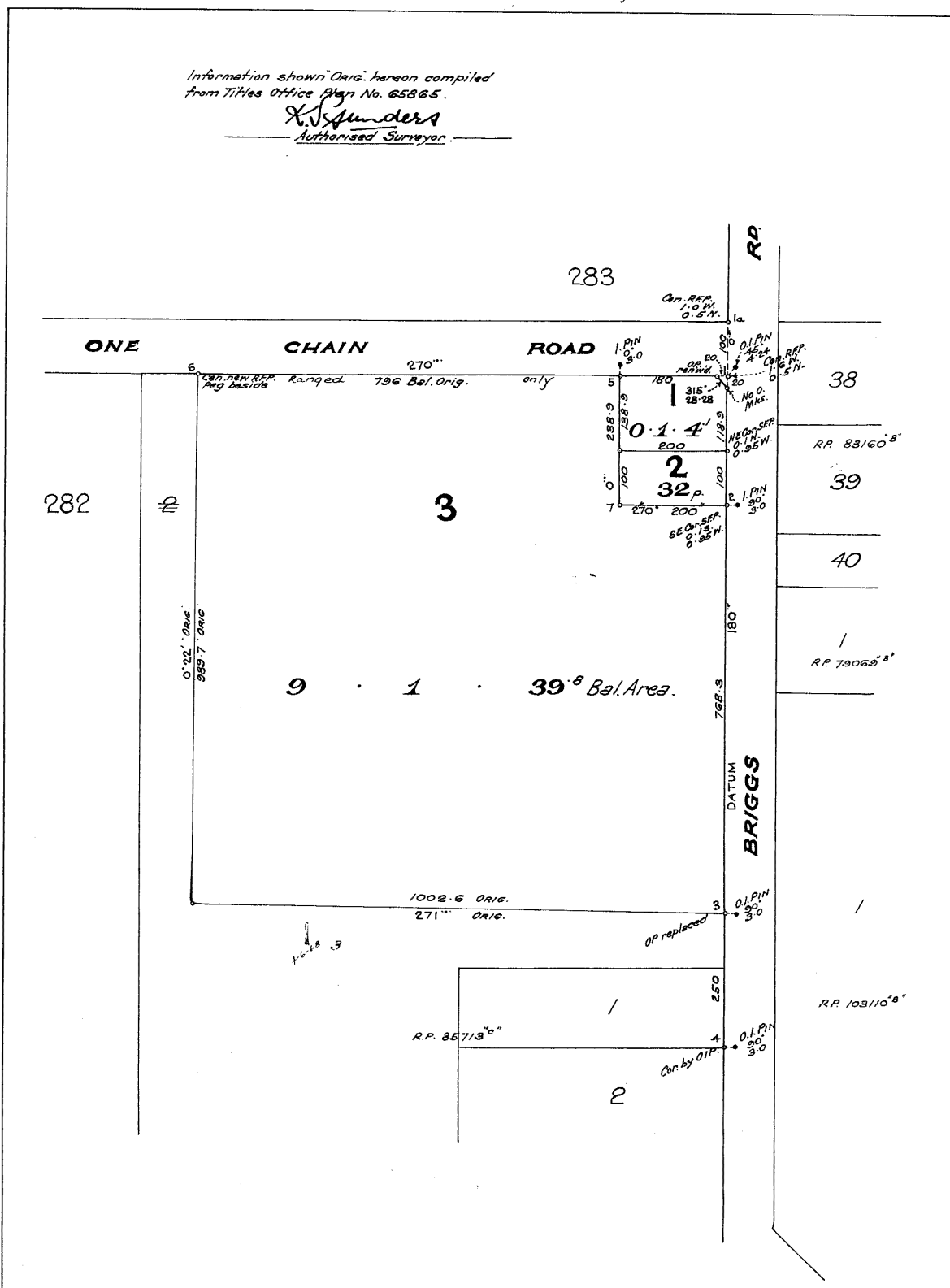
This plan MUST NOT BE FOLDED but may be rolled.

115130

115130

Drawing of Plan must be restricted to the space inside the blue lines

115130



Lots 1 to 3 Orig. Portion 281

Cancelling Sub. 1 on Plan 65865 Orig. Grant 2825

Town of IPSWICH SCALE 150 chains to an inch

Parish of IPSWICH

Surveyed by K.S. SAUNDERS 31/7/1967 CROWN COPYRIGHT RESERVED REGISTRAR OF TITLES, QUEENSLAND

REGISTERED PLAN **115130** CISP

Doc ID No: A5433069

26 March 2019

TO: CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)
FROM: FINANCE MANAGER
RE: MONTH END PERFORMANCE FEBRUARY 2019

INTRODUCTION

This is a report concerning Council performance for the period ending 28 February 2019, submitted in accordance with *Section 204* of the *Local Government Regulation 2012*.

RELATED PARTIES

There are no related party matters associated with this report.

ADVANCE IPSWICH THEME LINKAGE

Strengthening our local economy and building prosperity

PURPOSE OF REPORT/BACKGROUND

The Total Net Result (including capital revenues) for Ipswich City Council as at 28 February 2019, as set out on Page 2 of the attached Monthly Performance Report, is \$91.6m compared to a YTD budget of \$80.6m. Council's operating surplus (excluding capital revenue) is approx. \$32.2m compared to a YTD budget of \$15.2m. Council's full year budget surplus after the adoption of the budget amendment the Council meeting on 19 March 2019 is \$14m.

As the attached report is as at the end of February, the YTD and Full Year budget columns represent the Council adopted budget prior to the budget amendment (BAv2) approved by Council. The amendments to the budget that were approved will reduce the variances below in future performance reports.

The End of Year (EOY) forecast column on the report reflects the budget amendments in BAv2 adopted by Council.

Council's current operating surplus for the period to 28 February 2019 is above budget due to increased revenue and lower than expected expenses including:

Operating Revenue

- Fees and charges are \$1.3m above budget YTD primarily due to 3 large development applications received due to Koala Policy changes. If these applications were withdrawn then Council would be required to issue refunds of the fees received.
- Interest revenue is \$1.6m above budget due to higher than forecast cash balances arising from lower than expected capital expenditure (refer comment below) and has been included in BAv2.
- Other cash revenue is above budget primarily due to higher than forecast tax and dividend payments from Queensland Urban Utilities (\$3.5m) and increase in both budgets has been included in BAv2.

Operating Expenses

- Materials and services are below budget primarily due to timing differences and are expected to align closer to budget by year end.
- The finance costs are below budget by \$1.2m due to lower interest expenses. Council's timing of anticipated borrowing requirements has changed due to reduced capital expenditure YTD than forecast and an adjustment for this has been included in BAv2.
- Other cash expenses are below budget due to the timing of a \$2m payment towards Springfield Central Sports Hall expected to be paid before June and reduced community donations.
- Depreciation expenditure is \$1.6m below YTD forecast budget and is currently being analysed. It is expected to come closer to budget by year end after WIP is capitalised.

Capital Expenditure

Capital expenditure as at 28 February is considerably below year to date budget. Approximately \$57m has been expended to 28 February compared to a YTD budget of \$108m. The full year capital expenditure budget was varied in the budget amendment approved in March from \$198m to \$143m.

- Due to delays in the timing of the CBD redevelopment at least \$48m will be deferred until 2019-2020 year and this change has been included in BAv2.
- The capital portfolio delivered by the Infrastructure Services (IS) Department is approx. \$15.7m behind YTD forecast. Actual costs to date are \$34m compared to a YTD budget of \$50m. Regulatory approvals, service relocations and contractual delays have resulted in interruptions to the delivery of the capital program.

The budget amendment approved the deferral of approximately \$14m expenditure on the 2018-2019 capital program until the 2019-2020 year and increases in the budget for other projects due to estimated cost and tender price increases.

Cashflow

Council's cash and cash equivalents balance as at 28 February 2019 was \$175m compared to forecast position of \$170m. The additional cash held is a result of the increased revenues and reduced operating and capital expenditure mentioned above.

Council's investments are made in accordance with Council's Investment Policy (adopted as part of the annual budget) with an average return percentage of 2.52%.

RESOURCE IMPLICATIONS

Resource implications were included in the budget amendment adopted by Council.

RISK MANAGEMENT IMPLICATIONS

The implications of the financial results YTD will be monitored by management and any changes or risks to Council's forecast position will be considered as part of Council's budget amendments.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:
Local Government Regulation 2012



COMMUNITY AND OTHER CONSULTATION

The contents of this report did not require any community consultation.

CONCLUSION

The monthly performance report for February 2019 is included at Attachment 1.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	ICC Performance Report February 2019  
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RECOMMENDATION

That the report be received and the contents noted.

Jeffrey Keech

FINANCE MANAGER

I concur with the recommendations contained in this report.

Andrew Knight
CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)

“Together, we proudly enhance the quality of life for our community”



Ipswich City Council

Performance Report

February 2019

ICC Performance Report
February 2019**Ipswich City Council - Summary Financial Results**

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	FY Budget \$'000	EOY Forecast \$'000	Detail Page ref:
Net Result as at 28 February 2019:						
Cash Operational Revenue						
Net Rates and Utilities	146,475	146,721	(246)	201,642	201,642	Page 9
Fees and Charges	20,364	19,043	1,321	29,751	29,750	Page 10
Operational Grants and Contributions	9,432	9,535	(103)	16,957	17,326	Page 11
Interest	3,496	1,920	1,576	2,905	4,405	Page 12
Other Cash Revenue	32,145	26,870	5,275	40,594	44,779	"
Total Cash Operational Revenue	211,912	204,089	7,823	291,849	297,902	
Cash Operational Expenses						
Employee Expenses*	64,762	64,587	(175)	96,081	95,914	Page 13
Materials and Services#	54,467	58,553	4,086	90,004	93,797	"
Finance costs	8,518	9,726	1,208	14,882	12,746	"
Other Cash Expenses	3,576	7,101	3,525	10,250	9,098	"
	131,323	139,967	8,644	211,217	211,555	
Cash Operational Result	80,589	64,122	16,467	80,632	86,347	
Non-Cash Operational Revenue						
Gain on Asset Disposal	172	0	172	0	172	Page 12
Internal Revenue	16,315	15,974	341	23,504	23,504	"
Total Non-Cash Operational Revenue	16,487	15,974	513	23,504	23,676	
Non-Cash Operational Expense						
Depreciation	44,388	45,946	1,558	68,075	68,075	Page 13
Loss on Asset Disposal	1,362	0	(1,362)	0	1,362	"
Internal Expense	14,875	14,209	(666)	20,850	20,850	"
Total Non-Cash Operational Expense	60,625	60,155	(470)	88,925	90,287	
Net Result before Capital	36,451	19,941	16,510	15,211	19,736	
Capital						
Capital Grants	3,332	2,104	1,228	4,722	4,850	Page 11
Donated Asset Revenue	41,099	44,744	(3,645)	67,122	67,122	"
Contributions	10,723	13,832	(3,109)	20,737	20,737	"
Total Capital	55,154	60,680	(5,526)	92,581	92,709	
Total Net Result	91,605	80,621	10,984	107,792	112,445	
Capital Program as at 28 February 2019:						
Cash Capital Items						
Asset Construction and Purchase	57,217	108,084	50,867	198,131	142,884	Page 15
Non-cash Capital Items						
Donated Assets	41,099	42,454	1,355	67,122	67,122	"
Total Capital Program	98,316	150,538	52,222	265,253	210,006	

* Including contract labour

excluding contract labour

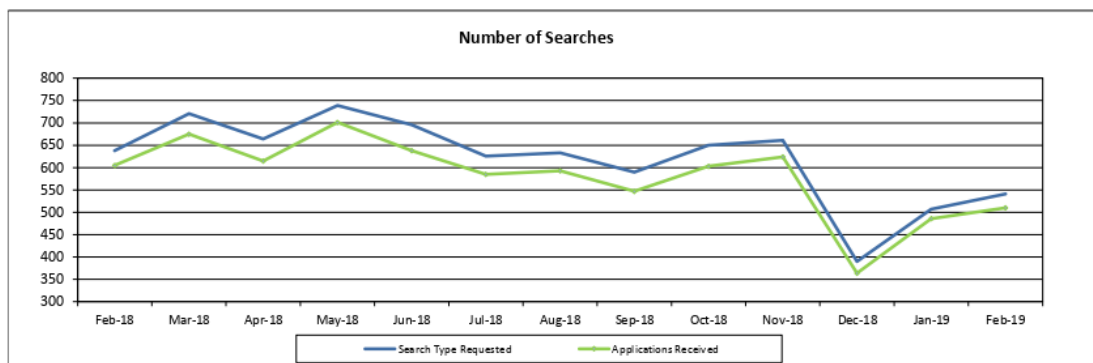
For information on individual line items, please refer to the relevant section of the report.

Item 4 / Attachment 1.

ICC Performance Report
February 2019

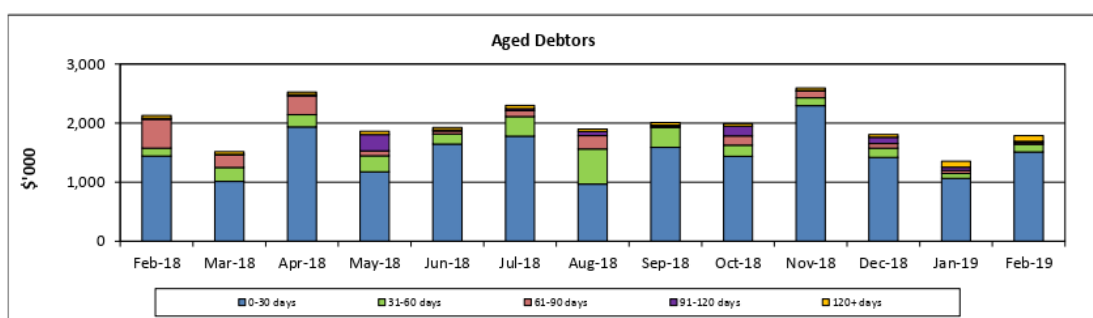
Additional Performance Information:

Property Searches:



	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Search Type Requested	638	721	664	739	696	626	633	590	650	661	390	507	541
Applications Received	605	675	615	701	638	585	593	547	603	624	364	486	510

Aged Debtors:



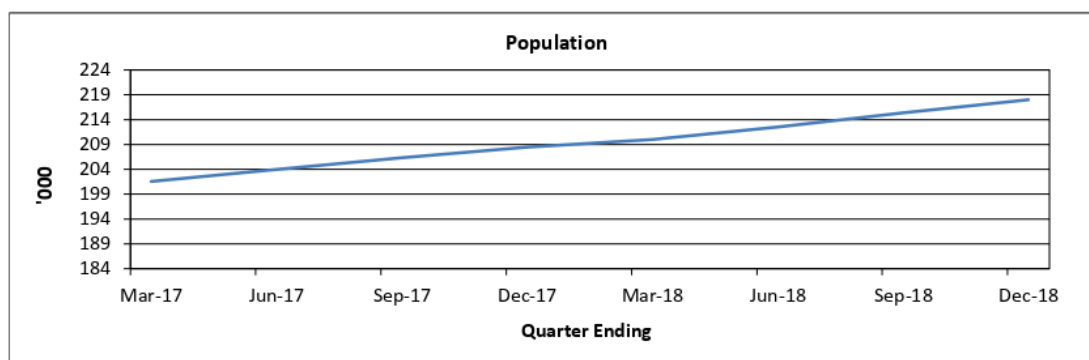
	Feb-18 \$'000	Mar-18 \$'000	Apr-18 \$'000	May-18 \$'000	Jun-18 \$'000	Jul-18 \$'000	Aug-18 \$'000	Sep-18 \$'000	Oct-18 \$'000	Nov-18 \$'000	Dec-18 \$'000	Jan-19 \$'000	Feb-19 \$'000
0-30 days	1,443	1,016	1,936	1,174	1,645	1,778	969	1,589	1,438	2,295	1,418	1,063	1,510
31-60 days	132	233	207	276	173	331	594	338	188	133	159	83	133
61-90 days	491	215	319	82	47	102	226	25	158	118	77	53	25
91-120 days	16	5	21	273	22	34	69	11	165	5	109	55	25
120+ days	49	46	43	59	40	53	42	46	42	44	42	99	96

Satisfactory results overall.

Item 4 / Attachment 1.

ICC Performance Report
February 2019

Population:

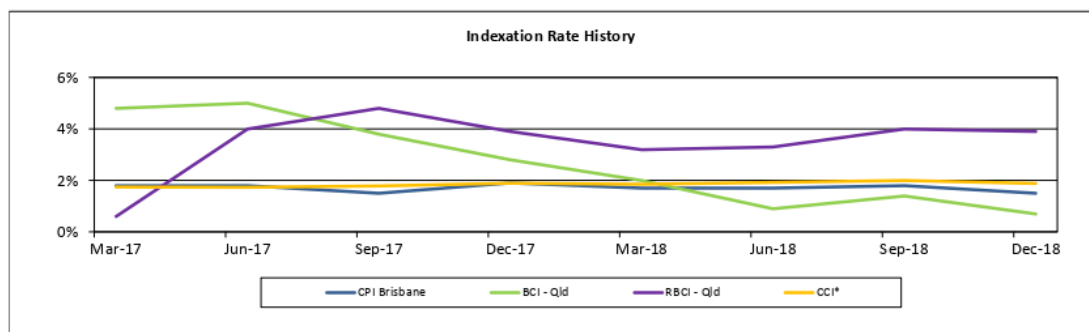


	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18
Population	202	204	206	209	210	213	215	218

Growth in Waste Domestic Services:

	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18
Growth per quarter:	0.83%	1.25%	1.26%	1.13%	0.93%	1.16%	1.30%	1.23%

Indexation Rate History:



	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18
CPI Brisbane	1.80%	1.80%	1.50%	1.90%	1.70%	1.70%	1.80%	1.50%
BCI - Qld	4.80%	5.00%	3.80%	2.80%	2.00%	0.90%	1.40%	0.70%
RBCI - Qld	0.60%	4.00%	4.80%	3.90%	3.20%	3.30%	4.00%	3.90%
CCI*	1.74%	1.73%	1.79%	1.89%	1.85%	1.93%	2.00%	1.88%

CPI = Consumer Price Index; BCI = Building Construction Index; RBCI = Roads and Bridges Construction Index; CCI = Council Cost Index

Item 4 / Attachment 1.

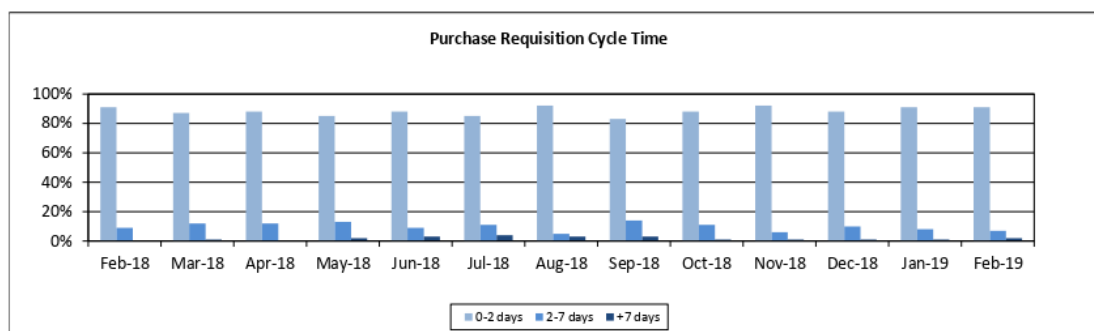
ICC Performance Report
February 2019

Invoices Paid within Terms:

	Aug-18		Sep-18		Oct-18		Nov-18		Dec-18		Jan-19		Feb-19	
Total invoices paid	5,494		4,998		5,373		4,508		4,949		4,510		4,158	
	Count	\$	Count	\$	Count	\$	Count	\$	Count	\$	Count	\$	Count	\$
% paid within terms	91%	97%	90%	96%	92%	97%	94%	96%	97%	93%	89%	92%	96%	96%
% paid <1 week outside terms	2%	1%	1%	1%	3%	1%	1%	1%	1%	2%	4%	5%	2%	2%
% paid >1 week outside terms	7%	2%	9%	3%	5%	3%	5%	3%	2%	5%	7%	3%	2%	2%

Satisfactory results.

Purchase Requisition Cycle Time:

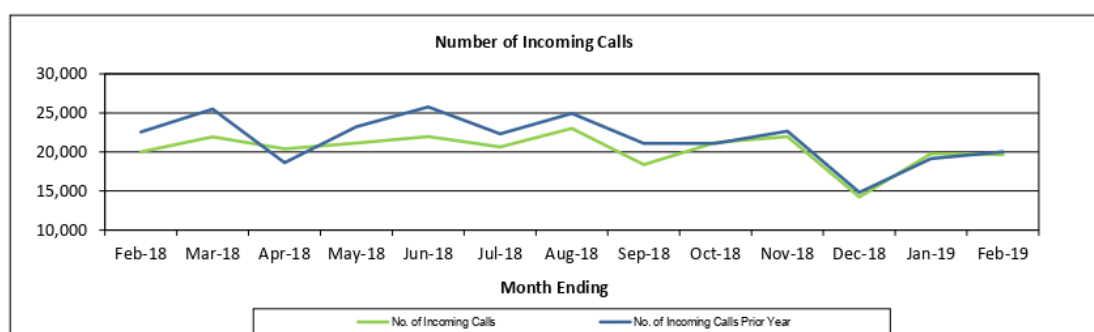


Key performance indicator for this activity is two days.

	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
0-2 days	91%	87%	88%	85%	88%	85%	92%	83%	88%	92%	88%	91%	91%
2-7 days	9%	12%	12%	13%	9%	11%	5%	14%	11%	6%	10%	8%	7%
+7 days	0%	1%	0%	2%	3%	4%	3%	3%	1%	1%	1%	1%	2%

Purchase Requisition Cycle Time meets Council standards.

Number of Incoming phone calls - All Council (excluding BCC After Hours and Helpdesk)



	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
No. of Incoming Calls	20,027	21,922	20,397	21,153	21,986	20,634	23,017	18,369	21,200	21,959	14,215	19,765	19,662
No. of Incoming Calls Prior Year	22,579	25,508	18,637	23,222	25,768	22,308	24,933	21,109	21,097	22,656	14,818	19,147	20,027

Item 4 / Attachment 1.

ICC Performance Report
February 2019

Statement of Cashflows

	July Actuals	July Budget	August Actuals	August Budget	September Actuals	September Budget	October Actuals	October Budget	November Actuals	November Budget	December Actuals	December Budget	January Actuals	January Budget	February Actuals	February Budget	March Budget	April Budget	May Budget	June Budget
Cashflows from Operating Activities																				
Receipts from Customers	(4,364)	(4,620)	(40,763)	(40,494)	(4,816)	(4,279)	(8,245)	(4,337)	(37,295)	(41,234)	(4,001)	(4,403)	(9,085)	(4,425)	(38,175)	(42,052)	(4,508)	(4,417)	(41,995)	(3,981)
General Rates and Utilities Charges	(3,380)	(2,721)	(2,477)	(2,409)	(3,574)	(2,407)	(1,219)	(2,667)	(2,709)	(2,266)	(2,872)	(2,200)	(2,873)	(2,207)	(1,132)	(2,167)	(2,421)	(2,513)	(2,257)	(2,323)
Fees and Charges	29	(574)	(768)	(574)	(1,166)	(574)	(203)	(579)	(99)	(574)	(374)	(742)	(706)	(574)	(986)	(574)	(574)	(574)	(574)	(1,132)
Operating Contributions	(206)	(615)	(1,463)	(958)	(240)	(256)	(32)	(186)	(1,588)	(958)	(480)	(286)	(1,033)	(535)	(1,094)	(976)	(208)	(184)	(959)	(3,699)
Operating Grants and Subsidies	(3,420)	(1,381)	(2,235)	(1,359)	(2,236)	(1,403)	(2,313)	(1,856)	(637)	(1,239)	(4,302)	(1,463)	(1,915)	(1,102)	(1,073)	(1,073)	(1,359)	(1,363)	(1,219)	(53)
Other Income	(129)	(1,729)	(152)	(1,729)	384	(1,729)	(2,044)	(1,729)	(215)	(1,729)	(520)	(1,729)	(708)	(1,729)	(7,340)	(1,729)	(1,729)	(1,729)	(1,729)	(1,828)
Capital Contributions			(105)		(295)		19	(164)	(2,544)	(1,854)			168	(86)	(376)		(30)		(1,782)	94
Capital Grants and Subsidies	(11,469)	(11,640)	(47,863)	(47,523)	(11,944)	(10,647)	(14,036)	(11,518)	(45,086)	(49,907)	(12,553)	(10,824)	(15,223)	(10,658)	(50,111)	(48,611)	(10,830)	(10,780)	(50,515)	(12,913)
Payments to Suppliers and Employees																				
Employee Payments	6,179	8,385	8,394	7,183	6,631	7,249	8,317	8,999	6,542	7,225	8,562	9,095	8,041	7,237	7,409	7,232	7,328	9,020	7,256	7,308
Supplier Payments	7,350	10,762	11,068	8,001	6,629	7,185	6,727	8,115	7,241	6,864	6,286	8,130	6,752	6,132	6,564	6,781	7,427	7,152	7,825	10,850
Other Expenses	532	746	735	639	297	651	569	713	512	2,659	504	658	403	1,022	373	373	594	727	619	3,803
Net Cash Outflow (Inflow) from Operating Activities	2,288	8,636	(28,328)	(31,970)	4,261	7,266	1,140	6,101	(29,976)	(33,413)	5,481	10,611	(449)	3,532	(36,295)	(34,458)	7,844	5,932	(35,061)	10,082
Cashflows from Investing Activities																				
Payments for property, plant and equipment*	7,913	8,312	6,839	9,715	5,691	13,823	5,797	12,298	3,060	22,484	11,270	25,293	6,557	18,999	14,921	20,037	22,608	20,259	24,265	11,434
Dividends Received	(4,765)	(2,500)	(2,500)		(12,792)	(5,300)	300	(828)	600	(2,050)	1,200	(7,627)	(9,452)	(944)	500	(944)	(5,423)	(537)	(537)	(1,909)
Proceeds from sale of (payments for) equity investments	600	(1,398)	1,400	(502)	200	(4,167)	300													(16,333)
Transfers to/from subsidiary entities			(1)						27				(4)		28					(51)
Net Cash Outflow (Inflow) from Investing Activities	3,748	6,914	5,738	9,213	(6,901)	4,357	6,097	11,470	3,687	20,435	12,470	16,966	(2,899)	18,054	15,449	19,093	17,185	19,772	23,778	(6,869)
Cashflows from Financing Activities																				
Proceeds from Borrowings									(1,012)											(101,000)
Redemption of Borrowings					4,973	4,961	39				5,000	6,328	15		95		6,404			22,373
Interest free loan (proceeds) redemption																				
Working Capital (proceeds) Redemption																				
Net Cash Outflow (Inflow) from Financing Activities					4,973	4,961	39		(1,012)		5,000	6,328	15		95		6,404			
Net Decrease (Increase) in Cash Held	6,032	15,550	(22,590)	(22,758)	2,334	16,583	7,276	17,571	(27,301)	(12,978)	22,921	33,905	(3,333)	21,587	(20,752)	(15,365)	31,433	25,654	(11,332)	(75,406)
Cash at Beginning of Period	139,601	139,601	133,367	133,367	156,141	156,141	153,825	153,825	146,549	146,549	173,850	173,850	151,175	151,175	154,434	154,434	175,186	148,753	118,098	129,431
Cash at End of Reporting Period	133,567	124,051	156,141	156,325	158,825	139,557	146,549	136,254	173,850	159,527	151,175	139,945	154,434	129,589	175,186	169,799	148,753	118,098	129,431	204,836

*including intangible assets

The end of year cash balance is \$204.8 million.

Item 4 / Attachment 1.

ICC Performance Report
February 2019**Departmental Breakdown**

Trend of year to date results as at 28 February 2019:

Revenue and Expense: ● <1% or \$50k worse than budget whichever is greater; ● <5% or \$125k worse than budget whichever is greater; ● >5% or >\$125k worse than budget whichever is greater.

Capital: ● Within 5% or \$50k +/- budget whichever is greater; ● within 10% or \$250k +/- budget whichever is greater; ● more than 10% or >\$250k +/- budget whichever is greater.

Departmental Controlled:

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Arts, Social Development and Community Engagement	Revenue	●	●	●	●	●	●	●	●					●
	Employee Expenses*	●	●	●	●	●	●	●	●					●
	Other Expense Categories**	●	●	●	●	●	●	●	●					●
	Capital	●	●	●	●	●	●	●	●					●

Satisfactory results for expenses and revenue.

Capital expenditure under budget by \$222k or 31.5%.

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Economic Development and Marketing	Revenue	●	●	●	●	●	●	●	●					●
	Employee Expenses*	●	●	●	●	●	●	●	●					●
	Other Expense Categories**	●	●	●	●	●	●	●	●					●
	Capital	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Satisfactory results for revenue and expenses.

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Infrastructure Services Department	Revenue	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Employee Expenses*	●	●	●	●	●	●	●	●					●
	Other Expense Categories**	●	●	●	●	●	●	●	●					●
	Capital	●	●	●	●	●	●	●	●					●

Satisfactory results for expenses.

Capital expenditure under budget for infrastructure program \$15.7m or 31.3%. See pages 15-18 for details.

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Finance and Corporate Services Department	Revenue	●	●	●	●	●	●	●	●					●
	Employee Expenses*	●	●	●	●	●	●	●	●					●
	Other Expense Categories**	●	●	●	●	●	●	●	●					●
	Capital	●	●	●	●	●	●	●	●					●

Satisfactory results for revenue and expenses.

Capital expenditure under budget by \$35.4m or 90.8%.

* Employee expenses including Labour Contracts

** Operational Expense excluding the above

Item 4 / Attachment 1.

ICC Performance Report
February 2019**Departmental Breakdown**

Trend of year to date results as at 28 February 2019:

Revenue and Expense: ● <1% or \$50k worse than budget whichever is greater; ● <5% or \$125k worse than budget whichever is greater; ● >5% or >=\$125k worse than budget whichever is greater.

Capital: ● Within 5% or \$50k +/- budget whichever is greater; ● within 10% or \$250k +/- budget whichever is greater; ● more than 10% or >\$250k +/- budget whichever is greater.

Departmental Controlled:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Works, Parks and Recreation Department Revenue	●	●	●	●	●	●	●	●					●
Employee Expenses*	●	●	●	●	●	●	●	●					●
Other Expense Categories**	●	●	●	●	●	●	●	●					●
Capital	●	●	●	●	●	●	●	●					●

Satisfactory results for revenue and other expense categories. Employee expenses over budget \$635k or 2.6%.

Capital expenditure under budget for Infrastructure Program \$571k or 4.2%. Capital expenditure for fleet and equipment purchases over budget \$1.6m or 45.1%.

Capital expenditure for IWS under budget \$315k or 37.8%.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Health, Security and Regulatory Services Department Revenue	●	●	●	●	●	●	●	●					●
Employee Expenses*	●	●	●	●	●	●	●	●					●
Other Expense Categories**	●	●	●	●	●	●	●	●					●
Capital	●	●	●	●	●	●	●	●					●

Satisfactory results for revenue and other expense categories. Employee expenses over budget \$160k or 3.1%.

Capital expenditure under budget \$261k or 46.9%.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Planning and Development Department Revenue	●	●	●	●	●	●	●	●					●
Employee Expenses*	●	●	●	●	●	●	●	●					●
Other Expense Categories**	●	●	●	●	●	●	●	●					●
Capital	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Satisfactory results for revenue and employee expenses. Other expense categories over budget \$256k or 27.8%.

Corporate Controlled:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Corporate Items Revenue	●	●	●	●	●	●	●	●					●
Expenses	●	●	●	●	●	●	●	●					●
Capital	●	●	●	●	●	●	●	●					●

Satisfactory results for corporate controlled expenses. Corporate controlled revenue under budget \$5.7m or 3%.

Capital expenditure under budget on donated assets \$1.4m or 3.2%.

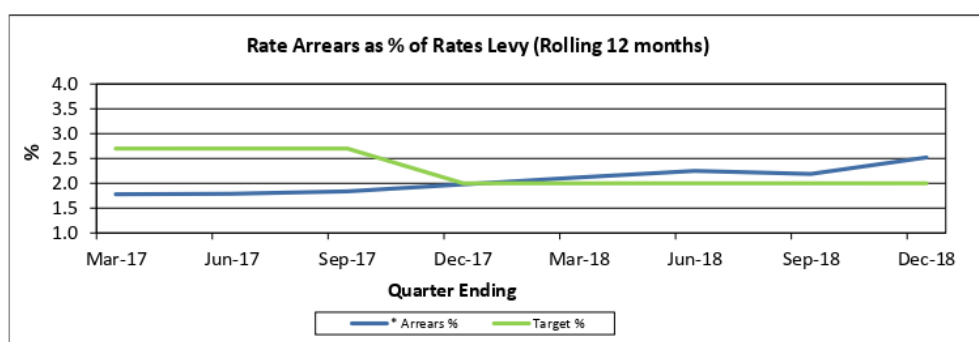
* Employee expenses including Labour Contracts

** Operational Expense excluding the above

ICC Performance Report
February 2019**Revenue****Net Rates and Utilities:**

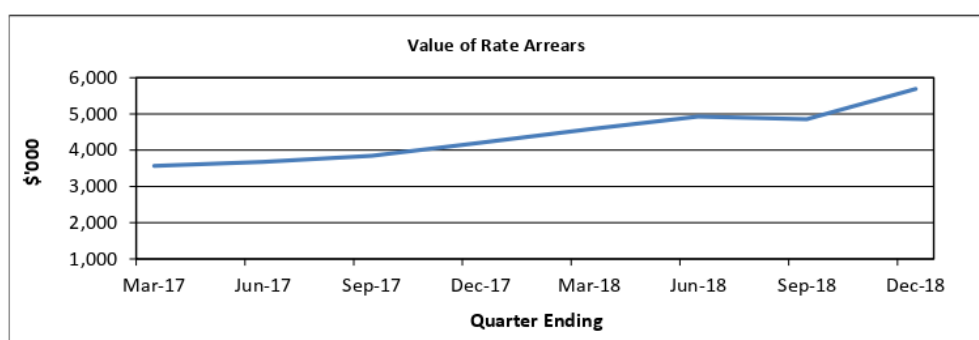
	YTD Act	YTD Bud	YTD Var	FY Budget	FY F'cast	
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
General Rates	129,116	129,325	(209)	178,134	72%	178,134
Utilities and Other Charges	25,511	25,615	(104)	34,370	74%	34,370
Discounts/Remissions	(8,152)	(8,219)	67	(10,862)	75%	(10,862)
	146,475	146,721	(246)	201,642	73%	201,642

Satisfactory results overall.

Rate Arrears as at 31 December 2018:

	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18
* Arrears %	1.78	1.79	1.84	1.98	2.12	2.25	2.19	2.52
Target %	2.70	2.70	2.70	2.00	2.00	2.00	2.00	2.00

* Rolling 12 month average

Value of Rate Arrears:

	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18
\$'000	3,568	3,680	3,844	4,207	4,579	4,929	4,853	5,690

Item 4 / Attachment 1.

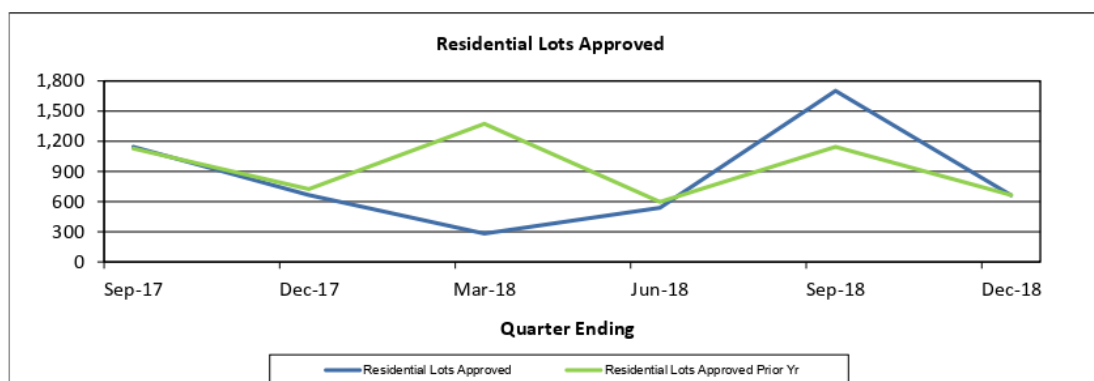
ICC Performance Report
February 2019

Fees and Charges:

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Planning Fees	10,744	9,514	1,230	14,865	72%	15,310
Hlth Animal Cemetery Fees	901	855	46	1,920	47%	1,920
Traffic and Reg Park Fees	2,022	2,016	6	3,086	66%	3,086
Waste Fees	4,883	4,405	478	6,608	74%	6,608
Other Fees	1,814	2,253	(439)	3,272	55%	2,826
	20,364	19,043	1,321	29,751	68%	29,750

Satisfactory results overall. Development Planning Branch revenue increased dramatically in December owing to the lodgement of 3 major applications to pre-empt the State Government Koala Policy changes. Due to changes in forecast activity levels, fees and charges are forecast to be over budget in Town Planning fees and charges by year end by \$445k and under in property search fees \$446k, both of which have been included in BAv2.

Residential Lots Approved:



	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18
Residential Lots Approved	1,144	665	282	538	1,702	663
Residential Lots Approved Prior Yr	1,127	724	1,374	597	1,144	665

Item 4 / Attachment 1.

ICC Performance Report
February 2019

Grants and Contributions:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Operational Grants	5,208	4,769	439	9,879	53%	10,248
Capital Grants	3,332	2,104	1,228	4,722	71%	4,850
Donated Asset Revenue	41,099	44,744	(3,645)	67,122	61%	67,122
*Operational Cash Contributions	4,224	4,766	(542)	7,078	60%	7,078
*Capital Cash Contributions	10,723	13,832	(3,109)	20,737	52%	20,737
	64,586	70,215	(5,629)	109,538	59%	109,538

Grants revenue over budget due to increases and decreases in funding of various grant programs offset by some expense increase in current year, adjustments included in BAv2. Cash contributions are developer driven and will be monitored closely.

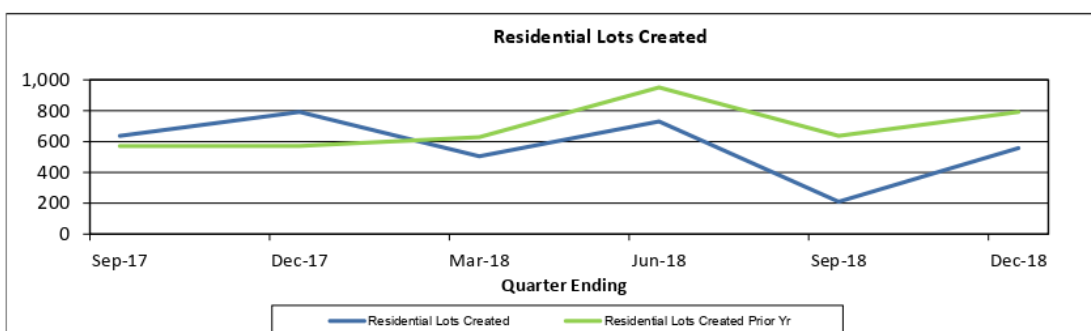
***Cash Contribution Actuals Breakdown YTD:**

	Footpaths \$'000	Open Space \$'000	Roads \$'000	Social \$'000	Others \$'000	Grand Total \$'000
Operational Cash Contribution	0	1,658	2,055	0	510	4,224
Capital Cash Contribution	245	3,538	4,629	1,078	1,232	10,723
Total Cash Contributions	245	5,196	6,685	1,078	1,743	14,946

Other operational cash contributions include \$388k relating to funds received from Ipswich Events Corporation, vegetation retention \$95k and Queen's Parks Nature Centre \$25k.

Other capital contributions primarily relates to water quality treatment (stormwater).

Residential Lots Created:



	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18
Residential Lots Created	637	792	505	730	210	558
Residential Lots Created Prior Yr	571	572	629	951	637	792

ICC Performance Report
February 2019**Other Revenue Sources:**

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Sales, Recoverable Works	2,095	1,941	154	2,978	70%	2,978
Interest	3,496	1,920	1,576	2,905	120%	4,405
Other Revenue	30,050	24,929	5,121	37,616	80%	41,801
Gain on Asset Disposal	172	0	172	0	n/a	172
Internal Revenue	16,315	15,974	341	23,504	69%	23,504
	52,128	44,764	7,364	67,003	78%	72,860

Satisfactory results overall. Interest revenue over budget due to carrying higher than forecast cash balances \$1.5m arising from both results from 2017-2018 and lower than expected capital expenditure during 2018-2019. Other revenue over budget due to receiving a higher than forecast QUU tax and dividend payments \$3.5m, additional Ti-Tree Bio Energy funding \$469k to be spent on social and environment projects that mitigate impacts of its Willowbank operations and \$216k relating to workcover reimbursements and LGW surplus distribution, all of which have been included in BAv2. Gain on asset disposal relates to sale of fleet vehicles.

Item 4 / Attachment 1.

ICC Performance Report
February 2019**Expense****Employee Expenses**

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	52,907	57,211	4,304	85,287	62%	85,287
Overtime	1,107	1,049	(58)	1,559	71%	1,559
Allowances	342	177	(165)	263	130%	342
Other employee costs	15,560	15,691	131	23,486	66%	23,319
Total Labour Opex + Capex	69,916	74,128	4,212	110,595	63%	110,507
<i>Less Capitalised Labour</i>	(8,903)	(10,719)	(1,816)	(16,129)	55%	(16,129)
Opex Labour before Contractors	61,013	63,409	2,396	94,466	65%	94,378
<i>Plus Contract Opex Labour</i>	3,749	1,178	(2,571)	1,615	232%	3,749
Opex Labour incl Contractors	64,762	64,587	(175)	96,081	67%	98,127

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Communication	1,036	1,118	82	1,691	61%	1,691
Materials	5,406	7,901	2,495	12,639	43%	12,481
Motor Vehicle Expenses	1,571	2,287	716	3,237	49%	3,237
Other Goods	2,160	2,195	35	3,291	66%	3,341
Other Services	7,934	7,886	(48)	12,249	65%	12,596
Service Contracts	20,044	24,174	4,130	36,255	55%	36,230
Utilities Expenses	6,321	7,068	747	10,454	60%	10,454
Consultants	2,609	2,058	(551)	3,119	84%	5,883
Other Materials and Services	7,386	3,866	(3,520)	7,069	104%	8,201
	54,467	58,553	4,086	90,004	61%	94,114

Other Expense Sources:

Depreciation	44,388	45,946	1,558	68,075	65%	68,075
Finance Costs	8,518	9,726	1,208	14,882	57%	12,746
Other Expenses	3,576	7,101	3,525	10,250	35%	9,098
Loss on disposal assets	1,362	0	(1,362)	0	n/a	1,362
Internal Expenses	14,875	14,209	(666)	20,850	71%	20,850
	72,719	76,982	4,263	114,057	64%	112,131

TOTAL

127,186	135,535	8,349	204,061	62%	206,245
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Satisfactory results overall. Materials and services under budget primarily in Works Parks and Recreation Department. Service contracts under budget due to a reduction in open space maintenance due to drier weather conditions. Other expenses primarily under budget due to delay in contribution to be made for Springfield Central Sports Hall, payment expected before June.

Loss on asset disposals primarily relates to partial retirement of infrastructure network assets.

Depreciation under budget and it is expected to come closer to budget by year end after WIP is capitalised.

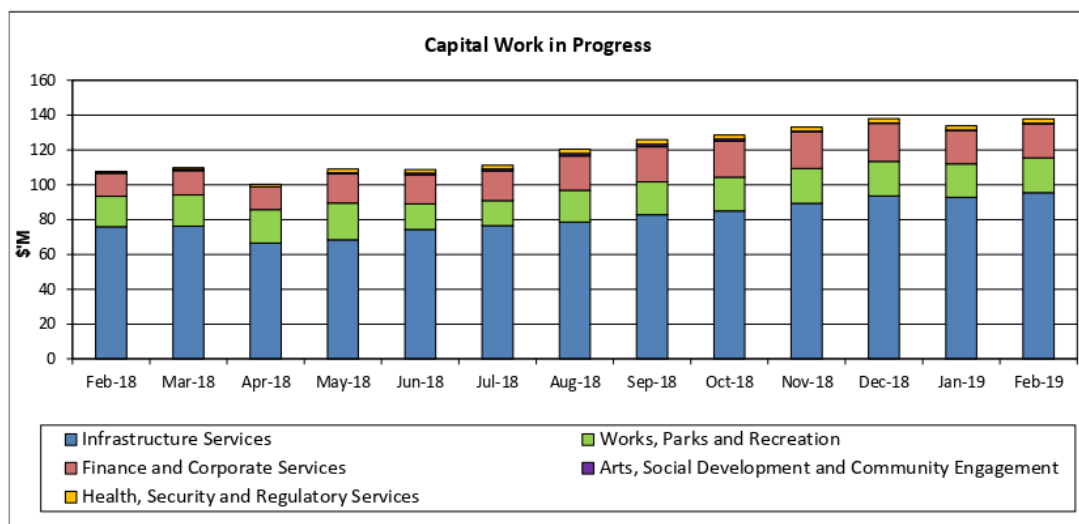
Item 4 / Attachment 1.

ICC Performance Report
February 2019Capital Expenditure

Results as at 28 February 2019:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled	57,217	108,084	50,867	198,131	29%	142,884
Corporate Controlled	41,099	42,454	1,355	67,122	61%	67,122
	98,316	150,538	52,222	265,253	37%	210,006

Capital Work in Progress Current Balance (\$'000):



	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
	\$M	\$M	\$M	\$M	\$M	\$M	\$M	\$M	\$M	\$M	\$M	\$M	\$M
Infrastructure Services	75.89	76.19	66.60	68.47	74.33	76.48	78.60	82.85	84.99	89.33	93.58	92.76	95.46
Works, Parks and Recreation	17.56	18.02	19.22	21.05	14.67	14.37	18.23	18.91	19.31	20.08	19.92	19.29	19.94
Finance and Corporate Services	13.25	13.90	12.90	16.95	16.70	17.09	19.78	20.20	20.70	21.19	21.81	19.17	19.70
Arts, Social Development and Community Engagement	0.10	0.78	0.11	0.44	1.05	1.19	1.31	1.35	1.20	0.16	0.17	0.24	0.26
Health, Security and Regulatory Services	0.90	0.96	1.48	2.14	1.96	2.07	2.56	2.58	2.41	2.41	2.44	2.44	2.49
	107.70	109.85	100.31	109.05	108.71	111.20	120.48	125.89	128.62	133.17	137.91	133.90	137.85

The above figures exclude infrastructure credits and donated assets.

CWIP Balance by Project Status (as % of total):

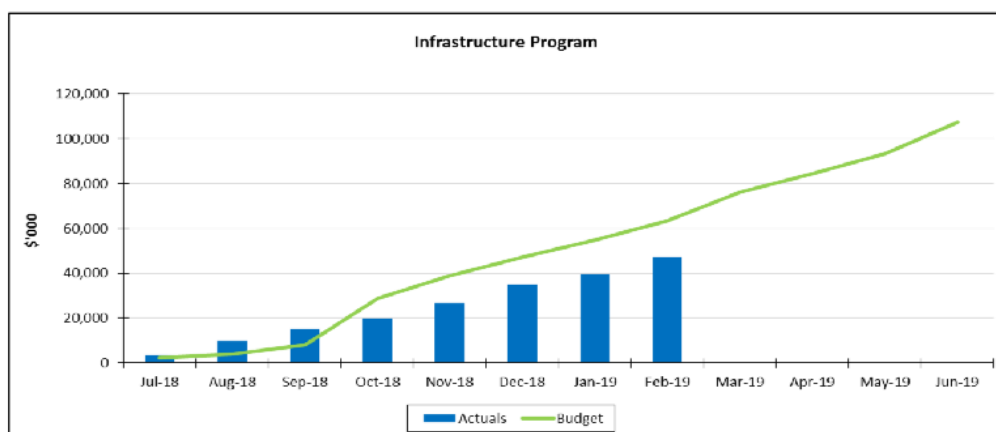
	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Concept	2%	2%	2%	2%	2%	2%	1%	1%	1%	1%	1%	1%	1%
Design	8%	8%	9%	4%	4%	4%	3%	2%	2%	2%	1%	2%	2%
Delivery	56%	53%	63%	70%	71%	68%	71%	65%	66%	58%	65%	62%	63%
Completion	34%	37%	26%	24%	23%	26%	25%	32%	31%	39%	33%	35%	34%

ICC Performance Report
February 2019

Infrastructure Capital Portfolio by Delivery Department

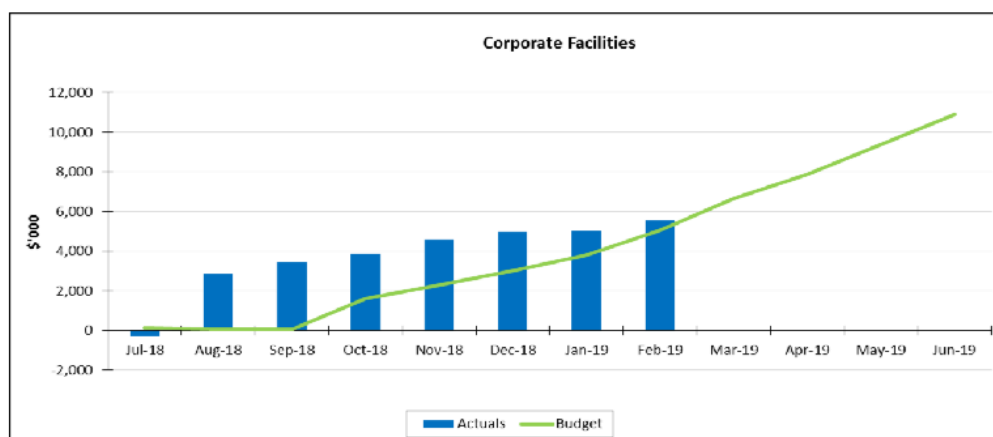
Results as at 28 February 2019:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled						
Infrastructure Portfolio - IS	34,398	50,081	15,683	82,422	42%	75,879
Infrastructure Portfolio - WP	12,894	13,465	571	25,148	51%	25,148
Total	47,292	63,546	16,254	107,570	44%	101,027



Infrastructure Capital Expenditure by Program

Corporate Facilities



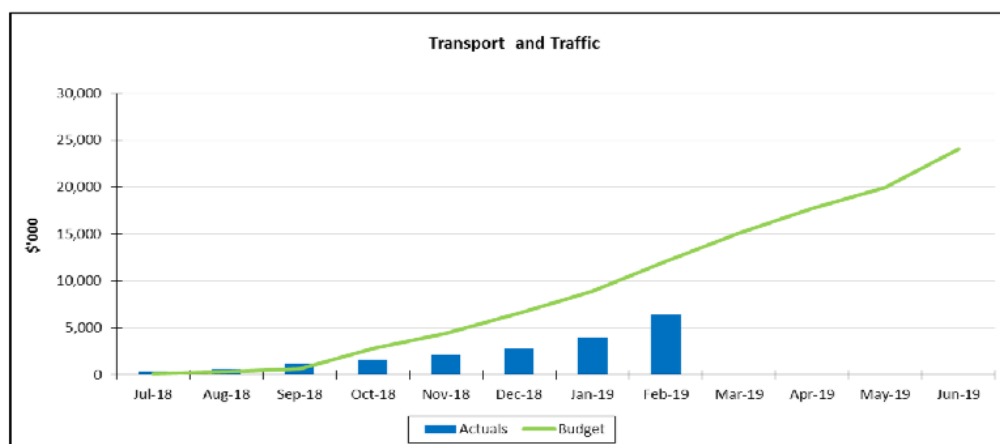
Comments per IS - FYTD Expenditure, \$207k. 2018-2019 Estimated Financial Year Expenditure \$3.4m.

Comments per WPR - Over budget YTD, due to the internal purchase/transfer of Fire Station 101 from Council's controlled entity, \$2m increase in budget included in BAv2. Riverview Depot upgrade nearing completion (Approximately 4 weeks), minor delays have seen the anticipated move to occur late April 2019.

ICC Performance Report
February 2019

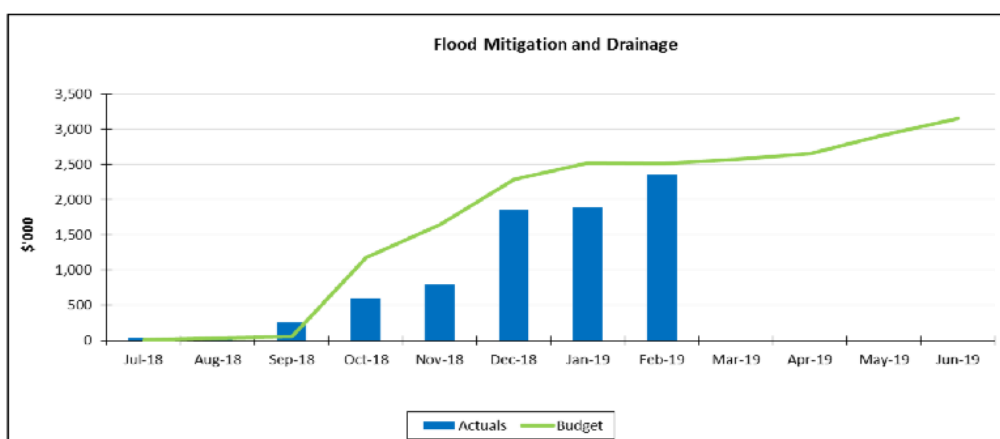
Infrastructure Capital Expenditure by Program con't

Transport and Traffic



Comments per IS - FYTD Expenditure, \$6.4m. 2018 -2019 Estimated Financial Year Expenditure \$18.4m.

Flood Mitigation and Drainage

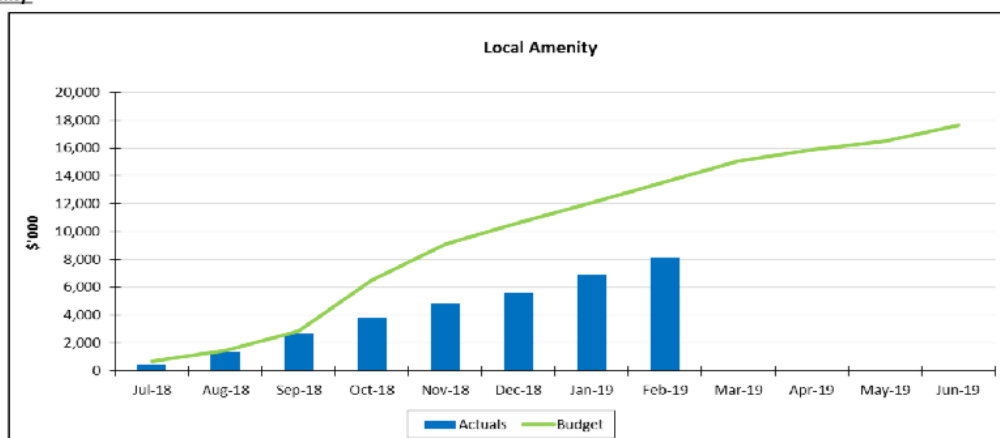


Comments per IS - FYTD Expenditure, \$2.4m. 2018 -2019 Estimated Financial Year Expenditure 3.5m.

ICC Performance Report
February 2019

Infrastructure Capital Expenditure by Program con't

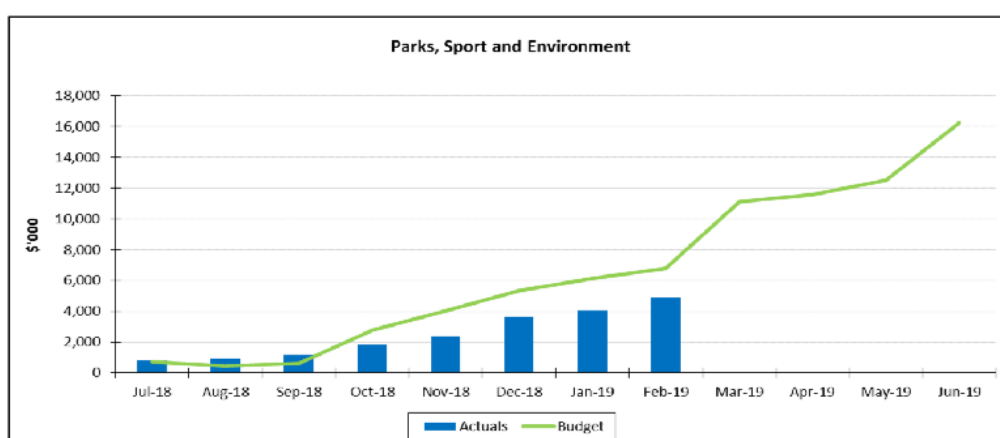
Local Amenity



Comments per IS - FYTD Expenditure, \$7.7m. 2018 -2019 Estimated Financial Year Expenditure \$13.7m.

Comments per WPR - Behind YTD budget due to delays in finalising scope for Beautiful Ipswich. Currently finalising tender documents for 3 divisions (5,7,8) and in the evaluation process for division 4.

Parks, Sport and Recreation



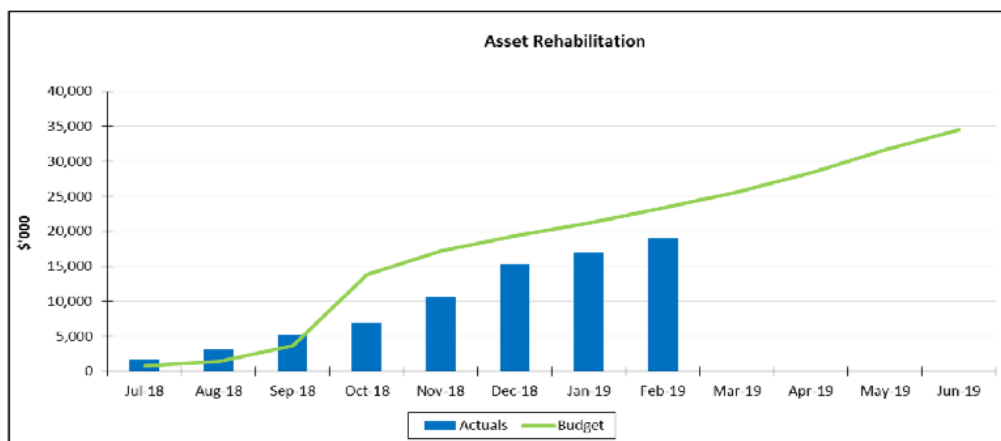
Comments per IS - FYTD Expenditure, \$2.1m. 2018 -2019 Estimated Financial Year Expenditure \$3.6m.

Comments per WPR - Slightly behind budget. Program of work currently on schedule. Forecasted expenditure is expected to be \$4.2m under budget at end of year, this is due to Council's Commitment towards the Northern Sports field that will not occur in the 2018-2019 financial year as the work currently being undertaken by the developer is behind schedule, adjustment included in BAv2.

ICC Performance Report
February 2019

Infrastructure Capital Expenditure by Program con't

Asset Rehabilitation



Comments per IS - FYTD Expenditure, \$14.5m. 2018 -2019 Estimated Financial Year Expenditure \$24.2m.

Comments per WPR - Currently slightly under budget due to savings on 2 projects. No funds have been allocated towards the Office Relocation and any fit out works that are required for 101 Limestone Street and 143 Brisbane Street. This has been addressed in BAv2. Program rehabilitation work currently on schedule. The Building at 143 Brisbane Street is in poor condition. Additional work may be required once construction commences to ensure the building is operational.

Arts, Social Development and Community Engagement Department

Performance Report

February 2019

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled						
Civic Centre Service Fees	76	108	(32)	192	40%	192
Library Fees and Fines	2	35	(33)	55	4%	55
Other Fees	265	247	18	322	82%	322
Operational Grants	1,684	1,801	(117)	2,401	70%	2,254
Capital Grants	0	0	0	0	n/a	0
Other Revenue	1,406	1,014	392	1,547	91%	2,016
Internal Revenue	286	200	86	337	85%	337
	3,719	3,405	314	4,854	77%	5,176
Corporate Controlled						
Donated Asset Revenue	43	16	27	28	154%	43
Cash Contributions	1,078	2,272	(1,194)	3,407	32%	3,407
Hdwks Credit Consumption	0	0	0	0	n/a	0
	1,121	2,288	(1,167)	3,435	33%	3,450
TOTAL	4,840	5,693	(853)	8,289	58%	8,626

Satisfactory results overall. Operational grants under budget due to a reduction in Home Assist Secure offset by additional library grants, overall net decrease in grant revenue \$147k included in BAv2. Other revenue over budget primarily due to increased Ti-Tree Bioenergy revenue which has been included in BAv2 to be spent on social and environment projects that mitigate impacts of its Willowbank operations.

Cash contributions will be monitored.

Item 4 / Attachment 1.

ASDCE Performance Report
February 2019

Department Controlled Expenses

Employee Expenses

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	5,693	6,373	680	9,495	60%	9,495
Overtime	175	117	(58)	174	101%	175
Allowances	51	12	(39)	18	283%	51
Other employee costs	1,707	1,666	(41)	2,491	69%	2,491
Total Labour Opex + Capex	7,626	8,168	542	12,178	63%	12,212
<i>Less recovery/charge out</i>	(4)	22	26	0	n/a	0
Opex Labour before Contractors	7,622	8,190	568	12,178	63%	12,212
<i>Plus Contract Opex Labour</i>	230	168	(62)	278	83%	278
Opex Labour incl Contractors	7,852	8,358	506	12,456	63%	12,490

Satisfactory results overall. Employee expenses under budget due to delay in filling vacant positions, expected to be filled over the coming months.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Advertising	206	192	(14)	315	65%	315
Materials	202	262	60	1,327	15%	1,169
Other Goods	775	801	26	1,226	63%	1,226
Other Services	1,114	1,227	113	2,292	49%	2,391
Service Contracts	611	538	(73)	1,081	57%	1,056
Other Materials and Services	189	185	(4)	268	71%	268
	3,097	3,205	108	6,509	48%	6,425
Other Expense Sources						
Other Expenses	514	1,194	680	2,705	19%	2,744
Internal Expenses	312	292	(20)	463	67%	463
	3,923	4,691	768	9,677	41%	9,632
TOTAL DEPARTMENT CONTROLLED	11,775	13,049	1,274	22,133	53%	22,122

Corporate Controlled Expenses

Depreciation	188	175	(13)	258	73%	258
Finance Costs	0	0	0	0	n/a	0
Loss on Disposal Assets	14	0	(14)	0	n/a	14
TOTAL CORPORATE CONTROLLED	202	175	(27)	258	78%	272

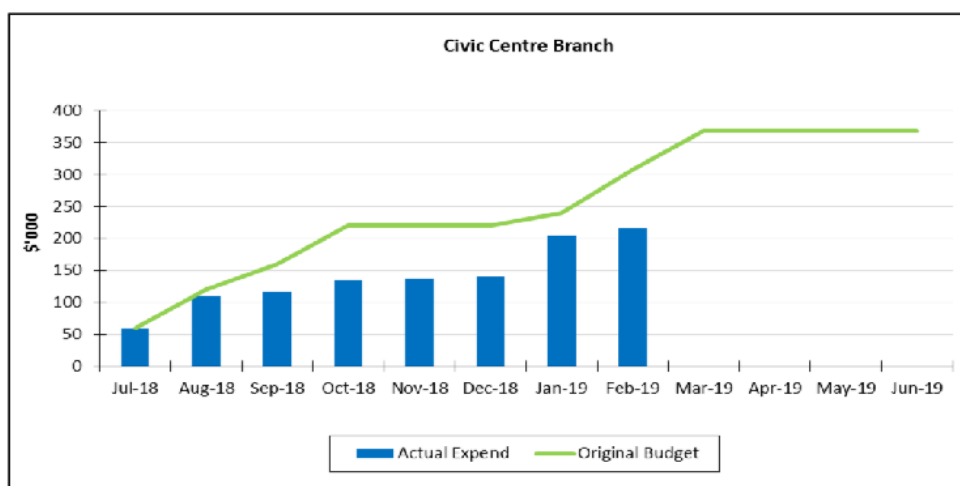
Satisfactory results overall. Materials under budget primarily due to reduced program delivery resulting from staff vacancies. Other services under budget in the library branch, through commitments and planned expenditure this is expected to meet full year budget. Service contracts over budget due to library expenditure incurred earlier than expected. Other expenses under budget primarily relating to community donations, to be considered in a future budget amendment.

Item 4 / Attachment 1.

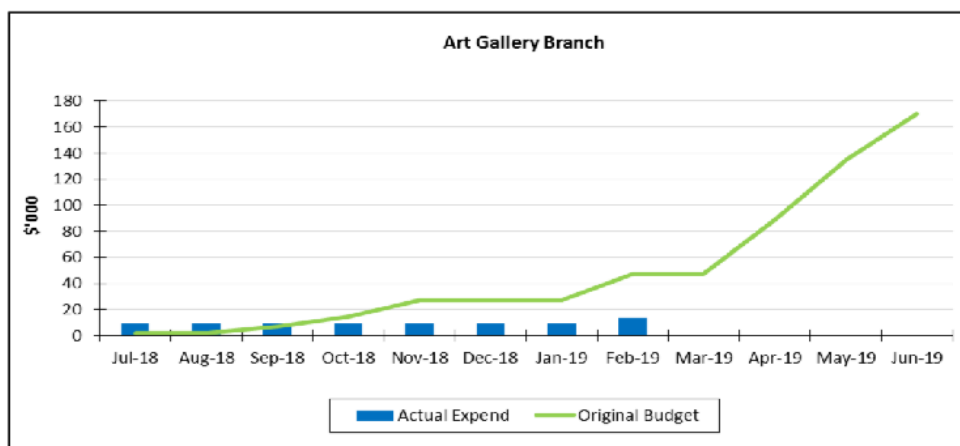
ASDCE Performance Report
February 2019**ASDCE Capital Expenditure by Program**

Results as at 28 February 2019:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department controlled	483	705	222	1,845	26%	1,870



Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
DCH00022	Civic Centre Assets	215	308	Phasing of capital expenditure to be actioned due to supplier delays. Expect to finalise purchases prior to calendar year end.

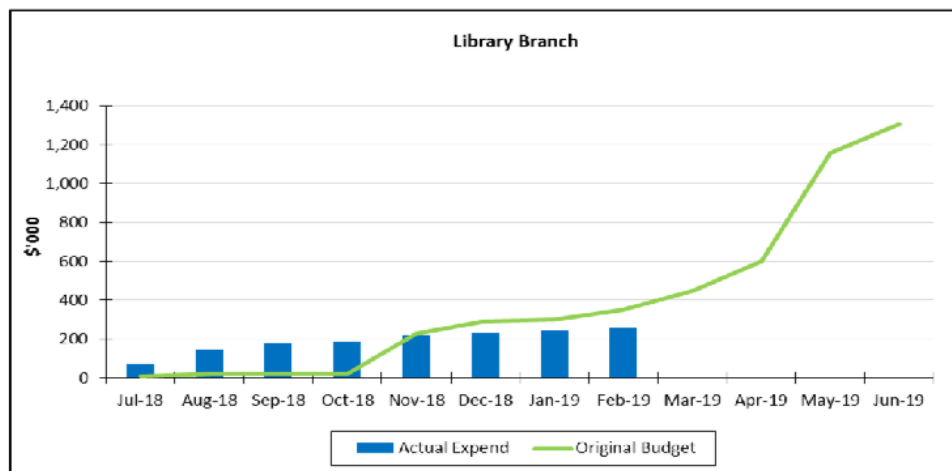


Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	13	47	Slightly behind budget, no Issues, expected to be on budget by June 2019.

Item 4 / Attachment 1.

ASDCE Performance Report
February 2019

ASDCE Capital Expenditure by Program con't



Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
DEA00010/DEL10018	Library Capital Purchases	254	350	Phasing of capital expenditure to be actioned due to supplier delays. Expect to finalise purchases prior to calendar year end.

Economic Development and Marketing

Performance Report

February 2019

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled						
Operational Grants	88	0	88	0	n/a	88
Other Revenue	399	442	(43)	1,150	35%	1,150
Internal Revenue	0	0	0	0	n/a	0
	487	442	45	1,150	42%	1,238
Corporate Controlled						
Cash Contributions	388	0	388	0	n/a	388
	388	0	388	0	n/a	388
TOTAL	875	442	433	1,150	76%	1,626

Satisfactory results overall. Operational grants revenue relates to ARIP grant funding which is budgeted under other sundry receipts, budget to be moved in a future budget amendment. Other revenue under budget in Tourism offset by over budget in Events due to the performance payment for the Ipswich Supersprint received from TEQ, this will be included for consideration in a future budget amendment. Cash contributions revenue relates to funds received from Ipswich Events Corporation.

Item 4 / Attachment 1.

EDM Performance Report
February 2019

Department Controlled Expenses

Employee Expenses

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Wages (opex and capex)	2,523	2,767	244	4,121	61%	4,121
Overtime	48	37	(11)	54	89%	54
Allowances	9	17	8	25	36%	25
Other employee costs	751	791	40	1,202	62%	1,202
Total Labour Opex + Capex	3,331	3,612	281	5,402	62%	5,402
<i>Less Capitalised Labour</i>	9	(9)	(18)	(20)	(45%)	9
Opex Labour before Contractors	3,340	3,603	263	5,382	62%	5,411
<i>Plus Contract Opex Labour</i>	287	0	(287)	0	n/a	287
Opex Labour incl Contractors	3,627	3,603	(24)	5,382	67%	5,698

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Advertising	839	897	58	2,373	35%	2,373
Communication	0	0	0	0	n/a	0
Other Goods	107	106	(1)	163	66%	163
Other Services	635	1,199	564	1,964	32%	1,964
Service Contracts	98	66	(32)	100	98%	100
Entertainment	26	42	16	67	39%	67
Other Materials and Services	115	150	35	278	41%	278
	1,820	2,460	640	4,945	37%	4,945
Other Expense Sources						
Other Expenses	31	77	46	115	27%	115
Internal Expenses	80	74	(6)	127	63%	127
	1,931	2,611	680	5,187	37%	5,187
TOTAL DEPARTMENT CONTROLLED	5,558	6,214	656	10,569	53%	10,885

Corporate Controlled Expenses

Depreciation	2	1	(1)	1	200%	2
Other Finance Costs	0	0	0	0	n/a	0
TOTAL CORPORATE CONTROLLED	2	1	(1)	1	200%	2

Satisfactory results overall. Other services under budget primarily in Events branch and other expenses under budget due to operating lease rentals, currently being paid by WPR's facility budget, both of these are currently under review.

Infrastructure Services Department

Performance Report

February 2019

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Department Controlled						
Other Fees and Charges	0	0	0	0	n/a	0
Sales, Recoverable works	0	0	0	0	n/a	0
Capital Grants	0	0	0	0	n/a	0
Other Revenue	5	0	5	0	n/a	5
	5	0	5	0	n/a	5
Corporate Controlled						
Donated Asset Revenue	41,056	35,568	5,488	53,354	77%	53,354
Cash Contributions	8,063	6,976	1,087	10,461	77%	10,461
	49,119	42,544	6,575	63,815	77%	63,815
TOTAL	49,124	42,544	6,580	63,815	77%	63,820

Cash contributions are developer driven and will be closely monitored.

Item 4 / Attachment 1.

IS Performance Report
February 2019

Department Controlled Expenses

General Ledger

Employee Expenses (incl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	5,536	6,749	1,213	10,053	55%	10,053
Contract (opex and capex)	706	0	(706)	0	n/a	706
Overtime	70	55	(15)	82	85%	82
Allowances	4	17	13	25	16%	25
Other employee costs	1,657	1,838	181	2,743	60%	2,743
Total Labour Opex + Capex	7,973	8,659	686	12,903	62%	13,609

Satisfactory results overall. Operational and capital labour is under budget. Labour charge to capital projects is under budget where operational labour is over budget as a result leave entitlements and EBA payments.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Service Contracts	9	321	312	482	2%	482
Consultants	626	559	(67)	849	74%	849
Other Materials and Services	212	195	(17)	351	60%	351
	847	1,075	228	1,682	50%	1,682
Other Expense Sources						
Other Expenses	32	0	(32)	0	n/a	32
Internal Expenses	236	8	(228)	14	1686%	236
	268	8	(260)	14	1914%	268
TOTAL DEPARTMENT CONTROLLED EXPENSES (excl. Labour)	1,115	1,083	(32)	1,696	66%	1,950

Corporate Controlled Expenses

Depreciation	88	80	(8)	119	74%	119
Other Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	3	0	(3)	0	n/a	3
TOTAL CORPORATE CONTROLLED	91	80	(11)	119	76%	122

Service contracts under budget relating to divisional allocation, IS and WPR are currently in the process of reviewing opportunities to spend funds on street lighting projects. Consultants over budget due to the expensing of capital projects (flood mitigation investigations) from previous financial years. Internal expenses over budget due to under utilisation of plant and equipment and expensing of capital projects.

Finance and Corporate Services Department

Performance Report

February 2019

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled						
Utilities and Other Charges	64	58	6	85	75%	85
Change of Ownership Fees	437	535	(98)	714	61%	714
Other Fees and Charges	643	939	(296)	1,408	46%	962
Sales, Recoverable works	0	0	0	0	n/a	0
Operational Grants	1,916	1,643	273	4,148	46%	4,421
Capital Grants	0	0	0	0	n/a	0
Other Revenue	26,240	22,152	4,088	32,943	80%	36,659
Internal revenue	1,235	1,236	(1)	1,854	67%	1,854
	30,535	26,563	3,972	41,152	74%	44,695
Corporate Controlled						
General Rates	129,116	129,325	(209)	178,134	72%	178,134
Discounts/Remissions	(8,109)	(8,162)	53	(10,787)	75%	(10,787)
Net Rates and Utilities	121,007	121,163	(156)	167,347	72%	167,347
Cash Donations and Contributions	0	0	0	0	n/a	0
Interest	3,204	1,759	1,445	2,660	120%	4,160
Gain on Asset Disposal	0	0	0	0	n/a	0
Tax Equivalents Revenue	3,800	3,855	(55)	5,343	71%	5,343
	128,011	126,777	1,234	175,350	73%	176,850
TOTAL	158,546	153,340	5,206	216,502	73%	221,545

Satisfactory results overall. Other fees and charges under budget due to lower than expected volume of property searches. Other revenue over budget due to receiving a higher than forecasted QUU tax and dividend payments. Interest revenue over budget due to carrying higher than forecast cash balances arising from both results from 2017-2018 and lower than expected capital expenditure during 2018-2019. All these items have been included in BAv2 with decrease in budget \$446k and increases \$3.5m and \$1.5m respectively.

Item 4 / Attachment 1.

FC Performance Report
February 2019

Department Controlled Expenses

Employee Expenses

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000 % Achieved		FY F'cast \$'000
Wages (opex and capex)	11,251	12,165	914	18,171	62%	18,171
Overtime	29	7	(22)	11	264%	29
Allowances	32	62	30	93	34%	93
Other employee costs	3,144	3,411	267	5,118	61%	4,951
Total Labour Opex + Capex	14,456	15,645	1,189	23,393	62%	23,244
<i>Less Capitalised Labour</i>	<i>(1,553)</i>	<i>(1,599)</i>	<i>(46)</i>	<i>(2,408)</i>	<i>64%</i>	<i>(2,408)</i>
Opex Labour before Contractors	12,903	14,046	1,143	20,985	61%	20,836
<i>Plus Contract Opex Labour</i>	<i>1,169</i>	<i>468</i>	<i>(701)</i>	<i>640</i>	<i>183%</i>	<i>1,169</i>
Opex Labour incl Contractors	14,072	14,514	442	21,625	65%	22,005

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000 % Achieved		FY F'cast \$'000
Communication	1,006	1,112	106	1,680	60%	1,680
Other Goods	936	1,054	118	1,564	60%	1,564
Other Services	3,389	3,687	298	5,457	62%	5,614
Service Contracts	5,424	5,642	218	8,289	65%	8,289
Legal Expenses	696	367	(329)	552	126%	717
Other Materials and Services	1,490	1,175	(315)	1,702	88%	4,466
	12,941	13,037	96	19,244	67%	22,330

Other Expense Sources

Finance Costs	349	360	11	577	60%	577
Other Expenses	1,897	2,659	762	3,867	49%	2,676
Internal expenses	110	231	121	336	33%	336
Community Services Expense	313	313	0	470	67%	470
	15,610	16,600	990	24,494	64%	26,389

TOTAL DEPARTMENT CONTROLLED

29,682	31,114	1,432	46,119	64%	48,394
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Corporate Controlled

Depreciation	5,183	5,093	(90)	7,595	68%	7,595
Loss on disposal assets	75	0	(75)	0	n/a	75
QTC Finance Costs	7,943	9,139	1,196	13,969	57%	11,833
Other Finance Costs	0	0	0	0	n/a	0
TOTAL CORPORATE CONTROLLED	13,201	14,232	1,031	21,564	61%	19,503

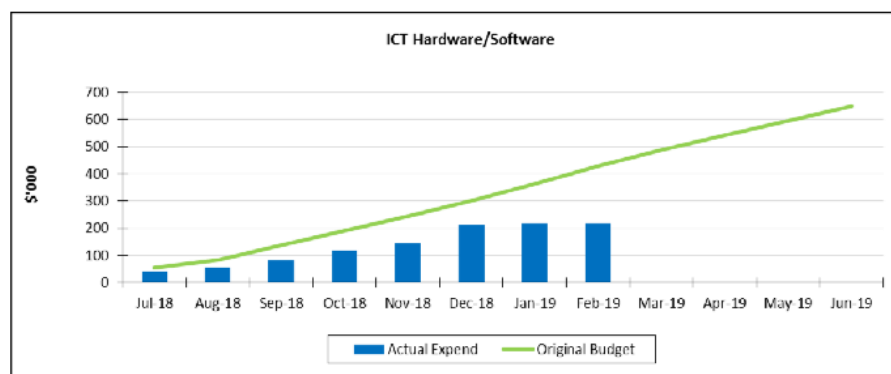
Satisfactory results overall. In BAv2 the budget for councillor wages (other expenses) will be transferred to other materials and services to fund the costs for the Interim Administrator and support. Legal expenses over budget due to various legal matters and \$165k increase in budget has been included in BAv2. Due to changes in Council's timing of anticipated borrowing requirements due to reduced capital expenditure YTD being lower than forecast, reduction in QTC finance costs budget \$2.1m has been included in BAv2.

Item 4 / Attachment 1.

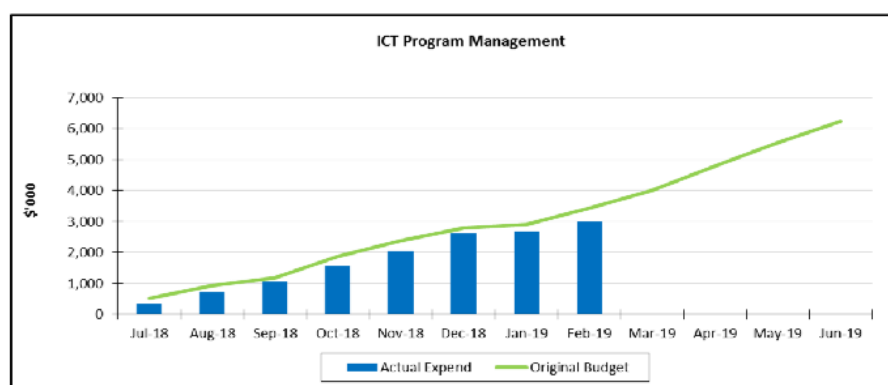
FC Performance Report
February 2019FC Capital Expenditure by Program

Results as at 28 February 2019:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled*	3,571	38,964	35,393	77,115	5%	28,385

Major Projects

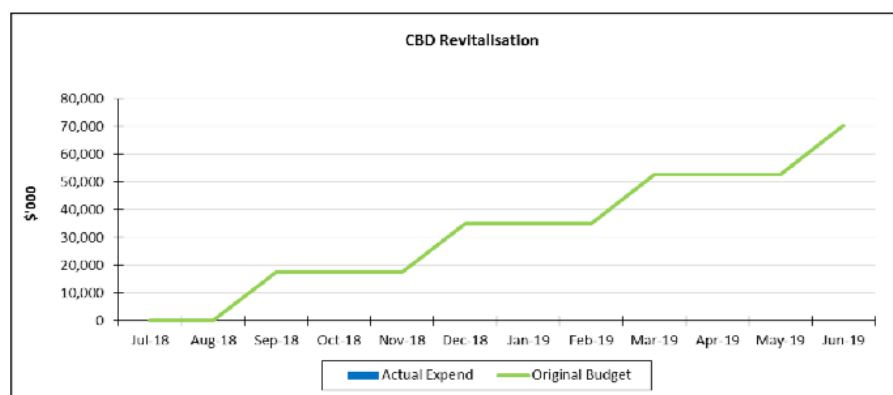
Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	FIT00111/ICT Hardware Capex	218	428	Satisfactory result.

Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	2,995	3,426	Satisfactory result.

FC Performance Report
February 2019

FC Capital Expenditure by Program con't



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	354	35,110	Behind schedule due to delays, work expected to resume shortly.

Works, Parks and Recreation Department

Performance Report

February 2019

Excluding Ipswich Waste

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled						
Utilities and Other Charges	3,084	2,972	112	3,962	78%	3,962
Traffic and Reg Park Fees	772	840	(68)	1,265	61%	1,265
Other Fees and Charges	10	0	10	0	n/a	10
Sales, Recoverable Works	2,095	1,941	154	2,978	70%	2,978
Operational Grants	1,405	1,248	157	3,147	45%	3,249
Capital Grants	3,332	2,104	1,228	4,722	71%	4,850
Other Revenue	1,865	1,239	626	1,867	100%	1,867
Internal Revenue	9,451	9,640	(189)	14,407	66%	14,407
	22,014	19,984	2,030	32,348	68%	32,588
Corporate Controlled						
Discounts/Remissions	(43)	(57)	14	(75)	57%	(75)
Donated Asset Revenue	0	9,160	(9,160)	13,740	0%	13,740
Cash Contributions	5,417	9,345	(3,928)	13,942	39%	13,942
Interest	0	0	0	0	n/a	0
Gain on Disposal/Revaluation	169	0	169	0	n/a	169
	5,543	18,448	(12,905)	27,607	20%	27,776
TOTAL	27,557	38,432	(10,875)	59,955	46%	60,364

Satisfactory results overall. Grants revenue over budget relates to various unbudgeted grants received for Get Ready Ipswich, Strategic Bikeways, Passenger Transport Accessible Infrastructure Program and Limestone Park Netball and AFL change rooms, increased budget included in BAv2. Other revenue over budget primarily relates to insurance funds received as restitution for works associated with the 2017/2018 weather events. Internal revenue under budget do to lower equipment utilisation.

Cash contributions and donated asset revenue are developer driven.

WP Performance Report
February 2019

Department Controlled Expenses

Excluding Ipswich Waste

Employee Expenses

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Wages (opex and capex)	15,767	16,239	472	24,205	65%	24,205
Overtime	401	506	105	752	53%	752
Allowances	130	50	(80)	75	173%	130
Other employee costs	4,691	4,403	(288)	6,575	71%	6,575
Total Labour Opex + Capex	20,989	21,198	209	31,607	66%	31,662
<i>Less Capitalised Labour</i>	<i>(1,526)</i>	<i>(1,515)</i>	<i>11</i>	<i>(2,349)</i>	<i>65%</i>	<i>(2,349)</i>
Opex Labour before Contractors	19,463	19,683	220	29,258	67%	29,313
<i>Plus Contract Opex Labour</i>	<i>894</i>	<i>91</i>	<i>(803)</i>	<i>120</i>	<i>745%</i>	<i>894</i>
Opex Labour incl Contractors	20,357	19,774	(583)	29,378	69%	30,207

Employee expenses over budget 2.9%. Wages under budget largely driven by vacancies within Fleet, City Maintenance, Sports, Recreation and Natural Resources branches with contract labour utilised to fill these vacancies.

Materials and Services (excl. Labour Contracts)

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Maintenance	2,883	75	(2,808)	116	2485%	2,883
Materials	5,029	7,395	2,366	10,958	46%	10,958
Motor Vehicle Expenses	1,546	2,281	735	3,227	48%	3,227
Service Contracts	7,753	11,497	3,744	17,146	45%	17,146
Utilities Expenses	6,180	6,899	719	10,199	61%	10,199
Consultants	733	540	(193)	840	87%	840
Other Materials and Services	3,393	1,727	(1,666)	2,574	132%	3,393
	27,517	30,414	2,897	45,060	61%	48,646
Other Expense Sources						
Other Expenses	1,017	3,140	2,123	3,523	29%	3,523
Internal Expenses	3,879	3,721	(158)	5,547	70%	5,547
Finance Costs	0	0	0	0	n/a	0
	32,413	37,275	4,862	54,130	60%	57,716
TOTAL DEPARTMENT CONTROLLED	52,770	57,049	4,279	83,508	63%	87,923

Corporate Controlled

Depreciation	38,136	39,775	1,639	58,869	65%	58,869
QTC Finance Costs	226	227	1	336	67%	336
Other Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	1,225	0	(1,225)	0	n/a	1,225
TOTAL CORPORATE CONTROLLED	39,587	40,002	415	59,205	67%	60,430

Satisfactory results overall. Materials and services, maintenance and motor vehicle expenses over budget due to higher than expected prices on fuel and maintenance. Service contracts under budget due to a reduction in open space maintenance due to drier weather conditions and the delay of the Ipswich Motor Sport precinct track upgrade. Other expenses primarily under budget due to delay in contribution to be made for Springfield Central Sports Hall, payment expected before June.

Loss on asset disposals relates to partial retirement of infrastructure network assets.

Depreciation is under budget and is currently under review.

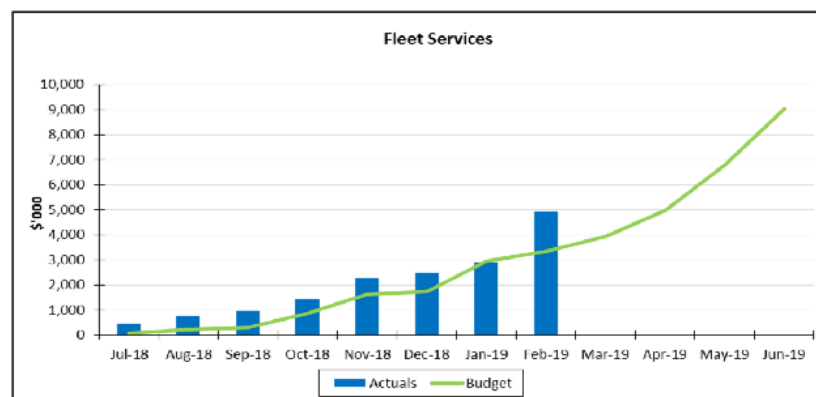
Item 4 / Attachment 1.

WP Performance Report
February 2019WP Capital Expenditure by Program

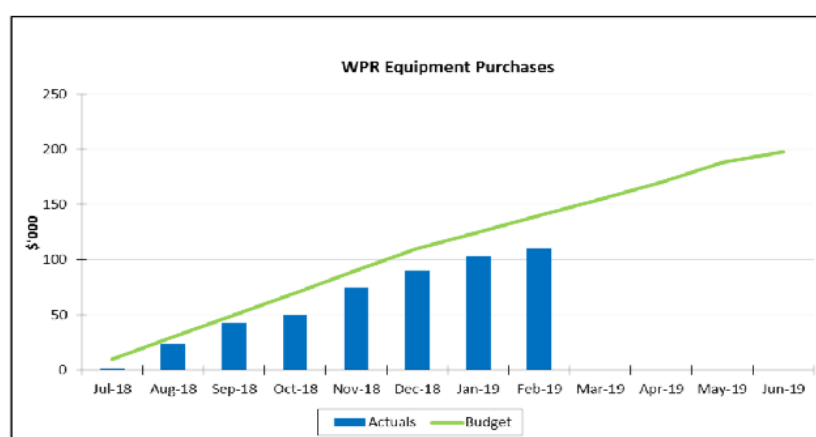
Non-Infrastructure Program and excluding Ipswich Waste

Results as at 28 February 2019:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled						
Fleet	4,935	3,338	(1,597)	9,044	55%	9,044
WPR - Equipment	110	140	30	198	56%	198
Total Department Controlled	5,045	3,478	(1,567)	9,242	55%	9,242

Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various	4,935	3,338	Ahead of YTD budget due to 5 tractors and 2 trucks being delivered ahead of schedule. Forecast expenditure at this stage slightly above yearly budget. All scheduled replacements for Major Plant, Trucks and Waste Trucks have been ordered and vehicle replacement is on schedule.

Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various	110	140	Slightly behind YTD budget. Equipment replaced when required.

Ipswich Waste

Performance Report

February 2019

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Department Controlled						
Garbage Charges Revenue	22,337	22,457	(120)	30,131	74%	30,131
Net Rates and Utilities	22,337	22,457	(120)	30,131	74%	30,131
Waste Disposal Fees	4,883	4,405	478	6,608	74%	6,608
Operational Grants	0	0	0	0	n/a	0
Other Revenue	63	63	0	81	78%	81
Internal Revenue	1,230	729	501	1,094	112%	1,230
	28,513	27,654	859	37,914	75%	38,050
Corporate Controlled						
Interest	292	161	131	245	119%	292
	292	161	131	245	119%	292
TOTAL	28,805	27,815	990	38,159	75%	38,342

Satisfactory results overall. Waste disposal fees over budget due to most services trending above expectations.
Internal revenue offset by internal expenses.

Item 4 / Attachment 1.

IWS Performance Report
February 2019

Department Controlled Expenses

Employee Expenses

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Wages (opex and capex)	2,581	2,957	376	4,405	59%	4,405
Overtime	322	279	(43)	415	78%	415
Allowances	82	12	(70)	19	432%	82
Other employee costs	705	798	93	1,188	59%	1,188
Total Labour Opex + Capex	3,690	4,046	356	6,027	61%	6,090
<i>Less recovery/charge out</i>	15	11	(4)	0	n/a	15
Opex Labour before Contractors	3,705	4,057	352	6,027	61%	6,105
<i>Plus Contract Opex Labour</i>	701	297	(404)	417	168%	701
Opex Labour incl Contractors	4,406	4,354	(52)	6,444	68%	6,806

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Advertising	30	101	71	142	21%	142
Maintenance	47	122	75	183	26%	183
Materials	64	139	75	208	31%	208
Service Contracts	3,213	3,102	(111)	4,639	69%	4,639
Other Materials and Services	298	179	(119)	243	123%	298
	3,652	3,643	(9)	5,415	67%	5,470
Other Expense Sources						
Other Expenses	50	6	(44)	9	556%	50
Internal Expenses	5,691	5,276	(415)	7,894	72%	7,894
	9,393	8,925	(468)	13,318	71%	13,414
TOTAL DEPARTMENT CONTROLLED	13,799	13,279	(520)	19,762	70%	20,220

Corporate Controlled Expenses

Depreciation	512	531	19	797	64%	797
Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	37	0	(37)	0	n/a	37
Tax Equivalents Expense	3,800	3,855	55	5,343	71%	5,343
TOTAL CORPORATE CONTROLLED	4,349	4,386	37	6,140	71%	6,177

Satisfactory results overall. Service contracts over budget due to kerbside waste disposal fees offset by additional revenue. Other materials and services relate to incorrect expenditure type used, will be corrected in March. Internal expenses offset by internal revenue.

Item 4 / Attachment 1.

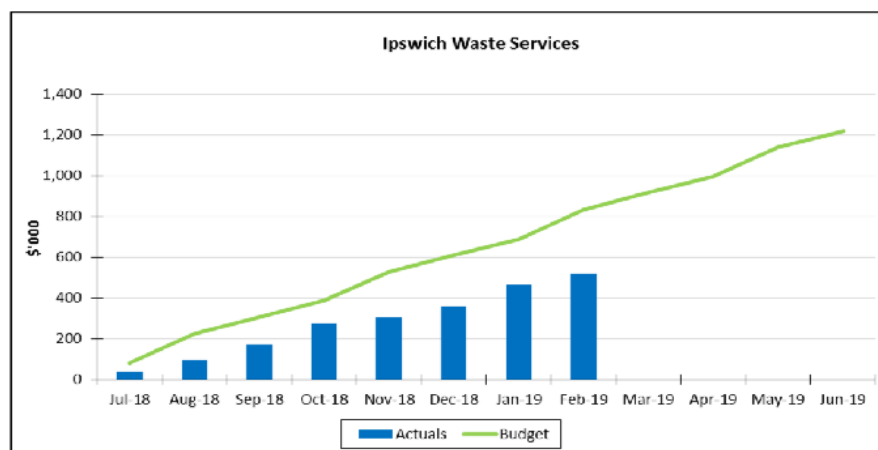
IWS Performance Report
February 2019

Waste Capital Expenditure by Project or Program Areas:

Ipswich Waste

Results as at 28 February 2019:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled	519	834	315	1,218	43%	1,218



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	519	834	Slightly behind YTD budget but forecasted end of year position still on budget. Bins replaced as required and according to city growth. Currently out to tender for the Roof Refurbishment project at the Transfer Station.

Health, Security and Regulatory Services Department Performance Report

February 2019

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled						
Utilities and Other Charges	26	128	(102)	192	14%	192
Net Rates and Utilities	26	128	(102)	192	14%	192
Hlth Animal Cemetery Fees	901	855	46	1,920	47%	1,920
Traffic and Reg Park Fees	1,249	1,176	73	1,820	69%	1,820
Other Fees	344	359	(15)	541	64%	541
Operational Grants	116	78	38	183	63%	183
Capital Grants	0	0	0	0	n/a	0
Other Revenue	54	17	37	25	216%	54
	2,690	2,613	77	4,681	57%	4,710
Corporate Controlled						
Gain on Disposal/Revaluation	0	0	0	0	n/a	0
	0	0	0	0	n/a	0
TOTAL	2,690	2,613	77	4,681	57%	4,710

Satisfactory results overall. Utilities and other charges relates to the recovery of clearing overgrown allotments and is expected to be under budget by year end. This will be included for consideration in a future budget amendment. Health, animal and cemetery fees are over budget due to higher than expected food business licencing and dog registration revenue. Operational grants relate to payments received earlier than expected for Childhood vaccination services. Other revenue relates to the sale of abandoned vehicles.

Item 4 / Attachment 1.

HSRS Performance Report
February 2019

Department Controlled Expenses

Employee Expenses

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	3,748	3,964	216	5,905	63%	5,905
Overtime	62	30	(32)	45	138%	62
Allowances	31	3	(28)	5	620%	31
Other employee costs	1,129	1,083	(46)	1,619	70%	1,619
Total Labour Opex + Capex	4,970	5,080	110	7,574	66%	7,617
<i>Less recovery/charge out</i>	(7)	(5)	2	0	n/a	0
Opex Labour before Contractors	4,963	5,075	112	7,574	66%	7,617
<i>Plus Contract Opex Labour</i>	427	155	(272)	160	267%	427
Opex Labour incl Contractors	5,390	5,230	(160)	7,734	70%	8,044

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Maintenance	14	18	4	43	33%	43
Other Services	393	514	121	657	60%	657
Service Contracts	2,935	3,008	73	4,518	65%	4,518
Other Materials and Services	280	460	180	859	33%	859
	3,622	4,000	378	6,077	60%	6,077

Other Expense Sources

Other Expenses	19	16	(3)	21	90%	21
Internal Expenses	263	247	(16)	370	71%	370
	3,904	4,263	359	6,468	60%	6,468

TOTAL DEPARTMENT CONTROLLED

	9,294	9,493	199	14,202	65%	14,512
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Corporate Controlled Expenses

Depreciation	278	291	13	436	64%	436
Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	8	0	(8)	0	n/a	8
TOTAL CORPORATE CONTROLLED	286	291	5	436	66%	444

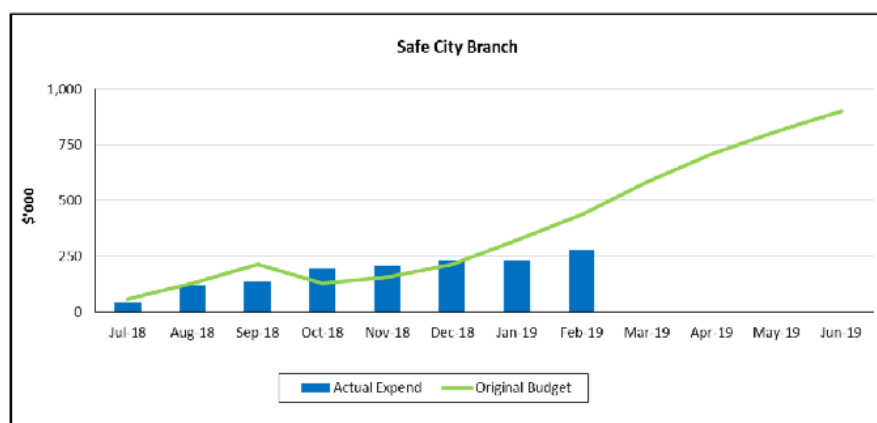
Satisfactory results overall. Other services under budget due to delay in receiving invoice for the Rabbit Board payment, expected to be received in March. Service contracts under budget and is currently under review. Other materials and services includes under budget in legal expenses due to fewer legal proceedings than anticipated, under in other goods and advertising expenses which will be monitored.

Item 4 / Attachment 1.

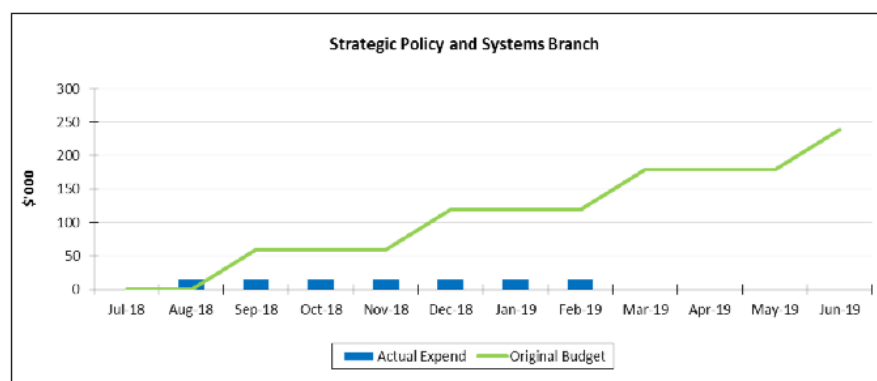
HSRS Performance Report
February 2019**Health, Security and Regulatory Services Department**

Results as at 28 February 2019:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled	295	556	261	1,141	26%	1,141

**Major Projects**

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	280	436	Under budget due to delays in scheduled works and will be monitored.

**Major Projects**

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Cemeteries	15	120	Project delayed until next financial year due to scheduling reasons.

Planning and Development Department

Performance Report

February 2019

Revenue:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled						
Town Planning Develop Fees	10,744	9,514	1,230	14,865	72%	15,310
Other Fees	39	30	9	41	95%	41
Govt Grant Subsidy	0	0	0	0	n/a	141
Other Revenue	18	3	15	4	n/a	18
Community Service Revenue	313	313	0	470	67%	470
	11,114	9,860	1,254	15,380	72%	15,980
Corporate Controlled						
Cash Contributions	0	5	(5)	5	0%	5
Interest	0	0	0	0	n/a	0
	0	5	(5)	5	0%	5
TOTAL	11,114	9,865	1,249	15,385	72%	15,985

Satisfactory results overall. Town planning fees estimated to be over budget by end of financial year \$445k which has been included in BAv2. Revenue from 3 large development applications recently received due to Koala Policy changes.

Item 4 / Attachment 1.

PD Performance Report
February 2019

Department Controlled Expenses

Employee Expenses

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Wages (opex and capex)	5,808	5,997	189	8,931	65%	8,931
Overtime	1	17	16	25	4%	25
Allowances	3	2	(1)	3	100%	3
Other employee costs	1,776	1,700	(76)	2,550	70%	2,550
Total Labour Opex + Capex	7,588	7,716	128	11,509	66%	11,509
<i>Less recovery/charge out</i>	6	0	(6)	0	n/a	6
Opex Labour before Contractors	7,594	7,716	122	11,509	66%	11,515
<i>Plus Contract Opex Labour</i>	0	0	0	0	n/a	0
Opex Labour incl Contractors	7,594	7,716	122	11,509	66%	11,515

Satisfactory results overall. Employee wages under budget due to staff vacancies and positions will be filled in the coming months.

Materials and Services (excl. Labour Contracts)

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Legal Expenses	842	433	(409)	650	130%	1,300
Consultants	34	99	65	149	23%	149
Other Materials and Services	94	187	93	273	34%	414
	970	719	(251)	1,072	90%	1,863
Other Expense Sources						
Other Expenses	15	10	(5)	11	136%	15
Internal Expenses	191	191	0	285	67%	285
	1,176	920	(256)	1,368	86%	2,163
TOTAL DEPARTMENT CONTROLLED	8,770	8,636	(134)	12,877	68%	13,678

Corporate Controlled

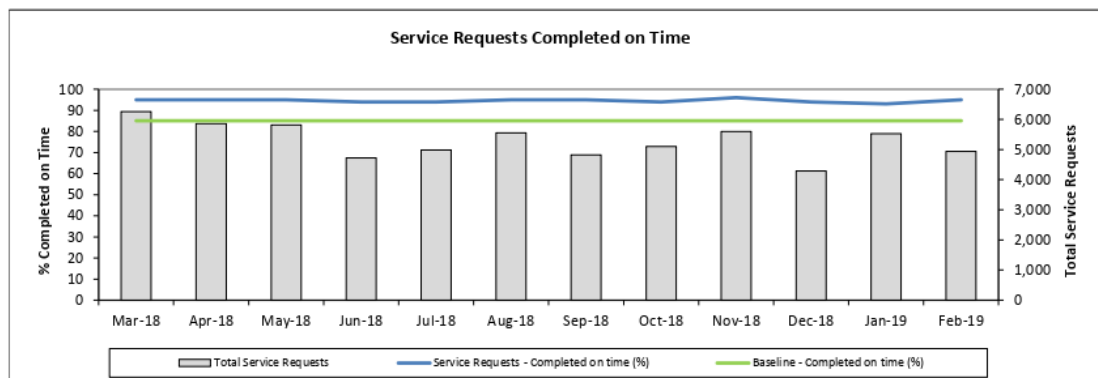
Depreciation	1	1	0	1	100%	1
Finance Costs	0	0	0	0	n/a	0
TOTAL CORPORATE CONTROLLED	1	1	0	1	100%	1

Satisfactory results overall. Legal expenses remain high due to a number of on-going legal matters and anticipated to increase by year end. Included in BAv2 is an increase in budget of \$650k.

Item 4 / Attachment 1.

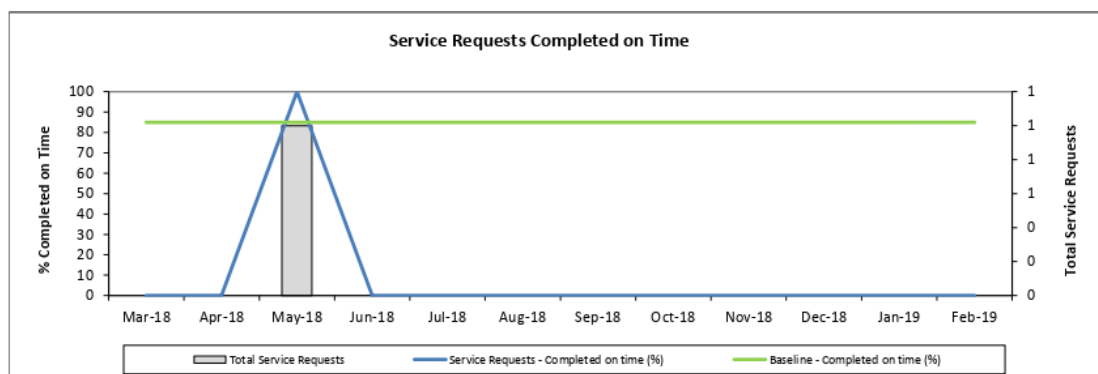
ICC Performance Report
February 2019Customer Engagement System

All Council:



All Council	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Service Requests - Completed on time (%)	95	95	95	94	94	95	95	94	96	94	93	95
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	6,261	5,861	5,811	4,725	4,985	5,554	4,820	5,100	5,595	4,291	5,529	4,934

Arts, Social Development and Community Development Department:



AS	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Service Requests - Completed on time (%)	0	0	100	0	0	0	0	0	0	0	0	0
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	0	0	1	0	0	0	0	0	0	0	0	0

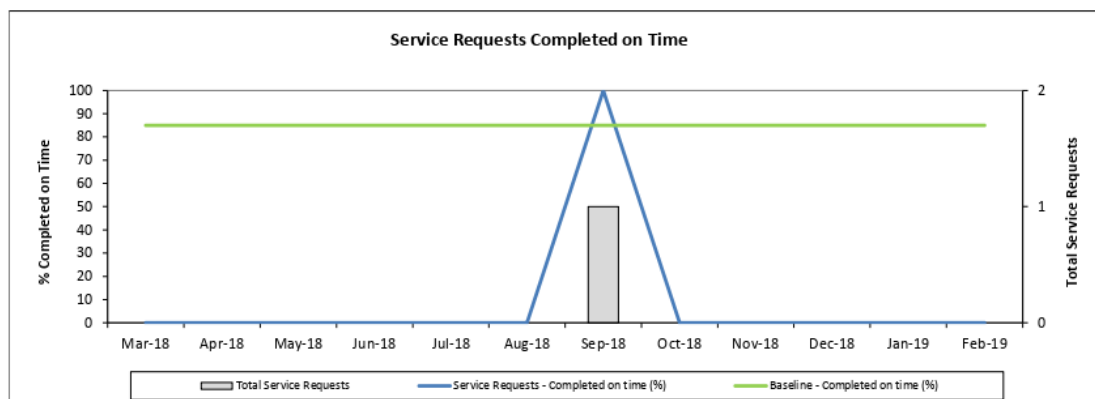
February

No service requests received in February.

Item 4 / Attachment 1.

ICC Performance Report
February 2019

Economic Development and Marketing Department:

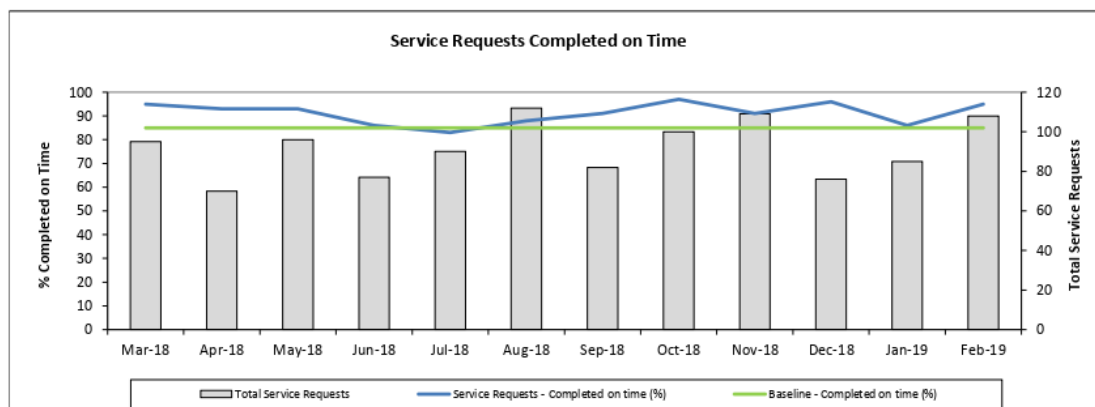


EDM	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Service Requests - Completed on time (%)	0	0	0	0	0	0	100	0	0	0	0	0
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	0	0	0	0	0	0	1	0	0	0	0	0

February

No service requests received in February.

Infrastructure Services Department:



IS	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Service Requests - Completed on time (%)	95	93	93	86	83	88	91	97	91	96	86	95
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	95	70	96	77	90	112	82	100	109	76	85	108

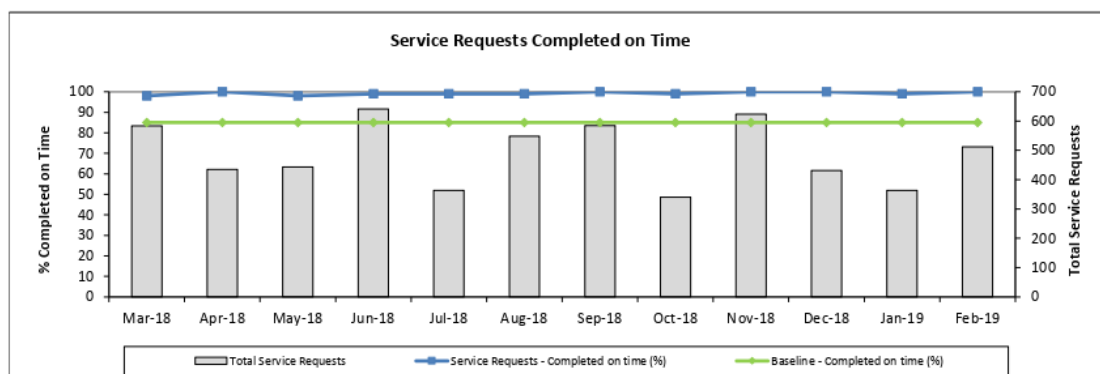
February

The results exceed the baseline for February.

Item 4 / Attachment 1.

ICC Performance Report
February 2019

Finance and Corporate Services Department:

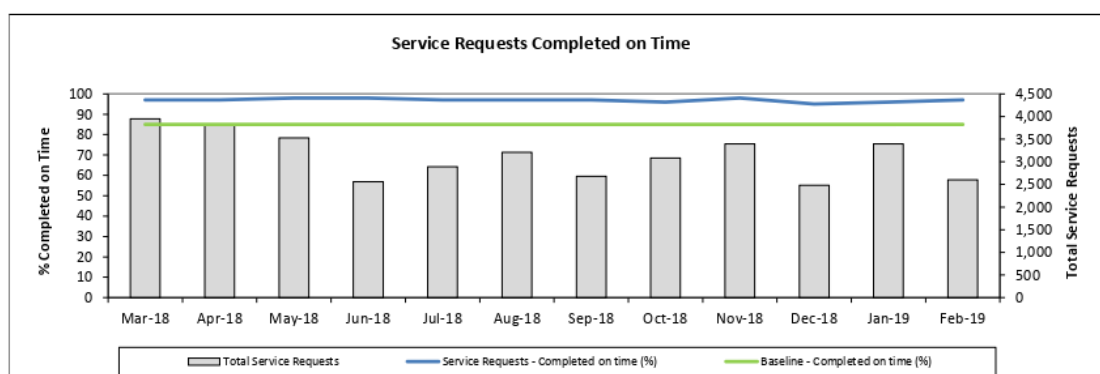


FC	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Service Requests - Completed on time (%)	98	100	98	99	99	99	100	99	100	100	99	100
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	584	435	443	641	363	548	585	340	624	431	363	512

February

The results exceed the baseline for February.

Works Parks and Recreation Department:



WP	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Service Requests - Completed on time (%)	97	97	98	98	97	97	97	96	98	95	96	97
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	3,946	3,827	3,526	2,559	2,890	3,209	2,679	3,085	3,398	2,481	3,397	2,603

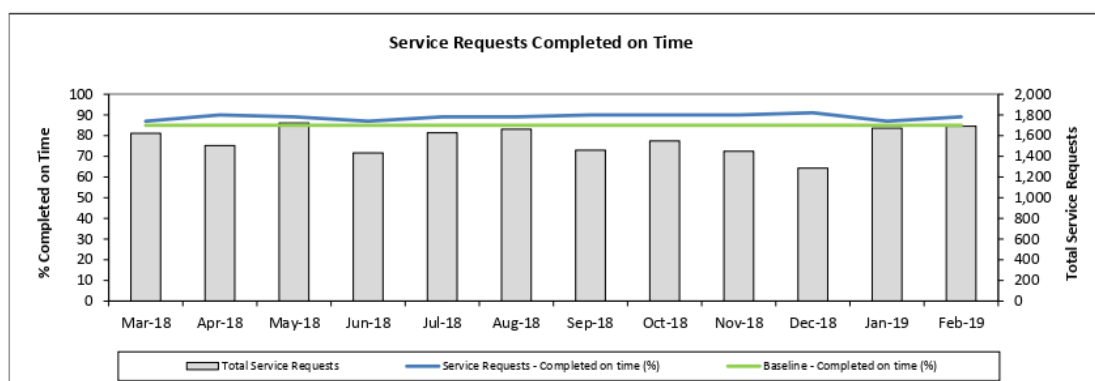
February

The results exceed the baseline for February.

Item 4 / Attachment 1.

ICC Performance Report
February 2019

Health, Security and Regulatory Services Department:

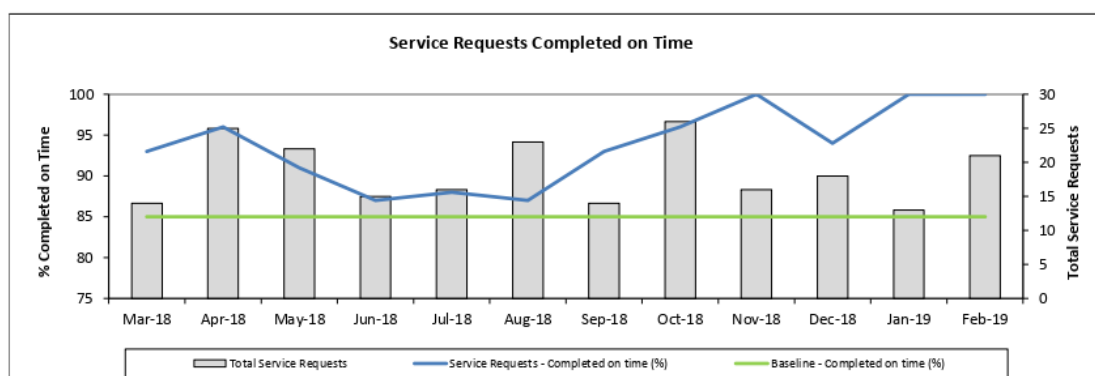


HS	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Service Requests - Completed on time (%)	87	90	89	87	89	89	90	90	90	91	87	89
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	1,622	1,504	1,723	1,433	1,626	1,662	1,459	1,549	1,448	1,284	1,671	1,690

February

The results exceed the baseline for February.

Planning and Development:



PD	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Service Requests - Completed on time (%)	93	96	91	87	88	87	93	96	100	94	100	100
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	14	25	22	15	16	23	14	26	16	18	13	21

February

The results exceed the baseline for February.

Item 4 / Attachment 1.

ICC Performance Report
February 2019

Council Environmental Performance:

Waste Generated by Council Departments (Tonnes):

		Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
AS	Event Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-
	Depot Commercial and Industrial	0.20	0.20	0.20	0.20	0.59	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.39
	Office Recycling	0.20	0.68	0.11	0.20	0.01	0.30	0.12	0.01	0.01	0.01	0.01	0.02	0.01
IS	Office Commercial and Industrial	-	-	-	-	-	-	-	-	-	-	-	-	-
	Office Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-
	Depot Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-
FC	Depot Construction and Demolition	-	-	-	-	-	-	-	-	-	-	-	-	-
	Office Recycling	0.49	0.40	0.51	0.71	0.60	0.70	1.47	0.12	0.17	0.10	0.39	0.12	0.10
	Office Waste	-	-	-	-	-	-	-	-	-	-	-	-	-
WPR	Office Commercial and Industrial	0.24	0.26	0.26	0.27	0.26	0.29	0.26	0.24	0.29	0.24	0.26	0.26	0.24
	Event Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-
	Depot Construction and Demolition	47.16	46.02	48.92	49.20	65.54	67.00	36.22	21.40	48.76	68.50	20.85	58.60	42.28
	Depot Commercial and Industrial	16.75	20.87	17.68	20.85	19.19	18.65	18.65	14.78	18.46	16.47	15.62	18.62	16.81
	Depot Recycling	5.13	3.19	4.55	9.32	10.27	8.18	6.85	3.25	5.53	2.89	9.98	6.64	6.98
	Office Commercial and Industrial	9.23	9.80	8.74	10.32	9.74	8.34	9.86	8.39	9.41	9.12	7.77	9.91	8.86
	Office Recycling	3.61	3.66	3.60	4.91	3.72	4.43	4.69	3.57	3.35	4.30	3.49	3.54	3.59
	Timber	10.22	13.36	15.60	11.68	40.96	44.30	28.60	15.38	15.00	8.90	15.92	21.20	18.75
	Metal collected from Depots	8.32	-	2.30	9.38	3.64	8.04	4.96	1.16	4.47	7.52	-	3.42	0.84
HS	Community Service Obligation	-	-	-	-	-	-	-	-	-	-	-	-	-
	Depot Commercial and Industrial	-	0.19	-	0.29	0.10	-	-	-	-	-	-	-	-
	Office Recycling	-	-	-	-	-	-	-	-	-	-	1.00	-	-
PD	Office Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-
EX	Depot Commercial and Industrial	-	-	-	-	-	0.10	-	-	-	-	-	-	-
Total Waste		177.33	109.28	111.93	117.33	154.62	160.43	111.88	68.50	105.65	118.26	75.48	122.53	98.85

* Education Program Recycling relates to bins supplied to schools/community groups with no charge as part of the education program

** Operational Recycling is all recycling that is produced outside the office

*** Operational Waste is all waste that is produced outside of the office, such as green waste and timber

**** Public Place Recycling is recycling in a public place, such as a public pool

*B Park Recycling is recycling from parks

Community Environmental Performance:

	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18
Total recycling rate	%	%	%	%	%	%	%	%	%	%	%	%	%
	31.84	33.32	34.34	29.69	35.92	38.06	32.50	31.71	31.5	30.44	27.42	25.12	24.71
% Waste diverted from landfill*	49.46	45.43	49.88	41.16	51.68	56.52	45.99	42.77	48.74	36.59	37.84	37.47	37.5

*At Riverview Transfer Station

Doc ID No: A5429863

25 March 2019

TO: FINANCE MANAGER
FROM: PROCUREMENT MANAGER
RE: ELECTRONIC SECURITY SERVICES

INTRODUCTION

This is a report concerning the appointment of a provider for Electronic Security Services, for the purpose of enabling Council to access electronic security services for a range of operational goods and services. Council is seeking endorsement from the Committee to appoint the recommended supplier, effective for two (2) years from 1 June 2019, with an option to extend for a further two (2), one (1) year periods.

RELATED PARTIES

As listed in the Evaluation Report.

ADVANCE IPSWICH THEME LINKAGE

Caring for the community

PURPOSE OF REPORT/BACKGROUND

Council tendered for the services of "Electronic Security Services". Six (6) proposals were received and an evaluation process was undertaken to determine the most relevant and experienced provider.

Appropriate procurement procedures and protocols were followed in evaluating the proposals and selecting the provider. Further details of the tendering and evaluation process can be found in the Evaluation Report (Attachment 1).

RESOURCE IMPLICATIONS

There are no resourcing or additional budget implications outside of the HSRS budget allocation for Electronic Security Services.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:

Local Government Regulation 2012

Local Government Act 2009

COMMUNITY AND OTHER CONSULTATION

The contents of this report did not require any community consultation.

CONCLUSION

Council has undertaken the tendering and evaluation process to appoint a provider for Electronic Security Services for the next two (2) years from 1 June 2019, with the option to extend another two, one year periods. Council is satisfied that the procurement process undertaken is in accordance with all probity and legislative requirements.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

	CONFIDENTIAL
1.	Electronic Security Services Evaluation Report - Endorsed
1.1	Procurement Plan
1.2	Request for Tender
1.3	Tender Evaluation Criteria and Methodology Plan
1.4	Completeness and conformance report
1.5	Consolidated Evaluation Matrix
1.6	Chubb Departures
1.7	Legal advice departures proposed by Chubb
1.8	Legal review of Chubb departures
1.9	Chubb Financial Assessment
1.10	Fredon Financial Assessment

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That in accordance with s233 of the *Local Government Regulation 2012*, Council (Interim Administrator of Ipswich City Council) approve a Preferred Supplier Arrangement for the supply of Electronic Security Services.
- B. That Council (Interim Administrator of Ipswich City Council) resolve under s233(7) of the *Local Government Regulation 2012*, it is satisfied that it will obtain better value for money by entering into a Preferred Supplier Arrangement for a term of more than two (2) years.

- C. That Council (Interim Administrator of Ipswich City Council) enter into a contract for the provision of Electronic Security Services with the recommended tenderer as detailed in the Evaluation Report for a period of two (2) years with the option to extend the contract by two (2) x further, one (1) year periods.
- D. That the Chief Executive Officer be authorised to negotiate and finalise the term of the contract to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.

Barbara Clarke
PROCUREMENT MANAGER

I concur with the recommendations contained in this report.

Jeffrey Keech
FINANCE MANAGER

I concur with the recommendations contained in this report.

Andrew Knight
CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)

"Together, we proudly enhance the quality of life for our community"