



City of
Ipswich

**IPSWICH
CITY
COUNCIL**

AGENDA

of the

GOVERNANCE AND TRANSPARENCY COMMITTEE

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

**On Thursday, 15 April 2021
At 10 minutes after the conclusion of the Growth, Infrastructure and Waste
Committee**

<u>MEMBERS OF THE GOVERNANCE AND TRANSPARENCY COMMITTEE</u>	
Councillor Jacob Madsen (Chairperson) Councillor Russell Milligan (Deputy Chairperson)	Mayor Teresa Harding Deputy Mayor Marnie Doyle Councillor Kate Kunzelmann Councillor Nicole Jonic

GOVERNANCE AND TRANSPARENCY COMMITTEE AGENDA
*10 minutes after the conclusion of the Growth, Infrastructure and
Waste Committee on Thursday, 15 April 2021*
Council Chambers

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GOVERNANCE AND TRANSPARENCY COMMITTEE NO. 3

15 APRIL 2021

AGENDA

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

BUSINESS OUTSTANDING

CONFIRMATION OF MINUTES

1. **CONFIRMATION OF MINUTES OF THE GOVERNANCE AND TRANSPARENCY COMMITTEE NO. 2021(02) OF 11 MARCH 2021**

RECOMMENDATION

That the Minutes of the Meeting held on 11 March 2021 be confirmed.

OFFICERS' REPORTS

2. **INVOLVE PROJECT PRELIMINARY BUSINESS CASE**

This is a report concerning the Preliminary Business Case for the iVolve Project. Delivery of the Preliminary Business Case is the major deliverable for Stage 2 (Preliminary Business Case) of the project. The Preliminary Business Case was endorsed by the ICT Steering Committee on 31 March 2021 and is submitted for consideration and approval by the Governance and Transparency Committee and Council.

The purpose of the Preliminary Business Case is to support Council in making an informed decision on a target state solution architecture to address the required outcomes of the iVolve Project.

RECOMMENDATION

That the iVolve Project Preliminary Business Case be accepted and approved, and approval be given for the iVolve Project to progress to the next project stage - Stage 3 Final Business Case.

3. REPEAL OF PREVIOUS COUNCIL DECISION FOR NEW TRUSTEE PERMIT OVER RESERVE FOR RECREATION PURPOSES - ANZAC PARK SPORTS AND RECREATION CLUB INCORPORATED - 1 MILL STREET, ROSEWOOD

This is a report requesting the repeal of a previous decision of the General Purposes Committee, Item No. 3 on the 19 May 2020 and adopted at the Council Ordinary meeting of 26 May 2020 to withdraw Anzac Park Sports and Recreation Club Incorporated (APSRCI) as Trustee over a reserve for recreation purposes located at 1 Mill Street, Rosewood and described as Lot 638 SP157096.

RECOMMENDATION

That Council repeal its previous decision to enter a Trustee Permit with Anzac Park Sports and Recreation Club Incorporation (a decision of the General Purposes Committee, Item No. 3 on 19 May 2020) adopted at the Council Ordinary meeting of 26 May 2020.

4. PROPOSED FEES AND CHARGES TO APPLY FROM 1 JULY 2021

This is a report concerning the annual review of Ipswich City Council's (**Council**) proposed commercial and cost recovery fees and charges, and the recommended pricing to commence with effect 1 July 2021.

RECOMMENDATION

- A. That the proposed 2021-2022 Fees and Charges, as detailed in Attachment 1 to the report by the Treasury Accounting Manager dated 27 March 2021, be adopted with an effective date of 1 July 2021.
- B. That the amendments to Fees and Charges for 2021-2022, as detailed in Attachment 2 to the report by the Treasury Accounting Manager dated 27 March 2021, be received and noted.
- C. That the extension of COVID-19 fee relief measures (waivers) for the 2021-2022 financial year for footpath dining licence applications and renewals be adopted.

5. FEES AND CHARGES FOR GEORGE ALDER TENNIS CENTRE

This is a report concerning the establishment of Fees and Charges for general and casual use of the George Alder Tennis Centre.

RECOMMENDATION

- A. That the proposed Fees and Charges for general and casual individual, social and coaching use court hire at the George Alder Tennis Centre, as detailed in Table 1 of

the report by the Principal Officer (Sport and Recreation) dated 16 March 2021, be adopted with an effective date of 1 May 2021.

- B. That the continuation of the proposed Fees and Charges for general and casual individual, social and coaching use court hire at the George Alder Tennis Centre, as detailed in Table 1 of the report by the Principal Officer (Sport and Recreation) dated 16 March 2021, during 2021-2022, be noted.

6. PROCUREMENT - CULTURAL LANDSCAPE VALUES INVESTIGATION AGREEMENT

This is a report concerning the engagement of Turnstone Archaeology for the purpose of undertaking Cultural Landscape Values audits of locations across various conservation estates and reserves.

The report seeks Council's resolution to apply an exception in the *Local Government Regulation 2012*, specifically section 235 (b), to engage Turnstone Archaeology for Cultural Landscape Values Audits for a period of three (3) years, based on the specialised nature of their services.

Council will engage Turnstone Archaeology to undertake one project per year over the next three years, with a maximum project budget of \$100,000 ex GST. The maximum expenditure under this arrangement will be \$300,000.00 ex GST.

RECOMMENDATION

- A. That pursuant to section 235(b) of the *Local Government Regulation 2012* (Regulation) Council resolve it is satisfied that the exception referred to in section 235(b) of the *Regulation* applies and that Cultural Landscape Values Audits are of such a specialised nature that it would be impractical for Council to invite tenders or quotations.
- B. That Council enter into a contract with Turnstone Archaeology for the provision of Cultural Landscape Values Audits for a period of three (3) years with the maximum expenditure under this arrangement over the three years to be \$300,000 excluding GST.
- 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*.

7. PROCUREMENT - PARKING MACHINES AND COMMUNICATION AND MANAGEMENT SYSTEM

This is a report recommending Council enter into a contract with Australian Parking and Revenue Control Pty Limited (APARC), as APARC is the only supplier reasonably

able to provide continued servicing of the existing Parking Meter Systems installed throughout Ipswich with approximately 100 parking meters in operation.

The Council is required to consider and resolve that the exception set out in section 235(a) of the *Local Government Regulation 2012* applies due to APARC parking systems proprietary nature. The cost of the arrangement is estimated to be \$340,000 excluding GST per annum, for three (3) years to June 2024 for the estimated sum of \$1,020,000 excluding GST.

RECOMMENDATION

- A. That Council resolve it is satisfied that the exception in 235(a) of the *Local Government Regulation 2012* applies and that Australian Parking and Revenue Control Pty Limited (APARC) is the only supplier reasonably available to provide maintenance for the current parking meter system.
- B. That Council enter into a contract with APARC for the provision of maintenance for the current parking meter system for a period of one (1) year with the option to extend for an additional two (2) one (1) year terms, at an estimated cost of \$340,000 excluding GST per annum, for three (3) years to June 2024 for the estimated sum of \$1,020,000 excluding GST.
- 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*.

8. PROCUREMENT - ANNUAL SUPPORT AND UPGRADE RENEWAL - KRONOS SOFTWARE

This is a report seeking a resolution by Council to continue the annual support services and upgrade renewal for the Kronos application including software and equipment that is used for timekeeping activities to support the payroll function.

This matter is required to come to Council for resolution as officers seek Council resolution that the exception in section 235 (b) of the *Local Government Regulation 2012* applies to the continuation of the specialised services provided.

Kronos Australia Pty Ltd (Kronos) is an American headquartered global company, with a registered office located in New South Wales, Australia. This proprietary product was purchased in 2017 through a procurement process and its continued use is considered essential to Council. The Kronos software and equipment form a critical timekeeping solution that is integrated into Council's payroll system and embedded as part of Council's current e-Hub and Human Resource Information System. Kronos is meeting Council's performance expectations for the provision of the support services and upgrade for the Kronos software and equipment used by Council.

A resolution of Council is sought to allow the continuation of the renewals of the annual support services and upgrade for the Kronos software and equipment with Kronos for an initial four (4) month period from 23 May 2021 until 30 September 2021 to align to the dates of the originating contract and underpinning system, and then for up to three (3) further one (1) year periods to allow cover until 30 September 2024. This is an estimated total cost of up to \$135,000 excluding GST if all annual renewal options are exercised up until 30 September 2024.

RECOMMENDATION

- A. That Council resolve it is satisfied under section 235(b) of the *Local Government Regulation 2012* (Regulation) that the exception under s235(b) of the Regulation applies and that because of the specialised nature of the services that are sought, namely Kronos software and equipment support services and upgrade, it would be impractical or disadvantageous for Council to invite quotes or tenders.
- B. That Council resolve it is satisfied to continue with, and to renew, the annual support services and upgrade for the Kronos software and equipment with Kronos from 23 May 2021 until 30 September 2021 and then for up to three (3) further one (1) year periods to allow cover until 30 September 2024, for an estimated total cost of up to \$135,000 excluding GST.
- 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*.

9. PROCUREMENT - ENHANCEMENT, UPGRADE, SUPPORT AND SUBSCRIPTION RENEWAL OF OBJECTIVE SOFTWARE

This report is seeking a Council resolution regarding the formation of a contract with vendor Objective Corporation Limited (Objective) under Local Buy arrangement (BUS274 – ICT Solutions and Services) as per section 234 of the *Local Government Regulation 2012* (Regulation). The contract will be for the enhancement to, and the continuation of support, upgrade and subscription renewal for, the Objective Electronic Document and Records Management System (EDRMS) that is currently in use across the whole of Council.

Objective is an Australian company supplying globally and headquartered in NSW. This proprietary product was originally purchased in 2014 through a procurement and the current contract is due to expire on 30 June 2021 with no further extension options. Its continued use is considered essential to Council.

Objective is meeting Council's performance expectations for the provision of the support, upgrade and subscription licencing for the Objective software used by Council.

The new contract to be entered into is intended to commence on 1 May 2021 in order to allow for required upgrade and new enhancement works to be carried out prior to the commencement of the continuing support, upgrade and subscription renewal period beginning on 1 July 2021. The contract shall be for an initial term of three (3) years and two (2) months, with up to two (2) further one (1) year extension options, ending on 30 June 2026 if all extension options are exercised.

A resolution of Council is sought to approve an estimated total cost of up to three million dollars (\$3,000,000) excluding GST if all extension options of the proposed contractual arrangement are exercised.

RECOMMENDATION

- A. That Council enter into a contract with Objective Corporation Limited for the provision of product enhancements, continued support, upgrade and subscription renewal under s234 of the *Local Government Regulation 2012* for an estimated total cost of up to three million dollars (\$3,000,000) excluding GST for the period commencing 1 May 2021 and ending 30 June 2026.
- B. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the contract to be executed by Council (including all annual renewals) and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.

10. PROCUREMENT - RENEWAL OF LIQUID PETROLEUM GAS (LPG) FOR BUNDAMBA AND GOODNA AQUATIC CENTRES

This report recommends the renewal of the supply agreement for Liquid Petroleum Gas (LPG) for Bundamba and Goodna Aquatic Centres with Origin Energy Retail Ltd to enable continuity of gas supply to these facilities.

Council's primary purpose for the supply of gas is heating the water supplies for the two aquatic centres. Council commenced utilising LPG supplied by Origin Energy Retail Ltd in 2002 for the Goodna Pool and 2004 for the Bundamba pool. Origin supplied, installed and own the infrastructure for LPG at these sites.

This report recommends that Council resolve that the exception under section 235(b) of the *Local Government Regulation 2012* applies and that Council proceeds with the engagement of Origin Energy Retail Ltd to provide a LPG Sale and Supply Agreement for Bundamba & Goodna Aquatic Centres for twelve (12) months for the estimated sum of one hundred and fifty thousand dollars (\$150,000) excluding GST.

RECOMMENDATION

- A. That Council resolve it is satisfied under section 235(b) of the *Local Government Regulation 2012* (regulation) that the exception under section 235(b) of the regulation applies and that Origin Energy Retail Ltd is the only supplier reasonably

available to it to provide the LPG supply agreement for Bundamba & Goodna Aquatic Centres for the following reasons:

1. The number of suppliers for heating LPG is limited.
 2. The equipment at the Council Aquatic Centres is owned by the supplier and Council pays a rent and supply of gas cost.
 3. The cost to Council for a new supplier for the removal and replacement of the current infrastructure at the aquatic centres.
- B. That Council enter into a supply agreement with Origin Energy Retail Ltd for the provision of the LPG sale and supply agreement for Bundamba & Goodna Aquatic Centres for a period of twelve (12) months for the estimated sum of one hundred and fifty thousand dollars (\$150,000) excluding GST.
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the 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*.

NOTICES OF MOTION

MATTERS ARISING

GOVERNANCE AND TRANSPARENCY COMMITTEE NO. 2021(02)

11 MARCH 2021

MINUTES

COUNCILLORS' ATTENDANCE: Councillor Jacob Madsen (Chairperson); Councillors Russell Milligan (Deputy Chairperson), Mayor Teresa Harding, Deputy Mayor Marnie Doyle, Kate Kunzelmann and Nicole Jonic

COUNCILLOR'S APOLOGIES: Nil

OFFICERS' ATTENDANCE: Chief Executive Officer (David Farmer), General Manager Corporate Services (Sonia Cooper), Chief Financial Officer (Jeff Keech), Property Services Manager (Brett McGrath), Senior Property Officer (Acquisitions and Disposals)(Paul Lee), Manager Procurement (Richard White), Acting General Manager Infrastructure and Environment (Sean Madigan), General Manager Planning and Regulatory Services (Peter Tabulo), General Manager, Community Cultural and Economic Development (Ben Pole), Manager Economic Development (Cat Matson), Manager, Infrastructure Strategy (Tony Dileo), Manager, Legal and Governance and General Counsel (Tony Dunleavy), Community Development Manager (Melissa Dower), Principal Officer, Program Management Office (Anna Payne), ICT Digital Transformation Manager (Ian Jones), Media and Communications Manager (Darrell Giles), Theatre Technician (Harrison Cate)

OTHER ATTENDANCE: Advisor to the Minister (Steve Greenwood)

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Nil

BUSINESS OUTSTANDING

Nil

1. SMART CITY PROGRAM OVERVIEW

At the Special Council Meeting of 27 April 2020, Council resolved to adopt a Mayoral Minute by the new Mayor concerning the establishment of the Ipswich City Council Transparency and Integrity Hub.

Recommendation D of that Mayoral Minute was to 'Prepare a report to Council (and for public viewing) on the Smart City Program including detailed project financial data for the past five years and the community outcomes delivered.

In July 2020 as part of the live Ipswich City Council Transparency and Integrity Hub, Council published a summary and detailed financial transactions and records related to the Smart City Program.

In February 2021, the Governance and Transparency Committee requested:

'That a report on the Smart City Program be provided to the next Governance and Transparency Committee including:

- Detailed project financial data with a breakdown of costs by project level and category ie consultancies, travel, accommodation and deputations
- Information incurred by council entities – Ipswich Enterprises Pty Ltd, Ipswich City Enterprises Investments Pty Ltd, Ipswich City Properties Pty Ltd and Ipswich City Developments Pty Ltd
- Operational costs and capital costs including the value of these assets
- Community outcomes delivered –value that ratepayers have received for the \$4.6 million'

A report has been prepared in line with the Governance and Transparency Committee's decision and is presently being reviewed to ensure it meets the expectations.

It is recommended that this report is submitted to the March Council meeting once feedback on the report has been received and incorporated.

RECOMMENDATION

Moved by Mayor Teresa Harding:
Seconded by Councillor Kate Kunzelmann:

That a report on the Smart City Program be provided to the Council Ordinary meeting scheduled for 25 March 2021.

AFFIRMATIVE

Councillors:

Madsen

Milligan

Harding

Doyle

Kunzelmann

Jonic

NEGATIVE

Councillors:

Nil

The motion was put and carried.

CONFIRMATION OF MINUTES

2. **REPORT - GOVERNANCE AND TRANSPARENCY COMMITTEE NO. 2021(01) OF
11 FEBRUARY 2021**

This is the report of the Governance and Transparency Committee No. 2021(01) of 11 February 2021.

RECOMMENDATION

Moved by Mayor Teresa Harding:

Seconded by Councillor Russell Milligan:

That the report of the Governance and Transparency Committee No. 2021(01) held on 11 February 2021 be received and noted.

AFFIRMATIVE

Councillors:

Madsen

Milligan

Harding

Doyle

Kunzelmann

Jonic

NEGATIVE

Councillors:

Nil

The motion was put and carried.

OFFICERS' REPORTS

3. **AMENDMENTS TO DELEGATION TO CHIEF EXECUTIVE OFFICER**

This is a report concerning the adoption of two (2) new powers under the *Local Government Act 2009* and the repeal of two (2) powers under the *Local Government*

Regulation 2012. The amendments sought are suggested legislative updates from the Local Government Association of Queensland (LGAQ) to minor changes to current legislation used by local governments.

LGAQ provided suggestions for the delegation of powers from Council to the CEO, but for this Council there are only two outstanding legislative powers, which have not already been delegated.

RECOMMENDATION

Moved by Councillor Kate Kunzelmann:

Seconded by Mayor Teresa Harding:

- A. That under s257(1)(b) of the *Local Government Act 2009*, Council resolve to delegate to the Chief Executive Officer (CEO), the powers contained and detailed in Attachment 1 of the report dated 10 February 2021 by the Governance Project Officer.**
- B. That the powers listed in Attachment 2 which have previously been delegated from Council to the Chief Executive Officer be repealed.**

AFFIRMATIVE

Councillors:

Madsen

Milligan

Harding

Doyle

Kunzelmann

Jonic

NEGATIVE

Councillors:

Nil

The motion was put and carried.

4. PROCUREMENT: 12D SYNERGY MANAGEMENT SOLUTION

This is a report seeking a resolution by Ipswich City Council (Council) to engage 12D Synergy Pty Ltd for the implementation of the 12D Synergy management solution to support our current 12D Model software. This is proprietary software that has been sourced through a one supplier quote process in February 2020.

A resolution of Council is sought to allow for the procurement of this solution with 12D Synergy Pty Ltd for an initial 14 month term, with 2 x 12 month optional extensions taking the full term to 30/04/2024. The estimated total cost is seventy eight thousand, two hundred and thirty dollars (\$78,230.00) excluding GST over the full three (3) year period. This figure also includes the 3% CPI rise for the annual hosting component for years 2 and 3.

RECOMMENDATION

Moved by Councillor Russell Milligan:
Seconded by Councillor Kate Kunzelmann:

- A. That pursuant to s235(b) of the *Local Government Regulation 2012* (Regulation) Council resolve it is satisfied that the exception under s235(b) of the Regulation applies and because of the specialised nature of the services which are sought, namely 12D Synergy management solution, it would be impractical or disadvantageous for Council to invite quotes or tenders.
- B. That Council enter into a contract with 12D Synergy Pty Ltd for the 12D Synergy Management Solution for a period of three (3) years until 30 April 2024, for an estimated total cost of seventy eight thousand, two hundred and thirty dollars (\$78,230.00) excluding GST over the full three (3) year period. This figure also includes the 3% CPI rise for the Annual Hosting component for years 2 and 3.
- C. That under s257(1) of the *Local Government Act 2009*, Council delegate the power to the Chief Executive Officer to be authorised to negotiate and finalise the terms of the contract to be executed by Council, (including all annual renewals), and to do any other acts necessary to implement Council's decision.

AFFIRMATIVE

Councillors:

Madsen

Milligan

Harding

Doyle

Kunzelmann

Jonic

NEGATIVE

Councillors:

Nil

The motion was put and carried.

5. REPEAL OF PREVIOUS COUNCIL DECISION FOR SURRENDER OF EXISTING LEASE AND NEW LEASE TO THE AUSTRALIAN RED CROSS SOCIETY

This is a report requesting the repeal of a previous decision of the Governance and Transparency Committee, Item No. 3 on the 3 December 2020 and adopted at the Council Ordinary meeting of 10 December 2020 concerning the proposed termination of the existing lease to the Australian Red Cross Society over premises located in the Humanities Building, 56 South Street, Ipswich and the establishment of a new lease to the Australian Red Cross Society (Red Cross) in Council's City Plaza Building located at 2 Bell Street, Ipswich to alternative premises located at 143 Brisbane Street, Ipswich.

RECOMMENDATION

Moved by Councillor Kate Kunzelmann:

Seconded by Councillor Russell Milligan:

- A. That the previous decision of Council, as per Item No. 3 of the Governance and Transparency Committee on 3 December 2020 and adopted at the Council Ordinary meeting of 10 December 2020, be repealed.**
- B. That Council resolve to terminate the existing Lease with Australian Red Cross Society (Lease No. 601143245 as registered on Title) in Council's Humanities Building located at 56 South Street, Ipswich and described as Lot 2 on CP864211.**
- C. That Council apply the exception under section 236(1)(b)(ii) and 236(2) of the *Local Government Regulation 2012* (Qld) (Regulation) and dispose of the valuable non-current asset located at Level 2, 143 Brisbane Street, Ipswich and described as part of Lot 2 on RP50109 ("the land") directly and by leasehold interest to The Australian Red Cross as a 'Community Organisation'.**
- D. That Council enter into a new Lease with the Australian Red Cross Society located on Level 2, 143 Brisbane Street, Ipswich and described as Lot 2 on RP50109 for a ten (10) year term on a nominal rental of one dollar (\$1.00) per annum, if demanded.**
- E. That pursuant to section 257(1) of the *Local Government Act 2009*, Council delegate the power to the Chief Executive Officer to authorise, 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.**

AFFIRMATIVE

Councillors:

Madsen

Milligan

Harding

Doyle

Kunzelmann

Jonic

NEGATIVE

Councillors:

Nil

The motion was put and carried.

6. IVOLVE PROJECT UPDATE

This report provides an overview of the iVolve Project, an update of progress to date and the quarterly project controls report.

RECOMMENDATION

Moved by Deputy Mayor Marnie Doyle:
Seconded by Councillor Nicole Jonic:

That the report be received and the contents noted.

AFFIRMATIVE

Councillors:

Madsen

Milligan

Harding

Doyle

Kunzelmann

Jonic

NEGATIVE

Councillors:

Nil

The motion was put and carried.

NOTICES OF MOTION

Nil

MATTERS ARISING

Nil

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 11.00 am.

The meeting closed at 11.11 am.

Doc ID No: A7171830

ITEM: 2

SUBJECT: INVOLVE PROJECT PRELIMINARY BUSINESS CASE

AUTHOR: PRINCIPAL OFFICER (PROGRAM MANAGEMENT OFFICE)

DATE: 7 APRIL 2021

EXECUTIVE SUMMARY

This is a report concerning the Preliminary Business Case for the iVolve Project. Delivery of the Preliminary Business Case is the major deliverable for Stage 2 (Preliminary Business Case) of the project. The Preliminary Business Case was endorsed by the ICT Steering Committee on 31 March 2021 and is submitted for consideration and approval by the Governance and Transparency Committee and Council.

The purpose of the Preliminary Business Case is to support Council in making an informed decision on a target state solution architecture to address the required outcomes of the iVolve Project.

RECOMMENDATION/S

That the iVolve Project Preliminary Business Case be accepted and approved, and approval be given for the iVolve Project to progress to the next project stage - Stage 3 Final Business Case.

PURPOSE OF REPORT/BACKGROUND

Like many Councils across Australia, Ipswich recognises the need to continue to strive to do more with less. Despite a growing population in the region and consequently a growing base of revenue for Council, it is well recognised across the executive team that Council cannot waste this advantage. Against a backdrop of rising customer expectations and ongoing pressure to achieve financial sustainability, Council realises that processes and technology can play a very important role in improving the efficiency of staff, the experience of customers and provide greater operational visibility and financial transparency.

It is for this reason that Council is looking at how it can make better use of its information and communication technology (ICT) investment today. The iVolve project is targeted at identifying and implementing a right-sized, fit-for-purpose target architecture solution that will allow Council to deliver on its strategic, economic and operational mandate. It is envisaged as a vehicle for process and technology transformation that will in turn underpin a broader business transformation and thus better enable Council to meet the evolving digital needs of both its employees and customers.

Through extensive engagement with key stakeholders, the following key areas of improvement have been identified as the focus for the iVolve Project:

- **Citizen Experience** – There is a desire to improve the experience that citizens and local businesses have when they interact with Council. Council's systems are currently not able to provide a 360-degree view of a customer's interactions with Council as information is fragmented across a number of systems. This in turn inhibits the ability of staff to approach customers in a holistic manner.
- **Ageing and Disparate Applications** – The current systems landscape comprises a number of ageing and disparate applications that negatively impact the ability of staff to work efficiently. Further, there is limited support for 'online' access to systems through mobile phone and smart devices.
- **Data Management** - Data is decentralised and duplicated, sitting in disparate systems. Manual manipulation of data is a common practice, and there is no single view of the citizen, staff or key processes. This in turn means that data is not effectively managed as an asset or resource for Council.
- **Information Governance & Security** - Council needs to achieve a higher level of maturity for existing ICT security and risk management practices to maintain the security, confidentiality, and availability of applications that are required to promote resilience in its IT landscape.
- **Reporting and Analytics** - Key financial, operational and citizen data are held in disparate systems with no centralised data management capability. This leads to time consuming processes to support data-led decision making across the organisation due to less than ideal reporting and analysis functionality and capability.

To address the issues that have been identified with the current environment and support Council in making better use of the ICT spend, Council has partnered with KPMG in the development of a Preliminary Business Case for the iVolve project. This Preliminary Business Case was to:

- Develop a Case for Change (Value Proposition) that effectively describes why Council needs to make an investment in refreshing its systems environment;
- Describe the expected costs and benefits of undertaking the iVolve project;
- Identify the likely risks that Council would need to navigate as part of undertaking the iVolve project and develop mitigating actions that will allow Council to manage these risks as appropriate;
- Describe a roadmap for how Council could undertake the iVolve project over a period of 4 years considering the technical dependencies of the work, the desire to deliver benefits as early as practicable, the ability of the organisation to accept change and the availability of suitable products in the marketplace to deliver upon Council's requirements.


Upon approval of this Preliminary Business Case, the iVolve Project will progress to the next project stage – Stage 3 Final Business Case – which will incorporate key activities such as those listed below prior to solution implementation:

- Solution Specification: Identify, validate and prioritise the key business requirements for the target state solution;
- Vendor Selection and Evaluation: Perform a market scan to identify a list of appropriate vendors, and engage them through a structured Request for Proposal and vendor evaluation process; and
- Delivery of Final Business Case: Incorporate the feedback from the RFP process and update the business case costing, benefits and all related components accordingly.

FINANCIAL IMPLICATIONS

The Preliminary Business Case sets out estimates of costs to implement the iVolve Project. At this preliminary stage, these are estimates that are subject to decisions yet to be made in the ensuing stages. Cost estimates will be refined materially in the next stage, to prepare a Final Business Case. Cost estimates at this stage, are set out in the Preliminary Business Case in the Executive Summary on page 6 and in the body of the document.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	iVolve Project Preliminary Business Case ↓ 
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Anna Payne
PRINCIPAL OFFICER (PROGRAM MANAGEMENT OFFICE)

I concur with the recommendations contained in this report.

Sonia Cooper
GENERAL MANAGER CORPORATE SERVICES

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

City of Ipswich Preliminary Business Case iVolve Project

March 2021



EXECUTIVE SUMMARY

Situation

Councils across Australia face the twin challenges of rising customer expectations and the need to promote ongoing financial sustainability. These challenges have in turn driven many Councils to seek:

- More efficient and effective ways of operating so that operational budget can be used to deliver the best possible outcomes for communities;
- Tools that allow customers to interact with Council seamlessly across both digital and physical channels;
- Ways in which data can be more effectively leveraged as an asset to provide greater operational visibility, insights and support data-led decision making;
- Systems that are simple to use and that support the streamlined operations of Council more broadly.

Consultation with stakeholders throughout the development of this preliminary business case has consistently demonstrated that Ipswich City Council is no different. Through the Council-wide current state discovery workshops, a number of key issues with the current systems environment were identified that in turn have led to a number of operational challenges for Council.

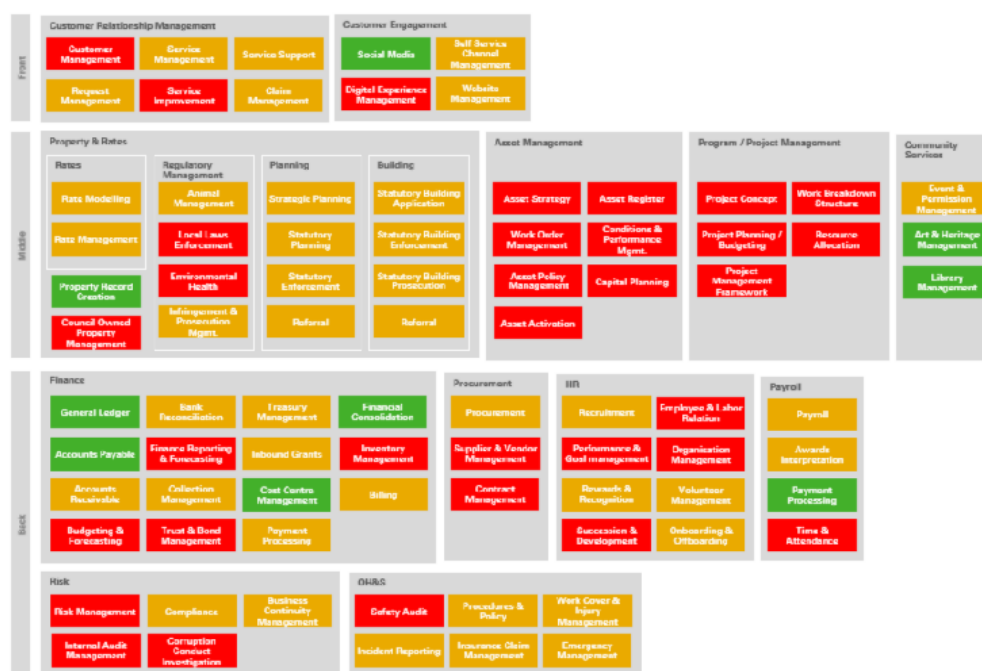
Challenges

An assessment of how current system capabilities are meeting the requirements of Council staff or otherwise was conducted across each of the branches. The assessment confirmed that only a small set of capabilities are considered fit for purpose. The overall system capability supports some business functions, but significant improvements are required.

This analysis highlights two things:

- Firstly, those capabilities that have been highlighted in red in the diagram below represent those areas where the **most benefit will accrue** with the adoption of a fit for purpose solution;
- Secondly, the highlighted capabilities also represent those areas that have **the most urgent need** for more fit for purpose solutions, as it is in these areas where human intervention is most likely being used as a substitute for a lack of systems capability.

Figure 1 Capability Assessment



In summary, the current technologies that Council employ are costly. The systems themselves do not fully meet business needs and systems integration is limited. The result is that workarounds and relatively expensive human effort have been substituted to enable Council to do the work that it does on a daily basis. Additionally, fragmented governance of data and investments, and low levels of technology adoption, have led to a proliferation of technologies. This in turn results in a disparate portfolio of technologies and vendors that is costly to manage and operate.

Council cannot afford to perpetuate the operating environment that is required by the current systems landscape. The risks associated with ageing and unsupported systems, the inefficiencies engendered by systems that drive users to make use of spreadsheets to make up for a lack of functionality, the lack of transparency that comes with islands of information that are locked away in disparate systems; all leave Council in an unsustainable position. One that is costly to maintain today but, more importantly, one that will actively constrain the achievement of Council's strategic goals tomorrow.

Approach

To move forward, the iVolve Project has set out to identify and implement a right-sized, fit-for-purpose target state solution that would allow Council to deliver on its strategic, economic and operational mandate.

It is envisaged that the target state solution will serve as a vehicle for systems transformation that would in turn underpin a broader business transformation and thus enable Council to meet the evolving digital needs of both its employees and customers.

Specifically, the target state solution also brings with it an opportunity to use the technology implementation process as a means to:

- Establish **new ways of working**; through leveraging the best practices that are commonly embedded within new cloud-based software solutions the operational underpinnings of Council can be improved by incorporating world class practices where practicable;
- Improve the **operational visibility of Council's activities**; empowering staff to access data from across functional siloes in order to make data driven decisions that are holistic in their nature, and to act across functions;
- Improve the **transparency of Council's activities**; providing an opportunity to rebuild the public trust and social license that has been eroded over the years;
- Improve **customer experience** for local residents, visitors and businesses; enabling digital channels that seamlessly complement existing physical channels and improve the quality of service interactions; and
- Address the lessons learnt from Council's previous ICT implementations.

To capture this opportunity, Council has followed a structured and objective approach to evaluate and identify the appropriate solution architecture options.

Target State Solution Architecture

It was agreed during the development of the preliminary business case that agreed guiding business principles were vital to support decision-making now and into the future. A set of guiding principles were established and agreed with the Council, and in applying these, a **platform-based solution with prioritised capability components** is assessed as the most suitable solution architecture option. The drivers supporting this approach include:

- stronger alignment with the strategic direction of the Project,
- greater customer service outcomes,
- contribution to long term organisational benefits, and
- a reduction in ongoing risks to ICT and the business as set out by the selection criteria.

This option introduces a platform-based solution that covers the core capabilities required by Council. These capabilities will be implemented in a sequence relative to the level of priority (i.e. benefits-led methodology) and cross-functional impact. Capabilities that sit outside of this set of core capabilities can be implemented as stand-alone solutions and integrated into the core platform to provide a cohesive solution.

The most critical capabilities to be addressed were identified as Finance, Customer Relationship Management, Asset Management and Program/Project Management, using an objective scoring methodology for prioritisation. The second prioritised group of capabilities are Procurement, HR, Payroll and Risk.

Refer to Solution Design section for more details on target architecture solution selection and capability prioritisation.

Implementation Plan

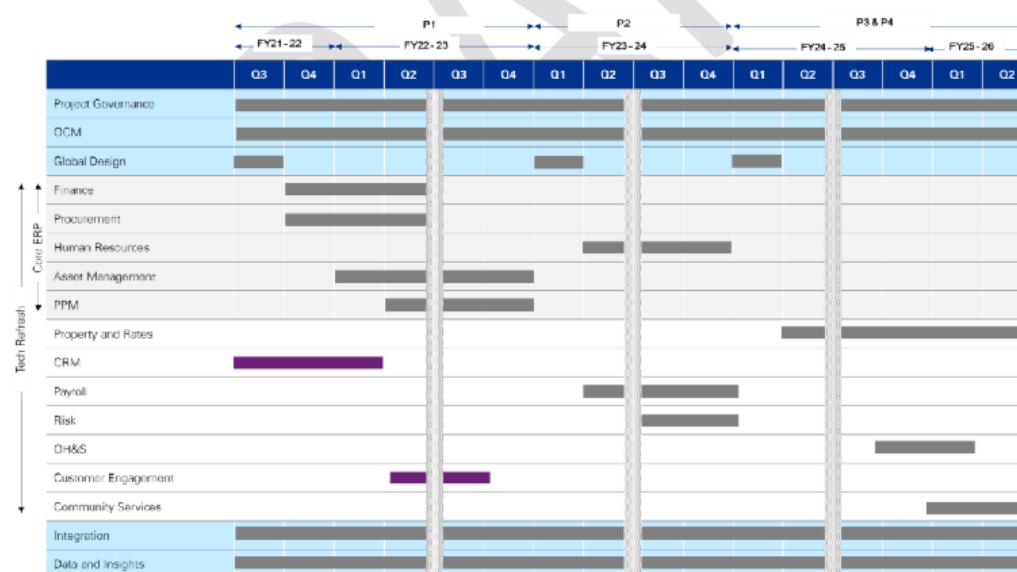
To inform the costing of this recommended option and provide Council with a clear understanding of the investment (both in terms of effort and dollars), an implementation and resourcing plan was developed to describe how the target state solution would be implemented. This implementation plan has been created with a number of technical and non-technical considerations to minimise the implementation risk and support Council in reaching the desired outcome.

The overall solution will be delivered over a 5-year period. The high-level timeline (Figure 2) is developed based on Council's priorities, the appetite for change and the market's ability to respond. Delivery considerations including organisational capacity to deliver, change impact management, benefits realisation and technical solution dependencies are critical considerations of this approach.

Over this period, the following activities will be performed:

- The implementation of three individual solution components (ERP, non-ERP, Technical);
- Oversight by a common project governance body; and
- Dedicated organisation change management resources responsible for supporting the adoption of the new process and system changes across the organisation.

Figure 2 High Level Timeline



Refer to Implementation Plan for key considerations, key initiatives, project governance and team structure associated with this timeline.

Cost

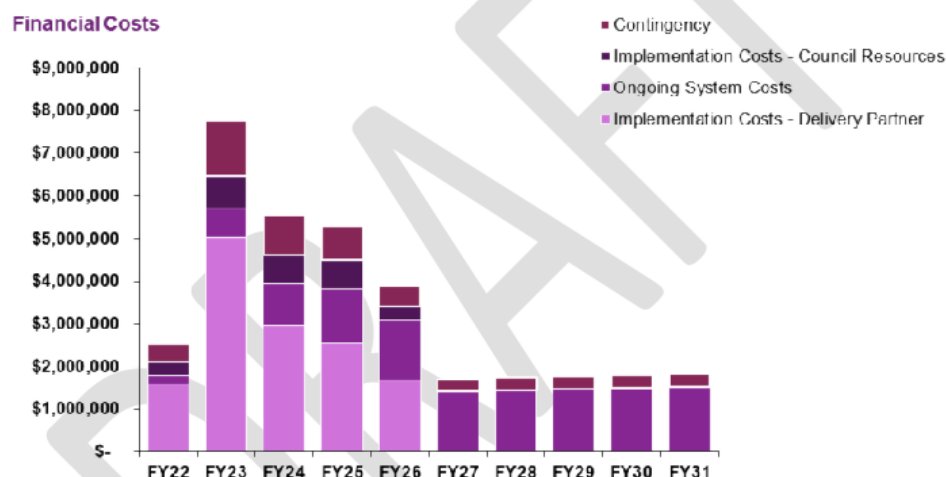
Once implemented, it is expected that the target state solution will deliver both direct efficiency benefits to the existing business operations but also establish a strong foundation that enables Council to meet its target state vision.

The Project has three distinct cost categories representing an estimated investment of c.a. \$33.8 million over ten years as depicted in Figure 3 below. This is made up of:

- \$16.6 million in implementation costs over five years;
- \$11.9 million in ongoing system costs over ten years; and
- Contingency estimated at \$5.4 million over ten years.

The key one-off investments for implementation include Council resourcing for the project and delivery partner implementation costs.

Figure 3 Financial Costs



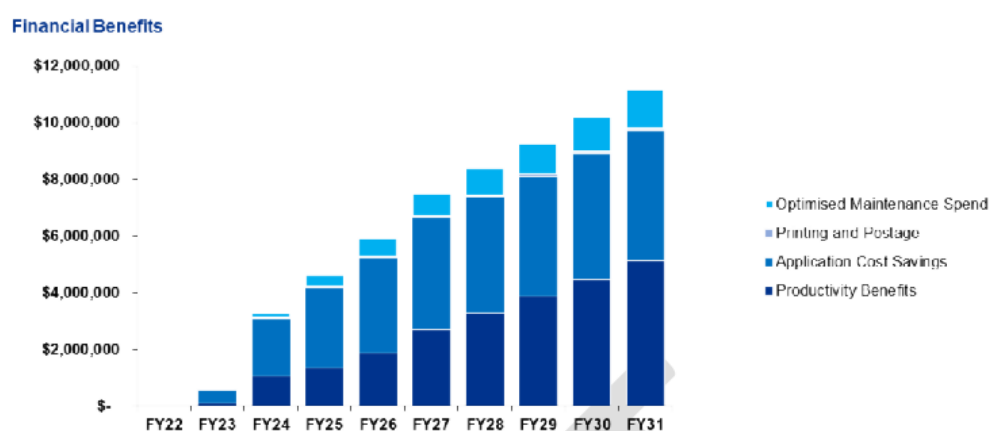
Benefits

The implementation of iVolve will provide a number of direct and indirect benefits to the Council.

There are four major categories of direct quantitative benefits applicable to Council, delivering \$61.0 million in cumulative benefits over ten years as depicted in Figure 4 below:

- Increased Labour Productivity
- Application Cost Savings
- Optimised Maintenance Spend
- Printing Saving

Figure 4 Financial Benefits



Direct qualitative benefits also include:

- Improved customer centricity
- Improved decision-making, analytics and compliance
- Single source of truth
- Improved collaboration and culture
- Better security, privacy and risk protection
- Technology landscape simplification

There are also indirect benefits that may come about as a result of implementing iVolve. These indirect benefits come about because the implementation of the target state solution creates a platform that can be leveraged to allow the Council to mature and become more sophisticated over time. These indirect benefits cannot be quantified but still represent important benefits that could flow to the Council and the community as a result of this investment. Examples of indirect benefits include, and are not limited to:

- Improved contract management through the ability to provide more focused effort
- Improved project costing
- Improved turnaround of reporting
- Improved accuracy of information, with a reduction in manual input between systems
- Improved speed of service, for example through the reduction of bottlenecks in information updating due to licence number limitations, particularly around project updates

It is acknowledged that Council's in-flight/planned projects will contribute to the benefits set out in this preliminary business case. Refer to Benefits and Investment sections for more details.

Risks

It is recognised that there are inherent risks associated with a systems implementation and so the cost profile has taken into consideration the key risks that will be faced by Council, and has made provision for a number of risk mitigation strategies to allow Council to effectively manage the implementation risks accordingly.

A full listing of the risks that have currently been identified can be found in later sections of this document. It is expected however that during the implementation process, risks will need to be reviewed on an ongoing basis and actively managed by the project management structure that has been designed to provide overall governance to this project.

In the development the Preliminary Business Case, a wide range of methods were used to create a robust preliminary business case. These methods included; utilising established methodology, stakeholder engagement and high-level estimates of the financial benefits, the capital and operating expenditure required to support the project.

It is expected that this preliminary business case will provide the initial input that Council requires to make transparent, well informed, consistent and considered decisions in order to deliver a fit for purpose solution that provides the best outcomes for Council and its Community. It is also worth noting that further refinement of the business case will be required as the iVolve project progresses through to implementation.

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INTRODUCTION

Purpose

The purpose of this preliminary business case is to provide the reader with an understanding of:

- The journey taken by Ipswich City Council ("Council") to articulate a solutions roadmap that will enable a refresh of Council's underlying systems environment;
- The expected investment (one-off and recurring costs) that will need to be made in order to implement the solutions roadmap. This investment profile has been based upon a detailed implementation plan that has considered elements such as licensing costs, systems integrator costs and Council's resourcing requirements;
- The set of benefits (both qualitative and quantitative) that should flow from the implementation of the roadmap; and
- The risks that are associated with undertaking a project of this nature and the set of mitigating actions that have been identified in order to manage these risks during the implementation project.

The intent of this preliminary business case is to support Council to make an informed decision on a target state solution architecture to address required outcomes from the iVolve project.

Scope

As mentioned above, the scope of this preliminary business case is focused on providing a cost, risk and benefits profile of a longer-term solution roadmap that delivers the outcome of the iVolve project, specifically the preliminary business case aims at:

- Identifying and addressing a wide range of service delivery, integration, capacity, performance, user adoption and security issues in order to develop solution options and recommend an appropriate solution.
- Presenting a robust, well balanced and objective Case for Change for the iVolve Project.

Refer to Appendix for approach, key activities and stakeholder consultation relating to the development of this preliminary business case.

Intended Audience

The intended audience for this preliminary business case is the ICT Steering Committee, Audit and Risk Management Committee, Governance and Transparency Committee and the Council so that key internal stakeholders and decision-makers are engaged in the decision-making process for this important investment.

PROJECT SCOPE

Background

Like many Councils across Australia, Ipswich recognises the need to continue to strive to do more with less. Despite a growing population in the region and consequently a growing base of revenue for Council, it is well recognised across the executive team that Council cannot waste this advantage. Against a backdrop of rising customer expectations and ongoing pressure to promote financial sustainability, Council realises that systems can play a very important role in improving the efficiency of staff, the experience of customers and provide greater operational visibility and financial transparency.

It is for this reason that Council is looking at how it can make better use of its ICT investment today. The inception of the iVolve project was targeted at identifying and implementing a right-sized, fit-for-purpose platform solution that would allow Council to deliver on its strategic, economic and operational mandate. It is envisaged as a vehicle for systems transformation that would in turn underpin a broader business transformation and thus enable Council to meet the evolving digital needs of both its employees and customers.

After consulting with the executive team at Council, the following key areas of improvement have been identified as the focus for the iVolve project:

- **Citizen Experience** - There is a desire to improve the experience that citizens and local businesses have when they interact with Council. Council's systems are currently not able to provide a 360-degree view of a customer's interactions with Council as information is fragmented across a number of systems. This in turn inhibits the ability of staff to approach customers in a holistic manner.
- **Ageing and Disparate Applications** - The current systems landscape comprises a number of ageing and disparate applications that negatively impact the ability of staff to work efficiently. Further, there is limited support for 'online' access to systems through mobile phone and smart devices.
- **Data Management** - Data is decentralised and duplicated, sitting in disparate systems. Manual manipulation of data is a common practice, and there is no single view of the citizen, staff or key processes. This in turn means that data is not effectively managed as an asset or resource for Council.
- **Information Governance & Security** - Council needs to achieve a higher level of maturity for existing ICT security and risk management practices to maintain the security, confidentiality, and availability of applications that are required to promote resilience in its IT landscape.
- **Reporting and Analytics** - Key financial, operational and citizen data are held in disparate systems with no centralised data management capability. This leads to time consuming processes to support data-led decision making across the organisation due to less than ideal reporting and analysis functionality and capability.

To address the issues that have been identified with the current environment and support Council in making better use of the ICT spend, Council has partnered with KPMG in the

development of a Preliminary Business Case for the iVolve project. This preliminary business case is expected to:

- Develop a Case for Change (Value Proposition) that would effectively describe why Council needs to make an investment in refreshing its systems environment;
- Describe the expected costs and benefits of undertaking the iVolve project;
- Identify the likely risks that Council would need to navigate as part of undertaking the iVolve project and develop mitigating actions that would allow Council to manage these risks as appropriate;
- Describe a roadmap for how Council could undertake the iVolve project over a period of 4 years considering the technical dependencies of the work, the desire to deliver benefits as early as practicable, the ability of the organisation to accept change and the availability of suitable products in the marketplace to deliver upon Council's requirements.

Upon endorsement of this preliminary business case, Council has planned for the following key activities within the next stage, prior to solution implementation:

- Solution Specification: Identify, validate and prioritise the key business requirements for the target state solution;
- Vendor Selection and Evaluation: Perform a market scan to identify a list of appropriate vendors, and engage them through a structured Request for Proposal and vendor evaluation process;
- Delivery of Final Business Case: Incorporate the feedback from the RFP process and update the business case costing, benefits and all related components accordingly.

Project Scope

The iVolve project is far reaching in its nature. While several existing initiatives to rationalise systems and maintain their currency are already underway, the scope of this preliminary business case has focused on those business applications and supporting systems that have been set out in the diagram below.

Figure 5 Capability Categorisation



Table 1 below outlines the definition of each category and a mapping to the current systems that are used to support the organisational capability:

Table 1 Capability Mapping

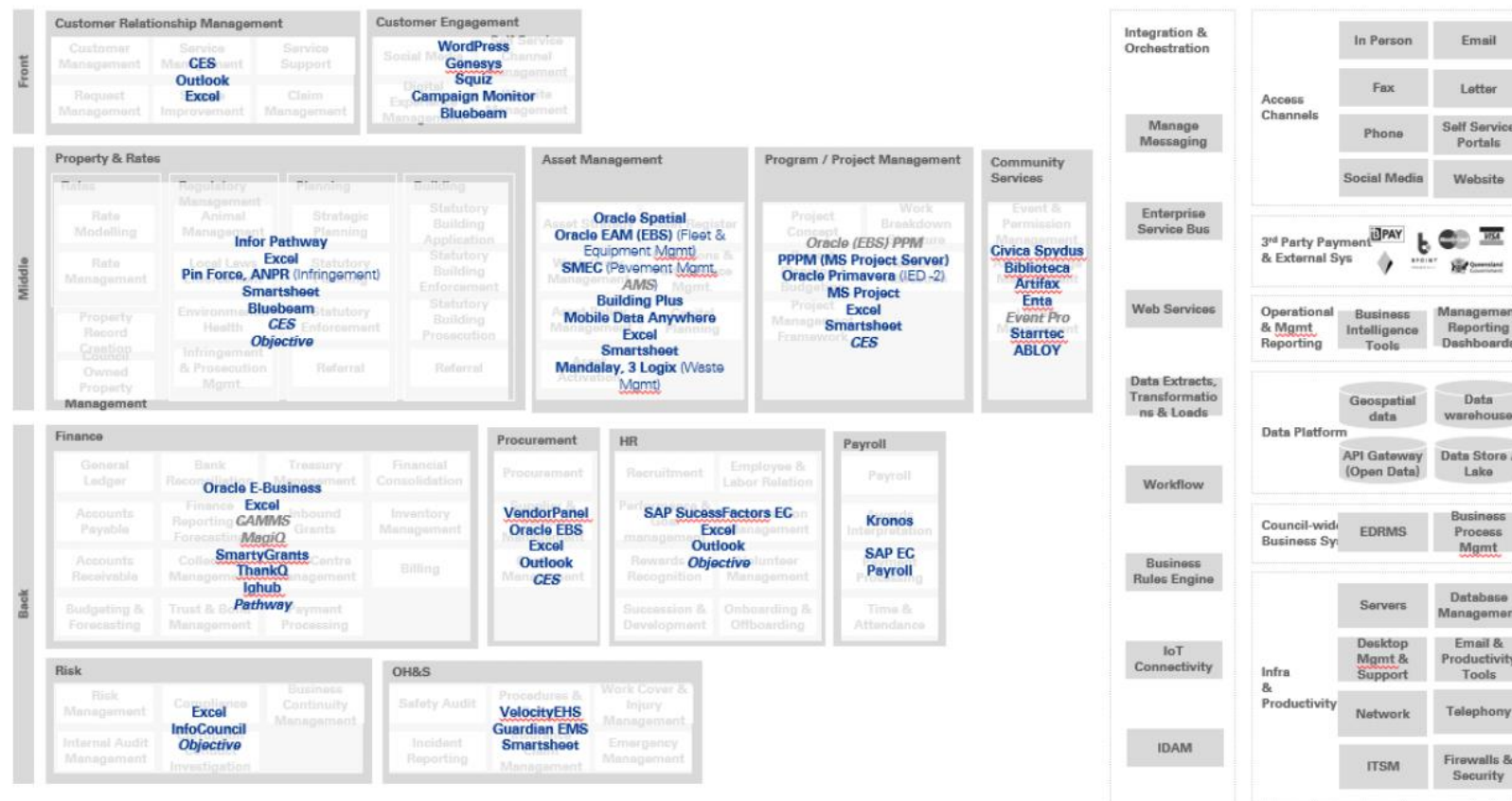
Category	Definition	Business Applications
Customer Relationship Management	A Customer Relationship Management (CRM) system helps manage customer data. The CRM capability includes the ability to; receive, manage, track and close customer requests and provides a single customer view through the use of centralised customer profiles.	<ul style="list-style-type: none"> • CES Oracle Service Cloud • Outlook • Excel
Customer Engagement	Customer engagement refers to the methods in which customers can engage with the organisation. These methods include; social media, unified communications, self-service channel management and website management.	<ul style="list-style-type: none"> • WordPress • Genesys • Squiz • Campaign Monitor • Bluebeam
Property and Rating	Property and rating refers to the ability to manage community consultation as part of development submissions, billing, rates calculation modelling, conduct animal management services and manage the local law permit application process.	<ul style="list-style-type: none"> • Infor Pathways • Excel • Pin Force, ANPR • Smartsheet • Bluebeam • CES • Objective
Asset Management	Asset management refers to the ability to develop, manage and track asset capital plans and asset strategies. It also includes; condition and performance management, work management, asset register and asset activation.	<ul style="list-style-type: none"> • Oracle Spatial • Oracle EAM (EBS) • SMEC • Building Plus • Mobile Data Anywhere • Excel • Smartsheet • Mandalay, 3 Logix
Program / project management	Program / project management refers to the ability to set standards for how projects are managed within an organisation. This includes the coordination of individual tasks, resource allocation, project planning and budgeting.	<ul style="list-style-type: none"> • Oracle (EBS) PPM • PPPM (MS Project Server) • Oracle Primavera (IED -2) • MS Project • Excel • Smartsheet • CES
Community services	Community service refers to event and permission management, art and heritage management and library management. This includes; planning and negotiating the acquisition of materials, overseeing fee collection and event planning.	<ul style="list-style-type: none"> • Civica Spydus • Biblioteca • Artifax • Enta • Event Pro • Starrtec • ABLOY

Category	Definition	Business Applications
Finance	Finance is responsible for allocating resources, creating economic forecasts, reviewing opportunities for equity and debt financing. It also includes; trust and bond management, treasury management and inventory management.	<ul style="list-style-type: none">• Oracle E-Business• Excel• CAMMS• MagiQ• SmartyGrants• ThankQ• Ighub• Pathway
Procurement	Procurement is the process of finding and agreeing to terms, and acquiring goods, services, or works from an external source, often via a tendering or competitive bidding process. The capability includes the ability to manage the end-to-end procurement process, review and manage contracts, and supplier and vendor management.	<ul style="list-style-type: none">• VendorPanel• Oracle EBS• Excel• Outlook• CES
HR	Human resources is the ability to plan, control, direct and organise company activities, utilisation of workforce, recruitment and staffing. This capability also includes succession and development, rewards and recognition and volunteer management.	<ul style="list-style-type: none">• SAP SuccessFactors EC• Excel• Outlook• Objective
Payroll	Payroll refers to the process by which employees receive their salary. Functions involve time and attendance, awards interpretation and payment processing.	<ul style="list-style-type: none">• Kronos• SAP EC Payroll
Risk	Risk capability means the ability of an organisation to reduce, adapt to or mitigate risks (impacts and likelihood of a disaster), manage compliance to legislation and perform internal audits and corruption conduct investigations. Governance, Risk and Compliance (GRC) that includes Internal Audit Management.	<ul style="list-style-type: none">• Excel• InfoCouncil• Objective• SQL Database• Crystal Reports
OH&S	Occupational health and safety is a set of plans, actions and procedures to systematically manage health and safety in the workplace. This includes conducting safety audits, work cover and injury management and incident reporting.	<ul style="list-style-type: none">• VelocityEHS• Guardian EMS• Smartsheet

Item 2 / Attachment 1.

The diagram below depicts the business applications overlay to the relevant category.

Figure 6 System Capability overlay



Key dependencies that are required to support the business applications are also considered. Table 2 below outlines the definition of the dependencies.

Table 2 Definitions of the dependencies

Dependency	Definition
Integration & Orchestration	Orchestration is the automated configuration, management, and coordination of computer systems, applications, and services. Whereas, integration refers to the end result of a process that aims to stitch together different, often disparate, subsystems so that the data contained in each becomes part of a larger, more comprehensive system that, easily shares data when needed.
Access Channels	Access channels refers to the methods in which the community and customers can engage with the Council. These methods include; in person, fax, phone, social media, email, letter, self-service portals and website. At the time the Preliminary Business Case is being developed, Council is in the process of developing a Customer Experience Strategy. The Customer Experience Strategy will review the effectiveness of access channels. Access channels are out of scope of this project.
External Systems	External Systems refer to all services which are provided to the Council by third parties. Council does not have ability to own or manage these services. External systems are out of scope of this project.
Operational & Management Reporting	Operational & Management Reporting refers to two capabilities; business intelligence tools and management reporting dashboards. Business intelligence comprises the strategies and technologies used by enterprises for the data analysis of business information. Whereas, management reporting dashboards is the ability to visually track, analyse and display key performance indicators (KPI), metrics and key data points to monitor the health of a business, department or specific process.
Data Platform	Data Platform refers to how an organisation stores its data. This includes; geospatial data, API gateway (open data), data warehouse, data store/lake. At the time the Preliminary Business Case is being developed, Council is in the process of rationalising geospatial systems. GIS data platform and relevant systems are out of scope of this project. Dedicated IM Knowledge and Record Management Manager has been onboarded. There are planned improvements on Council's EDRMS Objective ECM to enable better user adoption. EDRMS is out of scope of this project.
Infrastructure & Productivity	ICT infrastructure & Productivity services that are required to support the organisation such as Servers, desktop management and support, network, telecommunications, database management, email and productivity tools, telephony, firewalls and security.

CASE FOR CHANGE

The Current Situation

Councils across Australia face the twin challenges of rising customer expectations and the need to promote ongoing financial sustainability. These challenges have in turn driven many Councils to seek:

- More efficient and effective ways of operating so that operational budget can be used to deliver the best possible outcomes for communities;
- Tools that allow customers to interact with Council seamlessly across both digital and physical channels;
- Ways in which data can be more effectively leveraged as an asset to provide greater operational visibility, insights and support data-led decision making;
- Systems that are simple to use and that support the streamlined operations of Council more broadly.

Consultation with stakeholders throughout the development of this preliminary business case has consistently demonstrated that Ipswich City Council is no different. Through the Council-wide current state discovery workshops, six key issues with the current systems environment have been identified that in turn have led to a number of operational challenges for Council.

Table 3 below outlines the issues and business implications identified through current state analysis. Refer to Appendix for detailed observations against each of the issues below.

Table 3 Issues and Consequences

Issue Category	Issue Description	Business Implication
Application Suitability	Applications do not meet business needs which leads to workarounds, manual activities and poor user experience.	<p>Council staff are not able to perform their role at an efficient level if they do not have access to the appropriate technology resources and software, specifically:</p> <ul style="list-style-type: none">• Increased tendency of Council staff to rely on manual workarounds and disparate spreadsheets leading to lowered productivity and increased error rates.• Increased Council spend on niche solutions that are not leveraged consistently and widely across Council• Increased duplication of capabilities and data across the Council.• Inconsistent ways of working across Council for common sets of processes as different workaround are applied.
System Integration	Lack of a holistic way of managing integration leads to	Considerable time is spent by staff duplicating their work to ensure it is recorded and updated in all

Issue Category	Issue Description	Business Implication
	increasing overhead in data handling as well as lack of data transparency.	<p>relevant business systems which are not integrate, specifically:</p> <ul style="list-style-type: none"> • Staff are unable to focus on higher value activities as too much time is spent on low value activities such as manual data re-entry and file uploads. • Operational inefficiencies where staff have to refer to multiple systems in manually developing insights. • Increased errors in reporting as manual data updates are required.
Technology Adoption	Change and knowledge management is limited across the Council.	<p>A lack of staff training means that staff are not able to use the technologies they are provided with in the intended and most efficient way, specifically:</p> <ul style="list-style-type: none"> • Technology resources and business systems are not utilised to their intended potential. • Reliance on other staff individuals who are well-versed in the systems limiting the ability of knowledge retention and/or centralisation. • Inconsistent ways of working (i.e. using systems to support business functions) across the various branches.
Data and Analytics Capability	Siloed and limited data analytics capability to harness data to drive decisions and operational efficiency	<p>A lack of automation and therefore a heavy reliance on manual data entry leads to an decrease in data accuracy and reliability and in increase in staff touch points, specifically:</p> <ul style="list-style-type: none"> • Staff productivity is impacted as considerable time is spent on manipulating reporting data for presentation purposes. • Manually manipulating data for reporting decreases the credibility of the data and decision making. • Lack of real time analysis and insight can hinder accurate decision making.
Customer Experience	Lack of efficiently integrated systems to enable improved and transparent customer experiences and business processes	<p>A need for increased emphasis on intra-Council collaboration to break siloed behaviour promoting knowledge sharing and growth between branches, specifically:</p> <ul style="list-style-type: none"> • Lowered customer / community experience leading to reduced Council brand and reputation. • Operational inefficiencies where staff are relying on manual workarounds. • Staff are unable to focus on higher value activities as too much time is spent on low value activities such as manual data re-entry.
Investment Decisions	There is a lack of decision ownership and accountability	Increasing ICT spending and current technology stack is costly to maintain, specifically:

Issue Category	Issue Description	Business Implication
		<ul style="list-style-type: none">• Ineffective service delivery to internal customers.• Decreased transparency of the reliance on the ICT function from branches.• Inability for ICT to improve operational efficiency through delivering standardised, repeatable and accountable processes.• Increasing ICT spending and current technology stack is costly to maintain.

In summary, the current technologies that Council employ are costly. The systems themselves do not fully meet business needs and systems integration is limited. As a result, workarounds and relatively expensive human intervention have been substituted to enable Council to do the work that it does on a daily basis. In addition to this, governance of data, investments and technology adoption has been fragmented rather than cohesive and this has led to the proliferation of technologies that has resulted in a disparate portfolio of technologies and vendors that is also costly to manage and operate.

Strategic Case for Change

The issues identified during stakeholder consultation have already shown that Council cannot afford to perpetuate the operating environment that is required by the current systems landscape. The risks associated with ageing and unsupported systems, the inefficiencies engendered by systems that drive users to make use of spreadsheets to make up for a lack of functionality, the lack of transparency that comes with islands of information that are locked away in disparate systems; all leave Council in an unsustainable position. One that is costly to maintain today but more importantly, one that will actively constrain the achievement of Council's strategic goals tomorrow.

A review of the Council's Corporate Plan and ICT policy highlights a number of strategic goals that the iVolve Project will enable through the delivery of stronger systems foundations for Council. The table below provides an outline of the most salient strategic drivers that can be supported by the iVolve Project.

Table 4 Strategic Alignment

Source Document	Strategic Drivers	Rationale
The Corporate Plan for Ipswich City Council 2021-2026	Catalyst Project for 2021-2026 to enable Council becoming "a trusted and leading organisation"	The outcome of the iVolve Project is directly aligned with this strategic driver. The delivery of the iVolve Project will determine Council's technology platform for the future to drive better value for money and support a more integrated service delivery.

Source Document	Strategic Drivers	Rationale
The Corporate Plan for Ipswich City Council 2017-2022	<p>Goal 5: Listening, Leading and Financial Management</p> <ul style="list-style-type: none"> Strategy 2: Provide comprehensive and meaningful community engagement to inform Council decision making. Strategy 3: Implement initiatives that strengthen governance skills and knowledge. Strategy 4: Maintain a financially sustainable and resilient approach to budgeting. Strategy 5: Good neighbourly relations are maintained through effective dispute resolution, community education and compliance. 	<p>The outcome of iVolve Project is indirectly aligned with this strategic driver. Notably, Council is currently developing a new Corporate Plan which will commence 1 July 2021.</p> <p>The project aligns with Council's goal of delivering sound financial management and good governance outcomes.</p> <p>The Project will address key areas of focus which include using data and analytics to make better decisions and being able to communicate and engage effectively with the community.</p> <p>The Project is pivotal in informing the Council's investment in digital tools and technologies. The Project will establish a more sustainable financial and infrastructure management systems for the future.</p> <p>The Project will improve how the Council engages with its community through improved processes and technological landscape. Customers will have multiple communication channels to engage with the Council and be provided with information and tools to resolve disputes.</p>
Information and Communications Technology (ICT) Policy	<p>Ipswich City Council ICT Policy Statement</p> <p>Ipswich City Council is committed to ensuring the provision and availability of ICT services to efficiently perform Council functions and improve the effectiveness with which Council serves the community.</p>	<p>The outcome of iVolve Project is indirectly aligned with this strategic driver.</p> <p>A number of outcomes identified in the ICT Policy will be addressed as a result of iVolve project; e.g. reduction in 'siloes thinking' and increase transparency and visibility between branches.</p> <p>If successfully implemented and executed, a number of outcomes have been identified in the ICT Strategy:</p> <ul style="list-style-type: none"> Improved business cohesion and promote wider/easier process and information integration Reduction in 'siloes thinking' Opportunity and platform to redesign end user and customer experiences and engagement leveraging contemporary 'Digital' design thinking Improved operational efficiencies by streamlining business operations

Source Document	Strategic Drivers	Rationale
		<ul style="list-style-type: none"> • Develop and drive long-term community planning practices • Increase transparency and visibility between branches • Improvement in information and process integration leading to improved staff engagement and operational efficiencies
Information and Communications Technology (ICT) Strategy 2019-2024	<p>Platform of the Future (PotF) (BP07)</p> <p>This program of work is by far the most significant, complex and high-impact item in the ICT Strategy</p> <ul style="list-style-type: none"> • Most Guiding Principles (excl. GP10-Governed and Centre-led) • Services: PP1 - Migrate to evergreen cloud-first solutions and automate operational support • Info: PP1 - Platforms and frameworks improve information quality and facilitate information sharing and re-use • Value: PP2 - Design, procure (outcomes-focussed) & deliver enterprise platforms that eliminate silos • Value: PP2 - Prioritise UX design, online & mobile services to create omni-channels experiences, anywhere, via any device • Value: FP - Improved technology utilisation, value and return on ICT investments • Appendix G.4 - ICT Application Portfolio - Future State (indicative Mega Platform) • Trends & Influences - Digital Business Platforms 	The outcome of the iVolve Project is directly aligned with this strategic driver.

What is apparent from this analysis however is that while the iVolve Project will deliver a new and more contemporary systems environment for Council to address current issues, its real value is in what it could enable for the future of Ipswich City Council.

Specifically, the target state solution also brings with it an opportunity to use the technology implementation process as a means to:

- Establish new ways of working; through leveraging the best practices that are commonly embedded within new cloud-based software solutions the operational underpinnings of Council can be improved by incorporating world class practices where practicable;
- Improve the operational visibility of Council's activities; empowering staff to access data from across functional siloes in order to make data driven decisions that are holistic in their nature, and to act across functions;
- Improve the transparency of Council's activities; providing an opportunity to rebuild the public trust and social license that has been eroded over the years;
- Improve customer experience for local residents, visitors and businesses; enabling digital channels that seamlessly complement existing physical channels and improve the quality of service interactions; and
- Address the lessons learnt from Council's previous ICT implementations.

This makes the iVolve Project strategically important to Council. It will replace the existing fragmentation of systems and data with an ICT landscape that is more cohesive and comprehensive in its nature. And in doing so, it will remove the constraints that currently prevent Council from achieving the long-term strategic goals outlined in the Corporate Plan.

To capture this opportunity however, Council must be careful in the execution of this project. It is not enough to simply replace the current technology platform with a more contemporary twin. The iVolve Project is an opportunity for transformation. It is only through transformation and the adoption of new operating models and practices that Council will be able to realise the strategic goals stated above. The technology transformation itself should be viewed as simply a catalyst not the end goal nor the entirety of this project.

Operational Case for Change

To better understand the operational impact that the iVolve Project can have on Council, it is important to first understand the characteristics of the target state that Ipswich City Council is looking to achieve through the execution of the iVolve Project. Based on consultation with key stakeholders across Council, six target state characteristics were identified. These are described in the following table.

Table 5 Target State Summary

Characteristic	Description	Desired Outcomes
Fit for Purpose	Fit for purpose solution is established which becomes a key enabler of the day-to-day operations and strategic vision.	<ul style="list-style-type: none">• Business applications are fit for purpose with increased functionality.• Systems in place to support key business processes.

Characteristic	Description	Desired Outcomes
Integrated Solution	Seamless integrated solution leads to reduction in overhead cost and provides data transparency.	<ul style="list-style-type: none"> • A modern and simplified application base. • Integration of systems to connect branches. • Leveraging existing ICT capability where possible and procuring modern solutions as required.
Solution Adoption	Expectations between business and ICT are aligned and increased change championship.	<ul style="list-style-type: none"> • Improved staff training and increased knowledge share opportunities for systems and technology. • Consistent processes across all areas of Council which are facilitated through increased solution adoption.
Data Insights and Analytics	Increased data analytics capability to harness data to drive decisions and operational efficiency.	<ul style="list-style-type: none"> • A single source of truth for data. • Training to ensure capability to fully develop data analytics. • Improved reporting capability.
Customer Experience	Integrated systems to enable customer experience and business process.	<ul style="list-style-type: none"> • A single source of truth for customer data, and 360-degree view of the customer. • Customer experience at centre of decision making.
Technology Enablement	Decision ownership and accountability and increased capability and capacity .	<ul style="list-style-type: none"> • Clear decision making for future ICT investments. • Accountability between individuals and teams regarding technology investment and ICT assets and services.

These characteristics point to a future state solution that has the ability to operationally impact Ipswich City Council in two ways.

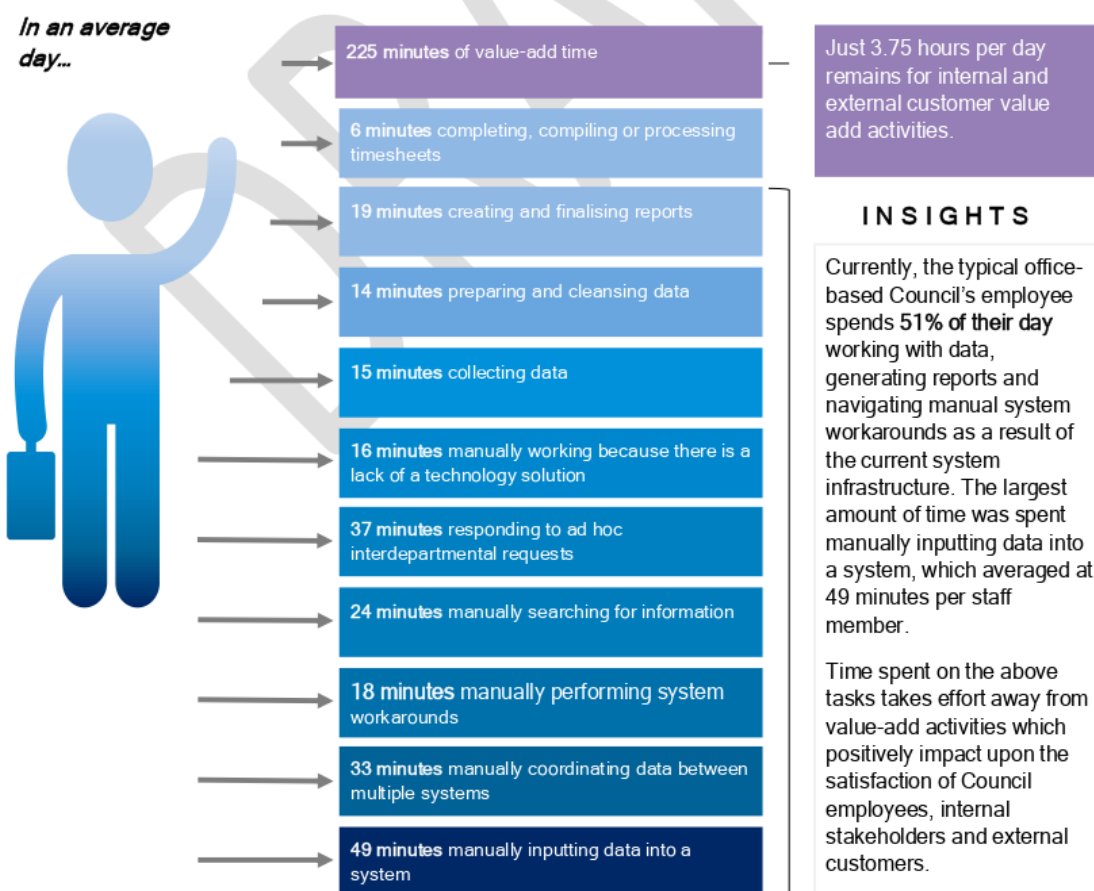
Firstly, the adoption of a fit-for-purpose technology platform will enable the removal of non-value adding activities that are performed by staff. This in turn creates capacity across the existing staff base to deliver more meaningful work for the employee, but also work that is more targeted towards meeting the needs of local residents and businesses.

Secondly, the iVolve Project also represents an opportunity to continue to uplift the maturity and manner in which technology services are delivered by the ICT Branch to operational teams across the business. By doing this, Council can drive for the investment of ICT dollars in a way that is better suited to the requirements of business. While it is well noted that the ICT Branch have already made significant strides in maturing the delivery of ICT services to the broader business, there is also a recognition that the iVolve Project can also be used as a vehicle to further the changes that have already be set in motion within the ICT Branch itself.

Impact on Operational Efficiency

Data collected through the analysis of the Council's current state was collated to provide a view on the specific activities undertaken each day by the typical Council employee. The following diagram illustrates the split of an average employee's day between value adding and non-value adding tasks. This breakdown highlights the potential capacity that can be easily created within Council through the reduction in the time spent performing non-value adding activities without any increase to headcount. This alone represents a substantial benefit to Council.

Table 6 Typical Office-based Council Employee's Day



Further an assessment of the level of support provided by the current systems landscape across each of the capabilities that are present within Council illustrates that the benefits of improved systems functionality will accrue in an unequal way across Council.

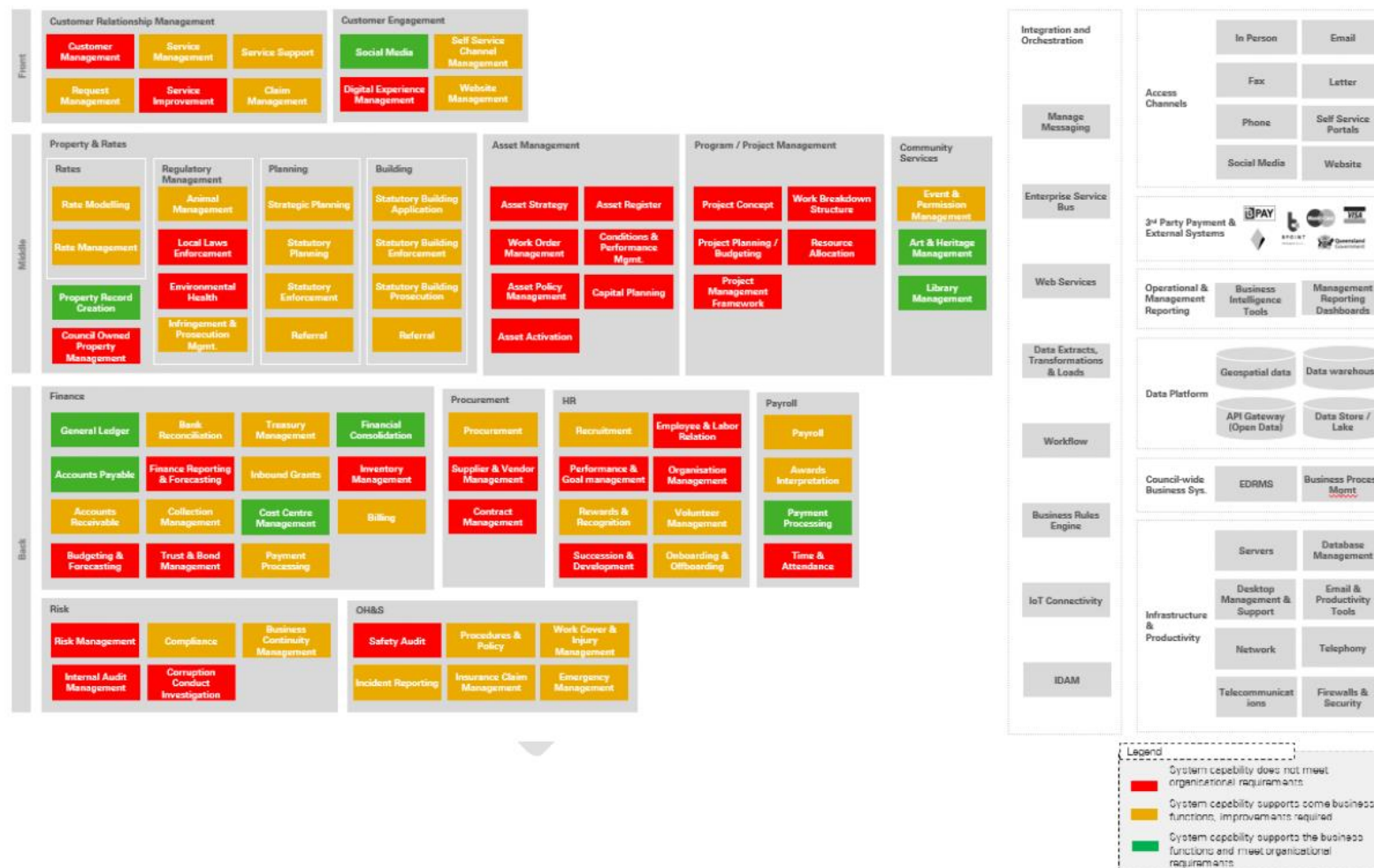
To understand this, a Capability Model was developed for Council to provide an overview of how current system capabilities were meeting the requirements of Council staff or otherwise across each of the branches. Feedback collected throughout the different workshops was considered as well, together with our observations and our knowledge of best practices.

The assessment has identified that only a small set of capabilities are considered fit for purpose. Key areas of gaps observed are; asset management, program and project management and customer relationship management. Overall system capability supports some business functions, but significant improvements are required.

This analysis (see Figure 7 below) highlights the following:

- Firstly, those capabilities that have been highlighted in red represent those areas where the most benefit will accrue with the adoption of a fit for purpose solution.
- Secondly, the highlighted capabilities also represent those areas that have the most urgent need for more fit-for-purpose solutions as it is in these areas where human efforts are most likely being used as a substitute for a lack of systems capability.

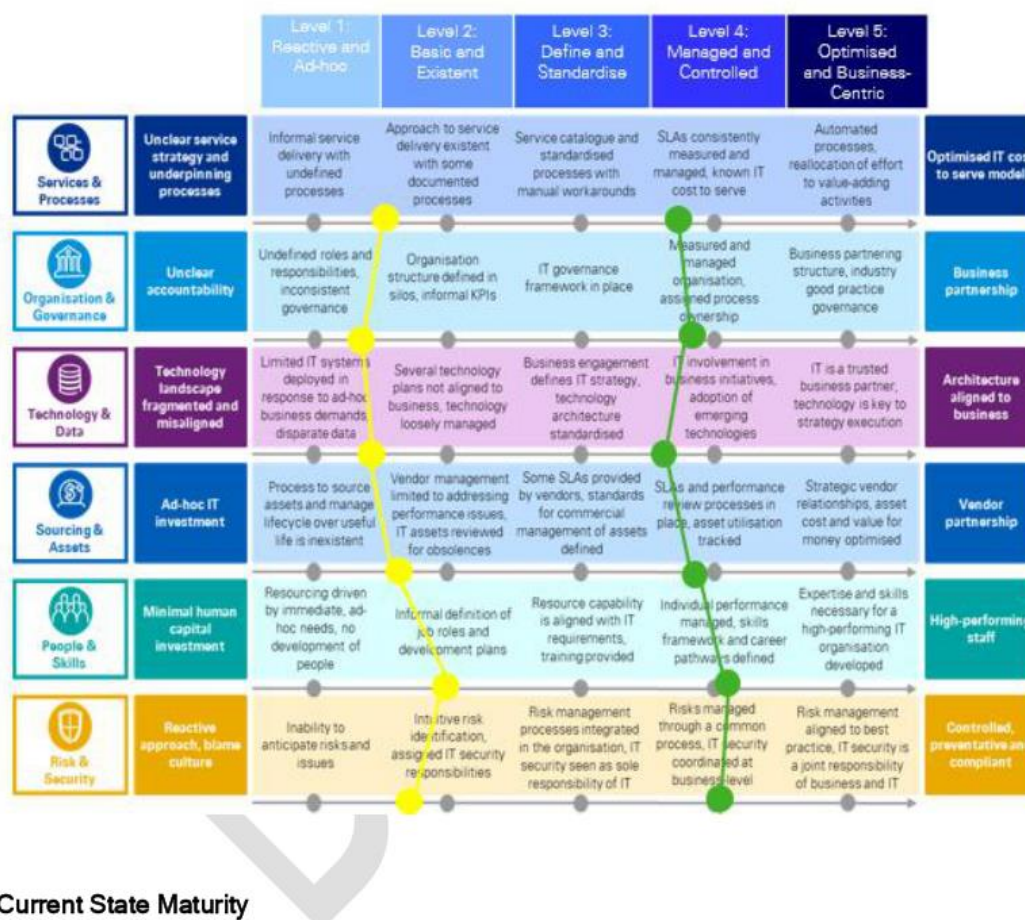
Figure 7 ICT System Capability Model



Impact of Improving the Maturity of the ICT Operating Model

To understand the impact that a change to the ICT operating model can have on operations, an operating model maturity assessment was performed to understand the level of maturity that Council's current ICT operating model exhibits compared to the desired future state. The maturity model assessed this across six domains and has highlighted that there is significant gap between the current state maturity and desired target state maturity. Refer to Appendix for Maturity Model Domain Description.

Figure 8 ICT Operating Model



Current State Maturity

The output of the current state maturity assessment confirmed the common pain points observed in the discovery workshop. It is acknowledged that Council has already made significant progress in improving the ICT service delivery model, governance approaches and capability across the organisation, however there is still an opportunity to build upon the current state that is characterised by basic or ad hoc and reactive processes.

Table 7 Current State Maturity

Domain	Current State Maturity	
Service and Process	L1	<ul style="list-style-type: none"> The need for an approach to ICT service delivery (and service catalogue) is acknowledged, however, is not formalised or documented.

Domain	Current State Maturity	
	Reactive and Ad-hoc	<ul style="list-style-type: none"> Some operating standards, processes and procedures exist but are not standardised or adhered to across the ICT organisation. Limited SLAs exist for ICT services. Approach to ICT service desk operation exists and incidents are prioritised as they occur.
Organisation and Governance	L1 Reactive and Ad-hoc	<ul style="list-style-type: none"> The functions, structure and lines of accountability within ICT are not clearly defined Roles and responsibilities are not defined or documented Governance forums for ICT leadership and decision-making do not exist Decision-making is not driven by data analytics and reporting Frameworks, tools, methodologies and techniques to govern processes within ICT are not available
Technology and Data	L1 Reactive and Ad-hoc	<ul style="list-style-type: none"> Some branch driven ICT initiatives exist, but do not align to any organisational-wide ICT strategy. No demand management exists and ICT management is not clear on how ICT contributes to business performance. Components of an enterprise architecture are developed on an ad-hoc basis and solution design capability does not exist System design documents and user manuals do not exist ICT systems do not support a majority of business functions with a number of workarounds. Integration does not exist between core ICT systems Data is stored across multiple systems Responsibility for data management is not clear. ICT systems and tools are not managed for performance Backup/restoration procedures are ad-hoc and are only in place for individual systems.
Sourcing and Assets	L1 Reactive and Ad-hoc	<ul style="list-style-type: none"> Processes for technology acquisition / sourcing exist, but it is not consistent or robust Vendor selection is performed by individual functions or teams with no common selection criteria. Contracts and vendor performance are not evaluated, and management is limited to addressing key performance issues. The business engages vendors and procures ICT services without consultation with ICT. Most contracts with external parties are on a time and materials payment schedule with minimal commercial risk levers for the business. Asset purchase, management and decommissioning procedures, hardware and software standards, and ICT Asset Register do not maturely exist within the organisation. Systems are regularly purchased but rarely retired.

Domain	Current State Maturity	
People and Skills	L2 Basic and Existent	<ul style="list-style-type: none">• People planning and management function exists, with documented resource plans. Immediate resource needs are addressed in the resource plan.• Some attempts are made to anticipate additional roles before the immediate need to recruit.• Some staff may have informally agreed development and succession plans.• Job roles are defined, but staff regularly work outside them with some overlapping roles and responsibilities.• Basic on-the-job training is available.• Informal understanding of the skills and capabilities of the incumbent team. Concerns exist around the ability perform core ICT functions.
Risk and Security	L1 Reactive and Ad-hoc	<ul style="list-style-type: none">• Risk management or information security functions do not exist. Processes are performed informally or on a reactive basis.• There is an ad-hoc approach for addressing ICT risks / issues, with no techniques or tools to support risk and impact analysis.• Awareness of the need for ICT security depends primarily on the individual. Responsibilities and ownership for resolution are unclear• Responses to ICT security breaches are unpredictable.

Target State Maturity

The ICT operating model maturity assessment also explored Council's desired target state. The output of the target state maturity assessment confirmed Council's ambition is to move towards a managed and controlled technology environment over the next five years. This gap therefore represents the opportunity that is present for Council to continue to mature its ICT operating model as a part of delivering the iVolve Project.

Table 8 Target State Maturity

Domain	Target State Maturity	
Service and Process	L3 Define and Standardised	<ul style="list-style-type: none">• A comprehensive ICT service delivery strategy and methodology exists, but has been developed in isolation from the business.• A service catalogue exists and the majority of ICT services are defined and documented, with supporting standards, processes and procedures in place.• Processes are standardised across the ICT organisation, but some may be manual or inefficient and workarounds are present. Processes are improved only when significant inefficiencies are identified.• Key SLAs are documented, but are not actively managed.• The service desk provides level 1 and 2 support with assistance from specialists, and most issues go to them as the first point of contact.• Financial management is formalised, enabling a basic understanding of ICT cost to serve the business.

Domain	Target State Maturity	
Organisation and Governance	L3 Define and Standardised	<ul style="list-style-type: none">• The organisational structure is clearly defined but it is not driven by ICT functions.• Roles and responsibilities are clearly defined, documented and communicated and are linked to individual KPIs.• The ICT governance framework consists of standardised and documented procedures and processes supported by relevant tools, methodologies and techniques, and are adopted across the ICT organization.• Decision-making is driven by data analytics and formal tools are in place to perform analysis and reporting activities. This is not adopted across the entire business.• However, ICT governance is not enforced by any accountable governance bodies and deviations from the governance framework may go undetected by management.
Technology and Data	L3 Define and Standardised	<ul style="list-style-type: none">• ICT strategic planning is documented, but may be performed at discretion of ICT managers.• A consolidated technology roadmap exists and regularly reviewed.• Enterprise architecture procedures, policies, standards, tools and techniques are standardised and documented.• Solution designs are documented in detail and updated on an ad-hoc basis.• ICT systems support a majority of business processes with some workarounds and manual inputs. Systems exist for reporting but a large portion of it is performed manually.• Data management procedures are formalised and some monitoring is performed. Responsibility for data management is established.• ICT systems and tools are monitored and managed in a standard manner.
Sourcing and Assets	L3 Define and Standardised	<ul style="list-style-type: none">• Processes for technology acquisition / sourcing are standardised.• Major projects use common criteria for vendor selection, and service levels are provided by vendors.• The business engages ICT as the first point of contact for procurement of ICT systems and tools.• Some contracts with external parties have commercial risk levers to support the business.• Standards, policies and procedures for ICT procurement requests and retirements are established and formalised.• The ICT Asset Register is updated periodically with annual audit reporting. A Software License Register may exist in addition to the ICT Asset Register.• Vendor management is performed formally with reporting against commercial terms and KPIs.
People and Skills	L4	<ul style="list-style-type: none">• People planning and management processes are tracked and managed, with supported by resourcing strategies.

Domain	Target State Maturity
	<div>Managed and Controlled</div> <ul style="list-style-type: none">Resource management is actively managed and aligns to the business need.Roles have been identified in advance and align to the ICT roadmap and strategy.A skills and development framework is established. Professional development and succession plans align to the framework.Job profiles are defined and updated regularly, with measurement and monitoring of individual KPIs.Clear career pathways are defined with adequate formal training / certification to support ICT functions.Any gaps in skills and capabilities are quickly addressed via development plans or recruitment.
Risk and Security	<div>L4 Managed and Controlled</div> <ul style="list-style-type: none">Risk management and information security processes, policies and procedures are established within ICT and across the business, supported by a documented strategies and audit plan.All risks are identified, measured, assessed, prioritised and managed through a common process on a regular basis.ICT security processes are co-ordinated with an overall organisation security function, and reporting is linked to business objectives. Goals and metrics for security management are defined, measured and managed.Security risk assessments, business impact analysis and accreditation on complex information systems are conducted.Responsibilities for ICT security are clearly assigned, managed and enforced. ICT security training is planned and managed.

This analysis therefore shows that in addition to the strategic benefits that Ipswich City Council will reap from the iVolve Project, there are also significant operational benefits that warrant the continued funding of the project. Specifically:

- There is substantial capacity that can be created within Council to better serve the community without the need to raise headcount. This is achieved by simply providing better systems that will enable staff to adopt best practice processes that in turn improve the efficiency and efficacy of their efforts.
- There is an opportunity to continue maturing Council's ICT operating model and driving further value from the efforts that have already been expended. This change will enable the ongoing improvement of systems in a manner that is well governed and aligned to the needs of the business. With the advent of cloud-based technologies across the application landscape, the need to ensure that governance aligns technology investment with business need is now even more critical. Cloud-based applications now mean that the functionality on offer by these vendor solutions continue to evolve on at least a quarterly basis as updates are pushed to customers regularly. Gone are the days of long and slow upgrade cycles. In this climate of rapid change, the need to regularly and continuously improve systems and thus align them to evolving business changes is an imperative. This can only be achieved with a mature ICT operating model.

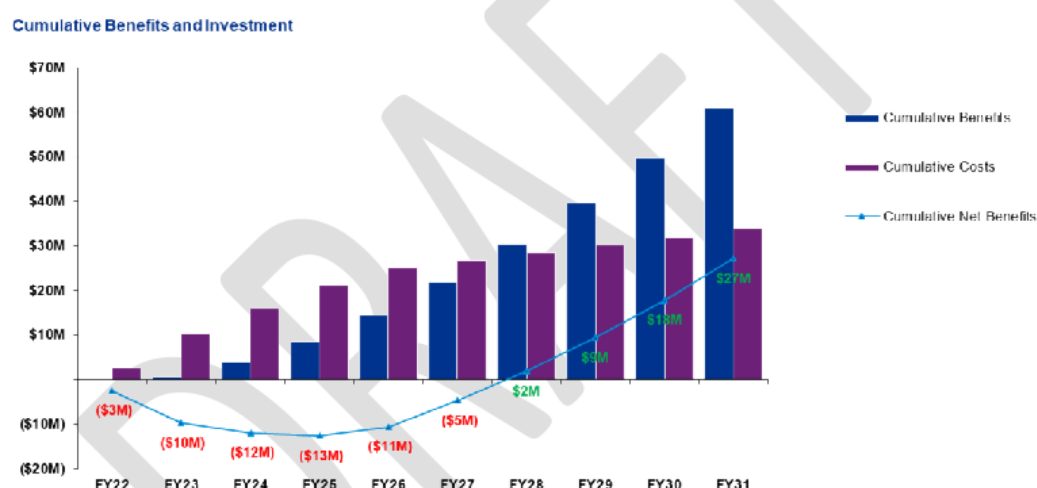
As such, the operational case for change for the iVolve Project is driven not simply by a need to obtain more fit for purpose systems that enable efficient operations in the near term but also the need to have an ICT operating model that is capable of achieving ongoing alignment between systems and business priorities.

Economic Case for Change

The Council is in a continuing period of growth and expected to continue growing at more than 2% per annum for the next ten years¹. To meet the additional demands of a growing community, the Council needs to be supported by a technology platform which allows economies of scale.

The Project is an investment in achieving this, with an estimated break-even point in FY28 as depicted in Figure 9.

Figure 9 Cumulative Benefits and Costs



Based upon consultation with key stakeholders and discussion around target state, a number of direct and indirect benefits were defined to support the preliminary business case. Where possible, these benefits have been quantified as in Figure 10. Non-discounted benefits total \$61.0 million over ten years, starting at c.a. \$570,000 FY23, where benefits begin to be realised partway through the year, and rise annually to reach nearly \$11.2 million in FY31. While the calculated quantitative benefits do not fully offset the expected investment until FY28, it is recognised that there are a number of qualitative benefits to this investment that need to also be considered when evaluating this preliminary business case. Refer to the Benefit section for detailed benefits.

¹ Source: Forecast Growth Assumptions - 2022-2022 Budget and Long Term Financial Forecast, as supplied by ICC, showing the number of properties expected to grow annually for the next ten years, ranging from 2.18% p.a. in 2021-2022, through to an expected peak of 3.89% p.a. in 2024-2025.

The key tangible, financial benefits identified for the iVolve Project over a 10-year period are summarised in Table 9 below with the key benefit drivers being increased labour productivity and application cost savings. Other benefits are also expected as a result of the project.

Figure 10 Benefits Summary

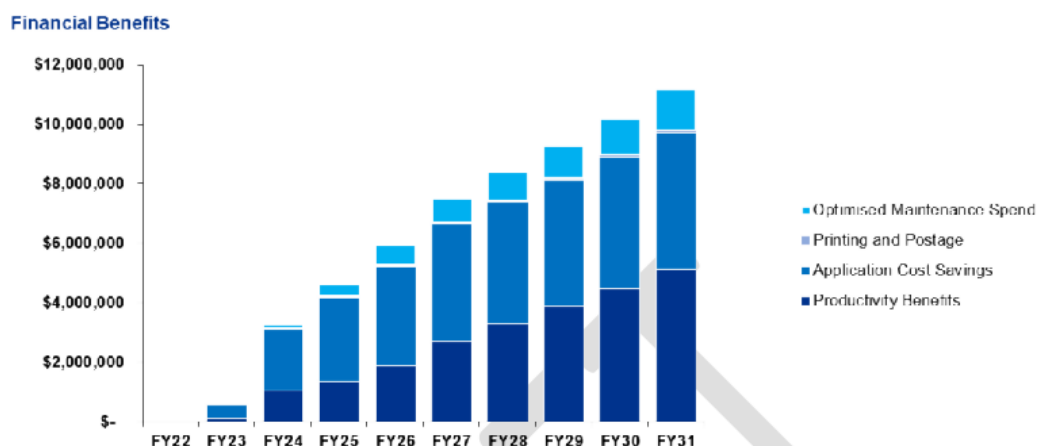


Table 9 Financial Benefits

Benefit	Description	Estimated Benefits
Increased Labour Productivity	Labour productivity benefits are expressed in terms of resources time and cost that can be redistributed towards customer value-add activities and to absorb future employee growth.	The Project will deliver approximately \$23.8 million of productivity benefits over ten years from economies of scale, more efficient ways of working, and the reduction of manual tasks due to optimised systems and processes.
Application Cost Savings	Application cost saving benefits are expressed in terms of a reduction in application costs from existing vendors.	The Project will deliver \$30.0 million in application cost savings over ten years from the decommissioning of current systems and subsequent avoidance of existing licencing, maintenance and Council infrastructure costs.
Optimised Maintenance Spend	Optimised maintenance expenditure represents improved asset management practices and data quality, leading to reduced costs of maintaining and replacing assets, and more efficient execution of work orders.	The Project will deliver approximately \$6.6 million in savings through optimised maintenance expenditure from the improved decision making afforded by enhanced systems and data.

Benefit	Description	Estimated Benefits
Printing Saving	Printing saving benefits are expressed in terms of a reduction in costs associated with printing.	The Project is expected to deliver approximately \$517,000 in savings in relation to a reduction in printing expenditure over ten years.

While the case for change provides a strong rationale for why a technology refresh is necessary, the following sections of this document describe how this technology refresh can be achieved. Specifically, the following sections describe:

- 1 The technology solution(s) that Council will need to adopt in order to delivery of the outcomes that it is seeking to achieve with iVolve. This is achieved through a discussion of the architectural options that are available, an assessment of their pros and cons and subsequently the selection of a target state solution architecture;
- 2 How the target state solution may be procured with a specific discussion of what should be part of the core platform versus what may sit outside of it;
- 3 A high level roadmap for how the target state solution may be implemented; and
- 4 The expected costs, benefits and risks involved with undertaking the iVolve project.

SOLUTION DESIGN

A structured and objective approach was followed to evaluate and identify the appropriate solution options for the Council. This includes:

- Step 1: Architecture Options Design - to develop a set of guiding principles that will be used to anchor the target state solution architecture design;
- Step 2: Architecture Option Selection - to allow an objective assessment of the strategic and operational impact of each option; and
- Step 3: Priority on Closing the Capability Gaps - to assess the priority of each capability area so as to establish recommended actions on how to close the gaps.

Refer to Appendix for detailed solution design approach, using Principles to Guide the Target State Solution Architecture Design.

Architecture Options Design

Based on the current state architecture, ICT industry best practice and experience drawn from similar projects in other councils, a collection of guiding principles have been established to support the definition of the target state solution architecture and accelerate decision making of the Council. The guiding principles consist of three elements:

1. **Business considerations** - these were developed based on the organisation strategy and the current state assessment. They will ensure the target state solution architecture is focused towards designing a meaningful and relevant target state, one that aligns to Council's strategy, desired outcomes for the iVolve project and situation;
2. **Architecture Approach** - these were developed based on architectural best practice. They will inform how the technology environment should be designed to build success in a digital economy; and
3. **Architecture Principles** - these are a set of rules and guidelines that are specific to an enterprise's architecture. Architecture Principles should be applied to both the target state solution and all subsequent technology solutions developed and managed during BAU, to increase the consistency and quality of technical decisions.

Business Considerations

Table 10 below outlines business considerations that the target state solution architecture should aim to address as set out by the Council and validated during consultation with staff from across multiple departments and branches.

Table 10 Business Considerations

Consideration	Description
Standardisation	<ul style="list-style-type: none">• Standardise processes, transaction flows, ways of working and procedures to improve the efficiency, of back office functions

Consideration	Description
	<ul style="list-style-type: none"> Standardise back office roles and create clear accountabilities to ensure good practice governance. Standardise commercial terms with customers and suppliers to protect the commercial interest of Ipswich City Council. Adopt Industry best practices where possible.
Simplification	<ul style="list-style-type: none"> Simplify the operating model to build a cost-effective, efficient and adaptive organisation. Redefine and consolidate services provided to ensure customer satisfaction & alignment to business strategies. Simplify the processes to eliminate duplication, and inefficient and unproductive activities.
Automation	<ul style="list-style-type: none"> Optimise the use of the systems to maximise investment value. Rollout local technologies to automate business processes for greater efficiencies and improved productivity. Reduce the number and volume of paper-based transactions to reduce manual and transactional processing.
Centralisation	<ul style="list-style-type: none"> Standardise, simplify and centralise management reporting and decision support to free up resources for more value-adding, strategic support activities.
Change Management	<ul style="list-style-type: none"> Ensure change management processes are established to effectively manage change. Implement a continuous improvement culture to drive on-going process improvement. Establish key metrics to measure, monitor and manage the performance of key services and functions.
Capability Uplift	<ul style="list-style-type: none"> Ensure the ICT workforce has the right skillset and capabilities to perform ICT activities and share knowledge across the business. Rollout technologies with the ability to provide improved functionality or systems capability uplift.
Business Operations	<ul style="list-style-type: none"> Minimise disruption to the business and ICT to ensure the business continues to operate as usual without impacting customer service. Give end users the ability to own the management of systems and data to empower them to embed technologies in their day to day operations.
Business Insight	<ul style="list-style-type: none"> A single view of master data across an entire enterprise to empower the organisation with actionable business insight and enable application users to make timely decisions based on enterprise-wide information.

Architecture Approach

To support the above Business Considerations, Table 11 outlines the agreed architecture approach to be followed when designing a target state solution architecture.

Table 11 Architecture Approach

Approach	Description
Enterprise Capability	<ul style="list-style-type: none">• Integrated, consistent end-to-end business processes aligned to modern best practice.• A single data entry point with all data accessed from one platform.• Consolidated system features, with reduced-to-no redundant features across Ipswich City Council system landscape.• A modern and consistent user-friendly interface across the enterprise, for both internal and external audiences.
Cloud-based	<ul style="list-style-type: none">• Flexibility to scale up and down the demand for services based on business need.• Ability to be deployed over a shorter timescale and with a smaller delivery team than on-premise solutions, creating significantly less business disruption and a higher return on investment.• Ability to roll-out standardised and regular upgrades for each product to all users simultaneously.
Business Intelligence	<ul style="list-style-type: none">• Ability to gather data from Ipswich City Council's key data sources.• Consolidate the desired information and generate reports and dashboards.• Generation of meaningful and customised reports and dashboards with accurate and actionable business insights.• Empower the Council leadership to manage the organisation with data led decision making.
'Loosely Coupled' Design Pattern	<ul style="list-style-type: none">• Limiting the tight interconnection of components in a system to reduce the technical dependency.• Supports the isolation of potential system incidents, ensuring that changes in the ICT environment do not cause unintentional changes to other systems or components.• Open systems that allow for standardised integration, enabling easier data exchange and eliminating double entry of data.
'Paced-Layered' Design Pattern	<ul style="list-style-type: none">• A logical grouping of the key enterprise capabilities, so that change can be executed and managed with relative independence. For example, ability to update the user interface of one application without changing the existing services or creating new applications• Provides the flexibility to prioritise and enhance applications as required.

Architecture Principles

Underpinned by the architecture approach set out above, Table 12 outlines agreed architecture principles to be followed when designing the target state solution architecture.

Table 12 Architecture Principles

Principles	Sub Principles	Description
Customer centric design	Ease of Use	Applications are intuitive and provide positive user experience across the customer facing services.
	Consolidated Customer View	A consolidated view of the customer, and ability to cross-reference information across departments and branches.
	Omni Channel Self-services	Enable the user to access information seamlessly via their preferred channel.
System sustainability	Reuse before Buy before Build	Ensure that the design maximises return on investment.
	Scalable Interoperability	The platform should have the flexibility to support future integrations.
	Leverage COTS Best Practice	Leverage Commercial-off-the-Shelf solutions (COTS), drawing on best practice, before configuration and customisation.
Improved Mobility	Information Integrity	Data should have only one, up to date source of truth.
	Business Authority	Ensure designated business owner(s) exist for data.
	Actionable Business Insight	Systems capable of generating actionable insights for Council and its staff.
	Open Data	Access to integrated information to support business process improvements.
Standardised service level management	Service Level Management	An agreed and standard approach to managing service level agreements.
Operational efficiency	Elastic Scalability	Systems remain functional and responsive when the number of concurrent users increases.
	Compliance Ready	Systems must empower Council to maintain compliance with ever-changing regulatory requirements and policies.
	Process Automation	Maximise the number of automated processes across the system/s.
	Centralised operations	Centralised management of business processes for performance issues, exceptions and security alerts.
Security in front of mind	Least Privilege	Users and system processes must be assigned the least set of privileges/permissions necessary.
	Privacy by Design	Ensure data privacy and security.

Architecture Option Selection

Based on the guiding principles above, three ICT architecture options are presented for Council's consideration.

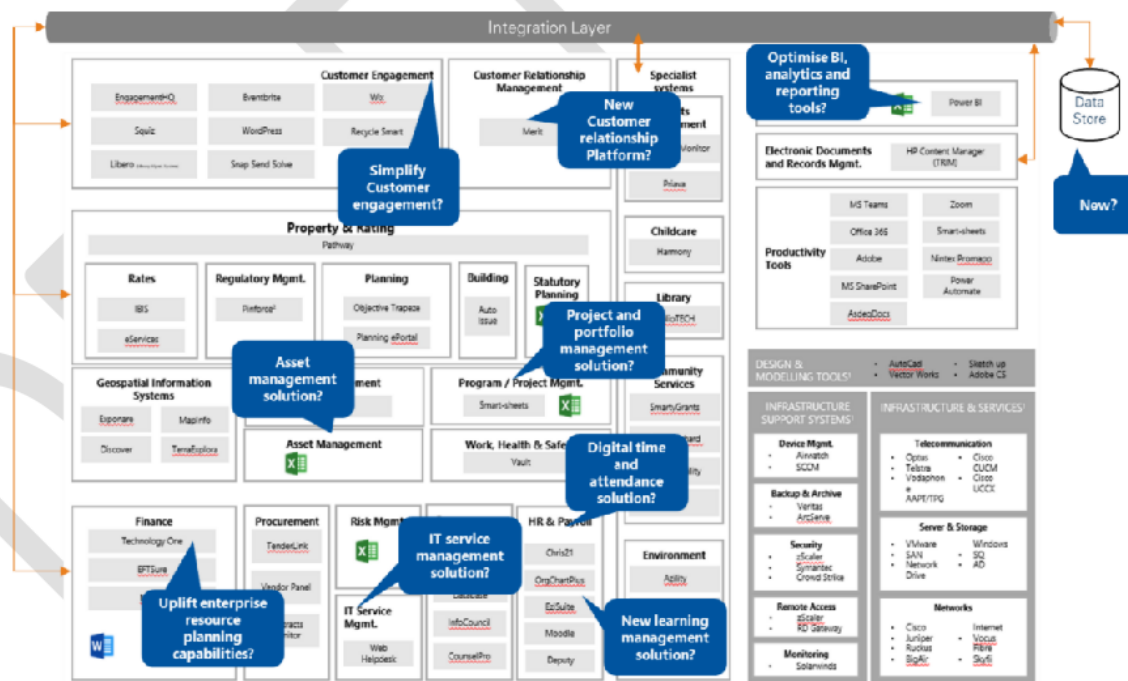
Architecture Option 1

Modernised systems based on the fit-for-purpose product for each capability

Description:

This option is centred on “**best of breed**” thinking, an approach that chooses the most fit-for-purpose product for each capability, for example, finance, HR, payroll can have different systems.

In adopting this approach, Council will need to establish a consistent mechanism for selecting technologies to ensure that as components of the architecture are purchased and brought into the broader ICT landscape that they effectively integrate into the overall ecosystem that is being created. Otherwise, there is a significant risk that the overall landscape once again fragments into disparate systems that encourage the operational silos that have historically existed. The Council also needs to establish clear ownership for each system to ensure appropriate system access and utilisation across the Council.



Pros:

- Additional systems can meet specific requirements and should enable parts of the organisation to quickly respond to changes in the market.
- Individual systems are typically smaller and therefore the implementation time is shorter.

Cons:

- Significant integration across systems would be required and this may negate some of the benefits of a shorter implementation timeline associated with smaller solutions.
- Data management across different systems can be difficult.
- Managing multiple vendor relationships and licensing agreements will require resources as well as the additional capabilities and efforts needed to maintain the landscape.

Architecture Option 2

Fully integrated platform-based solution that encompass all capability components

Description:

This option involves having a target state solution architecture with a **fully integrated platform-based solution for all capabilities**.

The fully integrated platform-based solution may include multiple, integrated systems from the larger core solution but are all delivered by **one vendor** and cover the vast majority of the systems functionality that is required by Council.

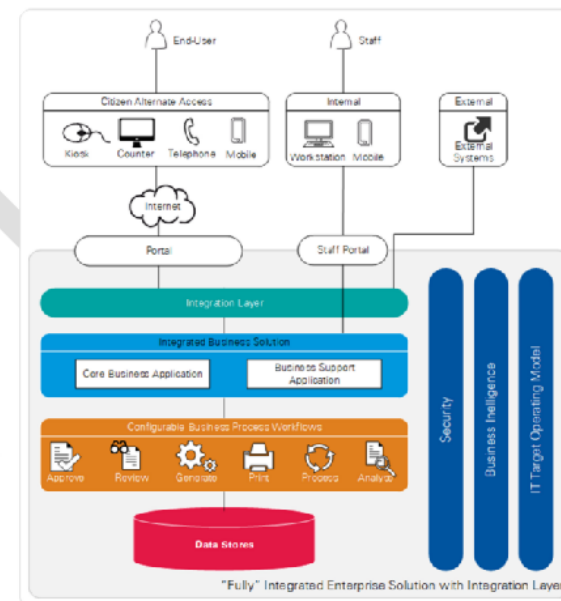
The broader ICT landscape can also include other smaller standalone systems where the separate vendors provide better systems for specific capabilities (e.g. CRM). These standalone systems are then integrated to the larger core via an integration platform.

Pros:

- Integrated solutions minimise the number of places where data is stored.
- The overhead of maintaining various siloed and disconnected systems will be minimised.

Cons:

- It is unlikely that one single vendor can provide all the needs of the Council as a fully integrated solution and so there remains a need to supplement this core with additional systems thus maintaining the need to adopt an integration solution.
- Potentially bigger upfront cost and commitment.
- Increased risk that Council is substantially reliant on a single vendor which could result in poor commercial outcomes over time.



Architecture Option 3

Platform-based solution with prioritised capability components

Description:

This option introduces a **platform-based** solution that covers the core capabilities required by Council. These capabilities will be implemented in a sequence relative to the level of **priority** (i.e. benefits-led methodology) and cross-functional impact. Capabilities that sit outside the set of core capabilities can be implemented as standalone solutions that will be integrated into the core platform to provide a cohesive solution.

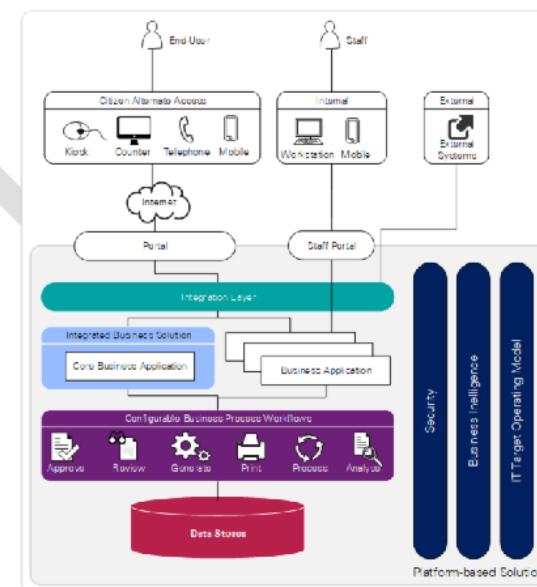
In determining the capabilities for inclusion in the integrated core platform, the Council should evaluate how each capability impacts the rest of the organisation, the availability of solutions within the marketplace and the complexity of the integration required between a given capability and the capabilities that have already been identified to be a part of the core platform.

Pros:

- This option limits the number of individual integrations to be managed, and the number of vendor relationships and contracts.
- The platform-based solution will serve as the core to transform how the Council operates. There is flexibility to incorporate additional capabilities in the platform-based solution when needed.

Cons:

- Integration of systems outside the integrated solution needs to be assessed and managed. This may introduce some complexity into the ICT environment.



Architecture Option Evaluation

Each of the solution architecture options were assessed against a set of criteria from strategic, economic and operational perspectives. In alignment with Council's vision and desired outcomes, separate weightings were assigned to each of the selection criteria to differentiate the importance of each criteria in determining the appropriate solution architecture option. Refer to Appendix for Capability Criteria and Rating.

Figure 11 Architecture Option Evaluation

	Selection Criteria	Description of Criteria	Weighting	Option 1	Option 2	Option 3
Strategic	Align with the Council Strategy	Degree of alignment with the strategic imperatives contained in the Council Plan and the future plan.	● ● ○ ○ ○ ○			
	Enable Intuitive Customer Experience	Contribution towards an enhanced overall customer experience through promoting a single customer view and customer-centric service offering.	● ● ● ● ● ●			
	Support Future Growth	Ability to ensure that ICC's IT capabilities have the strong technology foundation to support the future needs, i.e. having the scalability and flexibility to implement future innovations and solutions.	● ● ● ● ○ ○			
Economic	Contribute to Long Term Organisation Benefits	Tangible and intangible benefits derived from the solution which are sustainable for the long-term and contribute towards a balance of operational efficiency and data-driven, customer-focus.	● ● ● ● ● ●			
Operational	Reduced IT & Business Risk	Reduction in the level of complexity in the IT environment post solution implementation, and its sustainability considering future council growth.	● ● ● ● ● ●			
	Solution Supportability & Roadmap	The solution has a partner ecosystem that can provide ongoing supports. In addition to this, the solution has a clear roadmap.	● ● ● ● ○ ○			
	Managed Implementation Risk	Risk borne due to the degree of implementation complexity and length of time required for an end-to-end deployment, ability to manage building new systems while improving current system.	● ● ● ● ● ●			
Total Score				28	75	81
Key: ● ○ ○ ○ ○ ○ ● ● ○ ○ ○ ○ ● ● ● ○ ○ ○ ● ● ● ● ○ ○ ● ● ● ● ● ● 4.0, Highly favourable 3.0, Favourable 2.0, Moderate 1.0, Not favourable Least important Slightly important Fairly important Important Very important						

Solution Architecture Option 3 - Platform-based solution with prioritised capability components has been identified as the target state solution architecture option based on the scoring methodology. Some of the drivers supporting this approach are a stronger alignment with the strategic direction of the Project, greater customer service outcomes, contribution to long term organisational benefits and a reduction in ongoing risks to ICT and the business as set out by the selection criteria.

Table 13 Target State Solution Architecture Option Justification

Selection Criteria		Justification
Strategic	Align with the Council Strategy	Option 3 is more aligned to the strategic direction of Council by adopting a benefits-led methodology. It also better aligns to the Corporate Plan for Ipswich City Council 2021-2026 and Guiding Principles, especially around reduced operational complexity and increased automation.
	Enable Intuitive Customer Experience	Option 3 introduces a set of foundational capabilities with a high degree of integration. This allows for a significant reduction in manual tasks and better sharing of data, thus helping improve customer service outcomes. It also allows greater ability to manage single source of truth for customer data as there are less systems to connect to obtain a true single customer view.
	Support Future Growth	Option 3 has a high degree of landscape flexibility combined with structured growth. Whilst greater restrictions on core systems creates a dependency on the vendor's roadmap, it reduces the risk of a high technology debt.
Economic	Contribute to Long Term Organisation Benefits	Greater degree of data capture and synthesis, process automation, integration and more efficient customer management
Operational	Reduced ICT & Business Risk	The integrated solution (Option 2 and 3) has reduced ongoing risk as there are fewer vendor contracts to manage over time. Also, there is a significant reduction in environment complexity as multiple systems are combined in one core single-source of truth.
	Solution Supportability & Roadmap	Vendors provide greater direction and a longer-term technology roadmap driven by core system capabilities. Market leading core solutions have strong partner ecosystems and support capability.
	Managed Implementation Risk	Complex implementation, however, the scope of integrated solutions only include the prioritised capabilities.

Priority on Closing the Capability Gaps

To determine the prioritisation of the capabilities in finalising the scope of Option 3, a structured approach is followed to evaluate each capability against the following five criteria:

- A. Productivity Benefit Hours
- B. Current Rating of System-Supported Capabilities
- C. Can the capability continue to meet business needs without frequent reconfiguration?
- D. Is this a cross-departmental capability?
- E. How many systems are required to support this capability?

The 16 capabilities in-scope of the Project were prioritised based on their impact on the organisation. The productivity benefits associated with specific system capabilities was a key determinant, as per the benefits-led methodology adopted for analysis.

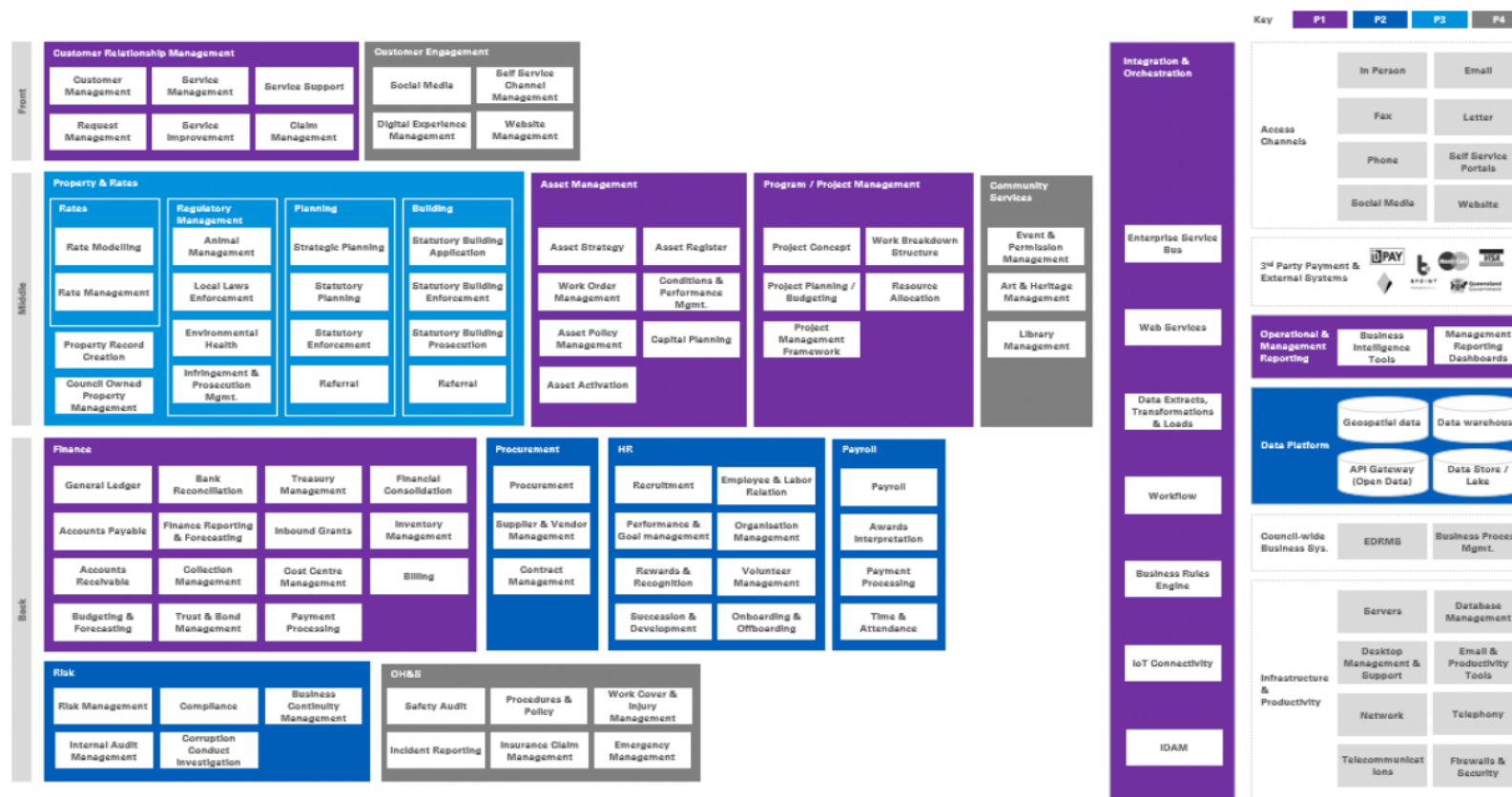
Table 14 Prioritisation outcome

Capability	[A] Productivity Benefit Hours	[B] Current Rating of System-supported Capability Gaps	[C] Can the capability continue to meet business needs without frequent reconfiguration?	[D] Is this a cross-departmental capability?	[E] How many systems are required to support this capability?	Weighted Score	Criticality for Refresh
Project / Program Management	●	●	●	●	●	196	1
OH&S	●	●	●	●	●	15	4
Procurement	●	●	●	●	●	98	2
Asset Management	●	●	●	●	●	147	1
Finance	●	●	●	●	●	168	1
Customer Relationship Management	●	●	●	●	●	224	1
Community Services	●	●	●	●	●	10	4
Customer Engagement	●	●	●	●	●	18	4
Property and Rating	●	●	●	●	●	84	3
Risk	●	●	●	●	●	80	2
HR	●	●	●	●	●	126	2
Payroll	●	●	●	●	●	70	2
EDRMS*	●	●	●	●	●	96	-
GIS*	●	●	●	●	●	80	-
Reporting*	●	●	●	●	●	144	-
Workflow*	●	●	●	●	●	144	-

Weighted scores = A x (B + C + D + E). See Appendix for the logic behind the capability prioritisation scores.

Using the scoring methodology for prioritisation, finance, customer relationship management, asset management and program/project management were identified as the most critical capabilities to be addressed as Priority 1 capabilities. They are followed by procurement, HR, payroll and risk as Priority 2 capabilities.

Figure 12 Prioritisation outcome with the capability model



SYSTEM CATEGORISATION

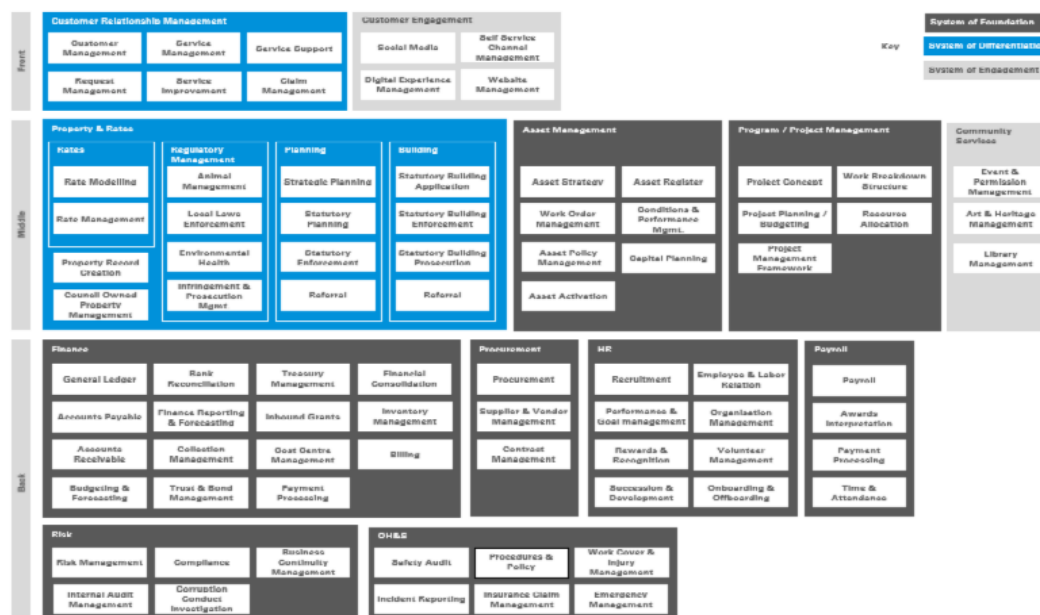
Categorisation of System

To support Council in determining the sourcing approach for each of the capability categories, each category is assessed against the following three considerations.

- **System of Foundations:** Foundation capabilities and systems are those which enable you to create a robust data sharing and collaborating infrastructure within the council. The foundation systems will help you consolidate information gathered from the Council's day-to-day operations. System of foundations forms the scope of core ERP.
- **System of Differentiation:** Capabilities that create differentiation for you as a Council. Communities, culture, properties and library management are some examples of the unique nature of services that the Council offers. These capabilities sometimes seek specific bespoke methods and tools.
- **System of Engagement:** Capabilities that enable the Council to engage with the community in innovative ways. The systems of engagement provide opportunities to improve the way you operate by employing emerging technologies. Innovation prospers in the fertile bed of a strong foundation and well established systems of differentiation.

Figure below sets out the categorisation outcome of the capabilities based on stakeholder consultation.

Figure 13 System Categorisation



Logical Solution Packages

Based on the system categorisation, the logical grouping of the sourcing approach set out in the Table 15 below.

There are two (2) solution packages that Council should go to the market for:

- ERP System: vendors to provide a single product that caters for all modules of Systems of Foundations (with exception of Payroll, Risk and OH&S) and one or multiple modules of System of Differentiation if available.
- Non-ERP System: vendors to provide product(s) that cater for one or one or multiple modules of System of Differentiation, Payroll, Risk and OH&S.

Payroll, Risk and OH&S are part of core ERP as per definition of system categorisation. However, there are limited vendors in the market that can cater for Finance, Procurement, HR, Asset Management and Program / Project Management as well as Payroll, Risk and OH&S capabilities. Sourcing these capabilities separately from the core ERP vendor provides Council a more competitive advantage.

Table 15 Sourcing Approach

Package	Must Have All Modules	Nice to Have One or Multiple Modules
ERP System	System of Foundations: <ul style="list-style-type: none"> • Finance module • Procurement module • HR module • Asset Management module • Program / Project Management module 	System of Differentiation: <ul style="list-style-type: none"> • Property and Rates module • Customer Relationship Management module
Non-ERP System	-	System of Foundations: <ul style="list-style-type: none"> • Payroll module • Enterprise Risk Management module • Enterprise OH&S module System of Differentiation: <ul style="list-style-type: none"> • Property and Rates module • Customer Relationship Management module

BENEFITS

Direct Benefits

The implementation of iVolve will provide a number of direct and indirect benefits to the Council. Direct benefits have been articulated in the following section of this document. In describing these direct benefits, we have offered examples to demonstrate how the adoption of new systems, and integration between systems could tangibly improve the operations of the Council.

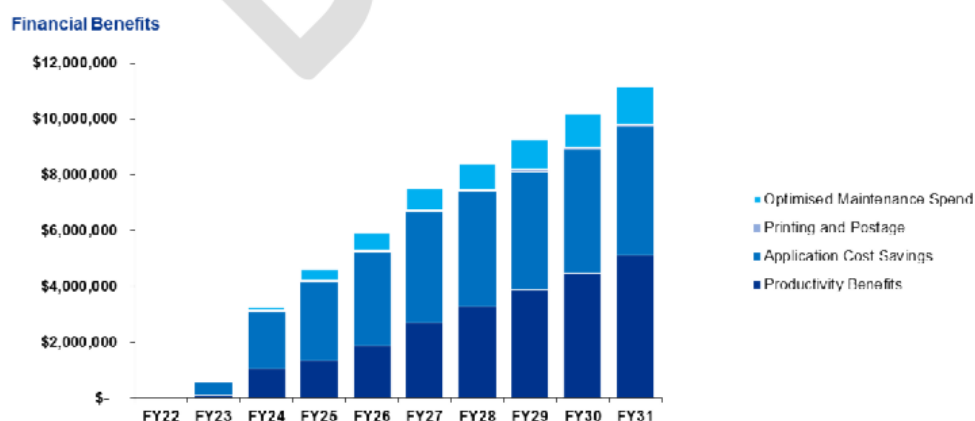
There are also indirect benefits that may come about as a result of implementing iVolve. These indirect benefits come about because the implementation of the target state solution creates a platform that can be leveraged to allow the Council to mature and become more sophisticated over time. These indirect benefits cannot be quantified but still represent important benefits that could flow to the Council as a result of this investment.

Direct Quantitative Benefits

There are four major categories of direct benefits applicable to Council, delivering c.a. \$61.0 million in cumulative benefits over ten years:

- Increased Labour Productivity
- Application Cost Savings
- Optimised Maintenance Spend
- Printing Saving

Figure 14 Financial Benefits



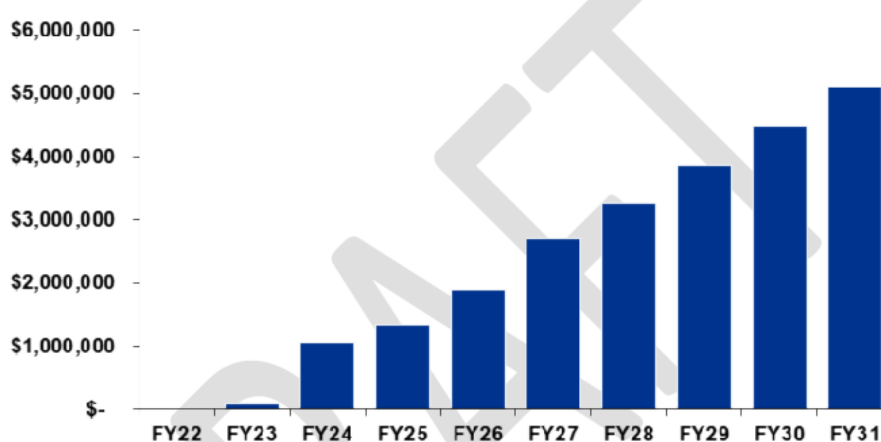
Increased Labour Productivity

Labour productivity benefits are expressed in terms of resources time and cost that can be redistributed towards value-add activities, and to absorb future employee growth through economies of scale.

The Project potentially delivers approximately \$5.1 million p.a., or just over 55 FTE in productivity benefits by FY31 from more efficient ways of working and economies of scale, through the reduction of manual tasks due to optimised systems and processes. It is acknowledged that Council's inflight/planned projects (i.e. process optimisation, automation, RPA and other digital reforms) will further increase labour productivity.

Figure 15 Financial Benefits- Productivity

Financial Benefits - Productivity



In calculating this, a very conservative rate has been used across the organisation and allocated across the Council based on data received during the survey regarding the extent of manual activity and reporting. Since the preliminary business case is largely replacing existing systems, manual processes due to a lack of a technology solution has been heavily discounted. As systems are rolled out, and people are trained, it is likely that pockets of the Council will pick up usage of the new systems, where perhaps they were not using the current system.

Table 16 Manual Areas

Manual areas where efficiency gains may be made	Benefit rate used
Manual data input	11%
Manual coordinating of data between systems	11%
Manual process as part of system workaround	11%
Manual process as part of searching for information	9%
Manual ad hoc interdepartmental requests	9%
Manual process due to lack of a technology solution	2%
Time spent collecting data	11%

Manual areas where efficiency gains may be made	Benefit rate used
Time spent preparing and cleansing data	11%
Time spent creating and finalising reports	9%
Time spent creating, compiling or processing timesheets	8%

Increased labour productivity benefits can be achieved in many ways, depending on the department and branch.

- Scale effectively and avoid additional FTE costs as the organisation grows
- Free up people's capacity to allow more effective and efficient reporting, and performance management
- Free up people's capacity to allow additional analysis to move the business forward effectively

These calculations related to FTE do not represent the removal of existing staff from the Council.

Productivity savings potentially require new benefit tracking mechanisms to identify progress and could extend to capturing savings in the form of reduction in future employee growth.

Application Cost Savings

Application cost saving benefits are the reduction of application costs from existing vendors.

The Project will deliver \$4.6 million p.a. by FY31 in application cost savings from the decommissioning of current systems and subsequent avoidance of existing licencing, maintenance and Council infrastructure costs. These are directly offset by the future system costs, ***and reliant on systems being decommissioned fully and cleanly.*** The Council has largely moved to annual contract renewal, and it is likely, with good contract management, that notification can be supplied in advance to enable a clean switchover.

These savings are cashable and can be easily monitored and tracked.

Figure 16 Application Cost Savings

Financial Benefits - Application Cost Savings



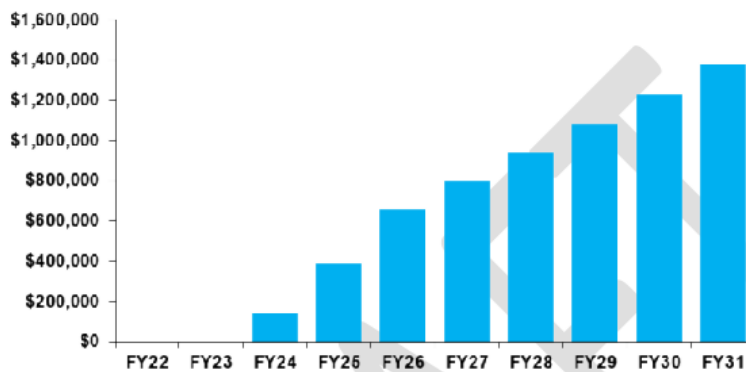
Optimised Maintenance Spend

Optimised maintenance expenditure represents improved asset management practices and data quality, leading to reduced costs of maintaining and replacing assets, and more efficient execution of work orders.

The Project will deliver nearly \$1.4 million p.a. by FY31 in optimised maintenance expenditure from the improved decision making afforded by enhanced systems and data.

Figure 17 Optimisation Maintenance Spend

Financial Benefits Optimised Maintenance Spend



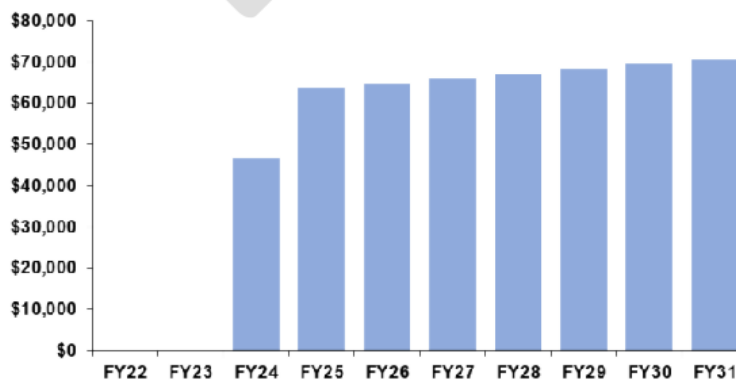
Printing Saving

Printing saving benefits are expressed in terms of a reduction in costs associated with printing. Printing is currently being tracked through a separate project, and therefore savings associated with iVolve are very conservative to avoid double counting of benefits across projects. Savings were identified by locating high spend users and estimating whether these are likely to be affected by iVolve.

The Project is expected to deliver more than \$70,000 p.a. by FY31 in savings in relation to a reduction in printing and postage expenditure. Printing savings are cashable, and there is no associated overhead to track benefits, as expenditure is currently being closely monitored.

Figure 18 Printing

Financial Benefits - Printing



Out of Scope Benefit Categories

During the review process, two additional potential benefit categories were investigated, however deemed out of scope for iVolve as part of the Preliminary Business Case. These were:

- **Operating Model Changes:** At this stage, any Operating Model Changes will be run as a separate project, with associated costs and benefits attached therein.
- **Off-contract Spend Management Improvement:** The Council is already placing strong emphasis on improving contracting, and this is deemed a separate initiative from iVolve at this stage.

Direct Qualitative Benefits

There are six groups of non-financial benefits that will directly result through the Project.

Improved Customer Centricity

Improved customer engagement and service provision by creating a holistic view of the customer, and delivery of more targeted, efficient and consistent services to the customers and the community.

Improved Collaboration and Culture

Empowering the workforce to collaborate more effectively with internal and external stakeholders, and service the community in a more streamlined manner through the adoption of intuitive, user-friendly technologies and customer-centered processes

Improved Decision-Making, Analytics & Compliance

Improved data-led decision-making, regulatory compliance and service planning & provision as a result of greater data integrity, completeness and availability, cross-correlation of quality datasets and automated reporting processes.

Better Security, Privacy & Risk Protection

Lower risk of breaches associated with better security and privacy protection. Better practices as a result of having a single source of truth for credentials. Ensure compliance with privacy requirements / audits.

Single Source of Truth

A single source of truth for core customer and asset information to establish clear data enabling processes, improve data integrity and establish clear accountabilities for customer and business data

Technology Landscape Simplification

Reduction in the complexity of the current technology landscape through consolidation in the number of disparate solutions, and the number of active solution vendors, through delivery of an integrated and lean solution

Indirect Benefits

Through stakeholder consultation it is apparent that improving the existing technology landscape through the Project will yield a range of qualitative benefits which could be achieved as a result of freeing up people's time to provide more value-added services, whilst avoiding headcount increases.

Examples discussed include, and are not limited to:

- Improved contract management through the ability to provide more focused effort.
- Improved project costing.
- Improved turnaround of reporting.
- Improved accuracy of information, with a reduction in manual input between systems.
- Improved speed of service, for example through the reduction of bottlenecks in information updating due to licence number limitations, particularly around project updates.

An environment where people are challenged to do more interesting, higher level work, and where they have the tools and time in which to do it, can be rewarding. Flow on benefits include the ability to extend careers within the Council, developing and recognising talent internally.

INVESTMENT

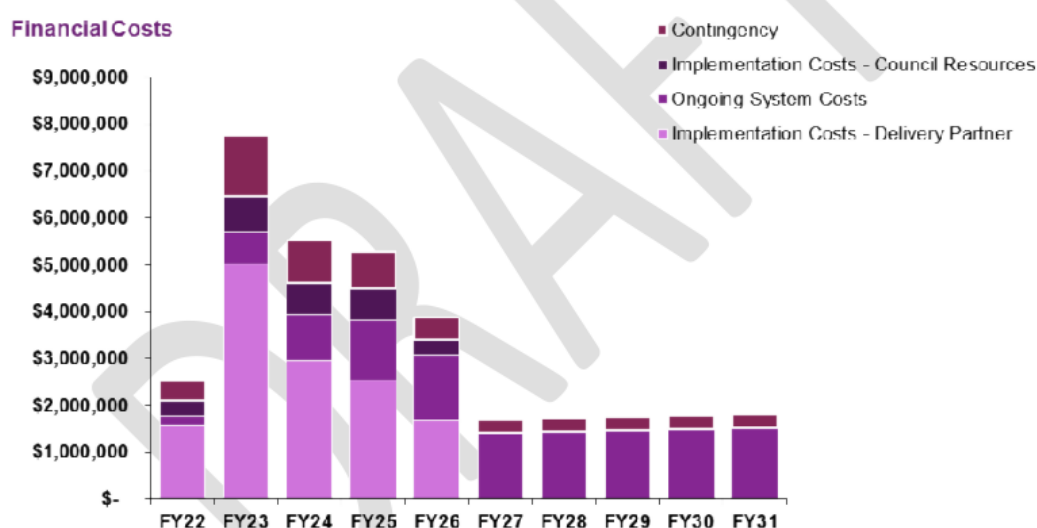
Summary of Investment

The Project has three distinct cost categories representing and estimated investment of c.a. \$33.8 million over ten years. This is made up of:

- \$16.6 million in implementation costs over five years;
- \$11.9 million in ongoing system costs over ten years; and
- Contingency estimated at \$5.4 million over ten years.

The key one-off investment costs for implementation include project resourcing costs and delivery partner implementation costs.

Figure 19 Summary of Investment



Investment Assumptions

For both the resource costs incurred using Council resources, a consistent rate of 2.3% has been used to factor in salary growth over the life of the implementation.

For ongoing system costs a CPI rate of 1.3% in 2022, and 1.7% for 2023 onwards has been used (Source: "Economic Outlook Australia", 10 March 2021, BIS Oxford Economics).

A contingency rate of 20% has been calculated separately based on implementation and ongoing investment. This is included to cover costs which were not foreseen at this stage. Examples are included in the contingency section.

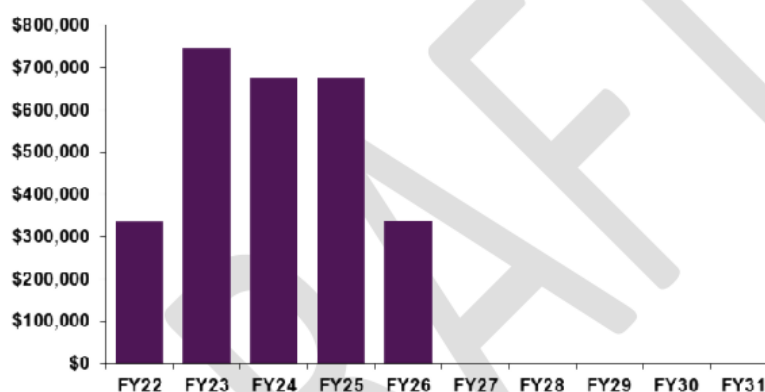
Implementation Investment

The delivery model for implementation is subject to adjustment as the Project progresses through the system procurement process. The cost model assumes a blended team of Council and Delivery Partner Resources. The role of Delivery Partner is to implement the target state solution. The Delivery Partner can be the vendor(s) of the target state solution, system integrator(s) or third-party professional services.

The level of effort required for Council resources is valued at c.a. \$2.8 million over the five-year implementation period, across all workstreams. The five core workstreams, namely Project Management, Global Design, Organisational Change Management, Integration and Data and Insights have ongoing resources throughout the project. Functional process owners are factored in while the relevant systems are being implemented and integrated.

Figure 20 Financial Costs- Implementation Costs- Council Resources

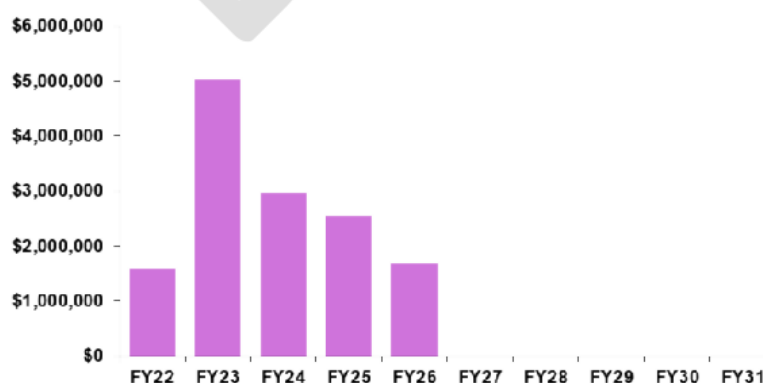
Financial Costs - Implementation Costs - Council Resources



At this stage, it is likely that a Delivery Partner will work alongside Council to implement the Project. The investment in a Delivery Partner is estimated at \$13.8 million, peaking in FY23 at c.a. \$5.0 million.

Figure 21 Financial Costs- Implementation Costs- Delivery Partner

Financial Costs - Implementation Costs - Delivery Partner



A Delivery Partner is factored across the duration of the six workstreams which run throughout the lifetime of the duration, namely, Project Governance, Global Design and Organisational Change Management, as well as the Data Platform, Business Intelligence, and Integration workstreams.

For each of the functional workstreams, the Delivery Partner is expected to bring resources on for the specified duration, ranging from two to five quarters.

Recurring Costs

Ongoing licencing and support costs have been estimated based on previous sourcing experience. However, direct market engagement by Council will be needed as prices will vary depending on the actual system selection, configuration, and ongoing support required. The cumulative cost, over ten years is estimated at c.a. \$11.9 million, or \$1.5 million p.a. by FY31.

Figure 22 Recurring Costs

Financial Costs - Ongoing System Costs



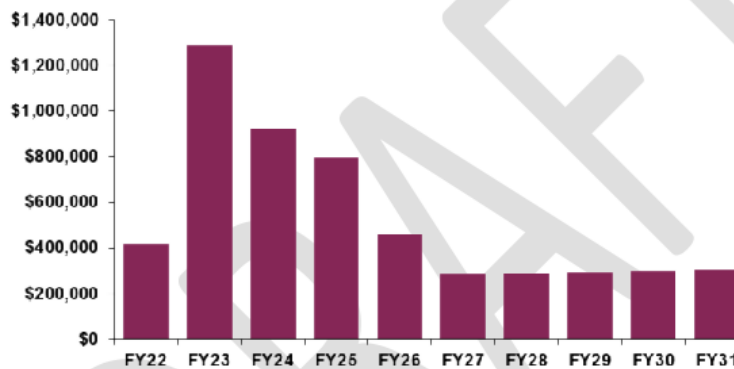
Contingency

A contingency factor of 20% is included as a separate line item, based on implementation costs and ongoing costs. This allows additional scope for project changes, for example, where effort may be larger than expected, or mitigation of financial impacts from potential project delays or variances in vendor costs. Specific items which may require the use of the contingency include data migration / remediation, decommissioning of existing systems and managed services which are not included within the licensing costs. Decisions regarding the operating model will clarify managed services, and data migration / remediation and decommissioning of the existing systems will need to be considered for each retiring application on a case by case basis.

This contingency allowance is considered reasonable based on experience with similar projects at this preliminary stage of development.

Figure 23 Contingency

Financial Costs - Contingency



IMPLEMENTATION PLAN

Key Considerations

To inform the costing of a preliminary business case and provide the Council leadership team with a clear understanding of the investment (both in terms of effort and dollars), an implementation and resourcing plan was developed to describe how the target state solution would be implemented.

This implementation plan has been created with a consideration of:

- **Good technical practice:** There are logical packages of functionality that are often implemented together and natural technical dependencies that exist based on how vendors typically chose to package software solutions. Following these practices minimises the amount of money spent on temporary interfaces that have a limited life and value.
- **Risk and benefits timing:** Implementing smaller 'chunks' of functionality over time typically lowers implementation risk, both in terms of the likelihood that an implementation will go poorly as well the impact should something go wrong. Taking an incremental approach also allows you to take advantage of benefits incrementally.
- **Business criticality:** We recognise that there may be business priorities that bring the need to deliver certain functionality forward due to the significant deficiencies in existing systems and the criticality of the solution to support Council day-to-day operation as an outcome of capability prioritisation.
- **Opportunities to deliver benefits early:** Productivity Benefits Hours is a key consideration of the prioritisation so that the implementation plan can recognise critical areas for uplift to allow early benefits realisation.
- **Solution adoption:** No systems implementation can be successful without the adoption of those systems by staff. Pacing an implementation allows for the change impact to staff to be managed through effective training and communications. This consideration does however need to be balanced against the potential for change fatigue to set in for project that takes too long to complete. To minimise the risk associated with solution adoption, the implementation plan has considered the following:
 - Stakeholder analysis is to be conducted prior to the implementation to ensure the right people are involved for this delivery. This will help Council gain stakeholder support through effective messaging and stakeholder management.
 - Communication and change management plan is to be established prior to the implementation so that key messaging and changes can be managed effectively to minimise the user disruption.
 - Resourcing requirements are analysed and considered within the preliminary business case so that Council can have a clear understanding of what and when Council's resources are required to support the delivery of the target state solution.
 - Tailored training requirements, training materials are to be developed to support Council with solution adoption.

- **Leadership commitment:** Leadership buy-in is one of the critical success factors. During the project mobilisation phase, it is important for the project to establish the governance structure. Further, it is critical to position the project as a Council-wide strategic initiative and ensure timely availability of various business stakeholders.
- **Project delivery capabilities:** Delivering a complex project of business and technology change is not core business for Council, and so the implementation plan takes account of the additional expertise and capacity that will need to be brought in to support successful and sustainable Project delivery.
- **Available capacity of Council staff:** It is recognised that an implementation will require the commitment of time from staff. The implementation and resourcing plans have been calibrated to identify the BAU roles that are required to be backfilled to allow for staff to effectively participate in the implementation process. To minimise the delivery risk, the following project governance and project management controls will be established upfront:
 - An integrated plan is to be developed where inter-dependencies, timeline, milestones and resourcing requirements can be clearly understood and agreed.
 - A dedicated project manager is appointed to oversee the end to end delivery across each solution component so that we maintain resourcing consistency and project momentum as each solution component is being delivered.
 - Project governance structure is to be established upfront so that project controls, decision authority, roles and responsibilities can be clearly articulated and agreed to set the solid foundation of the project delivery.

High Level Timeline

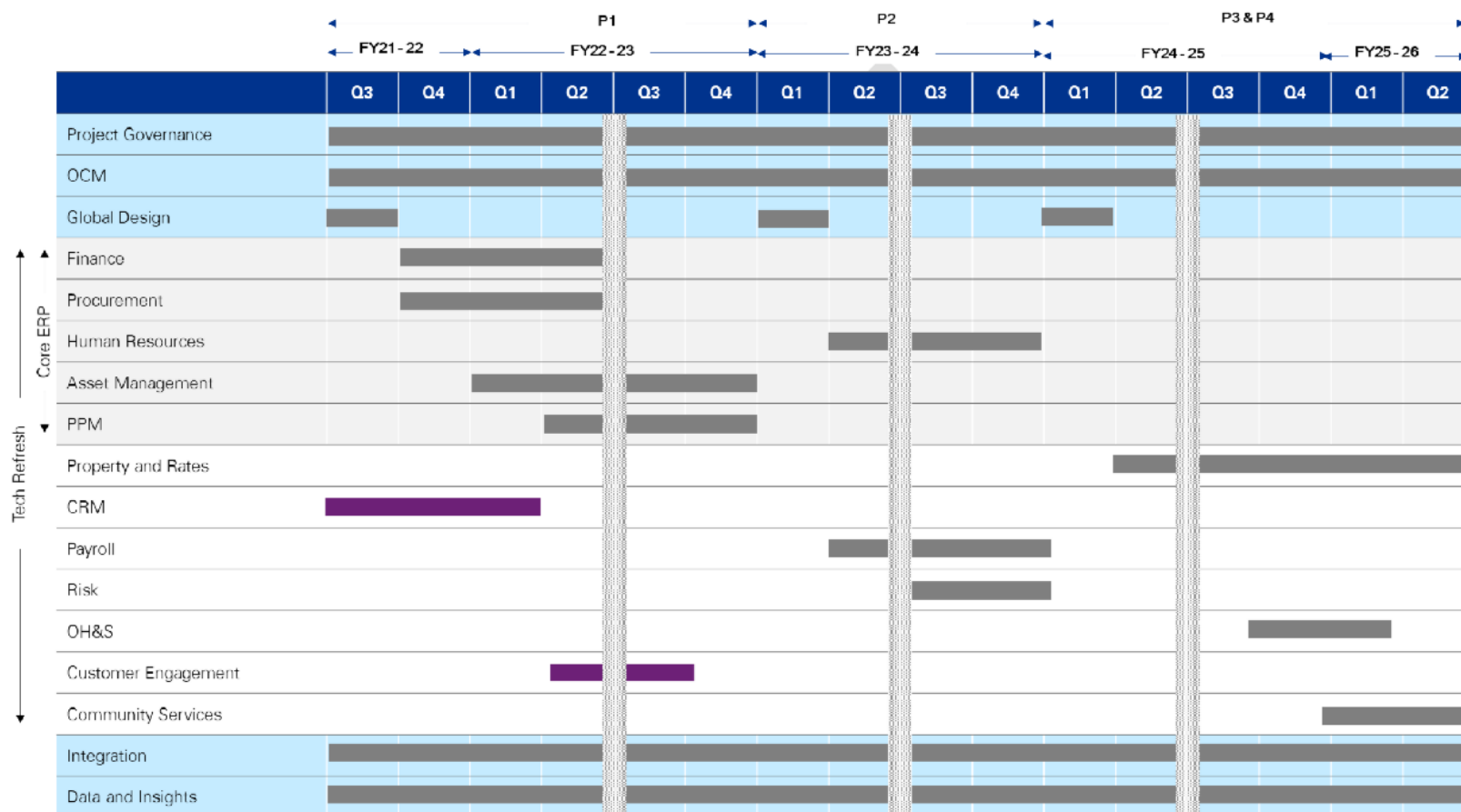
The overall solution will be delivered over 5-year period. The high-level timeline demonstrates the sequencing and dependencies of these key activities and how the five work streams run concurrently over the 5-year period.

The high-level timeline is developed based on Council's priorities, the appetite for change and the market's ability to respond. Delivery considerations including organisational capacity to deliver, change impact management, benefits realisation and technical solution dependencies are critical considerations of this approach.

Over this period, the following activities will be performed:

- The implementation of three individual solution components (ERP, non-ERP, Technical)
- Oversight by a common project governance body; and
- Dedicated organisation change management resources responsible for supporting the adoption of the new process and system changes across the organisation.

Figure 24 High Level Timeline



Key Initiatives

Table below sets out the key initiatives and estimated duration for each of the initiative within each of the work stream. Delivery considerations including organisational capacity to deliver, change impact management, benefits realisation and technical solution dependencies are critical considerations of this approach.

Table 17 Key Initiative

Work Stream	Initiatives	Duration	Start	End
Project Management	Establish PMO	Duration of the Project	Q3 FY21-22	Q2 FY25-26
	Mobilise project			
	Perform Quality Assurance			
Global Design	Develop Enterprise Target Operating Model	3 months	Q3 FY21-22	Q3 FY21-22
	Define functional operating model (finance, Procurement, PPM, EAM and CRM)	3 months	Q3 FY21-22	Q3 FY21-22
	Define functional operating model (HR, Payroll, Risk)	3 months	Q1 FY23-24	Q1 FY23-24
	Review and update functional operating model (P&R, Customer Engagement, Community Engagement)	3 months	Q1 FY24-25	Q1 FY24-25
OCM	Establish change management and communications framework and approach	Duration of the Project	Q3 FY21-22	Q2 FY25-26
	Ongoing Change Management, Communication and Training Delivery			
Technology Refresh	Implement Finance module	9 months	Q4 FY21-22	Q2 FY22-23
	Implement Procurement module	9 months	Q4 FY21-22	Q2 FY22-23
	Implement CRM module*	9 months	Q3 FY21-22	Q1 FY22-23
	Implement Program / Project Mgmt. module	9 months	Q2 FY22-23	Q4 FY22-23
	Implement Asset Management module	12 months	Q1 FY22-23	Q4 FY22-23
	Implement Property and Rates module	18 months	Q2 FY24-25	Q2 FY25-26
	Implement HR module	9 months	Q2 FY23-24	Q4 FY23-24
	Implement Payroll module	9 months	Q2 FY23-24	Q4 FY23-24
	Implement Enterprise risk management module	6 months	Q3 FY23-24	Q4 FY23-24

Work Stream	Initiatives	Duration	Start	End
	Review and uplift OH&S capability	6 months	Q4 FY24-25	Q1 FY25-26
	<i>Review and uplift customer engagement capability*</i>	<i>6 months</i>	<i>Q2 FY22-23</i>	<i>Q3 FY22-23</i>
	Review and uplift community services capability	6 months	Q1 FY25-26	Q2 FY25-26
Technology Refresh - Integration	Define systems integration framework Procure IPaaS Implement integration layer Implement systems integration services Continuous Improvement	Duration of the Project	Q3 FY21-22	Q2 FY25-26
Data and Insights	Establish data collection and migration approach Establish data framework Procure data warehouse platform Procure visualisation tool Implement data warehouse and visualisation tool Develop customised reports	Duration of the Project	Q3 FY21-22	Q2 FY25-26

* At the time this preliminary business case is being developed, Council is in the process of developing a Customer Experience Strategy. Both CRM module and Customer Engagement module are dependent on the Customer Experience Strategy. As a result, the timeline may be adjusted.

Project Governance

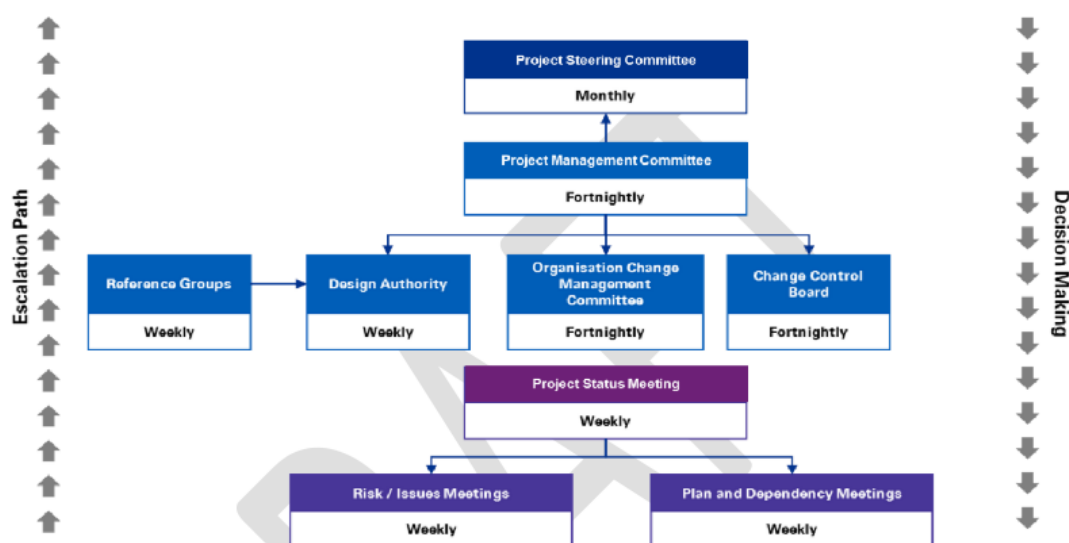
To support the successful outcome of the project, the following project governance structure is proposed to address the following needs:

- There is a need to ensure the ongoing connectivity between the technical implementation and the broader goals of the project itself.
- There is a need to ensure that delivery velocity can be maintained so that Council receives value for money from the implementation services and the project maintains delivery momentum.
- There is a need to provide transparency and visibility to key stakeholders so that progress can be appropriately tracked, and issues and risks can be managed efficiently.

The proposed governance model is comprised of three levels as follows:

- Strategic (Project Steering Committee) - At an executive management level we maintain and develop the partnership, resolve major issues, set direction and approve strategic changes. The Project Steering Committee is organised at this level.

- Tactical (Project Management Committee, Reference Groups, Design Authority, Organisational Change Management (OCM) Committee and Change Control Board (CCB))- Through a series of key relationships and regular review meetings we are able to confirm that progress is being made according to the overall objectives of the project. The project management is established at this level.
- Operational (Project status, Risk and Project Plans) - Day-to-day activities to deliver against project tasks across streams. The stream leads and project coordinator are organised at this level.

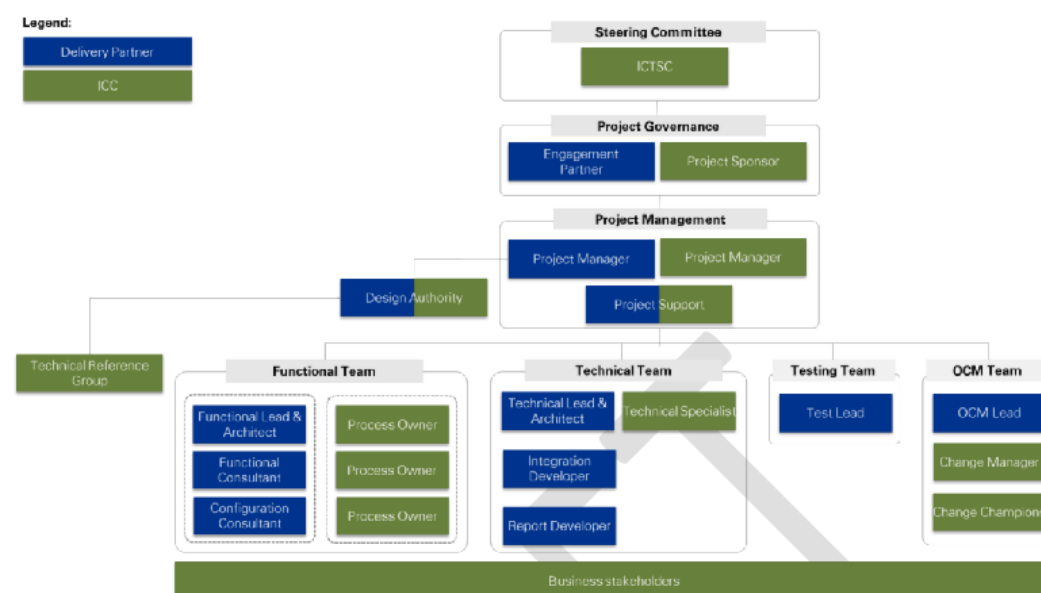
Figure 25 Project Governance

Team Structure

Given the parameters of Council's operations and the level of support that is required to ensure the successful delivery of this project, the proposed resourcing structure has been constructed based on the assumption that Council will engage an external delivery partner to work alongside Council's existing team for the implementation and delivery of the target state solution. The Delivery Partner will bridge the capacity and capability gaps in Council and bring industry expertise and experience to support the decision making and project execution. This assumption is also reflected in the expected time commitment that will be required from Council staff over the course of the implementation timeline outlined above. It is acknowledged that Council is planning to undertake a mobilisation phase to confirm the Council internal resourcing requirements and how to fill these roles. At the time of developing this preliminary business case, Council is undertaking an ICT restructuring which may create new or additional capabilities and capacities relating to the iVolve project. Council should evaluate the internal capacities and capabilities prior to solution implementation and reflect this in the team structure as the project evolves.

The current proposed team structure is provided in Figure 26 below.

Figure 26 Team Structure



The estimated effort associated with this solution on the Council side is outlined below in Table 18.

Table 18 Council System Implementation effort estimates

Work Stream	Role	Responsibility	Hours/Days effort (per week)
Project Management	ICT Steering Committee	Set strategic direction for the project Endorse key decisions for the project	<0.5hr
	Project Sponsor	Accountable for the project Prover oversight for the project Provide key decisions for the project	0.5hr
	Project Manager	Responsible for the project Manage the project from scope, budget, timeline and resource perspective	5 days (depends on Council capacity and capability)
	PMO Analyst	Provide project support from status reporting, budgeting, resourcing and overall coordination	5 days (depends on Council capacity and capability)

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Work Stream	Role	Responsibility	Hours/Days effort (per week)
Global Design	Enterprise Architect	Provide architectural input to support the Target Operating Model and functional operating model design	<1-4hrs (with peaks at key stages)
	Technical Reference Group	Provide input for the functional operating model design	<1-4hrs (with peaks at key stages)
OCM	Change Manager	Support delivery partner to develop OCM framework and strategy Accountable for the changes Liaise with business to identify change champions	3 days (depends on Council capacity and capability)
	Change Champions	Responsible for communicating to the team about the project status Actively drive the changes and communications within the team	<1-4hrs (with peaks at key stages)
Technology Refresh	Process Owner	Provide functional insights on current process and target process Participate in UAT	<1-4hrs (with peaks at key stages)
Integration	Technical Specialist	Support delivery partner to implement technical changes to the integration layer	<1-4hrs (with peaks at key stages)
Data and Insights	Business Analyst	Gather reporting and data requirements Participate in UAT	5 days (depends on Council capacity and capability)

RISK AND CONSIDERATIONS

Summary

Eleven risks have been identified across the dimensions of governance, business, technical and change management. Risks should be revised, and mitigation strategies developed accordingly through detailed planning efforts, ensuring objectives and benefits are successfully realised.

Figure 27 Risk Heatmap

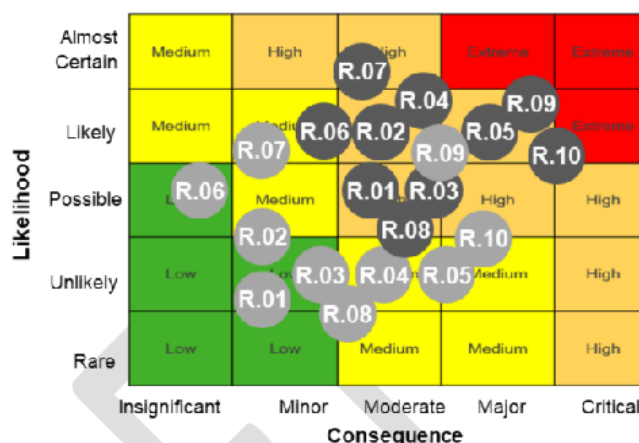


Table 19 Risk Summary

#	Risk Description
R.01	Resource Constraint - There is a risk that during system implementation for the Solution, Council's resources may not be able to complete their normal day job, on top of the implementation.
R.02	Data Quality - There is a risk that during the implementation, poor data quality may impact the utility of the reports that are generated.
R.03	Cost Over-runs - As this is a preliminary stage estimate with no process having been undertaken with the market, there is a risk that external service providers may have different costs from those indicated in this preliminary business case.
R.04	Case for Change - There is a risk that this is considered as an ICT implementation rather than business transformation.
R.05	Benefits Realisation - There is a risk that benefits may be under realised leading to the reduction of commitment to continue investment in the subsequent phases.
R.06	Schedule - There is a risk that not all dependencies across the different streams of work are identified or managed.
R.07	Business Change - There is a risk that failure to modify business processes to support the introduction of the proposed solution.
R.08	Integration Requirement - There is a risk that the current systems cannot be easily integrated with the proposed solution.
R.09	Resource Capability - There is a risk that the existing Council's resources do not have the right capability to successfully execute on the Project and deliver within the required timelines.
R.10	Data Migration - There is a risk that if data migration is not managed appropriately it could impact the ability of the Project to be successful.

Evaluation and Mitigation

The implementation of a new solution for Council will not be without risks. With the iVolve project for Council set to touch on areas and processes that are core to Council's operation in the area of finance and customer relationship management, discussions were held with key stakeholders to better understand risks associated with the implementation of the iVolve Project.

Identified risks have been provided in the below table along with an assessment of their impacts and potential mitigating actions. These risks have been considered in the development of the Implementation Plan as well as the cost profile presented in this preliminary business case.

While this process has captured risks at the time of writing this preliminary business case, it is anticipated that during the implementation itself additional risks will continue to be identified, captured and managed to support the successful delivery of the project.

Table 20 Risk evaluation and mitigation strategy

#	Risk	Current Risk	Impacts	Mitigation Strategy	Target Risk
R.01	Resource Constraint There is a risk that during system implementation for the Solution, Council's resources may not be able to complete their normal day job, on top of the implementation.	High	The people associated with iVolve Project may not be available to provide SME input, which could result in project delays. Further, resources are required to continue doing their existing day job and assist in the iVolve project, which could result in exceeding resources' normal capacities.	Ensure the appropriate representation and buy-in from the key stakeholder groups to be invested in the success of the project. Account for business subject matter experts' time investment in the costing of the project financials. Backfill resources requirements are identified and costed as Council internal cost.	Low

#	Risk	Current Risk	Impacts	Mitigation Strategy	Target Risk
R.02	Data Quality There is a risk that during the implementation, poor data quality may impact the utility of the reports that are generated.	High	Poor quality data and subsequently reporting may result in incorrect decisions being made that may be detrimental to the Council.	Ensure close collaboration between the technical delivery team and the relevant business functions with a focus on early exploration and remediation of current data quality. As part of the project to identify the data model, define data attributes and standards.	Medium
R.03	Cost Over-runs As this is a preliminary stage estimate with no process having been undertaken with the market, there is a risk that external service providers may have different costs from those indicated in this preliminary business case.	High	If the costs for the external supply of services is higher than expected, Council may not have enough funds to complete the project. iVolve Project	There are a number of potential mitigations to ease this situation: a. The system implementation costs have been detailed explicitly, based on KPMG experience and track record of delivery, and provide a realistic roadmap to achieve the results, including project management and governance models. b. Technology costs tend to decrease over time due to advances and increased competitiveness, however the preliminary business case has incorporated price rises over time.	Low

#	Risk	Current Risk	Impacts	Mitigation Strategy	Target Risk
R.04	Case for Change There is a risk that this is considered as an ICT implementation rather than business transformation.	High	The lack of understanding of the business drivers for the preliminary business case may lead to a misunderstanding of the importance and criticality of the proposed solution.	The preliminary business case is anchored by the business needs which include current people and process pain points, technology limitations, and the consequences if no actions are taken. The Case for Change sets out the operational impact. The business drivers and their relative priority have been used to determine prioritisation of the capability which forms the multi-staged solution. This preliminary business case sets out how the business benefits can be realised through year on year investment.	Medium

#	Risk	Current Risk	Impacts	Mitigation Strategy	Target Risk
R.05	Benefits Realisation There is a risk that benefits may be under realised leading to the reduction of commitment to continue investment in the subsequent phases.	High	There is a risk that benefits may not be achieved due to the lack of a benefits realisation plan and associated tracking mechanisms. Council may wish to pause the transformation journey post P1 implementation to focus on other priorities.	As the project evolves, a benefits realisation program (at the Council level) with a clear benefits management plan and the associated tracking mechanisms should be established. Benefits should be re-baselined as the Project refines and a transparent benefits realisation plan should be established with owners and tracking mechanisms agreed as well as on-going reporting to the appropriate governance forum. Account for contingency in the development and implementation of any high-risk solutions. Insert commercial levers around outcome-based payment schedules and penalties for delays. Ensure application decommissioning is formally accounted for in the respective project releases.	Medium

#	Risk	Current Risk	Impacts	Mitigation Strategy	Target Risk
R.06	Schedule There is a risk that not all dependencies across the different streams of work are identified or managed.	Medium	Council is resource constrained to take on complex transformation project as such. If the dependencies are not carefully managed, it may result in additional project contingency (i.e. delay in timeline, scope change, cost increase, lost confidence).	While a high-level timeline has been developed for this preliminary business case, it is expected that the iVolve Project Team develop a more detailed integrated project plan as part of the mobilisation. This will be developed at the beginning of the P1 to confirm dependency, critical path and milestone of each solution component. Project governance to be formed at the beginning of the P1 so that the decision authority and project controls can be effectively put in place.	Low
R.07	Business Change There is a risk that failure to modify business processes to support the introduction of the target state solution.	High	Council is unable to fully utilise the solution due the lack of business adoption and change management.	Once PBC is endorsed, Council is planning to undertake solution design phase. During this phase, functional requirements are to be developed using industry best practice which means there will be changes to the current process where it can be improved. Organisational change management is highlighted in the implementation plan so that the relevant activities can be put in place to assist Council with the solution adoption.	Medium

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#	Risk	Current Risk	Impacts	Mitigation Strategy	Target Risk
R.08	Integration Requirement There is a risk that the current systems cannot be easily integrated with the target state solution.	Medium	Risk of disruption to business as usual due to potential technical integration issues between new systems deployed and existing systems.	Perform early discovery of system integrations. Ensure accountability from the technical delivery team and system provider team(s) to develop and own a robust integration plan.	Low
R.09	Resource Capability There is a risk that the existing Council resources do not have the right capability to successfully execute on the Project and deliver within the required timelines.	High	Risk of delaying the project due to a lack of capability within the Council.	Invest in recruiting knowledgeable resources for the Project who possess experience and expertise in delivering projects of a similar scale and complexity within the sector.	Medium
R.10	Data Migration There is a risk that if data migration is not managed appropriately it could impact the ability of the Project to be successful.	High	Risk of cost, time and effort overruns which could result in Council stopping data migration and running legacy systems to access data, with limited reporting capability. There is also a risk of data migration overrun due to poor quality data contained in the legacy systems and lack of understanding of data compliance requirements with the relevant disposal authority/schedule.	Ensure close collaboration between the technical delivery team and the relevant business functions with a focus on early exploration and remediation of data migration. Data migration / remediation cost has been planned as part of contingency cost. The actual cost and data migration/ remediation strategy are to be confirmed as the project progresses to the next stage.	Medium

ANALYSIS OF LEGISLATIVE ISSUES

Local Government Act 2009 implications

Throughout the process, Council will adhere to the Local Government Act 2009 (the LG Act), and the internal policies in place which interpret the Act. Below are indicative areas to be aware of, based on the Act in place as at 12 March 2021.

Sound contracting principles

Per the LG Act, procurement is subject to sound contracting principles:

- Value for money; and
- Open and effective competition; and
- The development of competitive local business and industry; and
- Environmental protection; and
- Ethical behaviour and fair dealing.

(Source: Local Government Act 2009, Chapter 4, Part 3 Financial planning and accountability, 104 Financial management systems).

Record keeping

Information contained in local government records and operations may be called on for monitoring and evaluation purposes, as outlined. As such, Council registers and records must be retained. This may have implications for data migration and / or data storage.

(Source: Local Government Act 2009, Chapter 5 Monitoring and enforcing the Local Government Acts, Part 1 Local governments, Division 2 Monitoring and evaluation, 115 Gathering information, and Part 3 Investigation of local government records).

Conflict of Interest

Where a Councillor has a personal interest in a matter, the per the LG Act, the Council deals with the matter in an accountable and transparent way that meets community expectations. When contracting or making decisions regarding this preliminary business case, this requirement is in line with “ethical behaviour and fair dealing”, as noted in Sound Contracting Principles above.

(Source: Local Government Act 2009, Chapter 5B Councillors’ conflicts of interest)

Confidentiality of sensitive information

Information contained within Council systems may be confidential. An example on the treatment of criminal history information is specifically called out in the LG Act, and this information must not directly or indirectly disclose criminal history information to any other person unless the disclosure is permitted under subsection (3).

The implications for the preliminary business case may be that only particular people may be able to access and view information determined as confidential, so this information must be identified and handled appropriately.

(Source: Local Government Act 2009, Chapter 6 Administration, 175Q Confidentiality of criminal history information)

Information Privacy Act 2009 implications

Throughout the process, Council will adhere to the Information Privacy Act 2009 (the IP Act), and the internal policies in place which interpret the IP Act. Below are indicative areas to be aware of, based on the LG Act in place as at 12 March 2021.

Storage and security of personal information

The Council, when it has control of a document containing personal information must ensure that:

- a. The document is protected against -
 - a. Loss; and
 - b. Unauthorised access, use, modification or disclosure; and
 - c. Any other misuse; and

That the Council takes all reasonable steps to prevent unauthorised use or disclosure of the personal information.

(Source: Information Privacy Act 2009, Schedule 3 Information privacy principles, section 26, 4 IPP4 - Storage and security of personal information)

Human Rights Act 2019 implications

Throughout the project, Council will adhere to the Human Rights Act 2019 (the Act), which protects fundamental human rights that includes privacy and reputation (Section 25). The scope of the right to privacy is very broad. It protects privacy in the sense of personal information, data collection, and correspondence, and also extends to an individual's private life more generally.

The main objects of the Act are:

- a. to protect and promote human rights; and
- b. to help build a culture in the Queensland public sector that respects and promotes human rights; and
- c. to help promote a dialogue about the nature, meaning and scope of human rights.

When Council decisions are being made a Human Rights Impact Assessment will be undertaken in accordance with Council's Human Rights Policy (A6054072).

(Source: Human Rights Act 2019, Part 1, Division 1, Section 3 Main Objects of Act and Section 25 Privacy and Reputation)

APPENDIX

Preliminary Business Case Development Approach

Table 21 PBC Approach

01 Planning & Initiation	02 Current State Analysis	03 Target State Design	04 Option Analysis	05 Business Case Development
To build a strong foundation for the project delivery	To gain a clear understanding of the current state	To design a future state that reflects Council's needs and aligns with Council's vision	To analyse the Target state solution architecture options and confirm the desired Target state solution architecture	To finalise a preliminary business case that encompasses all inputs from previous phases.
<ul style="list-style-type: none"> Facilitate kick-off meeting to agree and confirm the project objective, scope, sponsor, timeline and deliverables. Identify key stakeholders and confirm desired consultation approach and availability. Develop Project Initiation Plan (PIP) outlining project scope, objectives project 	<ul style="list-style-type: none"> Work with key stakeholders to confirm likely operating model changes. Tailor a pre-developed Capability model to describe the set of capabilities that Council requires to deliver on its future strategic goals. Conduct current state discovery workshops to build a clear understanding of the current state, pain 	<ul style="list-style-type: none"> Agree overarching guiding principles to guide development of suitable target state options. Agree assessment criteria for options before options development to maintain objectivity. Identify and validate options for a target state solution architecture. For each of the identified solution 	<ul style="list-style-type: none"> Further describe the implications of each solution option based upon feedback from the briefing paper. Assess and score solution options using agreed assessment criteria such as delivery risk, cost, implementation requirements and complexity. Undertake stakeholder consultation to obtain 	<ul style="list-style-type: none"> Develop Strategic and Operational Case for Change Develop Financial and Economic Case for Change based on final agreed scope of the project; the financial case for change will include high level estimates of the financial benefits, the capital and operating expenditure required to support the project




















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<p>structure, roles and responsibilities, detailed plan, deliverable list, stakeholder list, status reporting template, and project status update cadence.</p> <ul style="list-style-type: none"> • Develop a work breakdown structure that sets out the tasks, duration, dates, dependencies and resources. • Issue document request. 	<p>points and growth ambitions</p> <ul style="list-style-type: none"> • Map current state systems to the capability model to identify gaps, overlaps and inefficiencies. • Gather data to be used as the benefits measurement baseline for preliminary business case development. • Confirm the key parameters of the preliminary business case model. 	<p>options, provide initial insights and implications to Council of adopting and transitioning to the solution option. Using the results of the current state assessment, identify gaps between current and future states and summarise findings into a briefing paper for Council.</p>	<p>feedback from key stakeholders and ensure a balanced assessment of options has been made.</p> <ul style="list-style-type: none"> • Confirm target state solution architecture scope and develop delivery approach to use as a basis for estimating costs within the preliminary business case. 	<p>implementation and underlying Net Present Value (NPV).</p> <ul style="list-style-type: none"> • Finalise Preliminary Business Case, consolidate the strategic, operational and economic cases for change into a single preliminary business case for the project. • Socialise the Preliminary Business Case and facilitate stakeholder consultation as per agreed consultant approach.
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Capability Criteria and Rating

The below table outlines criteria for each capability that has been rated. Each evaluation criterion has an assigned rating.

Figure 28 Capability Criteria and Rating

Criterion	Rating and Explanation			
[A] Productivity Benefit Hours	0 to 5,000 	5,001 to 10,000 	10,001 to 15,000 	15,001 and above 
[B] Current Rating of System-Supported Capabilities	System capability supports business functions and meets organisational requirements 	System capability supports some business functions but significant improvements are required 	System capability does not meet organisational requirements 	<i>Please note, no level exists above the former.</i>
[C] Can the capability continue to meet business needs without frequent reconfiguration?	Yes and requires no further configuration. 	Yes, but requires minor configuration to cater for edge cases. System capabilities can be changed through configuration tools. 	Yes, but requires significant configuration effort to keep pace with changing business needs and processes. System capabilities can be changed through configuration tools. 	No, significant development effort (coding change) required to keep pace with current business needs and processes. System capabilities can no longer be changed through configuration tools or configuration tools are not available. 
[D] Is this a cross-departmental capability?	No, this capability is limited to one department. 	Yes, this capability is limited to two departments. 	Yes, this capability is limited to three departments. 	Yes, more than three departments require this capability. 
[E] How many systems are required to support this capability?	This capability can be fully supported by one system. 	This capability can only be fully supported by integrating two systems. 	This capability can only be fully supported by integrating three systems. 	This capability can only be fully supported by integrating four or more systems. 

Detailed Observations

Table 22 Detailed Observations

Issues	Detailed Observation
Application Suitability	<ul style="list-style-type: none"> Many business applications are considered not fit for purpose due to limitations in functionality. Staff often revert to “hacked solutions” or Excel and Microsoft. System selection does not meet the needs of organisation. There are no systems in place to support important business processes. For example, Asset Management and Customer Relationships Management is performed through excel documents and smart sheets. Council currently struggle to identify what they can do with their current systems, as systems are not being fully utilised.
Limited System Integration	<ul style="list-style-type: none"> Integration is limited between systems. Therefore, there is limited confidence in data integrity, completeness and accuracy. There is a lack of functionality to connect branches. There is limited integration between systems. For example, the current process for a customer enquiry, (depending where its raised) relies on connecting various business processes, in multiple systems and passing work across multiple branches. Business processes and systems are not adequately optimised to enable customer-centric delivery.
Technology Adoption	<ul style="list-style-type: none"> System implementations across the organisation are generally not supported by Change Management initiatives (such as training, impact assessment, communications). Branches often feel they their expectations are not met. There is limited change championship for different systems, lacking adequate follow up after the implementation to provide structured training and up-skilling for users. Previous training of systems has been regarded as ineffective.
Data and Analytics Capability	<ul style="list-style-type: none"> Data is decentralised and duplicated, siting in disparate systems. Manual manipulation of data is a common practice, inefficient and risks damage to Council reputation. Data is captured inconsistently across Council impacting data completeness, conformity and quality. Users have limited confidence in data integrity, completeness, accuracy and consistency. Integration is limited between systems. The trust in data is low. A significant amount of manual effort is required to export reports, adjust then reupload data to the system.

Issues	Detailed Observation
Customer Experience	<ul style="list-style-type: none">• No consistent customer experience across the organisation and between branches.• There is no single view of customer as business units use different systems to capture customer data. This means there are many different processes for following up for with customers.• There is no customer management relationship system or singular ticketing/booking system.• There is no customer centric dashboard for a reporting perspective.
Investment Decisions	<ul style="list-style-type: none">• There is a lack of ownership and accountability and there is significant shadow IT within the Council.• All branches have reported from their experience that the current internal ICT support lacks capability. ICT are unaware of systems and therefore unable to assist when issues arise.• There are significant costs in maintaining the current ICT systems.

ICT Operating Model Maturity Domain Definitions

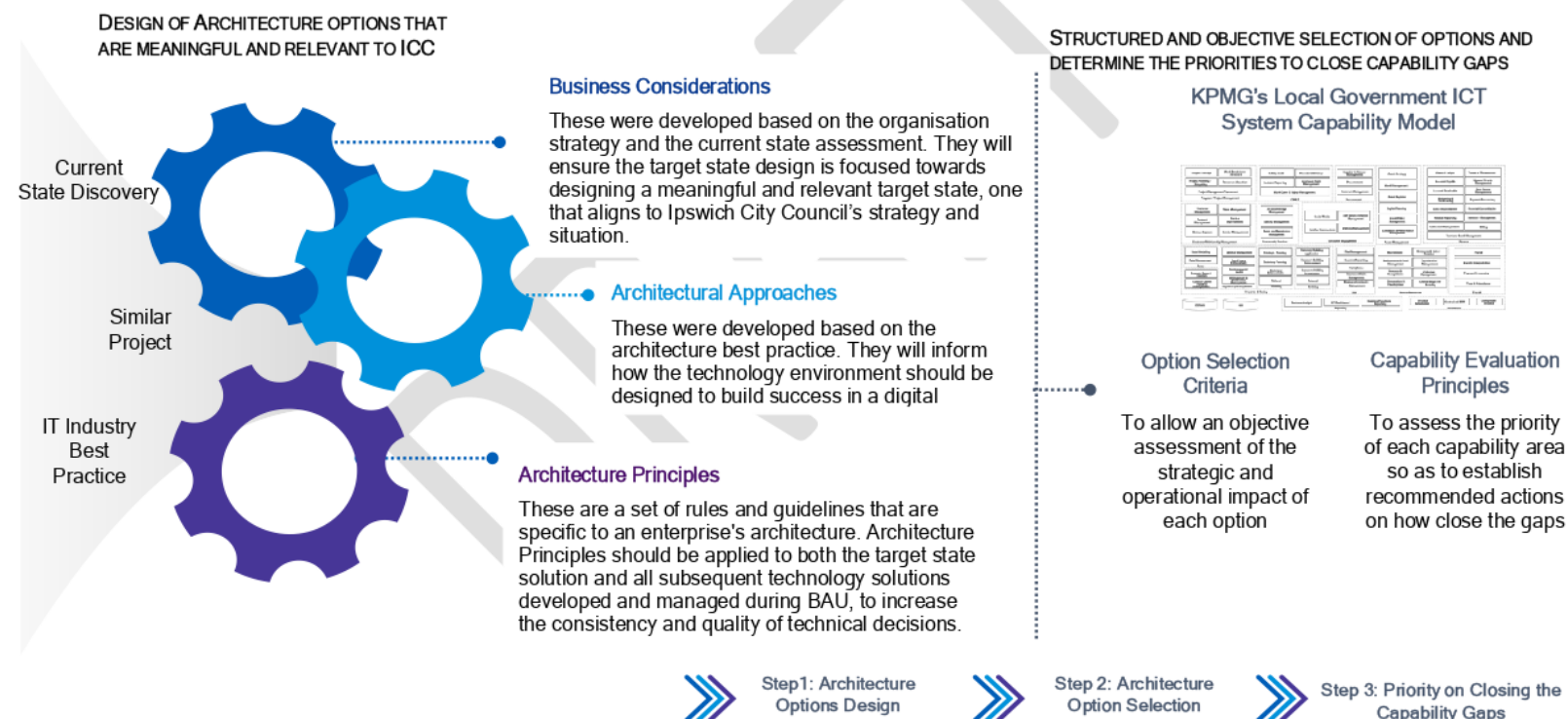
Table 23 Domain Definitions

Domain	Domain Definition
Service and Process	This pillar of the operating model assesses the strategy and approach to provide ICT services provided to the organisation.
Organisation and Governance	This pillar of the operating model assesses the ICT organisational structure, its alignment to the organisation, and governance arrangements in place for clear accountability and decision-making.
Technology and Data	This pillar of the operating model assesses the technology environment, how well it is managed and how it supports the organisation.
Sourcing and Assets	This pillar of the operating model assesses the ability of ICT to manage procurement, commercial engagements and asset management activities.
People and Skills	This pillar of the operating model assesses the ICT workforce, their capabilities and talent management.
Risk and Security	This pillar of the operating model assesses the capability of the ICT organisation to manage and mitigate risks and information security breaches.

Using Principles to Guide the Target State Solution Architecture Design

Based on the current state architecture, ICT industry best practice and our experience from similar projects, a collection of guiding principles have been established to support the definition of the target state solution architecture and accelerate decision making of the Council.

Figure 29 Solution Design Approach



Stakeholder Consultation

KPMG held workshops to engage the Council's team on their future plans, expectations and requirements, with the key activities outlined in Table 24.

KMPG also met with smaller teams and individuals from Council and communicated via email to clarify details and agree approaches. As part of the agreed project governance, project updates were provided on a weekly basis.

Table 24 Stakeholder engagement activities

Key Activity	Purpose	Attendees	Date
Project Kick-off	<ul style="list-style-type: none"> • Introductions • Define project scope • Approach & next steps 	<ul style="list-style-type: none"> • KPMG Engagement Team • Project Stakeholders 	11 January
Current State Assessment Branch Workshop	<ul style="list-style-type: none"> • Understand Key Business Applications • Understand current ICT architecture and application limitations • Define key pain-points and opportunities for improvement • Identify current state maturity 	<ul style="list-style-type: none"> • KPMG Engagement Team • Project Stakeholders 	15 January
Issue Survey	<ul style="list-style-type: none"> • Issue survey to stakeholders 	<ul style="list-style-type: none"> • Project Stakeholders 	21 January
Engage ICT for data input	<ul style="list-style-type: none"> • High level gathering of core information 	<ul style="list-style-type: none"> • KPMG Engagement Team • ICT leadership team 	29 January
Target State Design Workshop	<ul style="list-style-type: none"> • Walkthrough the current state assessment summary of findings • Identify and agree ICT guiding principles and approaches • Confirm evaluation criteria for options analysis 	<ul style="list-style-type: none"> • KPMG Engagement Team • Project Stakeholders 	2 February
Briefing paper walkthrough	<ul style="list-style-type: none"> • An outline of the project approach and current status • A summary of current state assessment outcomes and key findings • A summary of the desired target state and solution architecture options 	<ul style="list-style-type: none"> • KPMG Engagement Team • Project Stakeholders • ICT Steering committee 	16 February
Option Workshops	<ul style="list-style-type: none"> • Evaluate the identified target architecture models 	<ul style="list-style-type: none"> • KPMG Engagement Team • Project Stakeholders 	23 February

Key Activity	Purpose	Attendees	Date
	<ul style="list-style-type: none"> • Evaluate proposed ICT initiatives • Agree technology options for evaluation • Obtain feedback and alignment from stakeholders 		
Case for Change Validations Workshop	<ul style="list-style-type: none"> • Validate Case for change with stakeholders, including financial, economic, strategic and operational cases 	<ul style="list-style-type: none"> • KPMG Engagement Team • Project Stakeholders • ICT Steering committee 	22 March
Preliminary Business Case Socialisation	<ul style="list-style-type: none"> • Socialise preliminary business case and facilitate consultation to gain endorsement 	<ul style="list-style-type: none"> • KPMG Engagement Team • Project Stakeholders • ICT Steering committee 	31 March

DOCUMENT INFORMATION

File name	ICC- iVolve Project Preliminary Business Case
Version	1.0
Date updated	30/03/2021
Release state	Draft
Approved by	ICT Steering Committee
Prepared by	iVolve Project Team
Objective reference	

Doc ID No: A6803204

ITEM: 3

SUBJECT: REPEAL OF PREVIOUS COUNCIL DECISION FOR NEW TRUSTEE PERMIT OVER
RESERVE FOR RECREATION PURPOSES - ANZAC PARK SPORTS AND RECREATION
CLUB INCORPORATED - 1 MILL STREET, ROSEWOOD

AUTHOR: SENIOR PROPERTY OFFICER (TENURE)

DATE: 18 FEBRUARY 2021

EXECUTIVE SUMMARY

This is a report requesting the repeal of a previous decision of the General Purposes Committee, Item No. 3 on the 19 May 2020 and adopted at the Council Ordinary meeting of 26 May 2020 to withdraw Anzac Park Sports and Recreation Club Incorporated (APSRCl) as Trustee over a reserve for recreation purposes located at 1 Mill Street, Rosewood and described as Lot 638 SP157096.

RECOMMENDATION

That Council repeal its previous decision to enter a Trustee Permit with Anzac Park Sports and Recreation Club Incorporation (a decision of the General Purposes Committee, Item No. 3 on 19 May 2020) adopted at the Council Ordinary meeting of 26 May 2020.

RELATED PARTIES

The parties related to this matter include:

- Community, Cultural and Economic Development Department (Internal)

There have been no conflicts of interest declared in the preparation of this report.

ADVANCE IPSWICH THEME

Caring for the community

PURPOSE OF REPORT/BACKGROUND

In August 2020 APSRCl contacted Council to advise they wished to relinquish their obligations as Trustee of the Hall effective from 30 September 2020.

Council was in the process of offering APSRCl a Trustee Permit to comply with its obligations as Trustee under the *Land Act 1994*. It was proposed that Council enter a two (2) year Trustee Permit with APSRCl over part of the Trust Land, at the existing rent amount of nil. This was following an internal review that established that a Contract is not a suitable agreement for tenure over the Trust Land under Section 57 of the Land Act 1994. The Land

Act 1994 requires that Council enter into a Trustee Permit for short term agreements (< 3 years) or a Trustee Lease (<30 years) for tenure over trust land.

APSRCI are an incorporated association that has been managing the operation of the public hall known as the Anzac Park Memorial Hall (Hall) over part of a Reserve for recreation purposes located at 1 Mill Street, Rosewood (Trust Land) since 2003. In September 2008, Council and APSRCI entered a Contract on an ongoing basis for the management of the Hall. The Contract allowed APSRCI to manage the operation of the Hall for community, sport and recreation purposes.

Council has in association with APSCRI liaised with user groups to ensure ongoing activation and daily operations of the Hall with the current user groups. Council assumed full ownership and management of the facility from 1 October 2020 and has been in the process of establishing permits and longer-term agreements with the existing user groups.

LEGAL/POLICY BASIS

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

Local Government Act 2009

Land Act 1994

Local Government Regulation 2012

RISK MANAGEMENT IMPLICATIONS

The Hall has been used by numerous local community groups on a bookable basis with fees determined by APSRCI as manager of the Hall. Council intends to provide ongoing support to the local community and continue the management of the Hall under our standard permit and fee system.

FINANCIAL/RESOURCE IMPLICATIONS

Council will continue its responsibility for all repairs and maintenance of the Hall.




COMMUNITY AND OTHER CONSULTATION

The Community, Cultural and Economic Development Department has been liaising with the existing user groups to provide their ongoing use of the facility under our management. Council will transition the user groups onto our standard agreements for the use of the Hall and continue to manage it as a multi-purpose facility for shared use by local community groups.

CONCLUSION

It is recommended that Council proceed to repeal its prior decision to enter into a Trustee Permit with Anzac Park Sports and Recreation Club Incorporated for the management of the Hall and Council continue the management of the Hall to support the local community user groups.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Previous Decision of Council to enter a Trustee Permit with APSRCI ↓ 
1.1	Survey Plan ↓ 
1.2	Draft Trustee Permit for 1 Mill Street Rosewood ↓ 

Kerry Perrett

SENIOR PROPERTY OFFICER (TENURE)

I concur with the recommendations contained in this report.

Brett McGrath

PROPERTY SERVICES MANAGER

I concur with the recommendations contained in this report.

Anthony Dunleavy

MANAGER, LEGAL AND GOVERNANCE (GENERAL COUNSEL)

I concur with the recommendations contained in this report.

Sonia Cooper

GENERAL MANAGER CORPORATE SERVICES

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

Item 3 / Attachment 1.

GENERAL PURPOSES COMMITTEE
MEETING AGENDA

19 MAY
2020

Doc ID No: A5475324

ITEM: 3

SUBJECT: PROPOSED NEW TRUSTEE PERMIT OVER RESERVE FOR RECREATION PURPOSES
- ANZAC PARK SPORTS AND RECREATION CLUB INCORPORATED - 1 MILL
STREET, ROSEWOOD

AUTHOR: PROPERTY OFFICER

DATE: 12 MAY 2020

EXECUTIVE SUMMARY

This is a report by the Property Officer concerning the proposed new Trustee Permit over part of land located at 1 Mill Street, Rosewood, described as Lease B in Lot 638 on SP157096 on SP307623 between Ipswich City Council as Trustee (Council) and Anzac Park Sports and Recreation Club Incorporated. (APSRCI).

RECOMMENDATION/S

- A. That Council terminate the existing Contract with Anzac Park Sports and Recreation Club Incorporated located at 1 Mill Street, Rosewood, described as Lot 638 on SP157096.
- B. That Council as Trustee of the Reserve located at 1 Mill Street, Rosewood enter into a Trustee Permit with Anzac Park Sports and Recreation Club Incorporated (pursuant to section 236 (1)(c) (iii) and (2) of the *Local Government Regulation 2012 (QLD)*).
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Trustee Permit 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*.

RELATED PARTIES

The parties related to this matter include:

- Community, Cultural and Economic Development Department (Internal)

ADVANCE IPSWICH THEME LINKAGE

Caring for the community

GENERAL PURPOSES COMMITTEE
MEETING AGENDA

19 MAY
2020

PURPOSE OF REPORT/BACKGROUND

APSRCI, an incorporated association, has been managing the operation of a public hall over part of a Reserve for Recreation Purposes located at 1 Mill Street, Rosewood (Trust Land) since 2003.

In September 2008, Council and APSRCI entered into a Contract on an ongoing basis for the management of the public hall. The Contract allowed APSRCI to manage the operation of the hall for community, sport and recreation purposes.

Following an internal review it has been noted that a Contract is not a suitable agreement for tenure over the Trust Land under Section 57 of the *Land Act 1994*. The *Land Act 1994* requires that Council enters into a Trustee Permit for short term agreements (< 3 years) or a Trustee Lease (<30 years) for tenure over trust land.

It is recommended that Council terminate the existing Contract with APSRCI and enter into a Trustee Permit to ensure that Council complies with its obligations as Trustee under the *Land Act 1994*. It is proposed that Council enter into a two (2) year Trustee Permit with APSRCI over part of the Trust Land, at the existing rent amount of Nil.

The Trustee Permit must satisfy all requirements of the *Land Act 1994*, the *Land Regulations 2009* and the State's Operational Policy - Secondary Use of Trust Land.

FINANCIAL/RESOURCE IMPLICATIONS

Council will continue its responsibility for structural repairs and other repairs to the hall, as per the maintenance schedule of the proposed Trustee Permit.

RISK MANAGEMENT IMPLICATIONS

The major risk is that Council is not complying with its obligation as Trustee of the Trust Land under the *Land Act 1994*. This includes providing the correct instrument for offering tenure over the Trust Land. The risk to Council will be removed by terminating the Contract and entering into a new Trustee Permit.

LEGAL/POLICY BASIS

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

Local Government Regulation 2012

Local Government Act 2009

Land Act 1994

COMMUNITY AND OTHER CONSULTATION

Following Council's review of the existing agreement, Council consulted with APSRCI to enter into a more suitable agreement over the Trust Land. At a recent onsite meeting, APSRCI indicated their desire to continue with the management of the hall for a further two (2) year term, which was agreed by Council.

Council will review the future use of this Trust Land within the two (2) year term.

GENERAL PURPOSES COMMITTEE
MEETING AGENDA

19 MAY
2020

CONCLUSION

It is recommended that Council enter into a Trustee Permit with APSRCI over the Trust Land. The Trustee Permit will encompass the requirements of the *Land Act 1994*, the *Land Regulations 2009* and the State's Operational Policy – *Secondary use of Trust Land*.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Survey Plan SP307623
2.	Draft Trustee Permit for 1 Mill Street, Rosewood

Judi Howard

PROPERTY OFFICER

I concur with the recommendations contained in this report.

Brett McGrath

PRINCIPAL PROPERTY OFFICER

I concur with the recommendations contained in this report.

Tony Dunleavy

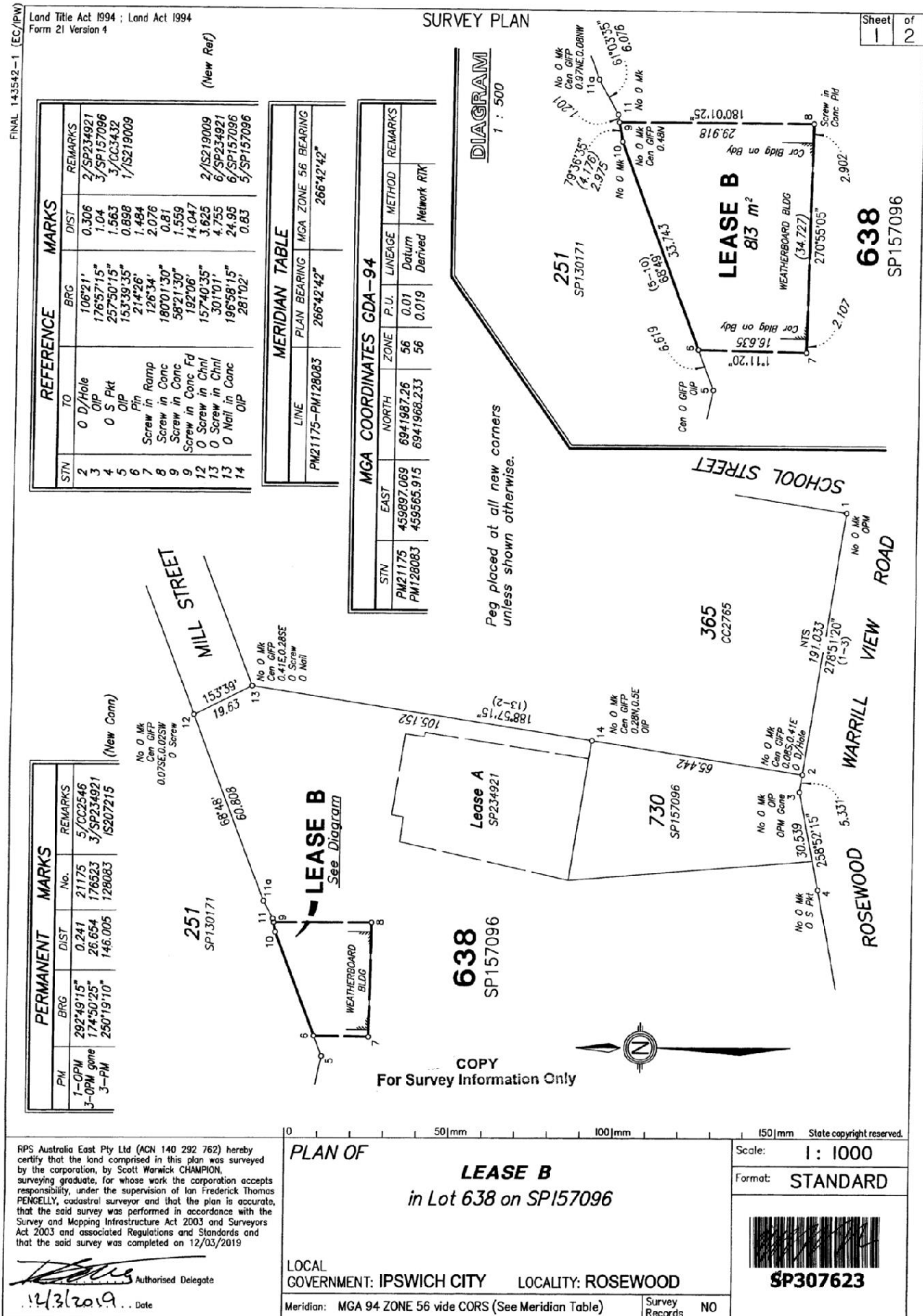
MANAGER LEGAL AND GOVERNANCE (GENERAL COUNSEL)

I concur with the recommendations contained in this report.

Sonia Cooper

GENERAL MANAGER CORPORATE SERVICES

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



NP

Item 3 / Attachment 1.1

FINAL 143542-1 (EC/IPW)

Land Title Act 1994 ; Land Act 1994
Form 21B Version 1

(Dealing No.)

WARNING : Folded or Mutilated Plans will not be accepted.
Plans may be rolled.
Information may not be placed in the outer margins.

Sheet 2 of 2

5. Lodged by

(Include address, phone number, reference and Lodger Code)

1. Certificate of Registered Owners or Lessees.

I/We IPSWICH CITY COUNCIL AS TRUSTEES
VIDE GAZETTE 7-3-2003 page 796

(Names in full)

*as Registered Owners of this land agree to this plan and dedicate the Public Use Land as shown hereon in accordance with Section 50 of the Land Title Act 1994.

*as Lessees of this land agree to this plan.

Signature of *Registered Owners *Lessees

* Rule out whichever is inapplicable

2. Planning Body Approval.

*
hereby approves this plan in accordance with the:
%

Dated this day of

..... #
..... #

*Insert the name of the Planning Body. % Insert applicable approving legislation.
Insert designation of signatory or delegation

3. Plans with Community Management Statement :

CMS Number :
Name :

4. References :

Dept File :
Local Govt :
Surveyor : 143542-1

6. Existing

Title Reference	Description	New Lots	Road	Secondary Interests
49005736	Lot 638 SP157096	-	-	Lease B

7. Orig Grant Allocation :

8. Passed & Endorsed :

By: RPS Australia East Pty Ltd
Date: 12-3-2019
Signed: *[Signature]*
Designation: Cadastral Surveyor

9. Building Format Plans only.

I certify that:
* As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or road;
* Part of the building shown on this plan encroaches onto adjoining * lots and road

Authorised Delegate
~~Cadastral Surveyor/Director~~
*delete words not required

Date

10. Lodgement Fees :

Survey Deposit	\$
Lodgement	\$
..... New Titles	\$
Photocopy	\$
Postage	\$
TOTAL	\$

11. Insert in Number

SP307623

Item 3 / Attachment 1.2

QUEENSLAND LAND REGISTRY
Land Title Act 1994, Land Act 1994 and Water Act 2000

TRUSTEE PERMIT

FORM 7 Version 6
Page 1 of 32

Dealing Number



Privacy Statement

The information from this form is authorised by the Land Title Act 1994, the Land Act 1994 and the Water Act 2000 and is used to maintain the publicly searchable registers in the land registry and the water register. For more information about privacy in DNRM see the department's website.

1. Trustee IPSWICH CITY COUNCIL AS TRUSTEE ABN 61 461 981 077	Lodger (Name, address & phone number) IPSWICH CITY COUNCIL PO BOX 2286 NORTH IPSWICH QLD 4305 Phone: 3810 6666 Propertyrequests@ipswich.qld.gov.au	Lodger Code IH117
--	--	-----------------------------

2. Lot on Plan Description LOT 638 ON SP157096	Title Reference 49005736
--	------------------------------------

3. Trustee Permittee Given names	Surname/Company name and number	(include tenancy if more than one)
ANZAC PARK SPORTS AND RECREATION CLUB INCORPORATED		

4. Interest being leased

RESERVE R284

5. Description of premises being leased

LEASE B IN LOT 638 ON SP157096 ON SP307623

6. Term of lease trustee permitCommencement date: / /
Expiry date: / /
Options: NIL**7. Rental/Consideration**

AS PROVIDED IN THE ATTACHED SCHEDULE

8. Grant/Execution

The trustee grants a trustee permit of the premises described in item 5 to the trustee permittee for the term stated in item 6 subject to the covenants and conditions contained in the attached schedule.

Witnessing officer must be aware of his/her obligations under section 162 of the Land Title Act 1994

.....signature

.....full name

.....qualification

Execution Date

David Brian Farmer
Chief Executive Officer
for IPSWICH CITY COUNCIL
Trustee's Signature

Witnessing Officer

(Witnessing officer must be in accordance with Schedule 1 of the Land Title Act 1994 eg. Legal Practitioner, JP, C Dec)

9. Acceptance

The trustee permittee accepts the trustee permit and acknowledges the amount payable or other considerations for the trustee permit.

Witnessing officer must be aware of his/her obligations under section 162 of the Land Title Act 1994

The common seal of ANZAC PARK SPORTS AND RECREATION CLUB INCORPORATED is affixed by authority of the management committee in the presence of

.....signature

.....full name

.....qualification

Execution Date

John Barry Turner
Secretary

Witnessing Officer

.....Signature

.....full name

.....qualification

Execution Date

John Peter Sbeghen
President/Committee Member
Permittee's Signature

Witnessing Officer

(Witnessing officer must be in accordance with Schedule 1 of the Land Title Act 1994 eg. Legal Practitioner, JP, C Dec)

QUEENSLAND LAND REGISTRY
Land Title Act 1994, Land Act 1994
and Water Act 2000

SCHEDULE

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1 Definitions and interpretation**1.1 Definitions**

These definitions apply to terms used in this Trustee Permit, except to the extent that the context indicates a contrary intention.

Term	Definition
Act	means the <i>Land Act 1994</i> .
Commencement Date	means the date specified as the commencement date in item 6 of the Form 7.
Council	means the Ipswich City Council or, if another entity becomes the trustee of the Trust Land under the Act, the trustee (and, in either case, includes, when consistent with the context, any officer of the Ipswich City Council or the trustee who is authorised to administer the relevant provisions of the Trustee Permit.
Council Property	means all plant and equipment, fixtures, fittings, furniture, furnishings and decorations and other property in, on or fixed to the Premises that are made available by the Council.
Expiry Date	means the date specified as the expiry date in item 6 of the Form 7.
GST	means any goods and services or similar tax imposed at the point of sale or time of supply on the supply of goods, services or other things in Australia.
Input Tax Credit	means any GST paid on the supply of goods, services or other things for which the recipient of the supply is entitled to a refund or a credit against other GST otherwise payable by the person.
Insolvent	means: (a) for a natural person: (1) the committing of an act of bankruptcy; (2) being made bankrupt; or (3) being subject to an arrangement under Part IX or Part X of the <i>Bankruptcy Act 1966</i> ; (b) for a corporation: (1) the making of an order for the winding up or reconstruction of the corporation; (2) being under administration or subject to a deed of company arrangement under Part 5.3A of the <i>Corporations Act 2001</i> ; (3) the appointment of a receiver, receiver and manager, agent in possession, trustee or guardian in respect of any or all of the property of the corporation; (4) the corporation being taken under section 459F of the <i>Corporations Act 2001</i> to have failed to comply with a statutory demand; or (5) the occurrence of an event of the kind described in section 461(1) of the <i>Corporations Act 2001</i> making the corporation liable to be wound up by the court; and (c) for an incorporated association:

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Term	Definition
	(1) being wound up under section 89 of the <i>Associations Incorporation Act 1981</i> ;
	(2) being wound up under section 90 of the <i>Associations Incorporation Act 1981</i> ;
	(3) incorporation being cancelled under section 93 of the <i>Associations Incorporation Act 1981</i> ; or
	(4) any other event of the same, or substantially similar, effect as those specified in paragraph (b) of this definition in relation to corporations.
Insured Risks	means those disabling causes against which the Council insures in respect of the Premises from time to time.
KPIs	is defined in clause 7.1(1)(a).
Manager	means the General Manager (Infrastructure and Environment) of the Council (including a person acting in that position) or such other position within the Council as is nominated by the Council from time to time.
Minimum Operating Hours	means, on each day other than Christmas Day and Good Friday, from 10am to 6pm with the exception of a period on each day during those hours not
Minister	means the Minister administering the Act from time to time.
Permitted Use	means recreation purposes, specifically the operation and management of hall operations associated with that purpose.
Permittee	is the person named in item 3 of the Form 7.
Permittee Property	means all plant and equipment, fixtures, fittings, furniture, furnishings and decorations and other property in, on or fixed to the Premises that are not Council Property.
Premises	means the part of the Trust Land identified in the plan attached to this Trustee Permit.
Quarter	means each period of 3 months ending on 31 March, 30 June, 30 September and 31 December in each year.
Rent	means \$1.00 per annum if demanded (plus any applicable GST)
Services	means the services provided by Council or other authorities to the Premises including, but not limited to, electricity, gas, water, sewerage, air conditioning, fire control and communications together with all plant and equipment relating to those services.
Trust	is defined in clause 10.4.
Trust Land	Means Lease B in Lot 638 on SP157096 on SP307623, title reference 49005736.
Trustee Permit	means, depending on the context: (a) this document; or (b) the rights conferred on the Permittee by this document.
WHSMS	is defined in clause 4.4(3)(a).

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1.2 Interpretation

In this Trustee Permit:

- (1) a reference to a person includes the person's executors, administrators, successors, assigns, substitutes and persons who take by novation;
- (2) where a party is more than one person, each person is bound as an individual and they are all bound together;
- (3) headings have been inserted for guidance only and do not affect the interpretation of this Trustee Permit;
- (4) a reference to a statute (or a statutory instrument) includes its amendments and replacements (including statutes and statutory instruments dealing with the same or substantially similar subject matter) and the regulations and other statutory instruments under it and them; and
- (5) defined terms have the meanings given them in this Trustee Permit, whether written in the upper case, lower case, or both upper and lower case.

1.3 General and specific provisions

- (1) If:
 - (a) a provision of this Trustee Permit (the **specific provision**) imposes an obligation on the Permittee; and
 - (b) that obligation would, whether or not the specific provision was in this Trustee Permit, have fallen within the scope of another provision of this Trustee Permit (the **general provision**) that imposes a wider or more general obligation on the Permittee, then:
 - (c) the general provision is not to be read down by reference to, or because of the inclusion in this Trustee Permit of, the specific provision; and
 - (d) if an act, omission, event or circumstances arise that constitutes a breach of the specific provision, the Council may treat it as a breach of the specific provision or of the general provision or of both.
- (2) If:
 - (a) a provision of this Trustee Permit (the **specific provision**) confers a power or right on the Council or the Manager or both; and
 - (b) that power or right would, whether or not the specific provision was in this Trustee Permit, have fallen within the scope of another provision of this Trustee Permit (the **general provision**) that confers a power or right on the Council or the Manager or both, then:
 - (c) the general provision is not to be read down by reference to, or because of the inclusion in this Trustee Permit of, the specific provision; and
 - (d) the Council or the Manager or both may exercise the power or right under the specific provision or under the general provision or under both.

2 Grant and duration of Trustee Permit

2.1 Grant

- (1) Subject to the other provisions of this Trustee Permit, the Council grants to the Permittee a trustee permit under the Act.
- (2) The Permittee accepts the grant of the Trustee Permit.

2.2 Duration

- (1) The term of the Trustee Permit starts on the Commencement Date.

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and Water Act 2000

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- (2) The term of the Trustee Permit ends on the earlier of:
- (a) the Expiry Date; or
 - (b) the Trustee Permit being terminated or cancelled under the provisions of the Trustee Permit or the Act.

2.3 Limitations

- (1) The Trustee Permit does not give the Permittee:
- (a) any right to use any of the Trust Land after the term of the Trustee Permit ends;
 - (b) a right to renew the Trustee Permit; or
 - (c) a right to be given a more secure tenure over the Trust Land.
- (2) If the Premises are not the whole of the Trust Land, the Trustee Permit does not authorise the Permittee to use any part of the Trust Land other than the Premises.

3 Financial matters

3.1 Rent

On the Commencement Date, the Permittee must pay the Rent to the Council.

3.2 Specific outgoings

- (1) The Permittee must pay on time:
- (a) all assessments for Services supplied to the Premises, including telephone, water, electricity and gas;
 - (b) all assessments for Services supplied to the Premises by a government or local government (including the Council itself), including waste services;
 - (c) all salaries, wages and related costs and expenses incurred in the employment or engagement of employees or contractors by or for the Permittee at the Premises or in connection with the business operated at or from the Premises;
 - (d) all expenses incurred in complying with the Permittee's obligations under the Trustee Permit;
 - (e) all expenses incurred by or for the Permittee in advertising and marketing the Premises or the business carried on at or from the Premises; and
 - (f) general materials and products used in operating the Premises or the business carried on at or from the Premises.
- (2) The Council will pay any local government general rates assessed against the Premises.

3.3 Costs

The Permittee must pay:

- (1) Their own legal and other costs, charges and expenses (on a full indemnity basis) incidental to:
- (a) preparing, negotiating and stamping the Trustee Permit;
 - (b) an application for a consent under the Trustee Permit even if consent is not given;
 - (c) a surrender, termination, cancellation, attempted termination or attempted cancellation of the Trustee Permit;
 - (d) any lawful notice given to the Permittee under the Trustee Permit;
 - (e) any proceedings which the Council brings to enforce the Permittee's performance of the Trustee Permit; and
 - (f) any other costs which the Council incurs because the Permittee breaches the Trustee Permit; and

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- (2) registration fees payable on:
 - (a) the Trustee Permit;
 - (b) any plan necessary for the registration of the Trustee Permit;
 - (c) any amendment or variation of the Trustee Permit; and
 - (d) any surrender, termination or cancellation of the Trustee Permit.

3.4 GST

- (1) All amounts which the Permittee is required to pay to the Council under the Trustee Permit (including but not limited to rent) are exclusive of GST.
- (2) If the Council is required to pay GST for a supply by the Council under the Trustee Permit, the Permittee must pay an additional amount to the Council equal to the GST payable. Any such additional amount must be paid by the Permittee to the Council on the due date of payment for the supply on which the GST is payable.
- (3) The Council must not later than seven days before the date the Permittee is required to pay to Council the increased amount for GST (or such other period as may be prescribed by law) provide to the Permittee a tax invoice.
- (4) If a payment to a party under this Trustee Permit is a reimbursement or indemnification calculated by reference to a loss, cost or expense incurred by that party, then the payment will be reduced by the amount of any Input Tax Credit to which that party is entitled for that loss, cost or expense.

4 Use of Premises

4.1 Permitted Use

- (1) The Permittee must use the Premises only for the Permitted Use and associated storage.
- (2) The Permittee represents and warrants that it has relied exclusively on its own enquiries in connection with this Trustee Permit and not on any representation or warranty made by the Council or on the Council's behalf except as set out in this Trustee Permit and that the Council has not represented and warranted that the premises are suitable or may be used for the Permitted Use.

4.2 Uses with written consent

The Permittee must not, without the prior written consent of Council:

- (1) use any form of light, power or heat other than electrical current or gas supplied through meters (except auxiliary power or lighting, other than an exposed flame, during power failures or restrictions) on the Premises; or
- (2) interfere with any Services.

4.3 Compliance

- (1) The Permittee must comply with all laws and local government requirements and all notices, orders, requisitions and requirements issued under those laws and local government requirements and which relate to:
 - (a) the Premises;
 - (b) the Council Property; and
 - (c) the Permittee's use and occupation of the Premises.
- (2) Without limitation, this includes all local laws made by the Council or by the local government whose local government area from time to time includes the Premises. If there is any inconsistency between a provision of this Trustee Permit and a provision of any of those local laws, the provision of the local law prevails to the

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extent of the inconsistency. However, there is no inconsistency just because one of the provisions is more onerous on the Permittee.

4.4 Management

- (1) The Permittee must comply with the reasonable requirements of the Council or the Manager in relation to the proper management of the Premises, for example cleanliness, control of vermin, emergency drills and procedures, and installation, operation and maintenance of equipment.
- (2) The Permittee must ensure that the Premises and the Permittee's use of the Premises comply at all times with:
 - (a) all statutory health and safety obligations including, but not limited to, obligations under:
 - (i) the *Workplace Health and Safety Act 1995*;
 - (ii) the *Fire and Rescue Service Act 1990*;
 - (iii) the *Environmental Protection Act 1994*; and
 - (iv) the *Dangerous Goods Safety Management Act 2001*; and
 - (b) all obligations under all other laws and the requirements of all authorities including, but not limited to, obligations under:
 - (i) the *Food Act 2006*; and
 - (ii) the *Public Health Act 2005*.
- (3) The Permittee must:
 - (a) at all times have in place a documented workplace health and safety management system (**WHSMS**);
 - (b) ensure that the WHSMS is at all times suitable for the nature of the activities carried on at or from the Premises so as to ensure compliance with all applicable legal requirements relating to health and safety at the Premises, including (but not limited to):
 - (i) the Permittee's safety policy;
 - (ii) the identification of a responsible person for the Premises and his or her responsibilities;
 - (iii) safety procedures;
 - (iv) training and induction;
 - (v) inspection and test plan and audit processes; and
 - (vi) safety records;
 - (c) give the Council a full copy of the WHSMS whenever the Council asks for it;
 - (d) give the Council any evidence the Council requests to demonstrate whether the Permittee has complied with, or is complying with, its WHSMS; and
 - (e) comply with a request under paragraph (c) or (d) promptly and, in any event, within 7 days.

4.5 Proper use of facilities

- (1) The Permittee must use the toilets, sinks, drainage and plumbing facilities in the Premises only for the purpose for which they were constructed or provided, and must not deposit any rubbish in those facilities.
- (2) The Permittee must promptly make good any damage it causes or caused by the Permittee's employees, members, guests or invitees to the reasonable satisfaction of the Council.
- (3) The Permittee must only prepare or cook food in an area installed and properly equipped for those purposes.
- (4) The Permittee must prohibit smoking within all buildings and grounds of the Premises.

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4.6 Prohibitions

The Permittee must not:

- (1) obstruct access to, overload or otherwise interfere with or damage Services;
- (2) damage or destroy anything on the Premises;
- (3) do anything dangerous, noxious, annoying, offensive, immoral or illegal on the Premises;
- (4) do anything to pollute the Premises or its environment; or
- (5) without the Council's approval, keep or use inflammable explosive or volatile materials on the Premises.

4.7 Signs and installations

The Permittee must not display any signs or place any installations on the Premises without the prior written consent of the Council.

4.8 Cleanliness and security

The Permittee must:

- (1) keep the Premises thoroughly clean;
- (2) properly clean the floors, windows, shopfront and any other area accessible or visible to the public on a daily basis
- (3) notify the Trustee about any infectious disease at the Premises, and must disinfect and fumigate the Premises to rid them of the disease;
- (4) keep the Premises free from weeds, pests, rodents, termites, cockroaches, vermin, and must have the premises preventatively sprayed or treated for rodents, termites, cockroaches, vermin and pests:
 - (a) as often as it is reasonable to expect it to be done; and
 - (b) in any event, whenever the Trustee requires (but no more than once per year).
- (5) remove any useless property from the Premises;
- (6) remove all wet refuse daily and all other refuse periodically from the Premises;
- (7) not allow rubbish to build up in the Premises and must ensure that all rubbish is regularly removed from the Premises; and
- (8) store all refuse in proper receptacles located in the Premises; and
- (9) must keep all exterior doors and windows in the Premises locked when nobody is at the Premises;
- (10) The Trustee may (but has no obligation to) enter the Premises to:
 - (a) lock any doors and windows; or
 - (b) check the general security of the Building.

4.9 Fire regulations

The Permittee must:

- (1) comply with insurance regulations and any lawful directions given by the Council or competent authority;
- (2) pay to the Council the cost of any alterations to the sprinklers or fire alarm installation which is necessary because the Permittee has not complied with the regulations and requirements of a local authority, the Insurance Council of Australia or the Council's insurer;
- (3) carry out fire drills when required;
- (4) comply with emergency evacuation procedures;

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- (5) appoint fire controllers and fire wardens;
- (6) give the Council written reports or other evidence as and when required by, and satisfactory to, the Council to show that the Permittee has complied with its obligations under this clause; and
- (7) not use any flammable substance at the Premises other than in the ordinary course of the Permitted Use.

5 Repairs and alterations

5.1 General repair and maintenance obligations

- (1) The Permittee, must at its expense, keep the Premises and the Council Property in good repair and working order.
- (2) The Permittee's obligation under subclause (1) does not extend to damage:
 - (a) caused by reasonable wear and tear; or
 - (b) caused by Insured Risks - unless the Permittee caused or contributed to the damage so that the Council is either unable to make an insurance claim or to recover the full amount that would otherwise have been paid out by the insurance company to the Council, and unless subclause (3) says the obligation extends to the damage.
- (3) The Permittee's obligation under subclause (1) does, however, extend to damage caused by a risk for which the Permittee is required to hold insurance under the Trustee Permit (regardless of whether the Permittee actually holds insurance against the risk or can recover on any insurance and regardless of whether the risk also happens to be an Insured Risk).
- (4) The Permittee is expressly required to do structural work that is necessary for the Permittee to fulfil its obligations under this clause (but subject to clause 5.3).

5.2 Specific repair and maintenance obligations

- (1) The Permittee must promptly and at its expense:
 - (a) restore the finishes of the interior of the Premises to their original condition in a proper and workmanlike manner to the satisfaction of the Council as often as the Council reasonably requires; and
 - (b) repair and replace all:
 - (i) broken glass (irrespective of the cause) with glass of the same or substantially similar quality;
 - (ii) damaged or broken lighting and electrical equipment (including light globes, starters and fluorescent tubes);
 - (iii) damaged or broken heating equipment due to misuse or incorrect operation
 - (iv) replace tap washers, parts and fittings if they become broken or do not work properly; and
 - (v) damaged, broken or blocked plumbing on the Premises;
 - (c) Council will maintain the grounds, lawns and gardens which comprise part of the Premises, and keep them tidy;
 - (d) keep all areas designated or intended for the parking or movement of vehicles, including any installations or infrastructure on those areas, cleaned, maintained and in good repair;
 - (e) not without the written consent of the Council destroy, damage or remove any tree or shrub on the Premises;
 - (f) keep the parts of the Premises and the Council Property mentioned in subclause (2) in good repair and working order (including by replacing any Council Property if necessary to achieve that object); and

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- (g) regularly clean and service any grease traps in or on the Premises.
- (h) If the premises are air conditioned, the Permittee shall keep the air-conditioning equipment in a state of good repair, order and preservation. The Permittee shall pay the cost associated with such maintenance and servicing provided that the Permittee shall not be required to undertake work of a capital nature.
- (2) The parts of the Premises and the Council Property to which paragraph (1)(f) apply are:
 - (a) lamp shades;
 - (b) fabric located on walls, ceilings or floor surfaces of buildings;
 - (c) windows and glass;
- (3) The Permittee's obligation under paragraph (1)(f) does not extend to damage caused by:
 - (a) reasonable wear and tear; or
 - (b) Insured Risks - unless the Permittee caused or contributed to the damage so that the Council is either unable to make an insurance claim or to recover the full amount that would otherwise have been paid out by the insurance company to the Council, and unless subclause (4) says the obligation extends to the damage.
- (4) The Permittee's obligation under paragraph (1)(f) does, however, extend to damage caused by a risk for which the Permittee is required to hold insurance under the Trustee Permit (regardless of whether the Permittee actually holds insurance against the risk or can recover on any insurance and regardless of whether the risk also happens to be an Insured Risk).
- (5) The Permittee is expressly required to do structural work that is necessary for the Permittee to fulfil its obligations under this clause (but subject to clause 5.3).
- (6) The Permittee must ensure that any Council Property:
 - (a) is not removed from the Premises (other than by the Council or someone authorised by the Council); and
 - (b) is not used for any purpose for which it was not intended or made.
- (7) The Permittee acknowledges that the Council may remove Council Property from the Premises from time to time and install or provide new or other Council Property

5.3 Structural work

- (1) The Permittee must (but otherwise is not obliged) to do structural work unless that work is needed because of:
 - (a) the Permittee's act, neglect or default;
 - (b) the Permittee's particular use of the Premises;
 - (c) the number, sex or characteristics of the Permittee's employees, contractors, directors, officers, managers or members;
 - (d) an express requirement in this Trustee Permit to do structural work; or
 - (e) a requirement reasonably imposed by the Council to do the work in order to eliminate or reduce any risk or potential for danger to:
 - (i) the Premises;
 - (ii) people on or who may enter or use the Premises;
 - (iii) the Council Property; or
 - (iv) any neighbouring premises or people on or who may enter or use any neighbouring premises.
- (f) The Permittee must obtain prior written consent from Council (subject to clause 10.7).

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- (2) To remove any doubt, the Permittee is also required to do work that is not of a structural nature if the work is needed for any of the above reasons.
- (3) The Permittee must not:
 - (a) make any structural modification to the Premises (whether or not the Permittee is obligated to do the work under subclause (1));
 - (b) install any electrical wiring, equipment or appliance to provide water, gas, lighting, air-conditioning, heating, cooling or ventilating to the Premises;
 - (c) install any partitions; or
 - (d) carry out any other works to the Premises (other than minor repairs and maintenance), without the Council's approval.
- (4) The Permittee must not construct any structural improvements on the Trust Land.

5.4 Carrying out works

The Permittee must ensure that the work it does is done:

- (1) in a proper and workmanlike manner;
- (2) by contractors approved by the Council (which must not unreasonably withhold its approval);
- (3) without causing unreasonable disturbance to neighbouring property owners; and
- (4) in accordance with:
 - (a) any conditions imposed by the Council (including about what parts of the works are to remain or be removed and what is to be reinstated and to what condition when the Permittee vacates the Premises);
 - (b) any plans, specifications or schedule of finishes approved by the Council;
 - (c) all laws and the requirements of all authorities; and
 - (d) the Council's other reasonable requirements and directions.

5.5 Notice of repair

- (1) The Council may serve the Permittee with a written notice requiring the Permittee to repair, within a reasonable time, a defect which it is the Permittee's responsibility to repair under the Trustee Permit.
- (2) If the Permittee does not carry out those repairs within a reasonable time, the Council may carry out those repairs, at the Permittee's expense, after giving the Permittee advance notice.

5.6 Fencing

The Permittee must not, without the prior written consent of the Council, fence the Premises.

5.7 Town planning applications

The Permittee will pay all fees and costs, including Council fees, associated with any approval, including any Council approval, required for the use of the Premises under this Trustee Permit.

5.8 Permittee's notification of required maintenance

The Permittee must advise the Council of any repair or maintenance work required on the Premises which is not the responsibility of the Permittee under this Trustee Permit as soon as the Permittee becomes aware that the work is required.

5.9 Permittee's obligations at end of term

- (1) The Permittee must on or before the last day of the term of the Trustee Permit:

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- (a) give the Premises back to the Council in good repair and working order, except for reasonable wear and tear and having regard to their condition at the commencement of the Trustee Permit, and clean and free from rubbish;
 - (b) give all Council Property back to the Council in good repair and working order, except for reasonable wear and tear and having regard to their condition at the commencement of the Trustee Permit or the later time when the Council provided the Council Property;
 - (c) carry out any necessary repairs to the reasonable satisfaction of the Council;
 - (d) remove all plant, equipment and goods belonging to anyone other than the Council or the Permittee;
 - (e) remove all of the Permittee Property which has not in any way been affixed to the Premises;
 - (f) remove all signs that have been installed by the Permittee (unless the Council notifies the Permittee to leave them); and
 - (g) remove all those items of the Permittee Property affixed to the Premises which the Council has notified to the Permittee that it requires to be removed from the Premises.
- (2) Any of the Permittee Property which is affixed to the Premises becomes the property of the Council when it is affixed to the Premises. The Permittee may not remove it unless the Council gives the Permittee a notice to remove it under paragraph (1)(g).
- (3) If the Permittee does not remove any of the Permittee Property in accordance with this clause, then the Council may treat it as abandoned and the Council may, at the Permittee's expense, remove, store, appropriate and dispose of it as the Council sees fit.
- (4) The Permittee is not required by this clause to do work which is the responsibility of the Council under this Trustee Permit.
- (5) If the Trustee Permit is cancelled:
- (a) despite anything else in this clause, the Permittee is not authorised to remove the Permittee's improvements on the Trust Land except as provided by section 66 of the Act; and
 - (b) if the Council or the Minister allows the Permittee to remove the Permittee's improvements on the Trust Land, under section 66 of the Act, the Permittee must remove those improvements and repair any damage caused to the Premises by the removal to the reasonable satisfaction of the Council.

5.10 Council may inspect

Council may at all reasonable times (and at any time in case of emergency) enter upon the Premises and any improvements and view the state of repair thereof and make such reasonable investigations as Council may deem necessary for the purpose of ascertaining whether or not there has been any breach of the covenants and conditions contained or implied in this Trust Permit

6 Management obligations

6.1 General management obligations

- (1) The Permittee must manage the Premises so as to provide for:
 - (a) proper maintenance of the facilities on the Premises;
- (2) The Permittee must provide for:
 - (a) the efficient and proper management of the Premises;
 - (b) the operation of the Premises as a high quality and attractive venue for its intended purposes;
 - (c) the safety and security of people working in, using or visiting the Premises and their property; and

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- (d) the fulfilment of the Permittee's obligations under this Trustee Permit by implementing, resourcing and utilising management information systems suitable for enabling the Permittee to efficiently comply with its obligations under this Trustee Permit according to contemporary management standards.
- (3) The Permittee must comply with the reasonable and lawful directions that the Council gives the Permittee from time to time in relation to the efficiency, operation or general management of the Premises.
- (4) The Permittee must ensure that the Premises are marketed and promoted in accordance with the Permittee's obligations under this Trustee Permit and any relevant policies adopted by the Council and notified to the Permittee.
- (5) The Permittee must:
 - (a) prepare and implement programs for all activities and services provided at or from the Premises from time to time; and
 - (b) ensure that those activities and services are provided in an orderly, proper and safe manner.
- (6) The Permittee must:
 - (a) provide for and see to the recruitment, training, supervision and employment of a sufficient number of staff working at the Premises so as to enable the Permittee to fulfil its obligations under this Trustee Permit; and
 - (b) properly, professionally and adequately supervise those staff.
- (7) This clause is not to be taken to limit or qualify another obligation of the Permittee under this Trustee Permit.

6.2 Specific management obligations

The Permittee must:

- (1) ensure that all staff employed or working at the Premises:
 - (a) wear uniforms;
 - (b) are neat and clean in appearance;
 - (c) are courteous to the public; and
 - (d) are drug-free in a state of strict sobriety at all times;
- (2) manage any incidental services provided at the Premises, such as kiosks and shops (but this does not authorise the Permittee to give anyone else the right to use the Premises or to itself do anything outside the scope of the Permitted Use or which is otherwise in breach of this Trustee Permit);
- (3) promote and work towards energy efficiency in the use of Services (particularly water, heating and electricity);
- (4) get the Council's approval before undertaking any sponsorship arrangement with any person for the Premises or any event carried on at the Premises;
- (5) take all reasonable precautions to minimise water wastage and comply with all directions given by the Council regarding water conservation;
- (6) regularly inspect and maintain surveillance of the Premises and Council Property; and
- (7) as soon as practical after opening the Premises on any day, perform a physical security inspection of the Premises.

6.3 Operating hours

- (1) The Permittee must operate the Permitted Use from the Premises; during the Minimum Operating Hours.
- (2) The Permittee must give the Council at least 5 business days' advance notice if the Permittee intends to operate the Permitted Use from the Premises or have the Premises open on a public holiday under the *Holidays Act 1983*.

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- (3) Nothing in the Trustee Permit requires or authorises the Permittee to operate the Permitted Use from the Premises or have the Premises open at any time when it is not lawful to do so.

6.4 Branding and publicity

- (1) The Permittee must not install, paint, write or put a Sign in or on the Premises or Building unless the Permittee has the Council's consent or the Sign::
- (a) is entirely inside the Premises; and
 - (b) is in connection with a Permitted Use; and
 - (c) complies with any applicable Law; and
 - (d) is not affixed or attached to the Premises or any Facility.
- (2) The Permittee:
- (a) must not make any statement to any media either on behalf of the Council or in relation to the management and operation of the Premises;
 - (b) must immediately refer all enquiries from the media to the Council; and
 - (c) must notify the Council immediately if there is an event, occurrence or incident at or associated with the Premises which receives or is likely to receive media attention of any kind.
- (3) The Permittee must comply with all policies determined by the Council from time to time with respect to third party agreements, including those relating to hosting events.

6.5 Council's cyclic asset maintenance and renewal

- (1) The Council may from time to time:
- (a) implement a cyclic asset maintenance and renewal program in relation to the Premises and the Council Property; and
 - (b) notify the Permittee of the program.
- (2) The Council does not have an obligation to the Permittee to have or to follow the program.
- (3) The Permittee must schedule activities and events at the Premises affected by:
- (a) the Council's cyclic asset maintenance and renewal program; or
 - (b) a notice by the Council to the Permittee of its intention to enter the Premises in connection with the program, so as to ensure that those activities and events do not conflict with, disrupt or impede the Council's entry to the Premises and carrying out of any work by or for the Council.

7 Reporting and review

7.1 KPIs and quarterly reports

- (1) The Council may from time to time notify the Permittee of:
- (a) key performance indicators (**KPIs**) against which the Council proposes to assess the standard and quality of performance by the Permittee in carrying out its obligations under this Trustee Permit; and
 - (b) the quantitative data or qualitative criteria to which the Council proposes to have regard in making that assessment.
- (2) Unless and until the Council notifies the Permittee of new ones, the KPIs are the Permittee's obligations under subclause 6.1(1).
- (3) The Permittee must, within 10 business days after the end of the Quarter, give the Council a report that:

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- (a) assesses the Permittee's performance of its functions and obligations under this Trustee Permit during the preceding Quarter, with particular reference to the KPIs prevailing during that Quarter;
 - (b) gives attendance figures for the Premises for each month during the Quarter; and
 - (c) contains other information or content that the Council decides and notifies to the Permittee from time to time.
- (4) The Council may, after the end of a Quarter, conduct its own assessment of the Permittee's performance of its functions and obligations under this Trustee Permit during the preceding Quarter, with particular reference to the KPIs prevailing during that Quarter.
- (5) In connection with that assessment, the Council may require the Permittee to:
 - (a) attend meetings, or have specified employees or officers of the Permittee attend meetings, with representatives of the Council;
 - (b) give information to the Council; and
 - (c) do other things the Council reasonably requires,
 - (d) and the Permittee must comply with those requirements.
- (6) The Council may, after it has either or both:
 - (a) been given a report by the Permittee on the Permittee's performance of its functions and obligations under this Trustee Permit; and
 - (b) conducted its own assessment of the Permittee's performance,
 - (c) give the Permittee a report or a notice that specifies actions, processes, outcomes or objectives that the Council requires the Permittee to do, implement or achieve in the management of the Premises, and the Permittee must comply with the report or notice.

7.2 Reporting of damage etc.

- (1) The Permittee must immediately report to the Council if the Permittee knows or should reasonably know of any:
 - (a) defect;
 - (b) want of repair; or
 - (c) facts or circumstances presenting a potential danger to any person or property,
 - (d) in or in relation to the Premises or Council Property.
- (2) The report must set out:
 - (a) the Permittee's intended actions for rectifying the defect, want of repair or facts or circumstances presenting the potential danger (if rectification is the Permittee's responsibility under this Trustee Permit); and
 - (b) the Permittee's recommendations for rectifying the defect, want of repair or facts or circumstances presenting the potential danger (if rectification is not the Permittee's responsibility under this Trustee Permit).

7.3 Reporting of incidents

- (1) The Permittee must promptly (and in any event within 1 week) report to the Council if the Permittee knows or should reasonably be aware that an incident mentioned in subclause (2) has occurred at or in relation to the Premises. The report must contain:
 - (a) complete details of the incident;
 - (b) the investigations conducted by the Permittee into the incident;

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- (c) the results of those investigations; and
 - (d) the Permittee's strategies and recommendations to prevent future occurrences of the incident or of incidents of a similar kind.
- (2) The incidents to which this clause applies are:
- (a) the occurrence of environmental harm (as defined in the *Environmental Protection Act 1994*) to the Trust Land or to any other land as a result of anything done or happening on the Premises;
 - (b) incidents of major or significant property damage occurring to or at the Premises;
 - (c) incidents of major or significant injury to any person occurring at the Premises;
 - (d) the death of any person at the Premises;
 - (e) workplace incidents as defined in the *Workplace Health and Safety Act 1995*; and
 - (f) occurrences or events that disrupt normal procedures or cause a crisis.

7.4 Reporting of security breaches

- (1) The Permittee must promptly (and in any event within 1 business day) report to the Council if the Permittee knows or should reasonably be aware that a security incident or breach has occurred at the Premises.
- (2) The Permittee must:
- (a) respond in an appropriate, effective and efficient manner to any security incident or breach that the Permittee has, or was required to, report to the Council under subclause (1); and
 - (b) give the Council further reports as the Permittee formulates and implements that response or whenever the Council requires.

7.5 Reports generally

- (1) The Permittee must ensure that each report the Permittee is required to give the Council under this Trustee Permit is:
- (a) in sufficient detail to comply with any reasonable requirements of the Council;
 - (b) in any form; and
 - (c) given in the medium and in the way,
 - (d) that the Council decides and notifies to the Permittee from time to time.
- (2) The Permittee:
- (a) warrants and represents to the Council that each of those reports will be accurate, up-to-date, not incomplete in any material particular and not misleading; and
 - (b) is taken to repeat that warranty and representation every time the Permittee gives the Council one of those reports.

8 Insurance

8.1 Public liability insurance

- (1) The Permittee must effect a public liability insurance policy with an insurer authorised under the *Insurance Act 1973* or, in any other case, to the satisfaction of the Minister, naming the Permittee as the insured covering legal liability for any loss of or damage to any property and for the injury (including death) to any person arising out of anything done or omitted on or about the Premises or any improvements thereon and against all claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof. Such policy must:

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- (a) be for an amount of not less than \$20,000,000 in respect of all claims arising out of a single event or such higher amounts as the Minister may reasonably require;
 - (b) be effected on a 'claims occurring' basis so that any claim made by the Permittee under the policy after the expiration of the period of policy cover but relating to an event occurring during the currency of the policy will be covered by the policy subject to the claim meeting the policy's other terms and conditions;
 - (c) be effected on such other reasonable terms and conditions as may be required by the Minister; and
 - (d) be maintained at all times during the currency of the Trustee Permit.
- (2) The Permittee must, as soon as practicable, inform the Minister and the Council, in writing, of the occurrence of any event that the Permittee considers is likely to give rise to a claim under the policy of insurance effected and must ensure that the Minister and the Council are kept fully informed of subsequent actions and developments concerning the claim.
- (3) The Permittee must renew such policy, at the Permittee's expense, each year during the currency of this Trustee Permit and forward a certificate of currency to the Council within 14 days of the commencement of each respective renewal period.
- (4) Upon receipt of a notice of cancellation, the Permittee must immediately effect another public liability policy in accordance with the provisions of this clause.
- (5) Subclause (1) will be satisfied if the Permittee is the State of Queensland or a statutory authority eligible for cover under the Queensland Government Insurance Fund and is insured and continues to be insured by the Queensland Government Insurance Fund.

8.2 Other insurance

- (1) The Permittee must:
 - (a) have other insurances which are required by law; and
 - (b) insure against any other risk reasonably required by the Council, at all times during the term of the Trustee Permit.
- (2) The Permittee must:
 - (a) effect each policy with an insurer of good repute and apparently sound financial backing and authorised under the *Insurance Act 1973* to carry on insurance business;
 - (b) take out and maintain the policy in the name of the Minister, the Council and the Permittee for their respective liabilities;
 - (c) ensure that the cover under the policy includes loss or damage to property and death of or injury to persons; and
 - (d) give the Council a certificate of currency issued by the insurer before the term of the Trustee Permit starts, before each renewal date of the policy, and at any other time which the Council notifies to the Permittee in writing.
- (3) The Permittee is not required by this clause to insure any building on the Trust Land or the Council Property.

8.3 Additional premiums

The Permittee must pay any extra premiums incurred by the Council for any extra risk caused by the use of the Premises by the Permittee.

8.4 Prejudice of insurance

The Permittee must not do nor omit to do anything which may:

- (1) increase the insurance premium; or

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- (2) allow the insurer to refuse a claim, of or under any insurance policy taken out by the Council in relation to the Premises.

9 Release, indemnity and liability

9.1 Exemption from liability

- (1) The Permittee occupies and uses the Premises at its own risk (except for personal injuries to the extent that the Council, its servants or contractors causes them).
- (2) Neither the Council nor the Minister is liable to the Permittee for damage to the Permittee Property or for loss of profits, no matter how it is caused, including that caused by:
- (a) any defect in the Premises;
 - (b) any defect in the operation of facilities or Services to the Premises; and
 - (c) water, fire or other like cause.

9.2 Indemnity

- (1) The Permittee indemnifies the Council and the Minister against any action, demand, proceeding, loss, expense or other liability arising during or after the term of the Trustee Permit from:
- (a) the Permittee not complying with the obligations imposed by the Trustee Permit;
 - (b) the Permittee's use of the facilities or services to the Premises;
 - (c) the escape of any substance from the Premises or a place on the Premises other than through something done by the Council; or
 - (d) the Permittee occupying and using the Premises.
- (2) This indemnity:
- (a) extends to any action, demand, proceeding, loss, expense or other liability made or brought against the Council or the Minister by the Permittee or by any other person or incurred by the Council or the Minister to or in favour of the Permittee or any other person;
 - (b) extends to penalties and legal and other costs incurred by the Council or the Minister;
 - (c) may be enforced by the Council or the Minister at or prior to the finalisation or establishment of the action, demand, proceeding, loss, expense or other liability to which it relates; and
 - (d) does not apply to an action, demand, proceeding, loss, expense or other liability for personal injuries to the extent that it is caused by the Council or the Minister and their respective servants and contractors.
- (3) The Council's and the Minister's exemption from liability and indemnity extend to their respective servants and contractors.

9.3 Council has no responsibility to supervise

The Permittee acknowledges and agrees that the Council:

- (1) is not under this Trustee Permit subject to;
- (2) does not assume; and
- (3) will not be taken as a result of any act or omission to be subject to or to have assumed, any obligation to supervise or monitor the Permittee in its use of the Premises or in its compliance or otherwise with its obligations under this Trustee Permit.

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9.4 Obligations not exhaustive

The Permittee acknowledges and agrees that:

- (1) the Permittee's obligations under this Trustee Permit are not, and are not intended to be, an exhaustive code of the risk management or other measures that the Permittee must employ in order to fulfil its duty of care or other legal obligations; and
- (2) the Permittee is solely responsible for:
 - (a) determining or finding out whether it must employ other measures, in addition to fulfilling its obligations under this Trustee Permit, in order to comply with its duty of care and its other legal obligations; and
 - (b) employing and effectively carrying out those other measures.

9.5 Permittee indemnifies Council

The Permittee specifically agrees that:

- (1) the indemnity contained in clause 9.2 extends to any action, demand, proceeding, loss, expense or other liability that could have been brought or made against or incurred by the Council but for clause 9.3 or 9.4; and
- (2) despite anything else in clause 9.2, only the Permittee will be taken to have caused an action, demand, proceeding, loss, expense or other liability even if:
 - (a) the Council or the Manager had but did not exercise the power, under this Trustee Permit or otherwise, to direct or require the Permittee to do something that would or could have prevented the action, demand, proceeding, loss, expense or other liability; or
 - (b) the Council or the Manager had and did exercise such a power, except to the extent that the action, demand, proceeding, loss, expense or other liability is a direct and inevitable consequence of the Permittee doing something it was directed or required to do under that power (as distinct from merely being a consequence of the way the thing was done).

9.6 Council released on change of trustee

If a person other than the Council becomes the trustee of the Trust Land, then the Council is released from all obligations under this Trustee Permit after the other person becomes the trustee.

10 Other matters

10.1 Nature of Trustee Permit

- (1) The Trustee Permit does not give the Permittee:
 - (a) any estate or interest in the Trust Land; or
 - (b) exclusive possession of the Premises.
- (2) The Permittee cannot exclude the Council, or the Council's invitees or anyone else the Council authorises to use the Premises for the community purpose for which the Trust Land was dedicated or granted in trust or a purpose consistent with that community purpose, from the Premises.
- (3) The Permittee cannot exclude the Council or the Council's invitees from entering the Premises and doing on the Premises anything that the Council is authorised to do (or to authorise someone else to do) as trustee of the Trust Land, even if that interferes with the Permittee's ability to exercise its rights under the Trustee Permit. The Permittee is not entitled to claim compensation from the Council because of any such interference, but the Council will do what it reasonably can to give the Permittee reasonable advance notice if the Council proposes to enter the Premises, or authorise someone else to enter the Premises, and do anything on the Trust Land that the Council knows will materially interfere with the Permittee's ability to exercise its rights under the Trustee Permit.

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- (4) It is a condition of the Trustee Permit that the Permittee holds the Trustee Permit so that the Trust Land may be used for the community purpose for which it was dedicated or granted in trust without undue interruption or obstruction.

10.2 No dealings with Trustee Permit

- (1) The Permittee cannot transfer, sublet or mortgage:
- (a) the Permittee's right to use the Trust Land; or
 - (b) the Trustee Permit.
- (2) The Permittee:
- (a) must act personally in fulfilling its obligations under this Trustee Permit to manage and operate the Premises;
 - (b) does not breach the obligation to act personally if it acts through its officers or employees; and
 - (c) does breach the obligation to act personally if it engages an independent contractor to fulfil any of the Permittee's obligations under this Trustee Permit without the Council's approval.

10.3 Notice of cancellation of Trustee Permit

The Minister or the Council must give the Permittee 28 days' notice of the Minister's or the Council's intention to cancel this Trustee Permit.

10.4 Permittee as trustee

If the Permittee has entered into or holds the Trustee Permit in the capacity of trustee of any trust (the **Trust**), whether or not the Council has notice of the Trust, the Permittee:

- (1) accepts the Trustee Permit both as trustee of the Trust or as agent and in its personal capacity;
- (2) acknowledges that it is personally liable for the performance and observance of the Permittee's obligations;
- (3) covenants with the Council that if there is any unremedied breach, the Permittee will take those steps and proceedings necessary to ensure that the assets of the Trust are made available for the purpose of rectifying that breach;
- (4) covenants with the Council that the Permittee has full rights to claim indemnity against the assets of the Trust for the Permittee's liabilities under this Trustee Permit and that those rights have not been, and will not be, changed or lost;
- (5) covenants with the Council that the Permittee will not commit a breach of trust;
- (6) upon demand by the Council, must assign to the Council all rights of indemnity which the Permittee may have against the assets of the Trust; and
- (7) warrants that the Permittee has power and authority under the Trust to enter into the Trustee Permit and that it enters into the Trustee Permit in the due administration of the Trust.

10.5 Guarantee and indemnity

- (1) If there is a Guarantor, this Trustee Permit is granted conditionally on each Guarantor executing and entering into the guarantee and indemnity in this Trustee Permit, by executing this Trustee Permit.
- (2) If that condition is not satisfied, the Council may rescind the Trustee Permit.

10.6 Notices

- (1) A notice required or authorised to be given by the Permittee to Council, or by the Council to the Permittee, under or in relation to the Trustee Permit must be:
 - (a) in writing; and

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- (b) in the case of a notice directed to the Permittee:
 - (i) left at or posted to the address of the Premises;
 - (ii) left at or posted to an address for service under subclause (2); or
 - (iii) served under section 109X of the *Corporations Act 2001(CTH)* if the Permittee is a company; and
- (c) in the case of a notice directed to the Council, left at or posted to the address of the Council's public office.
- (2) Any party may change its address for service to another address in Queensland, or may give an additional address for service in Queensland, by giving a written notice to the other party.
- (3) A notice by the Council may be executed by the Council or the Manager. A notice by either party may be executed by that party's solicitor (including, in the case of the Council, its City Solicitor).
- (4) A notice or approval is taken to be given:
 - (a) if sent by post, on the second business day after posting; and
 - (b) if sent by facsimile by 4:00pm on a business day, on the same business day that it is sent, but otherwise on the next business day, unless the sender is aware that the transmission is impaired.

10.7 Consent or approval of Council

- (1) Any consent or approval of the Council has no effect unless it is in writing and executed by the Council by:
 - (a) its chief executive officer; or
 - (b) a delegate of the Council or of its chief executive officer who is acting within the scope of the delegate's authority.
- (2) If the Permittee wants the Council's consent or approval under this Trustee Permit, the Permittee must:
 - (a) apply in writing to the Council for the consent or approval;
 - (b) supply any additional information or documents that the Council asks for; and
 - (c) pay all costs and expenses incurred by the Council (including legal fees and costs on a full indemnity basis and any reasonable administrative fee imposed by the Council) in relation to the Council's consideration of the Permittee's application, whether or not the Council grants the consent or approval.
- (3) Unless the Trustee Permit says otherwise, the Council may in its discretion grant or refuse to grant the consent or approval or grant it subject to conditions.
- (4) The Permittee must comply with any conditions subject to which the Council grants a consent or approval. If any such condition is not complied with or satisfied, the consent or approval is taken never to have been granted.

10.8 Business days

- (1) Anything which is to be done on Saturday or a Sunday or a public holiday in Queensland may be done on the next day which is not a Saturday, Sunday or public holiday.
- (2) A reference to a business day in this Trustee Permit is to a day that is not a Saturday, Sunday or public holiday in Ipswich.

10.9 Power of attorney

- (1) The Permittee appoints the Council, the chief executive officer from time to time of the Council and the Manager jointly and severally to be its attorneys.

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- (2) The attorneys may at any time after the termination of this Trustee Permit or after the Permittee has breached this Trustee Permit act individually or together in any combination and do any one or more of the following:
- (a) transfer or surrender any licence which relates to the Permittee's business and is attached to the Premises;
 - (b) execute the documents needed to effect those dealings;
 - (c) register those dealings; and
 - (d) do anything the attorney or attorneys reasonably consider necessary or appropriate to remedy any breach by the Permittee of this Trustee Permit or to fulfil an obligation:
 - (i) of the Permittee under this Trustee Permit,
 - (ii) that the Permittee would have had under this Trustee Permit but for the termination of this Trustee Permit because of the Permittee's default or repudiation, (regardless of whether the breach or obligation arises before or after the power of attorney becomes exercisable).
- (3) The Permittee must pay the attorneys the amount of any costs, expenses or other liabilities which the attorneys incur in exercising the powers in this clause.
- (4) The Permittee agrees (for the benefit of the attorneys and of the Council) that:
- (a) a statutory declaration by any of the attorneys that the power has become exercisable will be prima facie evidence of that fact;
 - (b) a statutory declaration by, a warranty made by or contractual term undertaken by any of the attorneys that a thing done or to be done, or an obligation fulfilled or to be fulfilled, by the attorney or attorneys is within the scope of the power will be prima facie evidence of that fact;
 - (c) if an attorney requests the Permittee to do so, the Permittee will immediately ratify anything lawfully done by any of the attorneys under the power; and
 - (d) as long as the attorney acts lawfully, the Permittee will indemnify each attorney and the Council and will keep them indemnified against any loss, claim, proceeding or liability (whether at the hands of the Permittee or of someone else) incurred or arising in respect of the exercise or purported exercise of the power.
- (5) The Permittee agrees (for the benefit of any person dealing or transacting with any of the attorneys acting or purportedly acting under the power of attorney) that:
- (a) a statutory declaration by any of the attorneys that the power has become exercisable will be conclusive evidence of that fact;
 - (b) a statutory declaration by, a warranty made by or contractual term undertaken by any of the attorneys that a thing done or to be done, or an obligation fulfilled or to be fulfilled, by the attorney or attorneys is within the scope of the power will be conclusive evidence of that fact; and
 - (c) any person dealing or transacting with any of the attorneys acting or purportedly acting under the power of attorney is entitled to accept without making enquiry that everything done or purportedly done by the attorney or attorneys acting or purportedly acting under the power is done lawfully, properly and within the scope of the power.
- (6) The power of attorney in this clause is granted by way of security for the performance of the Permittee's obligations under this Trustee Permit and is irrevocable.

10.10 Governing law

- (1) The laws of Queensland govern this Trustee Permit.
- (2) The courts of Queensland at Ipswich and Brisbane, and the courts of appeal from those courts, have non-exclusive jurisdiction within their jurisdictional limits (in relation to monetary amounts and remedy sought but

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without restriction in relation to geographical jurisdiction) to hear and determine disputes under or about this agreement.

10.11 Notice before Council liable

The Council is not in default of a remediable breach under this Trustee Permit unless:

- (1) the Permittee first gives notice to the Council of the breach; and
- (2) the Council fails to remedy the breach within a reasonable time after receiving the notice, despite anything in the Trustee Permit to the contrary.

10.12 Council's powers

The powers given to the Council in the Trustee Permit may be exercised by its agents and with any necessary machinery.

10.13 Permittee's responsibility

- (1) Except where inconsistent with the context, references in this Trustee Permit to:
 - (a) the Permittee include the Permittee's members, invitees, licensees, concessionaires, employees, agents, contractors and any other person for whose acts or omissions the Permittee is responsible in law; and
 - (b) the acts or omissions of the Permittee include the acts or omissions of any of those people.
- (2) For the purposes of the Trustee Permit, an act or omission of a person referred to in paragraph (1)(a):
 - (a) is taken to be the act or omission of the Permittee; and
 - (b) has the same legal consequences as if the Permittee had personally done the act or made the omission.
- (3) Where the Permittee is prohibited from doing anything, the Permittee must not cause or allow any other person to do it either.

10.14 Money payable on demand

All money payable by the Permittee to the Council is, unless otherwise specified, payable on demand.

10.15 Time essential

Time is of the essence for all the Permittee's obligations under the Trustee Permit.

10.16 Waiver

- (1) In the absence of an express written waiver given by notice to the Permittee, the Council is not to be taken to have waived any of the Permittee's obligations or any breach by the Permittee.
- (2) Any waiver of a breach does not extend to any other prior or subsequent breaches of the same kind unless it expressly says so.
- (3) A written waiver by the Council must be in writing and executed for the Council by:
 - (a) its chief executive officer; or
 - (b) a delegate of the Council or of its chief executive officer who is acting within the scope of the delegate's authority, and is not effective otherwise.

10.17 Council's powers, rights and remedies

- (1) The Council's powers, rights and remedies under the Trustee Permit are cumulative and not alternative. The Council may exercise and enforce its powers, rights and remedies in any order it chooses.

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- (2) The Council may authorise any other person to exercise any of its rights or powers under this Trustee Permit.

10.18 Council's statutory powers preserved

- (1) No provision of this Trustee Permit is to be taken to limit, restrict, qualify or remove any right or power of the Council under any law (including its local laws from time to time).
- (2) Each of those rights and powers is independent of, and exercisable without reference to, the rights and powers given to or reserved by the Council under this Trustee Permit (and vice versa).

10.19 References to Manager

- (1) Despite any other provision of the Trustee Permit, a reference to the Manager is to be read as including a reference to the Council.
- (2) Any power of the Manager under the Trustee Permit may be exercised by the Council rather than by the Manager.
- (3) Any provision of the Trustee Permit which, by its terms, would appear to impose on the Permittee an obligation owed to the Manager must nevertheless be read as imposing on the Permittee an obligation owed to the Council.
- (4) If a provision of the Trustee Permit provides or contemplates that the Council might exercise a power or do something else, the power or thing may be exercised or done:
- (a) by the Council personally; or
 - (b) by a person to whom the relevant power or thing has been delegated according to law (including, if applicable, the Manager).

10.20 Invalid provisions

- (1) If any provision or part of a provision of this Trustee Permit is void, avoided, invalid or unenforceable, that provision or part is to be ignored and the rest of this Trustee Permit remains effective, with any changes or modifications necessary so the Trustee Permit continues to have its fullest possible effect.
- (2) This is not intended to restrict the ability of a court to read down or confine the operation of the provision or part to stop it from being void, avoided, invalid or unenforceable.

10.21 Counterparts

- (1) This Trustee Permit may be entered into in any number of counterparts.
- (2) As long as each of the counterparts would have the same legal effect if all parties to this Trustee Permit had executed it, then the counterparts are taken to make up the one instrument.

10.22 Holding Over

- (1) The Tenant may hold over, but only with the prior approval in writing of Council subject to a Trustee Permit renewal, continue to occupy the Premises beyond the expiration of the Trustee Permit and shall do so under this Trustee Permit on and subject to the covenants, terms, conditions and provisions hereof as a monthly tenant only at a monthly rental payable monthly in advance. The tenancy so created shall be determinable by either Council or Tenant giving not less than one (1) months' notice in writing to the other expiring on any day of the month.

11 Guarantee and indemnity

11.1 Definitions

These definitions apply to terms used in this section, except to the extent that the context indicates a contrary intention. These definitions apply in addition to definitions elsewhere in the Trustee Permit.

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Term	Definition
Council's Rights	means the rights of the Council: (a) expressed or implied in the Trustee Permit or the Guarantee; (b) arising under or because of the Trustee Permit or the Guarantee; or (c) arising under any law, at law or in equity.
Guarantee	means, depending on the context: (a) this section (comprising clauses 11.1 to 11.8); or (b) the legal relationship between the Council and the Guarantor.
Guaranteed Obligation	means an obligation of the Permittee: (a) under the Trustee Permit; (b) to pay or repay any part of the Secured Amount; (c) to pay or repay any money which would be payable under, or as damages for breach of, a provision of the Trustee Permit if the provision was not void, avoided, illegal or unenforceable; or (d) to pay money as interest, Costs or otherwise, other than as specified in paragraphs (a), (b) or (c) in connection with or because of an amount falling within one or more of those paragraphs, and includes, for example, obligations to indemnify.
Secured Amount	at a particular time, means all amounts of money outstanding or contingently payable by the Permittee to the Council under the Trustee Permit or in respect of a breach of the Trustee Permit (even if they have not become payable), including: (a) money payable under an obligation to indemnify; and (b) amounts that have not been quantified.

11.2 Background

- (1) The Guarantor has requested the Council to issue the Trustee Permit.
- (2) By executing this guarantee the Guarantor:
 - (a) confirms that request; and
 - (b) acknowledges that the Council has entered, or will enter, into the Trustee Permit because of that request.
- (3) It does not matter whether the Council enters into the Trustee Permit before or after the execution of the Guarantee by any person comprising the Guarantor.
- (4) The inclusion of this clause must not be taken to limit the effectiveness of the Guarantee as a deed.

11.3 Guarantee

- (1) The Guarantor guarantees to the Council the due and punctual compliance by the Permittee with the Guaranteed Obligations.
- (2) If the Permittee does not duly and punctually comply with a Guaranteed Obligation, the Guarantor must immediately pay to the Council the amount required to make good, or compensate the Council for, the non-compliance.

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11.4 Indemnity

- (1) The Guarantor indemnifies the Council against:
 - (a) any costs, losses, damages or expenses paid or incurred by the Council as a result of, or in connection with, the Permittee's failure to duly and punctually comply with a Guaranteed Obligation;
 - (b) any liability of the Council arising directly or indirectly from the Permittee's failure to duly and punctually comply with a Guaranteed Obligation; and
 - (c) any costs and expenses paid or incurred by the Council in relation to the liability referred to in paragraph (b).
- (2) The Guarantor indemnifies the Council in respect of any Guaranteed Obligation which the Council cannot enforce, or the Permittee cannot comply with:
 - (a) because a provision of the Trustee Permit purporting to give rise to, or relating to, the Guaranteed Obligation is void, avoided, illegal or unenforceable; or
 - (b) for any other reason.
- (3) As a principal debtor, the Guarantor agrees to comply with a Guaranteed Obligation referred to in subclause (2) as if it was set out at length in the Guarantee (with any necessary modifications).

11.5 Guarantor's liability

- (1) In any proceedings in which the liability of the Guarantor to the Council is in issue, and despite any other provision of the Guarantee, the Guarantor:
 - (a) will be treated as a principal debtor and contractor jointly and severally liable with the Permittee to comply with the Guaranteed Obligations; and
 - (b) will not raise any defence based on an express or implicit allegation that the Guarantor's position as against the Council is that of a guarantor or surety.
- (2) The Guarantor's obligations under the Guarantee:
 - (a) will remain in full force and effect until the Guaranteed Obligations have been fully complied with, discharged and satisfied;
 - (b) are absolute and unconditional; and
 - (c) do not depend on demand being made.
- (3) In particular, the Guarantor's obligations under the Guarantee are not affected, reduced, abated, suspended, abrogated or varied by:
 - (a) the variation, termination or enforcement of the Trustee Permit, whether by agreement of the Guarantor, Council and/or Permittee or not;
 - (b) the granting to the Permittee of any time or other indulgence;
 - (c) the granting of any concession or the waiver of any failure by the Permittee to comply with a Guaranteed Obligation;
 - (d) the postponing for any time or from time to time of the exercise of any of the Council's Rights;
 - (e) any variation in the respective obligations and liabilities of the Permittee and Council, whether or not made with the knowledge or consent of the Guarantor;
 - (f) any change in the positions as between each other of the Permittee and Guarantor, whether or not notice of the change is given to the Council;
 - (g) the Permittee being or becoming Insolvent;
 - (h) any negligence, delay or laches on the part of the Council in enforcing the Council's Rights;

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- (i) the taking or release or loss of any security held by the Council in relation to the Guaranteed Obligations; or
 - (j) any provision of the Trustee Permit or the Guarantee being or becoming void, avoided, illegal or unenforceable.
- (4) The Guarantor waives all legal, equitable, statutory or other rights as surety which may at any time be inconsistent with any of the provisions of the Guarantee.

11.6 Payments

- (1) The Guarantor must:
- (a) make all payments to the Council required by the Guarantee by the method (or one of a number of methods) that the Council requires from time to time; and
 - (b) do all things reasonably required by the Council to facilitate payments by that method (or one of those methods), including, for example and if applicable, providing a direct debit authority to the Council or a person nominated by the Council; and
 - (c) make all payments that the Guarantor is required by the Guarantee to make, without demand unless the Guarantor provides or necessarily intends that demand be made first.
- (2) The Guarantor:
- (a) must not deduct from any payment any amount the Guarantor claims the Council owes, or could in the future owe, the Permittee; and
 - (b) cannot set off any such amount against any payment the Guarantor must make under the Guarantee.
- (3) Payments must be made in Australian currency.
- (4) The Council may appropriate payments in any way it chooses to. It does not have to:
- (a) pay the earliest debt first; or
 - (b) comply with any requirement made by the Guarantor about the appropriation of a payment.

11.7 Council's Rights

- (1) The Council is not liable for any involuntary losses or irregularities arising because of the exercise, attempted exercise, or non-exercise, of the Council's Rights.
- (2) The Guarantor indemnifies the Council against any liability, cost, loss or expense caused or contributed to by a breach of the Trustee Permit by the Permittee or the exercise, attempted exercise or non-exercise of the Council's Rights. These indemnities are independent, separate and continuing obligations which will survive the termination of the Guarantee.
- (3) The Council may exercise any of the Council's Rights even if the Council:
- (a) has had the ability or opportunity to exercise it before; and
 - (b) did not then exercise it.
- (4) The Council may exercise any of the Council's Rights despite anything except an express written waiver of the right. No waiver affects the ability of the Council to exercise the same right at a later date.
- (5) At no time is the Council under an obligation to exercise any of the Council's Rights or to exercise them in a particular way.
- (6) The Council's Rights are cumulative and not alternative.
- (7) The Council may exercise any of the Council's Rights in whatever order the Council chooses.

11.8 General

- (1) The Guarantor must do everything reasonably required by the Council to:

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- (a) fully give effect to and perfect the Guarantee; or
 - (b) give the Council the full benefit of the Council's Rights.
- (2) Execution of the Guarantee by a party is intended to constitute delivery of the document by that party.
- (3) The Guarantee is to be governed by the laws of Queensland.
- (4) The courts of Queensland at Ipswich and Brisbane, and the courts of appeal from those courts, have non-exclusive jurisdiction within their jurisdictional limits (in relation to monetary amounts and remedy sought but without restriction in relation to geographical jurisdiction) to hear and determine disputes under or about the Guarantee.
- (5) The obligations of the Guarantor and the Council's Rights:
 - (a) will not merge because of the termination of the Guarantee or Trustee Permit or any other event or thing; and
 - (b) continue in full force and effect despite the termination of the Guarantee or Trustee Permit and any other event or thing.
- (6) A statement in writing signed by the Council or any agent or solicitor of the Council in relation to:
 - (a) the Secured Amount; or
 - (b) any other matter relating to this Guarantee, is conclusive evidence of those matters unless the Guarantor can prove otherwise or the Council withdraws the certificate.
- (7) If any provision of the Guarantee is void, voidable, invalid, unenforceable or illegal in any jurisdiction:
 - (a) the provision is to be read down or, if that is not possible, is taken to be modified or omitted, to the extent necessary to prevent it from being void, voidable, invalid, unenforceable or illegal in that jurisdiction;
 - (b) the provision is to remain in full force and effect in all other jurisdictions; and
 - (c) the remainder of the Guarantee is to remain in full force and effect.
- (8) The Guarantee can only be varied, modified, waived, discharged or changed by a further instrument in writing and signed by the party or parties to be bound by the variation, modification, waiver, discharge or change.
- (9) Time is of the essence for all the Guarantor's obligations under the Guarantee.
- (10) The Council may at any time:
 - (a) assign any of its rights under the Guarantee; and
 - (b) disclose to a potential assignee any information about the Guarantor.
- (11) The Guarantee is fully valid and enforceable regardless of:
 - (a) the order in which the Trustee Permit and the Guarantee are executed or become binding, whether generally or on each party; and
 - (b) the fact that the Council may not execute it.
- (12) The Council's execution of the Trustee Permit counts also as its execution of the Guarantee.
- (13) The Guarantee is a deed, and execution by a party is taken to be delivery of the deed by that party.

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Signing by Guarantor

WARNING TO GUARANTOR

- This is an important document that you should not sign lightly. By signing, you will be giving the Council a guarantee and indemnity.
- There are many circumstances that could give the Council the right to enforce this guarantee and indemnity.
- These circumstances could include fraud or poor management by the Permittee or its employees, imprudent business practices, failure to effect proper insurances, over optimistic income and profit projections or changes in interest rates, the marketplace, commodity prices, the economy or law.
- Some of these circumstances might be beyond your control or even the Permittee's and might not be foreseeable to you now. That makes no difference to the Council's right to enforce this guarantee and indemnity.
- If the Permittee does not meet its obligations for whatever reason, you risk losing your assets, and your right to recoup your losses is restricted.
- YOU ARE STRONGLY ADVISED TO READ ALL OF THE DOCUMENTS MAKING UP THE GUARANTEE AND INDEMNITY AND THE TRUSTEE PERMIT CAREFULLY AND, BEFORE SIGNING, MAKE ANY INVESTIGATIONS ABOUT THE PERMITTEE AND ANY OTHER GUARANTOR, AND OBTAIN ANY LEGAL OR FINANCIAL ADVICE, THAT YOU CONSIDER NECESSARY TO ENSURE YOU FULLY UNDERSTAND YOUR OBLIGATIONS.

Executed by the Guarantor on / /

.....
Signature of witness

.....
Signature of Guarantor

.....
Full name of witness

.....
Full name of Guarantor

QUEENSLAND LAND REGISTRY
Land Title Act 1994, Land Act 1994
and Water Act 2000

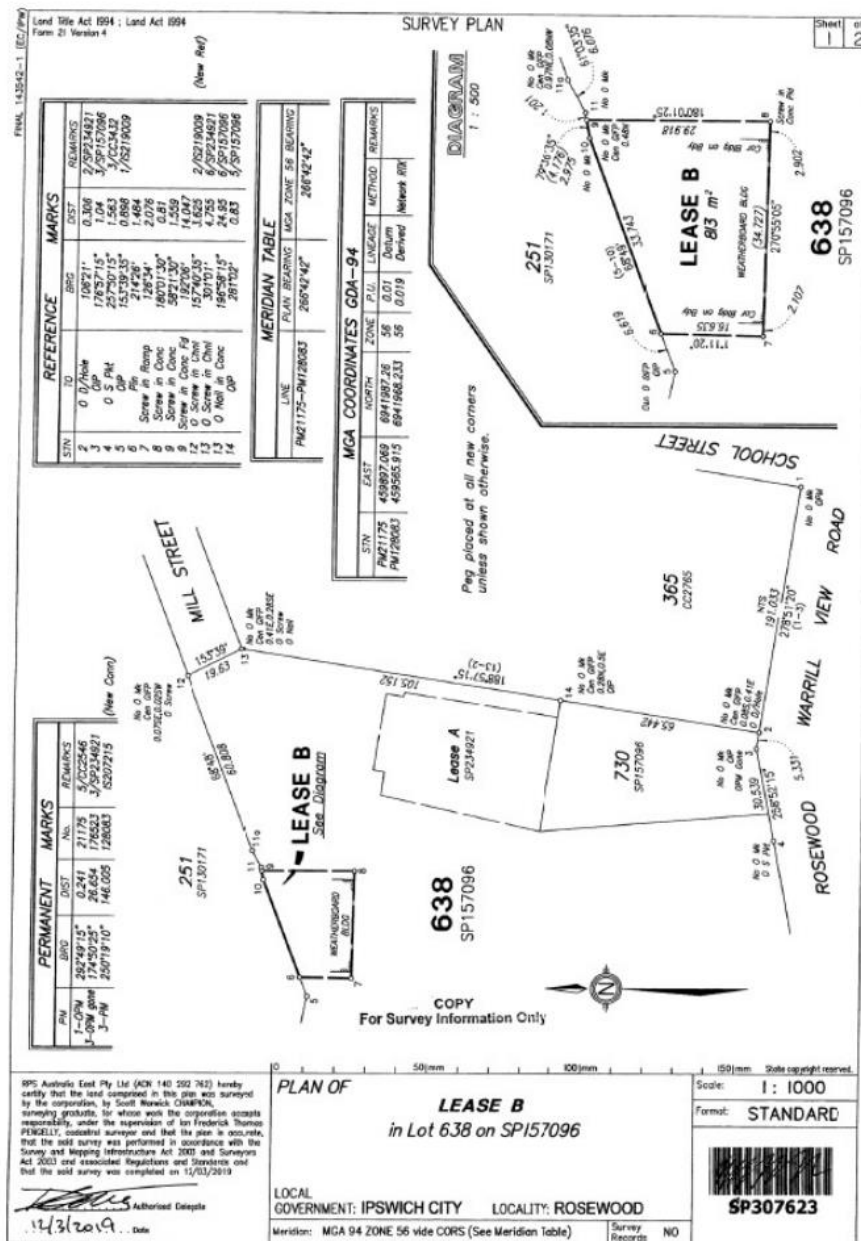
SCHEDULE

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ANNEXURE A

Permit Area



Doc ID No: A6781221

ITEM: 4

SUBJECT: PROPOSED FEES AND CHARGES TO APPLY FROM 1 JULY 2021

AUTHOR: TREASURY ACCOUNTING MANAGER

DATE: 27 MARCH 2021

EXECUTIVE SUMMARY

This is a report concerning the annual review of Ipswich City Council's (**Council**) proposed commercial and cost recovery fees and charges, and the recommended pricing to commence with effect 1 July 2021.

RECOMMENDATION/S

- A. That the proposed 2021-2022 Fees and Charges, as detailed in Attachment 1 to the report by the Treasury Accounting Manager dated 27 March 2021, be adopted with an effective date of 1 July 2021.**
- B. That the amendments to Fees and Charges for 2021-2022, as detailed in Attachment 2 to the report by the Treasury Accounting Manager dated 27 March 2021, be received and noted.**
- C. That the extension of COVID-19 fee relief measures (waivers) for the 2021-2022 financial year for footpath dining licence applications and renewals be adopted.**

RELATED PARTIES

This report deals with the adoption of the pricing of fees and charges and does not specifically reference any third party. There have been no conflicts of interest declared as at the date of this report. Councillors should consider where fees and charges may impact on their other interests or activities.

ADVANCE IPSWICH THEME

Listening, leading and financial management

PURPOSE OF REPORT/BACKGROUND

Section 98 of the *Local Government Act 2009* (LGA) requires Council to maintain a publicly available register of cost recovery fees. Council's current register lists over one thousand services, encompassing both cost recovery and commercial fees.

An annual review is undertaken prior to the start of each financial year as part of the budget process. Whilst the annual review is coordinated by the Finance Branch, Council's

Departments remain responsible for developing recommendations to Council with regard to the proposed fees and charges.

In reviewing fees and charges, the Departments consider increases in the underlying costs of service delivery, consistency of the fees with Council policy and objectives, financial impact analysis and benchmarking of charges. Departments are also requested to undertake analysis of market conditions and stakeholder consultation where appropriate.

The proposed register is intended to capture all fees and charges, with the exception of general rates, utility charges, levies, penalties, and services provided by controlled entities.

Section 97 of the LGA allows Council to set cost-recovery fees for a range of regulatory functions, specifically:

- a) licences, permits, registration or approvals;
- b) change of ownership of land;
- c) giving of information kept under a Local Government Act;
- d) seizing property or animals under a Local Government Act; and
- e) performance of certain responsibilities under the Building Act or the Plumbing and Drainage Act.

The LGA requires that a cost-recovery fee be no more than the cost to the local government of taking the action for which the fee is charged. Where the fee is a cost recovery fee, it is identified within the register by the reference to the relevant paragraph of LGA s 97(2), and the head of power under which the service is offered. Approximately two-thirds of fees listed in the register are cost recovery fees.

In addition to cost recovery fees, there are a small number of fees which are set by, or based on a pricing approach set by regulation. Such fees will typically relate to Planning and Development matters, or regulated services such as Right to Information charges.

The register also captures the fees and charges for Council's commercially offered range of goods and services, such as venue hire.

The proposed Fees and Charges register for 2021-2022 is provided at **Attachment 1**.

Approval of the fees is sought from Council a number of weeks in advance of the start of the new financial year so as to allow sufficient time for annual permit and licence renewal fees to be invoiced and paid ahead of the 1 July 2021 due date.

A comparison of the existing Fees and Charges in place through 2020-2021 and the proposed Fees and Charges for 2021-2022, including details of new and discontinued fees, are listed in **Attachment 2**.

The service offerings and associated prices for the 2021-2022 financial year are not proposed to be significantly changed from that of the current year. The price of the majority of regulatory fees for permits, licencing and related services are proposed to increase in line with the forecast Council Cost Index (CCI) at 2.15%, plus rounding. Commercial fees, most of

which relate to venue hire, are not proposed to be increased, reflecting continued uncertainty and price staticity in the market for events. Fees for community focussed services are also proposed not to increase.

A full comparison of the existing Fees and Charges in place through 2020-2021 and the proposed Fees and Charges for 2021-2022, including the basis for any proposed changes or fee escalations, and details of new and discontinued fees, is provided in **Attachment 2**.

A number of fees associated with venues such as the South St Library and W. G. Hayden Humanities Building are to be discontinued as the facilities will cease to be owned by Council prior to 1 July 2021. Planning and Development document sales have also been consolidated in light of limited demand and the availability of online offerings.

A summary of the notable fees and charges and proposed amendments, by subject, is provided in **Attachment 3** to this report.

Attachment 4 provides a summary of the existing fees and charges which are proposed to be subject to a material increase or decrease that is not in line with the CCI.

The fees and charges captured within the register represent standard or 'business as usual' pricing for services. In the event that a significant event prompts consideration of short term variations to specific fees, such as occurred in with COVID-19 shutdowns, Council may resolve to apply discounts, waivers or refunds to these fees.

Consistent with this and as part of the adoption of fees and charges for 2021-2022, it is proposed that footpath dining licence application and renewals fees be waived for the coming financial year. Fee waivers have been in place since March 2020 as part of Council's COVID-19 relief measures. Licences continue to be required, but no fees will be applied.

Following their adoption, the Fees and Charges may be amended at any time by a resolution of Council.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions: *Local Government Act 2009 s97 and 98*

The register documents the relevant head of power against each regulatory fee.

RISK MANAGEMENT IMPLICATIONS

Risks associated with individual services and fees are managed by the respective administering departments.

FINANCIAL/RESOURCE IMPLICATIONS

Escalation of most cost recovery fees by the CCI is intended to maintain the price of services in line with forecast delivery cost increases. The proposed baseline fees and charges captured within the register were therefore anticipated to deliver a largely neutral budgetary position, with revenue increases being reflective of underlying cost escalations.

The revenue and expense forecasts for individual service areas will be addressed in detail through the budget process.

Discontinuation of fees has occurred where the service is rarely utilised and of low value, or the service is no longer intended to be offered by Council. The financial impact of discontinued fees is expected to be minimal.

Revenue from commercial fees, primarily venue hire, has been lower than would be seen in a typical year due to the impact of COVID-19. Most commercial fees are proposed to remain static again this year to stimulate an increase in utilisation (in line with market trends). Externally driven demand is likely to be the key driver of financial performance with respect to commercial fees.

The forecast fees and charges revenue for the 2020-2021 financial year is \$29.6 million, which is inclusive of a positive movement in building and development fees, offset by a reduction in licencing and event related fees as a result of COVID-19 fee waivers and reduced demand. As at the date of this report, the forecast for 2021-2022 is modelled to be slightly lower than the current year, at \$28.2 million, in recognition of the forecast volume of building approvals. The forecast for next financial year is currently being refined and will be addressed in detail through the budget process.

The value of the proposed waiver of footpath dining licence application and renewals for the 2021-2022 financial year is approximately ten thousand dollars.

Further specific relief measures in relation to COVID-19, including discounts and waivers, can be applied by Council resolution during the year should economic conditions warrant further community or industry assistance.

COMMUNITY AND OTHER CONSULTATION

Where applicable, Departments have undertaken stakeholder consultation with regard to the pricing of fees and scope of available services.





CONCLUSION

Council's suite of fees and charges have been subject to review, with a revised register to take effect from 1 July 2021 provided at **Attachment 1** for approval.

There are very few material changes proposed for fees and charges at this time. The price of the majority of regulatory fees are proposed to increase in line with the forecast Council Cost Index at 2.15%, plus rounding. Commercial fees, most of which relate to venue hire, are proposed to remain unchanged for a further year, reflecting staticity in market benchmarks in the wake of COVID-19.

The proposed fees and charges do not include any specific relief measures in relation to COVID-19 beyond 1 July 2021. Discounts and waivers can be applied by Council resolution during the year should economic conditions warrant further assistance packages.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1	Draft Register of Fees and Charges to commence 1 July 2021 ↓ 
2	Fees and Charges comparison report (2020-21 to 2021-22) ↓ 
3	Summary of notable Fees and Charges and proposed amendments ↓ 
4	Summary of non-standard fee changes ↓ 

Paul Mollenhauer

TREASURY ACCOUNTING MANAGER

I concur with the recommendations contained in this report.

Jeffrey Keech

CHIEF FINANCIAL OFFICER

I concur with the recommendations contained in this report.

Sonia Cooper

GENERAL MANAGER CORPORATE SERVICES

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



Register of Fees and Charges

2021-2022

DRAFT

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.

Where this register refers to Local Laws, the relevant Ipswich City Council Local Laws and Subordinate Local Laws are as follows:

Local Law 1	Ipswich City Council Local Law No. 1 (Administration) 2013
Local Law 3	Ipswich City Council Local Law No. 3 (Commercial Licencing) 2013
Subordinate Local Law 3.1	Ipswich City Council Subordinate Local Law No.3.1 (Commercial Licensing) 2013
Local Law 4	Ipswich City Council Local Law No. 4 (Permits) 2013
Local Law 5	Ipswich City Council Local Law No. 5 (Parking) 2013
Subordinate Local Law 5.1	Ipswich City Council Subordinate Local Law No.5.1 (Parking) 2013
Local Law 6	Ipswich City Council Local Law No. 6 (Animal Management) 2013
Subordinate Local Law 6.1	Ipswich City Council Subordinate Local Law No.6.1 (Animal Management) 2013
Local Law 7	Ipswich City Council Local Law No. 7 (Local Government Controlled Areas and Roads) 2013
Subordinate Local Law 7.1	Ipswich City Council Subordinate Local Law No.7.1 (Local Government Controlled Areas and Roads) 2013
Local Law 8	Ipswich City Council Local Law No. 8 (Nuisances and Community Health and Safety) 2013
Local Law 12	Ipswich City Council Subordinate Local Law No.8.1 (Nuisances and Community Health and Safety) 2013
Local Law 49	Ipswich City Council Local Law No. 49 (Protection of Important Vegetation)
Subordinate Local Law 49.1	Ipswich City Council Subordinate Local Law No.49.1 (Protection of Important Vegetation) 2019

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Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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Ipswich City Council

CORPORATE SERVICES AND INFORMATION

1 Corporate Documentation

1.1 Corporate Services Documents

Council's Annual Report	No charge	Local Government Regulation 2012 (Qld) s 199	(c)
Council's Corporate Plan	No charge	Local Government Regulation 2012 (Qld) s 199	(c)
Council's Operational Plan	No charge	Local Government Regulation 2012 (Qld) s 199	(c)
Local Laws (excluding Town Plan Schedule) – Printed copy – Per page	Current Corporate Services photocopy costs	Local Government Regulation 2012 (Qld) s 14	(c)
(For Town Planning Schedules/Documents refer to Planning & Development charges)			
Confirmed minutes of Council meetings – Electronic copy	Recent Meeting minutes available via Council's website free of charge	Local Government Regulation 2012 (Qld) s 272	(c)
Confirmed minutes of Council meetings – Printed copy – Per page or part thereof	Current Corporate Services photocopy costs	Local Government Regulation 2012 (Qld) s 272	(c)
Human Resources – Council Job Descriptions – Printed copy	No charge	-	

1.2 Financial Reports

The following documents are available at the library and also on Council's internet site www.ipswich.qld.gov.au free of charge:

Council's Budget	No charge	Local Government Regulation 2012 (Qld) s 199	(c)
Council's Revenue Policy	No charge	Local Government Regulation 2012 (Qld) s 199	(c)
Council's Revenue Statement	No charge	Local Government Regulation 2012 (Qld) s 199	(c)
Council's Register of Cost Recovery Fees	No charge	Local Government Act 2009 (Qld) s 98	(c)

1.3 Tender Documents

Tender Documents – Electronic Form	Available on Council's website at no charge	-	
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Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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1.4 Adopted Reports and Studies

Environmental reports and other documentation including adopted studies, management plans, flora and fauna lists etc.	Available via Council's website or price on application.	#
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2 Finance Charges

2.1 Dishonour Charges

Dishonour charges – each (includes cheques and direct debits)	Actual cost	-	#
(Charge equivalent to the actual amount charged to Council by its financial institution)			

2.2 Credit Card Surcharge

American Express credit card surcharge	0.8% Surcharge	-	#
(Applied to transactions greater than \$1,000)			

3 Rates and Land Records

3.1 Rates Records

3.1.1 Rates Records – Registered Property Owner

Rates enquiry – online via ePathway portal	No charge	Local Government Regulation 2012 (Qld) s 155	(c)
Rates enquiry – where facilitated by Council staff	No charge	Local Government Regulation 2012 (Qld) s 155	(c)
Copy of a Rates Notice falling within a current or prior quarter(s) – online via eNotices	No charge	Local Government Regulation 2012 (Qld) s 104	(c)
Copy of Rate Notice falling within the current quarter – where facilitated by Council staff	No charge	Local Government Regulation 2012 (Qld) s 104	(c)
Copy of Rate Notice falling within a prior quarter(s) – where facilitated by Council staff – where rates are unpaid	No charge	Local Government Regulation 2012 (Qld) s 104	(c)
Copy of Rate Notice falling within a prior quarter(s) – where facilitated by Council staff – where rates are paid – Per Notice (up to 4 notices)	\$8.00	Local Government Regulation 2012 (Qld) s 104	(c)
Copy of Rate Notice falling within a prior quarter(s) – where facilitated by Council staff – where rates are paid – Per Notice (5 or more notices)	By quote	Local Government Regulation 2012 (Qld) s 104	(c)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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3.1.2 Rates Records – Other than Registered Property Owner

Copy of Rate Notice falling within a current or prior quarter(s) – Per Notice (up to 4 notices)	\$8.00	Local Government Regulation 2012 (Qld) s 104	(c)
Copy of Rate Notice falling within a current or prior quarter(s) – Per Notice (5 or more notices)	By quote	Local Government Regulation 2012 (Qld) s 104	(c)
Rates Only Property Search Certificate (Extract from Land Record) – Per inquiry or parcel of land	\$113.00	Local Government Regulation 2012 (Qld) s 155	(c)

3.2 Land and Property Records

Note: For the purpose of this clause, a parcel of land is that land comprised in the valuation compiled by the Valuer General.

Inspection, Extract or Copy of Land Record (for fee exempt persons)	No charge	Local Government Regulation 2012 (Qld) s 155	(c)
The Land Record includes the valuation under the Land Valuation Act and rating information.			
The following persons may inspect particulars of land in the land record free of charge:			
<ul style="list-style-type: none"> An owner, lessee or occupier of the land or adjoining land, or The agent of an owner, lessee or occupier of the land or adjoining land. 			
Inspection, Extract or Copy of Land Record (for persons other than fee exempt persons)	At cost (upon request)	Local Government Regulation 2012 (Qld) s 155	(c)
Certified Extract of Land Records – Per parcel of land	By quote	Local Government Regulation 2012 (Qld) s 155	(c)
Property enquiry – online via ePathway portal or PD online	No charge		
Includes property address, type, description and land area. For more detailed searches relating to planning matters and development applications, refer to Planning and Development.			

3.3 Change of Ownership

Change of Ownership – per change	\$62.00	Local Government Act 2009 (Qld) s 97	(b)
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4 Other Corporate Services**4.1 Right to Information and Information Privacy (2021-22)**

Fees and charges for applications under the Right to Information Act 2009 and the Information Privacy Act 2009 are set by the State Government at the commencement of each financial year. Refer to the Information Privacy Regulation 2009 (Qld) ss 4, 5, 6.

RTI Application Fees	\$51.70	-
RTI and IP Processing and Access Charges – each 15 minutes or part of 15 minutes*	\$8.00	-
(*No charge is payable if the total time spent by Council officers in processing the application is less than 5 hours)		
RTI document request A4 size – per page	\$0.25	-
IP Act document request A4 size – per page	\$0.25	-

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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4.1 Right to Information and Information Privacy (2021-22) [continued]

RTI Act and IP Act – document request larger than A4 size	Current Corporate Services photocopy costs	-
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4.2 Legal Services

Legal Services	By quote	#
Note the Council's Legal Services Section acts only on behalf of Council, and does not provide services or advice to external parties.		
Where an agreement with an external party identifies the right of Council to recover or on-charge the cost of legal services or advice, fees may apply. Such works may be undertaken by Council's Legal Services Section and charged on an incremental basis (15 minutes or part thereof), or, where outsourced to a legal firm, the full invoice amount will be recoverable plus an allowance for administration.		

4.3 Print, Copy and Postage Services**4.3.1 Printing and Photocopying Services for Public Access Information Provided Under Regulation**

The following print and copy charges are at cost, and apply only to the provision of information kept by Council under an Act or Local Law.

Printing and Photocopying (staff supported service) – Black and White A4	\$1.00	Refer to the applicable document fee for head of power	(c)
Printing and Photocopying (staff supported service) – Black and White A3	\$1.50	Refer to the applicable document fee for head of power	(c)
Printing and Photocopying (staff supported service) – Photocopying – Colour A4	\$2.00	Refer to the applicable document fee for head of power	(c)
Printing and Photocopying (staff supported service) – Colour A3	\$3.00	Refer to the applicable document fee for head of power	(c)

4.3.2 Postage and Handling Services

Postage and Handling Charge – Standard A4 document, report or CD (up to 500g)	\$7.80	-	#
Postage and Handling Charge – Large documents (A3-A1 sized plans and maps, or large documents (over 500g))	\$30.00	-	#
Postage and Handling Charge – Electronic and hard copy documents, plans or maps – large volume documents and other than as listed	By quote (at cost)	-	#

4.4 Information Systems (GIS, Maps, Plans and Data)

Information services encompasses the provision of:

- Maps and Mapping services, including topographical (stormwater, drainage and contour)
- Plans, including stormwater drainage plans
- GIS and Digital Data files

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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4.4 Information Systems (GIS, Maps, Plans and Data) [continued]

Standard Maps, Plans and Digital Data Files (electronic) – Self service using Online Services or PD online	No charge	-		
Maps, Plans and Digital Data Files – Custom mapping and supported services	By quote	-	#	
Fee to utilise Council's Flood Models	\$1,980.00	-	#	

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Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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ANIMAL MANAGEMENT

Note A:

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

1 Application, Amendment and Inspection Fees related to Animal Management Permits and Licences

The following fees may apply in relation to or in addition to permit and licence services (Animal Management) within sections 2 to 4 of this register:

Inspection fee (per hour): Animal Management	\$293.00	Refer to base permit / licence / application fee for head of power.	(a)
(minimum charge 1 hour and maximum charge 4 hours). Note: This fee will be charged when an 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): Animal Management	\$100.00	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.			
Application for transfer of a Licence: Animal Management	\$100.00	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): Animal Management	\$64.00	Refer to base permit / licence / application fee for head of power.	(a)

2 Standard Animal 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)

Application, Amendment and Inspection fees may apply in relation to or in addition to the services listed below. Refer to Section 1 of the Animal Management fees for further details.

2.1 Animal Permit

Poultry (ducks, geese, peacocks and the like), roosters, pigeons, birds (other than poultry or pigeons), horses (including donkeys and mules) and other animals (including cattle, camels, sheep, goats, llama and deer).

Standard Animal Permit – Initial application and first year	\$105.00	Local Law 6 s 5	(a)
Note: This fee is non-refundable			
Standard Animal Permit – Annual Renewal	\$64.00	Local Law 6 s 5	(a)

3 Non-Standard Animal Permits

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

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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3 Non-Standard Animal Permits [continued]

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.

Application, Amendment and Inspection fees may apply in relation to or in addition to the services listed below. Refer to Section 1 of the Animal Management fees for further details.

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

(Dog registration fees additional)

Domestic Dog Permit (3 or 4 dogs) – Initial application and first year	\$267.00	Local Law 6 s 5	(a)
Note: This fee is non-refundable			
Domestic Dog Permit (3 or 4 dogs) – Annual Renewal	\$64.00	Local Law 6 s 5	(a)

3.2 Domestic Dog Permit (to keep 5 or more dogs)

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

Domestic Dog Permit (5 or more dogs) – Initial application and first year	\$505.00	Local Law 6 s 5	(a)
Note: This fee is non-refundable			
Domestic Dog Permit (5 or more dogs) – Annual Renewal	\$324.00	Local Law 6 s 5	(a)

3.3 Guard Dog Permit – Per Property

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

Guard Dog Permit (per property) – Initial application and first year	\$600.00	Local Law 6 s 5	(a)
Note: This fee is non-refundable			
Guard Dog Permit (per property) – Annual Renewal	\$303.00	Local Law 6 s 5	(a)

3.4 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.)

Restricted Dog Permit – Renewals only	\$303.00	Animal Management (Cats and Dogs) Act 2008 (Qld) s 71	(a)
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3.5 Domestic Cat Permit (to keep 3 or 4 desexed cats)

Domestic Cat Permit (3 or 4 desexed cats) – Initial application and first year	\$267.00	Local Law 6 s 5	(a)
Note: This fee is non-refundable			

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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3.5 Domestic Cat Permit (to keep 3 or 4 desexed cats) [continued]

Domestic Cat Permit (3 or 4 desexed cats) – Annual Renewal	\$64.00	Local Law 6 s 5	(a)
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3.6 Domestic Cat Permit (to keep 5 or more desexed cats)

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

Domestic Cat Permit (5 or more desexed cats) – Initial application and first year	\$464.00	Local Law 6 s 5	(a)
Note: This fee is non-refundable			
Domestic Cat Permit (5 or more desexed cats) – Annual Renewal	\$272.00	Local Law 6 s 5	(a)

3.7 Birds and Poultry

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

Birds and Poultry Permit – Initial application and first year	\$267.00	Local Law 6 s 5	(a)
Note: This fee is non-refundable			
Birds and Poultry Permit – Annual Renewal	\$64.00	Local Law 6 s 5	(a)

3.8 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).

Non-Standard Animal Permit – Initial application and first year	\$267.00	Local Law 6 s 5	(a)
Note: This fee is non-refundable			
Non-Standard Animal Permit – Annual Renewal	\$64.00	Local Law 6 s 5	(a)

4 Commercial Licence Fees

Application, amendment and inspection fees may apply in relation to or in addition to the services listed below. Refer to Section 1 of the Animal Management fees for further details.

4.1 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.

4.2 Commercial Stable Licence

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

Commercial Stable – Design Assessment	\$407.00	Local Law 3 s 6	(a)
Commercial Stable Licence – Initial application and first year	\$382.00	Local Law 3 s 6	(a)
Commercial Stable Licence – Annual Renewal	\$288.00	Local Law 3 s 11	(a)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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4.3 Pet Shop Licence

Pet Shop – Design Assessment	\$407.00	Local Law 3 s 6		(a)
Pet Shop Licence – Initial application and first year	\$382.00	Local Law 3 s 6		(a)
Pet Shop Licence – Annual Renewal	\$288.00	Local Law 3 s 11		(a)

4.4 Pet Daycare Licence

Pet Daycare – Design Assessment	\$407.00	Local Law 3 s 6		(a)
Pet Daycare Licence – Initial application and first year	\$570.00	Local Law 3 s 6		(a)
Pet Daycare Licence – Annual Renewal	\$288.00	Local Law 3 s 11		(a)

4.5 Commercial Cattery Licence (selling, boarding and breeding)

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

Commercial Cattery – Design Assessment	\$407.00	Local Law 3 s 6		(a)
Commercial Cattery Licence – Initial application and first year	\$382.00	Local Law 3 s 6		(a)
Commercial Cattery Licence – Annual Renewal	\$288.00	Local Law 3 s 11		(a)

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

(Dog registration fees additional)

Commercial Kennels – Design Assessment	\$407.00	Local Law 3 s 6		(a)
Commercial Kennels Licence – Initial application and first year	\$570.00	Local Law 3 s 6		(a)
Commercial Kennels Licence – Annual Renewal	\$288.00	Local Law 3 s 11		(a)

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 General Manager, Planning 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. Section 5.1 Introductory Dog Registration (per dog) 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 General Manager (Planning and Regulatory Services) 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.

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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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 three (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 and Dogs) Act 2008 (Qld) s 44	(a)
Introductory Dog Registration – Pensioner	\$20.00	Animal Management (Cats and Dogs) Act 2008 (Qld) s 45	(a)
Introductory Dog Registration – Ipswich and Wacol RSPCA Adoptions	No charge	Animal Management (Cats and Dogs) Act 2008 (Qld) s 44	(a)
Where a dog is being adopted by a resident of Ipswich.			

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

Dog Registration (entire dog) – Pay By Date	\$179.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 56	(a)
Dog Registration (entire dog) – Pay After Date	\$209.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 56	(a)

5.3 Dog Registration: Per Desexed Dog

Dog Registration (desexed dog) – Pay By Date	\$39.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 52	(a)
Dog Registration (desexed dog) – Pay After Date	\$69.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 52	(a)

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

Dog Registration (entire dog) – Pensioner – Pay By Date	\$80.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 56	(a)
Dog Registration (entire dog) – Pensioner – Pay After Date	\$95.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 56	(a)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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5.5 Dog Registration: Per Desexed Dog – Pensioner

Dog Registration (desexed dog) – Pensioner – Pay By Date	\$28.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 52	(a)	
Dog Registration (desexed dog) – Pensioner – Pay After Date	\$43.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 52	(a)	

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 suitably qualified person (or agency) confirming the applicant's disability and requirement for an assistance dog will be required as satisfactory proof.

Guide Dogs and Assistance Dogs	No charge	Animal Management (Cats and Dogs) Act 2008 (Qld) s 44	(a)	
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5.7 Qld Racing Integrity Commission Members

Only dogs registered with the Qld Racing Integrity Commission (QRIC) are eligible for this rate. Dogs not registered with the GRBCQ will have the appropriate registration fee apply.

QRIC Members	No charge	Animal Management (Cats and Dogs) Act 2008 (Qld) s 44	(a)	
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5.8 Other Dogs Exempt by Council

Other dogs exempt by Council resolution	No charge	Animal Management (Cats and Dogs) Act 2008 (Qld) s 44	(a)	
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5.9 Dangerous Dogs

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

Dangerous Dogs Registration – Initial and first year – Pro rata	\$535.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 60	(a)	
Dangerous Dogs Registration – Non Compliance – Renewal Only – Pay By Date	\$505.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 60	(a)	
Dangerous Dogs Registration – Non Compliance – Renewal Only – Pay After Date	\$535.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 60	(a)	
Dangerous Dogs Registration – Full Compliance (desexed dog) – Renewal Only – Pay By Date	\$245.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 60	(a)	

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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5.9 Dangerous Dogs [continued]

Dangerous Dogs Registration – Full Compliance (desexed dog) – Renewal Only – Pay After Date	\$275.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 60		(a)
Dangerous Dogs Registration – Full Compliance (entire dog) – Renewal Only – Pay By Date	\$324.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 60		(a)
Dangerous Dogs Registration – Full Compliance (entire dog) – Renewal Only – Pay After Date	\$354.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 60		(a)

5.10 Menacing Dogs

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

Menacing Dogs Registration – Initial and first year – Pro rata	\$535.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 60		(a)
Menacing Dogs Registration – Non Compliance – Renewal Only – Pay By Date	\$505.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 60		(a)
Menacing Dogs Registration – Non Compliance – Renewal Only – Pay After Date	\$535.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 60		(a)
Menacing Dogs Registration – Full Compliance (desexed dog) – Renewal Only – Pay By Date	\$245.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 60		(a)
Menacing Dogs Registration – Full Compliance (desexed dog) – Renewal Only – Pay After Date	\$275.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 60		(a)
Menacing Dogs Registration – Full Compliance (entire dog) – Renewal Only – Pay By Date	\$324.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 60		(a)
Menacing Dogs Registration – Full Compliance (entire dog) – Renewal Only – Pay After Date	\$354.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 60		(a)

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.

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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5.11.1 Per Entire Farm Dog (First) (i.e. the dog is not desexed)

Farm Dog Registration (entire dog) – First dog – Pay By Date	\$77.00	Animal Management (Cats and Dogs) Act 2008 (Qld)	(a)	
Farm Dog Registration (entire dog) – First dog – Pay After Date	\$107.00	Animal Management (Cats and Dogs) Act 2008 (Qld)	(a)	

5.11.2 Per Desexed Farm Dog (First)

Farm Dog Registration (desexed dog) – First dog – Pay By Date	\$31.00	Animal Management (Cats and Dogs) Act 2008 (Qld)	(a)	
Farm Dog Registration (desexed dog) – First dog – Pay After Date	\$61.00	Animal Management (Cats and Dogs) Act 2008 (Qld)	(a)	

5.11.3 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.

Farm Dog Registration – Additional dog – Pay by Date	\$29.00	Animal Management (Cats and Dogs) Act 2008 (Qld)	(a)	
Farm Dog Registration – Additional dog – Pay After Date	\$44.00	Animal Management (Cats and Dogs) Act 2008 (Qld)	(a)	

5.12 Dogs Qld Members

Dog Registration – Dogs Qld Members (entire dog) – Pay by Date	\$75.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 46	(a)	
Dog Registration – Dogs Qld Members (entire dog) – Pay After Date	\$105.00	Animal Management (Cats and Dogs) Act 2008 (Qld) ss 44 46	(a)	

5.13 Reciprocal Dog Registration

Where a dog is currently registered with any other Australian local government (see section 5.1 Introductory Dog Registration (per dog)) 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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6 Impounding**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 dog is impounded during the same incident and collected at the same time, the second or subsequent release fee will be charged at 50% of the ordinary applicable fee.
- Sustenance charges are applied for the second and subsequent dogs where applicable.

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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6.1 Dogs [continued]

Dog Impoundment – Registered (desexed dog) – Microchipped – First Impoundment	No charge	Local Law 6 s 27		(d)
Dog Impoundment – All impoundments (other than the first impoundment for registered, microchipped and desexed dog)	\$123.00	Local Law 6 s 27		(d)
Dog Impoundment – Sustenance first day	No charge	Local Law 6 s 27		(d)
Dog Impoundment – Sustenance per subsequent days	\$26.50	Local Law 6 s 27		(d)
Dog Impoundment – Microchipping of dog prior to release	\$26.00	-	#	

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.
- Sustenance charges are applied for the second and subsequent cats where applicable.

Cat Impoundment (desexed cat) – Microchipped – First Impoundment	No charge	Local Law 6 s 27		(d)
Cat Impoundment – All impoundments (other than the first impoundment for a microchipped and desexed cat)	\$92.00	Local Law 6 s 27		(d)
Cat Impoundment – Sustenance first day	No charge	Local Law 6 s 27		(d)
Cat Impoundment – Sustenance per subsequent days	No charge	Local Law 6 s 27		(d)
Cat Impoundment – Microchipping of cat prior to release	\$26.00	-	#	

6.3 Livestock and Other Animals**6.3.1 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.

Large Livestock Impoundment (per animal)	\$105.00	Local Law 6 s 27		(d)
Large Livestock Impoundment – Collection (per hour)	\$293.00	Local Law 6 s 27		(d)
(minimum charge of one (1) hour and maximum charge of four (4) hours). Based on two (2) officers and the stock truck. For every additional officer the fee is increased by one half.				
Large Livestock Impoundment – Collection (per hour) – Outside business hours	\$420.00	Local Law 6 s 27		(d)
(minimum charge of one (1) hour and maximum charge of four (4) hours). Fee is based on two (2) officers and the stock truck. For every additional officer the fee is increased by one half.				
Large Livestock Impoundment – Driving, leading and/or transport of livestock – Return Trip only (per kilometre)	\$12.60	Local Law 6 s 27		(d)
Large Livestock Impoundment – Sustenance – per head (per day or part thereof)	\$52.00	Local Law 6 s 27		(d)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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6.3.1 Large Livestock [continued]

Large Livestock Advertising – Notice of Impoundment placed in a newspaper	Actual cost of advertising	Local Law 6 s 27		(d)
All costs associated with the advertisement shall be charged in addition to the appropriate release fee.				
Large Livestock Impoundment – NLIS Tagging of Cattle (per hour)	\$322.00	-	#	
(minimum charge)				

6.3.2 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)

Other Livestock Impoundment	\$45.00	Local Law 6 s 27		(d)
Other Livestock Impoundment – NLIS Tagging of Sheep & Goats (per hour)	\$322.00	-	#	
(minimum charge is half (1/2) an hour)				

6.3.3 Poultry and Birds

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

Poultry and Birds Impoundment	\$17.80	Local Law 6 s 27		(d)
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7 Other Animal Management Charges**7.1 Traps**

Collection of Trap (Dog and Cat)	\$322.00	-	#	
Where a trap has not been returned this fee will be charged, in addition to daily fees, to collect the trap.				

7.2 Regulated Dogs (incl. restricted, dangerous and menacing)

Regulated Dog Signs	No charge	Animal Management (Cats and Dogs) Act 2008 (Qld) Schedule 1		(a)
Regulated Dog Tags	No charge	Animal Management (Cats and Dogs) Act 2008 (Qld) Schedule 1		(a)

7.3 Microchipping

Microchipping – Community Events	\$26.00	-	#	
Dog or Cat must already be currently registered with Ipswich City Council.				

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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COMMUNITY DEVELOPMENT AND SERVICES

1 Home Assist

Home Assist – Labour Subsidy/Fee for Service (per hour)	\$61.00	-	#
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2 Tourism Services

2.1 Ipswich Visitors Information Centre

IVIC Merchandise – Selected items	Retail pricing applies	-	#
IVIC Booking Cancellation Fee: Cancellation of tourism bookings in line with specified terms and conditions	\$24.00	-	#
Other IVIC visitor services	Price on request	-	#
Printing and Photocopying	For self-service printing and photocopying, refer to Library print and photocopy service charges. For Council staff assisted printing and copying services, refer to Corporate Services print and photocopy service charges.	-	#

2.2 Ipswich Tourism Operators Network (ITON)

Promotional Services Fee: Members of Ipswich Tourism Operators Network (ITON) located within Ipswich City boundaries	No charge	-	
Industry Affiliate Fee: Ipswich Tourism Operators Network (ITON)	No charge	-	
Promotional Services Fee: Members of Ipswich Tourism Operators Network (ITON) located outside Ipswich City boundaries	\$165.00	-	#

3 Fire Station 101 Innovation Hub

3.1 Fire Station 101 Memberships

Monthly memberships are payable in advance and may be charged on a pro-rata basis for mid-month commencement. For full terms and conditions, refer to the membership agreement available from Fire Station 101.

Fire Station 101 Members Day Pass	\$33.00	-	#
Day Passes are valid for a single day for members on the drop-in plan.			
Fire Station 101 Membership (per calendar month)	\$165.00	-	#
Fire Station 101 Associate Access (per calendar month)	\$110.00	-	#
An associate can be an employee, cofounder, intern, volunteer or contractor of a member.			

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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3.1 Fire Station 101 Memberships [continued]

Fire Station 101 Members Access Card Replacement Fee	Refer to "Other Council Services: Key Deposits and Key Replacement Fees"		#	
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3.2 Fire Station 101 Facilitation Services

Fire Station 101 Event Facilitation and Mentoring	By quote	-	#	
On request, subject to availability. Minimum 1 hour.				
Fire Station 101 Events hosting (major events)	By quote	-	#	
Hosting, facilitation and venue hire for events of more than one day, including but not limited to Hackathons.				
Other services provided by Fire Station 101	By quote	-	#	
Customised services may be available on request.				

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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HEALTH AND REGULATORY SERVICES

1 Health and Regulatory Services Fee Policies

1.1 Discount for Bona Fide Charitable or Community Organisations

A fee of 50% of the normal prescribed fee is payable in the following instances:

- Upon proof of status as a bona fide charitable or community organisation; or
- Acceptance by the Branch Manager (Engineering, Health and Environment) that the applicant is a bona fide charitable organisation.

The discount will be applied in the following:

- Section 4 Entertainment Venues;
- Section 6 Caravan Parks and Camping Grounds; and
- Section 8 Food Businesses, excluding Restoration Fees and Eat Safe Review and Reassessment Fees.

This 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.

1.2 Local Government

Where an activity is operated directly on behalf of Ipswich City Council or an application is made on behalf of Ipswich City Council, the fee will be waived.

1.3 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.

1.4 Star Ratings Discount

Licence Renewal fee is based on the level of star rating:

3 Star - 20% discount (\$520.00 if paid by 30 June)

4 Star - 30% discount (\$455.00 if paid by 30 June)

5 Star - 50% discount (\$325.00 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.

2 Application, Amendment and Inspection fees related to Health and Regulatory Services

The following fees may apply in relation to or in addition to permit and licence services (Health and Regulatory Services) within sections 3 to 11 of this register:

2.1 Application, Amendment and Inspection

Inspection fee (per hour): Health and Regulatory Services	\$293.00	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): Health and Regulatory Services	\$64.00	Refer to base permit / licence / application fee for head of power.	(a)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.1 Application, Amendment and Inspection [continued]

Amendment of a Permit/Licence e.g. changes to plans/design (Major): Health and Regulatory Services	\$100.00	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: Health and Regulatory Services	\$100.00	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 Food Act 2006.			

2.2 Non-Compliance with a Notice

Council's costs associated with non-compliance with a notice: Health and Regulatory Services	\$459.00	Local Law 1 s 31	(a)
Note: This charge is in addition to contractor fees.			

3 Public Health

Application, amendment and inspection fees may apply in relation to or in addition to the services listed below. Refer to section 1 of the Health and Regulatory Services fees for further details.

3.1 Higher Risk Personal Appearance Service

Design Assessment – Higher Risk Personal Appearance Service	\$417.00	Public Health (Infection Control for Personal Appearance Services) Act 2003 (Qld) s 30	(a)
Initial Licence – Higher Risk Personal Appearance Service	\$261.00	Public Health (Infection Control for Personal Appearance Services) Act 2003 (Qld) s 30	(a)

3.2 Renewal Fees

Annual Licence Renewal – Higher Risk Personal Appearance Service	\$365.00	Public Health (Infection Control for Personal Appearance Services) Act 2003 (Qld) s 47	(a)
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3.3 Non-Higher Risk Personal Appearance Services

Inspection fee (per hour): Non-Higher Risk Personal Appearance Services	\$293.00	Public Health (Infection Control for Personal Appearance Services) Act 2003 (Qld) s 107	(a)
(minimum charge one (1) hour and maximum charge four (4) hours)			

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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4 Entertainment Venues

Refer to [Local Law 3](#) and [Subordinate Local Law 3.1](#) for information on the requirements in relation to Entertainment Venue Licences.

Application, Amendment and Inspection fees may apply in relation to or in addition to the services listed below. Refer to section 2 of the Health and Regulatory Services fees for further details.

4.1 Entertainment Venue Licencing

Design Assessment – Entertainment Venue	\$365.00	Local Law 3 s 6	(a)
Initial Licence – Entertainment Venue	\$293.00	Local Law 3 s 6	(a)

4.2 Renewal Fee

Annual Licence Renewal – Entertainment Venue	\$800.00	Local Law 3 s 11	(a)
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4.3 Temporary Entertainment Events

Application/Assessment – Temporary Entertainment Events	\$670.00	Local Law 3 s 6	(a)
Express Processing – Temporary Entertainment Events	\$630.00 plus Application/Assessment fee	Local Law 3 s 7	(a)

Note: This fee applies to permit applications required in less than 10 business days and can be applied to any fee listed in section 4.3 Temporary Entertainment Events. Applications may be refused if there is no capacity to process the applications within the desired timeframe.

Temporary Entertainment Event Licence Inspection Fee (per hour)	\$293.00	Local Law 3 s 6	(a)
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(minimum charge) Note: 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 Events (Major)	\$1,565.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 7 s 10	(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 2.1. Major Traffic Control Permit – Temporary Entertainment Event will be determined on the type of event, consultation required, disruption to road network and number of roads affected by the traffic management plan e.g. is larger festival or sporting event.

Traffic Control Permit – Temporary Entertainment Events (Minor)	\$355.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 7 s 10	(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 2.1. Minor Traffic Control Permit - Temporary Entertainment Event is for small community events e.g. school fete with minimal disruption to the road network and limited consultation required.

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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4.3 Temporary Entertainment Events [continued]

Bond – Access Type 1 (Local Government Controlled Areas Only) – Temporary Entertainment Events	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) – Temporary Entertainment Events (per day)	\$880.00	-		
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.				
Bond – Access Type 3 (Local Government Controlled Areas Only) – Temporary Entertainment Events (per day)	\$1,485.00	-		
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.				

5 Public Swimming Pools

Application, amendment and inspection fees may apply in relation to or in addition to the services listed below. Refer to section 2 of the Health and Regulatory Services fees for further details.

5.1 Public Swimming Pool Licencing

Design Assessment – Public Swimming Pool (per site)	\$630.00	Local Law 3 s 6	(a)
Initial Licence – Public Swimming Pool (per site)	\$261.00	Local Law 3 s 6	(a)

5.2 Renewal Fees

Annual Licence Renewal – Public Swimming Pool (per site)	\$481.00	Local Law 3 s 11	(a)
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6 Caravan Parks and Camping Grounds

Application, amendment and inspection fees may apply in relation to or in addition to the services listed below. Refer to section 2 of the Health and Regulatory Services fees for further details.

6.1 Caravan Parks and Camping Ground Licencing

Design Assessment – Caravan Parks and Camping Ground	\$735.00	Local Law 3 s 6	(a)
Initial Licence – Caravan Parks and Camping Ground	\$525.00	Local Law 3 s 6	(a)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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6.2 Renewal Fees

Annual Licence Renewal – Caravan Park Licence or Camping Ground	\$313.00	Local Law 3 s 11	(a)
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6.3 Temporary Caravan and Camping Licence – Either one-off or annual (single event that recurs yearly) event

Annual Licence Renewal – Temporary Caravan and Camping (no changes to design)	\$261.00	Local Law 3 s 11	(a)
Application/Assessment and Licence – Temporary Caravan and Camping	\$670.00	Local Law 3 s 6	(a)
Temporary Caravan and Camping One-off Licence Inspection Fee (per hour)	\$293.00	Local Law 3 s 6	(a)
(minimum charge) Actual Licence amount will be determined on how many inspection hours will be required pre and during event by Council officers.			

7 Temporary Homes

Application, amendment and inspection fees may apply in relation to or in addition to the services listed below. Refer to section 2 of the Health and Regulatory Services fees for further details.

7.1 Temporary Home Permits

Application/Assessment and Permit – Temporary Home	\$423.00	Local Law 8 s 2	(a)
Note: This fee is non-refundable.			

8 Food Businesses

Application, amendment and inspection fees may apply in relation to or in addition to the services listed below. Refer to section 2 of the Health and Regulatory Services fees for further details.

8.1 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	\$660.00	Food Act 2006 (Qld) s 85	(a)
Design Assessment – Food Business with a floor area between 251m ² to 1,000m ²	\$820.00	Food Act 2006 (Qld) s 85	(a)
Design Assessment – Food Business with a floor area greater than 1,000m ²	\$880.00	Food Act 2006 (Qld) s 85	(a)

8.2 Initial Licence Fees

Initial Licence – Food Business	\$376.00	Food Act 2006 (Qld) ss 72 85	(a)
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Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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8.3 Food Safety Program

Application for restamping of an existing Food Safety Program (no process amendments)	\$82.00	Food Act 2006 (Qld) s 112	(a)
Application to accredit a Food Safety Program	\$481.00	Food Act 2006 (Qld) s 102	(a)
Amendment to a Food Safety Program	\$282.00	Food Act 2006 (Qld) s 112	(a)

(minimum charge) Note: If an inspection is required then inspection fees will be additional to this charge. Refer to section 2.1.

8.4 Temporary Food Stall

Application/Assessment and Licence – Temporary Food Stall: One Off Event (up to four (4) consecutive days in a single location)	\$282.00	Food Act 2006 (Qld) s 85	(a)
Note: This fee is non-refundable.			
Application/Assessment and Licence – Temporary Food Stall: Annual	\$345.00	Food Act 2006 (Qld) s 85	(a)
Note: This fee is non-refundable.			
Annual Licence Renewal – Temporary Food Stall	\$345.00	Food Act 2006 (Qld) s 85	(a)

8.5 Licence Renewal Fees

Annual Licence Renewal – Food Business	\$650.00	Food Act 2006 (Qld) ss 72 85	(a)
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Note A: Discount may apply, refer section 1.5.
Note B: 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 2.1

8.6 Water Carrier Renewal

Annual Licence Renewal – Water Carriers	\$345.00	Food Act 2006 (Qld) s 85	(a)
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8.7 Restoration Fee – Food Business Licence Renewal

Restoration Fee – Food Business Licence Renewal	\$63.00 plus Annual Licence Renewal - Food Business fee	Food Act 2006 (Qld)	(a)
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8.8 Eat Safe Review and Reassessment Fees

Application for desktop review of Food Safety Report	\$288.00	Food Act 2006 (Qld) ss 60 64	(a)
Application for reassessment of premises Eat Safe Rating	\$755.00	Food Act 2006 (Qld) ss 60 64	(a)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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9 Heavy Vehicle Permit

Application, Amendment and Inspection fees may apply in relation to or in addition to the services listed below. Refer to section 2 of the Health and Regulatory Services fees for further details.

Annual Permit Renewal – Heavy Vehicle Permit	\$140.00	Local Law 5 s 12	(a)
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 2.1.			

10 Cemeteries

Application, amendment and inspection fees may apply in relation to or in addition to the services listed below. Refer to section 2 of the Health and Regulatory Services fees for further details.

10.1 Exhumation

Application/Assessment – Permit for Exhumation or Disturbance of human remains buried within or outside of a cemetery (per hour or part thereof)	\$293.00	Local Law 8	(a)
Supervision fee – Exhumation (per hour or part thereof)	\$322.00	-	#

10.2 Commercial Use of Cemeteries

Commercial Use of Cemetery – Single Use Permit	\$122.00	Local Law 8	(a)
Commercial Use of Cemetery – Annual Permit (Multiple Use) – Per Cemetery	\$960.00	Local Law 8	(a)

11 Environmental Protection

Application, amendment and inspection fees may apply in relation to or in addition to the services listed below. Refer to section 2 of the Health and Regulatory Services fees for further details.

11.1 Environmentally Relevant Activities (ERA's)

Note: The fees contained in section 11.1 Environmentally Relevant Activities (ERA's) are non-refundable

11.1.1 Annual Licence Renewal Fees

Annual Licence Renewal: ERA 6 Asphalt Manufacturing: greater than 1,000 tonnes per year	\$10,320.00	Environmental Protection Regulation 2019 Schedule 2	(a)
Annual Licence Renewal: ERA 12(1)(a) Plastic Product Manufacturing: 50 tonnes per year or more (other than plastic in item below)	\$2,560.00	Environmental Protection Regulation 2019 Schedule 2	(a)
Annual Licence Renewal: ERA 12(1)(b) Plastic Product Manufacturing: 5 tonnes per year or more (foam, composite plastic or rigid fibre reinforced)	\$2,560.00	Environmental Protection Regulation 2019 Schedule 2	(a)
Annual Licence Renewal: ERA 19 Metal Forming: 10,000 tonnes or more per year	\$850.00	Environmental Protection Regulation 2019 Schedule 2	(a)
Annual Licence Renewal: ERA 38(1)(a) Surface Coating Anodising, electroplating, enamelling or galvanising by using 1 to 100 tonnes of surface coating material in a year	\$850.00	Environmental Protection Regulation 2019 Schedule 2	(a)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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11.1.1 Annual Licence Renewal Fees [continued]

Annual Licence Renewal: ERA 49 Boat Maintenance or Repair	\$2,560.00	Environmental Protection Regulation 2019 Schedule 2		(a)
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11.1.2 Other ERA Fees

Application to transfer an Environmental Authority	\$100.00	Environmental Protection Regulation 2019 s174		(a)
(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)	\$188.00	Environmental Protection Regulation 2019 s174		(a)
(minimum charge) Note: If an inspection is required then inspection fees will be additional to this charge.				
Inspection fee (per hour): Environmental Protection	\$293.00	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 Transitional Environmental Programs, reinspections, monitoring and non-compliance.				
ERA Amendment to an approved Transitional Environmental Program (per hour)	\$293.00	Environmental Protection Regulation 2019 s177		(a)
(minimum charge)				
Annual Transitional Environmental Program return	\$545.00	Environmental Protection Regulation 2019 s177		(a)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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IPSWICH WASTE SERVICES

1 Waste Disposal at Recycling and Refuse Centres

1.1 Tyre Disposal

Disposal of passenger tyre (per tyre)	\$8.55	-	#
Disposal of passenger tyre including rim (per tyre)	\$13.50	-	#
Disposal of 4WD tyre (per tyre)	\$10.50	-	#
Disposal of 4WD tyre including rim (per tyre)	\$18.60	-	#
Disposal of light truck tyre (per tyre)	\$13.00	-	#
Disposal of light truck tyre including rim (per tyre)	\$19.00	-	#

1.2 Riverview Recycling and Refuse Centre (only)

1.2.1 Domestic household waste and recycling (Ipswich residents only)

Ipswich Residents Only - (Proof of residency required)

The approved recyclable materials listed below can be accepted at no charge at the Riverview Recycling and Refuse Centre, provided no other waste material is in the load. These materials are to be separated and placed in the respective collection areas.

a) approved recyclables, including:

- scrap metal
- vehicle batteries
- cardboard
- motor oil (maximum of 20 litres from domestic sources only)
- e-waste

b) glass bottles and jars; and

c) paint and eligible products accepted through the Paintback scheme, in accordance with the limits specified in the Paintback scheme.

General waste: Cars, vans and utilities, including trailers: First 500kg	\$12.00	-	#
General waste: Cars, vans and utilities, including trailers: Excess over 500kg per kg	\$0.20	-	#

1.2.2 Non-Ipswich Residents / Commercial / Industrial Waste

Note: Commercial operators are permitted to dispose of the following items free of charge:

a) Paint and eligible products accepted through the Paintback scheme, in accordance with the limits specified in the Paintback scheme

General waste: First 300kg or part thereof	\$70.00		#
General waste: Excess over 300kg (per kg)	\$0.20		#

1.3 Rosewood Recycling and Refuse Centre (only)

1.3.1 Domestic household waste and recycling (Ipswich residents only)

Ipswich Residents Only - (Proof of residency required)

The approved recyclable materials listed below can be accepted at no charge at the Rosewood Recycling and Refuse Centre, provided no other waste material is in the load. These materials are to be separated and placed in the respective collection areas.

a) approved recyclables, including:

- scrap metal

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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1.3.1 Domestic household waste and recycling (Ipswich residents only) [continued]

- vehicle batteries
- cardboard
- motor oil (maximum of 20 litres from domestic sources only)

b) glass bottles and jars.

General waste: Cars, vans and utilities, including trailers: First 2 cubic metres of waste	\$12.00	-	#
General waste: Cars, vans and utilities, including trailers: Excess over 2 cubic metres per cubic metre or part thereof	\$35.00	-	#

1.3.2 Domestic household waste and recycling (Non-Ipswich residents)

General waste: First two (2) cubic metres or part thereof	\$70.00		#
Large trucks and/or trailers are not accepted at this transfer station.			
General waste: Excess over two (2) cubic metres (per cubic metre)	\$35.00		#

1.4 Recycling and Refuse Centre Deferred payment fees

Deferred payment (pay later) service	\$20.00		#
Applies at Riverview and Rosewood.			

2 Mobile Garbage Bin Services**2.1 Additional Domestic Bin Services**

Extra domestic wheelie bin service – General waste	\$20.00	-
Service provided within 3 working days of booking.		
Domestic wheelie bin service – Green waste service (tenants of Ipswich rental properties only) – annual charge	\$80.00	-

3 Commercial and Other Refuse and Recycling Services

The following services are available from Ipswich Waste on a commercial and/or contractual basis. Please contact Ipswich Waste on (07) 3810 8100 or ipswichwasteservices@ipswich.qld.gov.au for a customised quote to suit your requirements.

- Commercial bin refuse service
- Commercial bin commingled recycling service
- Paper Recycling
- Document Destruction
- Dead animal removal
- Industrial refuse bin service
- Compactor services
- Industrial recycling service
- Skip & Roll-on Roll-off services
- Pathological waste service
- Road sweeping
- Grease trap services
- Tippler bin rental

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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LIBRARY SERVICES

Fees and charges apply at all Ipswich Library branches, unless specified otherwise.

1 Library Resources and Information Access

1.1 Inter-Library Loans / Document Delivery

Inter-Library Loans	By quote (at cost)	-	#
Replacement fee of Inter-Library Loan (ILL) Book Wrap	\$3.00	-	#

1.2 Overdue, Lost and Cancelled Items

Invoice fee for overdue Library items	\$5.00	-	#
An overdue grace period of seven days from due date applies before overdue fees commence.			
Fees for Lost or Irreparably Damaged Books, Magazines, Audio Visual Items and Electronic Devices.	Charged at current item value	-	#

1.3 Public Internet Access/Word Processing Access

Internet/Word Processing Access – available to library members only	No charge	-	
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2 Library Venue Hire

Venue and equipment hire is offered to Library Members free of charge for non-commercial use. Use for commercial purposes will incur venue hire charges.

Non-Profit/Community Groups may make a request for fee relief in regards to Venue Hire.

Venues must be left in a clean and tidy state. If extra cleaning is required, customers will be charged at actual cost plus an administration fee of 10%.

2.1 Library Event Space Hire

Includes Event Spaces at Springfield Central (Monday to Sunday) and Rosewood Libraries (Monday to Saturday).

Library Venue Hire – Event Space – Monday to Sunday – per hour or part thereof	\$60.00	-	#
Library Venue Hire – Event Space – Monday to Sunday – Half day (2 – 4 hours)	\$230.00	-	#
Library Venue Hire – Event Space – Monday to Sunday – Full day (4 – 8 hours)	\$360.00	-	#

2.2 Library Meeting Room or Study Room Hire

Note: Available at Ipswich Central, Springfield Central, Redbank Plains and Rosewood Library Branches.

Library Venue Hire – Meeting or Study Room – Capacity 20 persons or less – Monday to Sunday – per hour or part thereof	\$30.00	-	#
Library Venue Hire – Meeting or Study Room – Hire by Library Members for non-commercial purposes	No charge	-	

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.2 Library Meeting Room or Study Room Hire [continued]

Library Venue Hire – Meeting or Study Room – Capacity 20 persons or less – Monday to Sunday – Half day (2 – 4 hours)	\$80.00	-	#
Library Venue Hire – Meeting or Study Room – Capacity 20 persons or less – Monday to Friday – Full day (4 – 8 hours)	\$150.00	-	#

2.3 Library Training Room Hire

Room hire at Ipswich Central and Springfield Central Library Branches includes a maximum of 20 PCs.

Library Venue Hire – Training Room – Monday to Friday – Full day (9am – 5pm) – per hour or part thereof	\$140.00	-	#
Library Venue Hire – Training Room – Saturday or Sunday – per hour or part thereof	\$160.00	-	#

2.5 Other Library Venue Hire Charges

Use of kitchen in conjunction with venue hire (Springfield Central or Rosewood Event Spaces only)	No charge	-	
Use of kitchen is available with event space hire only.			
Event Space – Equipment Hire	No charge	-	
Use of the following equipment may be available free of charge in conjunction with hire of Event Spaces, subject to availability: Laptop or surface tablet, lectern, microphones, table and chairs, audio-visual equipment and data projector.			
Event Space – Operator, Setup and Cleaning Charges	By quote	-	#

3 Other Library Services**3.1 Printing and Photocopying (Self service)**

* Self Service: Customers print or photocopy material as needed

Library Printing and Photocopying: Black and white – A4*	\$0.10	-	#
Library Printing and Photocopying: Black and white – A3*	\$0.25	-	#
Library Printing and Photocopying: Colour – A4*	\$1.00	-	#
Library Printing and Photocopying: Colour – A3*	\$2.00	-	#

3.2 Research or Consultancy Fees (including Picture Ipswich and Local History)

The librarians will offer a consulting service based around researching and retrieving electronic information from various sources including the Internet.

Research or Consultancy Fee (up to 20 minutes)	No charge	-	
Research or Consultancy Fees (per hour after first 20 minutes or part thereof)	By quote	-	#

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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3.3 Internet Training Sessions

Internet Training Sessions	By quote		#
Standard, advanced and customised internet training sessions may be available from Ipswich Libraries on request. Please see the website or contact Ipswich Libraries with an expression of interest. Fees for use of training rooms and preparation of subject specific materials may apply.			

3.4 Library Workshops, Activities and Events

Library Workshops, Activities and Events	By quote	-	#
Includes school holiday entertainment, FOILS events and other special events.			

3.5 Library Merchandise

Library Merchandise – selected retail items	Retail pricing applies	-	#
Includes merchandise offered via FOILS and events such as Poetry Feast.			

3.6 Friends of Ipswich Libraries Service – FOILS

FOILS Membership Fee – Single	\$5.00	-	#
FOILS Membership Fee – Family	\$10.00	-	#
FOILS Membership – Corporate	\$55.00	-	#

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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PARKS, SPORTING GROUNDS AND COMMUNITY FACILITIES

The use of parks, sporting grounds and community facilities may require the payment of a deposit, and/or a key deposit or a key replacement fee. Refer below for bond requirements, and to the section "Other Council Services: Key Deposits and Key Replacement Fees" for applicable fees and charges.

1 Park Use

1.1 Non-Commercial Use of Parks

Note: Commercial Fee – required if a business or organisation gains benefit from supplying goods or services in Parks or Facilities

All non-commercial related use of parks	No charge	-
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1.2 Commercial Park Use

Note: Commercial Fee - required if a business or organisation gains a benefit from supplying goods or services in Parks or Facilities

(a) Key Deposit or Key Replacement Fee

Key deposit or key replacement fee	Refer to "Other Council Services: Key Deposits and Key Replacement Fees"	
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(b) 1-100 People

Hourly Rate – per location	\$72.00	-	#
Daily Rate – per location	\$380.00	-	#
Bond – per event	\$580.00	-	

(c) 101-499 People

Planned attendance of 500 persons or greater falls under the scope of Health and Regulatory Services.

Hourly Rate – per location	\$135.00	-	#
Daily Rate – per location	\$860.00	-	#
Bond – per event	\$1,150.00	-	

(d) Charitable or Community Organisations use of Parks (does not include sporting grounds)

Hourly Rate – per location	No charge	-
Bond – per event	No charge	-

1.3 Temporary Park Access

(a) Business Hours Access

Vehicles under 4.5 Tonne: Bond	No charge	-
Vehicles over 4.5 Tonne: Bond	\$1,340.00	-

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(b) After Hours Access

All Vehicles: Bond	\$1,340.00	-		
All Vehicles: Key Deposit	Refer to "Other Council Services: Key Deposits and Key Replacement Fees"			

1.4 Use of Parks or Sporting Grounds by Fitness Groups/Personal Trainer

The definition of a 'fitness group/personal trainer: a group or individual providing outdoor fitness sessions to promote a healthy and physically active lifestyle'.

Permits may be required for this activity. Fees for permits, where applicable, will be separate to the park and sporting ground usage fees. Refer to Health and Regulatory Services section or Council's website for applicable permits.

Use of Parks or Sporting Grounds by Fitness Groups/Personal Trainer – 10 or less attendees per session	No charge	-		
Use of Parks or Sporting Grounds by Fitness Groups/Personal Trainer – More than 10 attendees – Season Fee (payable per season Summer/Winter)	\$300.00	-		#
Use of Parks or Sporting Grounds by Fitness Groups/Personal Trainer – More than 10 attendees: Annual Fee	\$530.00	-		#

2 Use of Sporting Grounds and Facilities**2.1 Annual Lease and Tenancies**

Note: All lease and tenancy fees will be confirmed as part of the respective lease or tenancy document

2.2 Use of Sporting Grounds and Park Zones

The use of Sporting Grounds (excluding North Ipswich Reserve Oval A) may be inclusive of specified equipment such as cricket nets, remote control tracks, batting cages and equestrian arenas.

Use of Sporting Grounds (excluding North Ipswich Reserve Oval A) – Daily rate per location	\$60.00	-		#
Daily rate is up to 6pm. Anything after this time incurs a lighting charge.				
Use of Sporting Grounds (excluding North Ipswich Reserve Oval A) – Season fee per location	\$350.00	-		#
Seasonal fee is based on up to 26 weeks of actual use per location.				
Use of Sporting Grounds for Major Events (North Ipswich Reserve Oval A only)	By quote			#
Use of Park Zones (for aeronautical activities only) – Annual fee per location	\$175.00			#
Field Lighting – per hour, per field	\$7.00			#

2.3 School use of Sporting Grounds and Facilities

Intraschool and interschool sport activities may be held between 8:00 AM and 3:30 PM Monday to Friday only (advanced booking of facilities required). Daily rates will apply to schools not based within the Ipswich Local Government Area.

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.3 School use of Sporting Grounds and Facilities [continued]

Use of sporting grounds and facilities for Interschool or Intraschool Competition	No charge			
Available to Ipswich Local Government Area schools only.				
Use of sporting grounds and facilities for School PE Lessons / Training – Per hour (until 6pm)	\$15.00		#	
Available to Ipswich Local Government Area schools only.				
Use of sporting grounds and facilities for School PE Lessons / Training – Per hour (after 6pm)	Price on application		#	
Available to Ipswich Local Government Area schools only.				
Use of sporting grounds and facilities by schools from outside the Ipswich Local Government Area	Sporting ground daily rate applies		#	
Annual bond for use of sporting grounds and facilities by schools	\$100.00			

2.4 Lease of Sport and Recreation Club Facilities

Note: If during the term of the lease the use of the property has changed category, e.g.: upgraded for a Restricted Liquor Licence to a Unrestricted Liquor Licence, the Council may re-assess the annual rent payable in accordance with categories as listed.

In cases where club facilities have become the property of Council (e.g. at the determination of lease), Council retains the right to charge an additional rental to be negotiated on a case by case basis.

Following the determination of a lease, Council may at its discretion allow a three year phase in of fees should the new fee exceed the previous fee.

Lease of a facility to a sporting and recreational organisation with a Gaming Machine Licence	Rent is set at 5% of Unimproved Capital Value (UCV)	-	#	
Lease of a facility to a sporting and recreational organisation with an Unrestricted Liquor Licence but not a Gaming Machine Licence	Rent is set at 3% of Unimproved Capital Value (UCV)	-	#	
Lease of a facility to a sporting and recreational organisation with a Restricted Liquor Licence or no Liquor Licence	Rent is set at 1% of Unimproved Capital Value (UCV)	-	#	

2.5 Sport and Recreation Clubhouse Use (In Conjunction with Seasonal Sporting Ground Use)

Key deposit or key replacement fee	Refer to "Other Council Services: Key Deposits and Key Replacement Fees"			
Bond – per location per season	\$500.00	-		
Season hire fee – per location	\$350.00	-	#	

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.6 Facility use of Rosewood Showgrounds Cultural Centre**(a) Community**

Key deposit or key replacement fee	Refer to "Other Council Services: Key Deposits and Key Replacement Fees"			
Bond for community use (Rosewood Showgrounds Cultural Centre) – per event	\$1,000.00	-		
Rosewood Showgrounds Cultural Centre – daily rate for community use	\$340.00	-	#	
Rosewood Showgrounds Cultural Centre – seasonal fee for community use (up to 26 days of use)	\$480.00		#	

(b) Commercial

Key deposit or key replacement fee	Refer to "Other Council Services: Key Deposits and Key Replacement Fees"			
Bond for commercial use (Rosewood Showgrounds Cultural Centre) – per location, per event	\$1,000.00	-		
Rosewood Showgrounds Cultural Centre – daily rate for commercial use	\$840.00	-	#	

2.7 Facility Use (Excluding Rosewood Showgrounds Cultural Centre)**(a) Community**

Key deposit or key replacement fee	Refer to "Other Council Services: Key Deposits and Key Replacement Fees"			
Bond for community use (for facilities other than Rosewood Showgrounds Cultural Centre) – per location, per event	\$480.00	-		
Facilities other than Rosewood Showgrounds Cultural Centre – daily rate for community use (per location)	\$155.00	-	#	
Facilities other than Rosewood Showgrounds Cultural Centre – seasonal fee for community use (up to 26 days of use)	\$350.00		#	

(b) Commercial

Key deposit or key replacement fee	Refer to "Other Council Services: Key Deposits and Key Replacement Fees"			
Bond for commercial use (for facilities other than Rosewood Showgrounds Cultural Centre) – per location, per event	\$1,000.00	-		
Facilities other than Rosewood Showgrounds Cultural Centre – daily rate for commercial use (per location)	\$450.00	-	#	

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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3 Camping Site Fees

3.1 Camping Fees – Excluding Rosewood Showgrounds

Camping Fees (excluding Rosewood Showgrounds) – per site per night – unpowered	\$13.00	-	#
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3.2 Camping Fees – Rosewood Showgrounds

Camping Fees (Rosewood Showgrounds) – per site per night – powered	\$16.00	-	#
Camping Fees (Rosewood Showgrounds) – per site per night – unpowered	\$13.00	-	#

4 Ipswich Art Gallery

Community Gallery hire (per week) – minimum of 1 week hire	\$110.00	-	#
Merchandise – selected items	Retail pricing applies	-	#
Selected workshops and events	By quote	-	#
Art Gallery Special Exhibitions – entry fee/tickets	Ticket and service prices to be determined on a by-event basis	-	#

5 Civic Centre Venues and Services

The charges are on a daily basis, per hour or per unit. Rates for longer-term hire or frequent use may be available upon application.

Venue hire for eligible Community groups may be subject to a 50% discount (upon application). "Community group" means - Ipswich based school/not for profit organisation/amateur performance group.

The Civic Centre also quotes for non-standard requirements as required to meet the specific needs of customers.

5.1 Ipswich Civic Centre Venue Hire

G Hogg Auditorium Hire – Monday to Sunday – Half day (up to 5 hours)	\$945.00	-	#
G Hogg Auditorium Hire – Monday to Sunday – Full Day (up to 9 hours)	\$1,570.00	-	#
G Hogg Auditorium Hire – Public Holidays – (per hour, minimum 3 hours)	\$350.00	-	#
G Hogg Auditorium Hire – Rehearsal Rate (per hour)	\$150.00	-	#
G Hogg Auditorium Hire – Performance Rate (per hour)	\$340.00	-	#
G Hogg Auditorium Hire – Set Up and Bump Out Charges – Monday to Sunday (per hour, minimum 3 hours)	\$100.00	-	#
G Hogg Auditorium Hire – Set Up and Bump Out Charges – Public Holidays (per hour, minimum 3 hours)	\$205.00	-	#

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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5.1 Ipswich Civic Centre Venue Hire [continued]

Studio 188 Hire – Monday to Sunday – Half day (up to 5 hours)	\$360.00	-	#
Studio 188 Hire – Monday to Sunday – Full day (up to 9 hours)	\$600.00	-	#
Studio 188 Hire – Monday to Sunday – Additional hours (per hour)	\$90.00	-	#
Studio 188 Hire – Public Holidays (per hour, minimum 3 hours)	\$115.00	-	#
Cunningham Room Hire – Monday to Sunday – Half Day (up to 5 hours)	\$535.00	-	#
Cunningham Room Hire – Monday to Sunday – Full Day (up to 9 hours)	\$890.00	-	#
Cunningham Room Hire – Monday to Sunday – Additional hours (per hour)	\$135.00	-	#
Cunningham Room Hire – Public Holidays – (per hour, minimum 3 hours)	\$175.00	-	#
Lockyer Room Hire – Monday to Sunday – Half Day (up to 5 hours)	\$365.00	-	#
Lockyer Room Hire – Monday to Sunday – Full Day (up to 9 hours)	\$610.00	-	#
Lockyer Room Hire – Monday to Sunday – Additional hours (per hour)	\$95.00	-	#
Lockyer Room Hire – Public Holiday – (per hour, minimum 3 hours)	\$120.00	-	#
Logan Room Hire – Monday to Sunday – Half Day (up to 5 hours)	\$165.00	-	#
Logan Room Hire – Monday to Sunday – Full Day (up to 9 hours)	\$275.00	-	#
Logan Room Hire – Monday to Sunday – Additional hours (per hour)	\$45.00	-	#
Logan Room Hire – Public Holidays – (per hour, minimum 3 hours)	\$55.00	-	#
Foyer Terrace Hire, Civic Centre – Monday to Sunday – Half Day (up to 5 hours)	\$110.00	-	#
Foyer Terrace Hire, Civic Centre – Monday to Sunday – Full Day (up to 9 hours)	\$185.00	-	#
Foyer Terrace Hire, Civic Centre – Monday to Sunday – Additional hours (per hour)	\$30.00	-	#
Foyer Terrace Hire, Civic Centre – Public Holidays – (per hour, minimum 3 hours)	\$35.00	-	#
Function packages	Function packages of room hire and catering may be available upon application.	-	#

5.2 North Ipswich Reserve Corporate Centre Hire

North Ipswich Reserve Corporate Centre Hire – North and South Room: Monday to Sunday – Half Day (up to 5 hours)	\$540.00	-	#
North Ipswich Reserve Corporate Centre Hire – North and South Room: Monday to Sunday – Full Day (up to 9 hours)	\$900.00	-	#

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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5.2 North Ipswich Reserve Corporate Centre Hire [continued]

North Ipswich Reserve Corporate Centre Hire – North and South Room: Monday to Sunday – Additional hours (per hour)	\$135.00	-	#
North Ipswich Reserve Corporate Centre Hire – North and South Room: Public Holiday – (per hour, minimum 3 hours)	\$175.00	-	#
North Ipswich Reserve Corporate Centre Hire – North Room: Monday to Sunday – Half Day (up to 5 hours)	\$300.00	-	#
North Ipswich Reserve Corporate Centre Hire – North Room: Monday to Sunday – Full Day (up to 9 hours)	\$500.00	-	#
North Ipswich Reserve Corporate Centre Hire – North Room: Monday to Sunday – Additional hours (per hour)	\$75.00	-	#
North Ipswich Reserve Corporate Centre Hire – North Room: Public Holiday – (per hour, minimum 3 hours)	\$100.00	-	#
North Ipswich Reserve Corporate Centre Hire – South Room: Monday to Sunday – Half Day (up to 5 hours)	\$300.00	-	#
North Ipswich Reserve Corporate Centre Hire – South Room: Monday to Sunday – Full Day (up to 9 hours)	\$500.00	-	#
North Ipswich Reserve Corporate Centre Hire – South Room: Monday to Sunday – Additional hours (per hour)	\$75.00	-	#
North Ipswich Reserve Corporate Centre Hire – South Room: Public Holiday – (per hour, minimum 3 hours)	\$100.00	-	#

5.3 Venue Floor Plan and Set-up (Standard)

G Hogg Auditorium – venue floor plan and set up (once per season)	\$315.00	-	#
Cunningham Room – venue floor plan and set up (per 2 hours)	\$140.00	-	#
Lockyer Room – venue floor plan and set up (per hour)	\$70.00	-	#
Logan Room – venue floor plan and set up (per hour)	\$70.00	-	#
Terrace / Foyer (Civic Centre) – venue floor plan and set up (per hour)	\$70.00	-	#
Studio 188 – venue floor plan and set up (per hour)	\$70.00	-	#
North Ipswich Reserve Corporate Centre – venue floor plan and set up (per 2 hours)	\$175.00	-	#

5.4 Labour Charge Out (per hour)

Front of House Usher Package	\$720.00	-	#
Security	\$65.00	-	#
Technical Officer	\$70.00	-	#

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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5.4 Labour Charge Out (per hour) [continued]

Cleaning Staff	\$60.00	-	#
Merchandise / General Staff	\$60.00	-	#
Penalty rates as per applicable industrial award apply for overtime, weekends and Public Holidays	By quote	-	#

5.5 Box Office Services

A 50% discount is applicable for eligible Community groups (on application)

Per event creation and set of tickets	\$110.00	-	#
Ticket Sales Commission – each (where tickets are under \$35.00)	\$4.20	-	#
Ticket Sales Commission – each (where tickets are \$35.00 or more)	\$4.70	-	#
Ticket Refund/Exchange Commission (where tickets are \$35.00 or more)	\$4.70	-	#
Ticket Refund/Exchange Commission (where tickets less than \$35.00)	\$4.20	-	#
Merchandising – Commission on gross sales (incl GST)	10% of gross sales	-	#

5.6 Technical Services

Note: Community Discount may be available upon application.

The charges are on a per day basis. Rates for longer-term hire or frequent use may be available upon application.

Cunningham Room – Standard Audio Visual Package – Microphone, Lectern, Data Projector and Screen	\$120.00	-	#
G Hogg Auditorium – Audio Visual conference Package – includes audio visual, audio and basic lighting for up to 8 hours	\$1,500.00	-	#
G Hogg Auditorium – Standard Audio	\$200.00	-	#
G Hogg Auditorium – Standard Lighting	\$200.00	-	#
Lockyer Room – Standard Audio Visual Package – Microphone, Lectern, Data Proj and Screen	\$120.00	-	#
Logan Room – Standard Audio Visual Package – Data Projector and Screen	\$120.00	-	#
Stage Risers per section	\$20.00	-	#
Hire in of additional lighting, Audio Visual, Audio, Staging or other special equipment	By quote	-	#
Piano – Grand	\$105.00	-	#
Piano – Upright	\$75.00	-	#
Piano Tuning	\$220.00	-	#

5.7 Marketing Services

Marketing Package A – Website, Facebook, Eventfinda and ATDW listing; Poster, flyers and In house TV	\$185.00	-	#
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Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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5.7 Marketing Services [continued]

Marketing Package B – Website, Facebook, Eventfinda and ATDW listing; Poster, flyers, In house TV, Facebook advert, E-newsletter and Venue street screen display	\$435.00	-	#
Marketing Package C – Website, Facebook, Eventfinda and ATDW listing; Poster, flyers, In house TV, Facebook advert, E-newsletter, graphic design, Venue street screen display and print advert	\$925.00	-	#
Additional marketing services – available on request	By quote	-	#

5.8 Other Civic Centre Fees

Performance Deposit	\$500.00	-	#
Event Deposit	Charge based on estimated revenue. Tiered deposit amounts to reflect the estimated value of events. <ul style="list-style-type: none"> A charge of \$200 will be applied to events with estimated revenue of less than \$1,000. A charge of \$500 will be applied to events with estimated revenue of between \$1,000 and \$5,000. A charge equal to 10% of estimated revenues will be applied to events with estimated revenue of greater than \$5,000. 	-	#
Cleaning Charge – per performance	\$190.00	-	#
Standing Theatre Technical Charge (consumables)	\$75.00	-	#
Meals, Light Catering, Confectionery, Drinks and Alcohol	Retail pricing or by quote (as appropriate)	-	#

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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PLANNING AND DEVELOPMENT

1. Planning and Development Fee Policies

1.1 Goods and Services Tax (GST)

Bond figures quoted below are out of scope for GST purposes and therefore GST is not payable. Should Council be required to call up / draw down on the security bond for the nature of compensation, this does not represent a taxable supply and therefore is out of scope.

1.2 Fee for Works Constructed without Council Approval

Fee for Works constructed without Council Approval	\$390.00	Planning Act 2016 (Qld) s 51	(a)
An additional fee of 25% of the relevant application fee, with the prescribed minimum fee shall be imposed on all building (including Signs) and plumbing applications where works have been constructed or a use has commenced without first obtaining the necessary Council approvals.			

1.3 Reducing Development Application Fees

Upon completion of the Request for Variation of Development Application Fees by the applicant, the General Manager (Planning and Regulatory Services) or relevant Branch Manager has the authority to determine to wholly or partially reduce a Development Application Fee where a strict application of the scheduled fee in their opinion is unfair or unreasonable. Fee variations cannot be given for applications that have been decided.

For example:

1. Where an application is withdrawn and a similar proposal is lodged as a new application, a new fee is to be determined based on the additional assessment to be undertaken and having regard to any refund granted for the original application.
2. Where the strict application of a per square meter or hectare fee results in an unreasonable amount that exceeds Council's costs in assessing the development, the fee is to be reduced to reflect Council's assessment costs.
3. Where assessing single residential uses in association with reconfiguring a lot the fee is to be determined on a lot/dwelling type basis rather than per lot.

1.4 Application Fee Cap

Upon receipt of a written request by the applicant, the General Manager (Planning and Regulatory Services) or Development Planning Manager has the authority to apply an application fee cap to Material Change of Use Applications, Reconfiguring a Lot Development Applications, Variation Requests or combinations thereof. This cap applies when:

- An application is for other than residential development;
- An application is for development consistent with the Planning Scheme or its overall strategic framework and any other relevant planning instruments and the scheduled fee is greater than \$200,000.00 (if calculated in accordance with the adopted fees and charges);
- An application is for development inconsistent with the Planning Scheme or its overall strategic framework and any other relevant planning instruments and the scheduled fee is greater than \$250,000.00 (if calculated in accordance with the adopted fees and charges).

The cap does not extend to:

- An application is for residential development;
- Developments where a fee has been specifically quoted by Council officers which is greater than \$250,000.00 (if calculated in accordance with the adopted fees and charges), in which case the quoted fee applies; and
- Specialist review of application material, to which section 1.14 of the adopted fees and charges applies in all instances.

1.5 Discount of Development Application Fees – Bona Fide Charitable or Community Organisations

A fee of 50% of the normal prescribed fee is payable in respect of an application in the following instances:

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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1.5 Discount of Development Application Fees – Bona Fide Charitable or Community Organisations [continued]

- Upon proof of status as a bona fide charitable or not-for-profit organisation; or
- Acceptance by the General Manager (Planning and Regulatory Services) or relevant Branch Manager that the applicant is a bona fide charitable or community organisation.

This does not apply to private clubs (with the exception of Senior Citizens Clubs) or to applications for commercial uses, lot reconfigurations or similar developments where such developments do not fulfil a significant community role and which are not considered to be 'not-for-profit' developments.

1.6 Local Government Infrastructure

If a development application is made by or on behalf of Ipswich City Council and relates to the provision of standard local government infrastructure and facilities such as parks (including canteens, storage sheds, lighting and other similar facilities within parks), roads, libraries, community centres or meeting rooms, art and cultural facilities (including public art), emergency services facilities, utilities or the like, the applicable development application fee will be waived.

1.7 Refund of Fees – Prior to the determination of an application

If an application (including a Local Law, plumbing application or plan signing application) is withdrawn prior to its determination a refund is applicable as follows:

During application stage (prior to issue of Action Notice – where applicable, or at the discretion of the relevant Branch Manager)	To be determined by the Responsible Officer	-	#
» Plumbing applications	95% of permit fee (incl GST where applicable)	-	#
Information and referral stage (prior to submission of Information Request response)	60% of assessment fee (incl GST where applicable)	-	#
» Plumbing applications	90% of permit fee (incl GST where applicable)	-	#
During Public Notification stage (where applicable)	40% of assessment fee (incl GST where applicable)	-	#
Decision stage (prior to Council decision)	20% of assessment fee (incl GST where applicable)	-	#
Inspection fees (building applications only where no inspection has been carried out)	100% of inspection fee (incl GST where applicable)	-	#
Lapsed	No refund	-	
All other instances (including plan signing applications)	To be determined by the Responsible Officer	-	#

1.8 Refund of Fees – After the determination of an application

If after an application has been determined (including a Local Law or plumbing application) it is cancelled or lapses a refund is applicable as follows:

Cancelled: Building approvals	95% of inspection fee where no inspections have been carried out OR 25% reduction of the inspection fee for each inspection carried out (incl GST where applicable)	-	#
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Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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1.8 Refund of Fees – After the determination of an application [continued]

Cancelled: Plumbing approvals – Class 1 and 10 buildings	85% of permit fee where no inspections have been carried out OR 25% reduction of the permit fee for each inspection carried out (incl GST where applicable)	-	#	
Cancelled: Plumbing approvals – Class 2 to 9 buildings	To be determined by Responsible Officer	-	#	
Cancelled: Operational Works approvals (where no inspection has been carried out)	15% of the assessment fee (incl GST where applicable)	-	#	
Cancelled: All other approvals	No refund	-		
Lapsed	No refund	-		

1.9 Not properly made applications returned to the applicant

Not properly made applications returned to the applicant	Full fees are applicable for the resubmission of an application which was cancelled as being not properly made.	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)	
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1.10 Applications involving more than one land use

Fees for the application shall be the sum of those fees that would have been paid in the event of a separate application being lodged for each land use.

1.11 Development Applications involving Multiple Components

The fees for a Development Permit Application, which involves assessment under Council's Planning Scheme and the Building Code of Australia will be calculated as the sum of the fees applicable to the Building Work, Plumbing and Drainage, Reconfiguring a Lot and Material Change of Use of Premises Sections.

1.12 Preliminary Approval (Section 49 (2) of the Planning Act 2016)

Except where specifically indicated otherwise, application fees shall be the same for a preliminary approval (other than a preliminary approval in accordance with section 61 of the Planning Act 2016 as for a Development Permit). Where a Development Permit is subsequently sought for the same proposal a fee of 50% of the current fee is applicable.

1.13 Resubmission of an Application/Approval

The fee payable for a development application where an application/approval for the same proposal lapsed within the previous 12 months	35% of the relevant current assessment fee with a minimum fee of \$1,124.00 at the time of re-lodgement of the application.	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)	
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Note: The reduced resubmission fee is applicable regardless of whether the landowner was the original applicant or not.

1.14 Review of Specialist Studies

Where a development application is made to Council and a specialist study (e.g. Economic Impact Assessment, Flood Report, Traffic Report, Geotechnical Report, etc.) is required to be submitted and Council elects to have that study independently assessed

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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1.14 Review of Specialist Studies [continued]

by a second consultant, the applicant shall pay an additional fee. Such fee shall be the actual cost charged to Council for the review of the study by a specialist consultant but shall not include the time of any Council officer in organising for such review to be undertaken. Any additional fee shall be paid prior to the determination of the application.

1.15 Consultant's Fees

Where a development application is referred to an external consultant for processing, any additional cost of such external processing, above the level of the scheduled fee, is to be paid by the applicant prior to determination of the application, to the value that the external consultant's charge is greater than the scheduled fee.

1.16 Other Fees and Charges not Listed Below

Fees and Charges for other uses not mentioned below will be determined by the General Manager (Planning and Regulatory Services), relevant Branch Manager, Section Manager or Responsible Officer upon written request.

1.17 Infrastructure Agreements

Infrastructure Agreement	By quote	-	#
Where an application is made to Council and an Infrastructure Agreement is required the applicant shall pay all costs associated with the preparation and on-going management of the Infrastructure Agreement, as quoted by the Responsible Officer upon request.			

1.18 Electronically Submitted Applications

Where a building or plumbing application or a private certifier lodgement is completely submitted electronically and is capable of being assessed and returned completely electronically the electronic lodgement fee will apply.

The email address for all interested parties (including owners and applicants) must be provided.

1.19 Build Over Relevant Infrastructure

From the 1 November 2013, building work over or near relevant infrastructure must be assessed against Queensland Development Code Mandatory Part 1.4 (MP 1.4) 'Building over or near relevant infrastructure'. Section 54 of the Planning Act 2016 prescribes relevant service providers as a concurrence agency for the purpose of referrals for MP 1.4 when the proposed work does not comply with the acceptable solutions of the code or is for an applicable class 2-9 building.

Queensland Urban Utilities is the concurrence agency for water and sewer infrastructure. Ipswich City Council is the concurrence agency for stormwater infrastructure. For fees refer to Section 5 Engineering & Environment Fees.

1.20 Determination of Levels of Assessment

Where the applicant seeks a clarification from Council on the level of assessment for a certain development proposal, the applicant will be required to pay 25% of the current relevant development application fee. If an application is subsequently lodged consistent with the description provided in the request, the applicable fee for that application will be discounted by the amount previously paid.

Note: Acceptance of cheque payments, developer infrastructure contributions and bank guarantees are to be in accordance with Council's [Credit Risk Policy](#).

1.21 Performance Security for Reinstatement of a Building (section 2.2.1)

A reduction in the performance security may be allowed where extenuating circumstances exist such as where the proposed building is in immaculate condition or where an applicant can provide **written quotes from licensed tradespersons** for the **complete** reinstatement and these quotes amount to less than the adopted security amount.

Furthermore, where a cash performance security has been paid a request can be made, during the reinstatement process, for incremental returns of the security bond after completion of certain stages of the reinstatement process. Any such return will be subject

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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1.21 Performance Security for Reinstatement of a Building (section 2.2.1) [continued]

to a satisfactory inspection by Council, however the performance security **will not be reduced below the value of any remaining works required to be undertaken.**

2. Building Services

Throughout this section of the fee schedule, different classifications of buildings are referred to. The classes detailed are as per the Australian Building Code, and are as follows:

- Class 1a - Single or Detached Dwelling
- Class 1b - Boarding House, Guest House, Hostel, Short-term accommodation or the like
- Class 2 - Building containing 2 or more sole-occupancy units each being a separate dwelling
- Class 3 - Residential building, other than Class 1 or 2 building, which is a common place of long-term or transient living for a number of unrelated persons
- Class 4 - Dwelling in a building that is Class 5 to 9 if it is the only dwelling in the building
- Class 5 - Office Building, used for professional or commercial purposes, excluding Class 6, 7, 8 or 9 buildings
- Class 6 - Shop or other building for the sale of goods by retail or the supply of services direct to the public
- Class 7a - Carpark
- Class 7b - Building for storage or display of goods or produce for sale by wholesale
- Class 8 - Laboratory, or a building in which a handicraft or process for the production, assembling, altering, repairing, packing, finishing or cleaning of goods or produce is carried on for trade, sale or gain
- Class 9a - Health-care building, including those parts of the building set aside as a laboratory
- Class 9b - Assembly building, including a trade workshop, laboratory or the like in a primary or secondary school, but excluding any other parts of the building that are of another class.
- Class 9c - Aged Care building
- Class 10a - Non-habitable building such as private garage, carport, shed or the like
- Class 10b - Structure being a fence, mast, antenna, retaining or free-standing wall, swimming pool or the like
- Class 10c - A private bushfire shelter

Further information relating to these building classifications is available at www.qbcc.qld.gov.au

Note 1: The fees detailed in this section (Section 2) in respect to a particular function do not necessarily include all fees that may apply to that application. Due to the nature of an application, other appropriate application fees may be required (e.g. Siting Variations, Material Change of Use application, Plumbing application).

These fees can be found in the appropriate section of this schedule, or can be quoted when the application is being submitted.

Note 2: Fees may also be applied under Health and Regulatory Services for the inspection of environmental health issues associated with an application.

2.1 Building Certification Fees**2.1.1 Class 1A and Class 1B**

Note: Class 1 buildings are to be dealt with as if each unit is a separate dwelling and the fees charged accordingly.

(a) Lodgement Fee

Payable for all applications for Class 1 building work

Hardcopy lodgement	\$260.00	-	#
Electronic lodgement	\$210.00	-	#
(Refer to Fee Policies s1.18 above)			

(b) Assessment Fee

Up to 350m ² (including additions and alterations up to 150m ²)	\$1,155.00	-	#
Over 350m ²	\$1,370.00	-	#
Underpinning or restumping	\$520.00	-	#

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Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(b) Assessment Fee [continued]

Roof replacement on a building where not prescribed	\$520.00	-	#
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(c) Inspection Fee**i Standard Inspections**

Per inspection (footing, slab, frame, final)	\$250.00	-	#
Re-inspection fee	\$180.00	-	#

ii Request for an assessment of a building application, for which a development permit was issued and more than 2 years has passed from the development permit approval date and still within the currency period

Per inspection	\$490.00	-	#
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iii After hours inspection by prior arrangement – an additional fee shall apply

Before 6.30am and after 5.30pm Mon-Fri (up to 3 hours)	\$700.00	-	#
Any other time (up to 3 hours)	\$900.00	-	#
Per hour in excess of 3 hours	\$220.00	-	#

(d) Energy efficiency compliance checking

Applicant requests a 'deemed to satisfy' assessment	\$235.00	-	#
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2.1.2 Class 10 Buildings/Structures**(a) Lodgement Fee**

Payable for all applications for Class 10 building work

Hardcopy lodgement	\$260.00	-	#
Electronic lodgement	\$210.00	-	#
(Refer to Fee Policies s1.18 above)			

(b) Assessment Fee**i. Class 10A Buildings**

Up to 60m ² in floor area	\$570.00	-	#
Over 60m ²	\$650.00	-	#
Class 10 building on a commercial property	By quote		#

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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ii. Class 10B Structures

Retaining Wall/Fence (excluding Swimming Pool fencing)	\$550.00	-	#
Swimming Pools/Spas/Swimming Pool Fencing/Advertising Device	\$660.00	-	#
Antenna, Mast, Signs and any other Class 10 structure not previously listed	\$550.00	-	#

(c) Inspection Fee

Inspection fee	\$275.00	-	#
Re-inspection fee	\$190.00	-	#

i. Request for an assessment of a building application, for which a development permit was issued and more than 2 years has passed from the development permit approval date and still within the currency period

Per inspection	\$470.00	-	#
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ii. After hours inspection by prior arrangement (an additional fee shall apply)

Before 6.30am and after 5.30pm Mon-Fri (up to 3 hours)	\$700.00	-	#
Any other time (up to 3 hours)	\$900.00	-	#
Per hour in excess of 3 hours	\$220.00	-	#

2.1.3 Class 2 to Class 9 Buildings**(a) Lodgement Fee**

Payable for all applications for Commercial/Industrial building work

Hardcopy lodgement	\$260.00	-	#
Electronic lodgement	\$210.00	-	#
(Refer to Fee Policies s1.18 above)			

(b) Assessment Fee**i. Under 2,000m² and up to three (3) storeys**

Up to 300m ² in floor area	\$1,060.00	-	#
Between 301m ² and 500m ²	\$1,850.00	-	#
Greater than 500m ²	By quote	-	#

ii. Buildings greater than 2,000m² or higher than three (3) storeys

Fee for preparation of quote	\$510.00	-	#
Fee for building certification	By quote	-	#

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(c) Inspection Fee

Note: Additional or re-inspection fees may apply and may be charged at a rate proportionate to this fee

i Standard Inspection

Up to 500m ² in floor area (per inspection)	\$325.00	-	#
Between 501m ² and 2000m ² (per inspection)	\$460.00	-	#

ii Request for an assessment of a building application, for which a development permit was issued and more than 2 years has passed from the development permit approval date and still within the currency period

Per inspection	\$650.00	-	#
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iii After hours inspection by prior arrangement – an additional fee shall apply

Before 6.30am and after 5.30pm Mon-Fri (up to 3 hours)	\$700.00	-	#
Any other time (up to 3 hours)	\$900.00	-	#
Per hour in excess of 3 hours	\$220.00	-	#

2.1.4 Removal or Demolition of a Building

These fees are payable when Council is engaged as the Building Certifier

(a) Lodgement Fee

Payable for all applications that involve building work

Hardcopy lodgement	\$260.00	-	#
Electronic lodgement	\$210.00	-	#
(Refer to Fee Policies s1.18 above)			

(b) Assessment Fee

All classes of building work involving removal or demolition	\$430.00	-	#
Refer to Section 3 for Plumbing and Drainage Fees. Refer to 'Demolition/Removal/Relocation of a building' in section 4.1.9 where application refers to a heritage listed site. For Security fees associated with 'Demolition, Removal, Reinstatement of a building' refer section 2.2.1. For Concurrence Agency fees associated with 'Demolition, Removal, Reinstatement' of a building refer section 2.2.2.			
Inspection Fee	\$180.00	-	#

2.1.5 Change of Classification of a Building**(a) Lodgement Fee**

Payable for all applications that involve building work

Hardcopy lodgement	\$260.00	-	#
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Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(a) Lodgement Fee [continued]

Electronic lodgement	\$210.00	-	#	
(Refer to Fee Policies s1.18 above)				

(b) Assessment Fee

Change of classification to a Class 1 building	Fees as per Item 2.1.1 (b)	-	#	
Change of classification from any class to Class 2 to 9 building	Fees as per Item 2.1.3 (b)	-	#	
Temporary building	Fees as per new building works applicable to the classification. e.g. residential/commercial	-	#	

(c) Inspection Fee

Inspection fee	Fees as per new building works applicable to the classification. e.g. residential/commercial	-	#	
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2.1.6 Assessment of Reports and Performance Solutions

Assessment of Fire Engineering Reports, Queensland Development Code (QDC) compliance reports and performance solutions	\$1,030.00	-	#	
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2.2 Building Work – Regulatory Services**2.2.1 Demolition, Removal, Reinstatement of a Building****(a) Security**

Payment of the following securities shall apply, for each component listed

Security for siteworks	\$1,100.00	Planning Regulation 2017 (Qld) schedule 9	(a)	
Adopted performance security for reinstatement of the removal building (any variation to be determined by the Responsible Officer. Refer Fee Policy 1.21)	\$89,000.00	Planning Regulation 2017 (Qld) schedule 9	(a)	
Administrative fee, to accompany performance security for release and/or reduction of performance security (including inspections)	\$420.00	Planning Regulation 2017 (Qld) schedule 9	#	(a)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.2.2 Concurrence Agency Fees

(a) Demolition, Removal, Reinstatement of a Building

i. Determination of performance security and amenity aesthetics decision in respect to reinstatement of buildings, including onsite inspection before removal

Located inside Ipswich City Council boundaries	\$785.00	Planning Regulation 2017 (Qld) schedule 9	(a)
Located outside Ipswich City Council boundaries (within 50km of Ipswich City Council boundary)	\$1,000.00	Planning Regulation 2017 (Qld) schedule 9	(a)
Located outside Ipswich City Council boundaries (more than 50km of Ipswich City Council boundary)	\$1,200.00 plus \$2.30 per km for every km beyond 50 km from the Ipswich City Boundary	Planning Regulation 2017 (Qld) schedule 9	(a)
Determination of site securities (removal) and amenity aesthetics decision (demolition/removal)	\$330.00	Planning Regulation 2017 (Qld) schedule 9	(a)

(b) Siting Variations

Application for Siting Variation under the Planning Regulation 2017 and Ipswich City Council Planning Scheme or amendment to Building Setback Plan	\$640.00	Planning Regulation 2017 (Qld) schedule 9	(a)
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(c) Amenity and Aesthetics

Referral Agency applications for Schedule 9 Division 2 of the Planning Regulation 2017	\$640.00	Planning Regulation 2017 (Qld) schedule 9	(a)
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(d) Other Fees

Applications for more than one (1) referral matter mentioned in Schedule 9 of the Planning Regulation 2017 at the same property	\$970.00	Planning Regulation 2017 (Qld) schedule 9	(a)
Application for Building work for a Class 1 buildings on premises with onsite wastewater management system	\$640.00	Planning Regulation 2017 (Qld) schedule 9	(a)
Any other LG referral agency items listed in Schedule 9 of the Planning Regulation 2017	\$640.00	Planning Regulation 2017 (Qld) schedule 9	(a)
Concurrence Agency Response Amendments (Minor)	\$400.00	Planning Regulation 2017 (Qld) schedule 9	(a)

2.2.3 Other Building Fees

(a) Swimming pool

Pool Safety inspection	\$650.00	Building Act 1975 (Qld) s 246AH	(e)
Application for exemption	\$850.00	Building Act 1975 (Qld) s 235	(e)

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Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(a) Swimming pool [continued]

Re-inspection	\$185.00	Building Act 1975 (Qld) s 246AH	(e)
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(b) Change of builder on approval documentation

Change of builder on approval documentation	\$107.00	-	#
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(c) Extension of time (relevant period)

Class 1 and 10 (not subject to planning approvals)	\$200.00	-	#
Class 1 subject to planning approvals	\$325.00	-	#
Class 2 to 9	\$455.00	-	#

(d) Amendments to plans

Class 1 and 10 buildings – minor amendment	\$245.00	-	#
Class 1 and 10 buildings – major amendment	\$665.00	-	#
Class 3, Class 5 to Class 9 buildings – minor amendment	\$720.00	-	#
Class 2 to Class 9 – major amendment	\$1,500.00	-	#

(e) Private certifier information requests

Property Information – per item per property	\$68.00	Planning Regulation 2017 (Qld) schedule 24	(c)
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(f) Advice of compliance for residential service buildings, residential care buildings or budget accommodation

Up to 5 persons	\$640.00	Residential Services (Accreditation) Act 2002 (Qld) s 29; Building Act 1975 (Qld) ss 222 231	(e)
6-10 persons	\$710.00	Residential Services (Accreditation) Act 2002 (Qld) s 29; Building Act 1975 (Qld) ss 222 231	(e)
11-20 persons	\$830.00	Residential Services (Accreditation) Act 2002 (Qld) s 29; Building Act 1975 (Qld) ss 222 231	(e)
More than 20 persons	\$980.00	Residential Services (Accreditation) Act 2002 (Qld) s 29; Building Act 1975 (Qld) ss 222 231	(e)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.3 Private Certification Lodgement Fee

Electronic lodgement – All Classes	\$210.00	Building Act 1975 (Qld) s 86	(e)
Must be accompanied by payment and in the manner approved by Council			
Hardcopy lodgement – All Classes	\$260.00	Building Act 1975 (Qld) s 86	(e)
Amended decision notice lodgement fee	\$35.00	Building Act 1975 (Qld) s 86	(e)

3. Plumbing and Drainage Fees

(Note: Where a licensed person chooses to request a compliance permit for Notifiable Work, fees in accordance with sections 3.1 and 3.2, as applicable will apply)

3.1 Lodgement

(a) Lodgement Fee

Note: Applicable to all plumbing applications including fast track and amended plans

Hardcopy lodgement	\$260.00	-	#
Electronic lodgement	\$210.00	-	#
(Refer to Fee Policies s1.18 above)			

3.2 Permit Fees

Note: Fee includes issuing of the permit and inspections during construction. Applicable to all plumbing applications including fast track and amended plans that contain additional fixtures.

3.2.1 Building Classes 1 and 10 Permit Fee (Per Fixture)

1 to 50 fixtures	\$128.00 per fixture from 1 to 50 plus	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)
51 to 100 fixtures	\$117.00 per fixture from 51 to 100 plus	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)
101 to 200 fixtures	\$100.00 per fixture from 101 to 200 plus	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)
Over 200 fixtures	\$93.00 per fixture over 200	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)

3.2.2 Building Class 2 to 9 Permit Fee (Per Fixture) (Includes Shopping Centres, Caravan Parks, Strata Title High Rise, Tenancy Fit Outs)

1 to 50 fixtures	\$139.00 per fixture from 1 to 50 plus	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)
51 to 100 fixtures	\$130.00 per fixture from 51 to 100	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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3.2.2 Building Class 2 to 9 Permit Fee (Per Fixture) (Includes Shopping Centres, Caravan Parks, Strata Title High Rise, Tenancy Fit Outs) [continued]

51 to 100 fixtures	\$130.00 per fixture from 51 to 100 plus	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)
101 to 200 fixtures	\$121.00 per fixture from 101 to 200 plus	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)
201 to 300 fixtures	\$107.00 per fixture from 201 to 300 plus	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)
301 to 500 fixtures	\$81.00 per fixture from 301 to 500 plus	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)
Over 500 fixtures	\$49.00 per fixture over 500	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)

3.3 Services not Associated with Fixtures (e.g. water ring mains, temporary site ablutions)

Assessment	\$400.00	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)
Inspection (per inspection)	\$180.00	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)

3.4 Project Services

Compliance Assessment for public sector entities (e.g. State Government)	By quote	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)
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3.5 Registration and Annual Testing of Testable Backflow Prevention Devices

Note: Responsibility for payment of registration and annual testing of testable Backflow Prevention Devices – The owner of a testable backflow prevention device is responsible for the payment of the registration and annual testing of testable Backflow Prevention Devices fee levied in accordance with section 97(2)(e) of the Local Government Act 2009 as adopted in Council's Fees and Charges.

(a) Class 1 & 10 Buildings (Initial Registration or Annual Renewal)

Per device	\$67.00	Plumbing and Drainage Regulation 2019 (Qld) s 101	(e)
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(b) Class 2 to 9 Buildings (Initial Registration or Annual Renewal)

First device	\$129.00 for the first device plus	Plumbing and Drainage Regulation 2019 (Qld) s 101	(e)
2 to 10 devices	\$34.00 per device between 2 and 10 plus	Plumbing and Drainage Regulation 2019 (Qld) s 101	(e)
11 to 20 devices	\$22.00	Plumbing and Drainage	(e)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(b) Class 2 to 9 Buildings (Initial Registration or Annual Renewal) [continued]

11 to 20 devices	\$22.00 per device between 11 and 20 plus	Plumbing and Drainage Regulation 2019 (Qld) s 101	(e)
Over 20 devices	\$15.00 per device over 20	Plumbing and Drainage Regulation 2019 (Qld) s 101	(e)

3.6 Special Inspections**(a) Inspection**

Re-inspection fee (per inspection)	\$180.00	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)
Notifiable Works fee (per inspection)	\$180.00	Plumbing and Drainage Regulation 2019 (Qld) s 94	(e)
Demountable/Prefabricated buildings – Inspection fee (per inspection)	\$180.00	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)

(b) Request for an Assessment of a Plumbing Application Approved Prior to 1 July 2019

Request for an assessment of a plumbing application including an inspection, for which a compliance permit has been issued and an inspection has been carried out and more than two (2) years has passed from the date of the last inspection. Applicable to applications approved prior to 1 July 2019 only.

Per application	Minimum fee plus \$11.00 per application requested by the same responsible person	* Plumbing and Drainage Act 2002 s86(2)(c)	(e)
» Minimum fee	\$240.00	* Plumbing and Drainage Act 2002 s86(2)(c)	(e)

(c) After Hours Inspection by Prior Arrangement – an Additional Fee Shall Apply

Before 6.30am and after 5.30pm Mon-Fri (up to 3 hours)	\$695.00	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)
Any other time (up to 3 hours)	\$900.00	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)
Per hour in excess of 3 hours	\$220.00	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)

3.7 Re/Connection to Sewerage/Septic Facility to Treatment Plant/Replacement of Treatment Plant or Disposal Area/Removal of Septic or Treatment Plant, Grey Water Facility

Assessment fee - Sewerage, Septic, Treatment Plant or Grey Water	\$180.00	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)
Initial inspection fee (up to 2 inspections) - Sewerage, Septic, Treatment Plant or Grey Water	\$360.00	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)
Subsequent inspection fee - Sewerage, Septic, Treatment Plant or Grey Water	\$180.00	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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3.8 Installation of a New On-Site Sewerage Facility (Additional to Permit Fee Section 3.2.1)

Assessment and inspection fee including registration where applicable	\$245.00	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)	
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3.9 Extension of Compliance Request Period

Request for extension of time during information request period	\$200.00	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)	
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3.10 Extension of Time for Compliance Permit

All building classes	\$210.00	Plumbing and Drainage Regulation 2019 (Qld) s 44	(e)	
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3.11 Assessment of Performance Solutions

Assessment of Performance Solutions	\$1,030.00	-	#	
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4. Development Planning Application Fees**4.1 Material Change of Use of Premises**

Council requires an applicant, as part of their submission, to state whether the development application being made is Code, Impact (Consistent Use) or Impact (Inconsistent Use) in accordance with the Planning Scheme. Receipting of fees upon lodgement shall be on the basis of this statement and will be subject to adjustment should it be determined that the statement is not correct.

Notes: The following "Schedule of Uses - Material Change of Use" table should be referred to for the Material Change of Use Development Application Fees to follow.

If a proposed development includes areas outside of a building used for storage or operations (other than for the parking and maneuvering of vehicles), then the calculated fee shall be the greater of that calculated for the use based on the GFA of all buildings or the total outdoor use area.

Minor development matter as determined by the Responsible Officer (e.g. use of existing building, use of land only, minor extensions for some uses up to 100m ² etc.)	\$1,380.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)	
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Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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Schedule of Uses – Material Change of Use

Schedule of Uses - Material Change of Use		
<u>Residential</u> Caretaker Residential Display Housing Dual Occupancy Home Based Activity Single Residential	<u>Residential</u> Institutional Residence - up to 50 beds Multiple-Residential and Dual Occupancy - up to 50 dwellings or Dual Occupancies Temporary Accommodation - up to 50 units/sites	<u>Residential</u> Institutional Residential – over 50 beds Multiple-Residential and Dual Occupancy - up to 50 dwellings or Dual Occupancies Temporary Accommodation - over 50 units/sites
<u>Commercial/Industrial</u> Business Use up to 200m ² General Industry up to 200m ² Service/Trades Use up to 200m ² Shopping Centre up to 200m ² Special Industry up to 200m ² General Store Temporary Sales Office Plant Nursery (Wholesale)	<u>Commercial/Industrial</u> Business Use 201m ² to 2000 m ² General Industry 201m ² to 2000m ² Service/Trades Use 201m ² to 2000m ² Shopping Centre 201m ² to 2000m ² Special Industry 201m ² to 2000m ²	<u>Commercial/Industrial</u> Business Use over 2000m ² General Industry over 2000m ² Service/Trades Use over 2000m ² Shopping Centre over 2000m ² Special Industry over 2000m ² Extractive Industry Nuclear Industry
<u>Recreation/Entertainment</u> Entertainment Use up to 200m ² Recreation Use (Indoor) up 200m ² Night Court Park	<u>Recreation/Entertainment</u> Entertainment Use 201m ² to 2000m ² Recreation Use (Indoor) 201m ² to 2000m ² Recreation Use (Outdoor) up to 2ha in site area	<u>Recreation/Entertainment</u> Entertainment Use over 2000m ² Recreation Use (Indoor) over 2000m ² Recreation Use (Outdoor) over 2ha in site area
<u>Rural</u> Intensive Animal Husbandry (Aquaculture, Cattery, Dairy, Kennels, Riding Establishment & Stable) Animal Husbandry Agriculture Forestry Wine Making	<u>Rural</u> Intensive Animal Husbandry (Stock Sales Market)	<u>Rural</u> Intensive Animal Husbandry (Feedlot, Piggery or Poultry Feedlot)
<u>Other</u> Community Use up to 200m ² Minor Utility Carpark - ground level only Temporary Use	<u>Other</u> Community Use 201m ² to 2000 m ² Major Utility Tourist Facility Car Park - multi storey	<u>Other</u> Community Use over 2000 m ² Aviation Use Correctional Centre

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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4.1.1 Type 1 Development

(See Schedule for Type 1 uses)

(a) Type 1 Development – Code Assessable and PDA Permissible Development

Code Assessable and PDA Permissible Development – unless identified below	\$2,560.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
Code Assessable and PDA Permissible Development – Single Residential where the applicable code for self-assessable development is not complied with or where within a development constraints overlay or in a character zone or character place	\$1,380.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
Code Assessable and PDA Permissible Development – Dual Occupancy, Business Use (other than General Store), General Industry, Service/Trades Use, Special Industry, Entertainment Use and Recreation Use	\$3,970.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
Code Assessable and PDA Permissible Development – Minor Utility	\$3,650.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
Code Assessable and PDA Permissible Development – Car Park – ground level only	\$3,970.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
Code Assessable and PDA Permissible Development – Intensive Animal Husbandry (Aquaculture, Cattery, Dairy, Kennels, Riding Establishment and Stable)	\$4,170.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
Code Assessable and PDA Permissible Development – Shopping Centre and General Store	\$5,740.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
Code Assessable and PDA Permissible Development – Plan of Development – Single Residential where more than five (5) dwellings design types (i.e. building setback plans or design guidelines) are lodged in a combined application	\$6,945.00 plus \$660.00 per dwelling design type lot in excess of 5 dwelling design types.	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
Code Assessable and PDA Permissible Development – Single Residential in a development constraints overlay (mining) where lodged in combination with an RAL application and supporting geotechnical report applies to all proposed lots	\$640.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)

(b) Type 1 Development – Impact Assessable (Consistent Use Class)

Impact Assessable (Consistent Use Class) – unless identified below	\$3,190.00	Planning Act 2016 (Qld) s 51	(a)
Impact Assessable (Consistent Use Class) – Dual Occupancy, Business Use (other than General Store), General Industry, Service/Trades Use, Special Industry, Entertainment Use and Recreation Use	\$6,520.00	Planning Act 2016 (Qld) s 51	(a)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(b) Type 1 Development – Impact Assessable (Consistent Use Class) [continued]

Impact Assessable (Consistent Use Class) – Minor Utility	\$4,690.00	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Consistent Use Class) – Car Park – ground level only	\$5,210.00	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Consistent Use Class) – Intensive Animal Husbandry (Aquaculture, Cattery, Dairy, Kennels, Riding Establishment and Stable)	\$6,260.00	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Consistent Use Class) – Shopping Centre and General Store	\$7,820.00	Planning Act 2016 (Qld) s 51		(a)

(c) Type 1 Development – Impact Assessable (Inconsistent Use Class)

Impact Assessable (Inconsistent Use Class) – unless identified below	\$6,520.00	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Inconsistent Use Class) – Dual Occupancy, Business Use (other than General Store), General Industry, Service/Trades Use, Special Industry, Entertainment Use and Recreation Use	\$9,080.00	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Inconsistent Use Class) – Minor Utility	\$5,740.00	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Inconsistent Use Class) – Car Park – ground level only	\$6,520.00	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Inconsistent Use Class) – Intensive Animal Husbandry (Aquaculture, Cattery, Dairy, Kennels, Riding Establishments and Stable)	\$8,340.00	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Inconsistent Use Class) – Shopping Centre and General Store	\$9,900.00	Planning Act 2016 (Qld) s 51		(a)

4.1.2 Type 2 Development

(See Schedule for Type 2 uses)

(a) Type 2 Development – Code Assessable and PDA Permissible Development

Code Assessable and PDA Permissible Development – Residential Uses	\$7,455.00 plus \$530.00 per dwelling/bed/site/dual occupancy in excess of 3	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
Code Assessable and PDA Permissible Development – Commercial/Industrial Uses (other than Business Use, Shopping Centre and Major Utility), Recreation/Entertainment, Rural and Other Uses (other than Car Park – multi storey)	\$3,985.00 plus \$2.70 per m ² over 200m ²	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
Code Assessable and PDA Permissible Development – Major Utility	\$5,210.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
Code Assessable and PDA Permissible Development – Car Park – Multi Storey	\$6,050.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
Code Assessable and PDA Permissible Development – Business Use and Shopping Centre	\$3,985.00	Planning Act 2016 (Qld) s 51; or Economic		(a)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(a) Type 2 Development – Code Assessable and PDA Permissible Development [continued]

Code Assessable and PDA Permissible Development – Business Use and Shopping Centre	\$3,985.00 plus \$8.90 per m ² over 200m ²	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
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(b) Type 2 Development – Impact Assessable (Consistent Use Class)

Impact Assessable (Consistent Use Class) – Residential Uses	\$9,090.00 plus \$530.00 per dwelling/bed/site/dual occupancy in excess of 3	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Consistent Use Class) – Commercial/Industrial Uses (other than Business Use, Shopping Centre and Major Utility), Recreation/Entertainment, Rural and Other Uses (other than Car Park – Multi Storey)	\$6,535.00 plus \$2.70 per m ² over 200m ²	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Consistent Use Class) – Major Utility	\$7,300.00	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Consistent Use Class) – Car Park – Multi Storey	\$7,300.00	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Consistent Use Class) – Business Use and Shopping Centre	\$6,535.00 plus \$2.70 per m ² over 200m ²	Planning Act 2016 (Qld) s 51		(a)

(c) Type 2 Development – Impact Assessable (Inconsistent Use Class)

Impact Assessable (Inconsistent Use Class) – Residential Uses	\$14,810.00 plus \$530.00 per dwelling/bed/site/dual occupancy in excess of 3	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Inconsistent Use Class) – Commercial/Industrial Uses (other than Business Use, Shopping Centre and Major Utility), Recreation/Entertainment, Rural and Other uses (other than Car Park – Multi Storey)	\$9,190.00 plus \$4.20 per m ² over 200m ²	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Inconsistent Use Class) – Major Utility	\$9,380.00	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Inconsistent Use Class) – Car Park – Multi Storey	\$8,610.00	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Inconsistent Use Class) – Business Use and Shopping Centre	\$9,190.00 plus \$8.90 per m ² over 200m ²	Planning Act 2016 (Qld) s 51		(a)

4.1.3 Type 3 Development

(See Schedule for Type 3 uses)

(a) Type 3 Development – Code Assessable and PDA Permissible Development

Code Assessable and PDA Permissible Development – Residential Uses	\$30,645.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
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Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(a) Type 3 Development – Code Assessable and PDA Permissible Development [continued]

Code Assessable and PDA Permissible Development – Residential Uses	\$30,645.00 plus \$306.00 per dwelling/bed/site/dual occupancy in excess of 50	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
Code Assessable and PDA Permissible Development – Commercial/Industrial Uses (other than Business Use, Shopping Centre and Extractive Industry), Recreation/Entertainment (other than for Outdoor), Rural and Other Uses	\$8,680.00 plus \$1.30 per m ² over 2,000m ²	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
Code Assessable and PDA Permissible Development – Recreation/Entertainment (Outdoor)	\$5,740.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
Code Assessable and PDA Permissible Development – Business Use and Shopping Centre	\$18,080.00 plus \$5.70 per m ² over 2,000m ²	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
Code Assessable and PDA Permissible Development – Extractive Industry	Minimum fee plus \$2,045.00 per hectare	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
» Minimum fee	\$10,420.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)

(b) Type 3 Development – Impact Assessable (Consistent Use Class)

Impact Assessable (Consistent Use Class) – Residential Uses	\$43,925.00 plus \$305.00 per dwelling/bed/site/dual occupancy in excess of 50	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Consistent Use Class) – Commercial/Industrial Uses (other than Business Use, Shopping Centre and Extractive Industry), Recreation/Entertainment (other than for Outdoor), Rural and Other Uses	\$11,235.00 plus \$1.75 per m ² over 2,000m ²	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Consistent Use Class) – Recreation/Entertainment (Outdoor)	\$6,780.00	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Consistent Use Class) – Business Use and Shopping Centre	\$20,685.00 plus \$6.25 per m ² over 2,000m ²	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Consistent Use Class) – Extractive Industry	\$15,630.00 plus \$2,045.00 per hectare	Planning Act 2016 (Qld) s 51		(a)

(c) Type 3 Development – Impact Assessable (Inconsistent Use Class)

Impact Assessable (Inconsistent Use Class) – Residential Uses	\$49,950.00 plus \$305.00 per dwelling/bed/site/dual occupancy in excess of 50	Planning Act 2016 (Qld) s 51		(a)
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Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(c) Type 3 Development – Impact Assessable (Inconsistent Use Class) [continued]

Impact Assessable (Inconsistent Use Class) – Commercial/Industrial Uses (other than Business Use, Shopping Centre and Extractive Industry), Recreation/Entertainment (other than for Outdoor), Rural and Other Uses	\$16,340.00 plus \$1.90 per m ² over 2,000m ²	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Inconsistent Use Class) – Recreation/Entertainment (Outdoor)	\$7,820.00	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Inconsistent Use Class) – Business Use and Shopping Centre	\$23,190.00 plus \$6.20 per m ² over 2,000m ²	Planning Act 2016 (Qld) s 51		(a)
Impact Assessable (Inconsistent Use Class) – Extractive Industry	\$26,050.00 plus \$2,045.00 per hectare	Planning Act 2016 (Qld) s 51		(a)

4.1.4 Development Application that is a Variation Request

Variation Requests under the Planning Act 2016	125% of the current relevant application fee for the development described in the application, or an additional 25% of the current relevant application fee for a combined application.	Planning Act 2016 (Qld) s 51		(a)
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4.1.5 Superseded Planning Scheme Requests

Request for application of superseded planning scheme	25% of current relevant application fee for the development described in the request	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
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4.1.6 Infrastructure Master Plans and Overarching Site Strategies

Infrastructure Master Plans	\$2,880.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
Overarching Site Strategies	\$710.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)

4.1.7 Context Plans and/or Whole of Site Material Change of Use

Context Plans and/or Whole of Site Material Change of Use	\$43,925.00 plus \$495.00 per hectare over 10 hectares	Economic Development Act 2012 (Qld) s 129		(a)
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Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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4.1.8 Exemption Certificates

Processing and assessment of a request for an Exemption Certificate	25% of current relevant application fee for the development described in the request	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
» Minimum fee	\$640.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)

4.1.9 Other Development**(a) Carrying out Building Work not Associated with a Material Change of Use**

New and additions to Class 10 buildings and additions to an existing single residential dwelling in a development constraints overlay or in a Character Zone or at a Character Place (i.e. Schedule 2 or 3)	\$640.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
Demolition/Removal/Relocation of a building in a Character Zone or at a Character Place (i.e. Schedule 2 or 3), (excluding the removal of post 1946 fabric from a building in a Character Zone or at a Character Place (i.e. Schedule 2 or 3)) – Code Assessment	\$1,380.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
Relocation of a pre-1946 building within an existing property where in a Character Zone or at a Character Place (i.e. Schedule 2 or 3), (excluding the removal of post 1946 fabric from a building in a Character Zone or at a Character Place (i.e. Schedule 2 or 3))	\$1,380.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
Demolition/Removal/Relocation of a building in a Character Zone or at a Character Place (i.e. Schedule 2 or 3), (excluding the removal of post 1946 fabric from a building in a Character Zone or at a Character Place (i.e. Schedule 2 or 3)) – Impact Assessment	\$6,620.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
Variation to Siting and Site cover requirements	\$640.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
Other Building work – e.g. building works on a site not requiring a material change of use application	\$1,565.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)

(b) Placing an Advertising Device on Premises

Code Assessable – per square metre	\$47.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
» Minimum fee	\$434.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
Impact Assessable – per square metre	\$69.00	Planning Act 2016 (Qld) s 51		(a)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(b) Placing an Advertising Device on Premises [continued]

» Minimum fee	\$640.00	Planning Act 2016 (Qld) s 51	(a)
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(c) Clearing of Vegetation not associated with a Material Change of Use**(i) Character Vegetation**

Trimming of Character Vegetation	No charge	Planning Act 2016 (Qld) s 51	(a)
Removal of Character Vegetation	\$1,580.00	Planning Act 2016 (Qld) s 51	(a)

4.2 Reconfiguring a Lot**4.2.1 Reconfiguring a Lot Proposal (Includes Opening Roads) and PDA Permissible Development**

Boundary realignment	\$2,090.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
Access easement (per application)	\$2,090.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
Up to 20 lots created (no additional fee for ancillary access easements)	\$885.00 per lot	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
» Minimum fee	\$2,720.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
In excess of 20 lots created (no additional fee for ancillary/access easements)	\$17,700.00 plus \$680.00 per lot in excess of 20 lots	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)

Note: The per lot fee applies to each lot created resulting from the reconfiguration (e.g. 4 lots into 5 lots = 5 lots created or 1 lot into 3 lots = 3 lots created)

Example - Reconfiguring a lot - 1 lot into 50 lots

20 lots @ \$885.00 = \$17,700.00 + 30 lots @ \$680.00 = \$20,400.00 = Total = \$38,100.00

4.2.2 Request for Council Approval in Respect of Land in a Community Titles Scheme

Amalgamate lots	\$1,255.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
Conversion of lots into common property	\$1,255.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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4.2.2 Request for Council Approval in Respect of Land in a Community Titles Scheme [continued]

Lease of part of a lot or part of any improvements of a lot	\$1,255.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
Transfer or lease part of the common property	\$1,255.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)

4.2.3 Request for Council Approval for Extinguishment of a Community Titles Scheme

Per lot	\$272.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
» Minimum fee	\$995.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)

4.3 Development Planning Sundry Matters**4.3.1 Changing Application Before a Decision is Made****(a) Changing a "Material Change of Use" or "Other Development" Application**

Prior to preliminary examination by Council or minor amendment not requiring alteration of reports	No charge	Planning Act 2016 (Qld) s 52; or Economic Development Act 2012 (Qld) s 129	(a)
After preliminary examination by Council (prior to decision notice) – minimum fee	\$1,035.00	Planning Act 2016 (Qld) s 52; or Economic Development Act 2012 (Qld) s 129	(a)
After preliminary examination by Council (prior to decision notice) – otherwise	25% of relevant current application fee or 25% of the relevant fee previously determined in accordance with section 1.3 Reducing Development Application Fees, plus the difference between the fee applicable to the existing application and the fee applicable to the changed development proposal (if applicable)	Planning Act 2016 (Qld) s 52; or Economic Development Act 2012 (Qld) s 129	(a)

Note: This 25% fee does not apply if the change is in response to an information request. Additional fees will be applicable for additional lots sought. Where the applicant amends an application to reduce lot yield or GFA in response to an information request, the applicant is entitled to a 60% refund of the application fees for the reduced component of the application.

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(b) Changing a "Reconfigure of Lot" Application

Prior to preliminary examination by Council or minor amendment not requiring alteration of reports and not including additional lots	No charge	Planning Act 2016 (Qld) s 52; or Economic Development Act 2012 (Qld) s 129	(a)
After preliminary examination by Council (prior to decision notice)	25% of relevant current application fee or 25% of the relevant fee as previously determined in accordance with section 1.3 Reducing Development Application Fees plus a per lot fee in accordance with section 4.2.1 above for each additional allotment sought as a result of the change	Planning Act 2016 (Qld) s 52; or Economic Development Act 2012 (Qld) s 129	(a)

Note: This 25% fee does not apply if the change is in response to an information request. Additional fees will be applicable for additional lots sought. Where the applicant amends an application to reduce lot yield or GFA in response to an information request, the applicant is entitled to a 60% refund of the application fees for the reduced component of the application.

4.3.2 Changes During Appeal Period (Change Representations)**(a) Lodgement of Change Representations**

Lodgement of Change Representations under s 75 of the Planning Act 2016	No charge	Planning Act 2016 (Qld) s 75	(a)
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4.3.3 Changes After Appeal Period

Minor Change Application, PDA Amendment Application, Extension Application, Minor Alteration, 'Other' Change Application

Minor Change and PDA Amendment Application – Request to Change a Development Approval – Change of Conditions, Minor Alterations, Approved Plans or Infrastructure Charges Notice

Per requested change to a Condition, Approved Plan or Infrastructure Charges Notice	\$560.00 plus the difference between the fee applicable to the existing approval and the fee applicable to the changed development proposal (if applicable)	Planning Act 2016 (Qld) s 79; or Economic Development Act 2012 (Qld) s 129	(a)
» Minimum fee	\$1,020.00 plus the difference between the fee applicable to the existing approval and the fee applicable to the changed development proposal (if applicable)	Planning Act 2016 (Qld) s 79; or Economic Development Act 2012 (Qld) s 129	(a)
» Maximum fee	\$5,620.00 plus the difference between the fee applicable to the existing approval and the fee applicable to the changed development proposal (if applicable)	Planning Act 2016 (Qld) s 79; or Economic Development Act 2012 (Qld) s 129	(a)

Note: If a change to a condition necessitates a change to an Approved Plan or Infrastructure Charges Notice, additional fees will apply in accordance with the above.

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Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(a) Extension Application

Extending the Period of an Approval	\$1,035.00	Planning Act 2016 (Qld); or Economic Development Act 2012 (Qld) s129	(a)
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(b) Request for a Minor Alteration

Request for a Minor Alteration	\$640.00	Planning Act 2016 (Qld)	(a)
Request for a Minor Alteration – setback and siting for single residential (per lot/dwelling)	\$640.00	Planning Act 2016 (Qld) s 52; or Economic Development Act 2012 (Qld) s 129	(a)

(c) Cancellation Application

Request to Cancel Development Approval	No charge	Planning Act 2016 (Qld) s 84	(a)
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(d) 'Other' Change Application

'Other' Change Application	100% of the relevant current application fee	Planning Act 2016 (Qld) s 52; or Economic Development Act 2012 (Qld) s 129	(a)
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4.3.4 Infrastructure Charges Notices

Request for Recalculation of Establishment Cost for Land	25% of relevant current application fee plus Note below	Ipswich City Council Adopted Infrastructure Charges Resolution (No. 1) 2020	(a)
Note: The actual cost charged to Council for the review of the applicant's supplied valuation by a registered valuer or independent certified practicing valuer. Any additional fee shall be paid prior to the determination of the request.			
Request for Recalculation of Establishment Cost for Works	\$1,500.00	Ipswich City Council Adopted Infrastructure Charges Resolution (No. 1) 2020	(a)

4.4 Concurrence Agency Assessment – Planning**4.4.1 Building Works on a Local Heritage Place**

Assessment Fee	\$267.00	Planning Act 2016 (Qld) s 54	(a)
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4.5 Plan of Subdivision**4.5.1 Request for Approval of Plan of Subdivision Schedule 18 of the Planning Regulation 2017**

Assessment of Standard, Building Format and Volumetric Format plans.

Item 4 / Attachment 1

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(a) Examination, Signing of a Plan of Subdivision

Per lot created	\$491.00	Planning Regulation 2017 (Qld) schedule 18; or Economic Development Act 2012 (Qld) s 129	(a)
» Minimum fee	\$985.00	Planning Regulation 2017 (Qld) schedule 18; or Economic Development Act 2012 (Qld) s 129	(a)

Note: For the purpose of calculating fees, the minimum fee is only applicable where two (2) lots or less are created
 Note: Per Lot created resulting from the reconfiguration (e.g. 4 lots into 5 lots = 5 lots created or 1 lot into 3 lots = 3 lots created)

(b) Preparation/Perusal of Legal Documents

Standard Legal Document prepared by Council – per document (Transfer Document/Trust/Easement Document)	\$700.00	-	#
Complex Legal Document – other than a Standard Legal Document	By quote	-	#
Perusal fee where prepared by the applicant's Solicitor – per document (including where a document is required as a condition of approval and Council is not a party to the document)	\$870.00	-	#

(c) Re-signing of a Plan of Subdivision (Plan of Subdivision has been Previously Signed and has Lapsed)

Re-signing	25% of relevant current application fee	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
» Minimum fee	\$371.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)

(d) Endorsement of Community Management Statement

Minor – (Dual Occupancy)	\$920.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
Major – (Multiple Residential, Commercial or Industrial)	\$1,225.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)

(e) Resubmission of Application for Signing of a Plan of Subdivision

The fee payable for an application for the signing of a plan of subdivision where the application has been previously submitted or the unsigned plan has been returned by Council	35% of the current application fee at the time of the resubmission of the plan	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
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Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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4.6 Area Development Plans/Local Area Plans

Master Area Development Plans, Precinct Plans and amendments to the Springfield Town Centre Concept Plan made pursuant to the Ipswich Planning Scheme 2006.

(a) Assessment Fee

Based on equivalent development pursuant to Sections 4.1 and 4.2 of this Fees and Charges Schedule	To be determined by Responsible Officer	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
» Minimum fee	\$5,330.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
Master Area Development Plans (MADP), Precinct Plans (PP) or amendments to the Springfield Town Centre Concept Plan	\$43,925.00 plus \$495.00 per hectare over 10 hectares	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)

(b) Amendment Fee

Per requested change to a Condition, Approved Plan, Item or Infrastructure Charges Notice	\$560.00 plus the difference between the fee applicable to the existing approval and the fee applicable to the changed development proposal (if applicable)	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
» Minimum fee	\$1,020.00 plus the difference between the fee applicable to the existing approval and the fee applicable to the changed development proposal (if applicable)	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
» Maximum fee	\$33,860.00 plus the difference between the fee applicable to the existing approval and the fee applicable to the changed development proposal (if applicable)	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)

Note: If a change to a Condition necessitates a change to an Approved Plan or Infrastructure Charges Notice, additional fees will apply in accordance with the above.

Note: In addition, the cost of consultancy fees in respect to any further expert advice required by Council in consideration of such plan will be charged to the application.

4.7 Other Fees

4.7.1 Heavy and Other Vehicle Parking in Residential Areas

Lodgement Fee	\$135.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
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Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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4.7.1 Heavy and Other Vehicle Parking in Residential Areas [continued]

Application fee for initial permit pursuant to Local Law 5	\$1,000.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)	
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4.7.2 Certificates/Searches

Note: Price on application for certificates involving multiple lots.

Note: Flood information is available via Council's Flood Map Information service on the Planning and Development website at www.ipswichplanning.com.au

Note: Where an applicant has submitted a search or Planning Certificate request and then no longer requires the requested documentation Council may consider a partial refund depending on the progression of the search or certificate.

Note: Where there are no or minimal records held for the search request for (a) and (b) below, the minimum fee shall be retained by Council with the balance of the fee paid refunded to the payee.

Limited Planning and Development Property Search Certificate	\$417.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(c)	
Standard Planning and Development Property Search Certificate	\$1,255.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(c)	
Full Planning and Development Property Search Certificate – Market Value up to \$500,000	\$3,650.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(c)	
Full Planning and Development Property Search Certificate – Market Value \$500,000 to \$1,000,000	\$4,690.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(c)	
Full Planning and Development Property Search Certificate – Market Value greater than \$1,000,000	\$6,680.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(c)	

(a) Copies of Approved Plans and Documents

Residential Building Approval Documentation – All approved structures	\$272.00	Planning Act 2016 (Qld) s 264	(c)	
Residential Building Approval Documentation – Single structure	\$204.00	Planning Act 2016 (Qld) s 264	(c)	
Building Location Envelope Plan	\$63.00	Planning Act 2016 (Qld) s 264	(c)	
Commercial Building Approval Documentation – Up to 3 approvals	\$496.00	Planning Act 2016 (Qld) s 264	(c)	
Commercial Building Approval Documentation – 4-10 approvals	\$600.00	Planning Act 2016 (Qld) s 264	(c)	
Commercial Building Approval Documentation – 10 or more approvals	\$590.00 plus \$26.00 for each approval over 10	Planning Act 2016 (Qld) s 264	(c)	
» If hard copy is provided	Plus current Corporate Services print and photocopy costs	Planning Act 2016 (Qld) s 264	(c)	
Copy of Certificate of Classification where already issued by Council or Private Certifier	\$225.00	Planning Act 2016 (Qld) s 264	(c)	

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(a) Copies of Approved Plans and Documents [continued]

Copy of internal sewerage plan (residential)	\$63.00	Planning Act 2016 (Qld) s 264		(c)
Hydraulic services plan (commercial)	\$63.00	Planning Act 2016 (Qld) s 264		(c)
Search other than as listed above	By quote	Planning Act 2016 (Qld) s 264		(c)
» Minimum fee	\$63.00	Planning Act 2016 (Qld) s 264		(c)

(b) Building and/or Plumbing Records Search

Residential / Domestic: standard search (per property)	\$272.00	Planning Act 2016 (Qld) s 264		(c)
Residential / Domestic: additional fee for urgent search	\$152.00	Planning Act 2016 (Qld) s 264		(c)
Commercial / Industrial: minimum fee standard search (per property) up to 3 hours research	\$515.00	Planning Act 2016 (Qld) s 264		(c)
Commercial / Industrial: additional fee after 3 hours research per hour	\$152.00	Planning Act 2016 (Qld) s 264		(c)
» Minimum fee	\$63.00	Planning Act 2016 (Qld) s 264		(c)

Note: A lot is any parcel of land that can be sold separately. However, where a building physically spans two allotments, this will be treated as one lot.

Note: The above Certificate/Search Fees are the minimum fees applicable. Council reserves the right to charge a higher fee for more complex certificates and searches or should it be necessary to provide the information on disc or electronically.

(c) Flood Level Search

Flood Level Requests – Adopted Flood Regulation Line (AFRL) and Q20 flood level only	\$147.00	Planning Act 2016 (Qld) s 264	#	(c)
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4.7.3 Extracts Regarding Character Listing

An extract from information recorded in the Ipswich Planning Scheme (Schedule 2 or 3) – per page	Current Corporate Services print and photocopy costs	Planning Act 2016 (Qld) s 264		(c)
Certified copy of an entry in the Ipswich Planning Scheme (Schedule 2 or 3) or a certificate as to whether a property is affected by an entry in the Ipswich Planning Scheme (Schedule 2 or 3) – per lot	\$204.00	Planning Act 2016 (Qld) s 264		(c)

4.7.4 Compliance Assessment – PDA Area

Compliance Assessment for residential development required through a condition of approval	\$630.00 per dwelling or per dwelling type where multiple residential dwellings are lodged in one application	Economic Development Act 2012 (Qld) s 129		(a)
Compliance Assessment for commercial and mixed use development where required through a condition of approval	By quote	Economic Development Act 2012 (Qld) s 129		(a)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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4.7.5 Pre-Assessment of Technical/Specialist Reports

Council offers applicants the opportunity for a preliminary pre-assessment of technical/specialist reports (e.g. economic impact assessment, flood/hydraulic assessments, stormwater management plan, traffic impact assessment, acoustic assessment, geotechnical assessment) or other similar supporting reports, prior to the lodgement of a development application. It is up to Council's discretion in determining if the report is of a simple or complex nature prior to the lodgement of the report. The fees relating to this request will be deducted from the future development application, if lodged within 12 months of the assessment of the report being undertaken by Council.

Pre-Assessment of Technical/Specialist Reports – Simple Reports	\$525.00	Planning Act 2016 (Qld) s 51	(a)
Pre-Assessment of Technical/Specialist Reports – Complex Reports	\$1,045.00	Planning Act 2016 (Qld) s 51	(a)
Note: Refer Section 5.1.12 for Post Assessment of Technical/Specialist Report fees			
Note: Should a report require an external assessment, these costs will be required to be made payable by the applicant.			

4.8 Planning and Development Document Sales

Where supplied by post, a postage and handling charge will also be payable. Refer to Print, Copy and Postage Services fees within this register.

Note: Planning Scheme documents and standard drawings are available online at ipswichplanning.com.au

4.8.1 Current Planning Scheme and Supporting Documents

Includes current and superseded scheme documents, maps and extracts.

Hardcopy	Current Corporate Services print and photocopy costs	Planning Act 2016 (Qld) s 264	(c)
Electronic	To be determined by Responsible Officer	Planning Act 2016 (Qld) s 264	(c)

4.8.2 Spatial and Other Data

Map Data (including extracts of the datasets above) in Mapinfo GIS Format	To be determined by Responsible Officer	Planning Act 2016 (Qld) s 264	(c)
Development Monitoring and Projections Data	To be determined by Responsible Officer	Planning Act 2016 (Qld) s 264	(c)

4.8.3 Other Miscellaneous Fees

Standard Drawings	To be determined by Responsible Officer	Planning Act 2016 (Qld) s 264	(c)
Sale of Heritage Promotion Materials	To be determined by Responsible Officer		#

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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5. Engineering and Environment Fees

5.1 Operational Works

5.1.1 Carrying Out Work for Reconfiguring a Lot – Operational Works

(a) Assessment – roads, stormwater drainage, earthworks, native vegetation clearing, streetscape and traffic signals

The following fees are relevant to the assessment of Operational Works applications and must be paid as part of a Properly Made submission.

Note: Does not include external trunk infrastructure. Separate application and quoted fee applies.

Roads, stormwater drainage, earthworks, native vegetation clearing (per lot)	\$765.00	Planning Act 2016 (Qld) s 51	(a)
Note: Where major works of a unique, specialised, complex or ancillary nature are proposed, Council will require the payment of a separate fee equivalent to the actual cost of review and inspection, with an amount equal to the estimated cost being lodged prior to the commencement of review of the engineering drawings.			
Streetscaping works	Minimum fee plus \$250.00 per 100m lineal of roadway beyond the first 100m	Planning Act 2016 (Qld) s 51	(a)
» Minimum fee	\$950.00	Planning Act 2016 (Qld) s 51	(a)
Note: Lineal metre based on the center line of the roadways.			
Traffic signals (per signal/intersection)	\$2,460.00	Planning Act 2016 (Qld) s 51	(a)

(b) Assessment and construction of earthworks and native vegetation clearing

The following fees apply where bulk earthworks are lodged separate to detailed drainage and road designs.

Change to ground levels per lot	\$100.00	Planning Act 2016 (Qld) s 51	(a)
» Minimum fee	\$3,500.00	Planning Act 2016 (Qld) s 51	(a)
Note: The above fee is applicable where a Reconfiguration of a Lot application has been determined and the applicant is seeking a "change to ground level" prior to seeking the approved design of the municipal assets - roadworks, stormwater, etc. It should be noted that this fee will not be reduced from Section 5.1.1(a) when the municipal Operational Works application is lodged. Please note that the submission of a earthworks and native vegetation clearing operational works is considered the first related application.			

(c) Construction – roads, stormwater drainage, earthworks, native vegetation clearing, streetscape and traffic signals

The following fees that are relevant to the approved Operational Works must be paid prior to an associated prestart meeting. The fee covers Council inspections and compliance, as per the Planning Scheme Policy for Development Works and/or Operational Works approval requirements including conditions of approval.

Roads, stormwater drainage, earthworks, native vegetation clearing	Minimum fee plus \$265.00 per lot	Planning Act 2016 (Qld) s 51	(a)
» Minimum fee	\$660.00	Planning Act 2016 (Qld) s 51	(a)
Streetscaping works		Planning Act 2016 (Qld) s	(a)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(c) Construction – roads, stormwater drainage, earthworks, native vegetation clearing, streetscape and traffic signals [continued]

Streetscaping works	Minimum fee plus \$66.00 per 100m lineal of roadway beyond the first 100m	Planning Act 2016 (Qld) s 51		(a)
» Minimum fee	\$392.00	Planning Act 2016 (Qld) s 51		(a)
Note: Lineal metre based on the center line of the roadways.				
Traffic signals design (per signal/intersection)	\$1,320.00	Planning Act 2016 (Qld) s 51		(a)

(d) Assessment and construction inspection fee for revegetation/rehabilitation and parks

Revegetation/Rehabilitation of land area (up to 5,000m ²)	\$1,035.00	Planning Act 2016 (Qld) s 51		(a)
Revegetation/Rehabilitation of land area (5,001m ² to 1 hectare)	\$2,010.00	Planning Act 2016 (Qld) s 51		(a)
Revegetation/Rehabilitation of land area (greater than 1 hectare)	\$4,070.00	Planning Act 2016 (Qld) s 51		(a)
Revegetation/Rehabilitation for Linear Open Space (less than 200m linear length)	\$1,035.00	Planning Act 2016 (Qld) s 51		(a)
Revegetation/Rehabilitation for Linear Open Space (201m – 500m linear length)	\$2,010.00	Planning Act 2016 (Qld) s 51		(a)
Revegetation/Rehabilitation for Linear Open Space (greater than 500m linear length)	\$4,070.00	Planning Act 2016 (Qld) s 51		(a)
Where an Engineering assessment is required (e.g. for sewer mains/retaining walls) in respect to any of the above revegetation/rehabilitation works, an additional fee will be required	\$520.00	Planning Act 2016 (Qld) s 51		(a)
District Park	By quote	Planning Act 2016 (Qld) s 51		(a)
District Park Note: Where major works of a unique, specialised, complex or ancillary nature are proposed, Council will require the payment of a separate fee equivalent to the actual cost of review and inspection, with an amount equal to the estimated cost being lodged prior to the commencement of review of the landscaping drawings.				
Parkland/Play Areas	Minimum fee plus \$200.00 per 500m ² beyond the first 500m ²	Planning Act 2016 (Qld) s 51		(a)
» Minimum fee	\$1,985.00	Planning Act 2016 (Qld) s 51		(a)

(e) Assessment and construction inspection fee for electrical reticulation and public lighting

Electrical Reticulation and non Rate 3 Street Lighting (per application)	\$630.00	Planning Act 2016 (Qld) s 51		(a)
Electrical Reticulation and Rate 3 Public Lighting for 0 to 6 stations (per new, modified or recovered lighting station, i.e. lighting pillar and pit)	\$1,150.00	Planning Act 2016 (Qld) s 51		(a)
Electrical Reticulation and Rate 3 Public Lighting for 7 to 30 stations (per new, modified or recovered lighting station, i.e. lighting pillar and pit)	\$2,350.00	Planning Act 2016 (Qld) s 51		(a)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(e) Assessment and construction inspection fee for electrical reticulation and public lighting [continued]

Electrical Reticulation and Rate 3 Public Lighting for 31 to 60 stations (per new, modified or recovered lighting station, i.e. lighting pillar and pit)	\$3,080.00	Planning Act 2016 (Qld) s 51		(a)
Electrical Reticulation and Rate 3 Public Lighting for greater than 60 stations or complex project (per new, modified or recovered lighting station, i.e. lighting pillar and pit)	\$4,440.00	Planning Act 2016 (Qld) s 51		(a)
Electrical Reticulation and Rate 3 Public Lighting design re-submission (per submission)	\$178.00	Planning Act 2016 (Qld) s 51		(a)

5.1.2 Carrying Out Works Associated with a Material Change of Use

These works include roadworks, car parks, stormwater drainage, sewerage lines, water reticulation and other associated works. This can involve provision of new services, or diversion, modification, alteration, or replacement of existing services.

(a) Design review works inspection fees for municipal works

A fee shall be payable at the time of lodgement of the plans with Council for the works as set out below:

Note: The fees in this sub-section relate to works of a minor nature (e.g. construction length of maximum 200 metres). Works deemed to be of a major nature require a quoted fee.

Stormwater drainage (including roofwater)	\$870.00	Planning Act 2016 (Qld) s 51		(a)
Roadworks (including associated footpaths)	\$1,765.00	Planning Act 2016 (Qld) s 51		(a)
Footpaths (excluding other roadworks)	\$1,025.00	Planning Act 2016 (Qld) s 51		(a)
Stormwater Quality (WSUD, SQIDS)	\$830.00	Planning Act 2016 (Qld) s 51		(a)

(b) Design review fees associated with works within the site, which will be owned and maintained by the owner

Dual Occupancy	\$550.00	Planning Act 2016 (Qld) s 51		(a)
Multi unit development: per unit	\$439.00	Planning Act 2016 (Qld) s 51		(a)
» Minimum fee	\$1,695.00	Planning Act 2016 (Qld) s 51		(a)
» Maximum fee	\$5,060.00	Planning Act 2016 (Qld) s 51		(a)
Commercial, Industrial, Indoor or Outdoor Entertainment: up to 1,500m ² of site area	\$1,070.00	Planning Act 2016 (Qld) s 51		(a)
Commercial, Industrial, Indoor or Outdoor Entertainment: over 1,500m ² of site area, excepting major development	\$2,070.00	Planning Act 2016 (Qld) s 51		(a)
Commercial, Industrial, Indoor or Outdoor Entertainment: Where development includes Stormwater Quality, add -	\$525.00	Planning Act 2016 (Qld) s 51		(a)
Major Development, Education establishments, Hospitals, Institutions etc.	By quote	Planning Act 2016 (Qld) s 51		(a)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(b) Design review fees associated with works within the site, which will be owned and maintained by the owner [continued]

Major Development, Education establishments, Hospitals, Institutions etc.	By quote	Planning Act 2016 (Qld) s 51	(a)
Fee equivalent to the actual cost of the review and inspection, with an amount equal to the estimated cost being lodged prior to the commencement of the review of engineering drawings.			
Note: The above includes earthworks, building platforms, site formation, paved areas, site access, car parking, pedestrian footpaths, roof water, site stormwater drainage system.			
Note: The fees listed above do not include sanitary plumbing/drainage works, water service installation or works that are elsewhere included in the Fees and Charges.			

(c) Engineering and Environment design review fee for internal landscaping

Site landscaping	Minimum fee plus \$200.00 per 500m ² beyond the first 500m ² of landscaped area	Planning Act 2016 (Qld) s 51	(a)
» Minimum fee	\$950.00	Planning Act 2016 (Qld) s 51	(a)

5.1.3 Operational Works (Earthworks) Not Associated with a Material Change of Use or Reconfiguring a Lot OR Interim Uses in accordance with Section 2.6 of the Springfield Structure Plans – Earthworks

Minimum Fee	\$1,805.00	Planning Act 2016 (Qld) s 51	(a)
2,001m ² – 10,000m ² in area	\$4,540.00	Planning Act 2016 (Qld) s 51	(a)
Greater than 10,000m ² in area	By quote	Planning Act 2016 (Qld) s 51	(a)
Note: The above areas refer to the area of land that will be disturbed by proposed earthworks. Where the nature of proposed earthworks necessitate provision of supporting technical information (such as flood assessment or specific geotechnical reports) Council requires fees equivalent to actual cost of review and assessment of that information, with a further amount equal to estimated cost (by quote) being lodged.			

5.1.4 Clearing of Vegetation Not Associated with a Material Change of Use**(a) Operational Works – Vegetation clearing pursuant to the Planning Scheme**

Less than 1 hectare	\$2,460.00	Planning Act 2016 (Qld) s 51	(a)
Between 1 hectare and 5 hectares	\$4,810.00	Planning Act 2016 (Qld) s 51	(a)
Between 5 hectares and 10 hectares	\$9,440.00	Planning Act 2016 (Qld) s 51	(a)
Where greater than 10 hectares an additional fee per 5 hectares thereafter	\$4,810.00	Planning Act 2016 (Qld) s 51	(a)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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5.1.5 Infrastructure Agreements

Early Accrual or Final Credits – Processing Fee	\$1,025.00	Planning Act 2016 (Qld) s 51		(a)
Early Accrual or Final Credits – Credit Assessment	By quote	Planning Act 2016 (Qld) s 51		(a)

5.1.6 PDA Compliance Assessments (Designs or Concepts)**(a) Roads and Stormwater Drainage**

Roads and Stormwater Drainage Works	Minimum fee plus \$295.00 per 100m lineal of roadway beyond the first 100m	Economic Development Act 2012 (Qld) s 129		(a)
» Minimum fee	\$945.00	Economic Development Act 2012 (Qld) s 129		(a)
Note: Lineal metre based on the center line of the roadways.				

(b) Streetscape, Traffic Signals

Streetscaping Works	Minimum fee plus \$60.00 per 100m lineal of roadway beyond the first 100m	Economic Development Act 2012 (Qld) s 129		(a)
» Minimum fee	\$392.00	Economic Development Act 2012 (Qld) s 129		(a)
Note: Lineal metre based on the center line of the roadways.				
Traffic signals design (per signal/intersection)	\$1,320.00	Economic Development Act 2012 (Qld) s 129		(a)

(c) Waste Servicing

Waste Servicing	\$710.00	Economic Development Act 2012 (Qld) s 129		(a)
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(d) Revegetation/Rehabilitation, District and Local Parks

Revegetation/Rehabilitation of land area (up to 5,000m ²)	\$1,035.00	Economic Development Act 2012 (Qld) s 129		(a)
Revegetation/Rehabilitation of land area (5,001m ² to 1 hectare)	\$2,010.00	Economic Development Act 2012 (Qld) s 129		(a)
Revegetation/Rehabilitation of land area (greater than 1 hectare)	\$4,070.00	Economic Development Act 2012 (Qld) s 129		(a)
Revegetation/Rehabilitation for Linear Open Space (less than 200m linear length)	\$1,035.00	Economic Development Act 2012 (Qld) s 129		(a)
Revegetation/Rehabilitation for Linear Open Space (201m – 500m linear length)	\$2,010.00	Economic Development Act 2012 (Qld) s 129		(a)
Revegetation/Rehabilitation for Linear Open Space (greater than 500m linear length)	\$4,070.00	Economic Development Act 2012 (Qld) s 129		(a)

Item 4 / Attachment 1

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(d) Revegetation/Rehabilitation, District and Local Parks [continued]

Where Engineering Assessment is required (e.g. for sewer mains/retaining walls) in respect to any of the above revegetation/rehabilitation works, an additional fee will be required	\$520.00	Economic Development Act 2012 (Qld) s 129	(a)	
District Park	By quote	Economic Development Act 2012 (Qld) s 129	(a)	
District Park Note: Where major works of a unique, specialised, complex or ancillary nature are proposed, Council will require the payment of a separate fee equivalent to the actual cost of review and inspection, with an amount equal to the estimated cost being lodged prior to the commencement of review of the landscaping drawings.				
Parkland/Play Areas	Minimum fee plus \$200.00 per 500m ² beyond the first 500m ²	Economic Development Act 2012 (Qld) s 129	(a)	
» Minimum fee	\$1,985.00	Economic Development Act 2012 (Qld) s 129	(a)	

(e) Vegetation Management and Fauna Management Plan

Change area up to 5,000m ²	\$1,035.00	Economic Development Act 2012 (Qld) s 129	(a)	
Change area above 5,000m ² up to 1 hectare	\$2,010.00	Economic Development Act 2012 (Qld) s 129	(a)	
Change area greater than 1 hectare	\$4,070.00	Economic Development Act 2012 (Qld) s 129	(a)	

(f) Street Lighting and Electrical

Electrical Reticulation and non Rate 3 Street Lighting (per application)	\$630.00	Economic Development Act 2012 (Qld) s 129	(a)	
Electrical Reticulation and Rate 3 Public Lighting for 0 to 6 stations (per new, modified or recovered lighting station, i.e. lighting pillar and pit)	\$1,150.00	Economic Development Act 2012 (Qld) s 129	(a)	
Electrical Reticulation and Rate 3 Public Lighting for 7 to 30 stations (per new, modified or recovered lighting station, i.e. lighting pillar and pit)	\$2,350.00	Economic Development Act 2012 (Qld) s 129	(a)	
Electrical Reticulation and Rate 3 Public Lighting for 31 to 60 stations (per new, modified or recovered lighting station, i.e. lighting pillar and pit)	\$3,080.00	Economic Development Act 2012 (Qld) s 129	(a)	
Electrical Reticulation and Rate 3 Public Lighting for greater than 60 stations or complex project (per new, modified or recovered lighting station, i.e. lighting pillar and pit)	\$4,440.00	Economic Development Act 2012 (Qld) s 129	(a)	
Electrical Reticulation and Rate 3 Public Lighting design re-submission (per submission)	\$178.00	Economic Development Act 2012 (Qld) s 129	(a)	

(g) Detention Basins/Stormwater and WSUD Devices

Detention Basins/Stormwater drainage (including roofwater)	\$870.00	Economic Development Act 2012 (Qld) s 129	(a)	
Stormwater Quality (WSUD, SQIDS)	\$830.00	Economic Development Act 2012 (Qld) s 129	(a)	

Item 4 / Attachment 1

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(h) Stormwater Management Plans (Quantity and/or Quality)

Stormwater Management Plans (Quantity and/or Quality) (Contributing Catchment Area up to 5,000m ²)	\$1,035.00	Economic Development Act 2012 (Qld) s 129	(a)
Stormwater Management Plans (Quantity and/or Quality) (Contributing Catchment Area 5,001m ² up to 1 hectare)	\$2,010.00	Economic Development Act 2012 (Qld) s 129	(a)
Stormwater Management Plans (Quantity and/or Quality) (Contributing Catchment Area greater than 1 hectare)	\$4,070.00	Economic Development Act 2012 (Qld) s 129	(a)

(i) Earthworks Management Plan and Dispersive Soil Management Plan

Earthworks Management Plan	\$710.00	Economic Development Act 2012 (Qld) s 129	(a)
Dispersive Soil Management Plan	\$710.00	Economic Development Act 2012 (Qld) s 129	(a)

(j) Retaining Walls (Arrangement Only) and Fencing

Retaining Walls (Arrangement Only) and Fencing	\$710.00	Economic Development Act 2012 (Qld) s 129	(a)
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(k) Noise Management Plan

Noise Management Plans	\$870.00	Economic Development Act 2012 (Qld) s 129	(a)
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(l) Other Compliance Assessments

Any other Compliance Assessments not included here	By quote	Economic Development Act 2012 (Qld) s 129	(a)
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5.1.7 Fee for Self-Certification Concerning Reconfiguring a Lot Municipal Works (Civil Roads, Drainage, Earthworks, etc), Bonds and Reinspections**(a) Self-certification**

Roads, stormwater drainage, earthworks, native vegetation clearing	Minimum fee plus \$265.00 per lot	Economic Development Act 2012 (Qld) s 129	(a)
» Minimum fee	\$660.00	Economic Development Act 2012 (Qld) s 129	(a)

(b) Administration Fee for Bonding of Outstanding Works

Minor Development (RAL 1 lot to 8 lots or less, that has no external civil works)	\$1,070.00	Economic Development Act 2012 (Qld) s 129	(a)
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Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(b) Administration Fee for Bonding of Outstanding Works [continued]

Major Development	\$2,070.00	Economic Development Act 2012 (Qld) s 129	(a)
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(c) Amended Drawings

Assessment of amended drawings (other than required by Council) where such amendments of a minor nature (per amended plan)	\$251.00	Economic Development Act 2012 (Qld) s 129	(a)
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(d) Re-inspection Fee

NOTE: Fees below are per inspection

Re-inspection Fee – Conditions of Approval	\$407.00	Economic Development Act 2012 (Qld) s 129	(a)
Re-inspection Fee – Municipal Works	\$735.00	Economic Development Act 2012 (Qld) s 129	(a)
Payable where insufficient preparation, or contractor's staging and/or programming of works necessitates additional inspections			

5.1.8 Fee for Self-Certification Concerning Municipal Roads, Bonds and Re-inspections**(a) Self-certification**

A fee shall be payable at the time of lodgement of the plans with Council for the works as set out below:

Municipal Roads for pre-construction submission	Minimum fee plus \$265.00 per lot that has frontage to the road	Economic Development Act 2012 (Qld) s 129	(a)
» Minimum fee	\$660.00	Economic Development Act 2012 (Qld) s 129	(a)
Roadworks – Design Review (including associated footpaths) (construction length of maximum 200 metres)	\$1,765.00	Economic Development Act 2012 (Qld) s 129	(a)
Note: Works deemed to be of a major nature require a quoted fee			

(b) Administration fee for Bonding of Outstanding Works

Minor Development	\$1,070.00	Economic Development Act 2012 (Qld) s 129	(a)
(RAL 1 lot to 8 lots or less, that has no external civil works)			
Major Development	\$2,070.00	Economic Development Act 2012 (Qld) s 129	(a)

(c) Amended Drawings

Assessment of amended drawings (other than required by Council) where such amendments of a minor nature (per amended plan)	\$251.00	Economic Development Act 2012 (Qld) s 129	(a)
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Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(d) Re-inspection Fee

NOTE: Fees below are per inspection

Re-inspection Fee – Conditions of Approval	\$407.00	Economic Development Act 2012 (Qld) s 129	(a)
Re-inspection Fee – Municipal Works	\$735.00	Economic Development Act 2012 (Qld) s 129	(a)
Payable where insufficient preparation, or contractor's staging and/or programming of works necessitates additional inspections			

5.1.9 Fee for Self-Certification Concerning Internal Works (Drainage, Car Parking, Landscaping, Earthworks, etc)

Internal works (drainage, car parking, landscaping, earthworks, etc)	\$660.00	Economic Development Act 2012 (Qld) s 129	(a)
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5.1.10 Where Operational Works Lodged (Made Under the Ripley PDA) and Minor Alteration/Change (e.g. Bulk Earthworks, Clearing or Internal Car Parking)

Fees to be in accordance with Ipswich City Council Fees & Charges Schedule, Section 5.1.2, 5.1.3 and 5.1.4 as applicable.

5.1.11 Offsets Assessment – Provisional and Actual

Provisional and Actual – Processing Fee	\$1,025.00	Economic Development Act 2012 (Qld) s 129	(a)
Provisional and Actual – Offsets Assessment	By quote	Economic Development Act 2012 (Qld) s 129	(a)

5.1.12 Post Assessment of Technical/Specialist Report

As part of any planning (MCU or RAL) approval condition if Council requires any amended or new technical/specialist reports (e.g. flood/hydraulic impact assessment report, stormwater management plan, traffic impact assessment, acoustic assessment, geotechnical assessment, flora/fauna assessment report, dewatering, open space management plan, etc.) prior to the lodgement and/or in conjunction with any OW development application the following fee will apply to review and approval of any such individual technical report.

Post Assessment of Technical/Specialist Reports – Simple Reports	\$525.00	Planning Act 2016 (Qld) s 51	(a)
Post Assessment of Technical/Specialist Reports – Complex Reports	\$1,045.00	Planning Act 2016 (Qld) s 51	(a)

Note: Refer Section 4.7.5 for Pre-Assessment of Technical/Specialist Report fees

5.1.13 Other Engineering/Operational Works Associated fees**(a) Administration Fee for Bonding of Outstanding Works**

Minor Development	\$1,070.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129	(a)
(RAL 1 lot to 8 lots or less, that has no external civil works)			

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(a) Administration Fee for Bonding of Outstanding Works [continued]

Major Development	\$2,070.00	Planning Act 2016 (Qld) s 51; or Economic Development Act 2012 (Qld) s 129		(a)
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(b) Prescribed Tidal Works

Pontoons or equivalent	\$1,035.00	Planning Act 2016 (Qld) s 51; Coastal Management Protection and Management Act 1995 (Qld)		(a)
Others	By quote	Planning Act 2016 (Qld) s 51; Coastal Management Protection and Management Act 1995 (Qld)		(a)

(c) Amended Drawings

Assessment of amended drawings (other than required by Council) where such amendments of a minor nature (per amended plan)	\$251.00	Planning Act 2016 (Qld) s 51	#	(a)
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(d) Re-inspection Fee

NOTE: Fees below are per inspection

Re-inspection Fee – Conditions of Approval	\$407.00	Planning Act 2016 (Qld) s 51	#	(a)
Re-inspection Fee – Municipal Works	\$735.00	Planning Act 2016 (Qld) s 51	#	(a)
Payable where insufficient preparation, or contractor's staging and/or programming of works necessitates additional inspections (per inspection)				

(e) Not Properly Made Application Administration Fee

Where insufficient information is lodged to satisfy mandatory information requirement	\$340.00	Planning Act 2016 (Qld) s 51		(a)
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5.1.14 Changes After Appeal Period

Changes after appeal period (Minor Change to Conditions, Minor Change to Approval, Minor Alteration, Cancellation Application, 'Other' Change Application)	Refer to section 4.3.3	Planning Act 2016 (Qld) ss 79 84		(a)
Extending the period of approval	\$340.00	Planning Act 2016 (Qld) s 86		(a)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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5.1.15 Building Over or Near Relevant Infrastructure – Stormwater or Easement

Application for referral agency advice for the purpose of referrals for QDC MP 1.4 when the proposed work does not comply with the acceptable solutions of the code or is for an applicable class 2-9 building.	\$670.00	Planning Act 2016 (Qld) s 54		(a)
Application to build over an easement in favour of Council	\$670.00	Planning Act 2016 (Qld) s 54		(a)

5.1.16 Construction and Modification of New or Existing Levee Banks**(a) Category 2 or Category 3 levee bank**

Code or impact assessment of proposed levee bank and associated flooding impacts	By quote	Planning Act 2016 (Qld) s 51		(a)
» Minimum fee	\$1,805.00	Planning Act 2016 (Qld) s 51		(a)

5.2 Environment Assessment**5.2.1 Liquor Licence Endorsement**

Planning approval for Council endorsement of application	\$272.00	Liquor Act 1992 (Qld) s105		(a)
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5.2.2 Environmentally Relevant Activities (ERA's)**(a) Material Change of Use for ERA's or ERA Environmental Authority**

ERA 6 Asphalt Manufacturing: greater than 1,000 tonnes per year	\$11,010.00	Environmental Protection Act 1994 s514 & Environmental Protection Regulation 2019 Schedule 2		(a)
ERA 12(1)(a) Plastic Product Manufacturing: 50 tonnes per year or more (other than plastic in item below)	\$3,250.00	Environmental Protection Act 1994 s514 & Environmental Protection Regulation 2019 Schedule 2		(a)
ERA 12(1)(b) Plastic Product Manufacturing: 5 tonnes per year or more (foam, composite plastic or rigid fibre reinforced)	\$3,250.00	Environmental Protection Act 1994 s514 & Environmental Protection Regulation 2019 Schedule 2		(a)
ERA 19 Metal Forming: 10,000 tonnes or more per year	\$1,540.00	Environmental Protection Act 1994 s514 & Environmental Protection Regulation 2019 Schedule 2		(a)
ERA 38 Surface Coating: Anodising, electroplating, enamelling or galvanising, using 1 tonne to 100 tonnes per year of surface coating	\$1,540.00	Environmental Protection Act 1994 s514 & Environmental Protection Regulation 2019 Schedule 2		(a)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(a) Material Change of Use for ERA's or ERA Environmental Authority [continued]

ERA 49 Boat Maintenance or Repair: Operating a boat maintenance or repair facility	\$3,250.00	Environmental Protection Act 1994 s514 & Environmental Protection Regulation 2019 Schedule 2		(a)
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(b) Transitional Environmental Program (TEP)

Assessment of TEP	\$840.00	Environmental Protection Act 1994 s514 & Environmental Protection Regulation 2019 s178		(a)
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5.2.3 Modification/Change/Cancel Conditions

Request to Change/Cancel Conditions (includes Change an application for Environmental Authority (prior to decision), Amendment of an Environmental Authority, Change an Amendment to Environmental Authority (prior to decision))	25% of relevant current application fee	Environmental Protection Act 1994 s514 & Environmental Protection Regulation 2019 s178		(a)
» Minimum fee	\$570.00	Environmental Protection Act 1994 s514 & Environmental Protection Regulation 2019 s178		(a)

5.2.4 Re-inspection Fee

The above fees (Section 5.2) include one (1) site inspection. If there is a need for any more inspections, payment of this fee will be required for each additional inspection.	\$303.00	Refer to base permit / licence / application fee for head of power.	#	(a)
Note: Should any fail a final inspection the re-inspection fee should be applied.				

5.3 Infrastructure Charges Notices

Recalculation of Establishment Cost – Determination of Market Cost	By quote plus note below	Ipswich City Council Adopted Infrastructure Charges Resolution (No. 1) 2020		(a)
Request for Adjustment of Establishment Cost	By quote plus note below	Ipswich City Council Adopted Infrastructure Charges Resolution (No. 1) 2020		(a)
Determination of Request for Offset or Refund Confirmation	By quote plus note below	Ipswich City Council Adopted Infrastructure Charges Resolution (No. 1) 2020		(a)

Note: Where Council elects to have the request independently reviewed by an external third party, the applicant shall pay an additional fee. Such fees shall be the actual cost charged to Council for the review by the third party. Any additional fee must be paid prior to the determination of the request.

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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6. Developer Contributions

6.1 Carparking Contributions

Rosewood Commercial Area: Rosewood Car Park (John Street) – per space	\$6,320.00	Planning Act 2016 (Qld) s 65		(a)
Ipswich City Centre: Open, ground level, loss of on-street parking – per space	\$13,870.00	Planning Act 2016 (Qld) s 65		(a)
Ipswich City Centre: Multi-storey parking stations – per space	\$34,450.00	Planning Act 2016 (Qld) s 65		(a)
Ipswich City Centre: Additional on-street parking spaces	Actual Construction Costs	Planning Act 2016 (Qld) s 65		(a)

6.2 Footpath Contributions

As per Implementation Guideline No 13

Rate per square metre of footpath	\$313.00	Planning Act 2016 (Qld) s 65		(a)
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6.3 Kerb and Channel Contributions

As per Implementation Guideline No 13

Rate per linear metre of kerb and channel	\$407.00	Planning Act 2016 (Qld) s 65		(a)
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6.4 Other Developer Charges

6.4.1 Vegetation Retention Contributions

As per Implementation Guideline No 19

Advanced tree planting (per tree)	\$810.00	Planning Act 2016 (Qld) s 65		(a)
Native forest restoration (per hectare or part thereof)	\$6,680.00	Planning Act 2016 (Qld) s 65		(a)

6.4.2 Voluntary Water Quality Offset Payment

As per Implementation Guideline No 24

Rate per square metre of water quality treatment area	\$496.00	Planning Act 2016 (Qld) s 65		(a)
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Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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ROADS, TRAFFIC AND PARKING

1 Roads, Traffic and Parking Fee Policies

1.1 Discount for Bona Fide Charitable or Community Organisations

A fee of 50% of the normal prescribed fee is payable in the following instances:

- Upon proof of status as a bona fide charitable or community organisation; or
- Acceptance by the General Manager (Planning and Regulatory Services) that the applicant is a bona fide charitable organisation.

The discount will be applied in the following:

- Section 2.2 Regulated Parking - Permit Fees; and
- Section 3.2 Commercial Use of Roads.

This 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.

1.2 Refunds

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.

2 Regulated Parking

Refer to the Transport Operations (Road Use Management) Act 1995 (Qld), and Ipswich City Council Local Law 7 (Local Government Controlled Areas and Roads).

2.1 Regulated Parking – Meter Charges

2.1.1 Regulated Parking Meter Charges (Time Restriction)

Parking meter charges – ½ Hour	\$0.70	-	#
Parking meter charges – 1 Hour	\$1.40	-	#
Parking meter charges – 2 Hour	\$2.80	-	#
Parking meter charges – 3 Hour	\$4.20	-	#
Parking meter charges – 4 Hour	\$5.60	-	#
Parking meter charges – 9 Hour	\$7.00	-	#

2.2 Regulated Parking – Permit Fees

Regulated Parking Permit – Work Zone	\$215.00	Transport Operations (Road Use Management) Act 1995 (Qld): Local Law 5 s 9	(a)
Regulated Parking Permit – Single Residential: Annual	\$62.00	Transport Operations (Road Use Management) Act 1995 (Qld): Local Law 5 s 9	(a)
Regulated Parking Permit – Multiple Residential (up to 2): Annual	\$62.00	Transport Operations (Road Use Management) Act 1995 (Qld): Local Law 5 s 9	(a)

2.3 Parking Fines

CITEC search fees for reminder notices	Actual costs	-	#
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Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.4 Regulated Parking – Temporary Closure/Removal of Parking Spaces

2.4.1 Temporary closure/removal of Regulated Parking Spaces for the following purposes

Closure of a regulated parking space (including loading zones, disabled person's parking bays and taxi ranks) per day or part thereof – per space	\$160.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 5; Local Law 7 s10	#	(a)
Closure of regulated parking spaces (including loading zones, disabled person's parking bays and taxi ranks) per day or part thereof where in the opinion of Council the primary purpose is for advertising or other commercial purposes – per space	\$480.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 5; Local Law 7 s10	#	(a)

2.4.2 Closure of metered parking space (per space)

Each week or part thereof in excess of two (2) days	\$235.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 5; Local Law 7 s10	#	(a)
For any period up to and including two (2) days	\$180.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 5; Local Law 7 s10	#	(a)

3 Road Regulation

3.1 Permit/Licence Fees

Inspection Fee (per hour): Road Regulation	\$293.00	Local Law 7 s 75	(a)
Minimum charge. Inspection fees will only be charged to permits where additional inspections are required including pre-lodgement advice (consultation), re-inspections, monitoring and non-compliance.			

3.2 Commercial Use of Roads

3.2.1 Licence Fees

Application/Assessment fee: Commercial Use of Roads	\$157.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 3 s 6	(a)
Amendment of Licence: Commercial Use of Roads	\$64.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 7 s 6	(a)
(minimum charge). Note: If an inspection is required then inspection fees will be additional to this charge.			
Application for transfer of a Licence: Commercial Use of Roads	\$100.00	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 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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3.2.2 Sale and/or Display of Goods or Services on Roads (Roadside Vending)

Licence – Roadside Vending: Annual	\$313.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 3 s 6		(a)
Licence – Roadside Vending: Monthly	\$272.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 3 s 6		(a)

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

Licence – Busking – One off (one day only)	\$17.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 3 s 6		(a)
Licence – Busking (Weekly)	\$75.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 3 s 6		(a)
Licence – Commercial Touting, Hawking – One off (one day only)	\$34.50	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 3 s 6		(a)
Licence – Commercial Touting, Hawking (Weekly)	\$150.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 3 s 6		(a)

3.2.4 Footpath Dining

Licence – Footpath Dining within Ipswich CBD: Annual (per square meter) (minimum charge)	\$121.00	Local Law 3; Local Law 7		(a)
Licence – Footpath Dining outside Ipswich CBD: Annual (per square meter) (minimum charge)	\$94.00	Local Law 3; Local Law 7		(a)

3.3 Pedestrian Mall**3.3.1 Permitted Uses Licence**

Note: For Busking in the Mall, refer section 3.2.3 Busking, Commercial Touting, Hawking on Roads and Local Government Areas.

3.3.2 Pedestrian Mall Activities

Vehicle Access: per day or part thereof	\$184.00	Local Law 3 s 6		(a)
Sell, offer or display goods for sale: per day or part thereof	\$184.00	Local Law 3 s 6		(a)
Carry on business: per day or part thereof	\$184.00	Local Law 3 s 6		(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	\$125.00	Local Law 3 s 6		(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	\$15.70	Local Law 3 s 6		(a)
Place a structure – Hand out brochures/pamphlets etc.: per day or part thereof	\$184.00	Local Law 3 s 6		(a)
Place a structure – Hand out brochures/pamphlets etc.: per week	\$925.00	Local Law 3 s 6		(a)
Place a structure – Hand out brochures/pamphlets etc.: 3 days	\$457.00	Local Law 3 s 6		(a)

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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3.3.3 Community Group Activities

Vehicle Access: per day or part thereof	No charge	Local Law 3 s 6		(a)
Sell, offer or display goods for sale: per day or part thereof	No charge	Local Law 3 s 6		(a)
Display goods for sale: per day or part thereof	No charge	Local Law 3 s 6		(a)
Carry on business: per day or part thereof	No charge	Local Law 3 s 6		(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 3 s 6		(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 3 s 6		(a)
Place a structure – Hand out brochures/pamphlets etc.: per day or part thereof	No charge	Local Law 3 s 6		(a)
Place a structure – Hand out brochures/pamphlets etc.: per week	No charge	Local Law 3 s 6		(a)

3.4 Permits to Carry Out Works on Local Government Controlled Roads or Implement Traffic Control**3.4.1 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 [Road Permits](#) on [Ipswich.qld.gov.au](#)).

Administrative amendment of a Permit (Minor): Works on Local Government Controlled Roads/Traffic Control Permits	\$64.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 7 s 6		(a)
Amendment of a Permit e.g. changes to plans/design and/or extensions (Major): Works on Local Government Controlled Roads/Traffic Control Permits	\$345.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 7 s 6		(a)
Combined Traffic Control and Works Permit	\$650.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 7 s 6		(a)

Note: Additional fees may apply if permit includes temporary closure/removal of parking spaces. Refer to section 2.3.1 Regulated Parking - Temporary Closure/Removal of Parking Spaces.

Combined Traffic Control and Works Permit – Major	\$1,465.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 7 s 6		(a)
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Note A: A major permit will be determined on the type of traffic management plan, consultation required, disruption to road network, overall length of works and the number of roads affected by the traffic management plan. Annual and Divisional Permits (by invitation only) will be deemed to be major permits.

Note B: Additional fees may apply if permit includes temporary closure/removal of parking spaces. Refer to section 2.3.1 Regulated Parking - Temporary Closure/Removal of Parking Spaces.

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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3.4.1 Works on Local Government Controlled Roads/Traffic Control Permits [continued]

Express Processing Fee: Works on Local Government Controlled Roads/Traffic Control Permits	\$630.00	Refer to base permit / licence / application fee for head of power.	(a)
Note: This fee applies to permit applications required in less than 10 business days and can be applied to any fee listed in section 3.4.1 Works on Local Government Controlled 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	\$510.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 7 s 6	(a)
Note: Additional fees may apply if permit includes temporary closure/removal of parking spaces. Refer to section 2.3.1 Regulated Parking - Temporary Closure/Removal of Parking Spaces.			
Administration charge for refund processing	\$64.00	Refer to base permit / licence / application fee for head of power.	(a)

3.5 Heavy Vehicles**3.5.1 Heavy Vehicle National Law Road Manager Consent Request**

Route Assessment	By quote	Heavy Vehicle National Law (Queensland) 2012 (Qld) s 159	(a)
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4 Driveway Crossing Permits**4.1 Standard Driveway Crossing Permit**

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)

Driveway Crossing Permit – Standard	No charge	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 7 s 6	(a)
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4.2 Non Standard Driveway Crossing Permit

Inspection Fee (per hour): Non Standard Permits	\$293.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 7 s 6	(a)
(minimum charge) Note: Inspection fees will only be charged to Permits where additional inspections are required including pre-lodgement advice, reinspections, monitoring and non-compliance.			
Application/Assessment and Permit – Non Standard Driveway Crossing	\$188.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 7 s 6	(a)
(minimum charge) Note: If an inspection is required then inspection fees are additional to this charge. This fee is non-refundable.			

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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5 Recovery of Goods Removed from Footpaths, etc.

Impounded goods, materials or equipment – where it can easily be handled by one (1) officer (per item)	\$56.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 7 s 6	(d)
Impounded goods, material or equipment – where it cannot be handled easily by one (1) officer (per item)	Actual costs	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 7 s 6	(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)	\$77.00	Transport Operations (Road Use Management) Act 1995 (Qld); Local Law 7 s 6; Local Law 8	(d)
Impounded Vehicle – Passenger (per vehicle)	\$545.00	Transport Operations (Road Use Management) Act 1995 (Qld)	(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 (Qld)	(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 and administration charges.			

6 Recoverable Road Works

6.1 Private Works

Any private construction and/or maintenance works may be undertaken by the Council on application by the land owner and upon receipt of the estimated cost of such works.	By quote	-	#
Restoration Charges – Roadways footpaths and streetscape	By quote	-	#

Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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OTHER COUNCIL SERVICES

1 Key Deposits and Key Replacement Fees

A key deposit or key replacement fee may be required for access to Council venues, property, parks, sporting grounds and community facilities (including under Local Law 4). Where a bond is payable in respect to use of the site, the key deposit will form part of this bond. Where a bond is not payable, a key deposit or agreement to pay a key replacement fee is required.

Most DLP type keys will be phased out and replaced with Protec2 standard keys or CLIQ keys by 30 June 2021.

Key Deposit (DLP keys, Protec2 standard keys and swipe cards only) – per key	\$45.00		
Key Replacement Fee (DLP keys, Protec2 standard keys and swipe cards only) – per key	\$45.00		#
Key Deposit (CLIQ keys only) – per key	\$190.00		
Key Replacement Fee (CLIQ keys only) – per key	\$190.00		#

2 Nursery Operations – Sale of Plants

2.1 Sale of Plants – Wholesale

Wholesale Native Tubes – Minimum Price	\$2.70	-	#
Wholesale Native Tubes – Maximum Price	\$4.20	-	#
Wholesale Pots 100mm to 300mm – Minimum Price	\$6.45	-	#
Wholesale Pots 100mm to 300mm – Maximum Price	\$48.00	-	#

2.2 Sale of Plants – Retail

Retail Native Tubes – Minimum Price	\$3.30	-	#
Retail Native Tubes – Maximum Price	\$4.80	-	#
Retail Pots 100mm to 300mm – Minimum Price	\$6.45	-	#
Retail Pots 100mm to 300mm – Maximum Price	\$91.00	-	#

3 Marketing and Event Services

3.1 International Delegations

International Delegations – Half Day	\$750.00	-	#
International Delegations – Full Day	\$1,100.00	-	#

3.2 City of Ipswich Logo Flags

City of Ipswich Logo Flag – purchase price City of Ipswich Logo Flag (2 metres long x 1 metre wide)	\$150.00	-	#
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Name	Year 21/22 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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3.3 Event Services

Application Fee for Event Stalls	By quote	-	#
Tours and Seasonal Events	Ticket and service prices to be determined on a by-event basis	-	#
Applicable to seasonal and occasional events managed by Council, for example Heritage Guided Tours, Great Houses of Ipswich Bus Tours, Animal Encounters at the Nature Centre, and Nerima Gardens and Japanese Tea Ceremony Tours etc.			
Merchandise and cafe sales	Retail pricing applies	-	#
Event Commissions – Attraction and Industry Sales	10% of sales revenue	-	#
Event Commissions – Accommodation Sales	15% of sales revenue	-	#
Event Commissions – Consignment Sales (eg: Art Sales)	25% of sales revenue	-	#
Note not-for-profit and community groups may apply for a reduced commission rate of 10%.			

3.4 Marketing Consultancy Services

Marketing Consultancy Services – Per Hour	\$300.00	-	#
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4 Personal Tributes

Personal Tributes Permit (Local Government Controlled Areas)	By quote	Local Law 7 s 6	(a)
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5 Landscaping on Nature Strips

Landscaping on Nature Strips Permit	No charge	Local Law 7 s 6	(a)
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6 Other Recoverable Works

Tree Assessment (Public Land Only) – hourly rate	\$89.00	-	#
Street Tree Replacement (Public Land Only)	By quote	-	#



Fees and Charges

2020-2021

and comparison to

draft 2021-2022

Indicates 10% GST included

Where this register refers to Local Laws, the relevant Ipswich City Council Local Laws and Subordinate Local Laws are as follows:

Local Law 1	Ipswich City Council Local Law No. 1 (Administration) 2013
Local Law 3	Ipswich City Council Local Law No. 3 (Commercial Licencing) 2013
Subordinate Local Law 3.1	Ipswich City Council Subordinate Local Law No.3.1 (Commercial Licensing) 2013
Local Law 4	Ipswich City Council Local Law No. 4 (Permits) 2013
Local Law 5	Ipswich City Council Local Law No. 5 (Parking) 2013
Subordinate Local Law 5.1	Ipswich City Council Subordinate Local Law No.5.1 (Parking) 2013
Local Law 6	Ipswich City Council Local Law No. 6 (Animal Management) 2013
Subordinate Local Law 6.1	Ipswich City Council Subordinate Local Law No.6.1 (Animal Management) 2013
Local Law 7	Ipswich City Council Local Law No. 7 (Local Government Controlled Areas and Roads) 2013
Subordinate Local Law 7.1	Ipswich City Council Subordinate Local Law No.7.1 (Local Government Controlled Areas and Roads) 2013
Local Law 8	Ipswich City Council Local Law No. 8 (Nuisances and Community Health and Safety) 2013
Local Law 12	Ipswich City Council Subordinate Local Law No.8.1 (Nuisances and Community Health and Safety) 2013
Local Law 49	Ipswich City Council Local Law No. 49 (Protection of Important Vegetation)
Subordinate Local Law 49.1	Ipswich City Council Subordinate Local Law No.49.1 (Protection of Important Vegetation) 2019

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

Ipswich City Council

CORPORATE SERVICES AND INFORMATION

1 Corporate Documentation

1.1 Corporate Services Documents

Council's Annual Report		No charge	Electronic and/or hardcopies of Council Corporate Documents are proposed to remain at no charge to facilitate public access to information.	(c)	Reviewed
		Last YR Fee No charge			
Council's Corporate Plan		No charge	As above	(c)	Reviewed
		Last YR Fee No charge			
Council's Operational Plan		No charge	As above	(c)	Reviewed
		Last YR Fee No charge			
Local Laws (excluding Town Plan Schedule) – Printed copy – Per page	Current Corporate Services photocopy costs	No change proposed – Input costs have not escalated sufficiently to warrant a price increase.	(c)	Reviewed	
	Last YR Fee Current Corporate Services photocopy costs				
(For Town Planning Schedules/Documents refer to Planning & Development charges)					

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.1 Corporate Services Documents [continued]

Confirmed minutes of Council meetings – Electronic copy	Recent Meeting minutes available via Council's website free of charge		Electronic access to recent Council and Committee meeting minutes is proposed to remain at no charge to facilitate public access to information.	(c)	Reviewed
	Last YR Fee Recent Meeting minutes available via Council's website free of charge				
Confirmed minutes of Council meetings – Printed copy – Per page or part thereof	Current Corporate Services photocopy costs		No change is proposed to current photocopy charges. Pricing reflects cost recovery for the service. Electronic copies are available via Council's website free of charge.	(c)	Reviewed
	Last YR Fee Current Corporate Services photocopy costs				
Human Resources – Council Job Descriptions – Printed copy	No charge		Proposed to remain at no charge.		Reviewed
	Last YR Fee No charge				

1.2 Financial Reports

The following documents are available at the library and also on Council's internet site www.ipswich.qld.gov.au free of charge:

Council's Budget	No charge		Electronic and/or hardcopies of Council Corporate Documents are proposed to remain at no charge to facilitate public access to information.	(c)	Reviewed
	Last YR Fee No charge				

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.2 Financial Reports [continued]

Council's Revenue Policy		No charge	As above	(c)	Reviewed
		Last YR Fee No charge			
Council's Revenue Statement		No charge	As above	(c)	Reviewed
		Last YR Fee No charge			
Council's Register of Cost Recovery Fees		No charge	As above	(c)	Reviewed
		Last YR Fee No charge			

1.3 Tender Documents

Tender Documents – Electronic Form	Available on Council's website at no charge	No change proposed	Reviewed
	Last YR Fee Available on Council's website at no charge		

1.4 Adopted Reports and Studies

Environmental reports and other documentation including adopted studies, management plans, flora and fauna lists etc.	Available via Council's website or price on application.	No change proposed. A range of environmental studies are available from Council free of charge. Studies which are not online are requested only occasionally, and it is appropriate that these be provided at cost or under RTI.	#	Reviewed
	Last YR Fee Available via Council's website or price on application.			

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2 Finance Charges

2.1 Dishonour Charges

Dishonour charges – each (includes cheques and direct debits)		Actual cost	No change proposed. Recovery of actual costs remains appropriate.	#	Reviewed
		Last YR Fee Actual cost			
(Charge equivalent to the actual amount charged to Council by its financial institution)					

2.2 Credit Card Surcharge

American Express credit card surcharge		0.8% Surcharge	No change proposed. The fee reflects the current cost of acceptance.	#	Reviewed
		Last YR Fee 0.8% Surcharge			
(Applied to transactions greater than \$1,000)					

3 Rates and Land Records

3.1 Rates Records

3.1.1 Rates Records – Registered Property Owner

Rates enquiry – online via ePathway portal		No charge	Online access to land and rates information for property owners remains at no charge.	(c)	Reviewed
		Last YR Fee No charge			

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3.1.1 Rates Records – Registered Property Owner [continued]

Rates enquiry – where facilitated by Council staff		No charge		Service is proposed to remain at no charge to facilitate property owners access to land and rates information.	(c)	Reviewed
		Last YR Fee No charge				
Copy of a Rates Notice falling within a current or prior quarter(s) – online via eNotices		No charge		No change proposed. eNotices are available to registered property owners free of charge.	(c)	Reviewed
		Last YR Fee No charge				
Copy of Rate Notice falling within the current quarter – where facilitated by Council staff		No charge		No change proposed. An additional copy of the current quarter rates notice can be provided to the property owner on request.	(c)	Reviewed
		Last YR Fee No charge				
Copy of Rate Notice falling within a prior quarter(s) – where facilitated by Council staff – where rates are unpaid		No charge		No change proposed. This fee was set at no charge so as to encourage the payment of overdue rates from prior quarters.	(c)	Reviewed
		Last YR Fee No charge				
Copy of Rate Notice falling within a prior quarter(s) – where facilitated by Council staff – where rates are paid – Per Notice (up to 4 notices)	\$8.00	\$8.00	0.00%	No change proposed. A charge is applied for this service as Council staff time is required. Property owners do have the alternative of accessing the same rate notices free of charge online using e-Notices.	(c)	Reviewed

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3.1.1 Rates Records – Registered Property Owner [continued]

Copy of Rate Notice falling within a prior quarter(s) – where facilitated by Council staff – where rates are paid – Per Notice (5 or more notices)			By quote	Provision of 5 or more notices is proposed to be offered on a by quote basis, so that customers can benefit from economies of scale if applicable.	(c)	Reviewed
			Last YR Fee By quote			

3.1.2 Rates Records – Other than Registered Property Owner

Copy of Rate Notice falling within a current or prior quarter(s) – Per Notice (up to 4 notices)	\$8.00	\$8.00	0.00%	No change proposed. Fee is consistent with the charge for a Copy of Rate Notice falling within a prior quarter for registered owners.	(c)	Reviewed
Copy of Rate Notice falling within a current or prior quarter(s) – Per Notice (5 or more notices)			By quote	Provision of 5 or more notices is proposed to be offered on a by quote basis, so that customers can benefit from economies of scale if applicable.	(c)	Reviewed
			Last YR Fee By quote			
Rates Only Property Search Certificate (Extract from Land Record) – Per inquiry or parcel of land	\$110.00	\$113.00	2.73%	Fee has been at \$110 for the past three years. An increase at the equivalent to Council Cost Index is proposed.	(c)	Reviewed

3.2 Land and Property Records

Note: For the purpose of this clause, a parcel of land is that land comprised in the valuation compiled by the Valuer General.

Inspection, Extract or Copy of Land Record (for fee exempt persons)		No charge	Fee to be kept at no charge, in accordance with Local Government Regulation 2012, s155	(c)	Reviewed
		Last YR Fee No charge			
The Land Record includes the valuation under the Land Valuation Act and rating information.					
The following persons may inspect particulars of land in the land record free of charge:					

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3.2 Land and Property Records [continued]

Inspection, Extract or Copy of Land Record (for fee exempt persons)		No charge		Fee to be kept at no charge, in accordance with Local Government Regulation 2012, s155	(c)	Reviewed
		Last YR Fee No charge				
The Land Record includes the valuation under the Land Valuation Act and rating information.						
The following persons may inspect particulars of land in the land record free of charge:						
<ul style="list-style-type: none"> An owner, lessee or occupier of the land or adjoining land, or The agent of an owner, lessee or occupier of the land or adjoining land. 						
Inspection, Extract or Copy of Land Record (for persons other than fee exempt persons)		At cost (upon request)		No change proposed. Recovery of actual costs will be calculated based on the requested scope of works.	(c)	Reviewed
		Last YR Fee At cost (upon request)				
Certified Extract of Land Records – Per parcel of land		By quote		As above	(c)	Reviewed
		Last YR Fee By quote				
Property enquiry – online via ePathway portal or PD online		No charge		To remain at no charge to encourage people to access information electronically		Reviewed
		Last YR Fee No charge				
Includes property address, type, description and land area. For more detailed searches relating to planning matters and development applications, refer to Planning and Development.						

3.3 Change of Ownership

Change of Ownership – per change	\$60.00	\$62.00	3.33%	Fee has been at \$60 for the past two years. An increase at the equivalent to Council Cost Index (plus rounding) is proposed.	(b)	Reviewed
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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4 Other Corporate Services

4.1 Right to Information and Information Privacy (2021-22)

Fees and charges for applications under the Right to Information Act 2009 and the Information Privacy Act 2009 are set by the State Government at the commencement of each financial year. Refer to the Information Privacy Regulation 2009 (Qld) ss 4, 5, 6.

RTI Application Fees	\$51.70	\$51.70	0.00%	This fee is set by legislation – Right to Information Act or Information Privacy Act and Regulations. The fee which is to apply from 1 July 2021 has yet to be advised by the State. The register will be updated to reflect the State prescribed fees in June 2021.	Reviewed
RTI and IP Processing and Access Charges – each 15 minutes or part of 15 minutes*	\$8.00	\$8.00	0.00%	As above	Reviewed
(*No charge is payable if the total time spent by Council officers in processing the application is less than 5 hours)					
RTI document request A4 size – per page	\$0.25	\$0.25	0.00%	As above	Reviewed
IP Act document request A4 size – per page	\$0.25	\$0.25	0.00%	As above	Reviewed
RTI Act and IP Act – document request larger than A4 size	Current Corporate Services photocopy costs			No change proposed. Input costs have not escalated sufficiently to warrant a price increase	Reviewed
	Last YR Fee Current Corporate Services photocopy costs				

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4.2 Legal Services

Legal Services		By quote	New fee. This fee is proposed to be included in the register to allow Council to pass the cost of legal and technical services on to an external party, where work has been undertaken in relation to a contract or agreement, and this contract or agreement allows for the on-charging or recovery of costs. This mirrors the provision for such services to be recoverable where related to infrastructure agreements (refer to Planning and Development s1.17). Charges will be on the basis of a quote, reflecting the scope and requirements of a particular service request.	#	New
		Last YR Fee	-		
<p>Note the Council's Legal Services Section acts only on behalf of Council, and does not provide services or advice to external parties.</p> <p>Where an agreement with an external party identifies the right of Council to recover or on-charge the cost of legal services or advice, fees may apply. Such works may be undertaken by Council's Legal Services Section and charged on an incremental basis (15 minutes or part thereof), or, where outsourced to a legal firm, the full invoice amount will be recoverable plus an allowance for administration.</p>					

4.3 Print, Copy and Postage Services

4.3.1 Printing and Photocopying Services for Public Access Information Provided Under Regulation

The following print and copy charges are at cost, and apply only to the provision of information kept by Council under an Act or Local Law.

Printing and Photocopying (staff supported service) – Black and White A4	\$1.00	\$1.00	0.00%	No change proposed. Input costs have not escalated sufficiently to warrant a price increase.	(c)	Reviewed
Printing and Photocopying (staff supported service) – Black and White A3	\$1.50	\$1.50	0.00%	As above	(c)	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4.3.1 Printing and Photocopying Services for Public Access Information Provided Under Regulation [continued]

Printing and Photocopying (staff supported service) – Photocopying – Colour A4	\$2.00	\$2.00	0.00%	As above		(c)	Reviewed
Printing and Photocopying (staff supported service) – Colour A3	\$3.00	\$3.00	0.00%	As above		(c)	Reviewed

4.3.2 Postage and Handling Services

Postage and Handling Charge – Standard A4 document, report or CD (up to 500g)	\$7.80	\$7.80	0.00%	No change proposed. Input costs have not escalated sufficiently to warrant a price increase.		#	Reviewed
Postage and Handling Charge – Large documents (A3-A1 sized plans and maps, or large documents (over 500g))	\$30.00	\$30.00	0.00%	As above		#	Reviewed
Postage and Handling Charge – Electronic and hard copy documents, plans or maps – large volume documents and other than as listed		By quote (at cost)		Non-standard postage services will be charged at cost (by quote) as required.		#	Reviewed
		Last YR Fee By quote (at cost)					

4.4 Information Systems (GIS, Maps, Plans and Data)

Information services encompasses the provision of:

- Maps and Mapping services, including topographical (stormwater, drainage and contour)
- Plans, including stormwater drainage plans
- GIS and Digital Data files

Standard Maps, Plans and Digital Data Files (electronic) – Self service using Online Services or PD online		No charge	Recommend service remains at no charge. Council's strategy of facilitating the availability of online and self service information accessibility has resulted in most clients utilising the free online option, rather than supported services.			Reviewed
		Last YR Fee No charge				

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4.4 Information Systems (GIS, Maps, Plans and Data) [continued]

Maps, Plans and Digital Data Files – Custom mapping and supported services			By quote	Recommend no change to this fee. This fee allows Council to provide occasional ad-hoc custom mapping and print services where required by a customer.	#	Reviewed
			Last YR Fee By quote			
Fee to utilise Council's Flood Models	\$1,980.00	\$1,980.00	0.00%	No change proposed.	#	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

ANIMAL MANAGEMENT

Note A:

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

1 Application, Amendment and Inspection Fees related to Animal Management Permits and Licences

The following fees may apply in relation to or in addition to permit and licence services (Animal Management) within sections 2 to 4 of this register:

Inspection fee (per hour): Animal Management	\$286.00	\$293.00	2.45%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
(minimum charge 1 hour and maximum charge 4 hours). Note: This fee will be charged when an 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): Animal Management	\$97.00	\$100.00	3.09%	As above	(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: Animal Management	\$97.00	\$100.00	3.09%	As above	(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): Animal Management	\$62.00	\$64.00	3.23%	As above	(a)	Reviewed

2 Standard Animal 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)

Application, Amendment and Inspection fees may apply in relation to or in addition to the services listed below. Refer to Section 1 of the Animal Management fees for further details.

2.1 Animal Permit

Poultry (ducks, geese, peacocks and the like), roosters, pigeons, birds (other than poultry or pigeons), horses (including donkeys and mules) and other animals (including cattle, camels, sheep, goats, llama and deer).

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.1 Animal Permit [continued]

Standard Animal Permit – Initial application and first year	\$102.00	\$105.00	2.94%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Note: This fee is non-refundable						
Standard Animal Permit – Annual Renewal	\$62.00	\$64.00	3.23%	As above	(a)	Reviewed

3 Non-Standard Animal Permits

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

Application, Amendment and Inspection fees may apply in relation to or in addition to the services listed below. Refer to Section 1 of the Animal Management fees for further details.

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

(Dog registration fees additional)

Domestic Dog Permit (3 or 4 dogs) – Initial application and first year	\$261.00	\$267.00	2.30%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Note: This fee is non-refundable						
Domestic Dog Permit (3 or 4 dogs) – Annual Renewal	\$62.00	\$64.00	3.23%	As above	(a)	Reviewed

3.2 Domestic Dog Permit (to keep 5 or more dogs)

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

Domestic Dog Permit (5 or more dogs) – Initial application and first year	\$490.00	\$505.00	3.06%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Note: This fee is non-refundable						
Domestic Dog Permit (5 or more dogs) – Annual Renewal	\$317.00	\$324.00	2.21%	As above	(a)	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3.3 Guard Dog Permit – Per Property

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

Guard Dog Permit (per property) – Initial application and first year	\$585.00	\$600.00	2.56%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Note: This fee is non-refundable						
Guard Dog Permit (per property) – Annual Renewal	\$296.00	\$303.00	2.36%	As above	(a)	Reviewed

3.4 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.)

Restricted Dog Permit – Renewals only	\$296.00	\$303.00	2.36%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
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3.5 Domestic Cat Permit (to keep 3 or 4 desexed cats)

Domestic Cat Permit (3 or 4 desexed cats) – Initial application and first year	\$261.00	\$267.00	2.30%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Note: This fee is non-refundable						
Domestic Cat Permit (3 or 4 desexed cats) – Annual Renewal	\$62.00	\$64.00	3.23%	As above	(a)	Reviewed

3.6 Domestic Cat Permit (to keep 5 or more desexed cats)

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

Domestic Cat Permit (5 or more desexed cats) – Initial application and first year	\$454.00	\$464.00	2.20%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Note: This fee is non-refundable						
Domestic Cat Permit (5 or more desexed cats) – Annual Renewal	\$266.00	\$272.00	2.26%	As above	(a)	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3.7 Birds and Poultry

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

Birds and Poultry Permit – Initial application and first year	\$261.00	\$267.00	2.30%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Note: This fee is non-refundable						
Birds and Poultry Permit – Annual Renewal	\$62.00	\$64.00	3.23%	As above	(a)	Reviewed

3.8 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).

Non-Standard Animal Permit – Initial application and first year	\$261.00	\$267.00	2.30%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Note: This fee is non-refundable						
Non-Standard Animal Permit – Annual Renewal	\$62.00	\$64.00	3.23%	As above	(a)	Reviewed

4 Commercial Licence Fees

Application, amendment and inspection fees may apply in relation to or in addition to the services listed below. Refer to Section 1 of the Animal Management fees for further details.

4.1 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.

4.2 Commercial Stable Licence

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

Commercial Stable – Design Assessment	\$398.00	\$407.00	2.26%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Commercial Stable Licence – Initial application and first year	\$373.00	\$382.00	2.41%	As above	(a)	Reviewed
Commercial Stable Licence – Annual Renewal	\$281.00	\$288.00	2.49%	As above	(a)	Reviewed

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4.3 Pet Shop Licence

Pet Shop – Design Assessment	\$398.00	\$407.00	2.26%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Pet Shop Licence – Initial application and first year	\$373.00	\$382.00	2.41%	As above	(a)	Reviewed
Pet Shop Licence – Annual Renewal	\$281.00	\$288.00	2.49%	As above	(a)	Reviewed

4.4 Pet Daycare Licence

Pet Daycare – Design Assessment	\$398.00	\$407.00	2.26%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Pet Daycare Licence – Initial application and first year	\$555.00	\$570.00	2.70%	As above	(a)	Reviewed
Pet Daycare Licence – Annual Renewal	\$281.00	\$288.00	2.49%	As above	(a)	Reviewed

4.5 Commercial Cattery Licence (selling, boarding and breeding)

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

Commercial Cattery – Design Assessment	\$398.00	\$407.00	2.26%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Commercial Cattery Licence – Initial application and first year	\$373.00	\$382.00	2.41%	As above	(a)	Reviewed
Commercial Cattery Licence – Annual Renewal	\$281.00	\$288.00	2.49%	As above	(a)	Reviewed

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

(Dog registration fees additional)

Commercial Kennels – Design Assessment	\$398.00	\$407.00	2.26%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Commercial Kennels Licence – Initial application and first year	\$555.00	\$570.00	2.70%	As above	(a)	Reviewed
Commercial Kennels Licence – Annual Renewal	\$281.00	\$288.00	2.49%	As above	(a)	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

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 General Manager, Planning 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. Section 5.1 Introductory Dog Registration (per dog) 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 General Manager (Planning and Regulatory Services) 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.

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 three (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%	Introductory fees are proposed to remain at a low nominal cost to encourage dog registration and responsible pet ownership. Fees were last increased in July 2016.	(a)	Reviewed
Introductory Dog Registration – Pensioner	\$20.00	\$20.00	0.00%	As above	(a)	Reviewed
Introductory Dog Registration – Ipswich and Wacol RSPCA Adoptions			No charge	Introductory fees for adopted animals are proposed to remain at a no additional cost to encourage dog registration and responsible pet ownership.	(a)	Reviewed
			Last YR Fee No charge			
Where a dog is being adopted by a resident of Ipswich.						

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.1 Introductory Dog Registration (per dog) [continued]

Introductory Dog Registration – Veterinary Services In Ipswich				Fee to be discontinued. Owners are already eligible for the heavily discounted introductory registration rate of \$20 as an incentive to register, microchip and desex pets.	(a)	Discontinued
			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.						

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

Dog Registration (entire dog) – Pay By Date	\$175.00	\$179.00	2.29%	As per the following fee, however a discount of \$30 discount has been applied for timely payment.	(a)	Reviewed
Dog Registration (entire dog) – Pay After Date	\$205.00	\$209.00	1.95%	Dog registration fees were reviewed in detail in 2019-20. This fee has been subject to a small nominal increase to offset (in part) the increase in delivery costs against last year.	(a)	Reviewed

5.3 Dog Registration: Per Desexed Dog

Dog Registration (desexed dog) – Pay By Date	\$38.00	\$39.00	2.63%	As per the following fee, however a discount of \$30 discount has been applied for timely payment.	(a)	Reviewed
Dog Registration (desexed dog) – Pay After Date	\$68.00	\$69.00	1.47%	Dog registration fees were reviewed in detail in 2019-20. This fee has been subject to a small nominal increase to offset (in part) the increase in delivery costs against last year.	(a)	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

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

Dog Registration (entire dog) – Pensioner – Pay By Date	\$80.00	\$80.00	0.00%	No increase is proposed for pensioner dog registrations. Fees were last increased on 1 July 2020. This fee includes a \$15 discount for timely payment.	(a)	Reviewed
Dog Registration (entire dog) – Pensioner – Pay After Date	\$95.00	\$95.00	0.00%	No increase is proposed for pensioner dog registrations. Fees were last increased on 1 July 2020.	(a)	Reviewed

5.5 Dog Registration: Per Desexed Dog – Pensioner

Dog Registration (desexed dog) – Pensioner – Pay By Date	\$28.00	\$28.00	0.00%	No increase is proposed for pensioner dog registrations. Fees were last increased on 1 July 2020. This fee includes a \$15 discount for timely payment.	(a)	Reviewed
Dog Registration (desexed dog) – Pensioner – Pay After Date	\$43.00	\$43.00	0.00%	No increase is proposed for pensioner dog registrations. Fees were last increased on 1 July 2020.	(a)	Reviewed

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 suitably qualified person (or agency) confirming the applicant's disability and requirement for an assistance dog will be required as satisfactory proof.

Guide Dogs and Assistance Dogs	No charge	Registration of guide dogs and assistance dogs is to remain at no charge, in accordance with Council's Dog Registration Policy.	(a)	Reviewed
	Last YR Fee No charge			

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.7 Qld Racing Integrity Commission Members

Only dogs registered with the Qld Racing Integrity Commission (QRIC) are eligible for this rate. Dogs not registered with the GRCBQ will have the appropriate registration fee apply.

QRIC Members	No charge	Registration applying to Qld Racing Integrity Commission Members dogs is proposed to remain at no charge, in accordance with Council's Dog Registration Policy.	(a)	Reviewed
	Last YR Fee No charge			

5.8 Other Dogs Exempt by Council

Other dogs exempt by Council resolution	No charge	No change proposed. Exemptions, where applicable, will be subject to Council resolution.	(a)	Reviewed
	Last YR Fee No charge			

5.9 Dangerous Dogs

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

Dangerous Dogs Registration – Initial and first year – Pro rata	\$525.00	\$535.00	1.90%	Dog registration fees were reviewed in detail in 2019-20. This fee has been subject to a nominal increase to offset (in part) the increase in delivery costs against last year.	(a)	Reviewed
Dangerous Dogs Registration – Non Compliance – Renewal Only – Pay By Date	\$495.00	\$505.00	2.02%	As per the following fee, however a discount of \$30 discount has been applied for timely payment.	(a)	Reviewed
Dangerous Dogs Registration – Non Compliance – Renewal Only – Pay After Date	\$525.00	\$535.00	1.90%	Dog registration fees were reviewed in detail in 2019-20. This fee has been subject to a nominal increase to offset (in part) the increase in delivery costs against last year.	(a)	Reviewed
Dangerous Dogs Registration – Full Compliance (desexed dog) – Renewal Only – Pay By Date	\$240.00	\$245.00	2.08%	As per the following fee, however a discount of \$30 discount has been applied for timely payment.	(a)	Reviewed

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.9 Dangerous Dogs [continued]

Dangerous Dogs Registration – Full Compliance (desexed dog) – Renewal Only – Pay After Date	\$270.00	\$275.00	1.85%	Dog registration fees were reviewed in detail in 2019-20. This fee has been subject to a nominal increase to offset (in part) the increase in delivery costs against last year.	(a)	Reviewed
Dangerous Dogs Registration – Full Compliance (entire dog) – Renewal Only – Pay By Date	\$317.00	\$324.00	2.21%	As per the following fee, however a discount of \$30 discount has been applied for timely payment.	(a)	Reviewed
Dangerous Dogs Registration – Full Compliance (entire dog) – Renewal Only – Pay After Date	\$347.00	\$354.00	2.02%	Dog registration fees were reviewed in detail in 2019-20. This fee has been subject to a nominal increase to offset (in part) the increase in delivery costs against last year.	(a)	Reviewed

5.10 Menacing Dogs

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

Menacing Dogs Registration – Initial and first year – Pro rata	\$525.00	\$535.00	1.90%	Dog registration fees were reviewed in detail in 2019-20. This fee has been subject to a nominal increase to offset (in part) the increase in delivery costs against last year.	(a)	Reviewed
Menacing Dogs Registration – Non Compliance – Renewal Only – Pay By Date	\$495.00	\$505.00	2.02%	As per the following fee, however a discount of \$30 discount has been applied for timely payment.	(a)	Reviewed
Menacing Dogs Registration – Non Compliance – Renewal Only – Pay After Date	\$525.00	\$535.00	1.90%	Dog registration fees were reviewed in detail in 2019-20. This fee has been subject to a nominal increase to offset (in part) the increase in delivery costs against last year.	(a)	Reviewed
Menacing Dogs Registration – Full Compliance (desexed dog) – Renewal Only – Pay By Date	\$240.00	\$245.00	2.08%	As per the following fee, however a discount of \$30 discount has been applied for timely payment.	(a)	Reviewed
Menacing Dogs Registration – Full Compliance (desexed dog) – Renewal Only – Pay After Date	\$270.00	\$275.00	1.85%	Dog registration fees were reviewed in detail in 2019-20. This fee has been subject to a nominal increase to offset (in part) the increase in delivery costs against last year.	(a)	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.10 Menacing Dogs [continued]

Menacing Dogs Registration – Full Compliance (entire dog) – Renewal Only – Pay By Date	\$317.00	\$324.00	2.21%	As per the following fee, however a discount of \$30 discount has been applied for timely payment.	(a)	Reviewed
Menacing Dogs Registration – Full Compliance (entire dog) – Renewal Only – Pay After Date	\$347.00	\$354.00	2.02%	Dog registration fees were reviewed in detail in 2019-20. This fee has been subject to a nominal increase to offset (in part) the increase in delivery costs against last year.	(a)	Reviewed

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.

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

Farm Dog Registration (entire dog) – First dog – Pay By Date	\$75.00	\$77.00	2.67%	As per the following fee, however a discount of \$30 discount has been applied for timely payment.	(a)	Reviewed
Farm Dog Registration (entire dog) – First dog – Pay After Date	\$105.00	\$107.00	1.90%	Dog registration fees were reviewed in detail in 2019-20. This fee has been subject to a small nominal increase to offset (in part) the increase in delivery costs against last year.	(a)	Reviewed

5.11.2 Per Desexed Farm Dog (First)

Farm Dog Registration (desexed dog) – First dog – Pay By Date	\$30.00	\$31.00	3.33%	As per the following fee, however a discount of \$30 discount has been applied for timely payment.	(a)	Reviewed
Farm Dog Registration (desexed dog) – First dog – Pay After Date	\$60.00	\$61.00	1.67%	Dog registration fees were reviewed in detail in 2019-20. This fee has been subject to a small nominal increase to offset (in part) the increase in delivery costs against last year.	(a)	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.11.3 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.

Farm Dog Registration – Additional dog – Pay by Date	\$28.00	\$29.00	3.57%	As per the following fee, however a discount of \$15 has been applied for timely payment.	(a)	Reviewed
Farm Dog Registration – Additional dog – Pay After Date	\$43.00	\$44.00	2.33%	Dog registration fees were reviewed in detail in 2019-20. This fee has been subject to a small nominal increase to offset (in part) the increase in delivery costs against last year.	(a)	Reviewed

5.12 Dogs Qld Members

Dog Registration – Dogs Qld Members (entire dog) – Pay by Date	\$73.00	\$75.00	2.74%	As per the following fee, however a discount of \$30 discount has been applied for timely payment.	(a)	Reviewed
Dog Registration – Dogs Qld Members (entire dog) – Pay After Date	\$103.00	\$105.00	1.94%	Dog registration fees were reviewed in detail in 2019-20. This fee has been subject to a small nominal increase to offset (in part) the increase in delivery costs against last year.	(a)	Reviewed

5.13 Reciprocal Dog Registration

Where a dog is currently registered with any other Australian local government (see section 5.1 Introductory Dog Registration (per dog)) 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. Transfer of / reciprocal dog registration to remain at no charge, in accordance with Council's Dog Registration Policy.	(a)	Reviewed
	Last YR Fee No charge			

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

6 Impounding

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 dog is impounded during the same incident and collected at the same time, the second or subsequent release fee will be charged at 50% of the ordinary applicable fee.
- Sustenance charges are applied for the second and subsequent dogs where applicable.

Dog Impoundment – Registered (desexed dog) – Microchipped – First Impoundment			No charge	No change proposed – No charge for eligible dog first impoundments.	(d)	Reviewed
			Last YR Fee No charge			
Dog Impoundment – All impoundments (other than the first impoundment for registered, microchipped and desexed dog)	\$120.00	\$123.00	2.50%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(d)	Reviewed
Dog Impoundment – Sustenance first day			No charge	No change proposed – Sustenance for the first day is captured within the impoundment charge.	(d)	Reviewed
			Last YR Fee No charge			
Dog Impoundment – Sustenance per subsequent days	\$26.00	\$26.50	1.92%	Fee to be subject to a small (\$0.50) increase to offset (in part) the increase in delivery costs.	(d)	Reviewed
Dog Impoundment – Microchipping of dog prior to release	\$25.50	\$26.00	1.96%	The charge for microchipping is proposed to be subject to a small (\$0.50) increase to offset (in part) the increase in delivery costs against last year.	#	Reviewed

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.

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

6.2 Cats [continued]

- Sustenance charges are applied for the second and subsequent cats where applicable.

Cat Impoundment (desexed cat) – Microchipped – First Impoundment			No charge	No change proposed – No charge for eligible cat first impoundments.	(d)	Reviewed
			Last YR Fee No charge			
Cat Impoundment – All impoundments (other than the first impoundment for a microchipped and desexed cat)	\$90.00	\$92.00	2.22%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(d)	Reviewed
Cat Impoundment – Sustenance first day			No charge	No change proposed – Sustenance for the first day is captured within the impoundment charge.	(d)	Reviewed
			Last YR Fee No charge			
Cat Impoundment – Sustenance per subsequent days			No charge	No change proposed. In light of low recovery rates, no fee is proposed.	(d)	Reviewed
			Last YR Fee No charge			
Cat Impoundment – Microchipping of cat prior to release	\$25.50	\$26.00	1.96%	The charge for microchipping is proposed to be subject to a small (\$0.50) increase to offset (in part) the increase in delivery costs against last year.	#	Reviewed

6.3 Livestock and Other Animals

6.3.1 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.

Large Livestock Impoundment (per animal)	\$102.00	\$105.00	2.94%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(d)	Reviewed
Large Livestock Impoundment – Collection (per hour)	\$286.00	\$293.00	2.45%	As above	(d)	Reviewed

(minimum charge of one (1) hour and maximum charge of four (4) hours). Based on two (2) officers and the stock truck. For every additional officer the fee is increased by one half.

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

6.3.1 Large Livestock [continued]

Large Livestock Impoundment – Collection (per hour) – Outside business hours	\$411.00	\$420.00	2.19%	As above	(d)	Reviewed
(minimum charge of one (1) hour and maximum charge of four (4) hours). Fee is based on two (2) officers and the stock truck. For every additional officer the fee is increased by one half.						
Large Livestock Impoundment – Driving, leading and/or transport of livestock – Return Trip only (per kilometre)	\$12.30	\$12.60	2.44%	As above	(d)	Reviewed
Large Livestock Impoundment – Sustenance – per head (per day or part thereof)	\$50.00	\$52.00	4.00%	As above	(d)	Reviewed
Large Livestock Advertising – Notice of Impoundment placed in a newspaper	Actual cost of advertising			No change proposed – actual cost recovery remains appropriate.	(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.						
Large Livestock Impoundment – NLIS Tagging of Cattle (per hour)	\$315.00	\$322.00	2.22%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	#	Reviewed
(minimum charge)						

6.3.2 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)

Other Livestock Impoundment	\$44.00	\$45.00	2.27%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(d)	Reviewed
Other Livestock Impoundment – NLIS Tagging of Sheep & Goats (per hour)	\$315.00	\$322.00	2.22%	As above	#	Reviewed
(minimum charge is half (1/2) an hour)						

6.3.3 Poultry and Birds

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

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

6.3.3 Poultry and Birds [continued]

Poultry and Birds Impoundment	\$17.40	\$17.80	2.30%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(d)	Reviewed
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7 Other Animal Management Charges

7.1 Traps

Collection of Trap (Dog and Cat)	\$315.00	\$322.00	2.22%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	#	Reviewed
Where a trap has not been returned this fee will be charged, in addition to daily fees, to collect the trap.						

7.2 Regulated Dogs (incl. restricted, dangerous and menacing)

Regulated Dog Signs		No charge	No change proposed – regulated dog signs and tags to remain at no additional charge.	(a)	Reviewed
		Last YR Fee No charge			
Regulated Dog Tags		No charge	As above	(a)	Reviewed
		Last YR Fee No charge			

7.3 Microchipping

Microchipping – Community Events	\$25.50	\$26.00	1.96%	The charge for microchipping is proposed to be subject to a small (\$0.50) increase to offset (in part) the increase in delivery costs against last year.	#	Reviewed
Dog or Cat must already be currently registered with Ipswich City Council.						

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

COMMUNITY DEVELOPMENT AND SERVICES

1 Home Assist

Home Assist – Labour Subsidy/Fee for Service (per hour)	\$61.00	\$61.00	0.00%	No change proposed.	#	Reviewed
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2 Tourism Services

2.1 Ipswich Visitors Information Centre

IVIC Merchandise – Selected items		Retail pricing applies		No change proposed. Retail pricing of merchandise remains appropriate.	#	Reviewed
		Last YR Fee Retail pricing applies				
IVIC Booking Cancellation Fee: Cancellation of tourism bookings in line with specified terms and conditions	\$24.00	\$24.00	0.00%	No change proposed. Fee remains reflective of industry standard.	#	Reviewed
Other IVIC visitor services		Price on request		No change proposed. Prices are quoted based on the requested scope of service, and in line with market rates.	#	Reviewed
		Last YR Fee Price on request				
Printing and Photocopying		For self-service printing and photocopying, refer to Library print and photocopy service charges. For Council staff assisted printing and copying services, refer to Corporate Services print and photocopy service charges.		No change proposed. Charges are in line with service costs across Council.	#	Reviewed
		Last YR Fee For self-service printing and photocopying, refer to Library print and photocopy service charges.				

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.1 Ipswich Visitors Information Centre [continued]

Printing and Photocopying	For self-service printing and photocopying, refer to Library print and photocopy service charges. For Council staff assisted printing and copying services, refer to Corporate Services print and photocopy service charges.		No change proposed. Charges are in line with service costs across Council.	#	Reviewed
	Last YR Fee For self-service printing and photocopying, refer to Library print and photocopy service charges. For Council staff assisted printing and copying services, refer to Corporate Services print and photocopy service charges.				

2.2 Ipswich Tourism Operators Network (ITON)

Promotional Services Fee: Members of Ipswich Tourism Operators Network (ITON) located within Ipswich City boundaries				No charge	It is proposed that this service remain at no charge for local members so as to encourage participation.	Reviewed
			Last YR Fee No charge			
Industry Affiliate Fee: Ipswich Tourism Operators Network (ITON)			No charge		Fee is proposed to remain at no charge to encourage participation in the network.	Reviewed
			Last YR Fee No charge			
Promotional Services Fee: Members of Ipswich Tourism Operators Network (ITON) located outside Ipswich City boundaries	\$165.00	\$165.00	0.00%		No increase is proposed this year, so as to encourage operators to participate.	# Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3 Fire Station 101 Innovation Hub

3.1 Fire Station 101 Memberships

Monthly memberships are payable in advance and may be charged on a pro-rata basis for mid-month commencement.
For full terms and conditions, refer to the membership agreement available from Fire Station 101.

Fire Station 101 Members Day Pass	\$33.00	\$33.00	0.00%	No change is proposed to fees for Fire Station 101 services as part of this annual review. Fire Station 101 services are being reviewed by the Department, and a revised fee structure may be provided for consideration in a separate report if required.	#	Reviewed
Day Passes are valid for a single day for members on the drop-in plan.						
Fire Station 101 Membership (per calendar month)	\$165.00	\$165.00	0.00%	As above	#	Reviewed
Fire Station 101 Associate Access (per calendar month)	\$110.00	\$110.00	0.00%	As above	#	Reviewed
An associate can be an employee, cofounder, intern, volunteer or contractor of a member.						
Fire Station 101 Members Access Card Replacement Fee	\$45.00				#	Discontinued
Available to members only. Replacement fee is applicable for lost, damaged and non-returned access cards.						
Fire Station 101 Members Access Card Replacement Fee	Refer to "Other Council Services: Key Deposits and Key Replacement Fees"			As above	#	Reviewed
	Last YR Fee Refer to "Other Council Services: Key Deposits and Key Replacement Fees"					

3.2 Fire Station 101 Facilitation Services

Fire Station 101 Event Facilitation and Mentoring	By quote	As above	#	Reviewed
	Last YR Fee By quote			
On request, subject to availability. Minimum 1 hour.				

Fees and Charges - comparison actual to proposed prices.

Indicates 10% GST included

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3.2 Fire Station 101 Facilitation Services [continued]

Fire Station 101 Events hosting (major events)	By quote	As above	#	Reviewed
	Last YR Fee By quote			
Hosting, facilitation and venue hire for events of more than one day, including but not limited to Hackathons.				
Other services provided by Fire Station 101	By quote	As above	#	Reviewed
	Last YR Fee By quote			
Customised services may be available on request.				

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

HEALTH AND REGULATORY SERVICES

1 Health and Regulatory Services Fee Policies

1.1 Discount for Bona Fide Charitable or Community Organisations

A fee of 50% of the normal prescribed fee is payable in the following instances:

- Upon proof of status as a bona fide charitable or community organisation; or
- Acceptance by the Branch Manager (Engineering, Health and Environment) that the applicant is a bona fide charitable organisation.

The discount will be applied in the following:

- Section 4 Entertainment Venues;
- Section 6 Caravan Parks and Camping Grounds; and
- Section 8 Food Businesses, excluding Restoration Fees and Eat Safe Review and Reassessment Fees.

This 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.

1.2 Local Government

Where an activity is operated directly on behalf of Ipswich City Council or an application is made on behalf of Ipswich City Council, the fee will be waived.

1.3 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.

1.4 Star Ratings Discount

Licence Renewal fee is based on the level of star rating:

- 3 Star - 20% discount (\$520.00 if paid by 30 June)
- 4 Star - 30% discount (\$455.00 if paid by 30 June)
- 5 Star - 50% discount (\$325.00 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.

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2 Application, Amendment and Inspection fees related to Health and Regulatory Services

The following fees may apply in relation to or in addition to permit and licence services (Health and Regulatory Services) within sections 3 to 11 of this register:

2.1 Application, Amendment and Inspection

Inspection fee (per hour): Health and Regulatory Services	\$286.00	\$293.00	2.45%	Health and Regulatory Services permits, licences, inspections and related fees were reviewed in detail in 2019-20. Consistent cost recovery charges were applied to all standard services. As such, fees have been escalated in line with the council cost index, reflecting increases in underlying delivery costs over the past year. Rounding applied.	(a)	Reviewed
(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): Health and Regulatory Services	\$62.00	\$64.00	3.23%	As above	(a)	Reviewed
Amendment of a Permit/Licence e.g. changes to plans/design (Major): Health and Regulatory Services	\$97.00	\$100.00	3.09%	As above	(a)	Reviewed
(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: Health and Regulatory Services	\$97.00	\$100.00	3.09%	As above	(a)	Reviewed
(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 Food Act 2006.						

2.2 Non-Compliance with a Notice

Council's costs associated with non-compliance with a notice: Health and Regulatory Services	\$449.00	\$459.00	2.23%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Note: This charge is in addition to contractor fees.						

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3 Public Health

Application, amendment and inspection fees may apply in relation to or in addition to the services listed below. Refer to section 1 of the Health and Regulatory Services fees for further details.

3.1 Higher Risk Personal Appearance Service

Design Assessment – Higher Risk Personal Appearance Service	\$408.00	\$417.00	2.21%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Initial Licence – Higher Risk Personal Appearance Service	\$255.00	\$261.00	2.35%	As above	(a)	Reviewed

3.2 Renewal Fees

Annual Licence Renewal – Higher Risk Personal Appearance Service	\$357.00	\$365.00	2.24%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
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3.3 Non-Higher Risk Personal Appearance Services

Inspection fee (per hour): Non-Higher Risk Personal Appearance Services	\$286.00	\$293.00	2.45%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
(minimum charge one (1) hour and maximum charge four (4) hours)						

4 Entertainment Venues

Refer to [Local Law 3](#) and [Subordinate Local Law 3.1](#) for information on the requirements in relation to Entertainment Venue Licences.

Application, Amendment and Inspection fees may apply in relation to or in addition to the services listed below. Refer to section 2 of the Health and Regulatory Services fees for further details.

4.1 Entertainment Venue Licencing

Design Assessment – Entertainment Venue	\$357.00	\$365.00	2.24%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Initial Licence – Entertainment Venue	\$286.00	\$293.00	2.45%	As above	(a)	Reviewed

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4.2 Renewal Fee

Annual Licence Renewal – Entertainment Venue	\$780.00	\$800.00	2.56%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
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4.3 Temporary Entertainment Events

Application/Assessment – Temporary Entertainment Events	\$655.00	\$670.00	2.29%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Express Processing – Temporary Entertainment Events	\$630.00 plus Application/Assessment fee			As above	(a)	Reviewed
	Last YR Fee \$615.00 plus Application/Assessment fee					

Note: This fee applies to permit applications required in less than 10 business days and can be applied to any fee listed in section 4.3 Temporary Entertainment Events. Applications may be refused if there is no capacity to process the applications within the desired timeframe.

Temporary Entertainment Event Licence Inspection Fee (per hour)	\$286.00	\$293.00	2.45%	As above	(a)	Reviewed
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(minimum charge) Note: 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 Events (Major)	\$1,530.00	\$1,565.00	2.29%	As above	(a)	Reviewed
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(minimum charge) Note: If an inspection is required then inspection fees will be additional to this charge, refer to section 2.1.
Major Traffic Control Permit – Temporary Entertainment Event will be determined on the type of event, consultation required, disruption to road network and number of roads affected by the traffic management plan e.g. is larger festival or sporting event.

Traffic Control Permit – Temporary Entertainment Events (Minor)	\$347.00	\$355.00	2.31%	As above	(a)	Reviewed
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(minimum charge) Note: If an inspection is required then inspection fees will be additional to this charge, refer to section 2.1.
Minor Traffic Control Permit - Temporary Entertainment Event is for small community events e.g. school fete with minimal disruption to the road network and limited consultation required.

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4.3 Temporary Entertainment Events [continued]

Bond – Access Type 1 (Local Government Controlled Areas Only) – Temporary Entertainment Events			No charge	The bond for access type 1 is proposed to remain at no charge.			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) – Temporary Entertainment Events (per day)	\$860.00	\$880.00	2.33%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.			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.							
Bond – Access Type 3 (Local Government Controlled Areas Only) – Temporary Entertainment Events (per day)	\$1,450.00	\$1,485.00	2.41%	As above			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.							

5 Public Swimming Pools

Application, amendment and inspection fees may apply in relation to or in addition to the services listed below. Refer to section 2 of the Health and Regulatory Services fees for further details.

5.1 Public Swimming Pool Licencing

Design Assessment – Public Swimming Pool (per site)	\$615.00	\$630.00	2.44%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Initial Licence – Public Swimming Pool (per site)	\$255.00	\$261.00	2.35%	As above	(a)	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.2 Renewal Fees

Annual Licence Renewal – Public Swimming Pool (per site)	\$470.00	\$481.00	2.34%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
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6 Caravan Parks and Camping Grounds

Application, amendment and inspection fees may apply in relation to or in addition to the services listed below. Refer to section 2 of the Health and Regulatory Services fees for further details.

6.1 Caravan Parks and Camping Ground Licencing

Design Assessment – Caravan Parks and Camping Ground	\$715.00	\$735.00	2.80%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Initial Licence – Caravan Parks and Camping Ground	\$510.00	\$525.00	2.94%	As above	(a)	Reviewed

6.2 Renewal Fees

Annual Licence Renewal – Caravan Park Licence or Camping Ground	\$306.00	\$313.00	2.29%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
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6.3 Temporary Caravan and Camping Licence – Either one-off or annual (single event that recurs yearly) event

Annual Licence Renewal – Temporary Caravan and Camping (no changes to design)	\$255.00	\$261.00	2.35%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Application/Assessment and Licence – Temporary Caravan and Camping	\$655.00	\$670.00	2.29%	As above	(a)	Reviewed
Temporary Caravan and Camping One-off Licence Inspection Fee (per hour)	\$286.00	\$293.00	2.45%	As above	(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 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

7 Temporary Homes

Application, amendment and inspection fees may apply in relation to or in addition to the services listed below. Refer to section 2 of the Health and Regulatory Services fees for further details.

7.1 Temporary Home Permits

Application/Assessment and Permit – Temporary Home	\$414.00	\$423.00	2.17%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Note: This fee is non-refundable.						

8 Food Businesses

Application, amendment and inspection fees may apply in relation to or in addition to the services listed below. Refer to section 2 of the Health and Regulatory Services fees for further details.

8.1 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	\$645.00	\$660.00	2.33%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Design Assessment – Food Business with a floor area between 251m ² to 1,000m ²	\$800.00	\$820.00	2.50%	As above	(a)	Reviewed
Design Assessment – Food Business with a floor area greater than 1,000m ²	\$860.00	\$880.00	2.33%	As above	(a)	Reviewed

8.2 Initial Licence Fees

Initial Licence – Food Business	\$368.00	\$376.00	2.17%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
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8.3 Food Safety Program

Application for restamping of an existing Food Safety Program (no process amendments)	\$80.00	\$82.00	2.50%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Application to accredit a Food Safety Program	\$470.00	\$481.00	2.34%	As above	(a)	Reviewed

Fees and Charges - comparison actual to proposed prices.

Indicates 10% GST included

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

8.3 Food Safety Program [continued]

Amendment to a Food Safety Program	\$276.00	\$282.00	2.17%	As above		(a)	Reviewed
(minimum charge) Note: If an inspection is required then inspection fees will be additional to this charge. Refer to section 2.1.							

8.4 Temporary Food Stall

Application/Assessment and Licence – Temporary Food Stall: One Off Event (up to four (4) consecutive days in a single location)	\$276.00	\$282.00	2.17%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.		(a)	Reviewed
Note: This fee is non-refundable.							
Application/Assessment and Licence – Temporary Food Stall: Annual	\$337.00	\$345.00	2.37%	As above		(a)	Reviewed
Note: This fee is non-refundable.							
Annual Licence Renewal – Temporary Food Stall	\$337.00	\$345.00	2.37%	As above		(a)	Reviewed

8.5 Licence Renewal Fees

Annual Licence Renewal – Food Business	\$635.00	\$650.00	2.36%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.		(a)	Reviewed
Note A: Discount may apply, refer section 1.5. Note B: 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 2.1							

8.6 Water Carrier Renewal

Annual Licence Renewal – Water Carriers	\$337.00	\$345.00	2.37%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.		(a)	Reviewed
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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

8.7 Restoration Fee – Food Business Licence Renewal

Restoration Fee – Food Business Licence Renewal		\$63.00 plus Annual Licence Renewal - Food Business fee		Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
		Last YR Fee \$62.00 plus Annual Licence Renewal - Food Business fee				

8.8 Eat Safe Review and Reassessment Fees

Application for desktop review of Food Safety Report	\$281.00	\$288.00	2.49%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Application for reassessment of premises Eat Safe Rating	\$735.00	\$755.00	2.72%	As above	(a)	Reviewed

9 Heavy Vehicle Permit

Application, Amendment and Inspection fees may apply in relation to or in addition to the services listed below. Refer to section 2 of the Health and Regulatory Services fees for further details.

Annual Permit Renewal – Heavy Vehicle Permit	\$137.00	\$140.00	2.19%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(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 2.1.

10 Cemeteries

Application, amendment and inspection fees may apply in relation to or in addition to the services listed below. Refer to section 2 of the Health and Regulatory Services fees for further details.

10.1 Exhumation

Application/Assessment – Permit for Exhumation or Disturbance of human remains buried within or outside of a cemetery (per hour or part thereof)	\$286.00	\$293.00	2.45%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

10.1 Exhumation [continued]

Supervision fee – Exhumation (per hour or part thereof)	\$315.00	\$322.00	2.22%	As above	#		Reviewed
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10.2 Private Cemeteries

Private Cemetery Licence – Annual	\$675.00			Fee removed as service no longer provided.	(a)		Discontinued
Note: Excludes cemeteries on Council land.							

10.2 Commercial Use of Cemeteries

Commercial Use of Cemetery – Single Use Permit		\$122.00	∞	New fee. The permits are applicable to individuals or companies seeking access cemeteries for commercial purposes, for example historical tours.	NA	(a)	New
Commercial Use of Cemetery – Annual Permit (Multiple Use) – Per Cemetery		\$960.00	∞	New fee. As above, but issued on an annual basis for multiple access.	NA	(a)	New

11 Environmental Protection

Application, amendment and inspection fees may apply in relation to or in addition to the services listed below. Refer to section 2 of the Health and Regulatory Services fees for further details.

11.1 Environmentally Relevant Activities (ERA's)

Note: The fees contained in section 11.1 Environmentally Relevant Activities (ERA's) are non-refundable

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

11.1.1 Annual Licence Renewal Fees

Annual Licence Renewal: ERA 6 Asphalt Manufacturing: greater than 1,000 tonnes per year	\$10,100.00	\$10,320.00	2.18%	Licencing and other fees related to Environmentally Relevant Activities (ERAs) were reviewed in detail in 2019-20. As such, fees have been escalated in line with the council cost index, reflecting increases in underlying delivery costs over the past year. Rounding applied.	(a)	Reviewed
Annual Licence Renewal: ERA 12(1)(a) Plastic Product Manufacturing: 50 tonnes per year or more (other than plastic in item below)	\$2,500.00	\$2,560.00	2.40%	As above	(a)	Reviewed
Annual Licence Renewal: ERA 12(1)(b) Plastic Product Manufacturing: 5 tonnes per year or more (foam, composite plastic or rigid fibre reinforced)	\$2,500.00	\$2,560.00	2.40%	As above	(a)	Reviewed
Annual Licence Renewal: ERA 19 Metal Forming: 10,000 tonnes or more per year	\$830.00	\$850.00	2.41%	As above	(a)	Reviewed
Annual Licence Renewal: ERA 38(1)(a) Surface Coating Anodising, electroplating, enamelling or galvanising by using 1 to 100 tonnes of surface coating material in a year	\$830.00	\$850.00	2.41%	As above	(a)	Reviewed
Annual Licence Renewal: ERA 49 Boat Maintenance or Repair	\$2,500.00	\$2,560.00	2.40%	As above	(a)	Reviewed

11.1.2 Other ERA Fees

Application to transfer an Environmental Authority	\$97.00	\$100.00	3.09%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(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)	\$184.00	\$188.00	2.17%	As above	(a)	Reviewed
(minimum charge) Note: If an inspection is required then inspection fees will be additional to this charge.						
Inspection fee (per hour): Environmental Protection	\$286.00	\$293.00	2.45%	As above	(a)	Reviewed
(minimum charge) Inspection fees will only be charged where additional inspections are required including assessments of draft Transitional Environmental Programs, reinspections, monitoring and non-compliance.						

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

11.1.2 Other ERA Fees [continued]

ERA Amendment to an approved Transitional Environmental Program (per hour) (minimum charge)	\$286.00	\$293.00	2.45%	As above		(a)	Reviewed
Annual Transitional Environmental Program return	\$530.00	\$545.00	2.83%	As above		(a)	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

IPSWICH WASTE SERVICES

1 Waste Disposal at Recycling and Refuse Centres

1.1 Tyre Disposal

Disposal of passenger tyre (per tyre)	\$8.00	\$8.55	6.88%	Disposal fees for tyres have been reviewed and it is proposed all be subject to a small increase (CPI increase, subject to rounding), in line with increases in the underlying cost of delivery. The service is subject to private competition. Costing based on contract removal costs and an overhead allocation for weighbridge and site operations.	#	Reviewed
Disposal of passenger tyre including rim (per tyre)	\$13.00	\$13.50	3.85%	As above	#	Reviewed
Disposal of 4WD tyre (per tyre)	\$10.00	\$10.50	5.00%	As above	#	Reviewed
Disposal of 4WD tyre including rim (per tyre)	\$18.00	\$18.60	3.33%	As above	#	Reviewed
Disposal of light truck tyre (per tyre)	\$12.00	\$13.00	8.33%	As above	#	Reviewed
Disposal of light truck tyre including rim (per tyre)	\$18.00	\$19.00	5.56%	As above	#	Reviewed

1.2 Riverview Recycling and Refuse Centre (only)

1.2.1 Domestic household waste and recycling (Ipswich residents only)

Ipswich Residents Only - (Proof of residency required)

The approved recyclable materials listed below can be accepted at no charge at the Riverview Recycling and Refuse Centre, provided no other waste material is in the load. These materials are to be separated and placed in the respective collection areas.

a) approved recyclables, including:

- scrap metal
- vehicle batteries
- cardboard
- motor oil (maximum of 20 litres from domestic sources only)
- e-waste

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.2.1 Domestic household waste and recycling (Ipswich residents only) [continued]

b) glass bottles and jars; and

c) paint and eligible products accepted through the Paintback scheme, in accordance with the limits specified in the Paintback scheme.

General waste: Cars, vans and utilities, including trailers: First 500kg	\$12.00	\$12.00	0.00%	The disposal charges for general domestic waste at the Riverview Recycling and Refuse Centre are not proposed to be subject to cost increases from 1 July 2021. Service fees for Ipswich residents are below cost. Although this service is considered a significant business activity, it is also a regulatory function that must be provided by Council under the Public Health Act if the private market does not offer the service.	#	Reviewed
General waste: Cars, vans and utilities, including trailers: Excess over 500kg per kg	\$0.20	\$0.20	0.00%	No change proposed, as above	#	Reviewed

1.2.2 Non-Ipswich Residents / Commercial / Industrial Waste

Note: Commercial operators are permitted to dispose of the following items free of charge:

a) Paint and eligible products accepted through the Paintback scheme, in accordance with the limits specified in the Paintback scheme

General waste: First 300kg or part thereof	\$70.00	\$70.00	0.00%	This fee is proposed to remain at \$70. The maximum weight measurement has however decreased from 330kg to 300kg to align with the technical capability of the weighbridge at this facility. The fee is set in line with comparable LGA benchmarks.	#	Reviewed
General waste: Excess over 300kg (per kg)	\$0.20	\$0.20	0.00%	The excess waste fee is proposed to remain at \$0.20 per kg, noting that this now applies from 300kg (rather than 330kg), in line with the above. The fee is set in line with comparable LGA benchmarks.	#	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.3 Rosewood Recycling and Refuse Centre (only)

1.3.1 Domestic household waste and recycling (Ipswich residents only)

Ipswich Residents Only - (Proof of residency required)

The approved recyclable materials listed below can be accepted at no charge at the Rosewood Recycling and Refuse Centre, provided no other waste material is in the load. These materials are to be separated and placed in the respective collection areas.

a) approved recyclables, including:

- scrap metal
- vehicle batteries
- cardboard
- motor oil (maximum of 20 litres from domestic sources only)

b) glass bottles and jars.

General waste: Cars, vans and utilities, including trailers: First 2 cubic metres of waste	\$12.00	\$12.00	0.00%	The disposal charges for general domestic waste at the Rosewood Recycling and Refuse Centre are not proposed to be subject to cost increases from 1 July 2021. Service fees for Ipswich residents are below cost. Although this service is considered a significant business activity, it is also a regulatory function that must be provided by Council under the Public Health Act if the private market does not offer the service.	#	Reviewed
General waste: Cars, vans and utilities, including trailers: Excess over 2 cubic metres per cubic metre or part thereof	\$70.00	\$35.00	-50.00%	Fee is proposed to decrease to ensure costing alignment per tonne is consistent across all Recycling and Refuse facilities, noting that this is based on volume rather than weight.	#	Reviewed

1.3.2 Domestic household waste and recycling (Non-Ipswich residents)

General waste: First two (2) cubic metres or part thereof	\$70.00	\$70.00	0.00%	No change proposed. Fee remains reflective of comparable LGA benchmarks.	#	Reviewed
Large trucks and/or trailers are not accepted at this transfer station.						

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.3.2 Domestic household waste and recycling (Non-Ipswich residents) [continued]

General waste: Excess over two (2) cubic metres (per cubic metre)	\$35.00	\$35.00	0.00%	This fee is proposed to remain at \$35. The fee remains reflective of comparable LGA benchmarks. A correction has been made to the description of the fee, changing the unit of measure from kg to cubic metres, in line with actual practice. There is no weighbridge at Rosewood Recycling and Refuse.	#		Reviewed
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1.4 RRC Deferred payment fees

Deferred payment (pay later) service		\$20.00	∞	New Fee. Service fee is intended to assist with administrative cost associated with customers who 'drive off' / do not pay at point of transaction. This fee is intended to mitigate this practice increasing. Other SEQ LGA's have similar fee with some being significantly above that proposed by ICC. Brisbane City Council for example applies a \$41 charge for this service.	#		New
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2 Mobile Garbage Bin Services

2.1 Additional Domestic Bin Services

Extra domestic wheelie bin service – General waste	\$17.00	\$20.00	17.65%	Service fees for Ipswich residents are below cost. A small nominal increase of \$3 per service is proposed. This fee has not been changed since 2019 and the increase now proposed is reflective of the rise in underlying costs over this period.			Reviewed
Service provided within 3 working days of booking.							
Domestic wheelie bin service – Green waste service (tenants of Ipswich rental properties only) – annual charge	\$80.00	\$80.00	0.00%	The service fee was last increased by \$5 on 1 July 2020. No change is proposed this year, in order to encourage community utilisation.			Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3 Commercial and Other Refuse and Recycling Services

The following services are available from Ipswich Waste on a commercial and/or contractual basis. Please contact Ipswich Waste on (07) 3810 8100 or ipswichwasteservices@ipswich.qld.gov.au for a customised quote to suit your requirements.

- Commercial bin refuse service
- Commercial bin commingled recycling service
- Paper Recycling
- Document Destruction
- Dead animal removal
- Industrial refuse bin service
- Compactor services
- Industrial recycling service
- Skip & Roll-on Roll-off services
- Pathological waste service
- Road sweeping
- Grease trap services
- Tippler bin rental

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

LIBRARY SERVICES

Fees and charges apply at all Ipswich Library branches, unless specified otherwise.

1 Library Resources and Information Access

1.1 Inter-Library Loans / Document Delivery

Inter-Library Loans			By quote (at cost)	No change proposed. Fee reflects industry benchmarks.	#	Reviewed
		Last YR Fee By quote (at cost)				
Replacement fee of Inter-Library Loaned (ILL) Book Wrap	\$3.00	\$3.00	0.00%	No change proposed. Input costs have not escalated sufficiently to warrant a price increase.	#	Reviewed

1.2 Overdue, Lost and Cancelled Items

Invoice fee for overdue Library items	\$5.00	\$5.00	0.00%	No change proposed. Low nominal charge encourages members to return items in a timely manner.	#	Reviewed
An overdue grace period of seven days from due date applies before overdue fees commence.						
Fees for Lost or Irreparably Damaged Books, Magazines, Audio Visual Items and Electronic Devices.	Charged at current item value			No change proposed. Fee is reflective of value of the individual item.	#	Reviewed
	Last YR Fee Charged at current item value					

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.3 Public Internet Access/Word Processing Access

Internet/Word Processing Access – available to library members only	No charge	This service is proposed to be continued at no charge with the aim of attracting more members and in recognition of the benefit to the public of having this resource accessible.	Reviewed
	Last YR Fee No charge		

2 Library Venue Hire

Venue and equipment hire is offered to Library Members free of charge for non-commercial use. Use for commercial purposes will incur venue hire charges. Non-Profit/Community Groups may make a request for fee relief in regards to Venue Hire. Venues must be left in a clean and tidy state. If extra cleaning is required, customers will be charged at actual cost plus an administration fee of 10%.

2.1 Library Event Space Hire

Includes Event Spaces at Springfield Central (Monday to Sunday) and Rosewood Libraries (Monday to Saturday).

Library Venue Hire – Event Space – Monday to Sunday – per hour or part thereof	\$60.00	\$60.00	0.00%	No change proposed.	#	Reviewed
Library Venue Hire – Event Space – Monday to Sunday – Half day (2 – 4 hours)	\$230.00	\$230.00	0.00%	As above	#	Reviewed
Library Venue Hire – Event Space – Monday to Sunday – Full day (4 – 8 hours)	\$360.00	\$360.00	0.00%	No change proposed to the fee. The available times have been adjusted to include Saturdays and Sundays.	#	Reviewed
Library Venue Hire – Event Space – Public Holidays – Half day (2 – 4 hours)	\$650.00			Fees to be discontinued. Public holiday event space hire is only applicable at the Barry Jones Auditorium, which will not be available for bookings by 1 July 2021.	#	Discontinued
Library Venue Hire – Event Space – Public Holidays – Full day (4 – 8 hours)	\$1,230.00			Fee to be discontinued – As above	#	Discontinued

2.2 Library Meeting Room or Study Room Hire

Note: Available at Ipswich Central, Springfield Central, Redbank Plains and Rosewood Library Branches.

Fees and Charges - comparison actual to proposed prices.

Indicates 10% GST included

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.2 Library Meeting Room or Study Room Hire [continued]

Library Venue Hire – Meeting or Study Room – Capacity 20 persons or less – Monday to Sunday – per hour or part thereof	\$25.00	\$30.00	20.00%	Meeting room and study room hire fees across Library branches have been reviewed and set in line with comparable benchmark rates. This has resulted in a nominal \$5 increase to the hourly rate.	#	Reviewed
Library Venue Hire – Meeting or Study Room – Hire by Library Members for non-commercial purposes			No charge	This fee to remain at no charge to encourage community utilisation.		Reviewed
			Last YR Fee No charge			
Library Venue Hire – Meeting or Study Room – Capacity 20 persons or less – Monday to Sunday – Half day (2 – 4 hours)	\$70.00	\$80.00	14.29%	As above. The fee for up to four hours reflects a discount against the hourly rate.	#	Reviewed
Library Venue Hire – Meeting or Study Room – Capacity 20 persons or less – Monday to Friday – Full day (4 – 8 hours)	\$135.00	\$150.00	11.11%	As above. The fee for up to eight hours reflects a discount against the hourly and half day rates.	#	Reviewed

2.3 Library Training Room Hire

Room hire at Ipswich Central and Springfield Central Library Branches includes a maximum of 20 PCs.

Library Venue Hire – Training Room – Monday to Friday – Full day (9am – 5pm) – per hour or part thereof (Nicholas St or Ipswich Central Branches only)	\$80.00			Fee to be discontinued. Main Library in South Street is due to close and as such this service will not be available in 2021.	#	Discontinued
Library Venue Hire – Training Room – Saturday or Sunday – Full day (9am – 2pm) – per hour or part thereof (Nicholas St Branch only)	\$100.00			Fee to be discontinued – As above	#	Discontinued
Library Venue Hire – Training Room – Saturday or Sunday – Half day (9am – 12pm) – per hour or part thereof (Nicholas St or Ipswich Central Branches only)	\$100.00			Fee to be discontinued – As above	#	Discontinued

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.3 Library Training Room Hire [continued]

Library Venue Hire – Training Room – Monday to Friday – Full day (9am – 5pm) – per hour or part thereof	\$140.00	\$140.00	0.00%	Price remains unchanged. Note this fee previously applied only to the Springfield Central Library Branch training rooms. From 1 July, it is proposed that this rate be applied consistently to all available training rooms. The smaller capacity training rooms at Nicholas St and Ipswich Central Library Branches are no longer available.	#		Reviewed
Library Venue Hire – Training Room – Saturday or Sunday – per hour or part thereof	\$160.00	\$160.00	0.00%	As above	#		Reviewed

Discontinued – Library Courtyard Hire (Ipswich Central Library Only)

Library Venue Hire – Ipswich Central Library Courtyard – Monday to Sunday – per hour or part thereof	\$30.00			Fee to be discontinued 2021/22. The courtyard will not be available for hire after moving to the CBD in 2022 financial year.	#		Discontinued
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2.5 Other Library Venue Hire Charges

Use of kitchen in conjunction with venue hire (Springfield Central or Rosewood Event Spaces only)		No charge		Use of the following equipment may be available free of charge in conjunction with hire of the Library Event Spaces, subject to availability: Laptop PC, Lectern, Microphones, Standard Whiteboard, Table and Chairs, Audio Visual Equipment and Data Projector			Reviewed
		Last YR Fee No charge					
Use of kitchen is available with event space hire only.							

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.5 Other Library Venue Hire Charges [continued]

Event Space – Equipment Hire		No charge	Equipment is available free of charge in conjunction with venue bookings. Some is fixed equipment in the Event Spaces and is supplied as standard.	Reviewed
		Last YR Fee No charge		
Use of the following equipment may be available free of charge in conjunction with hire of Event Spaces, subject to availability: Laptop or surface tablet, lectern, microphones, table and chairs, audio-visual equipment and data projector.				
Barry Jones Auditorium Equipment Hire: Lectern, Microphones (hand held / lapel), Standard Whiteboard, Tables and Chairs			Fee to be discontinued 2021/22. The Barry Jones Auditorium is not available for hire after move to CBD.	Discontinued
		Last YR Fee No charge		
Event Space – Operator, Setup and Cleaning Charges		By quote	All operator charges for the Event Spaces are by quote. Fees set at staff cost plus 10%.	# Reviewed
		Last YR Fee By quote		

3 Other Library Services

3.1 Printing and Photocopying (Self service)

* Self Service: Customers print or photocopy material as needed

Library Printing and Photocopying: Black and white – A4*	\$0.10	\$0.10	0.00%	No change proposed. Input costs have not escalated sufficiently to warrant a price increase.	#	Reviewed
Library Printing and Photocopying: Black and white – A3*	\$0.25	\$0.25	0.00%	As above	#	Reviewed
Library Printing and Photocopying: Colour – A4*	\$1.00	\$1.00	0.00%	As above	#	Reviewed
Library Printing and Photocopying: Colour – A3*	\$2.00	\$2.00	0.00%	As above	#	Reviewed

Fees and Charges - comparison actual to proposed prices.

Indicates 10% GST included

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3.2 Research or Consultancy Fees (including Picture Ipswich and Local History)

The librarians will offer a consulting service based around researching and retrieving electronic information from various sources including the Internet.

Research or Consultancy Fee (up to 20 minutes)	No charge	No change proposed. This is a core library function and provision of support regarding individual requests, for a reasonable duration, is considered appropriate to provide free of charge.		Reviewed
	Last YR Fee No charge			
Research or Consultancy Fees (per hour after first 20 minutes or part thereof)	By quote	No change proposed. Fee applicable to services provided by Library staff where effort exceeds the first 20 minutes of assistance. Charges will be at cost and calculated dependent on the duration of the service.	#	Reviewed
	Last YR Fee By quote			

3.3 Internet Training Sessions

Internet Training Sessions	By quote	Programmed internet training for Library members will continue to be delivered free of charge as standard library offering. Only bespoke internet training for commercial purposes attracts a charge (on request and by quote).	#	Reviewed
	Last YR Fee By quote			
Standard, advanced and customised internet training sessions may be available from Ipswich Libraries on request. Please see the website or contact Ipswich Libraries with an expression of interest. Fees for use of training rooms and preparation of subject specific materials may apply.				

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3.4 Library Workshops, Activities and Events

Library Workshops, Activities and Events		By quote	No change proposed. Charges will vary by event.	#	Reviewed
			A range of programmed events, activities and workshops are delivered free of charge. Only selected events, e.g. some FOIL events or non-standard events, may attract a charge.		
		Last YR Fee By quote			
Includes school holiday entertainment, FOILS events and other special events.					

3.5 Library Merchandise

Library Merchandise – selected retail items		Retail pricing applies	The library offers a limited range of merchandise, with individual items priced on a commercial basis.	#	Reviewed
		Last YR Fee Retail pricing applies			
Includes merchandise offered via FOILS and events such as Poetry Feast.					
Library Merchandise – withdrawn stock (book sales)			Fee to be discontinued 2021/22. The Library will no longer sell withdrawn stock as it is disposed through the James Bennett Sustainability Project for print items and through sustainable disposal of other non-print items.	#	Discontinued
		Last YR Fee Retail pricing applies			

3.6 Friends of Ipswich Libraries Service – FOILS

FOILS Membership Fee – Single	\$5.00	\$5.00	0.00%	No change proposed. Fee kept the same to encourage use by being within the reach of the many pensioners who wish to join.	#	Reviewed
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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3.6 Friends of Ipswich Libraries Service – FOILS [continued]

FOILS Membership Fee – Family	\$10.00	\$10.00	0.00%	As above	#	Reviewed
FOILS Membership – Corporate	\$55.00	\$55.00	0.00%	No change proposed. Fee kept low to encourage community groups to join	#	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

PARKS, SPORTING GROUNDS AND COMMUNITY FACILITIES

The use of parks, sporting grounds and community facilities may require the payment of a deposit, and/or a key deposit or a key replacement fee. Refer below for bond requirements, and to the section "Other Council Services: Key Deposits and Key Replacement Fees" for applicable fees and charges.

1 Park Use

1.1 Non-Commercial Use of Parks

Note: Commercial Fee – required if a business or organisation gains benefit from supplying goods or services in Parks or Facilities

All non-commercial related use of parks	No charge	No change proposed at this time for community use of parks.	Reviewed
		Fees and Charges for Council Parks, Sporting Grounds, Sport and Community Facilities and Camp Grounds are not proposed to be changed or increased on 1 July 2021. The suite of fees within this chapter (excluding key deposits) and the parameters under which they apply are currently under review, with any proposed fee changes being subject to stakeholder consultation and a subsequent report to Council prior to the commencement of the next round of bookings (being for the spring season).	
	Last YR Fee No charge		

1.2 Commercial Park Use

Note: Commercial Fee - required if a business or organisation gains a benefit from supplying goods or services in Parks or Facilities

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(a) Key Deposit or Key Replacement Fee

Key deposit or key replacement fee	Refer to "Other Council Services: Key Deposits and Key Replacement Fees"			A new fee structure for key deposits and key replacement fees was approved by Council on 28 January 2021. Fees are outlined in "Other Council Services: Key Deposits and Key Replacement Fees". This entry is to replace the quantitative key deposit previously listed in this section of the register. No changes are proposed at this time.			Reviewed
			Last YR Fee Refer to "Other Council Services: Key Deposits and Key Replacement Fees"				

(b) 1-100 People

Hourly Rate – per location	\$72.00	\$72.00	0.00%	No change proposed at this time.	#	Reviewed
				Note the fees and charges for Parks, Sporting Grounds, Sport and Community Facilities and Camp Grounds will be reviewed in advance of the commencement of spring season bookings.		
Daily Rate – per location	\$380.00	\$380.00	0.00%	As above	#	Reviewed
Bond – per event	\$580.00	\$580.00	0.00%	As above		Reviewed

(c) 101-499 People

Planned attendance of 500 persons or greater falls under the scope of Health and Regulatory Services.

Hourly Rate – per location	\$135.00	\$135.00	0.00%	No change proposed at this time.	#	Reviewed
				Note the fees and charges for Parks, Sporting Grounds, Sport and Community Facilities and Camp Grounds will be reviewed in advance of the commencement of spring season bookings.		
Daily Rate – per location	\$860.00	\$860.00	0.00%	As above	#	Reviewed

Fees and Charges - comparison actual to proposed prices.

Indicates 10% GST included

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(c) 101-499 People [continued]

Bond – per event	\$1,150.00	\$1,150.00	0.00%	As above			Reviewed
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(d) Charitable or Community Organisations use of Parks (does not include sporting grounds)

Hourly Rate – per location		No charge	No change proposed at this time. Note the fees and charges for Parks, Sporting Grounds, Sport and Community Facilities and Camp Grounds will be reviewed in advance of the commencement of spring season bookings.				Reviewed
		Last YR Fee No charge					
Bond – per event		No charge	As above				Reviewed
		Last YR Fee No charge					

1.3 Temporary Park Access**(a) Business Hours Access**

Vehicles under 4.5 Tonne: Bond		No charge	No change proposed at this time. Note the fees and charges for Parks, Sporting Grounds, Sport and Community Facilities and Camp Grounds will be reviewed in advance of the commencement of spring season bookings.				Reviewed
		Last YR Fee No charge					
Vehicles over 4.5 Tonne: Bond	\$1,340.00	\$1,340.00	0.00%	As above			Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(b) After Hours Access

All Vehicles: Bond	\$1,340.00	\$1,340.00	0.00%	No change proposed at this time. Note the fees and charges for Parks, Sporting Grounds, Sport and Community Facilities and Camp Grounds will be reviewed in advance of the commencement of spring season bookings.			Reviewed
All Vehicles: Key Deposit	Refer to "Other Council Services: Key Deposits and Key Replacement Fees"			A new fee structure for key deposits and key replacement fees was approved by Council on 28 January 2021. Fees are outlined in "Other Council Services: Key Deposits and Key Replacement Fees". This entry is to replace the quantitative key deposit previously listed in this section of the register. No changes are proposed at this time.			Reviewed
			Last YR Fee Refer to "Other Council Services: Key Deposits and Key Replacement Fees"				

1.4 Use of Parks or Sporting Grounds by Fitness Groups/Personal Trainer

The definition of a 'fitness group/personal trainer: a group or individual providing outdoor fitness sessions to promote a healthy and physically active lifestyle'. Permits may be required for this activity. Fees for permits, where applicable, will be separate to the park and sporting ground usage fees. Refer to Health and Regulatory Services section or Council's website for applicable permits.

Use of Parks or Sporting Grounds by Fitness Groups/Personal Trainer – 10 or less attendees per session		No charge	No change proposed at this time. Note the fees and charges for Parks, Sporting Grounds, Sport and Community Facilities and Camp Grounds will be reviewed in advance of the commencement of spring season bookings.			Reviewed
		Last YR Fee No charge				

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.4 Use of Parks or Sporting Grounds by Fitness Groups/Personal Trainer [continued]

Use of Parks or Sporting Grounds by Fitness Groups/Personal Trainer – More than 10 attendees – Season Fee (payable per season Summer/Winter)	\$300.00	\$300.00	0.00%	As above	#	Reviewed
Use of Parks or Sporting Grounds by Fitness Groups/Personal Trainer – More than 10 attendees: Annual Fee	\$530.00	\$530.00	0.00%	As above	#	Reviewed

2 Use of Sporting Grounds and Facilities

2.1 Annual Lease and Tenancies

Note: All lease and tenancy fees will be confirmed as part of the respective lease or tenancy document

2.2 Use of Sporting Grounds and Park Zones

The use of Sporting Grounds (excluding North Ipswich Reserve Oval A) may be inclusive of specified equipment such as cricket nets, remote control tracks, batting cages and equestrian arenas.

Use of Sporting Grounds (excluding North Ipswich Reserve Oval A) – Daily rate per location	\$60.00	\$60.00	0.00%	No change proposed at this time.	#	Reviewed
				Note the fees and charges for Parks, Sporting Grounds, Sport and Community Facilities and Camp Grounds will be reviewed in advance of the commencement of spring season bookings.		
Daily rate is up to 6pm. Anything after this time incurs a lighting charge.						
Use of Sporting Grounds (excluding North Ipswich Reserve Oval A) – Season fee per location	\$350.00	\$350.00	0.00%	As above	#	Reviewed
Seasonal fee is based on up to 26 weeks of actual use per location.						
Use of Sporting Grounds for Major Events (North Ipswich Reserve Oval A only)			By quote	As above	#	Reviewed
			Last YR Fee By quote			

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.2 Use of Sporting Grounds and Park Zones [continued]

Use of Park Zones (for aeronautical activities only) – Annual fee per location	\$175.00	\$175.00	0.00%	As above	#	Reviewed
Field Lighting – per hour, per field	\$7.00	\$7.00	0.00%	As above	#	Reviewed

2.3 School use of Sporting Grounds and Facilities

Intraschool and interschool sport activities may be held between 8:00 AM and 3:30 PM Monday to Friday only (advanced booking of facilities required). Daily rates will apply to schools not based within the Ipswich Local Government Area.

Use of sporting grounds and facilities for Interschool or Intraschool Competition			No charge	No change proposed at this time.		Reviewed
				Note the fees and charges for Parks, Sporting Grounds, Sport and Community Facilities and Camp Grounds will be reviewed in advance of the commencement of spring season bookings.		
			Last YR Fee No charge			
Available to Ipswich Local Government Area schools only.						
Use of sporting grounds and facilities for School PE Lessons / Training – Per hour (until 6pm)	\$15.00	\$15.00	0.00%	As above	#	Reviewed
Available to Ipswich Local Government Area schools only.						
Use of sporting grounds and facilities for School PE Lessons / Training – Per hour (after 6pm)			Price on application	As above	#	Reviewed
			Last YR Fee Price on application			
Available to Ipswich Local Government Area schools only.						

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.3 School use of Sporting Grounds and Facilities [continued]

Use of sporting grounds and facilities by schools from outside the Ipswich Local Government Area	Sporting ground daily rate applies			As above	#	Reviewed
	Last YR Fee Sporting ground daily rate applies					
Annual bond for use of sporting grounds and facilities by schools	\$100.00	\$100.00	0.00%	As above		Reviewed

2.4 Lease of Sport and Recreation Club Facilities

Note: If during the term of the lease the use of the property has changed category, e.g.: upgraded for a Restricted Liquor Licence to a Unrestricted Liquor Licence, the Council may re-assess the annual rent payable in accordance with categories as listed.

In cases where club facilities have become the property of Council (e.g. at the determination of lease), Council retains the right to charge an additional rental to be negotiated on a case by case basis.

Following the determination of a lease, Council may at its discretion allow a three year phase in of fees should the new fee exceed the previous fee.

Lease of a facility to a sporting and recreational organisation with a Gaming Machine Licence	Rent is set at 5% of Unimproved Capital Value (UCV)	No change proposed at this time.	#	Reviewed
	Last YR Fee Rent is set at 5% of Unimproved Capital Value (UCV)	Note the fees and charges for Parks, Sporting Grounds, Sport and Community Facilities and Camp Grounds will be reviewed in advance of the commencement of spring season bookings.		
Lease of a facility to a sporting and recreational organisation with an Unrestricted Liquor Licence but not a Gaming Machine Licence	Rent is set at 3% of Unimproved Capital Value (UCV)	As above	#	Reviewed
	Last YR Fee Rent is set at 3% of Unimproved Capital Value (UCV)			

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.4 Lease of Sport and Recreation Club Facilities [continued]

Lease of a facility to a sporting and recreational organisation with a Restricted Liquor Licence or no Liquor Licence	Rent is set at 1% of Unimproved Capital Value (UCV)	As above	#	Reviewed
	Last YR Fee Rent is set at 1% of Unimproved Capital Value (UCV)			

2.5 Sport and Recreation Clubhouse Use (In Conjunction with Seasonal Sporting Ground Use)

Key deposit or key replacement fee	Refer to "Other Council Services: Key Deposits and Key Replacement Fees"	A new fee structure for key deposits and key replacement fees was approved by Council on 28 January 2021. Fees are outlined in "Other Council Services: Key Deposits and Key Replacement Fees". This entry is to replace the quantitative key deposit previously listed in this section of the register. No changes are proposed at this time.			Reviewed
	Last YR Fee Refer to "Other Council Services: Key Deposits and Key Replacement Fees"				
Bond – per location per season	\$500.00	\$500.00	0.00%	No change proposed at this time.	Reviewed
				Note the fees and charges for Parks, Sporting Grounds, Sporting and Community Facilities and Camp Grounds will be reviewed in advance of the commencement of spring season bookings.	
Season hire fee – per location	\$350.00	\$350.00	0.00%	As above	# Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.6 Facility use of Rosewood Showgrounds Cultural Centre

(a) Community

Key deposit or key replacement fee	Refer to "Other Council Services: Key Deposits and Key Replacement Fees"			A new fee structure for key deposits and key replacement fees was approved by Council on 28 January 2021. Fees are outlined in "Other Council Services: Key Deposits and Key Replacement Fees". This entry is to replace the quantitative key deposit previously listed in this section of the register. No changes are proposed at this time.		Reviewed
	Last YR Fee Refer to "Other Council Services: Key Deposits and Key Replacement Fees"					
Bond for community use (Rosewood Showgrounds Cultural Centre) – per event	\$1,000.00	\$1,000.00	0.00%	No change proposed at this time. Note the fees and charges for Parks, Sporting Grounds, Sporting and Community Facilities and Camp Grounds will be reviewed in advance of the commencement of spring season bookings.		Reviewed
Rosewood Showgrounds Cultural Centre – daily rate for community use	\$340.00	\$340.00	0.00%	As above	#	Reviewed
Rosewood Showgrounds Cultural Centre – seasonal fee for community use (up to 26 days of use)	\$480.00	\$480.00	0.00%	As above	#	Reviewed

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(b) Commercial

Key deposit or key replacement fee	Refer to "Other Council Services: Key Deposits and Key Replacement Fees"			A new fee structure for key deposits and key replacement fees was approved by Council on 28 January 2021. Fees are outlined in "Other Council Services: Key Deposits and Key Replacement Fees". This entry is to replace the quantitative key deposit previously listed in this section of the register. No changes are proposed at this time.			Reviewed
	Last YR Fee Refer to "Other Council Services: Key Deposits and Key Replacement Fees"						
Bond for commercial use (Rosewood Showgrounds Cultural Centre) – per location, per event	\$1,000.00	\$1,000.00	0.00%	No change proposed at this time. Note the fees and charges for Parks, Sporting Grounds, Sporting and Community Facilities and Camp Grounds will be reviewed in advance of the commencement of spring season bookings.			Reviewed
Rosewood Showgrounds Cultural Centre – daily rate for commercial use	\$840.00	\$840.00	0.00%	As above	#		Reviewed

2.7 Facility Use (Excluding Rosewood Showgrounds Cultural Centre)

(a) Community

Key deposit or key replacement fee	Refer to "Other Council Services: Key Deposits and Key Replacement Fees"			A new fee structure for key deposits and key replacement fees was approved by Council on 28 January 2021. Fees are outlined in "Other Council Services: Key Deposits and Key Replacement Fees". This entry is to replace the quantitative key deposit previously listed in this section of the register. No changes are proposed at this time.			Reviewed
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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(a) Community [continued]

Key deposit or key replacement fee	Refer to "Other Council Services: Key Deposits and Key Replacement Fees"			A new fee structure for key deposits and key replacement fees was approved by Council on 28 January 2021. Fees are outlined in "Other Council Services: Key Deposits and Key Replacement Fees". This entry is to replace the quantitative key deposit previously listed in this section of the register. No changes are proposed at this time.	Reviewed
	Last YR Fee Refer to "Other Council Services: Key Deposits and Key Replacement Fees"				
Bond for community use (for facilities other than Rosewood Showgrounds Cultural Centre) – per location, per event	\$480.00	\$480.00	0.00%	As above	Reviewed
Facilities other than Rosewood Showgrounds Cultural Centre – daily rate for community use (per location)	\$155.00	\$155.00	0.00%	As above	# Reviewed
Facilities other than Rosewood Showgrounds Cultural Centre – seasonal fee for community use (up to 26 days of use)	\$350.00	\$350.00	0.00%	As above	# Reviewed

(b) Commercial

Key deposit or key replacement fee	Refer to "Other Council Services: Key Deposits and Key Replacement Fees"	A new fee structure for key deposits and key replacement fees was approved by Council on 28 January 2021. Fees are outlined in "Other Council Services: Key Deposits and Key Replacement Fees". This entry is to replace the quantitative key deposit previously listed in this section of the register. No changes are proposed at this time.	Reviewed
	Last YR Fee Refer to "Other Council Services: Key Deposits and Key Replacement Fees"		

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(b) Commercial [continued]

Bond for commercial use (for facilities other than Rosewood Showgrounds Cultural Centre) – per location, per event	\$1,000.00	\$1,000.00	0.00%	No change proposed at this time. Note the fees and charges for Parks, Sporting Grounds, Sporting and Community Facilities and Camp Grounds will be reviewed in advance of the commencement of spring season bookings.			Reviewed
Facilities other than Rosewood Showgrounds Cultural Centre – daily rate for commercial use (per location)	\$450.00	\$450.00	0.00%	As above	#		Reviewed

3 Camping Site Fees**3.1 Camping Fees – Excluding Rosewood Showgrounds**

Camping Fees (excluding Rosewood Showgrounds) – per site per night – unpowered	\$13.00	\$13.00	0.00%	No change proposed at this time. Note the fees and charges for Parks, Sporting Grounds, Sport and Community Facilities and Camp Grounds will be reviewed in advance of the commencement of spring season bookings.	#		Reviewed
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3.2 Camping Fees – Rosewood Showgrounds

Camping Fees (Rosewood Showgrounds) – per site per night – powered	\$16.00	\$16.00	0.00%	No change proposed at this time. Note the fees and charges for Parks, Sporting Grounds, Sport and Community Facilities and Camp Grounds will be reviewed in advance of the commencement of spring season bookings.	#		Reviewed
Camping Fees (Rosewood Showgrounds) – per site per night – unpowered	\$13.00	\$13.00	0.00%	As above	#		Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4 Ipswich Art Gallery

Community Gallery hire (per week) – minimum of 1 week hire	\$110.00	\$110.00	0.00%	No change proposed.	#	Reviewed
Merchandise – selected items	Retail pricing applies			No change proposed. Retail pricing is applied on a per-item basis.	#	Reviewed
	Last YR Fee Retail pricing applies					
Selected workshops and events	By quote			No change proposed. This service encompasses a wide variety of events both on an ad-hoc and seasonal basis. Charges for delivery and/or ticket/entry pricing will vary by event.	#	Reviewed
	Last YR Fee By quote					
Art Gallery Special Exhibitions – entry fee/tickets	Ticket and service prices to be determined on a by-event basis			No change proposed. Ticket pricing is determined on a by-event basis.	#	Reviewed
	Last YR Fee Ticket and service prices to be determined on a by-event basis					

5 Civic Centre Venues and Services

The charges are on a daily basis, per hour or per unit. Rates for longer-term hire or frequent use may be available upon application.

Venue hire for eligible Community groups may be subject to a 50% discount (upon application). "Community group" means - Ipswich based school/not for profit organisation/amateur performance group.

The Civic Centre also quotes for non-standard requirements as required to meet the specific needs of customers.

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.1 Ipswich Civic Centre Venue Hire

G Hogg Auditorium Hire – Monday to Sunday – Half day (up to 5 hours)	\$945.00	\$945.00	0.00%	No change proposed. Fees for events and venue hire have historically increased each year in line with industry benchmarks. In the past twelve months, shutdowns and uncertainty related to COVID-19 have affected this sector. Market rates are not expected to increase again over the next year. As such, most fees are recommended to remain at their current level.	#	Reviewed
G Hogg Auditorium Hire – Monday to Sunday – Full Day (up to 9 hours)	\$1,570.00	\$1,570.00	0.00%	As above	#	Reviewed
G Hogg Auditorium Hire – Public Holidays – (per hour, minimum 3 hours)	\$350.00	\$350.00	0.00%	As above	#	Reviewed
G Hogg Auditorium Hire – Rehearsal Rate (per hour)	\$150.00	\$150.00	0.00%	As above	#	Reviewed
G Hogg Auditorium Hire – Performance Rate (per hour)	\$340.00	\$340.00	0.00%	As above	#	Reviewed
G Hogg Auditorium Hire – Set Up and Bump Out Charges – Monday to Sunday (per hour, minimum 3 hours)	\$100.00	\$100.00	0.00%	As above	#	Reviewed
G Hogg Auditorium Hire – Set Up and Bump Out Charges – Public Holidays (per hour, minimum 3 hours)	\$205.00	\$205.00	0.00%	As above	#	Reviewed
Studio 188 Hire – Monday to Sunday – Half day (up to 5 hours)	\$360.00	\$360.00	0.00%	As above	#	Reviewed
Studio 188 Hire – Monday to Sunday – Full day (up to 9 hours)	\$600.00	\$600.00	0.00%	As above	#	Reviewed
Studio 188 Hire – Monday to Sunday – Additional hours (per hour)	\$90.00	\$90.00	0.00%	As above	#	Reviewed
Studio 188 Hire – Public Holidays (per hour, minimum 3 hours)	\$115.00	\$115.00	0.00%	As above	#	Reviewed
Cunningham Room Hire – Monday to Sunday – Half Day (up to 5 hours)	\$535.00	\$535.00	0.00%	As above	#	Reviewed
Cunningham Room Hire – Monday to Sunday – Full Day (up to 9 hours)	\$890.00	\$890.00	0.00%	As above	#	Reviewed
Cunningham Room Hire – Monday to Sunday – Additional hours (per hour)	\$135.00	\$135.00	0.00%	As above	#	Reviewed
Cunningham Room Hire – Public Holidays – (per hour, minimum 3 hours)	\$175.00	\$175.00	0.00%	As above	#	Reviewed
Lockyer Room Hire – Monday to Sunday– Half Day (up to 5 hours)	\$365.00	\$365.00	0.00%	As above	#	Reviewed

Fees and Charges - comparison actual to proposed prices.

Indicates 10% GST included

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.1 Ipswich Civic Centre Venue Hire [continued]

Lockyer Room Hire – Monday to Sunday – Full Day (up to 9 hours)	\$610.00	\$610.00	0.00%	As above	#	Reviewed
Lockyer Room Hire – Monday to Sunday – Additional hours (per hour)	\$95.00	\$95.00	0.00%	As above	#	Reviewed
Lockyer Room Hire – Public Holiday – (per hour, minimum 3 hours)	\$120.00	\$120.00	0.00%	As above	#	Reviewed
Logan Room Hire – Monday to Sunday – Half Day (up to 5 hours)	\$165.00	\$165.00	0.00%	As above	#	Reviewed
Logan Room Hire – Monday to Sunday – Full Day (up to 9 hours)	\$275.00	\$275.00	0.00%	As above	#	Reviewed
Logan Room Hire – Monday to Sunday – Additional hours (per hour)	\$45.00	\$45.00	0.00%	As above	#	Reviewed
Logan Room Hire – Public Holidays – (per hour, minimum 3 hours)	\$55.00	\$55.00	0.00%	As above	#	Reviewed
Foyer Terrace Hire, Civic Centre – Monday to Sunday – Half Day (up to 5 hours)	\$110.00	\$110.00	0.00%	As above	#	Reviewed
Foyer Terrace Hire, Civic Centre – Monday to Sunday – Full Day (up to 9 hours)	\$185.00	\$185.00	0.00%	As above	#	Reviewed
Foyer Terrace Hire, Civic Centre – Monday to Sunday – Additional hours (per hour)	\$30.00	\$30.00	0.00%	As above	#	Reviewed
Foyer Terrace Hire, Civic Centre – Public Holidays – (per hour, minimum 3 hours)	\$35.00	\$35.00	0.00%	As above	#	Reviewed
Function packages	Function packages of room hire and catering may be available upon application.			As above	#	Reviewed
	Last YR Fee Function packages of room hire and catering may be available upon application.					

5.2 North Ipswich Reserve Corporate Centre Hire

North Ipswich Reserve Corporate Centre Hire – North and South Room: Monday to Sunday – Half Day (up to 5 hours)	\$540.00	\$540.00	0.00%	No change proposed for venue hire and related services, consistent with the Civic Centre venue pricing.	#	Reviewed
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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.2 North Ipswich Reserve Corporate Centre Hire [continued]

North Ipswich Reserve Corporate Centre Hire – North and South Room: Monday to Sunday – Full Day (up to 9 hours)	\$900.00	\$900.00	0.00%	As above	#	Reviewed
North Ipswich Reserve Corporate Centre Hire – North and South Room: Monday to Sunday – Additional hours (per hour)	\$135.00	\$135.00	0.00%	As above	#	Reviewed
North Ipswich Reserve Corporate Centre Hire – North and South Room: Public Holiday – (per hour, minimum 3 hours)	\$175.00	\$175.00	0.00%	As above	#	Reviewed
North Ipswich Reserve Corporate Centre Hire – North Room: Monday to Sunday – Half Day (up to 5 hours)	\$300.00	\$300.00	0.00%	As above	#	Reviewed
North Ipswich Reserve Corporate Centre Hire – North Room: Monday to Sunday – Full Day (up to 9 hours)	\$500.00	\$500.00	0.00%	As above	#	Reviewed
North Ipswich Reserve Corporate Centre Hire – North Room: Monday to Sunday – Additional hours (per hour)	\$75.00	\$75.00	0.00%	As above	#	Reviewed
North Ipswich Reserve Corporate Centre Hire – North Room: Public Holiday – (per hour, minimum 3 hours)	\$100.00	\$100.00	0.00%	As above	#	Reviewed
North Ipswich Reserve Corporate Centre Hire – South Room: Monday to Sunday – Half Day (up to 5 hours)	\$300.00	\$300.00	0.00%	As above	#	Reviewed
North Ipswich Reserve Corporate Centre Hire – South Room: Monday to Sunday – Full Day (up to 9 hours)	\$500.00	\$500.00	0.00%	As above	#	Reviewed
North Ipswich Reserve Corporate Centre Hire – South Room: Monday to Sunday – Additional hours (per hour)	\$75.00	\$75.00	0.00%	As above	#	Reviewed
North Ipswich Reserve Corporate Centre Hire – South Room: Public Holiday – (per hour, minimum 3 hours)	\$100.00	\$100.00	0.00%	As above	#	Reviewed

5.3 Venue Floor Plan and Set-up (Standard)

G Hogg Auditorium – venue floor plan and set up (once per season)	\$315.00	\$315.00	0.00%	No change proposed. Fees related to events and venue hire are proposed to remain static, in recognition of current market conditions.	#	Reviewed
Cunningham Room – venue floor plan and set up (per 2 hours)	\$140.00	\$140.00	0.00%	As above	#	Reviewed
Lockyer Room – venue floor plan and set up (per hour)	\$70.00	\$70.00	0.00%	As above	#	Reviewed
Logan Room – venue floor plan and set up (per hour)	\$70.00	\$70.00	0.00%	As above	#	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.3 Venue Floor Plan and Set-up (Standard) [continued]

Terrace / Foyer (Civic Centre) – venue floor plan and set up (per hour)	\$70.00	\$70.00	0.00%	As above	#	Reviewed
Studio 188 – venue floor plan and set up (per hour)	\$70.00	\$70.00	0.00%	As above	#	Reviewed
North Ipswich Reserve Corporate Centre – venue floor plan and set up (per 2 hours)	\$175.00	\$175.00	0.00%	As above	#	Reviewed

5.4 Labour Charge Out (per hour)

Front of House Usher Package	\$720.00	\$720.00	0.00%	No change proposed. Fees related to events and venue hire are proposed to remain static, in recognition of current market conditions.	#	Reviewed
Security	\$65.00	\$65.00	0.00%	As above	#	Reviewed
Technical Officer	\$70.00	\$70.00	0.00%	As above	#	Reviewed
Cleaning Staff	\$60.00	\$60.00	0.00%	As above	#	Reviewed
Merchandise / General Staff	\$60.00	\$60.00	0.00%	As above	#	Reviewed
Penalty rates as per applicable industrial award apply for overtime, weekends and Public Holidays			By quote	Fee reflects actual costs in line with award rates.	#	Reviewed
			Last YR Fee By quote			

5.5 Box Office Services

A 50% discount is applicable for eligible Community groups (on application)

Per event creation and set of tickets	\$110.00	\$110.00	0.00%	No change proposed. Fees related to events and venue hire are proposed to remain static, in recognition of current market conditions.	#	Reviewed
Ticket Sales Commission – each (where tickets are under \$35.00)	\$4.20	\$4.20	0.00%	As above	#	Reviewed
Ticket Sales Commission – each (where tickets are \$35.00 or more)	\$4.70	\$4.70	0.00%	As above	#	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.5 Box Office Services [continued]

Ticket Refund/Exchange Commission (where tickets are \$35.00 or more)	\$4.70	\$4.70	0.00%	As above	#	Reviewed
Ticket Refund/Exchange Commission (where tickets less than \$35.00)	\$4.20	\$4.20	0.00%	As above	#	Reviewed
Merchandising – Commission on gross sales (incl GST)		10% of gross sales		No change proposed. Charge remains reflective of industry standard.	#	Reviewed
		Last YR Fee 10% of gross sales				

5.6 Technical Services

Note: Community Discount may be available upon application.
The charges are on a per day basis. Rates for longer-term hire or frequent use may be available upon application.

Cunningham Room – Standard Audio Visual Package – Microphone, Lectern, Data Projector and Screen	\$120.00	\$120.00	0.00%	No change proposed. Fees related to events and venue hire are proposed to remain static, in recognition of current market conditions.	#	Reviewed
G Hogg Auditorium – Audio Visual conference Package – includes audio visual, audio and basic lighting for up to 8 hours	\$1,500.00	\$1,500.00	0.00%	As above	#	Reviewed
G Hogg Auditorium – Standard Audio	\$200.00	\$200.00	0.00%	As above	#	Reviewed
G Hogg Auditorium – Standard Lighting	\$200.00	\$200.00	0.00%	As above	#	Reviewed
Lockyer Room – Standard Audio Visual Package – Microphone, Lectern, Data Proj and Screen	\$120.00	\$120.00	0.00%	As above	#	Reviewed
Logan Room – Standard Audio Visual Package – Data Projector and Screen	\$120.00	\$120.00	0.00%	As above	#	Reviewed
Stage Risers per section	\$20.00	\$20.00	0.00%	As above	#	Reviewed
Hire in of additional lighting, Audio Visual, Audio, Staging or other special equipment			By quote	As above	#	Reviewed
		Last YR Fee By quote				
Piano – Grand	\$105.00	\$105.00	0.00%	As above	#	Reviewed

Fees and Charges - comparison actual to proposed prices.

Indicates 10% GST included

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.6 Technical Services [continued]

Piano – Upright	\$75.00	\$75.00	0.00%	As above	#	Reviewed
Piano Tuning	\$220.00	\$220.00	0.00%	As above	#	Reviewed

5.7 Marketing Services

Marketing Package A – Website, Facebook, Eventfinda and ATDW listing; Poster, flyers and In house TV	\$185.00	\$185.00	0.00%	No change proposed. Fees related to events and venue hire are proposed to remain static, in recognition of current market conditions.	#	Reviewed
Marketing Package B – Website, Facebook, Eventfinda and ATDW listing; Poster, flyers, In house TV, Facebook advert, E-newsletter and Venue street screen display	\$435.00	\$435.00	0.00%	As above	#	Reviewed
Marketing Package C – Website, Facebook, Eventfinda and ATDW listing; Poster, flyers, In house TV, Facebook advert, E-newsletter, graphic design, Venue street screen display and print advert	\$925.00	\$925.00	0.00%	As above	#	Reviewed
Additional marketing services – available on request			By quote	No change proposed.	#	Reviewed
			Last YR Fee By quote			

5.8 Other Civic Centre Fees

Performance Deposit	\$500.00	\$500.00	0.00%	No change proposed to performance and event deposits.	#	Reviewed
Event Deposit	Charge based on estimated revenue. Tiered deposit amounts to reflect the estimated value of events. <ul style="list-style-type: none"> A charge of \$200 will be applied to events with estimated revenue of less than \$1,000. A charge of \$500 will be applied to events with estimated revenue of between \$1,000 and \$5,000. 			As above	#	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.8 Other Civic Centre Fees [continued]

Event Deposit	Charge based on estimated revenue. Tiered deposit amounts to reflect the estimated value of events. <ul style="list-style-type: none"> A charge of \$200 will be applied to events with estimated revenue of less than \$1,000. A charge of \$500 will be applied to events with estimated revenue of between \$1,000 and \$5,000. A charge equal to 10% of estimated revenues will be applied to events with estimated revenue of greater than \$5,000. 			As above	#	Reviewed
	Last YR Fee Charge based on estimated revenue. Tiered deposit amounts to reflect the estimated value of events. <ul style="list-style-type: none"> A charge of \$200 will be applied to events with estimated revenue of less than \$1,000. A charge of \$500 will be applied to events with estimated revenue of between \$1,000 and \$5,000. A charge equal to 10% of estimated revenues will be applied to events with estimated revenue of greater than \$5,000. 					
Cleaning Charge – per performance	\$190.00	\$190.00	0.00%	No change proposed. Fees related to events and venue hire are proposed to remain static, in recognition of current market conditions.	#	Reviewed
Standing Theatre Technical Charge (consumables)	\$75.00	\$75.00	0.00%	As above	#	Reviewed
Meals, Light Catering, Confectionery, Drinks and Alcohol	Retail pricing or by quote (as appropriate)			No change proposed. Prices are set per item.	#	Reviewed
	Last YR Fee Retail pricing or by quote (as appropriate)					

Fees and Charges - comparison actual to proposed prices.

Indicates 10% GST included

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

6 Other Community Venue Hire (Discontinued)

6.1 W. G. Hayden Humanities Building meeting room hire (Discontinued)

Auditorium Hire (Ground floor): Monday to Saturday – Half day (up to 4 hours)	\$115.00			All venue hire and lease fees related to the W. G. Hayden Humanities Building are to be discontinued. The building is part of the package of property sales to West Moreton Hospital and Health Service. The facility will cease to be managed by Council prior to 1 July 2021.	#		Discontinued
Auditorium Hire (Ground floor): Monday to Saturday – Full day (4 to 8 hours)	\$220.00			Fee to be discontinued, as above.	#		Discontinued
Annex Hire (Ground floor): Monday to Saturday – Half day (up to 4 hours)	\$100.00			Fee to be discontinued, as above.	#		Discontinued
Annex Hire (Ground floor): Monday to Saturday – Full day (4 to 8 hours)	\$195.00			Fee to be discontinued, as above.	#		Discontinued
Cafeteria Hire (First floor): Monday to Saturday – Half day (up to 4 hours)	\$100.00			Fee to be discontinued, as above.	#		Discontinued
Cafeteria Hire (First floor): Monday to Saturday – Full day (4 to 8 hours)	\$195.00			Fee to be discontinued, as above.	#		Discontinued
Interview Room 1 (Ground floor): Monday to Saturday – Half day (up to 4 hours)	\$95.00			Fee to be discontinued, as above.	#		Discontinued
Interview Room 1 (Ground floor): Monday to Saturday – Full day (4 to 8 hours)	\$185.00			Fee to be discontinued, as above.	#		Discontinued
Interview Room 2 (Ground floor): Monday to Saturday – Half day (up to 4 hours)	\$95.00			Fee to be discontinued, as above.	#		Discontinued
Interview Room 2 (Ground floor): Monday to Saturday – Full day (4 to 8 hours)	\$185.00			Fee to be discontinued, as above.	#		Discontinued
Meeting Room 1 (First floor previously C5): Monday to Saturday – Half day (up to 4 hours)	\$95.00			Fee to be discontinued, as above.	#		Discontinued
Meeting Room 1 (First floor previously C5): Monday to Saturday – Full day (4 to 8 hours)	\$185.00			Fee to be discontinued, as above.	#		Discontinued
Meeting Room 2 (First floor previously Canteen): Monday to Saturday – Half day (up to 4 hours)	\$95.00			Fee to be discontinued, as above.	#		Discontinued

Fees and Charges - comparison actual to proposed prices.

Indicates 10% GST included

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

6.1 W. G. Hayden Humanities Building meeting room hire (Discontinued) [continued]

Meeting Room 2 (First floor previously Canteen): Monday to Saturday – Full day (4 to 8 hours)	\$185.00			Fee to be discontinued, as above.	#	Discontinued
Conference Room (First Floor): Monday to Saturday – Half day (up to 4 hours)	\$100.00			Fee to be discontinued, as above.	#	Discontinued
Conference Room (First Floor): Monday to Saturday – Full day (4 to 8 hours)	\$195.00			Fee to be discontinued, as above.	#	Discontinued

6.2 Office Rental Accommodation (Discontinued)

Office Rental Accommodation: Base Rate per square metre	\$300.00			Office rental accommodation fees related to the W. G. Hayden Humanities Building are to be discontinued, as the facility will cease to be managed by Council prior to 1 July 2021.	#	Discontinued
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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

PLANNING AND DEVELOPMENT

1. Planning and Development Fee Policies

1.1 Goods and Services Tax (GST)

Bond figures quoted below are out of scope for GST purposes and therefore GST is not payable. Should Council be required to call up / draw down on the security bond for the nature of compensation, this does not represent a taxable supply and therefore is out of scope.

1.2 Fee for Works Constructed without Council Approval

Fee for Works constructed without Council Approval	\$380.00	\$390.00	2.63%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
An additional fee of 25% of the relevant application fee, with the prescribed minimum fee shall be imposed on all building (including Signs) and plumbing applications where works have been constructed or a use has commenced without first obtaining the necessary Council approvals.						

1.3 Reducing Development Application Fees

Upon completion of the Request for Variation of Development Application Fees by the applicant, the General Manager (Planning and Regulatory Services) or relevant Branch Manager has the authority to determine to wholly or partially reduce a Development Application Fee where a strict application of the scheduled fee in their opinion is unfair or unreasonable. Fee variations cannot be given for applications that have been decided.

For example:

1. Where an application is withdrawn and a similar proposal is lodged as a new application, a new fee is to be determined based on the additional assessment to be undertaken and having regard to any refund granted for the original application.
2. Where the strict application of a per square meter or hectare fee results in an unreasonable amount that exceeds Council's costs in assessing the development, the fee is to be reduced to reflect Council's assessment costs.
3. Where assessing single residential uses in association with reconfiguring a lot the fee is to be determined on a lot/dwelling type basis rather than per lot.

1.4 Application Fee Cap

Upon receipt of a written request by the applicant, the General Manager (Planning and Regulatory Services) or Development Planning Manager has the authority to apply an application fee cap to Material Change of Use Applications, Reconfiguring a Lot Development Applications, Variation Requests or combinations thereof. This cap applies when:

- An application is for other than residential development;

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.4 Application Fee Cap [continued]

- An application is for development consistent with the Planning Scheme or its overall strategic framework and any other relevant planning instruments and the scheduled fee is greater than \$200,000.00 (if calculated in accordance with the adopted fees and charges);
- An application is for development inconsistent with the Planning Scheme or its overall strategic framework and any other relevant planning instruments and the scheduled fee is greater than \$250,000.00 (if calculated in accordance with the adopted fees and charges).

The cap does not extend to:

- An application is for residential development;
- Developments where a fee has been specifically quoted by Council officers which is greater than \$250,000.00 (if calculated in accordance with the adopted fees and charges), in which case the quoted fee applies; and
- Specialist review of application material, to which section 1.14 of the adopted fees and charges applies in all instances.

1.5 Discount of Development Application Fees – Bona Fide Charitable or Community Organisations

A fee of 50% of the normal prescribed fee is payable in respect of an application in the following instances:

- Upon proof of status as a bona fide charitable or not-for-profit organisation; or
- Acceptance by the General Manager (Planning and Regulatory Services) or relevant Branch Manager that the applicant is a bona fide charitable or community organisation.

This does not apply to private clubs (with the exception of Senior Citizens Clubs) or to applications for commercial uses, lot reconfigurations or similar developments where such developments do not fulfil a significant community role and which are not considered to be 'not-for-profit' developments.

1.6 Local Government Infrastructure

If a development application is made by or on behalf of Ipswich City Council and relates to the provision of standard local government infrastructure and facilities such as parks (including canteens, storage sheds, lighting and other similar facilities within parks), roads, libraries, community centres or meeting rooms, art and cultural facilities (including public art), emergency services facilities, utilities or the like, the applicable development application fee will be waived.

1.7 Refund of Fees – Prior to the determination of an application

If an application (including a Local Law, plumbing application or plan signing application) is withdrawn prior to its determination a refund is applicable as follows:

During application stage (prior to issue of Action Notice – where applicable, or at the discretion of the relevant Branch Manager)	To be determined by the Responsible Officer	No change proposed. Fee to be based on work required by Council.	#	Reviewed
	Last YR Fee			

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.7 Refund of Fees – Prior to the determination of an application [continued]

During application stage (prior to issue of Action Notice – where applicable, or at the discretion of the relevant Branch Manager)	To be determined by the Responsible Officer	No change proposed. Fee to be based on work required by Council.	#	Reviewed
	Last YR Fee To be determined by the Responsible Officer			
» Plumbing applications	95% of permit fee (incl GST where applicable)	No change proposed. As the fee is based on a percentage of the relevant application, the fee value will move in line with delivery cost increases.	#	Reviewed
	Last YR Fee 95% of permit fee (incl GST where applicable)			
Information and referral stage (prior to submission of Information Request response)	60% of assessment fee (incl GST where applicable)	As above	#	Reviewed
	Last YR Fee 60% of assessment fee (incl GST where applicable)			
» Plumbing applications	90% of permit fee (incl GST where applicable)	As above	#	Reviewed
	Last YR Fee 90% of permit fee (incl GST where applicable)			
During Public Notification stage (where applicable)	40% of assessment fee (incl GST where applicable)	The application fee refund has been reduced to reflect the significant amount of assessment time carried out by Council by the time the application is able to enter the Public Notification Stage.	#	Reviewed
	Last YR Fee 60% of assessment fee (incl GST where applicable)			

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.7 Refund of Fees – Prior to the determination of an application [continued]

Decision stage (prior to Council decision)	20% of assessment fee (incl GST where applicable)	No change proposed. As the fee is based on a percentage of the relevant application, the fee value will move in line with delivery cost increases.	#	Reviewed
	Last YR Fee 20% of assessment fee (incl GST where applicable)			
Inspection fees (building applications only where no inspection has been carried out)	100% of inspection fee (incl GST where applicable)	As above	#	Reviewed
	Last YR Fee 100% of inspection fee (incl GST where applicable)			
Lapsed	No refund	No change proposed.		Reviewed
	Last YR Fee No refund			
All other instances (including plan signing applications)	To be determined by the Responsible Officer	No change proposed. Fee is to be based on work required by Council.	#	Reviewed
	Last YR Fee To be determined by the Responsible Officer			

1.8 Refund of Fees – After the determination of an application

If after an application has been determined (including a Local Law or plumbing application) it is cancelled or lapses a refund is applicable as follows:

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.8 Refund of Fees – After the determination of an application [continued]

Cancelled: Building approvals	95% of inspection fee where no inspections have been carried out OR 25% reduction of the inspection fee for each inspection carried out (incl GST where applicable)	No change proposed. As the fee is based on a percentage of the relevant application, the fee value will move in line with delivery cost increases.	#	Reviewed
	Last YR Fee 95% of inspection fee where no inspections have been carried out OR 25% reduction of the inspection fee for each inspection carried out (incl GST where applicable)			
Cancelled: Plumbing approvals – Class 1 and 10 buildings	85% of permit fee where no inspections have been carried out OR 25% reduction of the permit fee for each inspection carried out (incl GST where applicable)	As above	#	Reviewed
	Last YR Fee 85% of permit fee where no inspections have been carried out OR 25% reduction of the permit fee for each inspection carried out (incl GST where applicable)			
Cancelled: Plumbing approvals – Class 2 to 9 buildings	To be determined by Responsible Officer	No change proposed. Fee to be based on work required by Council.	#	Reviewed
	Last YR Fee To be determined by Responsible Officer			

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.8 Refund of Fees – After the determination of an application [continued]

Cancelled: Operational Works approvals (where no inspection has been carried out)	15% of the assessment fee (incl GST where applicable)	No change proposed. As the fee is based on a percentage of the relevant application, the fee value will move in line with delivery cost increases.	#	Reviewed
	Last YR Fee 15% of the assessment fee (incl GST where applicable)			
Cancelled: All other approvals	No refund	No change proposed		Reviewed
	Last YR Fee No refund			
Lapsed	No refund	No change proposed		Reviewed
	Last YR Fee No refund			

1.9 Not properly made applications returned to the applicant

Not properly made applications returned to the applicant	Full fees are applicable for the resubmission of an application which was cancelled as being not properly made.	No change proposed	(a)	Reviewed
	Last YR Fee Full fees are applicable for the resubmission of an application which was cancelled as being not properly made.			

1.10 Applications involving more than one land use

Fees for the application shall be the sum of those fees that would have been paid in the event of a separate application being lodged for each land use.

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.11 Development Applications involving Multiple Components

The fees for a Development Permit Application, which involves assessment under Council's Planning Scheme and the Building Code of Australia will be calculated as the sum of the fees applicable to the Building Work, Plumbing and Drainage, Reconfiguring a Lot and Material Change of Use of Premises Sections.

1.12 Preliminary Approval (Section 49 (2) of the Planning Act 2016)

Except where specifically indicated otherwise, application fees shall be the same for a preliminary approval (other than a preliminary approval in accordance with section 61 of the Planning Act 2016 as for a Development Permit). Where a Development Permit is subsequently sought for the same proposal a fee of 50% of the current fee is applicable.

1.13 Resubmission of an Application/Approval

The fee payable for a development application where an application/approval for the same proposal lapsed within the previous 12 months	35% of the relevant current assessment fee with a minimum fee of \$1,124.00 at the time of re-lodgement of the application.	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
	Last YR Fee 35% of the relevant current assessment fee with a minimum fee of \$1,100.00 at the time of re-lodgement of the application.			

1.14 Review of Specialist Studies

Where a development application is made to Council and a specialist study (e.g. Economic Impact Assessment, Flood Report, Traffic Report, Geotechnical Report, etc.) is required to be submitted and Council elects to have that study independently assessed by a second consultant, the applicant shall pay an additional fee. Such fee shall be the actual cost charged to Council for the review of the study by a specialist consultant but shall not include the time of any Council officer in organising for such review to be undertaken. Any additional fee shall be paid prior to the determination of the application.

1.15 Consultant's Fees

Where a development application is referred to an external consultant for processing, any additional cost of such external processing, above the level of the scheduled fee, is to be paid by the applicant prior to determination of the application, to the value that the external consultant's charge is greater than the scheduled fee.

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.16 Other Fees and Charges not Listed Below

Fees and Charges for other uses not mentioned below will be determined by the General Manager (Planning and Regulatory Services), relevant Branch Manager, Section Manager or Responsible Officer upon written request.

1.17 Infrastructure Agreements

Infrastructure Agreement	By quote	No change proposed. Fee to be based on work required by Council.	#	Reviewed
	Last YR Fee By quote			
Where an application is made to Council and an Infrastructure Agreement is required the applicant shall pay all costs associated with the preparation and on-going management of the Infrastructure Agreement, as quoted by the Responsible Officer upon request.				

1.18 Electronically Submitted Applications

Where a building or plumbing application or a private certifier lodgement is completely submitted electronically and is capable of being assessed and returned completely electronically the electronic lodgement fee will apply.

The email address for all interested parties (including owners and applicants) must be provided.

1.19 Build Over Relevant Infrastructure

From the 1 November 2013, building work over or near relevant infrastructure must be assessed against Queensland Development Code Mandatory Part 1.4 (MP 1.4) 'Building over or near relevant infrastructure'. Section 54 of the Planning Act 2016 prescribes relevant service providers as a concurrence agency for the purpose of referrals for MP 1.4 when the proposed work does not comply with the acceptable solutions of the code or is for an applicable class 2-9 building.

Queensland Urban Utilities is the concurrence agency for water and sewer infrastructure. Ipswich City Council is the concurrence agency for stormwater infrastructure. For fees refer to Section 5 Engineering & Environment Fees.

1.20 Determination of Levels of Assessment

Where the applicant seeks a clarification from Council on the level of assessment for a certain development proposal, the applicant will be required to pay 25% of the current relevant development application fee. If an application is subsequently lodged consistent with the description provided in the request, the applicable fee for that application will be discounted by the amount previously paid.

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

1.20 Determination of Levels of Assessment [continued]

Note: Acceptance of cheque payments, developer infrastructure contributions and bank guarantees are to be in accordance with Council's [Credit Risk Policy](#).

1.21 Performance Security for Reinstatement of a Building (section 2.2.1)

A reduction in the performance security may be allowed where extenuating circumstances exist such as where the proposed building is in immaculate condition or where an applicant can provide **written quotes from licensed tradespersons** for the **complete** reinstatement and these quotes amount to less than the adopted security amount.

Furthermore, where a cash performance security has been paid a request can be made, during the reinstatement process, for incremental returns of the security bond after completion of certain stages of the reinstatement process. Any such return will be subject to a satisfactory inspection by Council, however the performance security **will not be reduced below the value of any remaining works required to be undertaken**.

2. Building Services

Throughout this section of the fee schedule, different classifications of buildings are referred to. The classes detailed are as per the Australian Building Code, and are as follows:

- Class 1a - Single or Detached Dwelling
- Class 1b - Boarding House, Guest House, Hostel, Short-term accommodation or the like
- Class 2 - Building containing 2 or more sole-occupancy units each being a separate dwelling
- Class 3 - Residential building, other than Class 1 or 2 building, which is a common place of long-term or transient living for a number of unrelated persons
- Class 4 - Dwelling in a building that is Class 5 to 9 if it is the only dwelling in the building
- Class 5 - Office Building, used for professional or commercial purposes, excluding Class 6, 7, 8 or 9 buildings
- Class 6 - Shop or other building for the sale of goods by retail or the supply of services direct to the public
- Class 7a - Carpark
- Class 7b - Building for storage or display of goods or produce for sale by wholesale
- Class 8 - Laboratory, or a building in which a handicraft or process for the production, assembling, altering, repairing, packing, finishing or cleaning of goods or produce is carried on for trade, sale or gain
- Class 9a - Health-care building, including those parts of the building set aside as a laboratory
- Class 9b - Assembly building, including a trade workshop, laboratory or the like in a primary or secondary school, but excluding any other parts of the building that are of another class.
- Class 9c - Aged Care building
- Class 10a - Non-habitable building such as private garage, carport, shed or the like
- Class 10b - Structure being a fence, mast, antenna, retaining or free-standing wall, swimming pool or the like
- Class 10c - A private bushfire shelter

Further information relating to these building classifications is available at www.qbcc.qld.gov.au

Note 1: The fees detailed in this section (Section 2) in respect to a particular function do not necessarily include all fees that may apply to that application. Due to the nature of an application, other appropriate application fees may be required (e.g. Siting Variations, Material Change of Use application, Plumbing application). These fees can be found in the appropriate section of this schedule, or can be quoted when the application is being submitted.

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2. Building Services [continued]

Note 2: Fees may also be applied under Health and Regulatory Services for the inspection of environmental health issues associated with an application.

2.1 Building Certification Fees

2.1.1 Class 1A and Class 1B

Note: Class 1 buildings are to be dealt with as if each unit is a separate dwelling and the fees charged accordingly.

(a) Lodgement Fee

Payable for all applications for Class 1 building work

Hardcopy lodgement	\$255.00	\$260.00	1.96%	In undertaking building certification services, Council is required to apply the competitive code of conduct in that it does not obtain an unfair financial position in the provision of the service. Benchmarking current fees for private certification (where possible) and other Local Governments has been undertaken and is the basis for fees in this section. Lodgement fees are consistent across comparable Planning and Development Services.	#	Reviewed
Electronic lodgement	\$205.00	\$210.00	2.44%	As above	#	Reviewed
(Refer to Fee Policies s1.18 above)						

(b) Assessment Fee

Up to 350m ² (including additions and alterations up to 150m ²)	\$1,125.00	\$1,155.00	2.67%	Fee reviewed and set in line with comparable service benchmarks.	#	Reviewed
Over 350m ²	\$1,330.00	\$1,370.00	3.01%	As above	#	Reviewed
Underpinning or restumping	\$505.00	\$520.00	2.97%	As above	#	Reviewed

Fees and Charges - comparison actual to proposed prices.

Indicates 10% GST included

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(b) Assessment Fee [continued]

Roof replacement on a building where not prescribed	\$505.00	\$520.00	2.97%	As above	#		Reviewed
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*(c) Inspection Fee**i Standard Inspections*

Per inspection (footing, slab, frame, final)	\$240.00	\$250.00	4.17%	Fee reviewed and set in line with comparable service benchmarks.	#		Reviewed
Re-inspection fee	\$175.00	\$180.00	2.86%	As above	#		Reviewed

ii Request for an assessment of a building application, for which a development permit was issued and more than 2 years has passed from the development permit approval date and still within the currency period

Per inspection	\$460.00	\$490.00	6.52%	Fee reviewed and set in line with comparable industry benchmarks	#		Reviewed
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iii After hours inspection by prior arrangement – an additional fee shall apply

Before 6.30am and after 5.30pm Mon-Fri (up to 3 hours)	\$680.00	\$700.00	2.94%	Fee reviewed and set in line with comparable service benchmarks.	#		Reviewed
Any other time (up to 3 hours)	\$885.00	\$900.00	1.69%	As above	#		Reviewed
Per hour in excess of 3 hours	\$215.00	\$220.00	2.33%	As above	#		Reviewed

(d) Energy efficiency compliance checking

Applicant requests a 'deemed to satisfy' assessment	\$230.00	\$235.00	2.17%	Fee reviewed and set in line with comparable service benchmarks.	#		Reviewed
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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.1.2 Class 10 Buildings/Structures

(a) Lodgement Fee

Payable for all applications for Class 10 building work

Hardcopy lodgement	\$255.00	\$260.00	1.96%	Fee reviewed and set in line with comparable service benchmarks. Lodgement fees are consistent across comparable Planning and Development Services.	#	Reviewed
Electronic lodgement	\$205.00	\$210.00	2.44%	As above	#	Reviewed
(Refer to Fee Policies s1.18 above)						

(b) Assessment Fee

i. Class 10A Buildings

Up to 60m ² in floor area	\$500.00	\$570.00	14.00%	Fee reviewed and set in line with comparable industry benchmarks.	#	Reviewed
Over 60m ²	\$570.00	\$650.00	14.04%	As above	#	Reviewed
Class 10 building on a commercial property			By quote	New fee. Service is proposed to be offered on a by quote basis to accommodate potential complications on commercial premises. Applications will be assessed case by case.	#	New
			Last YR Fee	-		

ii. Class 10B Structures

Retaining Wall/Fence (excluding Swimming Pool fencing)	\$500.00	\$550.00	10.00%	Fee reviewed and set in line with comparable industry benchmarks.	#	Reviewed
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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

ii. Class 10B Structures [continued]

Swimming Pools/Spas/Swimming Pool Fencing/Advertising Device	\$600.00	\$660.00	10.00%	As above	#	Reviewed
Antenna, Mast, Signs and any other Class 10 structure not previously listed	\$500.00	\$550.00	10.00%	As above	#	Reviewed

(c) Inspection Fee

Inspection fee	\$240.00	\$275.00	14.58%	Fee reviewed and set in line with comparable industry benchmarks	#	Reviewed
Re-inspection fee	\$175.00	\$190.00	8.57%	As above	#	Reviewed

i. Request for an assessment of a building application, for which a development permit was issued and more than 2 years has passed from the development permit approval date and still within the currency period

Per inspection	\$460.00	\$470.00	2.17%	Fee reviewed and set in line with comparable service benchmarks.	#	Reviewed
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ii. After hours inspection by prior arrangement (an additional fee shall apply)

Before 6.30am and after 5.30pm Mon-Fri (up to 3 hours)	\$680.00	\$700.00	2.94%	Fee reviewed and set in line with comparable service benchmarks.	#	Reviewed
Any other time (up to 3 hours)	\$885.00	\$900.00	1.69%	As above	#	Reviewed
Per hour in excess of 3 hours	\$215.00	\$220.00	2.33%	As above	#	Reviewed

2.1.3 Class 2 to Class 9 Buildings*(a) Lodgement Fee*

Payable for all applications for Commercial/Industrial building work

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(a) Lodgement Fee [continued]

Hardcopy lodgement	\$255.00	\$260.00	1.96%	Fee reviewed and set in line with comparable service benchmarks. Lodgement fees are consistent across comparable Planning and Development Services.	#	Reviewed
Electronic lodgement	\$205.00	\$210.00	2.44%	As above	#	Reviewed
(Refer to Fee Policies s1.18 above)						

*(b) Assessment Fee**i. Under 2,000m² and up to three (3) storeys*

Up to 300m ² in floor area	\$1,000.00	\$1,060.00	6.00%	Assessment fees for class 2-9 applications have been consolidated. Fees reviewed and set in line with comparable service benchmarks.	#	Reviewed
New building up to 300m ² in floor area	\$1,225.00			Fee removed – Assessment fees for class 2-9 applications have been consolidated.	#	Discontinued
Between 301m ² and 500m ²	\$1,780.00	\$1,850.00	3.93%	Assessment fees for class 2-9 applications have been consolidated. Fee reviewed and set in line with comparable service benchmarks.	#	Reviewed
New building between 301m ² and 500m ²	\$2,090.00			Fee removed – Assessment fees for class 2-9 applications have been consolidated.	#	Discontinued
Greater than 500m ²			By quote	Fee reviewed and set in line with comparable service benchmarks.	#	Reviewed
			Last YR Fee	-		
» and for each additional m ² or part thereof over 500m ²	\$3.60			Fee removed – Assessment fees for class 2-9 applications have been consolidated and fees for complex applications now by quote.	#	Discontinued

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Name	Year 20/21 Last YR Fee (incl. GST)	Year 21/22		Comment	GST	LGS s97(2)	Status
		Fee (incl. GST)	Increase %				

i. Under 2,000m² and up to three (3) storeys [continued]

Between 1,001m ² and 2,000m ²	\$3,780.00			Fee to be discontinued - As above	#		Discontinued
» and for each additional m ² or part thereof over 1,000m ²	\$1.95			Fee to be discontinued - As above	#		Discontinued

ii. Buildings greater than 2,000m² or higher than three (3) storeys

Fee for preparation of quote	\$510.00	\$510.00	0.00%	No change proposed. Fee reviewed and set in line with comparable service benchmarks.	#		Reviewed
Fee for building certification			By quote	No change proposed. Fee to be based on work required by Council.	#		Reviewed
			Last YR Fee By quote				

ii. New Building Work:

a. Buildings under 2,000m² and up to three (3) storeys

(2) Buildings over 500m² (Discontinued)

For assessment of buildings over 500m ² in area – Between 501m ² and 1,000m ²	\$2,190.00			Fee removed – Assessment fees for class 2-9 applications have been consolidated and fees for complex applications now by quote.	#		Discontinued
» and for each additional m ² or part thereof over 500m ²	\$4.05			Fee to be discontinued - As above	#		Discontinued
For assessment of buildings over 500m ² in area – Between 1,001m ² and 2,000m ²	\$4,100.00			Fee to be discontinued - As above	#		Discontinued

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(2) Buildings over 500m² (discontinued)

» and for each additional m ² or part thereof over 1,000m ²	\$1.95			Fee to be discontinued - As above	#		Discontinued
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b. Buildings greater than 2,000m² or higher than three (3) storeys (discontinued)

Fee for preparation of Quote	\$510.00			Fee removed – Assessment fees for class 2-9 applications have been consolidated and fees for complex applications now by quote.	#		Discontinued
Fee for building certification and inspections				Fee to be discontinued - As above	#		Discontinued
			Last YR Fee By quote				

(c) Inspection Fee

Note: Additional or re-inspection fees may apply and may be charged at a rate proportionate to this fee

i Standard Inspection

Up to 500m ² in floor area (per inspection)	\$315.00	\$325.00	3.17%	Fee reviewed and set in line with comparable service benchmarks.	#		Reviewed
Between 501m ² and 2000m ² (per inspection)	\$445.00	\$460.00	3.37%	As above	#		Reviewed

ii Request for an assessment of a building application, for which a development permit was issued and more than 2 years has passed from the development permit approval date and still within the currency period

Per inspection	\$635.00	\$650.00	2.36%	Fee reviewed and set in line with comparable service benchmarks.	#		Reviewed
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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

iii After hours inspection by prior arrangement – an additional fee shall apply

Before 6.30am and after 5.30pm Mon-Fri (up to 3 hours)	\$680.00	\$700.00	2.94%	Fee reviewed and set in line with comparable service benchmarks.	#	Reviewed
Any other time (up to 3 hours)	\$885.00	\$900.00	1.69%	As above	#	Reviewed
Per hour in excess of 3 hours	\$215.00	\$220.00	2.33%	As above	#	Reviewed

2.1.4 Removal or Demolition of a Building

These fees are payable when Council is engaged as the Building Certifier

(a) Lodgement Fee

Payable for all applications that involve building work

Hardcopy lodgement	\$255.00	\$260.00	1.96%	Fee reviewed and set in line with comparable service benchmarks. Lodgement fees are consistent across comparable Planning and Development Services.	#	Reviewed
Electronic lodgement	\$205.00	\$210.00	2.44%	As above	#	Reviewed
(Refer to Fee Policies s1.18 above)						

(b) Assessment Fee

All classes of building work involving removal or demolition	\$371.00	\$430.00	15.90%	Fee reviewed and set in line with comparable industry benchmarks	#	Reviewed
Refer to Section 3 for Plumbing and Drainage Fees. Refer to 'Demolition/Removal/Relocation of a building' in section 4.1.9 where application refers to a heritage listed site. For Security fees associated with 'Demolition, Removal, Reinstatement of a building' refer section 2.2.1. For Concurrence Agency fees associated with 'Demolition, Removal, Reinstatement' of a building refer section 2.2.2.						
Inspection Fee	\$175.00	\$180.00	2.86%	Standard council cost index escalation in line with delivery cost increases. Rounding applied to nearest \$5.	#	Reviewed

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.1.5 Change of Classification of a Building

(a) Lodgement Fee

Payable for all applications that involve building work

Hardcopy lodgement	\$255.00	\$260.00	1.96%	Fee reviewed and set in line with comparable service benchmarks. Lodgement fees are consistent across comparable Planning and Development Services.	#	Reviewed
Electronic lodgement	\$205.00	\$210.00	2.44%	As above	#	Reviewed
(Refer to Fee Policies s1.18 above)						

(b) Assessment Fee

Change of classification to a Class 1 building	Fees as per Item 2.1.1 (b)	No change proposed – refer 2.1.1 (b)	#	Reviewed
	Last YR Fee Fees as per Item 2.1.1 (b)			
Change of classification from any class to Class 2 to 9 building	Fees as per Item 2.1.3 (b)	No change proposed – refer 2.1.3 (b)	#	Reviewed
	Last YR Fee Fees as per Item 2.1.3 (b)			
Temporary building	Fees as per new building works applicable to the classification. e.g. residential/commercial	No change proposed – refer 2.1.3 (b) (ii)	#	Reviewed
	Last YR Fee Fees as per new building works applicable to the classification. e.g. residential/commercial			

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(c) Inspection Fee

Inspection fee	Fees as per new building works applicable to the classification. e.g. residential/commercial		No change proposed – refer 2.1.3 (b) (ii)	#	Reviewed
	Last YR Fee Fees as per new building works applicable to the classification. e.g. residential/commercial				

2.1.6 Assessment of Reports and Performance Solutions

Assessment of Fire Engineering Reports, Queensland Development Code (QDC) compliance reports and performance solutions	\$1,010.00	\$1,030.00	1.98%	Fee reviewed and set in line with comparable service benchmarks.	#	Reviewed
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2.2 Building Work – Regulatory Services**2.2.1 Demolition, Removal, Reinstatement of a Building***(a) Security*

Payment of the following securities shall apply, for each component listed

Security for siteworks	\$1,090.00	\$1,100.00	0.92%	Fee reviewed and set in line with comparable service benchmarks.	(a)	Reviewed
Adopted performance security for reinstatement of the removal building (any variation to be determined by the Responsible Officer. Refer Fee Policy 1.21)	\$89,000.00	\$89,000.00	0.00%	No change proposed. New guidelines encourage quotes to determine reduction of bond	(a)	Reviewed
Administrative fee, to accompany performance security for release and/or reduction of performance security (including inspections)	\$410.00	\$420.00	2.44%	Fee reviewed and set in line with comparable service benchmarks	# (a)	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.2.2 Concurrence Agency Fees

(a) Demolition, Removal, Reinstatement of a Building

i. Determination of performance security and amenity aesthetics decision in respect to reinstatement of buildings, including onsite inspection before removal

Located inside Ipswich City Council boundaries	\$770.00	\$785.00	1.95%	Fee reviewed and set in line with comparable service benchmarks.	(a)	Reviewed
Located outside Ipswich City Council boundaries (within 50km of Ipswich City Council boundary)	\$980.00	\$1,000.00	2.04%	As above	(a)	Reviewed
Located outside Ipswich City Council boundaries (more than 50km of Ipswich City Council boundary)		\$1,200.00 plus \$2.30 per km for every km beyond 50 km from the Ipswich City Boundary		As above	(a)	Reviewed
		Last YR Fee \$1,150.00 plus \$2.20 per km for every km beyond 50 km from the Ipswich City Boundary				
Determination of site securities (removal) and amenity aesthetics decision (demolition/removal)	\$320.00	\$330.00	3.13%	As above	(a)	Reviewed

(b) Siting Variations

Application for Siting Variation under the Planning Regulation 2017 and Ipswich City Council Planning Scheme or amendment to Building Setback Plan	\$625.00	\$640.00	2.40%	Fee reviewed and set in line with comparable service benchmarks.	(a)	Reviewed
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(c) Amenity and Aesthetics

Referral Agency applications for Schedule 9 Division 2 of the Planning Regulation 2017	\$625.00	\$640.00	2.40%	Fee reviewed and set in line with comparable service benchmarks.	(a)	Reviewed
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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(d) Other Fees

Applications for more than one (1) referral matter mentioned in Schedule 9 of the Planning Regulation 2017 at the same property	\$950.00	\$970.00	2.11%	Fee reviewed and set in line with comparable service benchmarks.	(a)	Reviewed
Application for Building work for a Class 1 buildings on premises with onsite wastewater management system	\$625.00	\$640.00	2.40%	As above	(a)	Reviewed
Any other LG referral agency items listed in Schedule 9 of the Planning Regulation 2017	\$625.00	\$640.00	2.40%	As above	(a)	Reviewed
Concurrence Agency Response Amendments (Minor)		\$400.00	∞	New fee – for the assessment of amendments submitted for concurrence agency requests	(a)	New

2.2.3 Other Building Fees*(a) Swimming pool*

Pool Safety inspection	\$550.00	\$650.00	18.18%	Fee reviewed and set in line with comparable industry benchmarks at is includes 2 inspections instead of 1.	(e)	Reviewed
Application for exemption	\$800.00	\$850.00	6.25%	Fee reviewed and set in line with comparable service benchmarks	(e)	Reviewed
Re-inspection	\$175.00	\$185.00	5.71%	As above	(e)	Reviewed

(b) Change of builder on approval documentation

Change of builder on approval documentation	\$105.00	\$107.00	1.90%	Fee reviewed, minor increase proposed in line with the delivery cost of services.	#	Reviewed
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(c) Extension of time (relevant period)

Class 1 and 10 (not subject to planning approvals)	\$195.00	\$200.00	2.56%	Fee reviewed and set in line with comparable service benchmarks.	#	Reviewed
Class 1 subject to planning approvals	\$321.00	\$325.00	1.25%	As above	#	Reviewed

Fees and Charges - comparison actual to proposed prices.

Indicates 10% GST included

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(c) Extension of time (relevant period) [continued]

Class 2 to 9	\$450.00	\$455.00	1.11%	As above	#	Reviewed
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(d) Amendments to plans

Class 1 and 10 buildings – minor amendment	\$240.00	\$245.00	2.08%	Fee reviewed and set in line with comparable service benchmarks.	#	Reviewed
Class 1 and 10 buildings – major amendment	\$660.00	\$665.00	0.76%	As above	#	Reviewed
Class 3, Class 5 to Class 9 buildings – minor amendment	\$710.00	\$720.00	1.41%	As above	#	Reviewed
Class 2 to Class 9 – major amendment	\$1,480.00	\$1,500.00	1.35%	As above	#	Reviewed

(e) Private certifier information requests

Property Information – per item per property	\$66.00	\$68.00	3.03%	Fee reviewed and set in line with comparable service benchmarks.	(c)	Reviewed
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(f) Advice of compliance for residential service buildings, residential care buildings or budget accommodation

Up to 5 persons	\$590.00	\$640.00	8.47%	Fee reviewed and set in line with comparable industry benchmarks	(e)	Reviewed
6-10 persons	\$690.00	\$710.00	2.90%	As above	(e)	Reviewed
11-20 persons	\$800.00	\$830.00	3.75%	As above	(e)	Reviewed
More than 20 persons	\$945.00	\$980.00	3.70%	As above	(e)	Reviewed

2.3 Private Certification Lodgement Fee

Electronic lodgement – All Classes	\$205.00	\$210.00	2.44%	Fee reviewed and set in line with comparable service benchmarks.	(e)	Reviewed
Must be accompanied by payment and in the manner approved by Council						

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.3 Private Certification Lodgement Fee [continued]

Hardcopy lodgement – All Classes	\$255.00	\$260.00	1.96%	As above Lodgement fees are consistent across comparable Planning and Development Services.		(e)	Reviewed
Amended decision notice lodgement fee	\$34.00	\$35.00	2.94%	As above		(e)	Reviewed

3. Plumbing and Drainage Fees

(Note: Where a licensed person chooses to request a compliance permit for Notifiable Work, fees in accordance with sections 3.1 and 3.2, as applicable will apply)

3.1 Lodgement**(a) Lodgement Fee**

Note: Applicable to all plumbing applications including fast track and amended plans

Hardcopy lodgement	\$255.00	\$260.00	1.96%	Nominal \$5 increase applied, in line with benchmarked services. Lodgement fees are consistent across comparable Planning and Development Services.	#	Reviewed
Electronic lodgement	\$205.00	\$210.00	2.44%	Fee reviewed and set in line with comparable service benchmarks. Lodgement fees are consistent across comparable Planning and Development Services.	#	Reviewed
(Refer to Fee Policies s1.18 above)						

3.2 Permit Fees

Note: Fee includes issuing of the permit and inspections during construction. Applicable to all plumbing applications including fast track and amended plans that contain additional fixtures.

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3.2.1 Building Classes 1 and 10 Permit Fee (Per Fixture)

1 to 50 fixtures		\$128.00 per fixture from 1 to 50 plus	Standard council cost index escalation in line with delivery cost increases. Rounding applied. Benchmarking also undertaken where applicable.	(e)	Reviewed
		Last YR Fee \$125.00 per fixture from 1 to 50 plus			
51 to 100 fixtures		\$117.00 per fixture from 51 to 100 plus	As above	(e)	Reviewed
		Last YR Fee \$114.00 per fixture from 51 to 100 plus			
101 to 200 fixtures		\$100.00 per fixture from 101 to 200 plus	As above	(e)	Reviewed
		Last YR Fee \$98.00 per fixture from 101 to 200 plus			
Over 200 fixtures		\$93.00 per fixture over 200	As above	(e)	Reviewed
		Last YR Fee \$91.00 per fixture over 200			

3.2.2 Building Class 2 to 9 Permit Fee (Per Fixture) (Includes Shopping Centres, Caravan Parks, Strata Title High Rise, Tenancy Fit Outs)

1 to 50 fixtures		Standard council cost index escalation in line	(e)	Reviewed
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Fees and Charges - comparison actual to proposed prices.

Indicates 10% GST included

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3.2.2 Building Class 2 to 9 Permit Fee (Per Fixture) (Includes Shopping Centres, Caravan Parks, Strata Title High Rise, Tenancy Fit Outs) [continued]

1 to 50 fixtures		\$139.00 per fixture from 1 to 50 plus	Standard council cost index escalation in line with delivery cost increases. Rounding applied. Benchmarking also undertaken where applicable.	(e)	Reviewed
		Last YR Fee \$136.00 per fixture from 1 to 50 plus			
51 to 100 fixtures		\$130.00 per fixture from 51 to 100 plus	As above	(e)	Reviewed
		Last YR Fee \$127.00 per fixture from 51 to 100 plus			
101 to 200 fixtures		\$121.00 per fixture from 101 to 200 plus	As above	(e)	Reviewed
		Last YR Fee \$118.00 per fixture from 101 to 200 plus			
201 to 300 fixtures		\$107.00 per fixture from 201 to 300 plus	As above	(e)	Reviewed
		Last YR Fee \$104.00 per fixture from 201 to 300 plus			
301 to 500 fixtures		\$81.00 per fixture from 301 to 500	As above	(e)	Reviewed

Fees and Charges - comparison actual to proposed prices.

Indicates 10% GST included

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3.2.2 Building Class 2 to 9 Permit Fee (Per Fixture) (Includes Shopping Centres, Caravan Parks, Strata Title High Rise, Tenancy Fit Outs) [continued]

301 to 500 fixtures		\$81.00 per fixture from 301 to 500 plus	As above	(e)	Reviewed
	Last YR Fee	\$79.00 per fixture from 301 to 500 plus			
Over 500 fixtures		\$49.00 per fixture over 500	As above	(e)	Reviewed
		Last YR Fee \$48.00 per fixture over 500			

3.3 Services not Associated with Fixtures (e.g. water ring mains, temporary site ablutions)

Assessment	\$390.00	\$400.00	2.56%	Standard council cost index escalation in line with delivery cost increases. Rounding applied. Benchmarking also undertaken where applicable.	(e)	Reviewed
Inspection (per inspection)	\$175.00	\$180.00	2.86%	As above	(e)	Reviewed

3.4 Project Services

Compliance Assessment for public sector entities (e.g. State Government)		By quote	No change proposed. Fee to be based on work required by Council.	(e)	Reviewed
		Last YR Fee By quote			

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3.5 Registration and Annual Testing of Testable Backflow Prevention Devices

Note: Responsibility for payment of registration and annual testing of testable Backflow Prevention Devices – The owner of a testable backflow prevention device is responsible for the payment of the registration and annual testing of testable Backflow Prevention Devices fee levied in accordance with section 97(2)(e) of the Local Government Act 2009 as adopted in Council's Fees and Charges.

(a) Class 1 & 10 Buildings (Initial Registration or Annual Renewal)

Per device	\$65.00	\$67.00	3.08%	Standard council cost index escalation in line with delivery cost increases. Rounding applied. Benchmarking also undertaken where applicable.	(e)	Reviewed
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(b) Class 2 to 9 Buildings (Initial Registration or Annual Renewal)

First device		\$129.00 for the first device plus	Standard council cost index escalation in line with delivery cost increases. Rounding applied. Benchmarking also undertaken where applicable.	(e)	Reviewed
		Last YR Fee \$126.00 for the first device plus			
2 to 10 devices		\$34.00 per device between 2 and 10 plus	As above	(e)	Reviewed
		Last YR Fee \$33.00 per device between 2 and 10 plus			
11 to 20 devices		\$22.00 per device between 11 and 20 plus	As above	(e)	Reviewed
		Last YR Fee			

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(b) Class 2 to 9 Buildings (Initial Registration or Annual Renewal) [continued]

11 to 20 devices		\$22.00 per device between 11 and 20 plus	As above	(e)	Reviewed
		Last YR Fee \$21.00 per device between 11 and 20 plus			
Over 20 devices		\$15.00 per device over 20	As above	(e)	Reviewed
		Last YR Fee \$14.00 per device over 20			

3.6 Special Inspections**(a) Inspection**

Re-inspection fee (per inspection)	\$175.00	\$180.00	2.86%	Standard council cost index escalation in line with delivery cost increases. Rounding applied. Benchmarking also undertaken where applicable.	(e)	Reviewed
Notifiable Works fee (per inspection)	\$175.00	\$180.00	2.86%	As above	(e)	Reviewed
Demountable/Prefabricated buildings – Inspection fee (per inspection)	\$175.00	\$180.00	2.86%	As above	(e)	Reviewed

(b) Request for an Assessment of a Plumbing Application Approved Prior to 1 July 2019

Request for an assessment of a plumbing application including an inspection, for which a compliance permit has been issued and an inspection has been carried out and more than two (2) years has passed from the date of the last inspection. Applicable to applications approved prior to 1 July 2019 only.

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(b) Request for an Assessment of a Plumbing Application Approved Prior to 1 July 2019 [continued]

Per application	Minimum fee plus \$11.00 per application requested by the same responsible person			Standard council cost index escalation in line with delivery cost increases. Rounding applied. Benchmarking also undertaken where applicable.	(e)	Reviewed
	Last YR Fee Minimum fee plus \$10.00 per application requested by the same responsible person					
» Minimum fee	\$235.00	\$240.00	2.13%	As above	(e)	Reviewed

(c) After Hours Inspection by Prior Arrangement – an Additional Fee Shall Apply

Before 6.30am and after 5.30pm Mon-Fri (up to 3 hours)	\$680.00	\$695.00	2.21%	Standard council cost index escalation in line with delivery cost increases. Rounding applied. Benchmarking also undertaken where applicable.	(e)	Reviewed
Any other time (up to 3 hours)	\$885.00	\$900.00	1.69%	As above	(e)	Reviewed
Per hour in excess of 3 hours	\$215.00	\$220.00	2.33%	As above	(e)	Reviewed

3.7 Re/Connection to Sewerage/Septic Facility to Treatment Plant/Replacement of Treatment Plant or Disposal Area/Removal of Septic or Treatment Plant, Grey Water Facility

Assessment fee	\$175.00	\$180.00	2.86%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(e)	Reviewed
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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3.7 Re/Connection to Sewerage/Septic Facility to Treatment Plant/Replacement of Treatment Plant or Disposal Area/Removal of Septic or Treatment Plant, Grey Water Facility [continued]

Initial inspection fee (up to 2 inspections)		\$360.00		New fee. These developments have a minimum of 2 inspections. Currently applicants are allowed to pay for 1 inspection. Follow up and further payment is required prior to the second inspection being carried out. Payment of 2 inspections at time of lodgement will provide efficiency for customers and ICC staff.	(e)	New
Subsequent inspection fee	\$175.00	\$180.00	2.86%	Fee is now 'subsequent' inspection fee, in recognition of the above new fee. . Subject to CCI escalation and rounding, consistent with related fees.	(e)	Reviewed

3.8 Installation of a New On-Site Sewerage Facility (Additional to Permit Fee Section 3.2.1)

Assessment and inspection fee including registration where applicable	\$240.00	\$245.00	2.08%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(e)	Reviewed
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3.9 Extension of Compliance Request Period

Request for extension of time during information request period	\$195.00	\$200.00	2.56%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(e)	Reviewed
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3.10 Extension of Time for Compliance Permit

All building classes	\$205.00	\$210.00	2.44%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(e)	Reviewed
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3.11 Assessment of Performance Solutions

Assessment of Performance Solutions	\$1,010.00	\$1,030.00	1.98%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	#	Reviewed
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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4. Development Planning Application Fees

4.1 Material Change of Use of Premises

Council requires an applicant, as part of their submission, to state whether the development application being made is Code, Impact (Consistent Use) or Impact (Inconsistent Use) in accordance with the Planning Scheme. Receipting of fees upon lodgement shall be on the basis of this statement and will be subject to adjustment should it be determined that the statement is not correct.

Notes: The following "Schedule of Uses - Material Change of Use" table should be referred to for the Material Change of Use Development Application Fees to follow.

If a proposed development includes areas outside of a building used for storage or operations (other than for the parking and maneuvering of vehicles), then the calculated fee shall be the greater of that calculated for the use based on the GFA of all buildings or the total outdoor use area.

Minor development matter as determined by the Responsible Officer (e.g. use of existing building, use of land only, minor extensions for some uses up to 100m ² etc.)	\$1,350.00	\$1,380.00	2.22%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

Schedule of Uses – Material Change of Use

Schedule of Uses - Material Change of Use		
<u>Residential</u> Caretaker Residential Display Housing Dual Occupancy Home Based Activity Single Residential	<u>Residential</u> Institutional Residence - up to 50 beds Multiple-Residential and Dual Occupancy - up to 50 dwellings or Dual Occupancies Temporary Accommodation - up to 50 units/sites	<u>Residential</u> Institutional Residential – over 50 beds Multiple-Residential and Dual Occupancy - up to 50 dwellings or Dual Occupancies Temporary Accommodation - over 50 units/sites
<u>Commercial/Industrial</u> Business Use up to 200m ² General Industry up to 200m ² Service/Trades Use up to 200m ² Shopping Centre up to 200m ² Special Industry up to 200m ² General Store Temporary Sales Office Plant Nursery (Wholesale)	<u>Commercial/Industrial</u> Business Use 201m ² to 2000 m ² General Industry 201m ² to 2000m ² Service/Trades Use 201m ² to 2000m ² Shopping Centre 201m ² to 2000m ² Special Industry 201m ² to 2000m ²	<u>Commercial/Industrial</u> Business Use over 2000m ² General Industry over 2000m ² Service/Trades Use over 2000m ² Shopping Centre over 2000m ² Special Industry over 2000m ² Extractive Industry Nuclear Industry
<u>Recreation/Entertainment</u> Entertainment Use up to 200m ² Recreation Use (Indoor) up 200m ² Night Court Park	<u>Recreation/Entertainment</u> Entertainment Use 201m ² to 2000m ² Recreation Use (Indoor) 201m ² to 2000m ² Recreation Use (Outdoor) up to 2ha in site area	<u>Recreation/Entertainment</u> Entertainment Use over 2000m ² Recreation Use (Indoor) over 2000m ² Recreation Use (Outdoor) over 2ha in site area
<u>Rural</u> Intensive Animal Husbandry (Aquaculture, Cattery, Dairy, Kennels, Riding Establishment & Stable) Animal Husbandry Agriculture Forestry Wine Making	<u>Rural</u> Intensive Animal Husbandry (Stock Sales Market)	<u>Rural</u> Intensive Animal Husbandry (Feedlot, Piggery or Poultry Feedlot)

Fees and Charges - comparison actual to proposed prices.

Indicates 10% GST included

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

Schedule of Uses – Material Change of Use [continued]

<u>Other</u> Community Use up to 200m ² Minor Utility Carpark - ground level only Temporary Use	<u>Other</u> Community Use 201m ² to 2000 m ² Major Utility Tourist Facility Car Park - multi storey	<u>Other</u> Community Use over 2000 m ² Aviation Use Correctional Centre
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4.1.1 Type 1 Development

(See Schedule for Type 1 uses)

(a) Type 1 Development – Code Assessable and PDA Permissible Development

Code Assessable and PDA Permissible Development – unless identified below	\$2,500.00	\$2,560.00	2.40%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Code Assessable and PDA Permissible Development – Single Residential where the applicable code for self-assessable development is not complied with or where within a development constraints overlay or in a character zone or character place	\$1,350.00	\$1,380.00	2.22%	As above	(a)	Reviewed
Code Assessable and PDA Permissible Development – Dual Occupancy, Business Use (other than General Store), General Industry, Service/Trades Use, Special Industry, Entertainment Use and Recreation Use	\$3,880.00	\$3,970.00	2.32%	As above	(a)	Reviewed
Code Assessable and PDA Permissible Development – Minor Utility	\$3,570.00	\$3,650.00	2.24%	As above	(a)	Reviewed
Code Assessable and PDA Permissible Development – Car Park – ground level only	\$3,880.00	\$3,970.00	2.32%	As above	(a)	Reviewed
Code Assessable and PDA Permissible Development – Intensive Animal Husbandry (Aquaculture, Cattery, Dairy, Kennels, Riding Establishment and Stable)	\$4,080.00	\$4,170.00	2.21%	As above	(a)	Reviewed

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(a) Type 1 Development – Code Assessable and PDA Permissible Development [continued]

Code Assessable and PDA Permissible Development – Shopping Centre and General Store	\$5,610.00	\$5,740.00	2.32%	As above		(a)	Reviewed
Code Assessable and PDA Permissible Development – Plan of Development – Single Residential where more than five (5) dwellings design types (i.e. building setback plans or design guidelines) are lodged in a combined application		\$6,945.00 plus \$660.00 per dwelling design type lot in excess of 5 dwelling design types.		As above		(a)	Reviewed
		Last YR Fee \$6,800.00 plus \$645.00 per dwelling design type lot in excess of 5 dwelling design types.					
Code Assessable and PDA Permissible Development – Single Residential in a development constraints overlay (mining) where lodged in combination with an RAL application and supporting geotechnical report applies to all proposed lots	\$625.00	\$640.00	2.40%	As above		(a)	Reviewed

(b) Type 1 Development – Impact Assessable (Consistent Use Class)

Impact Assessable (Consistent Use Class) – unless identified below	\$3,120.00	\$3,190.00	2.24%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.		(a)	Reviewed
Impact Assessable (Consistent Use Class) – Dual Occupancy, Business Use (other than General Store), General Industry, Service/Trades Use, Special Industry, Entertainment Use and Recreation Use	\$6,380.00	\$6,520.00	2.19%	As above		(a)	Reviewed
Impact Assessable (Consistent Use Class) – Minor Utility	\$4,590.00	\$4,690.00	2.18%	As above		(a)	Reviewed
Impact Assessable (Consistent Use Class) – Car Park – ground level only	\$5,100.00	\$5,210.00	2.16%	As above		(a)	Reviewed
Impact Assessable (Consistent Use Class) – Intensive Animal Husbandry (Aquaculture, Cattery, Dairy, Kennels, Riding Establishment and Stable)	\$6,120.00	\$6,260.00	2.29%	As above		(a)	Reviewed
Impact Assessable (Consistent Use Class) – Shopping Centre and General Store	\$7,650.00	\$7,820.00	2.22%	As above		(a)	Reviewed

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(c) Type 1 Development – Impact Assessable (Inconsistent Use Class)

Impact Assessable (Inconsistent Use Class) – unless identified below	\$6,380.00	\$6,520.00	2.19%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Impact Assessable (Inconsistent Use Class) – Dual Occupancy, Business Use (other than General Store), General Industry, Service/Trades Use, Special Industry, Entertainment Use and Recreation Use	\$8,880.00	\$9,080.00	2.25%	As above	(a)	Reviewed
Impact Assessable (Inconsistent Use Class) – Minor Utility	\$5,610.00	\$5,740.00	2.32%	As above.	(a)	Reviewed
Impact Assessable (Inconsistent Use Class) – Car Park – ground level only	\$6,380.00	\$6,520.00	2.19%	As above	(a)	Reviewed
Impact Assessable (Inconsistent Use Class) – Intensive Animal Husbandry (Aquaculture, Cattery, Dairy, Kennels, Riding Establishments and Stable)	\$8,160.00	\$8,340.00	2.21%	As above	(a)	Reviewed
Impact Assessable (Inconsistent Use Class) – Shopping Centre and General Store	\$9,690.00	\$9,900.00	2.17%	As above	(a)	Reviewed

4.1.2 Type 2 Development

(See Schedule for Type 2 uses)

(a) Type 2 Development – Code Assessable and PDA Permissible Development

Code Assessable and PDA Permissible Development – Residential Uses	\$7,455.00 plus \$530.00 per dwelling/bed/site/dual occupancy in excess of 3	Standard council cost index escalation in line with delivery cost increases. Note this fee has been rounded down to the nearest \$5. Minor clarification in wording.	(a)	Reviewed
	Last YR Fee \$7,300.00 plus \$520.00 per dwelling/bed/site in excess of 3			

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(a) Type 2 Development – Code Assessable and PDA Permissible Development [continued]

Code Assessable and PDA Permissible Development – Commercial/Industrial Uses (other than Business Use, Shopping Centre and Major Utility), Recreation/Entertainment, Rural and Other Uses (other than Car Park – multi storey)		\$3,985.00 plus \$2.70 per m ² over 200m ²		Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
		Last YR Fee \$3,900.00 plus \$2.65 per m ² over 200m ²				
Code Assessable and PDA Permissible Development – Major Utility	\$5,100.00	\$5,210.00	2.16%	As above	(a)	Reviewed
Code Assessable and PDA Permissible Development – Car Park – Multi Storey	\$5,920.00	\$6,050.00	2.20%	As above	(a)	Reviewed
Code Assessable and PDA Permissible Development – Business Use and Shopping Centre		\$3,985.00 plus \$8.90 per m ² over 200m ²		Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
		Last YR Fee \$3,900.00 plus \$8.70 per m ² over 200m ²				

(b) Type 2 Development – Impact Assessable (Consistent Use Class)

Impact Assessable (Consistent Use Class) – Residential Uses		\$9,090.00 plus \$530.00 per dwelling/bed/site/dual occupancy in excess of 3		Standard council cost index escalation in line with delivery cost increases. Note this fee has been rounded down to the nearest \$5. Minor clarification in wording.	(a)	Reviewed
		Last YR Fee \$8,900.00 plus \$520.00 per dwelling/bed/site in excess of 3				

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(b) Type 2 Development – Impact Assessable (Consistent Use Class) [continued]

Impact Assessable (Consistent Use Class) – Commercial/Industrial Uses (other than Business Use, Shopping Centre and Major Utility), Recreation/Entertainment, Rural and Other Uses (other than Car Park – Multi Storey)		\$6,535.00 plus \$2.70 per m ² over 200m ²		As above		(a)	Reviewed
		Last YR Fee \$6,400.00 plus \$2.65 per m ² over 200m ²					
Impact Assessable (Consistent Use Class) – Major Utility	\$7,140.00	\$7,300.00	2.24%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.		(a)	Reviewed
Impact Assessable (Consistent Use Class) – Car Park – Multi Storey	\$7,140.00	\$7,300.00	2.24%	As above		(a)	Reviewed
Impact Assessable (Consistent Use Class) – Business Use and Shopping Centre		\$6,535.00 plus \$2.70 per m ² over 200m ²		Standard council cost index escalation in line with delivery cost increases. Note this fee has been rounded down to the nearest \$5.		(a)	Reviewed
		Last YR Fee \$6,400.00 plus \$2.65 per m ² over 200m ²					

(c) Type 2 Development – Impact Assessable (Inconsistent Use Class)

Impact Assessable (Inconsistent Use Class) – Residential Uses		\$14,810.00 plus \$530.00 per dwelling/bed/site/dual occupancy in excess of 3		Standard council cost index escalation in line with delivery cost increases. Note this fee has been rounded down to the nearest \$5. Minor clarification in wording.		(a)	Reviewed
		Last YR Fee \$14,500.00 plus \$520.00 per dwelling/bed/site in excess of 3					

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(c) Type 2 Development – Impact Assessable (Inconsistent Use Class) [continued]

Impact Assessable (Inconsistent Use Class) – Commercial/Industrial Uses (other than Business Use, Shopping Centre and Major Utility), Recreation/Entertainment, Rural and Other uses (other than Car Park – Multi Storey)		\$9,190.00 plus \$4.20 per m ² over 200m ²		Standard council cost index escalation in line with delivery cost increases. Note this fee has been rounded down to the nearest \$10. Minor clarification in wording.	(a)	Reviewed
		Last YR Fee \$9,000.00 plus \$4.10 per m ² over 200m ²				
Impact Assessable (Inconsistent Use Class) – Major Utility	\$9,180.00	\$9,380.00	2.18%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Impact Assessable (Inconsistent Use Class) – Car Park – Multi Storey	\$8,420.00	\$8,610.00	2.26%	As above	(a)	Reviewed
Impact Assessable (Inconsistent Use Class) – Business Use and Shopping Centre		\$9,190.00 plus \$8.90 per m ² over 200m ²		Standard council cost index escalation in line with delivery cost increases. Note this fee has been rounded down to the nearest \$5.	(a)	Reviewed
		Last YR Fee \$9,000.00 plus \$8.70 per m ² over 200m ²				

4.1.3 Type 3 Development

(See Schedule for Type 3 uses)

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				
Code Assessable and PDA Permissible Development – Residential Uses		\$30,645.00 plus \$306.00 per dwelling/bed/site/dual occupancy in excess of 50		Standard council cost index escalation in line with delivery cost increases. Rounding applied. Minor clarification in wording.	(a)		Reviewed
		Last YR Fee \$30,000.00 plus \$300.00 per dwelling/bed/site in excess of 50					
Code Assessable and PDA Permissible Development – Commercial/Industrial Uses (other than Business Use, Shopping Centre and Extractive Industry), Recreation/Entertainment (other than for Outdoor), Rural and Other Uses		\$8,680.00 plus \$1.30 per m ² over 2,000m ²		Standard council cost index escalation in line with delivery cost increases. Note this fee has been rounded down to the nearest \$5.	(a)		Reviewed
		Last YR Fee \$8,500.00 plus \$1.30 per m ² over 2,000m ²					
Code Assessable and PDA Permissible Development – Recreation/Entertainment (Outdoor)	\$5,610.00	\$5,740.00	2.32%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)		Reviewed
Code Assessable and PDA Permissible Development – Business Use and Shopping Centre		\$18,080.00 plus \$5.70 per m ² over 2,000m ²		Standard council cost index escalation in line with delivery cost increases. Note this fee has been rounded down.	(a)		Reviewed
		Last YR Fee \$17,700.00 plus \$5.60 per m ² over 2,000m ²					
Code Assessable and PDA Permissible Development – Extractive Industry		Minimum fee plus \$2,045.00 per hectare		Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)		Reviewed
		Last YR Fee Minimum fee plus \$2,000.00 per hectare					
» Minimum fee	\$10,200.00	\$10,420.00	2.16%	As above	(a)		Reviewed

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(b) Type 3 Development – Impact Assessable (Consistent Use Class)

Impact Assessable (Consistent Use Class) – Residential Uses		\$43,925.00 plus \$305.00 per dwelling/bed/site/dual occupancy in excess of 50		Standard council cost index escalation in line with delivery cost increases and minor clarification in wording. Rounding also applied. Note the per dwelling component has been rounded down to the nearest \$5.	(a)	Reviewed
		Last YR Fee \$43,000.00 plus \$300.00 per dwelling/bed/site in excess of 50				
Impact Assessable (Consistent Use Class) – Commercial/Industrial Uses (other than Business Use, Shopping Centre and Extractive Industry), Recreation/Entertainment (other than for Outdoor), Rural and Other Uses		\$11,235.00 plus \$1.75 per m ² over 2,000m ²		Standard council cost index escalation in line with delivery cost increases. Note this fee has been rounded down to the nearest \$5.	(a)	Reviewed
		Last YR Fee \$11,000.00 plus \$1.70 per m ² over 2,000m ²				
Impact Assessable (Consistent Use Class) – Recreation/Entertainment (Outdoor)	\$6,630.00	\$6,780.00	2.26%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Impact Assessable (Consistent Use Class) – Business Use and Shopping Centre		\$20,685.00 plus \$6.25 per m ² over 2,000m ²		As above	(a)	Reviewed
		Last YR Fee \$20,250.00 plus \$6.10 per m ² over 2,000m ²				
Impact Assessable (Consistent Use Class) – Extractive Industry		\$15,630.00 plus \$2,045.00 per hectare		Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
		Last YR Fee \$15,300.00 plus \$2,000.00 per hectare				

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Name	Year 20/21 Last YR Fee (incl. GST)	Year 21/22 Fee (incl. GST) Increase %		Comment	GST	LGS s97(2)	Status
(c) Type 3 Development – Impact Assessable (Inconsistent Use Class)							
Impact Assessable (Inconsistent Use Class) – Residential Uses			\$49,950.00 plus \$305.00 per dwelling/bed/site/dual occupancy in excess of 50	Standard council cost index escalation in line with delivery cost increases and minor clarification in wording. Note this fee has been rounded down to the nearest \$5.		(a)	Reviewed
			Last YR Fee \$48,900.00 plus \$300.00 per dwelling/bed/site in excess of 50				
Impact Assessable (Inconsistent Use Class) – Commercial/Industrial Uses (other than Business Use, Shopping Centre and Extractive Industry), Recreation/Entertainment (other than for Outdoor), Rural and Other Uses			\$16,340.00 plus \$1.90 per m² over 2,000m²	Standard council cost index escalation in line with delivery cost increases. Note the primary charge has been rounded down to the nearest \$10, and the volume charges remain unchanged.		(a)	Reviewed
			Last YR Fee \$16,000.00 plus \$1.90 per m² over 2,000m²				
Impact Assessable (Inconsistent Use Class) – Recreation/Entertainment (Outdoor)	\$7,650.00	\$7,820.00	2.22%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.		(a)	Reviewed
Impact Assessable (Inconsistent Use Class) – Business Use and Shopping Centre			\$23,190.00 plus \$6.20 per m² over 2,000m²	Standard council cost index escalation in line with delivery cost increases. Rounding applied. Note the per m2 charge has been subject to a lesser percentage increase.		(a)	Reviewed
			Last YR Fee \$22,700.00 plus \$6.10 per m² over 2,000m²				
Impact Assessable (Inconsistent Use Class) – Extractive Industry			\$26,050.00 plus \$2,045.00 per hectare	Standard council cost index escalation in line with delivery cost increases. Rounding applied.		(a)	Reviewed
			Last YR Fee \$25,500.00 plus \$2,000.00 per hectare				

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4.1.4 Development Application that is a Variation Request

Variation Requests under the Planning Act 2016	125% of the current relevant application fee for the development described in the application, or an additional 25% of the current relevant application fee for a combined application.	No change proposed. As the fee is based on a percentage of the relevant application, the fee value will move in line with delivery cost increases.	(a)	Reviewed
	Last YR Fee 125% of the current relevant application fee for the development described in the application, or an additional 25% of the current relevant application fee for a combined application.			

4.1.5 Superseded Planning Scheme Requests

Request for application of superseded planning scheme	25% of current relevant application fee for the development described in the request	No change proposed. As the fee is based on a percentage of the relevant application, the fee value will move in line with delivery cost increases.	(a)	Reviewed
	Last YR Fee 25% of current relevant application fee for the development described in the request			

4.1.6 Infrastructure Master Plans and Overarching Site Strategies

Infrastructure Master Plans	\$2,810.00	\$2,880.00	2.49%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Overarching Site Strategies	\$695.00	\$710.00	2.16%	As above	(a)	Reviewed

Fees and Charges - comparison actual to proposed prices.

Indicates 10% GST included

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4.1.7 Context Plans and/or Whole of Site Material Change of Use

Context Plans and/or Whole of Site Material Change of Use	\$43,925.00 plus \$495.00 per hectare over 10 hectares	Standard council cost index escalation in line with delivery cost increases. Rounding applied.		(a)	Reviewed
	Last YR Fee \$43,000.00 plus \$485.00 per hectare over 10 hectares				

4.1.8 Exemption Certificates

Processing and assessment of a request for an Exemption Certificate	25% of current relevant application fee for the development described in the request	No change proposed. As the fee is based on a percentage of the relevant application, the fee value will move in line with delivery cost increases.		(a)	Reviewed
	Last YR Fee 25% of current relevant application fee for the development described in the request				
» Minimum fee	\$625.00	\$640.00	2.40%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a) Reviewed

4.1.9 Other Development

(a) Carrying out Building Work not Associated with a Material Change of Use

New and additions to Class 10 buildings and additions to an existing single residential dwelling in a development constraints overlay or in a Character Zone or at a Character Place (i.e. Schedule 2 or 3)	\$625.00	\$640.00	2.40%	Standard council cost index escalation in line with delivery cost increases and minor clarification in wording. Rounding also applied.	(a) Reviewed
Demolition/Removal/Relocation of a building in a Character Zone or at a Character Place (i.e. Schedule 2 or 3), (excluding the removal of post 1946 fabric from a building in a Character Zone or at a Character Place (i.e. Schedule 2 or 3)) – Code Assessment	\$1,350.00	\$1,380.00	2.22%	As above	(a) Reviewed

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(a) Carrying out Building Work not Associated with a Material Change of Use [continued]

Relocation of a pre-1946 building within an existing property where in a Character Zone or at a Character Place (i.e Schedule 2 or 3), (excluding the removal of post 1946 fabric from a building in a Character Zone or at a Character Place (i.e Schedule 2 or 3))	\$1,350.00	\$1,380.00	2.22%	As above	(a)	Reviewed
Demolition/Removal/Relocation of a building in a Character Zone or at a Character Place (i.e Schedule 2 or 3), (excluding the removal of post 1946 fabric from a building in a Character Zone or at a Character Place (i.e Schedule 2 or 3)) – Impact Assessment	\$6,480.00	\$6,620.00	2.16%	As above	(a)	Reviewed
Variation to Siting and Site cover requirements	\$625.00	\$640.00	2.40%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Other Building work – e.g. building works on a site not requiring a material change of use application	\$1,530.00	\$1,565.00	2.29%	As above	(a)	Reviewed

(b) Placing an Advertising Device on Premises

Code Assessable – per square metre	\$46.00	\$47.00	2.17%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
» Minimum fee	\$424.00	\$434.00	2.36%	As above	(a)	Reviewed
Impact Assessable – per square metre	\$67.00	\$69.00	2.99%	As above	(a)	Reviewed
» Minimum fee	\$625.00	\$640.00	2.40%	As above	(a)	Reviewed

(c) Clearing of Vegetation not associated with a Material Change of Use**(i) Character Vegetation**

Trimming of Character Vegetation			No charge	No change proposed.	(a)	Reviewed
			Last YR Fee No charge			
Removal of Character Vegetation	\$1,545.00	\$1,580.00	2.27%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4.2 Reconfiguring a Lot

4.2.1 Reconfiguring a Lot Proposal (Includes Opening Roads) and PDA Permissible Development

Boundary realignment	\$2,040.00	\$2,090.00	2.45%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Access easement (per application)	\$2,040.00	\$2,090.00	2.45%	As above	(a)	Reviewed
Up to 20 lots created (no additional fee for ancillary access easements)			\$885.00 per lot	As above	(a)	Reviewed
			Last YR Fee \$865.00 per lot			
» Minimum fee	\$2,660.00	\$2,720.00	2.26%	As above	(a)	Reviewed
In excess of 20 lots created (no additional fee for ancillary/access easements)			\$17,700.00 plus \$680.00 per lot in excess of 20 lots	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
			Last YR Fee \$17,300.00 plus \$665.00 per lot in excess of 20 lots			
Note: The per lot fee applies to each lot created resulting from the reconfiguration (e.g. 4 lots into 5 lots = 5 lots created or 1 lot into 3 lots = 3 lots created) Example - Reconfiguring a lot - 1 lot into 50 lots 20 lots @ \$885.00 = \$17,700.00 + 30 lots @ \$680.00 = \$20,400.00 = Total = \$38,100.00						

4.2.2 Request for Council Approval in Respect of Land in a Community Titles Scheme

Amalgamate lots	\$1,225.00	\$1,255.00	2.45%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Conversion of lots into common property	\$1,225.00	\$1,255.00	2.45%	As above	(a)	Reviewed
Lease of part of a lot or part of any improvements of a lot	\$1,225.00	\$1,255.00	2.45%	As above	(a)	Reviewed
Transfer or lease part of the common property	\$1,225.00	\$1,255.00	2.45%	As above	(a)	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4.2.3 Request for Council Approval for Extinguishment of a Community Titles Scheme

Per lot	\$266.00	\$272.00	2.26%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
» Minimum fee	\$970.00	\$995.00	2.58%	As above	(a)	Reviewed

4.3 Development Planning Sundry Matters

4.3.1 Changing Application Before a Decision is Made

(a) Changing a "Material Change of Use" or "Other Development" Application

Prior to preliminary examination by Council or minor amendment not requiring alteration of reports			No charge	No change proposed.	(a)	Reviewed
			Last YR Fee No charge			
After preliminary examination by Council (prior to decision notice) – minimum fee	\$1,010.00	\$1,035.00	2.48%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(a) Changing a "Material Change of Use" or "Other Development" Application [continued]

After preliminary examination by Council (prior to decision notice) – otherwise	25% of relevant current application fee or 25% of the relevant fee previously determined in accordance with section 1.3 Reducing Development Application Fees, plus the difference between the fee applicable to the existing application and the fee applicable to the changed development proposal (if applicable)	No change proposed. As the fee is based on a percentage of the relevant application, the fee value will move in line with delivery cost increases.	(a)	Reviewed
	Last YR Fee 25% of relevant current application fee or 25% of the relevant fee previously determined in accordance with section 1.3 Reducing Development Application Fees, plus the difference between the fee applicable to the existing application and the fee applicable to the changed development proposal (if applicable)			

Note: This 25% fee does not apply if the change is in response to an information request. Additional fees will be applicable for additional lots sought. Where the applicant amends an application to reduce lot yield or GFA in response to an information request, the applicant is entitled to a 60% refund of the application fees for the reduced component of the application.

(b) Changing a "Reconfigure of Lot" Application

Prior to preliminary examination by Council or minor amendment not requiring alteration of reports and not including additional lots	No charge	No change proposed.	(a)	Reviewed
	Last YR Fee No charge			

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(b) Changing a "Reconfigure of Lot" Application [continued]

After preliminary examination by Council (prior to decision notice)	25% of relevant current application fee or 25% of the relevant fee as previously determined in accordance with section 1.3 Reducing Development Application Fees plus a per lot fee in accordance with section 4.2.1 above for each additional allotment sought as a result of the change	No change proposed. As the fee is based on a percentage of the relevant application, the fee value will move in line with delivery cost increases.		(a)	Reviewed
	Last YR Fee 25% of relevant current application fee or 25% of the relevant fee as previously determined in accordance with section 1.3 Reducing Development Application Fees plus a per lot fee in accordance with section 4.2.1 above for each additional allotment sought as a result of the change				

Note: This 25% fee does not apply if the change is in response to an information request. Additional fees will be applicable for additional lots sought. Where the applicant amends an application to reduce lot yield or GFA in response to an information request, the applicant is entitled to a 60% refund of the application fees for the reduced component of the application.

4.3.2 Changes During Appeal Period (Change Representations)

(a) Lodgement of Change Representations

Lodgement of Change Representations under s 75 of the Planning Act 2016	No charge	No change proposed.	(a)	Reviewed
	Last YR Fee No charge			

4.3.3 Changes After Appeal Period

Minor Change Application, PDA Amendment Application, Extension Application, Minor Alteration, 'Other' Change Application

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

Minor Change and PDA Amendment Application – Request to Change a Development Approval – Change of Conditions, Minor Alterations, Approved Plans or Infrastructure Charges Notice

Per requested change to a Condition, Approved Plan or Infrastructure Charges Notice	\$560.00 plus the difference between the fee applicable to the existing approval and the fee applicable to the changed development proposal (if applicable)	Standard council cost index escalation in line with delivery cost increases. Note this fee has been rounded down to the nearest \$5.	(a)	Reviewed
	Last YR Fee \$550.00 plus the difference between the fee applicable to the existing approval and the fee applicable to the changed development proposal (if applicable)			
» Minimum fee	\$1,020.00 plus the difference between the fee applicable to the existing approval and the fee applicable to the changed development proposal (if applicable)	As above	(a)	Reviewed
	Last YR Fee \$1,000.00 plus the difference between the fee applicable to the existing approval and the fee applicable to the changed development proposal (if applicable)			
» Maximum fee	\$5,620.00 plus the difference between the fee applicable to the existing approval and the fee applicable to the changed development proposal (if applicable)	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
	Last YR Fee \$5,500.00 plus the difference between the fee applicable to the existing approval and the fee applicable to the changed development proposal (if applicable)			
Note: If a change to a condition necessitates a change to an Approved Plan or Infrastructure Charges Notice, additional fees will apply in accordance with the above.				

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(a) Extension Application

Extending the Period of an Approval	\$1,010.00	\$1,035.00	2.48%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
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(b) Request for a Minor Alteration

Request for a Minor Alteration	\$625.00	\$640.00	2.40%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Request for a Minor Alteration – setback and siting for single residential (per lot/dwelling)	\$625.00	\$640.00	2.40%	As above	(a)	Reviewed

(c) Cancellation Application

Request to Cancel Development Approval		No charge	No change proposed.	(a)	Reviewed
		Last YR Fee No charge			

(d) 'Other' Change Application

'Other' Change Application	100% of the relevant current application fee	No change proposed.	(a)	Reviewed
	Last YR Fee 100% of the relevant current application fee			

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4.3.4 Infrastructure Charges Notices

Request for Recalculation of Establishment Cost for Land	25% of relevant current application fee plus Note below	No change proposed. As the fee is based on a percentage of the relevant application, the fee value will move in line with delivery cost increases.	(a)	Reviewed
	Last YR Fee 25% of relevant current application fee plus Note below			
Note: The actual cost charged to Council for the review of the applicant's supplied valuation by a registered valuer or independent certified practicing valuer. Any additional fee shall be paid prior to the determination of the request.				
Request for Recalculation of Establishment Cost for Works		\$1,500.00 ∞	New fee to accommodate the process for calculating market cost and actual cost as set out in the Adopted Infrastructure Charges Resolution (No.1) 2020.	(a) New

4.4 Concurrence Agency Assessment – Planning

4.4.1 Building Works on a Local Heritage Place

Assessment Fee	\$261.00	\$267.00	2.30%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
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4.5 Plan of Subdivision

4.5.1 Request for Approval of Plan of Subdivision Schedule 18 of the Planning Regulation 2017

Assessment of Standard, Building Format and Volumetric Format plans.

(a) Examination, Signing of a Plan of Subdivision

Per lot created	\$480.00	\$491.00	2.29%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
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Fees and Charges - comparison actual to proposed prices.

Indicates 10% GST included

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

(a) Examination, Signing of a Plan of Subdivision [continued]

» Minimum fee	\$960.00	\$985.00	2.60%	As above	(a)	Reviewed
Note: For the purpose of calculating fees, the minimum fee is only applicable where two (2) lots or less are created						
Note: Per Lot created resulting from the reconfiguration (e.g. 4 lots into 5 lots = 5 lots created or 1 lot into 3 lots = 3 lots created)						

(b) Preparation/Perusal of Legal Documents

Standard Legal Document prepared by Council – per document (Transfer Document/Trust/Easement Document)	\$850.00	\$700.00	-17.65%	A reduction of fees for preparation/perusal of legal documents due to a change in service providers, resulting in better value for money.	#	Reviewed
Complex Legal Document – other than a Standard Legal Document			By quote	No change proposed. Fee to reflect cost/work required of legal provider.	#	Reviewed
			Last YR Fee By quote			
Perusal fee where prepared by the applicant's Solicitor – per document (including where a document is required as a condition of approval and Council is not a party to the document)	\$850.00	\$870.00	2.35%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	#	Reviewed

(c) Re-signing of a Plan of Subdivision (Plan of Subdivision has been Previously Signed and has Lapsed)

Re-signing	25% of relevant current application fee			No change proposed. As the fee is based on a percentage of the relevant application, the fee value will move in line with delivery cost increases.	(a)	Reviewed
			Last YR Fee 25% of relevant current application fee			
» Minimum fee	\$363.00	\$371.00	2.20%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(d) Endorsement of Community Management Statement

Minor – (Dual Occupancy)	\$900.00	\$920.00	2.22%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Major – (Multiple Residential, Commercial or Industrial)	\$1,195.00	\$1,225.00	2.51%	As above	(a)	Reviewed

(e) Resubmission of Application for Signing of a Plan of Subdivision

The fee payable for an application for the signing of a plan of subdivision where the application has been previously submitted or the unsigned plan has been returned by Council	35% of the current application fee at the time of the resubmission of the plan	No change proposed. As the fee is based on a percentage of the relevant application, the fee value will move in line with delivery cost increases.	(a)	Reviewed
	Last YR Fee 35% of the current application fee at the time of the resubmission of the plan			

4.6 Area Development Plans/Local Area Plans

Master Area Development Plans, Precinct Plans and amendments to the Springfield Town Centre Concept Plan made pursuant to the Ipswich Planning Scheme 2006.

(a) Assessment Fee

Based on equivalent development pursuant to Sections 4.1 and 4.2 of this Fees and Charges Schedule			To be determined by Responsible Officer		No change proposed – fee to be based on work required by Council.	(a)	Reviewed	
			Last YR Fee To be determined by Responsible Officer					
» Minimum fee			\$5,210.00	\$5,330.00	2.30%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(a) Assessment Fee [continued]

Master Area Development Plans (MADP), Precinct Plans (PP) or amendments to the Springfield Town Centre Concept Plan		\$43,925.00 plus \$495.00 per hectare over 10 hectares		As above		(a)	Reviewed
		Last YR Fee \$43,000.00 plus \$485.00 per hectare over 10 hectares					

(b) Amendment Fee

Per requested change to a Condition, Approved Plan, Item or Infrastructure Charges Notice	\$560.00 plus the difference between the fee applicable to the existing approval and the fee applicable to the changed development proposal (if applicable)		Standard council cost index escalation in line with delivery cost increases. Note this fee has been rounded down to the nearest \$5.		(a)	Reviewed
	Last YR Fee \$550.00 plus the difference between the fee applicable to the existing approval and the fee applicable to the changed development proposal (if applicable)					
» Minimum fee	\$1,020.00 plus the difference between the fee applicable to the existing approval and the fee applicable to the changed development proposal (if applicable)		As above		(a)	Reviewed
	Last YR Fee \$1,000.00 plus the difference between the fee applicable to the existing approval and the fee applicable to the changed development proposal (if applicable)					

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(b) Amendment Fee [continued]

» Maximum fee	\$33,860.00 plus the difference between the fee applicable to the existing approval and the fee applicable to the changed development proposal (if applicable)	Standard council cost index escalation in line with delivery cost increases. Note this fee has been rounded down to the nearest \$5.	(a)	Reviewed
	Last YR Fee \$33,150.00 plus the difference between the fee applicable to the existing approval and the fee applicable to the changed development proposal (if applicable)			
<p>Note: If a change to a Condition necessitates a change to an Approved Plan or Infrastructure Charges Notice, additional fees will apply in accordance with the above.</p> <p>Note: In addition, the cost of consultancy fees in respect to any further expert advice required by Council in consideration of such plan will be charged to the application.</p>				

4.7 Other Fees

4.7.1 Heavy and Other Vehicle Parking in Residential Areas

Lodgement Fee	\$135.00	New Fee. Heavy Vehicle Parking assessment fee is proposed to be split into a lodgment fee and an assessment fee. At present no fee is charged upon receipt of an application until an initial review is completed against the Local Law and Implementation guideline. Thus if the application does not comply, Council does not accept a fee.		(a)	New
Application fee for initial permit pursuant to Local Law 5	\$1,135.00	\$1,000.00	-11.89%	(a)	Reviewed

4.7.2 Certificates/Searches

Note: Price on application for certificates involving multiple lots.

Note: Flood information is available via Council's Flood Map Information service on the Planning and Development website at www.ipswichplanning.com.au

Note: Where an applicant has submitted a search or Planning Certificate request and then no longer requires the requested documentation Council may consider a partial refund depending on the progression of the search or certificate.

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4.7.2 Certificates/Searches [continued]

Note: Where there are no or minimal records held for the search request for (a) and (b) below, the minimum fee shall be retained by Council with the balance of the fee paid refunded to the payee.

Limited Planning and Development Property Search Certificate	\$408.00	\$417.00	2.21%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(c)	Reviewed
Standard Planning and Development Property Search Certificate	\$1,225.00	\$1,255.00	2.45%	As above	(c)	Reviewed
Full Planning and Development Property Search Certificate – Market Value up to \$500,000	\$3,570.00	\$3,650.00	2.24%	As above	(c)	Reviewed
Full Planning and Development Property Search Certificate – Market Value \$500,000 to \$1,000,000	\$4,590.00	\$4,690.00	2.18%	As above	(c)	Reviewed
Full Planning and Development Property Search Certificate – Market Value greater than \$1,000,000	\$6,530.00	\$6,680.00	2.30%	As above	(c)	Reviewed

(a) Copies of Approved Plans and Documents

Residential Building Approval Documentation – All approved structures	\$266.00	\$272.00	2.26%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(c)	Reviewed
Residential Building Approval Documentation – Single structure	\$199.00	\$204.00	2.51%	As above	(c)	Reviewed
Building Location Envelope Plan	\$61.00	\$63.00	3.28%	As above	(c)	Reviewed
Commercial Building Approval Documentation – Up to 3 approvals	\$485.00	\$496.00	2.27%	As above	(c)	Reviewed
Commercial Building Approval Documentation – 4-10 approvals	\$585.00	\$600.00	2.56%	As above	(c)	Reviewed
Commercial Building Approval Documentation – 10 or more approvals	\$590.00 plus \$26.00 for each approval over 10			Standard council cost index escalation in line with delivery cost increases. Note this fee has been rounded down to the nearest \$5.	(c)	Reviewed
	Last YR Fee \$580.00 plus \$26.00 for each approval over 10					
» If hard copy is provided	Plus current Corporate Services print and photocopy costs			No change proposed – refer to Corporate Services Print, Copy & Postage Services	(c)	Reviewed
	Last YR Fee Plus current Corporate Services print and photocopy costs					

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(a) Copies of Approved Plans and Documents [continued]

Copy of Certificate of Classification where already issued by Council or Private Certifier	\$220.00	\$225.00	2.27%	Fee set in line with benchmarking with other South East Queensland local government areas.	(c)	Reviewed
Copy of internal sewerage plan (residential)	\$61.00	\$63.00	3.28%	As above	(c)	Reviewed
Hydraulic services plan (commercial)	\$61.00	\$63.00	3.28%	As above	(c)	Reviewed
Search other than as listed above			By quote	No change proposed. Fee to be based on work required by Council.	(c)	Reviewed
			Last YR Fee By quote			
» Minimum fee		\$63.00	∞	New fee. A minimum fee to be added and a note that where a fee is paid for a document or plan and the Council does not have any records or records are minimal then the minimum fee is payable and the balance fees paid are refunded.	(c)	New

(b) Building and/or Plumbing Records Search

Residential / Domestic: standard search (per property)	\$266.00	\$272.00	2.26%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(c)	Reviewed
Residential / Domestic: additional fee for urgent search	\$148.00	\$152.00	2.70%	As above	(c)	Reviewed
Commercial / Industrial: minimum fee standard search (per property) up to 3 hours research	\$500.00	\$515.00	3.00%	As above	(c)	Reviewed
Commercial / Industrial: additional fee after 3 hours research per hour	\$148.00	\$152.00	2.70%	As above	(c)	Reviewed

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(b) Building and/or Plumbing Records Search [continued]

» Minimum fee		\$63.00	∞	New fee. A minimum fee to be added and a note that where a fee is paid for a document or plan and the Council does not have any records or records are minimal then the minimum fee is payable and the balance fees paid are refunded.		(c)	New
<p>Note: A lot is any parcel of land that can be sold separately. However, where a building physically spans two allotments, this will be treated as one lot.</p> <p>Note: The above Certificate/Search Fees are the minimum fees applicable. Council reserves the right to charge a higher fee for more complex certificates and searches or should it be necessary to provide the information on disc or electronically.</p>							

(c) Flood Level Search

Flood Level Requests – Adopted Flood Regulation Line (AFRL) and Q20 flood level only	\$143.00	\$147.00	2.80%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	#	(c)	Reviewed
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4.7.3 Extracts Regarding Character Listing

An extract from information recorded in the Ipswich Planning Scheme (Schedule 2 or 3) – per page	Current Corporate Services print and photocopy costs		No change proposed – refer to Corporate Services Print, Copy & Postage Services			(c)	Reviewed
	Last YR Fee Current Corporate Services print and photocopy costs						
Certified copy of an entry in the Ipswich Planning Scheme (Schedule 2 or 3) or a certificate as to whether a property is affected by an entry in the Ipswich Planning Scheme (Schedule 2 or 3) – per lot	\$199.00	\$204.00	2.51%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.		(c)	Reviewed

4.7.4 Compliance Assessment – PDA Area

Compliance Assessment for residential development required through a condition of approval	\$630.00 per dwelling		Standard council cost index escalation in line with delivery cost increases. Note this fee has			(a)	Reviewed
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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4.7.4 Compliance Assessment – PDA Area [continued]

Compliance Assessment for residential development required through a condition of approval	\$630.00 per dwelling or per dwelling type where multiple residential dwellings are lodged in one application	Standard council cost index escalation in line with delivery cost increases. Note this fee has been rounded down to the nearest \$5.	(a)	Reviewed
	Last YR Fee \$620.00 per dwelling or per dwelling type where multiple residential dwellings are lodged in one application			
Compliance Assessment for commercial and mixed use development where required through a condition of approval	By quote	No change proposed. Fee to be based on work required by Council.	(a)	Reviewed
	Last YR Fee By quote			

4.7.5 Pre-Assessment of Technical/Specialist Reports

Council offers applicants the opportunity for a preliminary pre-assessment of technical/specialist reports (e.g. economic impact assessment, flood/hydraulic assessments, stormwater management plan, traffic impact assessment, acoustic assessment, geotechnical assessment) or other similar supporting reports, prior to the lodgement of a development application. It is up to Council's discretion in determining if the report is of a simple or complex nature prior to the lodgement of the report. The fees relating to this request will be deducted from the future development application, if lodged within 12 months of the assessment of the report being undertaken by Council.

Pre-Assessment of Technical/Specialist Reports – Simple Reports	\$510.00	\$525.00	2.94%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Pre-Assessment of Technical/Specialist Reports – Complex Reports	\$1,020.00	\$1,045.00	2.45%	As above	(a)	Reviewed

Note: Refer Section 5.1.12 for Post Assessment of Technical/Specialist Report fees

Note: Should a report require an external assessment, these costs will be required to be made payable by the applicant.

4.8 Planning and Development Document Sales

Where supplied by post, a postage and handling charge will also be payable. Refer to Print, Copy and Postage Services fees within this register.

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4.8 Planning and Development Document Sales [continued]

Note: Planning Scheme documents and standard drawings are available online at ipswichplanning.com.au

4.8.1 Current Planning Scheme and Supporting Documents

Includes current and superseded scheme documents, maps and extracts.

Hardcopy	Current Corporate Services print and photocopy costs		Planning scheme document sales have been consolidated and fees will be charged based on relevant printing costs or work required by Council.	(c)	New
		Last YR Fee	-		
Electronic	To be determined by Responsible Officer		As above	(c)	New
		Last YR Fee	-		
Zoning, Overlay and Plans for Trunk Infrastructure Maps A3 size (individual map)	\$67.00		Fee to be discontinued – as above.	(c)	Discontinued
Zoning and Overlay Maps A3 size (full set)	\$1,310.00		Fee to be discontinued – as above.	(c)	Discontinued
Plans for Trunk Infrastructure Maps A3 size (full set)	\$2,810.00		Fee to be discontinued – as above.	(c)	Discontinued
Where supplied by post, a postage and handling charge (large documents) will also be payable. Refer to Print, Copy and Postage Services fees within this register.					
Zoning and Overlay Maps A1 size (individual map)	\$67.00		Fee to be discontinued – as above.	(c)	Discontinued
Zoning and Overlay Maps A1 size (full set)	\$2,610.00		Fee to be discontinued – as above.	(c)	Discontinued
Where supplied by post, a postage and handling charge (large documents) will also be payable. Refer to Print, Copy and Postage Services fees within this register.					
Parts 1, 2 & 3 – Introduction, Interpretation and Desired Outcomes	\$19.40		Fee to be discontinued – as above.	(c)	Discontinued
Part 4 Urban Areas	\$169.00		Fee to be discontinued – as above.	(c)	Discontinued
Part 5 City Centre	\$57.00		Fee to be discontinued – as above.	(c)	Discontinued
Part 6 Regionally Significant Business Enterprise and Industry Areas	\$41.90		Fee to be discontinued – as above.	(c)	Discontinued

Name	Year 20/21 Last YR Fee (incl. GST)	Year 21/22		Comment	GST	LGS s97(2)	Status
		Fee (incl. GST)	Increase %				

4.8.1 Current Planning Scheme and Supporting Documents [continued]

Part 7 Amberley	\$11.30			Fee to be discontinued – as above.	(c)	Discontinued
Part 8 Rosewood Area	\$62.00			Fee to be discontinued – as above.	(c)	Discontinued
Part 9 Township Areas	\$50.00			Fee to be discontinued – as above.	(c)	Discontinued
Part 10 Rural Areas	\$33.70			Fee to be discontinued – as above.	(c)	Discontinued
Part 11 Overlays	\$31.70			Fee to be discontinued – as above.	(c)	Discontinued
Part 12 Assessment Criteria for Development of a Stated Purpose or of a Stated Type	\$138.00			Fee to be discontinued – as above.	(c)	Discontinued
Part 13 Priority Infrastructure Plan (excluding Plans for Trunk Infrastructure Maps)	\$87.00			Fee to be discontinued – as above.	(c)	Discontinued
Part 14 Springfield Structure Plan	\$50.00			Fee to be discontinued – as above.	(c)	Discontinued
Part 15 Ripley Valley Master Planned Area Structure Plan	\$159.00			Fee to be discontinued – as above.	(c)	Discontinued
Schedules to the Planning Scheme	\$87.00			Fee to be discontinued – as above.	(c)	Discontinued
Planning Scheme Policy 1 – Consultation	\$2.50			Fee to be discontinued – as above.	(c)	Discontinued
Planning Scheme Policy 2 – Information Local Government May Request	\$29.60			Fee to be discontinued – as above.	(c)	Discontinued
Planning Scheme Policy 3 – General Works	\$62.00			Fee to be discontinued – as above.	(c)	Discontinued
Planning Scheme Policy 4 – Nomination of Character Places to be included or removed from Schedule 2	\$2.50			Fee to be discontinued – as above.	(c)	Discontinued
Planning Scheme Policy 5 – Infrastructure	\$39.80			Fee to be discontinued – as above.	(c)	Discontinued
Walloon – Thagoona Detailed Planning Study (Hard Copy Version)	\$82.00			Fee to be discontinued – as above.	(c)	Discontinued
Where supplied by post, a postage and handling charge (standard documents) will also be payable. Refer to Print, Copy and Postage Services fees within this register.						
Walloon – Thagoona Detailed Planning Study (CD Version)	\$25.50			Fee to be discontinued – as above.	(c)	Discontinued
Where supplied by post, a postage and handling charge (standard documents) will also be payable. Refer to Print, Copy and Postage Services fees within this register.						
South Redbank Plains Planning Study (Hard Copy Version)	\$77.00			Fee to be discontinued – as above.	(c)	Discontinued
Where supplied by post, a postage and handling charge (standard documents) will also be payable. Refer to Print, Copy and Postage Services fees within this register.						
South Redbank Plains Planning Study (CD Version)	\$25.50			Fee to be discontinued – as above.	(c)	Discontinued
Where supplied by post, a postage and handling charge (standard documents) will also be payable. Refer to Print, Copy and Postage Services fees within this register.						

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4.8.1 Current Planning Scheme and Supporting Documents [continued]

Ripley Valley Structure Plan and Master Planning Framework – Volumes 1 and 2 – (Hard copy version)	\$505.00		Fee to be discontinued – as above.	(c)	Discontinued
Where supplied by post, a postage and handling charge (large documents) will also be payable. Refer to Print, Copy and Postage Services fees within this register.					
Ripley Valley Structure Plan and Master Planning Framework – Volumes 1 and 2 – (CD version)	\$25.50		Fee to be discontinued – as above.	(c)	Discontinued
Where supplied by post, a postage and handling charge (standard documents) will also be payable. Refer to Print, Copy and Postage Services fees within this register.					

4.8.2 Spatial and Other Data

Zoning and Overlay Data in Mapinfo GIS Format (Full set of map datasets for whole of city)	\$1,310.00			No longer required – Planning Scheme document sales have been consolidated and fees will be charged based on relevant printing costs or work required by Council.	(c)	Discontinued
Zoning and Overlay Data in Mapinfo GIS Format (Zoning datasets and/or individual Overlay Map datasets for whole of city)	\$97.00			No longer required – Planning Scheme document sales have been consolidated and fees will be charged based on relevant printing costs or work required by Council.	(c)	Discontinued
Map Data (including extracts of the datasets above) in Mapinfo GIS Format	To be determined by Responsible Officer			No change proposed. Fee to be based on work required by Council.	(c)	Reviewed
	Last YR Fee To be determined by Responsible Officer					
Development Monitoring and Projections Data	To be determined by Responsible Officer			As above	(c)	Reviewed
	Last YR Fee To be determined by Responsible Officer					

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4.8.3 Other Miscellaneous Fees

Spatial Data in Mapinfo GIS format		No longer required – Planning Scheme document sales have been consolidated and fees will be charged based on relevant printing costs or work required by Council.	(c)	Discontinued
	Last YR Fee To be determined by Responsible Officer			
Where supplied by post, a postage and handling charge will also be payable. Documents supplied on CD and subject to postage will incur the standard postage and handling charge. Refer to Print, Copy and Postage Services fees within this register.				
Standard Drawings	To be determined by Responsible Officer	No change proposed to this fee. Planning and Development document sales have been consolidated and fees will be charged based on relevant printing costs or work required by Council.	(c)	Reviewed
	Last YR Fee -			
Sale of Heritage Promotion Materials	To be determined by Responsible Officer	As above	#	Reviewed
	Last YR Fee To be determined by Responsible Officer			

4.8.2 Superseded Schemes and Supporting Documents (Discontinued)

Gazetted copy of the former ICC Strategic Plan, Part A, Town Planning Schedule, Local Law 3 and Local Law 5 or the gazetted copy of the former MSC Planning Scheme	\$57.00		No longer required – Planning Scheme document sales have been consolidated and fees will be charged based on relevant printing costs or work required by Council.	(c)	Discontinued
Former Ipswich City Strategic Plan, Part B documents	\$113.00		Fee to be discontinued – as above.	(c)	Discontinued
Former Moreton Shire, Draft Strategic Plan, Planning Study	\$113.00		Fee to be discontinued – as above.	(c)	Discontinued
1999 Planning Scheme: Planning Scheme (Parts 1-6)	\$87.00		Fee to be discontinued – as above.	(c)	Discontinued

Fees and Charges - comparison actual to proposed prices.

Indicates 10% GST included

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4.8.2 Superseded Schemes and Supporting Documents (Discontinued) [continued]

Ipswich City Centre: Structure Plan	\$92.00			Fee to be discontinued – as above.	(c)	Discontinued
Ipswich City Centre Planning Study: Full set of documents (14 Issues Papers and Action Plans)	\$322.00			Fee to be discontinued – as above.	(c)	Discontinued
Ipswich City Centre Planning Study: Development Options (Paper 14) plus Summary (Paper 13)	\$128.00			Fee to be discontinued – as above.	(c)	Discontinued
Ipswich City Centre Planning Study: Transport (Paper 12)	\$57.00			Fee to be discontinued – as above.	(c)	Discontinued
Ipswich Eastern Corridor: Structure Plan (text)	\$87.00			No longer required – Planning Scheme document sales have been consolidated and fees will be charged based on relevant printing costs or work required by Council.	(c)	Discontinued
Ipswich Eastern Corridor: 1 x A0 Coloured Precinct Plan	\$82.00			Fee to be discontinued – as above.	(c)	Discontinued
Ipswich Eastern Corridor: 4 x A0 Black & White Precinct Plans	\$113.00			Fee to be discontinued – as above.	(c)	Discontinued
Ipswich Eastern Corridor: Planning Study	\$113.00			Fee to be discontinued – as above.	(c)	Discontinued
Springfield Structure Plan: Structure Plan	\$82.00			No longer required – Planning Scheme document sales have been consolidated and fees will be charged based on relevant printing costs or work required by Council.	(c)	Discontinued
Springfield Structure Plan: Planning Study	\$184.00			Fee to be discontinued – as above.	(c)	Discontinued
Springfield Structure Plan: Infrastructure Agreement including variations	\$184.00			Fee to be discontinued – as above.	(c)	Discontinued
Ipswich Northern and Inner Western Corridor: Structure Plan (text)	\$87.00			Fee to be discontinued – as above.	(c)	Discontinued
Ipswich Northern and Inner Western Corridor: 1 x A0 Coloured Precinct Plan	\$82.00			Fee to be discontinued – as above.	(c)	Discontinued
Ipswich Northern and Inner Western Corridor: Statement of Proposals	\$45.90			No longer required – Planning Scheme document sales have been consolidated and fees will be charged based on relevant printing costs or work required by Council.	(c)	Discontinued
Ipswich Northern and Inner Western Corridor: Planning Study	\$184.00			Fee to be discontinued – as above.	(c)	Discontinued
Ipswich Southern Corridor: Structure Plan (text)	\$87.00			Fee to be discontinued – as above.	(c)	Discontinued
Ipswich Southern Corridor: 1 x A0 Coloured Precinct Plan	\$82.00			Fee to be discontinued – as above.	(c)	Discontinued
Ipswich Southern Corridor: Statement of Proposals	\$43.90			Fee to be discontinued – as above.	(c)	Discontinued

Fees and Charges - comparison actual to proposed prices.

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4.8.2 Superseded Schemes and Supporting Documents (Discontinued) [continued]

Ipswich Southern Corridor: Planning Study	\$184.00			Fee to be discontinued – as above.	(c)	Discontinued
Rosewood: Structure Plan (text)	\$87.00			Fee to be discontinued – as above.	(c)	Discontinued
Rosewood: Statement of Proposals	\$29.60			Fee to be discontinued – as above.	(c)	Discontinued
Rosewood: Planning Study	\$108.00			Fee to be discontinued – as above.	(c)	Discontinued
Rosewood-Walloon: Planning Study	\$77.00			Fee to be discontinued – as above.	(c)	Discontinued
Superseded versions of the Current Planning Scheme				Fee to be discontinued – as above.	(c)	Discontinued
	Last YR Fee As per section 4.8.2					

4.8.3 Development Codes (1999 Planning Scheme) (Discontinued)

Residential Development Code	\$67.00			No longer required – Planning Scheme document sales have been consolidated and fees will be charged based on relevant printing costs or work required by Council.	(c)	Discontinued
Commercial and Industrial Development Code	\$22.50			Fee to be discontinued – as above.	(c)	Discontinued
Rural Development Code	\$10.20			Fee to be discontinued – as above.	(c)	Discontinued
Landscaping and Fencing Code	\$10.20			Fee to be discontinued – as above.	(c)	Discontinued
Parking Code	\$22.50			Fee to be discontinued – as above.	(c)	Discontinued
Subdivision Code	\$97.00			Fee to be discontinued – as above.	(c)	Discontinued

4.8.4 Planning Scheme Policies (1999 Planning Scheme) (Discontinued)

Environmental Management in Relation to Development Policy	\$10.20			No longer required – Planning Scheme document sales have been consolidated and fees will be charged based on relevant printing costs or work required by Council.	(c)	Discontinued
Flood Liable or Drainage Problem Land Policy	\$7.65			Fee to be discontinued – as above.	(c)	Discontinued
Warranty and Maintenance Policy	\$7.65			Fee to be discontinued – as above.	(c)	Discontinued

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4.8.4 Planning Scheme Policies (1999 Planning Scheme) (Discontinued) [continued]

Ipswich Townscape Enhancement Policy	\$39.80			Fee to be discontinued – as above.	(c)	Discontinued
Guidelines on Signage and Graphics for Commercial Uses and Buildings within Heritage Places, Areas and Precincts	\$10.20			Fee to be discontinued – as above.	(c)	Discontinued
Water Supply and Sewerage Infrastructure Contributions Policy	\$18.40			Fee to be discontinued – as above.	(c)	Discontinued
Ipswich Social Infrastructure Contributions Policy	\$10.20			Fee to be discontinued – as above.	(c)	Discontinued
Ipswich Open Space (Parks) Infrastructure Contributions Policy	\$10.20			Fee to be discontinued – as above.	(c)	Discontinued
Ipswich Roadworks Infrastructure Contributions Policy	\$10.20			Fee to be discontinued – as above.	(c)	Discontinued
Ipswich Drainage Infrastructure Contributions Policy	\$10.20			Fee to be discontinued – as above.	(c)	Discontinued

(a) Developer Contributions Policy – Support documents

Water Supply and Sewerage – per copy	\$184.00			No longer required – Planning Scheme document sales have been consolidated and fees will be charged based on relevant printing costs or work required by Council.	(c)	Discontinued
Roadworks – per copy	\$322.00			Fee to be discontinued – as above.	(c)	Discontinued
Open Space (Parks) – per copy	\$184.00			Fee to be discontinued – as above.	(c)	Discontinued
Social Infrastructure – per copy	\$184.00			Fee to be discontinued – as above.	(c)	Discontinued

4.8.7 Other Planning and Development Documents and Maps (Including Superseded Planning Schemes) and Extracts of Documents not Specified Elsewhere (Discontinued)

Hard Copy				No longer required – Planning Scheme document sales have been consolidated and fees will be charged based on relevant printing costs or work required by Council.	(c)	Discontinued
	Last YR Fee To be determined by Responsible Officer					

Where supplied by post, a postage and handling charge will also be payable. Refer to Print, Copy and Postage Services fees within this register.

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4.8.7 Other Planning and Development Documents and Maps (Including Superseded Planning Schemes) and Extracts of Documents not Specified Elsewhere (Discontinued) [continued]

Electronic Copy		Fee to be discontinued – as above.	(c)	Discontinue
	Last YR Fee To be determined by Responsible Officer			
Where supplied by post, a postage and handling charge will also be payable. Refer to Print, Copy and Postage Services fees within this register.				

DISCONTINUED Other Miscellaneous Fees

Photocopying of Miscellaneous Documents, including Town Planning Applications at the front counter	No longer required – Planning Scheme document sales have been consolidated and fees will be charged based on relevant printing costs or work required by Council.	(c)	Discontinue
	Last YR Fee Current Photocopier Charges (refer to Corporate Services).		
Where supplied by post, a postage and handling charge will also be payable. Refer to Print, Copy and Postage Services fees within this register.			

5. Engineering and Environment Fees

5.1 Operational Works

5.1.1 Carrying Out Work for Reconfiguring a Lot – Operational Works

(a) Assessment – roads, stormwater drainage, earthworks, native vegetation clearing, streetscape and traffic signals

The following fees are relevant to the assessment of Operational Works applications and must be paid as part of a Properly Made submission.
Note: Does not include external trunk infrastructure. Separate application and quoted fee applies.

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(a) Assessment – roads, stormwater drainage, earthworks, native vegetation clearing, streetscape and traffic signals [continued]

Roads, stormwater drainage, earthworks, native vegetation clearing (per lot)	\$745.00	\$765.00	2.68%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Note: Where major works of a unique, specialised, complex or ancillary nature are proposed, Council will require the payment of a separate fee equivalent to the actual cost of review and inspection, with an amount equal to the estimated cost being lodged prior to the commencement of review of the engineering drawings.						
Streetscaping works	Minimum fee plus \$250.00 per 100m lineal of roadway beyond the first 100m			Standard council cost index escalation in line with delivery cost increases. Note this fee has been rounded down to the nearest \$5.	(a)	Reviewed
	Last YR Fee Minimum fee plus \$245.00 per 100m lineal of roadway beyond the first 100m					
» Minimum fee	\$930.00	\$950.00	2.15%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Note: Lineal metre based on the center line of the roadways.						
Traffic signals (per signal/intersection)	\$2,400.00	\$2,460.00	2.50%	As above	(a)	Reviewed

(b) Assessment and construction of earthworks and native vegetation clearing

The following fees apply where bulk earthworks are lodged separate to detailed drainage and road designs.

Change to ground levels per lot	\$317.00	\$100.00	-68.45%	The application fees have been amended to ensure that the levied fees are reflective of the time taken to complete the assessment.	(a)	Reviewed
» Minimum fee		\$3,500.00	∞	New fee. The application fees have been amended to ensure that the levied fees are reflective of the time taken to complete the assessment.	(a)	New
Note: The above fee is applicable where a Reconfiguration of a Lot application has been determined and the applicant is seeking a "change to ground level" prior to seeking the approved design of the municipal assets - roadworks, stormwater, etc. It should be noted that this fee will not be reduced from Section 5.1.1(a) when the municipal Operational Works application is lodged. Please note that the submission of a earthworks and native vegetation clearing operational works is considered the first related application.						

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(c) Construction – roads, stormwater drainage, earthworks, native vegetation clearing, streetscape and traffic signals

The following fees that are relevant to the approved Operational Works must be paid prior to an associated prestart meeting. The fee covers Council inspections and compliance, as per the Planning Scheme Policy for Development Works and/or Operational Works approval requirements including conditions of approval.

Roads, stormwater drainage, earthworks, native vegetation clearing		Minimum fee plus \$265.00 per lot		Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
		Last YR Fee Minimum fee plus \$260.00 per lot				
» Minimum fee	\$645.00	\$660.00	2.33%	As above	(a)	Reviewed
Streetscaping works		Minimum fee plus \$66.00 per 100m lineal of roadway beyond the first 100m		As above	(a)	Reviewed
		Last YR Fee Minimum fee plus \$65.00 per 100m lineal of roadway beyond the first 100m				
» Minimum fee	\$383.00	\$392.00	2.35%	As above	(a)	Reviewed
Note: Lineal metre based on the center line of the roadways.						
Traffic signals design (per signal/intersection)	\$1,290.00	\$1,320.00	2.33%	As above	(a)	Reviewed

(d) Assessment and construction inspection fee for revegetation/rehabilitation and parks

Revegetation/Rehabilitation of land area (up to 5,000m²)	\$1,010.00	\$1,035.00	2.48%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Revegetation/Rehabilitation of land area (5,001m² to 1 hectare)	\$1,960.00	\$2,010.00	2.55%	As above	(a)	Reviewed
Revegetation/Rehabilitation of land area (greater than 1 hectare)	\$3,980.00	\$4,070.00	2.26%	As above	(a)	Reviewed
Revegetation/Rehabilitation for Linear Open Space (less than 200m linear length)	\$1,010.00	\$1,035.00	2.48%	As above	(a)	Reviewed
Revegetation/Rehabilitation for Linear Open Space (201m – 500m linear length)	\$1,960.00	\$2,010.00	2.55%	As above	(a)	Reviewed

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(d) *Assessment and construction inspection fee for revegetation/rehabilitation and parks* [continued]

Revegetation/Rehabilitation for Linear Open Space (greater than 500m linear length)	\$3,980.00	\$4,070.00	2.26%	As above	(a)	Reviewed
Where an Engineering assessment is required (e.g. for sewer mains/retaining walls) in respect to any of the above revegetation/rehabilitation works, an additional fee will be required	\$505.00	\$520.00	2.97%	As above	(a)	Reviewed
District Park		By quote		No change proposed. Fee to be based on work required by Council.	(a)	Reviewed
		Last YR Fee By quote				
District Park Note: Where major works of a unique, specialised, complex or ancillary nature are proposed, Council will require the payment of a separate fee equivalent to the actual cost of review and inspection, with an amount equal to the estimated cost being lodged prior to the commencement of review of the landscaping drawings.						
Parkland/Play Areas		Minimum fee plus \$200.00 per 500m ² beyond the first 500m ²		Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
		Last YR Fee Minimum fee plus \$195.00 per 500m ² beyond the first 500m ²				
» Minimum fee	\$1,940.00	\$1,985.00	2.32%	As above	(a)	Reviewed

(e) *Assessment and construction inspection fee for electrical reticulation and public lighting*

Electrical Reticulation and non Rate 3 Street Lighting (per application)	\$615.00	\$630.00	2.44%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Electrical Reticulation and Rate 3 Public Lighting for 0 to 6 stations (per new, modified or recovered lighting station, i.e. lighting pillar and pit)	\$1,125.00	\$1,150.00	2.22%	As above	(a)	Reviewed
Electrical Reticulation and Rate 3 Public Lighting for 7 to 30 stations (per new, modified or recovered lighting station, i.e. lighting pillar and pit)	\$2,300.00	\$2,350.00	2.17%	As above	(a)	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
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(e) Assessment and construction inspection fee for electrical reticulation and public lighting [continued]

Electrical Reticulation and Rate 3 Public Lighting for 31 to 60 stations (per new, modified or recovered lighting station, i.e. lighting pillar and pit)	\$3,010.00	\$3,080.00	2.33%	As above		(a)	Reviewed
Electrical Reticulation and Rate 3 Public Lighting for greater than 60 stations or complex project (per new, modified or recovered lighting station, i.e. lighting pillar and pit)	\$4,340.00	\$4,440.00	2.30%	As above		(a)	Reviewed
Electrical Reticulation and Rate 3 Public Lighting design re-submission (per submission)	\$174.00	\$178.00	2.30%	As above		(a)	Reviewed

5.1.2 Carrying Out Works Associated with a Material Change of Use

These works include roadworks, car parks, stormwater drainage, sewerage lines, water reticulation and other associated works. This can involve provision of new services, or diversion, modification, alteration, or replacement of existing services.

(a) Design review works inspection fees for municipal works

A fee shall be payable at the time of lodgement of the plans with Council for the works as set out below:

Note: The fees in this sub-section relate to works of a minor nature (e.g. construction length of maximum 200 metres). Works deemed to be of a major nature require a quoted fee.

Stormwater drainage (including roofwater)	\$850.00	\$870.00	2.35%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.		(a)	Reviewed
Roadworks (including associated footpaths)	\$1,725.00	\$1,765.00	2.32%	As above		(a)	Reviewed
Footpaths (excluding other roadworks)	\$1,000.00	\$1,025.00	2.50%	As above		(a)	Reviewed
Stormwater Quality (WSUD, SQIDS)	\$810.00	\$830.00	2.47%	As above		(a)	Reviewed

(b) Design review fees associated with works within the site, which will be owned and maintained by the owner

Dual Occupancy	\$535.00	\$550.00	2.80%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.		(a)	Reviewed
Multi unit development: per unit	\$429.00	\$439.00	2.33%	As above		(a)	Reviewed
» Minimum fee	\$1,655.00	\$1,695.00	2.42%	As above		(a)	Reviewed

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(b) Design review fees associated with works within the site, which will be owned and maintained by the owner [continued]

» Maximum fee	\$4,950.00	\$5,060.00	2.22%	As above	(a)	Reviewed
Commercial, Industrial, Indoor or Outdoor Entertainment: up to 1,500m ² of site area	\$1,045.00	\$1,070.00	2.39%	As above	(a)	Reviewed
Commercial, Industrial, Indoor or Outdoor Entertainment: over 1,500m ² of site area, excepting major development	\$2,020.00	\$2,070.00	2.48%	As above	(a)	Reviewed
Commercial, Industrial, Indoor or Outdoor Entertainment: Where development includes Stormwater Quality, add -	\$510.00	\$525.00	2.94%	As above	(a)	Reviewed
Major Development, Education establishments, Hospitals, Institutions etc.			By quote	No change proposed. Fee to be based on work required by Council.	(a)	Reviewed
			Last YR Fee By quote			
Fee equivalent to the actual cost of the review and inspection, with an amount equal to the estimated cost being lodged prior to the commencement of the review of engineering drawings.						
Note: The above includes earthworks, building platforms, site formation, paved areas, site access, car parking, pedestrian footpaths, roof water, site stormwater drainage system.						
Note: The fees listed above do not include sanitary plumbing/drainage works, water service installation or works that are elsewhere included in the Fees and Charges.						

(c) Engineering and Environment design review fee for internal landscaping

Site landscaping		Minimum fee plus \$200.00 per 500m ² beyond the first 500m ² of landscaped area		Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
		Last YR Fee Minimum fee plus \$195.00 per 500m ² beyond the first 500m ² of landscaped area				
» Minimum fee	\$930.00	\$950.00	2.15%	As above	(a)	Reviewed

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5.1.3 Operational Works (Earthworks) Not Associated with a Material Change of Use or Reconfiguring a Lot OR Interim Uses in accordance with Section 2.6 of the Springfield Structure Plans – Earthworks

Minimum Fee	\$1,765.00	\$1,805.00	2.27%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
2,001m ² – 10,000m ² in area	\$4,440.00	\$4,540.00	2.25%	As above	(a)	Reviewed
Greater than 10,000m ² in area			By quote	No change proposed. Fee to be based on work required by Council.	(a)	Reviewed
			Last YR Fee By quote			

Note: The above areas refer to the area of land that will be disturbed by proposed earthworks. Where the nature of proposed earthworks necessitate provision of supporting technical information (such as flood assessment or specific geotechnical reports) Council requires fees equivalent to actual cost of review and assessment of that information, with a further amount equal to estimated cost (by quote) being lodged.

5.1.4 Clearing of Vegetation Not Associated with a Material Change of Use

(a) Operational Works – Vegetation clearing pursuant to the Planning Scheme

Less than 1 hectare	\$2,400.00	\$2,460.00	2.50%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Between 1 hectare and 5 hectares	\$4,700.00	\$4,810.00	2.34%	As above	(a)	Reviewed
Between 5 hectares and 10 hectares	\$9,240.00	\$9,440.00	2.16%	As above	(a)	Reviewed
Where greater than 10 hectares an additional fee per 5 hectares thereafter	\$4,700.00	\$4,810.00	2.34%	As above	(a)	Reviewed

5.1.5 Infrastructure Agreements

Early Accrual or Final Credits – Processing Fee	\$1,000.00	\$1,025.00	2.50%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
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5.1.5 Infrastructure Agreements [continued]

Early Accrual or Final Credits – Credit Assessment		By quote	No change proposed. Fee to be based on work required by Council.	(a)	Reviewed
		Last YR Fee By quote			

5.1.6 PDA Compliance Assessments (Designs or Concepts)

(a) Roads and Stormwater Drainage

Roads and Stormwater Drainage Works		Minimum fee plus \$295.00 per 100m lineal of roadway beyond the first 100m	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
		Last YR Fee Minimum fee plus \$290.00 per 100m lineal of roadway beyond the first 100m			
» Minimum fee	\$925.00	\$945.00	2.16%	As above	(a) Reviewed
Note: Lineal metre based on the center line of the roadways.					

(b) Streetscape, Traffic Signals

Streetscaping Works		Minimum fee plus \$60.00 per 100m lineal of roadway beyond the first 100m	No change proposed – Input costs have not escalated sufficiently to warrant a price increase.	(a)	Reviewed
		Last YR Fee Minimum fee plus \$60.00 per 100m lineal of roadway beyond the first 100m			

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(b) Streetscape, Traffic Signals [continued]

» Minimum fee	\$383.00	\$392.00	2.35%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Note: Lineal metre based on the center line of the roadways.						
Traffic signals design (per signal/intersection)	\$1,290.00	\$1,320.00	2.33%	As above	(a)	Reviewed

(c) Waste Servicing

Waste Servicing	\$695.00	\$710.00	2.16%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
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(d) Revegetation/Rehabilitation, District and Local Parks

Revegetation/Rehabilitation of land area (up to 5,000m ²)	\$1,010.00	\$1,035.00	2.48%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Revegetation/Rehabilitation of land area (5,001m ² to 1 hectare)	\$1,960.00	\$2,010.00	2.55%	As above	(a)	Reviewed
Revegetation/Rehabilitation of land area (greater than 1 hectare)	\$3,980.00	\$4,070.00	2.26%	As above	(a)	Reviewed
Revegetation/Rehabilitation for Linear Open Space (less than 200m linear length)	\$1,010.00	\$1,035.00	2.48%	As above	(a)	Reviewed
Revegetation/Rehabilitation for Linear Open Space (201m – 500m linear length)	\$1,960.00	\$2,010.00	2.55%	As above	(a)	Reviewed
Revegetation/Rehabilitation for Linear Open Space (greater than 500m linear length)	\$3,980.00	\$4,070.00	2.26%	As above	(a)	Reviewed
Where Engineering Assessment is required (e.g. for sewer mains/retaining walls) in respect to any of the above revegetation/rehabilitation works, an additional fee will be required	\$505.00	\$520.00	2.97%	As above	(a)	Reviewed

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(d) Revegetation/Rehabilitation, District and Local Parks [continued]

District Park		By quote		No change proposed. Fee to be based on work required by Council.	(a)	Reviewed
		Last YR Fee By quote				
District Park Note: Where major works of a unique, specialised, complex or ancillary nature are proposed, Council will require the payment of a separate fee equivalent to the actual cost of review and inspection, with an amount equal to the estimated cost being lodged prior to the commencement of review of the landscaping drawings.						
Parkland/Play Areas		Minimum fee plus \$200.00 per 500m ² beyond the first 500m ²		Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
		Last YR Fee Minimum fee plus \$195.00 per 500m ² beyond the first 500m ²				
» Minimum fee	\$1,940.00	\$1,985.00	2.32%	As above	(a)	Reviewed

(e) Vegetation Management and Fauna Management Plan

Change area up to 5,000m ²	\$1,010.00	\$1,035.00	2.48%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Change area above 5,000m ² up to 1 hectare	\$1,960.00	\$2,010.00	2.55%	As above	(a)	Reviewed
Change area greater than 1 hectare	\$3,980.00	\$4,070.00	2.26%	As above	(a)	Reviewed

(f) Street Lighting and Electrical

Electrical Reticulation and non Rate 3 Street Lighting (per application)	\$615.00	\$630.00	2.44%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Electrical Reticulation and Rate 3 Public Lighting for 0 to 6 stations (per new, modified or recovered lighting station, i.e. lighting pillar and pit)	\$1,125.00	\$1,150.00	2.22%	As above	(a)	Reviewed

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(f) Street Lighting and Electrical [continued]

Electrical Reticulation and Rate 3 Public Lighting for 7 to 30 stations (per new, modified or recovered lighting station, i.e. lighting pillar and pit)	\$2,300.00	\$2,350.00	2.17%	As above		(a)	Reviewed
Electrical Reticulation and Rate 3 Public Lighting for 31 to 60 stations (per new, modified or recovered lighting station, i.e. lighting pillar and pit)	\$3,010.00	\$3,080.00	2.33%	As above		(a)	Reviewed
Electrical Reticulation and Rate 3 Public Lighting for greater than 60 stations or complex project (per new, modified or recovered lighting station, i.e. lighting pillar and pit)	\$4,340.00	\$4,440.00	2.30%	As above		(a)	Reviewed
Electrical Reticulation and Rate 3 Public Lighting design re-submission (per submission)	\$174.00	\$178.00	2.30%	As above		(a)	Reviewed

(g) Detention Basins/Stormwater and WSUD Devices

Detention Basins/Stormwater drainage (including roofwater)	\$850.00	\$870.00	2.35%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.		(a)	Reviewed
Stormwater Quality (WSUD, SQIDS)	\$810.00	\$830.00	2.47%	As above		(a)	Reviewed

(h) Stormwater Management Plans (Quantity and/or Quality)

Stormwater Management Plans (Quantity and/or Quality) (Contributing Catchment Area up to 5,000m ²)	\$1,010.00	\$1,035.00	2.48%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.		(a)	Reviewed
Stormwater Management Plans (Quantity and/or Quality) (Contributing Catchment Area 5,001m ² up to 1 hectare)	\$1,960.00	\$2,010.00	2.55%	As above		(a)	Reviewed
Stormwater Management Plans (Quantity and/or Quality) (Contributing Catchment Area greater than 1 hectare)	\$3,980.00	\$4,070.00	2.26%	As above		(a)	Reviewed

(i) Earthworks Management Plan and Dispersive Soil Management Plan

Earthworks Management Plan	\$695.00	\$710.00	2.16%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.		(a)	Reviewed
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(i) Earthworks Management Plan and Dispersive Soil Management Plan [continued]

Dispersive Soil Management Plan	\$695.00	\$710.00	2.16%	As above		(a)	Reviewed
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(j) Retaining Walls (Arrangement Only) and Fencing

Retaining Walls (Arrangement Only) and Fencing	\$695.00	\$710.00	2.16%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.		(a)	Reviewed
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(k) Noise Management Plan

Noise Management Plans	\$850.00	\$870.00	2.35%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.		(a)	Reviewed
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(l) Other Compliance Assessments

Any other Compliance Assessments not included here		By quote	No change proposed. Fee to be based on work required by Council.		(a)	Reviewed
		Last YR Fee By quote				

5.1.7 Fee for Self-Certification Concerning Reconfiguring a Lot Municipal Works (Civil Roads, Drainage, Earthworks, etc), Bonds and Reinspections*(a) Self-certification*

Roads, stormwater drainage, earthworks, native vegetation clearing		Minimum fee plus \$265.00 per lot	Standard council cost index escalation in line with delivery cost increases. Note this fee has been rounded down.		(a)	Reviewed
		Last YR Fee Minimum fee				

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(a) Self-certification [continued]

Roads, stormwater drainage, earthworks, native vegetation clearing		Minimum fee plus \$265.00 per lot		Standard council cost index escalation in line with delivery cost increases. Note this fee has been rounded down.	(a)	Reviewed
		Last YR Fee Minimum fee plus \$260.00 per lot				
» Minimum fee	\$645.00	\$660.00	2.33%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed

(b) Administration Fee for Bonding of Outstanding Works

Minor Development	\$1,045.00	\$1,070.00	2.39%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
(RAL 1 lot to 8 lots or less, that has no external civil works)						
Major Development	\$2,020.00	\$2,070.00	2.48%	As above	(a)	Reviewed

(c) Amended Drawings

Assessment of amended drawings (other than required by Council) where such amendments of a minor nature (per amended plan)	\$245.00	\$251.00	2.45%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
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(d) Re-inspection Fee

NOTE: Fees below are per inspection

Re-inspection Fee – Conditions of Approval	\$398.00	\$407.00	2.26%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Re-inspection Fee – Municipal Works	\$715.00	\$735.00	2.80%	As above	(a)	Reviewed
Payable where insufficient preparation, or contractor's staging and/or programming of works necessitates additional inspections						

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.1.8 Fee for Self-Certification Concerning Municipal Roads, Bonds and Re-inspections

(a) Self-certification

A fee shall be payable at the time of lodgement of the plans with Council for the works as set out below:

Municipal Roads for pre-construction submission		Minimum fee plus \$265.00 per lot that has frontage to the road		Standard council cost index escalation in line with delivery cost increases. Note this fee has been rounded down.	(a)	Reviewed
		Last YR Fee Minimum fee plus \$260.00 per lot that has frontage to the road				
» Minimum fee	\$645.00	\$660.00	2.33%	As above	(a)	Reviewed
Roadworks – Design Review (including associated footpaths) (construction length of maximum 200 metres)	\$1,725.00	\$1,765.00	2.32%	As above	(a)	Reviewed
Note: Works deemed to be of a major nature require a quoted fee						

(b) Administration fee for Bonding of Outstanding Works

Minor Development	\$1,045.00	\$1,070.00	2.39%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
(RAL 1 lot to 8 lots or less, that has no external civil works)						
Major Development	\$2,020.00	\$2,070.00	2.48%	As above	(a)	Reviewed

(c) Amended Drawings

Assessment of amended drawings (other than required by Council) where such amendments of a minor nature (per amended plan)	\$245.00	\$251.00	2.45%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(d) Re-inspection Fee

NOTE: Fees below are per inspection

Re-inspection Fee – Conditions of Approval	\$398.00	\$407.00	2.26%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Re-inspection Fee – Municipal Works	\$715.00	\$735.00	2.80%	As above	(a)	Reviewed
Payable where insufficient preparation, or contractor's staging and/or programming of works necessitates additional inspections						

5.1.9 Fee for Self-Certification Concerning Internal Works (Drainage, Car Parking, Landscaping, Earthworks, etc)

Internal works (drainage, car parking, landscaping, earthworks, etc)	\$645.00	\$660.00	2.33%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
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5.1.10 Where Operational Works Lodged (Made Under the Ripley PDA) and Minor Alteration/Change (e.g. Bulk Earthworks, Clearing or Internal Car Parking)

Fees to be in accordance with Ipswich City Council Fees & Charges Schedule, Section 5.1.2, 5.1.3 and 5.1.4 as applicable.

5.1.11 Offsets Assessment – Provisional and Actual

Provisional and Actual – Processing Fee	\$1,000.00	\$1,025.00	2.50%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Provisional and Actual – Offsets Assessment			By quote	No change proposed. Fee to be based on work required by Council.	(a)	Reviewed
			Last YR Fee By quote			

5.1.12 Post Assessment of Technical/Specialist Report

As part of any planning (MCU or RAL) approval condition if Council requires any amended or new technical/specialist reports (e.g. flood/hydraulic impact assessment report, stormwater management plan, traffic impact assessment, acoustic assessment, geotechnical assessment, flora/fauna assessment report, dewatering, open space management plan, etc.) prior to the lodgement and/or in conjunction with any OW development application the following fee will apply to review and approval of any such individual technical report.

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

5.1.12 Post Assessment of Technical/Specialist Report [continued]

Post Assessment of Technical/Specialist Reports – Simple Reports	\$510.00	\$525.00	2.94%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Post Assessment of Technical/Specialist Reports – Complex Reports	\$1,020.00	\$1,045.00	2.45%	As above	(a)	Reviewed
Note: Refer Section 4.7.5 for Pre-Assessment of Technical/Specialist Report fees						

5.1.13 Other Engineering/Operational Works Associated fees

(a) Administration Fee for Bonding of Outstanding Works

Minor Development	\$1,045.00	\$1,070.00	2.39%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
(RAL 1 lot to 8 lots or less, that has no external civil works)						
Major Development	\$2,020.00	\$2,070.00	2.48%	As above	(a)	Reviewed

(b) Prescribed Tidal Works

Pontoons or equivalent	\$1,010.00	\$1,035.00	2.48%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Others			By quote	No change proposed. Fee to be based on work required by Council.	(a)	Reviewed
			Last YR Fee By quote			

(c) Amended Drawings

Assessment of amended drawings (other than required by Council) where such amendments of a minor nature (per amended plan)	\$245.00	\$251.00	2.45%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	# (a)	Reviewed
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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(d) Re-inspection Fee

NOTE: Fees below are per inspection

Re-inspection Fee – Conditions of Approval	\$398.00	\$407.00	2.26%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	#	(a)	Reviewed
Re-inspection Fee – Municipal Works	\$715.00	\$735.00	2.80%	As above	#	(a)	Reviewed
Payable where insufficient preparation, or contractor's staging and/or programming of works necessitates additional inspections (per inspection)							

(e) Not Properly Made Application Administration Fee

Where insufficient information is lodged to satisfy mandatory information requirement	\$332.00	\$340.00	2.41%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.		(a)	Reviewed
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5.1.14 Changes After Appeal Period

Changes after appeal period (Minor Change to Conditions, Minor Change to Approval, Minor Alteration, Cancellation Application, 'Other' Change Application)	Refer to section 4.3.3		No change proposed.			(a)	Reviewed
	Last YR Fee Refer to section 4.3.3						
Extending the period of approval	\$332.00	\$340.00	2.41%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.		(a)	Reviewed

5.1.15 Building Over or Near Relevant Infrastructure – Stormwater or Easement

Application for referral agency advice for the purpose of referrals for QDC MP 1.4 when the proposed work does not comply with the acceptable solutions of the code or is for an applicable class 2-9 building.	\$655.00	\$670.00	2.29%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.		(a)	Reviewed
Application to build over an easement in favour of Council	\$655.00	\$670.00	2.29%	As above		(a)	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.1.16 Construction and Modification of New or Existing Levee Banks*(a) Category 2 or Category 3 levee bank*

Code or impact assessment of proposed levee bank and associated flooding impacts			By quote	No change proposed. Fee to be based on work required by Council.	(a)	Reviewed
			Last YR Fee By quote			
» Minimum fee	\$1,765.00	\$1,805.00	2.27%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed

5.2 Environment Assessment**5.2.1 Liquor Licence Endorsement**

Planning approval for Council endorsement of application	\$266.00	\$272.00	2.26%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
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5.2.2 Environmentally Relevant Activities (ERA's)*(a) Material Change of Use for ERA's or ERA Environmental Authority*

Application fee for Material Change of Use for Environmentally Relevant Activities				Fee removed as application fee no longer required.	(a)	Discontinued
			Last YR Fee \$675.00 plus ERA environmental authority			
(The prescribed fees detailed in the relevant schedule of the Environmental Protection Regulation 2019)						

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

(a) Material Change of Use for ERA's or ERA Environmental Authority [continued]

ERA 6 Asphalt Manufacturing: greater than 1,000 tonnes per year	\$10,100.00	\$11,010.00	9.01%	Amended to combine application fee with ERA fees. Otherwise, standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
ERA 12(1)(a) Plastic Product Manufacturing: 50 tonnes per year or more (other than plastic in item below)	\$2,500.00	\$3,250.00	30.00%	As above	(a)	Reviewed
ERA 12(1)(b) Plastic Product Manufacturing: 5 tonnes per year or more (foam, composite plastic or rigid fibre reinforced)	\$2,500.00	\$3,250.00	30.00%	As above	(a)	Reviewed
ERA 19 Metal Forming: 10,000 tonnes or more per year	\$830.00	\$1,540.00	85.54%	As above	(a)	Reviewed
ERA 38 Surface Coating: Anodising, electroplating, enamelling or galvanising, using 1 tonne to 100 tonnes per year of surface coating	\$830.00	\$1,540.00	85.54%	As above	(a)	Reviewed
ERA 49 Boat Maintenance or Repair: Operating a boat maintenance or repair facility	\$2,500.00	\$3,250.00	30.00%	As above	(a)	Reviewed

(b) Application fee for ERA Environmental Authority (discontinued)

Application fee for ERA Environmental Authority			Fee removed as application fee no longer required.	(a)	Discontinued
		Last YR Fee \$675.00 plus ERA environmental authority			
(The prescribed fees detailed in the relevant schedule of the Environmental Protection Regulation 2019)					

(b) Transitional Environmental Program (TEP)

Assessment of TEP	\$820.00	\$840.00	2.44%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.2.3 Modification/Change/Cancel Conditions

Request to Change/Cancel Conditions (includes Change an application for Environmental Authority (prior to decision), Amendment of an Environmental Authority, Change an Amendment to Environmental Authority (prior to decision))	25% of relevant current application fee			No change proposed. As the fee is based on a percentage of the relevant application, the fee value will move in line with delivery cost increases.	(a)	Reviewed
	Last YR Fee 25% of relevant current application fee					
» Minimum fee	\$555.00	\$570.00	2.70%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed

5.2.4 Re-inspection Fee

The above fees (Section 5.2) include one (1) site inspection. If there is a need for any more inspections, payment of this fee will be required for each additional inspection.	\$296.00	\$303.00	2.36%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	# (a)	Reviewed
Note: Should any fail a final inspection the re-inspection fee should be applied.						

5.3 Infrastructure Charges Notices

Recalculation of Establishment Cost – Determination of Market Cost	By quote plus note below	No change proposed. Fees to be based on work required by Council.		(a)	Reviewed
	Last YR Fee By quote plus note below				
Request for Adjustment of Establishment Cost	By quote plus note below	As above		(a)	Reviewed
	Last YR Fee By quote plus note below				

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

5.3 Infrastructure Charges Notices [continued]

Determination of Request for Offset or Refund Confirmation	By quote plus note below	As above	(a)	Reviewed
	Last YR Fee By quote plus note below			
Note: Where Council elects to have the request independently reviewed by an external third party, the applicant shall pay an additional fee. Such fees shall be the actual cost charged to Council for the review by the third party. Any additional fee must be paid prior to the determination of the request.				

6. Developer Contributions

6.1 Carparking Contributions

Rosewood Commercial Area: Rosewood Car Park (John Street) – per space	\$6,180.00	\$6,320.00	2.27%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Ipswich City Centre: Open, ground level, loss of on-street parking – per space	\$13,570.00	\$13,870.00	2.21%	As above	(a)	Reviewed
Ipswich City Centre: Multi-storey parking stations – per space	\$33,720.00	\$34,450.00	2.16%	As above	(a)	Reviewed
Ipswich City Centre: Additional on-street parking spaces	Actual Construction Costs			No change proposed. Fee to be based on work required by Council.	(a)	Reviewed
	Last YR Fee Actual Construction Costs					

6.2 Footpath Contributions

As per Implementation Guideline No 13

Rate per square metre of footpath	\$306.00	\$313.00	2.29%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

6.3 Kerb and Channel Contributions

As per Implementation Guideline No 13

Rate per linear metre of kerb and channel	\$398.00	\$407.00	2.26%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
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6.4 Other Developer Charges

6.4.1 Vegetation Retention Contributions

As per Implementation Guideline No 19

Advanced tree planting (per tree)	\$790.00	\$810.00	2.53%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Native forest restoration (per hectare or part thereof)	\$6,530.00	\$6,680.00	2.30%	As above	(a)	Reviewed

6.4.2 Voluntary Water Quality Offset Payment

As per Implementation Guideline No 24

Rate per square metre of water quality treatment area	\$485.00	\$496.00	2.27%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

ROADS, TRAFFIC AND PARKING

1 Roads, Traffic and Parking Fee Policies

1.1 Discount for Bona Fide Charitable or Community Organisations

A fee of 50% of the normal prescribed fee is payable in the following instances:

- Upon proof of status as a bona fide charitable or community organisation; or
- Acceptance by the General Manager (Planning and Regulatory Services) that the applicant is a bona fide charitable organisation.

The discount will be applied in the following:

- Section 2.2 Regulated Parking - Permit Fees; and
- Section 3.2 Commercial Use of Roads.

This 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.

1.2 Refunds

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.

2 Regulated Parking

Refer to the Transport Operations (Road Use Management) Act 1995 (Qld), and Ipswich City Council Local Law 7 (Local Government Controlled Areas and Roads).

2.1 Regulated Parking – Meter Charges

2.1.1 Regulated Parking Meter Charges (Time Restriction)

Parking meter charges – ½ Hour	\$0.70	\$0.70	0.00%	No changes are proposed to metered parking. Prices are set on the basis of demand, in accordance with recommendations of Council's Parking Pricing Strategy. Fees were last increased in 2018.	#	Reviewed
Parking meter charges – 1 Hour	\$1.40	\$1.40	0.00%	As above	#	Reviewed

Fees and Charges - comparison actual to proposed prices.

Indicates 10% GST included

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.1.1 Regulated Parking Meter Charges (Time Restriction) [continued]

Parking meter charges – 2 Hour	\$2.80	\$2.80	0.00%	As above	#	Reviewed
Parking meter charges – 3 Hour	\$4.20	\$4.20	0.00%	As above	#	Reviewed
Parking meter charges – 4 Hour	\$5.60	\$5.60	0.00%	As above	#	Reviewed
Parking meter charges – 9 Hour	\$7.00	\$7.00	0.00%	As above	#	Reviewed

2.2 Regulated Parking – Permit Fees

Regulated Parking Permit – Work Zone	\$210.00	\$215.00	2.38%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Regulated Parking Permit – Single Residential: Annual	\$60.00	\$62.00	3.33%	As above	(a)	Reviewed
Regulated Parking Permit – Multiple Residential (up to 2): Annual	\$60.00	\$62.00	3.33%	As above	(a)	Reviewed

2.3 Regulated Parking – Temporary Closure/Removal of Parking Spaces**2.3.1 Temporary closure/removal of Regulated Parking Spaces for the following purposes**

Closure of a regulated parking space (including loading zones, disabled person's parking bays and taxi ranks) per day or part thereof – per space	\$160.00	\$160.00	0.00%	No change is proposed to fees associated with the temporary closure or removal of parking spaces, pending further review.	#	(a)	Reviewed
Closure of regulated parking spaces (including loading zones, disabled person's parking bays and taxi ranks) per day or part thereof where in the opinion of Council the primary purpose is for advertising or other commercial purposes – per space	\$480.00	\$480.00	0.00%	As above	#	(a)	Reviewed

2.3.2 Closure of metered parking space (per space)

Each week or part thereof in excess of two (2) days	\$235.00	\$235.00	0.00%	No change is proposed at this time.	#	(a)	Reviewed
For any period up to and including two (2) days	\$180.00	\$180.00	0.00%	As above	#	(a)	Reviewed

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.4 Parking Fines

CITEC search fees for reminder notices		Actual costs	No change proposed. Search fees in relation to fines are proposed to remain at actual cost.	#	Reviewed
		Last YR Fee Actual costs			

3 Road Regulation

3.1 Permit/Licence Fees

Inspection Fee (per hour): Road Regulation	\$286.00	\$293.00	2.45%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Minimum charge. Inspection fees will only be charged to permits where additional inspections are required including pre-lodgement advice (consultation), re-inspections, monitoring and non-compliance.						

3.2 Commercial Use of Roads

3.2.1 Licence Fees

Application/Assessment fee: Commercial Use of Roads	\$153.00	\$157.00	2.61%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Note: Licence Fees are additional to this charge.						
Amendment of Licence: Commercial Use of Roads	\$62.00	\$64.00	3.23%	As above	(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: Commercial Use of Roads	\$97.00	\$100.00	3.09%	As above	(a)	Reviewed
(minimum charge). Note: If an inspection is required then inspection fees will be additional to this charge. Applicable to annual licences only.						

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3.2.2 Sale and/or Display of Goods or Services on Roads (Roadside Vending)

Licence – Roadside Vending: Annual	\$306.00	\$313.00	2.29%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Licence – Roadside Vending: Monthly	\$266.00	\$272.00	2.26%	As above	(a)	Reviewed

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

Licence – Busking – One off (one day only)	\$33.70	\$17.00	-49.55%	Fees for Busking and Commercial Touting/Hawking have been separated. For busking, annual and monthly licences have been replaced with daily and weekly options to increase variation in applicants.	(a)	Reviewed
Licence – Busking (Weekly)	\$77.00	\$75.00	-2.60%	As above. This fee has been changed from monthly to weekly.	(a)	Reviewed
Licence – Commercial Touting, Hawking – One off (one day only)	\$33.70	\$34.50		Commercial Touting/Hawking fees separated. Subject to standard council cost index escalation in line with delivery cost increases. Rounding applied	(a)	Reviewed
Licence – Commercial Touting, Hawking (Weekly)		\$150.00	∞	New fee. Provides separate Commercial Touting/Hawking weekly licence.	(a)	New
Licence – Busking, Commercial Touting, Hawking: Annual	\$266.00			Annual license to be discontinued and replaced with daily and weekly options.	(a)	Discontinued

3.2.4 Footpath Dining

Licence – Footpath Dining within Ipswich CBD: Annual (per square meter)	\$118.00	\$121.00	2.54%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
(minimum charge)						
Licence – Footpath Dining outside Ipswich CBD: Annual (per square meter)	\$92.00	\$94.00	2.17%	As above	(a)	Reviewed
(minimum charge)						

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3.3 Pedestrian Mall

3.3.1 Permitted Uses Licence

Note: For Busking in the Mall, refer section 3.2.3 Busking, Commercial Touting, Hawking on Roads and Local Government Areas.

3.3.2 Pedestrian Mall Activities

Vehicle Access: per day or part thereof	\$180.00	\$184.00	2.22%	Permits and Licences in relation to Pedestrian Mall Activities are currently under review following the redevelopment of the Ipswich CBD. Where new or amended permit fees are found to be required as a result of this review, a separate proposal will be put to Council for consideration. In the interim, the pedestrian mall fees have been subject to escalation in line with Council Cost Index (plus rounding), consistent with most other permit fees.	(a)	Reviewed
Sell, offer or display goods for sale: per day or part thereof	\$180.00	\$184.00	2.22%	As above	(a)	Reviewed
Carry on business: per day or part thereof	\$180.00	\$184.00	2.22%	As above	(a)	Reviewed
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	\$122.00	\$125.00	2.46%	As above	(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	\$15.30	\$15.70	2.61%	As above	(a)	Reviewed
Place a structure – Hand out brochures/pamphlets etc.: per day or part thereof	\$180.00	\$184.00	2.22%	As above	(a)	Reviewed
Place a structure – Hand out brochures/pamphlets etc.: per week	\$905.00	\$925.00	2.21%	As above	(a)	Reviewed
Place a structure – Hand out brochures/pamphlets etc.: 3 days	\$447.00	\$457.00	2.24%	As above	(a)	Reviewed

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3.3.3 Community Group Activities

Vehicle Access: per day or part thereof		No charge		Permits and Licences in relation to Pedestrian Mall Activities are currently under review following the redevelopment of the Ipswich CBD. As such, these fees are excluded from the scope of this review, and will be put to Council for consideration at a later date.	(a)	Reviewed
		Last YR Fee No charge				
Sell, offer or display goods for sale: per day or part thereof		No charge		As above	(a)	Reviewed
		Last YR Fee No charge				
Display goods for sale: per day or part thereof		No charge		As above	(a)	Reviewed
		Last YR Fee No charge				
Carry on business: per day or part thereof		No charge		As above	(a)	Reviewed
		Last YR Fee No charge				
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		As above	(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		As above	(a)	Reviewed
		Last YR Fee No charge				

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3.3.3 Community Group Activities [continued]

Place a structure – Hand out brochures/pamphlets etc.: per day or part thereof		No charge	As above	(a)	Reviewed
		Last YR Fee No charge			
Place a structure – Hand out brochures/pamphlets etc.: per week		No charge	As above	(a)	Reviewed
		Last YR Fee No charge			

3.4 Permits to Carry Out Works on Local Government Controlled Roads or Implement Traffic Control

3.4.1 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 [Road Permits](#) on [Ipswich.qld.gov.au](#)).

Administrative amendment of a Permit (Minor): Works on Local Government Controlled Roads/Traffic Control Permits	\$62.00	\$64.00	3.23%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
Amendment of a Permit e.g. changes to plans/design and/or extensions (Major): Works on Local Government Controlled Roads/Traffic Control Permits	\$337.00	\$345.00	2.37%	As above	(a)	Reviewed
Combined Traffic Control and Works Permit	\$635.00	\$650.00	2.36%	As above	(a)	Reviewed
Note: Additional fees may apply if permit includes temporary closure/removal of parking spaces. Refer to section 2.3.1 Regulated Parking - Temporary Closure/Removal of Parking Spaces.						
Combined Traffic Control and Works Permit – Major	\$1,430.00	\$1,465.00	2.45%	As above	(a)	Reviewed

Note A: A major permit will be determined on the type of traffic management plan, consultation required, disruption to road network, overall length of works and the number of roads affected by the traffic management plan. Annual and Divisional Permits (by invitation only) will be deemed to be major permits.

Note B: Additional fees may apply if permit includes temporary closure/removal of parking spaces. Refer to section 2.3.1 Regulated Parking - Temporary Closure/Removal of Parking Spaces.

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

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

Express Processing Fee: Works on Local Government Controlled Roads/Traffic Control Permits	\$615.00	\$630.00	2.44%	As above	(a)	Reviewed
Note: This fee applies to permit applications required in less than 10 business days and can be applied to any fee listed in section 3.4.1 Works on Local Government Controlled 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	\$495.00	\$510.00	3.03%	As above	(a)	Reviewed
Note: Additional fees may apply if permit includes temporary closure/removal of parking spaces. Refer to section 2.3.1 Regulated Parking - Temporary Closure/Removal of Parking Spaces.						
Administration charge for refund processing	\$62.00	\$64.00	3.23%	As above	(a)	Reviewed

3.5 Heavy Vehicles**3.5.1 Heavy Vehicle National Law Road Manager Consent Request**

Route Assessment	By quote	No change proposed. Fee to remain by quote, as the scope of works will vary with each application.	(a)	Reviewed
	Last YR Fee By quote			

4 Driveway Crossing Permits**4.1 Standard Driveway Crossing Permit**

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)

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

4.1 Standard Driveway Crossing Permit [continued]

Driveway Crossing Permit – Standard		No charge		No change proposed. Standard Driveway Crossing Permits are to continue to be at no charge.	(a)	Reviewed
		Last YR Fee No charge				

4.2 Non Standard Driveway Crossing Permit

Inspection Fee (per hour): Non Standard Permits	\$286.00	\$293.00	2.45%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(a)	Reviewed
(minimum charge) Note: Inspection fees will only be charged to Permits where additional inspections are required including pre-lodgement advice, reinspections, monitoring and non-compliance.						
Application/Assessment and Permit – Non Standard Driveway Crossing	\$184.00	\$188.00	2.17%	As above	(a)	Reviewed
(minimum charge) Note: If an inspection is required then inspection fees are additional to this charge. This fee is non-refundable.						

5 Recovery of Goods Removed from Footpaths, etc.

Impounded goods, materials or equipment – where it can easily be handled by one (1) officer (per item)	\$54.00	\$56.00	3.70%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(d)	Reviewed
Impounded goods, material or equipment – where it cannot be handled easily by one (1) officer (per item)		Actual costs		No change proposed – recovery of actual costs on a by-case basis remains appropriate.	(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)	\$75.00	\$77.00	2.67%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	(d)	Reviewed

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

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

Impounded Vehicle – Passenger (per vehicle)	\$530.00	\$545.00	2.83%	As above	(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 – recovery of actual costs on a by-case basis remains appropriate.	(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 and administration charges.						

6 Recoverable Road Works**6.1 Private Works**

Any private construction and/or maintenance works may be undertaken by the Council on application by the land owner and upon receipt of the estimated cost of such works.	By quote	No change proposed. Services are to continue to be provided on a by-quote basis, reflecting the costs of delivery and scope of work required.	#	Reviewed
	Last YR Fee By quote			
Restoration Charges – Roadways footpaths and streetscape	By quote	As above	#	Reviewed
	Last YR Fee By quote			

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

OTHER COUNCIL SERVICES

1 Key Deposits and Key Replacement Fees

A key deposit or key replacement fee may be required for access to Council venues, property, parks, sporting grounds and community facilities (including under Local Law 4). Where a bond is payable in respect to use of the site, the key deposit will form part of this bond. Where a bond is not payable, a key deposit or agreement to pay a key replacement fee is required.

Most DLP type keys will be phased out and replaced with Protec2 standard keys or CLIQ keys by 30 June 2021.

Key Deposit (DLP keys, Protec2 standard keys and swipe cards only) – per key	\$45.00	\$45.00	0.00%	A new fee structure for key deposits and key replacement fees was approved by Council on 28 January 2021. No changes to key deposits or replacement fees are therefore proposed at this time.		Reviewed
Key Replacement Fee (DLP keys, Protec2 standard keys and swipe cards only) – per key	\$45.00	\$45.00	0.00%	As above	#	Reviewed
Key Deposit (CLIQ keys only) – per key	\$190.00	\$190.00	0.00%	As above		Reviewed
Key Replacement Fee (CLIQ keys only) – per key	\$190.00	\$190.00	0.00%	As above	#	Reviewed

2 Nursery Operations – Sale of Plants

2.1 Sale of Plants – Wholesale

Wholesale Native Tubes – Minimum Price	\$2.65	\$2.70	1.89%	Small price increase in line with CPI (plus rounding) to reflect increases in material costs.	#	Reviewed
Wholesale Native Tubes – Maximum Price	\$4.10	\$4.20	2.44%	As above	#	Reviewed
Wholesale Pots 100mm to 300mm – Minimum Price	\$6.30	\$6.45	2.38%	As above	#	Reviewed
Wholesale Pots 100mm to 300mm – Maximum Price	\$47.00	\$48.00	2.13%	As above	#	Reviewed

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

2.2 Sale of Plants – Retail

Retail Native Tubes – Minimum Price	\$3.20	\$3.30	3.13%	Small price increase in line with CPI (plus rounding) to reflect increases in material costs.	#	Reviewed
Retail Native Tubes – Maximum Price	\$4.70	\$4.80	2.13%	As above	#	Reviewed
Retail Pots 100mm to 300mm – Minimum Price	\$6.30	\$6.45	2.38%	As above	#	Reviewed
Retail Pots 100mm to 300mm – Maximum Price	\$89.00	\$91.00	2.25%	As above	#	Reviewed

3 Marketing and Event Services

3.1 International Delegations

International Delegations – Half Day	\$750.00	\$750.00	0.00%	No change proposed – fee to be retained for if services are requested in the future.	#	Reviewed
International Delegations – Full Day	\$1,100.00	\$1,100.00	0.00%	As above	#	Reviewed

3.2 City of Ipswich Logo Flags

City of Ipswich Logo Flag – purchase price City of Ipswich Logo Flag (2 metres long x 1 metre wide)	\$150.00	\$150.00	0.00%	No change proposed. Price reflects cost of existing stock held for sale.	#	Reviewed
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3.3 Event Services

Application Fee for Event Stalls		By quote	No change proposed. Fees are charged on a by-event basis.	#	Reviewed
		Last YR Fee By quote			

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3.3 Event Services [continued]

Tours and Seasonal Events	Ticket and service prices to be determined on a by-event basis	No change proposed. Fees and ticket charges are set on a by-event basis.	#	Reviewed
	Last YR Fee Ticket and service prices to be determined on a by-event basis			
Applicable to seasonal and occasional events managed by Council, for example Heritage Guided Tours, Great Houses of Ipswich Bus Tours, Animal Encounters at the Nature Centre, and Nerima Gardens and Japanese Tea Ceremony Tours etc.				
Merchandise and cafe sales	Retail pricing applies	No change proposed. Retail pricing of merchandise remains appropriate.	#	Reviewed
	Last YR Fee Retail pricing applies			
Event Commissions – Attraction and Industry Sales	10% of sales revenue	No change proposed. The charges reflect the commission structure for event services as applied by the Department in line with industry rates.	#	Reviewed
	Last YR Fee 10% of sales revenue			
Event Commissions – Accommodation Sales	15% of sales revenue	As above	#	Reviewed
	Last YR Fee 15% of sales revenue			
Event Commissions – Consignment Sales (eg: Art Sales)	25% of sales revenue	As above	#	Reviewed
	Last YR Fee 25% of sales revenue			
Note not-for-profit and community groups may apply for a reduced commission rate of 10%.				

Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

3.4 Marketing Consultancy Services

Marketing Consultancy Services – Per Hour	\$300.00	\$300.00	0.00%	No change proposed. Services have not activity been used. Fee to be retained if services are requested in the future.	#		Reviewed
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4 Personal Tributes

Personal Tributes Permit (Local Government Controlled Areas)		By quote	No change is proposed. Council receives few applications for personal tribute licences, and the extent of work required to assess the suitability of a proposed personal tribute may vary significantly. As such, it is recommended that the service be provided on a by quote basis, reflecting the actual expected cost to Council.	(a)	Reviewed
		Last YR Fee By quote			

5 Landscaping on Nature Strips

Landscaping on Nature Strips Permit		No charge	Permits are only required for landscaping which fall outside standard conditions, and as such only a limited number of permit applications are received each year. It is recommended that this permit application fee remain at no charge as it functions to support the beautification of Ipswich by residents.	(a)	Reviewed
		Last YR Fee No charge			

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Name	Year 20/21	Year 21/22		Comment	GST	LGS s97(2)	Status
	Last YR Fee (incl. GST)	Fee (incl. GST)	Increase %				

6 Other Recoverable Works

Tree Assessment (Public Land Only) – hourly rate	\$87.00	\$89.00	2.30%	Standard council cost index escalation in line with delivery cost increases. Rounding applied.	#	Reviewed
Street Tree Replacement (Public Land Only)			By quote	Service to continue to be provided on a by-quote basis, reflecting the costs of delivery and scope of work required.	#	Reviewed
			Last YR Fee By quote			

**APPENDIX: SUMMARY OF NOTABLE FEE CHARGES AND PROPOSED AMENDMENTS FOR
2021-2022**

Corporate Services and Information

- Corporate Documentation and Reports

No changes are proposed in relation to Council's corporate documents. All documents are available free of charge in electronic form. Where a customer requests a hardcopy of a Local Law or Council meeting minutes, photocopy charges (at cost) will apply.

- Rates and Property Records

Rates enquiries, copies of current or unpaid rates notices, and access to rates information online via the eNotices portal remains at no charge to the registered property owner.

Provision of duplicate rates notices, where rates have been paid or the customer is not the registered owner of the property, remain unchanged at \$8 per notice. A discounted rate may be applied for customers seeking more than four notices in one transaction (Attachment 2, pages 19 - 20).

The charge for a Rates Only Property Search Certificate (Extract from Land Record) is proposed to increase to \$113 (Attachment 2, page 20). The increase is in line with the anticipated cost of service delivery, being the forecast Council Cost Index (CCI) of 2.5% plus rounding.

The change of ownership fee has remained at \$60 for the past two years. It is proposed to increase by \$2.00 in line with costs (Attachment 2, page 21).

- Right to Information

The Right to Information fees are set under regulation by the Queensland Department of Justice and Attorney-General on an annual basis. The charges to apply for the forthcoming financial year are yet to be confirmed by the State. As a result, the draft report reflects the current financial year charges, with an acknowledgement that these charges will be updated upon confirmation by the State of the pricing to be applied from 1 July 2021 (Attachment 2, page 22).

- Legal Services

A new service fee is proposed to be included in the register to allow for recovery of the cost of legal and technical services undertaken or engaged by Council in relation to a contract or agreement, where this forms part of the agreement (Attachment 2, page 23). The charges will be at cost, calculated on the basis of actual work performed. This fee is consistent with, and provides an extension to the existing fees allowing recovery of legal and technical costs related to infrastructure agreements (refer to Planning and Development s1.17).

Animal Management

- Animal Licences and Permits

Animal management inspection fees, permits and licences (Attachment 2, pages 26-30), are proposed to increase by CCI (plus rounding), in line with the forecast increase in Council's underlying costs of delivery. There are no proposed changes to licence and permit service offerings.

- Dog Registration

Introductory dog registration fees are proposed to remain at a discounted rate of \$20 to encourage dog registration and responsible pet ownership (Attachment 2, page 31). The introductory registration charges have remained at this low nominal rate since 2016. No initial registration charge is applicable to Ipswich and Wacol RSPCA Adoptions.

Free introductory registration via Veterinary Services in Ipswich (Attachment 2, page 32) is proposed to be discontinued, as owners are already eligible for the aforementioned discounted rate.

Dog registration renewal fees for entire and desexed dogs are to increase by \$4 and \$1 a year respectively (Attachment 2, page 32). A \$30 discount is applied to fees where payment is made by the due date.

Table 1: Summary of the proposed common dog registration fees

	Pay by date fee		Pay after date fee		Increase (\$)
	Current 2020-2021	Proposed 2021-2022	Current 2020-2021	Proposed 2021-2022	
Entire Dog - Standard	\$ 175.00	\$ 179.00	\$ 205.00	\$ 209.00	\$ 4.00
Desexed Dog - Standard	\$ 38.00	\$ 39.00	\$ 68.00	\$ 69.00	\$ 1.00
Entire Dog - Pensioner	\$ 80.00	\$ 80.00	\$ 95.00	\$ 95.00	\$ 0
Desexed Dog - Pensioner	\$ 28.00	\$ 28.00	\$ 43.00	\$ 43.00	\$ 0

No increase is proposed this year for pensioners' dog registrations (Attachment 2, page 33). Fees were increased last year. A \$15 discount continues to apply to fees where payment is made by the due date.

Registrations for Guide Dogs, Assistance Dogs and Queensland Integrity Commission Members are exempt from registration charges, in accordance with Councils dog registration policy (Attachment 2, pages 33 and 34). Reciprocal dog registration also remains at no charge (Attachment 2, page 37).

Registration fees for dangerous dogs, menacing dogs, farm dogs and Dogs Queensland members are subject to small nominal increases of around 2% (Attachment 2, page 34-37). Pay by date discounts also apply.

- Animal Impounding

A simplified charging structure for animal impounding fees was introduced last year. As such, no material changes are proposed for 2021-2022. Most dog, cat and other animal

impounding charges are to be increased in line with CCI, but remain at below Council's cost of delivery so as to encourage owners to reclaim their pets.

Dog sustenance charges and animal microchipping fees, currently at \$26 and \$25.50 respectively, are proposed to increase by a nominal \$0.50 to offset increases in delivery costs (Attachment 2, page 38).

Additional sustenance charges do not apply for cats, in recognition of the lower care cost and recovery rates (Attachment 2, page 39).

Community Development and Services

The user contribution for Home Assist services proposed to remain at the current charge of \$61 per hour (Attachment 2, page 42). This fee is only applied where a client has requirements in excess of the funding already provided from within the scheme, and as such is rarely charged.

No fee increases are proposed in relation to the Ipswich Tourism Operators Network nor the Ipswich Visitor Information Centre (Attachment 2, page 43).

No changes are proposed to fees for Fire Station 101 services as part of this annual review (Attachment 2, pages 44-45). The scope and pricing of Fire Station 101 services is currently being examined by the Community, Cultural and Economic Development Department, and a revised management strategy and associated fee structure may be provided to Council for consideration in a separate report at a later stage.

Health and Regulatory Services

Most fees under the Health and Regulatory Services section were subject to a detailed pricing review in 2019. As such, the existing services have been subject to minimal change and prices generally escalated in line with Council costs at CCI (Attachment 2, pages 46-57).

An annual licence fee for Private Cemetery Operation has been discontinued, as this licence is no longer required (Attachment 2, page 55). Two new permit fees are proposed in relation to the commercial use of cemeteries, to recover the cost of applications to use the cemeteries for historical or other tours. Single and annual permit options are available (Attachment 2, page 55).

Ipswich Waste

- Recycling and Refuse Centres

Waste disposal fees for Ipswich Residents at the Riverview Refuse and Recycling Centre is proposed to remain unchanged, with a minimum \$12.00 fee for general waste up to 500kg, and \$0.20 per kg thereafter (Attachment 2, page 59). The Rosewood facility does not utilise a weighbridge for incoming and outgoing vehicles, and as such, the charges are applied on a cubic meters basis rather than by weight. The \$12 minimum fee applied at the Rosewood Refuse and Recycling Centre (for up to two cubic meters of waste) is also not proposed to be increased. Each additional cubic meter of waste, or part thereof at Rosewood is proposed to be charged at \$35 from 1 July, down from \$70 (Attachment 2, page 60). The reduction in

this fee is intended to provide greater consistency between the excess charges at each facility, based on a reassessment of estimated weight for an average cubic metre of waste.

Disposal fees for non-Ipswich residents, commercial and industrial waste are not proposed to change at either the Riverview or Rosewood facilities (Attachment 2, pages 59 and 61-62 respectively). An adjustment has been made to the weight thresholds, with the minimum charge now to apply to the first 300kg at Riverview (down from 330kg) to align with the weighbridge capacity and the benchmarks of other Local Governments.

A new fee is also proposed for the Recycling and Refuse Centres to partially recover the administrative cost of invoicing customers who are unable to pay their waste disposal fees upon leaving the facility. This fee has been proposed at a relatively low nominal rate of \$20 (Attachment 2, page 61). Where comparable fees at other Local Government waste facilities are applied, this fee can be up to double the proposed charge.

Tyre disposal fees are proposed to be increased by between \$0.50 and \$1.00 per tyre (Attachment 2, page 58). For example, disposal of a standard passenger tyre (excluding rim) will increase from \$8.00 to \$8.50 per tyre. The adjustment in prices is reflective of current contracts for removals and site and weighbridge operation costs, while remaining consistent with market competition.

- Domestic Bin Services

The fee for an extra domestic wheelie bin service is proposed to increase from \$17.00 to \$20.00 per service (Attachment 2, page 61). This fee has not been changed since 2019 and the increase now proposed is reflective of the rise in underlying costs over this period. The service remains heavily subsidised.

The annual green waste bin service for tenants is proposed to remain at \$80.00 to encourage community utilisation. The service fee was last increased by \$5.00 on 1 July 2020.

Library Services

Library services (Attachment 2, page 63 onwards) were subject to a detailed pricing review in 2016-2017, with the changes implemented at that time continuing to contribute to increased community patronage. There are no material changes proposed to core library services, other than for the removal of fees associated with facilities such as the Ipswich Central Library and Barry Jones Auditorium, which will cease to be owned by Council prior to 1 July 2021.

Library meeting room hire has been assessed against comparable benchmarks, and a nominal increase in fees is proposed (Attachment 2, pages 64-65). For example, the hourly rate for commercial use is to increase from \$25.00 to \$30.00 per hour. Utilisation of study and training rooms by Library members for non-commercial use remains free of charge.

Parks, Sporting Grounds and Facilities

- Council Parks, Sporting Grounds, Sport and Community Facilities and Camp Grounds

Fees and Charges for Council Parks, Sporting Grounds, Sport and Community Facilities and Camp Grounds (Attachment 2, pages 71 to 82) are not proposed to be changed or increased on 1 July 2021. The suite of fees within these sections, and the parameters under which they apply are currently under review by the Manager, Community and Cultural Services. Proposals for service and or fee changes will be subject to internal and external stakeholder consultation as part of this review. A subsequent report will be prepared for Council consideration early in the 2021-2022 financial year, ahead of the commencement of bookings for the spring season.

- Ipswich Art Gallery

No changes are proposed to the charges listed in relation to the Ipswich Art Gallery (Attachment 2, page 83). Ticketed events, workshops and merchandise will continue to be offered on a retail basis.

- Civic Centre Venues and Services

Fees for events and venue hire have historically increased each year in line with industry benchmarks. Reduced demand, shutdowns and market uncertainty arising from COVID-19 over the past twelve months have significantly affected this sector. Market rates are not expected to increase over the next year. In light of this, Civic Centre venue hire and related services are not proposed to increase from 1 July (Attachment 2, pages 84-90). Market conditions will continue to be monitored.

- Other Community Venue Hire

All venue hire and lease fees related to the W.G. Hayden Humanities Building (Attachment 2, pages 91-92) are to be discontinued. The building is part of the package of property sales to West Moreton Hospital and Health Service. The facility will cease to be managed by Council prior to 1 July 2021.

Planning and Development

Planning and Development Fees constitute approximately 40% of fees and charges revenue.

Cost recovery fees across planning and development have been escalated in line with anticipated increases in the underlying costs of delivery (the forecast CCI at 2.15%), and subject to rounding. Where applicable, benchmarking has also been undertaken to ensure Councils pricing and levels of service are consistent with other providers.

- Building Services

Building certification fees (Attachment 2, page 102 onwards) have been maintained in line with market rates in compliance with the competitive code of conduct.

A new fee for assessment of Class 10 buildings (Attachment 2, page 104) is proposed to allow more complex applications on commercial premises to be assessed and charged on a case-by-case basis. Selected assessment fees for new buildings (Class 2 to 9) have been discontinued, with a uniform pricing structure to be adopted across new and existing

buildings. Complex applications are now to be assessed on a by-quote basis, reflecting the requirements of the application, rather than as a set of fixed fees (refer to Attachment 2, pages 107-108).

Building works and private certification fees have similarly been set on the basis of benchmarks where applicable (Attachment 2, pages 111-115).

- Plumbing and Drainage Fees

Plumbing and drainage fees have been subject to the standard CCI escalation of 2.15% in line with delivery cost increases, and subject to rounding (Attachment 2, pages 115–122). Benchmarking also undertaken where applicable.

An inspection fee of \$175 (escalated by CCI to \$180 for 2021-2022) currently applies in relation to connection or reconnection or disposal of a sewerage or septic facility, treatment plant or grey water facility. As at least two inspections are required in relation to an application, a new initial fee equivalent to two inspections has been introduced. This approach reduces duplication and makes the full cost of the service clearer to applicants. The existing fee will now be applied to any additional inspections required (Attachment 2, page 122).

- Development Planning Application Fees

Development Planning Application Fees have been escalated in line with the CCI, and subject to rounding.

One new fee is proposed to in relation to Infrastructure Charges Notices (Attachment 2, page 143) to accommodate requests for the calculation of market cost and actual cost as set out in the Adopted Infrastructure Charges Resolution (No 1) 2020. A fixed cost recovery fee of \$1,500 has been proposed for this service.

The fee for standard legal documentation in relation to subdivisions (Attachment 2, page 144) is to be reduced from \$850 to \$700, reflecting savings achieved from Council moving to a new service provider.

The existing Heavy Vehicle Parking Application fee of \$1,135 for an initial permit (Attachment 2, page 147) is proposed to be split into a lodgement fee of \$135, and an assessment fee of \$1,000. At present no fee is charged until an initial review is completed against the Local Law and Implementation guideline. Under this revised structure, Council can recover some of the costs of the initial consideration of the application, even if it is assessed as non-compliant. No escalation in cost has been applied against the current year fee.

For copies of approved plans and documents, a new minimum fee is proposed (Attachment 2, page 149), which can be applied in lieu of higher fees where Council does not have, or has minimal records in relation to this request. A refund of the balance of the higher fee can be issued where this minimum fee is applicable. A consistent fee is also proposed for building records and plumbing records searches (Attachment 2, page 150).

A large number of charges for individual planning and development documents are proposed to be discontinued (Attachment 2, pages 152-154). Very few requests for these documents are received each year. From 1 July, it is proposed that where a planning scheme document is requested in hardcopy, a cost recovery charge be applied in line with current Corporate Services print and photocopy charges (refer to Corporate Services and Information section 4.3). Electronic copies, where a charge is to apply, is to be determined by the Responsible Officer in Planning and Regulatory Services. The same is to apply to selected spatial and other data requests (Attachment 2, pages 154-155), and superseded planning schemes and supporting documents (Attachment 2, pages 154-159).

- **Engineering and Environment Fees**

Most engineering and environment (operational works) fees have been escalated in line with the CCI, and subject to rounding.

A new minimum fee of \$3,500 is to be introduced in relation to earthworks and native vegetation clearing associated with reconfiguration of a lot (Attachment 2, page 160). This fee is based on the estimated time taken to complete an assessment. In association with this, the fee for a change to ground levels per lot is to be reduced from \$317 to \$100.

The separate application fee for Material Change of Use and Environmentally Relevant Activities (ERA's) is to be discontinued (Attachment 2, pages 176 and 177), and the cost consolidated into the individual ERA fees (Attachment 2, page 177). Whilst this consolidation has resulted in a significant increase in the individual ERA fees, the overall cost to applicants remains relatively consistent overall.

Roads, Traffic and Parking

No changes are proposed to parking meter charges this year. Prices are set on the basis of demand, consistent with the City of Ipswich Parking Pricing Strategy. Metered parking charges were last increased in 2018. The fees in place are as follows:

Table 2: Regulated Parking Meter Charges (2018-2019 onwards)

Time restriction	Fee (incl. GST)
½ Hour	\$ 0.70
1 Hour	\$ 1.40
2 Hour	\$ 2.80
3 Hour	\$ 4.20
4 Hour	\$ 5.60
9 Hour	\$ 7.00

(Refer to Attachment 2, pages 181-182).

Regulated Parking Permits for work zones and residents are proposed to be increased in line with the CCI, plus rounding (Attachment 2, page 182). Single and multiple residential parking permits have increased to \$62.

Fees related to the temporary closure of regulated parking spaces are not proposed to increase as part of this review. These fees are currently being reviewed, and a further report will be provided to ELT specifically on these services (Attachment 2, page 182).

Permit and licence fees associated with the commercial use of roads have been increased consistent with this (Attachment 2, pages 183-184). Fees for Busking and Commercial Touting/Hawking activities have been separated. Annual and monthly licences have been replaced with daily and weekly options at lower cost to increase variation in applicants (Attachment 2, page 184).

Footpath dining fees, which have been subject to waivers during the current financial year as a result of the economic impact of COVID-19, are proposed to increase by CCI (Attachment 2, page 184). However, as a short-term variation to the approved fees, a waiver will continue to apply to footpath dining applications and renewals for the 2021-2022.

Permits and Licences in relation to Pedestrian Mall Activities are currently under review following the redevelopment of the Ipswich CBD. Where new or amended permit fees are found to be required as a result of this review, a separate proposal will be put to Council for consideration. In the interim, the pedestrian mall fees have been subject to escalation in line with CCI (plus rounding), consistent with most other permit fees (Attachment 2, page 184). Charges are not currently applied for community group activities.

The standard CCI increase has also been applied for applications to conduct works on Local Government controlled roads, for traffic control permits, non-standard driveway crossing permits, and the release of impounded goods (cars, trolleys etc.) removed from footpaths. (Attachment 2, pages 187-190). Standard driveway crossing permits are to remain at no charge.

Private and recoverable road works charges are to continue to be provided on a by quote basis on request (Attachment 2, page 195).

Other Council Services (Miscellaneous)

- Bonds and Key Deposits across Council

A revised fee structure for key deposits and key replacement fees was approved by Council on 28 January 2021, to be implemented concurrent to the rollout of the new keying system for Council assets and facilities over the next 18 months. No further changes to key deposits or replacement fees are therefore proposed at this time (Attachment 2, page 191).

- Sale of Plants (Nursery Operations)

The charges for the wholesale and retail sale of plants have been subject to a small increase in line with CPI (plus rounding) to maintain consistency with industry benchmarks. For example, the maximum retail price for native (tubed) plants has been increased from \$4.70 to \$4.80 each (Attachment 2, pages 191-192).

- **Permits for Personal Tributes and Landscaping on Nature Strips**

No changes are proposed to the permits available for Personal Tributes and Landscaping on Nature Strips (Attachment 2, page 194), which are charged on a by-quote basis and at no charge respectively. These permits are subject to only occasional applications, and were reviewed in detail last year.

- **Other Recoverable Works (Tree Assessment and Replacement)**

Consistent with other assessment fees, recoverable works charges have been increased in line with the CCI, plus rounding (Attachment 2, page 195).

Attachment 3: Non-standard Fee Changes

Table 1: Summary of fee changes

	Number of fees reviewed
New fees (1 July 2021)	13
Existing fees	899
Discontinued fees	128
Total	1,040

→ of these existing fees, 96% are subject to a reduction or increase of less than 3.5%

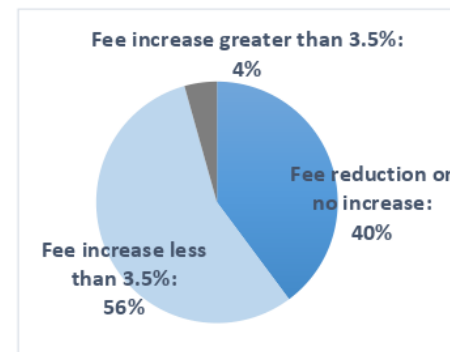


Table 2: Fees subject to non-standard price changes (above or below 4% change from existing fee)

Fee Name	2020/2021 Fee (incl. GST)	2021/2022 Fee (incl. GST)	Proposed Change (\$)	Proposed Change (%)	Price adjustment exceptions
IPSWICH WASTE SERVICES					
Waste Disposal at Recycling and Refuse Centres 1.1 Tyre Disposal					
Disposal of passenger tyre (per tyre)	\$ 8.00	\$ 8.55	\$ 0.55	6.88%	Tyre disposal fees at the Riverview and Rosewood Recycling and Refuse Centres are proposed to increase between \$0.50 and \$1.00 per item. As a percentage, the increases are between 3.36% to 8.34%. The disposal prices are set with consideration to the cost of service, which can vary with contracted removal costs, and market benchmarks.
Disposal of 4WD tyre (per tyre)	\$ 10.00	\$ 10.50	\$ 0.50	5.06%	
Disposal of light truck tyre (per tyre)	\$ 12.00	\$ 13.00	\$ 1.00	8.34%	
Disposal of light truck tyre including rim (per tyre)	\$ 18.00	\$ 19.00	\$ 1.00	5.56%	

Fee Name	2020/2021 Fee (incl. GST)	2021/2022 Fee (incl. GST)	Proposed Change (\$)	Proposed Change (%)	Price adjustment exceptions
Waste Disposal at Recycling and Refuse Centres 1.3 Rosewood Recycling and Refuse Centre (only) 1.3.1 Domestic household waste and recycling (Ipswich residents only)					
General waste: Cars, vans and utilities, including trailers: Excess over 2 cubic metres per cubic metre or part thereof	\$ 70.00	\$ 35.00	-\$ 35.00	-50.00%	The excess waste charge is proposed to decrease by 50%. The Rosewood fees are calculated on a volume rather than weight basis, as the facility does not have a weighbridge. The estimates of disposal weight per cubic meter have been recalculated, and an assumption of a lower weight ratio applied. On this basis, the price has been reduced align the estimated charge on a per tonne (or per tonne) equivalent basis across all Recycling and Refuse facilities.
Mobile Garbage Bin Services 2.1 Additional Domestic Bin Services					
Extra domestic wheelie bin service - General waste	\$ 17.00	\$ 20.00	\$ 3.00	17.65%	This fee was not increased last year, and following review a nominal price increase of \$3 is proposed. It is provided as an additional service for customers who have excess domestic waste that they do not wish to take to a Recycling and Refuse Centre, or who did not put their bins out for the standard scheduled street collection. Customers must request the service. The price is based on an average collection service, but remains a subsidised service. As a comparison, for an equivalent service, Brisbane City Council currently charges \$37.10, Gold Coast City Council \$22.70 and Logan City Council \$25.40.

Item 4 / Attachment 4

Fee Name	2020/2021 Fee (incl. GST)	2021/2022 Fee (incl. GST)	Proposed Change (\$)	Proposed Change (%)	Price adjustment exceptions
LIBRARY SERVICES					
Library Venue Hire 2.2 Library Meeting Room or Study Room Hire					
Monday to Sunday - per hour or part thereof	\$ 25.00	\$ 30.00	\$ 5.00	19.97%	Meeting room and study room hire fees across Library branches have been reviewed and set in line with comparable private sector benchmark rates. The increases range from \$5 per hour (20%), up to a \$15 increase (11%) for a full day booking. There have been no increases applied over the preceding three years. These fee increases apply to the commercial hire of library study rooms only. Library members can book facilities free of charge.
Monday to Sunday - Half day (2 - 4 hours)	\$ 70.00	\$ 80.00	\$ 10.00	14.28%	
Monday to Friday - Full day (4 - 8 hours)	\$ 135.00	\$ 150.00	\$ 15.00	11.11%	
PLANNING AND DEVELOPMENT					
Building Services 2.1 Building Certification Fees (Various subsections)					
Inspection (footing, slab, frame, final)	\$ 240.00	\$ 250.00	\$ 10.00	4.17%	Building certification services are offered in competition with the private sector. As such, council is required to apply the competitive code of conduct and apply market pricing to ensure that it does not obtain an unfair financial position in the provision of the service.
Per inspection	\$ 460.00	\$ 490.00	\$ 30.00	6.52%	
Up to 60m ² in floor area	\$ 500.00	\$ 570.00	\$ 70.00	14.00%	
Over 60m ²	\$ 570.00	\$ 650.00	\$ 80.00	14.04%	
Retaining Wall/Fence (excluding Swimming Pool fencing)	\$ 500.00	\$ 550.00	\$ 50.00	10.00%	Benchmarking current fees for private certification (where possible) and other Local Governments has been undertaken and is the basis for fees in this section. Most benchmark fee increases are less than 3%, with those listed being exceptions.
Swimming Pools/Spas/Swimming Pool Fencing/Advertising Device	\$ 600.00	\$ 660.00	\$ 60.00	10.00%	
Antenna, Mast and any other Class 10 structure not previously listed	\$ 500.00	\$ 550.00	\$ 50.00	10.00%	Some fees have been subject to consolidation, resulting in a higher than standard price increase.
Inspection fee	\$ 240.00	\$ 275.00	\$ 35.00	14.58%	
Re-inspection fee	\$ 175.00	\$ 190.00	\$ 15.00	8.57%	
Up to 300m ² in floor area	\$ 1,000.00	\$ 1,060.00	\$ 60.00	6.00%	
All classes of building work involving removal or demolition	\$ 371.00	\$ 430.00	\$ 59.00	15.90%	

Item 4 / Attachment 4

Fee Name	2020/2021 Fee (incl. GST)	2021/2022 Fee (incl. GST)	Proposed Change (\$)	Proposed Change (%)	Price adjustment exceptions
Building Services 2.2 Building Work - Regulatory Services 2.2.3 Other Building Fees (a) Swimming pool					
Pool Safety inspection	\$ 550.00	\$ 650.00	\$ 100.00	18.18%	The pool safety inspection has been increased to reflect that this service includes two inspections, rather than one. Application and re-inspection fees have been reviewed and reset in line with comparable industry benchmarks.
Application for exemption	\$ 800.00	\$ 850.00	\$ 50.00	6.25%	
Re-inspection	\$ 175.00	\$ 185.00	\$ 10.00	5.71%	
Building Services 2.2 Building Work - Regulatory Services 2.2.3 Other Building Fees (f) Advice of compliance for residential service buildings, residential care buildings or budget accommodation					
Up to 5 persons	\$ 590.00	\$ 640.00	\$ 50.00	8.47%	Fee reviewed and set in line with comparable industry benchmarks
Development Planning Application Fees 4.5 Plan of Subdivision 4.5.1 Request for Approval of Plan of Subdivision Schedule 18 of the Planning Regulation 2017 (b) Preparation/Perusal of Legal Documents					
Standard Legal Document prepared by Council - per document (Transfer Document/Trust/Easement Document)	\$ 850.00	\$ 700.00	-\$ 150.00	-17.65%	This fee has been reduced in line with a change in the cost of delivery to Council. A change in service providers is expected to deliver efficiencies and reduced costs, which are passed on to customers through the lower fee.
Development Planning Application Fees 4.7 Other Fees 4.7.1 Heavy and Other Vehicle Parking in Residential Areas					
Application fee for initial permit pursuant to Local Law 5	\$ 1,135.00	\$ 1,000.00	-\$ 135.00	-11.89%	This fee has been separated into a lodgement fee of \$135, and this application fee. As such, the overall cost to the customer has not changed.
Engineering and Environment Fees 5.1 Operational Works 5.1.1 Carrying Out Work for Reconfiguring a Lot - Operational Works (b) Assessment and construction of earthworks and native vegetation clearing					
Change to ground levels per lot	\$ 317.00	\$ 100.00	-\$ 217.00	-68.45%	The per lot fee has been significantly reduced, and a minimum fee applied. This fee structure is intended to better represent the economies of scale in assessing applications involving multiple lots. With the minimum fee included, the average charge is not expected to change.

Fee Name	2020/2021 Fee (incl. GST)	2021/2022 Fee (incl. GST)	Proposed Change (\$)	Proposed Change (%)	Price adjustment exceptions
Engineering and Environment Fees 5.2 Environment Assessment 5.2.2 Environmentally Relevant Activities (ERA's) (a) Material Change of Use for ERA's or ERA Environmental Authority					
ERA 6 Asphalt Manufacturing: greater than 1,000 tonnes per year	\$ 10,100.00	\$ 11,010.00	\$ 910.00	9.01%	The bulk of the increase in these fees is not an increase as such, but is a result of a separate application fee of \$675 being discontinued, and the cost combined into the ERA fees. As such, the total cost to a customer is not significantly increased against the total of the two fees currently required. Fees have been subject to indexation at Council Cost Index, and subject to rounding.
ERA 12(1)(a) Plastic Product Manufacturing: 50 tonnes per year or more (other than plastic in item below)	\$ 2,500.00	\$ 3,250.00	\$ 750.00	30.00%	
ERA 12(1)(b) Plastic Product Manufacturing: 5 tonnes per year or more (foam, composite plastic or rigid fibre reinforced)	\$ 2,500.00	\$ 3,250.00	\$ 750.00	30.00%	
ERA 19 Metal Forming: 10,000 tonnes or more per year	\$ 830.00	\$ 1,540.00	\$ 710.00	85.54%	For example, the ERA19 fee is currently \$675 for the application component, plus \$830 for the ERA (total \$1505). The proposed (combined) fee is now \$1540, representing the current total fee of \$1505 escalated by CCI (2.15%) and subject to rounding.
ERA 38 Surface Coating: Anodising, electroplating, enamelling or galvanising, using 1 tonne to 100 tonnes per year of surface coating	\$ 830.00	\$ 1,540.00	\$ 710.00	85.54%	
ERA 49 Boat Maintenance or Repair: Operating a boat maintenance or repair facility	\$ 2,500.00	\$ 3,250.00	\$ 750.00	30.00%	
ROADS, TRAFFIC AND PARKING					
Road Regulation 3.2 Commercial Use of Roads					
Licence - Busking - One off (one day only)	\$ 33.70	\$ 17.00	-\$ 16.70	-49.55%	Fees for busking and commercial touting/hawking have been separated. For busking, annual and monthly licences have been replaced with daily and weekly options to increase variation in applicants. The daily permit for busking has been reduced to 50% of that of commercial touting/hawking to encourage uptake. Issuance of this permit is below cost.

Doc ID No: A7181220

ITEM: 5

SUBJECT: FEES AND CHARGES FOR GEORGE ALDER TENNIS CENTRE

AUTHOR: PRINCIPAL OFFICER (SPORT AND RECREATION PROGRAMS)

DATE: 9 APRIL 2021

EXECUTIVE SUMMARY

This is a report concerning the establishment of Fees and Charges for general and casual use of the George Alder Tennis Centre.

RECOMMENDATION/S

- A. That the proposed Fees and Charges for general and casual individual, social and coaching use court hire at the George Alder Tennis Centre, as detailed in Table 1 of the report by the Principal Officer (Sport and Recreation) dated 16 March 2021, be adopted with an effective date of 1 May 2021.
- B. That the continuation of the proposed Fees and Charges for general and casual individual, social and coaching use court hire at the George Alder Tennis Centre, as detailed in Table 1 of the report by the Principal Officer (Sport and Recreation) dated 16 March 2021, during 2021-2022, be noted.

RELATED PARTIES

- Ipswich Mid-Week Ladies Tennis Club
- Tuesday Ladies Social Tennis Club
- Local Ipswich Tennis Clubs
- Tennis Queensland

There are no discernible conflicts of interest.

ADVANCE IPSWICH THEME

Listening, leading and financial management

PURPOSE OF REPORT/BACKGROUND

Please note: This matter has been separately addressed in this report and is not included in the broader report, "Proposed Fees and Charges to apply from 1 July 2021", as presented to the Governance and Transparency Committee, and covering the organisational review of fees

and charges for the 2021-2022 financial year. This matter is addressed separately in this report due to the emergence of the issue as well as impacting the fees and charges for both the 2020-2021 and 2021-2022 financial years.

The former operator of the George Alder Tennis Centre handed back the lease in late December 2020. Until this time all activation and maintenance of the courts was the responsibility of the lease holder. The former lease holder established and collected appropriate fees and charges for all use of the courts by the general public, social clubs, schools, coaches and events at the venue.

Until such time as Council secures a new Lease holder via open Tender, Council is now responsible for the management, maintenance and activation of the courts.

The booking and use of the facilities will be managed in accordance with existing Council processes. Fees and Charges for the use of the facilities by event organisers, clubs and schools will be in accordance with Council's existing Fees and Charges for Parks, Sporting Grounds and Community Facilities.

Since Council resumed management of the facility in January 2021, there have been a number of enquiries from members of the public seeking to use the facility on an individual or casual basis. There are currently no Fees and Charges in place to accommodate social and individual use and hiring of the courts for both social players and coaching purposes.

Fees need to be set to maintain a level of consistency with hiring charges from the former lease holder to a future operator. It should also be noted that the collection of fees and charges by the operator and now via Council will contribute towards the costs of maintaining clay tennis courts.

The following proposed Fees and Charges for Individual/Social/Casual Hire and Coaching purposes are as per below:

Table 1

Social use per hour per court (1-12 participants)	\$15.00
Social Groups - per individual (13+ participants) (up to 4 hours)	\$10.00
Coach Hire of Courts per hour per court	\$20.00

The venue is available for daytime use only.

The above figures have been calculated and determined by an analysis of fees and charges implemented by other tennis facilities within Ipswich, other clay court venues throughout the SEQ region and in line with existing Fees and charges implemented by the previous lease holder. (See Attachment 1 for summary comparison of Fees and Charges).

These Fees and Charges should only apply until such time as a new Lease holder has been installed. This is expected to occur within the first half of the 2021-2022 financial year. The leaseholder may then establish their own Fees and Charges for hire and use of the facilities.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:
Local Law 7 (Local Government Controlled Areas and Roads)

RISK MANAGEMENT IMPLICATIONS

The recommended fees have been determined based on benchmarking analysis of fees charged by the previous lease holder, other local tennis facilities, and clay court facilities throughout Australia.

If fees are set too high, Council runs the risk of not activating the courts and receiving negative publicity. This is not supported.

If the fees are set too low, or no fees are applied, then Council runs the risk of placing the future lease holder and Council in a position of needing to manage community unrest at paying fees established by the future lease holder after months of free or low cost access. This is not supported.

FINANCIAL/RESOURCE IMPLICATIONS

The Fees and Charges outlined above have been determined based on a cost comparison analysis of the fees charged by the previous lease holder, other local tennis facilities, and clay court facilities throughout Australia.

The Fees charged by both Council and a future lease holder will contribute towards the costs of maintaining clay tennis courts.



COMMUNITY AND OTHER CONSULTATION

- Existing external social user groups and individuals that used the facility under the previous leased holder advised the fees that they had been previously paying
- No further external community or stakeholder consultation was undertaken
- Sport and Recreation Section were consulted and agree with the proposed Fees and Charges.

CONCLUSION

Council is now responsible for the activation and maintenance of the George Alder Tennis Centre clay courts. Fees and Charges for use of the facilities will be in accordance with Council's existing Fees and Charges. New Fees and Charges for general and casual use have been determined based on a cost comparison analysis of other local and similar facilities for the hire and use of the courts by the general public, social groups and private coaches.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Court Hire Price Comparisons  
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John Bolton

PRINCIPAL OFFICER (SPORT AND RECREATION PROGRAMS)

I concur with the recommendations contained in this report.

Don Stewart

MANAGER, COMMUNITY AND CULTURAL SERVICES

I concur with the recommendations contained in this report.

Ben Pole

GENERAL MANAGER - COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

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

Item 5 / Attachment 1.

George Alder Tennis Centre – Fees Comparison

	George Alder Tennis Centre (Former Lease Holder)	Brassall IGS Tennis Centre	Queens Park (Ipswich District Junior Tennis)	Springfield Central Sports Tennis facility (Under Lease)	Bundaberg Tennis Association	KDV Sport (Carrara, Gold Coast)	QLD State Tennis Centre (Clay Courts)	Royal Park Tennis Club (Victoria)	Boroondara Tennis Centre (North Victoria)
Court Hire – social use/ general public (per individual per hour per court)	\$20 p/h until 6pm \$25 p/h after 6pm	\$15 per hour	Rates are not online	\$18 p/h M-F \$14 p/h weekends	\$15 p/h daytime \$20 for the first hour then \$5 per hour under lights	<i>(Need to be a member to hire?)</i>	\$40 p/h before 4pm M-F \$46 p/h after 4pm M-F + Weekends	\$20 p/h \$25 p/h at night	7.30-9.30 am \$10 p/h Off peak – 9.30-5pm \$30 p/h Peak - Weekends \$30 p/h
Court hire - coaches (what coaches charge) (Coaches generally associated with venue operator)	Between \$15-\$20 per court per hour for members					Private coaching: \$85 p/h per individual, \$45 per 30 mins per individual			
Membership fees				Individuals: \$40; \$350 or \$450 (most expensive have court hire free of charge) p/y Families: \$99 p/y				\$210 for adults \$165 Concession/ Student/Health Care Card \$130 under 18 \$287 family All memberships have additional joining fee	
Member Court Hire fees	\$9.95 per week; guests are an additional \$2	Memberships sold out	Discounted court hire	Between \$12 - \$free for members during the week Between \$14 – Free during the weekends	Social Members: \$80 per annum \$10 p/h	Singles \$14.90 per week Family \$34.90 per week Unlimited court hire	\$39 per year (discounted hire rates not applicable to clay courts)	Free during day. Guests of member \$10 Under lights \$14 p/h	
Courts	12 Clay courts	8 Hard Courts	4 Synthetic Grass 4 Hard Courts	8 Hard Courts	11 Clay Courts	9 Clay Courts 8 Hard Courts	5 Clay Courts 17 Hard Courts 1 Grass Court	14 Clay Courts	16 Synthetic Grass 4 Hard Courts 2 Synthetic Clay 1 Clay Court

Doc ID No: A6789465

ITEM: 6

SUBJECT: PROCUREMENT - CULTURAL LANDSCAPE VALUES INVESTIGATION AGREEMENT

AUTHOR: PRINCIPAL OFFICER (PROCUREMENT AND CONTRACT OPERATIONS)

DATE: 11 MARCH 2021

EXECUTIVE SUMMARY

This is a report concerning the engagement of Turnstone Archaeology for the purpose of undertaking Cultural Landscape Values audits of locations across various conservation estates and reserves.

The report seeks Council's resolution to apply an exception in the *Local Government Regulation 2012*, specifically section 235 (b), to engage Turnstone Archaeology for Cultural Landscape Values Audits for a period of three (3) years, based on the specialised nature of their services.

Council will engage Turnstone Archaeology to undertake one project per year over the next three years, with a maximum project budget of \$100,000 ex GST. The maximum expenditure under this arrangement will be \$300,000.00 ex GST.

RECOMMENDATION

- A. That pursuant to section 235(b) of the *Local Government Regulation 2012* (*Regulation*) Council resolve it is satisfied that the exception referred to in section 235(b) of the *Regulation* applies and that Cultural Landscape Values Audits are of such a specialised nature that it would be impractical for Council to invite tenders or quotations.**
- B. That Council enter into a contract with Turnstone Archaeology for the provision of Cultural Landscape Values Audits for a period of three (3) years with the maximum expenditure under this arrangement over the three years to be \$300,000 excluding GST.**
- 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*.**

RELATED PARTIES

Turnstone Archaeology is a Queensland consultancy providing archaeological and heritage services. Turnstone Archaeology is not a local Ipswich business. They provide ethical and reliable assessments of cultural heritage and practical mitigation strategies while working

closely with Aboriginal communities and proponents to achieve best practice successful outcomes.

ADVANCE IPSWICH THEME

Caring for the community

PURPOSE OF REPORT/BACKGROUND

Council seeks to engage a suitably qualified and experienced consultancy to undertake Cultural Landscape Value Investigations across numerous sites across various conservation estates and reserves.

These services will culminate in delivering reports which provide a historical overlay of a site (inclusive of Aboriginal and European connection) to the investigated area. Reporting will:

- provide predictive modelling of the area
- identify cultural landscape values
- compile recommendations that align with the Site Master plan – i.e. which tracks are/are not recommended, which caves are/are not recommended for public viewing –identify cultural awareness opportunities – e.g. cultural interpretive walks.

In performing this scope of work, the following may be required:

- communication with the traditional owners
- engagement of a historian, should this be required
- desktop analysis
- ground-truthing – predictive modelling
- comprehensive report/s.

The initial project is to engage with the consultant to provide a report on the Cultural Heritage & Cultural Landscape Values of White Rock Spring Mountain Conservation Estate (WRSMCE), Grandchester Reserve & Flinders Goolman Conservation Estate over the next three years.

Council has previously engaged Turnstone Archaeology to undertake a number of similar landscape value investigations. Two examples are the Queens Park Report (Rebuilding Campfires) & the Bremer River Report (Whispers from the River Bank), these projects fostered collaborative relationships with key stakeholder groups. Turnstone has demonstrated effective relationship management and methodologies that have provided all stakeholders with confidence in the Council's recommendation.

Council will also engage the YUP Native Title Party (independently) as per the Cultural Heritage Clearance process – to undertake the Cultural Heritage Surveys for the proposed 'multiuse tracks' Council is proposing to construct.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:
Cultural Heritage Act 2003

Local Government Act 2009

RISK MANAGEMENT IMPLICATIONS

The Council must be respectful of stakeholders' current local cultural requirements and collaborate with multiple viewpoints to meet project objectives and respect community values. Turnstone archaeology has extensive experience working with local Ipswich stakeholder groups, which potentially encourage stakeholder involvement.

An experienced consultancy must undertake investigations; they must have access to a similarly experienced network of supporting sub-consultancies. Turnstone Archaeology has demonstrated through previous engagements that they utilise consultancies, state bodies and university services that support their local knowledge base.

It is a critical requirement that the consultancy that is engaged to undertake these works has a positive reputation among local stakeholders, who are confident and support the Council's recommendations.

One preferred supplier's engagement to undertake these investigations will result in a consistent and standard approach to Council's Landscape Values Investigations, with a city-wide perspective, respectfully limiting the impost on local representatives when sharing cultural information.

FINANCIAL/RESOURCE IMPLICATIONS

Project funding is budgeted from the Cultural Heritage Budget. It is anticipated that funding will be available over the next three years. Council will engage Turnstone Archaeology to undertake one project per year over the next three years, with a maximum project budget of \$100,000 ex GST. The maximum expenditure under this arrangement will be \$300,000.00 ex GST.

COMMUNITY AND OTHER CONSULTATION

Council will engage Turnstone Archaeology to undertake all desktop and ground-truthing investigations to inform and holistically report on the Aboriginal Cultural Landscape Values within WRSME. Turnstone Archaeology will independently engage with YUP Native Title Party as per agreed processes followed to complete previous Cultural Landscape Value Reports (Rebuilding Campfires & Whispers from the River Bank).

The nomination of Turnstone Archaeology and the development of these works' scope and management, has been coordinated by Native Title and Cultural Heritage Officer of Infrastructure and Environment Department's Environment and Sustainability Branch.

CONCLUSION

Turnstone Archaeology's unique local experience offers the Council an opportunity to engage with local stakeholders to undertake Cultural Landscape Values Investigations at the three (3) predetermined sites – WRSME, Grandchester Reserve & Flinders Goolman Conservation Estate sites over the next three years. Turnstone Archaeology has a unique understanding and experience working with the various perspectives of key local

stakeholder groups. The benefit to the Council is through their methodologies, which engage with stakeholders, to deliver recommendations supported and respected by the community. Also providing the added benefit of assisting Council with its legislative responsibilities under the Cultural Heritage Act, 2003.

Stephen Bailey

PRINCIPAL OFFICER (PROCUREMENT AND CONTRACT OPERATIONS)

I concur with the recommendations contained in this report.

Richard White

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Kaye Cavanagh

MANAGER, ENVIRONMENT AND SUSTAINABILITY

I concur with the recommendations contained in this report.

Sonia Cooper

GENERAL MANAGER CORPORATE SERVICES

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Doc ID No: A7150530

ITEM: 7

SUBJECT: PROCUREMENT - PARKING MACHINES AND COMMUNICATION AND
MANAGEMENT SYSTEM

AUTHOR: CONTRACTS OFFICER

DATE: 26 MARCH 2021

EXECUTIVE SUMMARY

This is a report recommending Council enter into a contract with Australian Parking and Revenue Control Pty Limited (APARC), as APARC is the only supplier reasonably able to provide continued servicing of the existing Parking Meter Systems installed throughout Ipswich with approximately 100 parking meters in operation.

The Council is required to consider and resolve that the exception set out in section 235(a) of the *Local Government Regulation 2012* applies due to APARC parking systems proprietary nature. The cost of the arrangement is estimated to be \$340,000 excluding GST per annum, for three (3) years to June 2024 for the estimated sum of \$1,020,000 excluding GST.

RECOMMENDATION

- A. That Council resolve it is satisfied that the exception in 235(a) of the *Local Government Regulation 2012* applies and that Australian Parking and Revenue Control Pty Limited (APARC) is the only supplier reasonably available to provide maintenance for the current parking meter system.
- B. That Council enter into a contract with APARC for the provision of maintenance for the current parking meter system for a period of one (1) year with the option to extend for an additional two (2) one (1) year terms, at an estimated cost of \$340,000 excluding GST per annum, for three (3) years to June 2024 for the estimated sum of \$1,020,000 excluding GST.
- 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*.

RELATED PARTIES

Supplier: Australian Parking and Revenue Control Pty Ltd

There are no discernible conflicts of interest and none have been declared.

ADVANCE IPSWICH THEME

Managing growth and delivering key infrastructure

PURPOSE OF REPORT/BACKGROUND

On 19 March 2018 the Council resolved that it was satisfied that under section 235 (a) of the *Local Government Regulation 2012*, Australian Parking and Revenue Control Pty Ltd is the only supplier reasonably available to provide the maintenance of Council's existing parking machine system. The Parkeon Strada parking network is under a license arrangement between the Manufacturer and Australian Parking and Revenue Control Pty Ltd (APARC) which has established a sole supplier arrangement within Australia for the supply and maintenance of the parking technology that is currently in operation in Ipswich.

Following the resolution, Council entered into a contract with APARC for a three (3) year period from 24 April 2018 to 13 June 2021. There are no extension options available on this contract. Council is required to enter into a new contract for continued operation and maintenance of the parking meters. It is proposed that this contract is for an initial twelve (12) month period with two (2) x twelve (12) month extension options.

The iGO Intelligent Transport Systems Strategy outlines a key signature project to investigate the feasibility, develop and implement a smart parking solution for Ipswich. This new contract with APARC is being recommended to give Council the time to investigate, plan, design, consult and approve the parking technology strategy moving forward. It should also be noted that the parking meters are still in good working order and therefore will allow for any potential alternate technology to be investigated.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:
Local Government Regulation 2012

RISK MANAGEMENT IMPLICATIONS

The risk to Council if the recommendations within this report are not approved is the existing Parking systems will not receive the required operational and maintenance support for the continuous supply of the parking systems throughout Ipswich.

FINANCIAL/RESOURCE IMPLICATIONS

Budget for the ongoing maintenance and reactive works for the parking system is approximately \$340,000 excluding GST per year and budget is available.

Should Council wish to extend the engagement for the proposed option of the first year and extend one plus one, the estimated total cost of the full arrangement (for up to the three year period) is \$1,020,000 excluding GST.

COMMUNITY AND OTHER CONSULTATION

The Procurement Branch has consulted with the Infrastructure and Environment Department, Infrastructure and Strategy Branch, who support the recommendations of this report.

This report does not require Community consultation.

CONCLUSION

Due to the proprietary nature of the Australian Parking and Revenue Control Pty Ltd parking system, this report recommends the engagement of APARC to provide the ongoing maintenance to the existing parking system in Ipswich for up to three (3) years to December 2024, for the estimated sum of \$1,020,000 excluding GST. The report also recommends that a sole supplier arrangement be approved due to the proprietary nature of the system

Tara Hamilton-Smith

CONTRACTS OFFICER

I concur with the recommendations contained in this report.

Tony Dileo

MANAGER, INFRASTRUCTURE STRATEGY

I concur with the recommendations contained in this report.

Richard White

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Sonia Cooper

GENERAL MANAGER CORPORATE SERVICES

I concur with the recommendations contained in this report.

Sean Madigan

ACTING GENERAL MANAGER - INFRASTRUCTURE AND ENVIRONMENT

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ITEM: 8

SUBJECT: PROCUREMENT - ANNUAL SUPPORT AND UPGRADE RENEWAL - KRONOS SOFTWARE

AUTHOR: CONTRACTS OFFICER ICT

DATE: 30 MARCH 2021

EXECUTIVE SUMMARY

This is a report seeking a resolution by Council to continue the annual support services and upgrade renewal for the Kronos application including software and equipment that is used for timekeeping activities to support the payroll function.

This matter is required to come to Council for resolution as officers seek Council resolution that the exception in section 235 (b) of the *Local Government Regulation 2012* applies to the continuation of the specialised services provided.

Kronos Australia Pty Ltd (Kronos) is an American headquartered global company, with a registered office located in New South Wales, Australia. This proprietary product was purchased in 2017 through a procurement process and its continued use is considered essential to Council. The Kronos software and equipment form a critical timekeeping solution that is integrated into Council's payroll system and embedded as part of Council's current e-Hub and Human Resource Information System. Kronos is meeting Council's performance expectations for the provision of the support services and upgrade for the Kronos software and equipment used by Council.

A resolution of Council is sought to allow the continuation of the renewals of the annual support services and upgrade for the Kronos software and equipment with Kronos for an initial four (4) month period from 23 May 2021 until 30 September 2021 to align to the dates of the originating contract and underpinning system, and then for up to three (3) further one (1) year periods to allow cover until 30 September 2024. This is an estimated total cost of up to \$135,000 excluding GST if all annual renewal options are exercised up until 30 September 2024.

RECOMMENDATION

- A. That Council resolve it is satisfied under section 235(b) of the *Local Government Regulation 2012* (Regulation) that the exception under s235(b) of the Regulation applies and that because of the specialised nature of the services that are sought, namely Kronos software and equipment support services and upgrade, it would be impractical or disadvantageous for Council to invite quotes or tenders.
- B. That Council resolve it is satisfied to continue with, and to renew, the annual support services and upgrade for the Kronos software and equipment with Kronos

from 23 May 2021 until 30 September 2021 and then for up to three (3) further one (1) year periods to allow cover until 30 September 2024, for an estimated total cost of up to \$135,000 excluding GST.

- 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*.**

RELATED PARTIES

Kronos Australia Pty Ltd

Ipswich City Council

There are no conflicts of interest identified and declared in relation to the contents of this report.

ADVANCE IPSWICH THEME

Listening, leading and financial management

PURPOSE OF REPORT/BACKGROUND

To ensure currency, compliance and continued support of the Kronos timekeeping software and equipment solutions for payroll currently in use by Council.

Background

The Kronos suite of products is a long established and well-reputed timekeeping solution that is used extensively across the globe for capturing and managing staff work hours, leave and absences and integrating these into business payroll systems for accurate and efficient payroll processing.

This product has been in use at Council and integrated into Council's current payroll, e-Hub and Human Resource Information System (HRIS) since 2017.

The Kronos software licences are perpetual licences owned by Council, with an annual support services and upgrade fee. Similarly, the Kronos timekeeping clocks are owned by Council, with an annual support services and upgrade fee. The support services and upgrade fee includes bug fixes, version and compliance upgrades and access to the Kronos support helpdesk.

The current Kronos solution including renewals was acquired by Council as part of a contract entered into in 2017 with supplier Presence of IT (PoIT) following a tender process. The contract was to provide the major components and hosting of Council's e-Hub and HRIS solution, and the Kronos products and ongoing renewals were provided by PoIT in their capacity as an authorised reseller of Kronos products. The end date of the initial term and

subsequent extension options of this original contract fall on 28 September of the corresponding years.

In early 2020, PoIT advised that due to a new arising conflict as a result of company merger and acquisition activity, they could no longer continue to act as a reseller of the Kronos products. Therefore, in April 2020 a Deed of Variation was executed by Council and PoIT retrospectively effected a carve out provision of the Kronos products from the contract as of 19 December 2019.

At the time, it was indicated by Council staff members responsible for handling the carve out that: “Kronos Licencing will be resolved directly with Kronos after completion of the variation agreement”.

Following the completion of the carve out activity, Council staff involved at the time then proceeded to engage directly with Kronos as supplier for the Support Services and Upgrade renewal. However, the new engagement exceeded \$15,000 and it no longer forms part of a Contract that is compliant with Chapter 6, Part 3 of the *Local Government Regulation 2012* and is still pending, therefore it needs to be addressed.

Kronos is meeting Council’s performance expectations for the provision of the support services and upgrade for the Kronos software and equipment used by Council, and the continued provision of the renewal service is desirable to Council.

It would be both practical and advantageous to Council to continue to renew the annual support services and upgrade for the Kronos software and equipment with Kronos in line with the end date of the original PoIT contract that relates to the platform and systems that underpin and interface with the Kronos software, as the components of the HRIS system should be treated holistically from a procurement perspective.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:
Local Government Act 2009
Local Government Regulation 2012

RISK MANAGEMENT IMPLICATIONS

The risk to Council if the recommendation within this report is not approved is that the Kronos software and equipment used for payroll timekeeping activities will not receive the upgrades required to maintain currency with legislated payroll requirements, nor will the necessary software and equipment support be available to Council as required from time to time.

The Kronos software is part of the core systems being addressed by Council’s iVolve Project, however, it is likely that it will not be impacted until at year 3 of the iVolve implementation. Accordingly, the risk of investing in this software at this time is low and can be addressed further in the future.

Application	iVolve Scope Alignment	iVolve Impact Rating	Impact Treatment
Kronos	Low – Kronos will be impacted by iVolve, but not within the term of this initial engagement.	Low	Payroll is not expected to be impacted by the iVolve project until year 3 of the iVolve delivery. It will not be during the term of the initial engagement. Prior to each extension option being considered and decided, the current state of implementation of the iVolve Project will be reviewed.

FINANCIAL/RESOURCE IMPLICATIONS

There are no new resourcing or budgeting implications, as the Kronos support services and upgrade renewal is budgeted as an operational expense in the ICT Budget. There are no additional financial implications.

This report seeks approval for the continuation of renewals of the annual Support Services and Upgrade for the Kronos software and equipment with Kronos for an initial four (4) month period from 23 May 2021 until 30 September 2021, and then for up to three (3) further one (1) year periods to allow cover until 30 September 2024, for an estimated total cost of up to \$135,000 excluding GST.

COMMUNITY AND OTHER CONSULTATION

The Procurement Branch has consulted with the ICT Branch who support the recommendations of this report.

This report does not require community consultation.

CONCLUSION

In order for Council to continue receiving the necessary support and compliance upgrades required for the payroll timekeeping solution provided by Kronos software and equipment, it is recommended Council resolve to continue the annual renewal support services and upgrade for the Kronos software and equipment with Kronos for an initial four (4) month period from 23 May 2021 until 30 September 2021, and then for up to three (3) further one (1) year periods to allow cover until 30 September 2024.

Amanda Cowen

CONTRACTS OFFICER ICT

I concur with the recommendations contained in this report.

Richard White

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Sylvia Swalling

CHIEF INFORMATION OFFICER

I concur with the recommendations contained in this report.

Sonia Cooper

GENERAL MANAGER CORPORATE SERVICES

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Doc ID No: A7157512

ITEM: 9

SUBJECT: PROCUREMENT - ENHANCEMENT, UPGRADE, SUPPORT AND SUBSCRIPTION
RENEWAL OF OBJECTIVE SOFTWARE

AUTHOR: CONTRACTS OFFICER ICT

DATE: 30 MARCH 2021

EXECUTIVE SUMMARY

This report is seeking a Council resolution regarding the formation of a contract with vendor Objective Corporation Limited (Objective) under Local Buy arrangement (BUS274 – ICT Solutions and Services) as per section 234 of the *Local Government Regulation 2012* (Regulation). The contract will be for the enhancement to, and the continuation of support, upgrade and subscription renewal for, the Objective Electronic Document and Records Management System (EDRMS) that is currently in use across the whole of Council.

Objective is an Australian company supplying globally and headquartered in NSW. This proprietary product was originally purchased in 2014 through a procurement and the current contract is due to expire on 30 June 2021 with no further extension options. Its continued use is considered essential to Council.

Objective is meeting Council's performance expectations for the provision of the support, upgrade and subscription licencing for the Objective software used by Council.

The new contract to be entered into is intended to commence on 1 May 2021 in order to allow for required upgrade and new enhancement works to be carried out prior to the commencement of the continuing support, upgrade and subscription renewal period beginning on 1 July 2021. The contract shall be for an initial term of three (3) years and two (2) months, with up to two (2) further one (1) year extension options, ending on 30 June 2026 if all extension options are exercised.

A resolution of Council is sought to approve an estimated total cost of up to three million dollars (\$3,000,000) excluding GST if all extension options of the proposed contractual arrangement are exercised.

RECOMMENDATION

- A. That Council enter into a contract with Objective Corporation Limited for the provision of product enhancements, continued support, upgrade and subscription renewal under s234 of the *Local Government Regulation 2012* for an estimated total cost of up to three million dollars (\$3,000,000) excluding GST for the period commencing 1 May 2021 and ending 30 June 2026.**

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

RELATED PARTIES

Objective Corporation Limited

Ipswich City Council

There are no conflicts of interest identified and declared in relation to the contents of this report.

ADVANCE IPSWICH THEME

Listening, leading and financial management

PURPOSE OF REPORT/BACKGROUND

This report is seeking a Council resolution regarding the formation of a contract with vendor Objective Corporation Limited (Objective) under Local Buy arrangement (BUS274 – ICT Solutions and Services) as per section 234 of the *Local Government Regulation 2012* (Regulation). The contract will be for the enhancement to, and the continuation of support, upgrade and subscription renewal for, the Objective Electronic Document and Records Management System (EDRMS) that is currently in use across the whole of Council.

Objective is an Australian company supplying globally and headquartered in NSW. This proprietary product was originally purchased in 2014 through a procurement and the current contract is due to expire on 30 June 2021 with no further extension options. Its continued use is considered essential to Council.

The Objective products are a long established and well-reputed document and information management solution suite that are used across the globe for securely housing documents and other records, and maintaining information management compliance.

Objective is meeting Council's performance expectations for the provision of the support, upgrade and subscription licencing for the Objective software used by Council.

The new contract to be entered into is intended to commence on 1 May 2021 in order to allow for required upgrade and new enhancement works to be carried out prior to the commencement of the continuing support, upgrade and subscription renewal period beginning on 1 July 2021. The contract shall be for an initial term of three (3) years and two (2) months, with up to two (2) further one (1) year extension options, ending on 30 June 2026 if all extension options are exercised.

Council's Objective solution portfolio consists of a blend of perpetual licences owned by Council and subscription licences, with an annual support and upgrade fee. The support

services and upgrade fee includes bug fixes, version and compliance upgrades, and access to the Objective support helpdesk. The current contract between Council and Objective is due to expire on 30 June 2021. Objective is meeting Council's performance expectations for the provision of the subscription licencing, support and upgrade, and the continued provision of the subscription and services is desirable to Council. Further, the addition of new modules for enhanced functionality, integration and technology currency is also desired.

For the purposes of enabling the outcome desired by Council that is also compliant with Chapter 6, Part 3 of the Regulation, it is intended to enter into a new contract with Objective for a further term of up to five (5) years and two (2) months under section 234 of the Regulation in order to ensure uninterrupted supply of the embedded Objective solution to Council.

The anticipated value of this new contract over the term is for up to three million dollars (\$3,000,000). This exceeds the Chief Executive Officer's delegated financial authority for expenditure of up to two million dollars (\$2,000,000). Therefore, approval is being sought from Council for the purposes of allowing Council to enter into the new contract with Objective once the details are finalised.

LEGAL/POLICY BASIS

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

Local Government Act 2009

Local Government Regulation 2012

RISK MANAGEMENT IMPLICATIONS

The risk to Council if the recommendation within this report is not approved is that subscription components of the Objective EDRMS will cease to function, and that the non-subscription components will not receive the added enhancements, support and upgrade required to ensure an optimal system for Council.

The Objective software is unlikely to be part of core systems being addressed by Council's iVolve Project. Accordingly, the risk of investing in this software at this time is low and can be addressed by a yearly review as the iVolve Project progresses.

Application	iVolve Scope Alignment	iVolve Impact Rating	Impact Treatment
Objective	Low – not likely to be part of core systems, though integration is a known dependency.	Low	Not identified as being in the Core system, or in the initial 4 year roadmap.

FINANCIAL/RESOURCE IMPLICATIONS

There are no new resourcing or budgeting implications, as Objective support, upgrade and subscription renewal is budgeted as an operational expense in the ICT Budget. There are no additional financial implications.

This report seeks a resolution of the Council for an estimated total cost of up to three million dollars (\$3,000,000) excluding GST for Objective product enhancement, support, upgrade and subscription renewal for the period commencing 1 May 2021 and ending 30 June 2026.

COMMUNITY AND OTHER CONSULTATION

The Procurement Branch has consulted with the ICT Branch who support the recommendations of this report.

This report does not require Community consultation.

CONCLUSION

In order for Council to continue receiving supply, optimal benefit and functionality of the Objective EDRMS provided by Objective, it is recommended Council resolve to provide the requested approval in relation to the proposed contractual arrangement with Objective for the initial term of three (3) years and two (2) months, with up to two (2) further one (1) year extension options, ending on 30 June 2026 if all extension options are exercised.

Amanda Cowen

CONTRACTS OFFICER ICT

I concur with the recommendations contained in this report.

Richard White

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Sylvia Swalling

CHIEF INFORMATION OFFICER

I concur with the recommendations contained in this report.

Sonia Cooper

GENERAL MANAGER CORPORATE SERVICES

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ITEM: 10

SUBJECT: PROCUREMENT - RENEWAL OF LIQUID PETROLEUM GAS (LPG) FOR BUNDAMBA AND GOODNA AQUATIC CENTRES

AUTHOR: CONTRACTS OFFICER

DATE: 1 APRIL 2021

EXECUTIVE SUMMARY

This report recommends the renewal of the supply agreement for Liquid Petroleum Gas (LPG) for Bundamba and Goodna Aquatic Centres with Origin Energy Retail Ltd to enable continuity of gas supply to these facilities.

Council's primary purpose for the supply of gas is heating the water supplies for the two aquatic centres. Council commenced utilising LPG supplied by Origin Energy Retail Ltd in 2002 for the Goodna Pool and 2004 for the Bundamba pool. Origin supplied, installed and own the infrastructure for LPG at these sites.

This report recommends that Council resolve that the exception under section 235(b) of the *Local Government Regulation 2012* applies and that Council proceeds with the engagement of Origin Energy Retail Ltd to provide a LPG Sale and Supply Agreement for Bundamba & Goodna Aquatic Centres for twelve (12) months for the estimated sum of one hundred and fifty thousand dollars (\$150,000) excluding GST.

RECOMMENDATION

- A. That Council resolve it is satisfied under section 235(b) of the *Local Government Regulation 2012* (regulation) that the exception under section 235(b) of the regulation applies and that Origin Energy Retail Ltd is the only supplier reasonably available to it to provide the LPG supply agreement for Bundamba & Goodna Aquatic Centres for the following reasons:**
- 1. The number of suppliers for heating LPG is limited.**
 - 2. The equipment at the Council Aquatic Centres is owned by the supplier and Council pays a rent and supply of gas cost.**
 - 3. The cost to Council for a new supplier for the removal and replacement of the current infrastructure at the aquatic centres.**
- B. That Council enter into a supply agreement with Origin Energy Retail Ltd for the provision of the LPG sale and supply agreement for Bundamba & Goodna Aquatic**

Centres for a period of twelve (12) months for the estimated sum of one hundred and fifty thousand dollars (\$150,000) excluding GST.

- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the 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*.**

RELATED PARTIES

Origin Energy Retail Ltd

There are no discernible conflicts of interest

ADVANCE IPSWICH THEME

Managing growth and delivering key infrastructure

PURPOSE OF REPORT/BACKGROUND

The purpose of the report is to identify the continuing requirement for LPG Supply to Council's Aquatic Centres to meet community expectations of the services the Aquatic Centres provide.

Origin Energy Retail Ltd have supplied LPG to the Council Aquatic Centres for several years, Goodna since 2002, and Bundamba since 2004. They have supplied LPG through Annual Purchase Agreements which have been renewed each year over this period. During the centralisation of procurement in Council it has been identified that a review of the agreement with the LPG supplier is required.

To enable appropriate time for this review and ensure legislative requirements are met, this report recommends that Council approve a renewal of the agreement with Origin Energy Retail Ltd in line with section 235(b) of the regulation, which operates as an exception to inviting quotes or written tenders for medium and large-sized contractual arrangements.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:
Local Government Regulation 2012 section 235 (b)

RISK MANAGEMENT IMPLICATIONS

The risk to Council if the recommendation within this report is not approved is that Council's Continuity of supply of LPG to the two Aquatic Centres would be compromised.

FINANCIAL/RESOURCE IMPLICATIONS

Budget for the agreement is approximately \$150,000 (excluding GST) per year and budget is available.

COMMUNITY AND OTHER CONSULTATION

Consulted with the Infrastructure and Environment Department who agrees with this recommendation.

CONCLUSION

Due to supply continuity and time and resources invested in setting up Origin Energy Retail Ltd facilities at the two Aquatic Centres, this report recommends to Council a resolution under s235 (b) of the regulation to engage Origin Energy Retail Ltd to provide an LPG Sale and Supply Agreement for Bundamba & Goodna Aquatic Centres for twelve (12) months for the estimated sum of one hundred and fifty thousand dollars (\$150,000) excluding GST.

John O'Donnell

CONTRACTS OFFICER

I concur with the recommendations contained in this report.

Richard White

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Sonia Cooper

GENERAL MANAGER CORPORATE SERVICES

I concur with the recommendations contained in this report.

Sean Madigan

ACTING GENERAL MANAGER - INFRASTRUCTURE AND ENVIRONMENT

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