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

Please refer to track changed policy documents

POPULATION HEALTH AND ENVIRONMENTAL PROTECTION LICENSING, REGISTRATION AND PERMITTING POLICY

Section 1.4	Removal of date as Policy is active unless repealed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

ANIMAL MANAGEMENT FEES AND CHARGES POLICY

Section 1.4	Removal of date as Policy is active unless repealed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

DOG REGISTRATION POLICY

Section 1.4	Removal of date as Policy is active unless repealed

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

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

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

Reductions

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

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

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

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

Increases

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

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

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

Other

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

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

New Fee

Fee	**Decision Justification**	**Page Number in Comparison Document**

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

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

Discontinued

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

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