

VML:MB  
Vicki Lukritz  
3810 6221

15 March 2018

Sir/Madam

Notice is hereby given that a Meeting of the **HEALTH, SECURITY AND COMMUNITY SAFETY COMMITTEE** is to be held in the **Council Chambers** on the 2nd Floor of the Council Administration Building, 45 Roderick Street, Ipswich commencing at **8.30 am** on **Tuesday, 20 March 2018.**

<b><u>MEMBERS OF THE HEALTH, SECURITY AND COMMUNITY SAFETY COMMITTEE</u></b>	
Councillor Ireland ( <b>Chairperson</b> ) Councillor Pahlke ( <b>Deputy Chairperson</b> )	Councillor Antonioli ( <b>Mayor</b> ) Councillor Wendt ( <b>Deputy Mayor</b> ) Councillor Pisasale

Yours faithfully

**ACTING CHIEF EXECUTIVE OFFICER**

## HEALTH, SECURITY AND COMMUNITY SAFETY COMMITTEE AGENDA

8.30 am on **Tuesday**, 20 March 2018

Council Chambers

Item No.	Item Title	Officer
1	<a href="#">Health, Security and Regulatory Services Monthly Activity Report – February 2018</a>	SPSM&PO(BO)
2	<a href="#">Darling Downs-Moreton Rabbit Board Report on Operations and Proposed Budget and Operational Plan</a>	PO(AM)
3	<a href="#">Draft City of Ipswich Biosecurity Plan 2018-2023</a>	PO(AM)
4	<a href="#">Crypt Remediation Project Update – Ipswich General Cemetery</a>	PO(P&P)
5	<a href="#">Regulatory Fees and Charges 2018-2019</a>	PO

\*\* Item includes confidential papers

**HEALTH, SECURITY AND COMMUNITY SAFETY COMMITTEE NO. 2018(03)**

**20 MARCH 2018**

AGENDA

1. **HEALTH, SECURITY AND REGULATORY SERVICES MONTHLY ACTIVITY REPORT – FEBRUARY 2018**

With reference to a report by the Strategic Policy and Systems Manager and Principal Officer (Business Operations) dated 6 March 2018 concerning the monthly update on the activities of the Health, Security and Regulatory Services (HSRS) Department.

**RECOMMENDATION**

That the report be received and the contents noted.

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2. **DARLING DOWNS-MORETON RABBIT BOARD REPORT ON OPERATIONS AND PROPOSED BUDGET AND OPERATIONAL PLAN**

With reference to a report by the Principal Officer (Animal Management) dated 9 March 2018 concerning the Darling Downs-Moreton Rabbit Board Report on Operations (1 October 2017 to 31 January 2018) and their Proposed Budget and Operational Plan.

**RECOMMENDATION**

That the report be received and the contents noted.

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3. **DRAFT CITY OF IPSWICH BIOSECURITY PLAN 2018-2023**

With reference to a report by the Principal Officer (Animal Management) dated 8 March 2018 concerning the draft City of Ipswich Biosecurity Plan 2018-2023 (the draft Biosecurity Plan).

**RECOMMENDATION**

- A. That the draft City of Ipswich Biosecurity Plan 2018-2023 be approved as a draft for the purpose of public consultation.
- B. That the Chief Operating Officer (Health, Security and Regulatory Services) undertake public consultation as outlined in the report by Principal Officer (Animal Management) dated 8 March 2018.

- C. That the Chief Operating Officer (Health, Security and Regulatory Services) provide a final draft City of Ipswich Biosecurity Plan 2018-2023 for consideration at the completion of the public consultation period.
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4. CRYPT REMEDIATION PROJECT UPDATE – IPSWICH GENERAL CEMETERY

With reference to a report by the Principal Officer (Policy and Projects) dated 5 March 2018 concerning the Crypt Remediation Project.

RECOMMENDATION

That a budget allocation of \$20,000 be made available for the Crypt Remediation Project in the 2018-2019 financial year within the Health, Security and Regulatory Services Department budget.

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5. REGULATORY FEES AND CHARGES 2018-2019

With reference to a report by the Policy Officer dated 9 March 2018 concerning a review of the regulatory fees and charges for the 2018-2019 financial year. The associated fees and charges policies have also been reviewed.

RECOMMENDATION

- A. That the policy titled 'Population Health and Environmental Protection Licensing, Registration and Permitting Policy', as per Item 3 of the Policy and Administration Board No. 2017(02) of 14 March 2017 - City Management, Finance and Community Engagement Committee No. 2017(03) of 21 March 2017 and adopted by Council on 28 March 2017, as detailed in Attachment A to the report by the Planning Officer dated 9 March 2018, be repealed with effect as at 1 July 2018.
- B. That the policy titled 'Population Health and Environmental Protection Licensing, Registration and Permitting Policy', as detailed in Attachment C to the report by the Planning Officer dated 9 March 2018, be adopted with effect from 1 July 2018.
- C. That the policy titled 'Dog Registration Policy', as per Item 3 of the Policy and Administration Board No. 2017(02) of 14 March 2017 - City Management, Finance and Community Engagement Committee No. 2017(03) of 21 March 2017 and adopted by Council on 28 March 2017, as detailed in Attachment D to the report by the Planning Officer dated 9 March 2018, be repealed with effect as at 1 July 2018.
- D. That the policy titled 'Dog Registration Policy', as detailed in Attachment F to the report by the Planning Officer dated 9 March 2018, be adopted with effect from 1 July 2018.

- E. That the policy titled 'Animal Management Fees and Charges Policy', as per Item 3 of the Policy and Administration Board No. 2017(02) of 14 March 2017 - City Management, Finance and Community Engagement Committee No. 2017(03) of 21 March 2017 and adopted by Council on 28 March 2017, as detailed in Attachment G to the report by the Planning Officer dated 9 March 2018, be repealed with effect as at 1 July 2018.
  - F. That the policy titled 'Animal Management Fees and Charges Policy', as detailed in Attachment I to the report by the Planning Officer dated 9 March 2018, be adopted with effect from 1 July 2018.
  - G. That the fees and charges listed in the HSRS Fees and Charges 2018-2019, as detailed in Attachment K to the report by the Planning Officer dated 9 March 2018, be adopted with effect from 1 July 2018.
  - H. That the fees and charges listed in the WPR Regulatory Fees and Charges 2018-2019, as detailed in Attachment M to the report by the Planning Officer dated 9 March 2018, be adopted with effect from 1 July 2018.
- 

\*\* Item includes confidential papers

and any other items as considered necessary.

<b>Health, Security and Community Safety Committee</b>	
Mtg Date: 20.03.2018	OAR: YES
<b>Authorisation:</b> Sean Madigan	

A4703737  
MW:MW

6 March 2018

**MEMORANDUM**

TO: CHIEF OPERATING OFFICER  
(HEALTH, SECURITY AND REGULATORY SERVICES)

FROM: STRATEGIC POLICY AND SYSTEMS MANAGER AND  
PRINCIPAL OFFICER (BUSINESS OPERATIONS)

RE: HEALTH, SECURITY AND REGULATORY SERVICES MONTHLY ACTIVITY REPORT –  
FEBRUARY 2018

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**INTRODUCTION:**

This is a joint report by the Strategic Policy and Systems Manager and Principal Officer (Business Operations) dated 6 March 2018 concerning the monthly update on the activities of the Health, Security and Regulatory Services (HSRS) Department.

**BACKGROUND:**

The HSRS Department is responsible for the management of compliance activities across the City. The attached HSRS Monthly Activity Report (**Attachment A**) is for the month of February 2018. The data within the report is separated into two components:

**Compliance Delivery Status:** Provides an update on service requests, infringements, warnings, prosecutions and appeals, licences, permits and design assessments approved in the month.

**Other Program Delivery Status:** Provides an update on other programs, such as the Immunisation clinics, implementation of new laws, special events and any stakeholder engagement which may include the progress of projects for the HSRS Health and Amenity Plan for 2017-2018.

**CONCLUSION:**

The HSRS Monthly Activity Report provides an update on compliance and other programs being delivered during the month with comparisons to previous periods.

**ATTACHMENT:**

Name of Attachment	Attachment
<a href="#">HSRS Monthly Activity Report – February 2018</a>	Attachment A

**RECOMMENDATION:**

That the report be received and the contents noted.

Barbara Dart and Maree Walker

**STRATEGIC POLICY AND SYSTEMS MANAGER; PRINCIPAL OFFICER (BUSINESS OPERATIONS)**

I concur with the recommendation contained in this report.

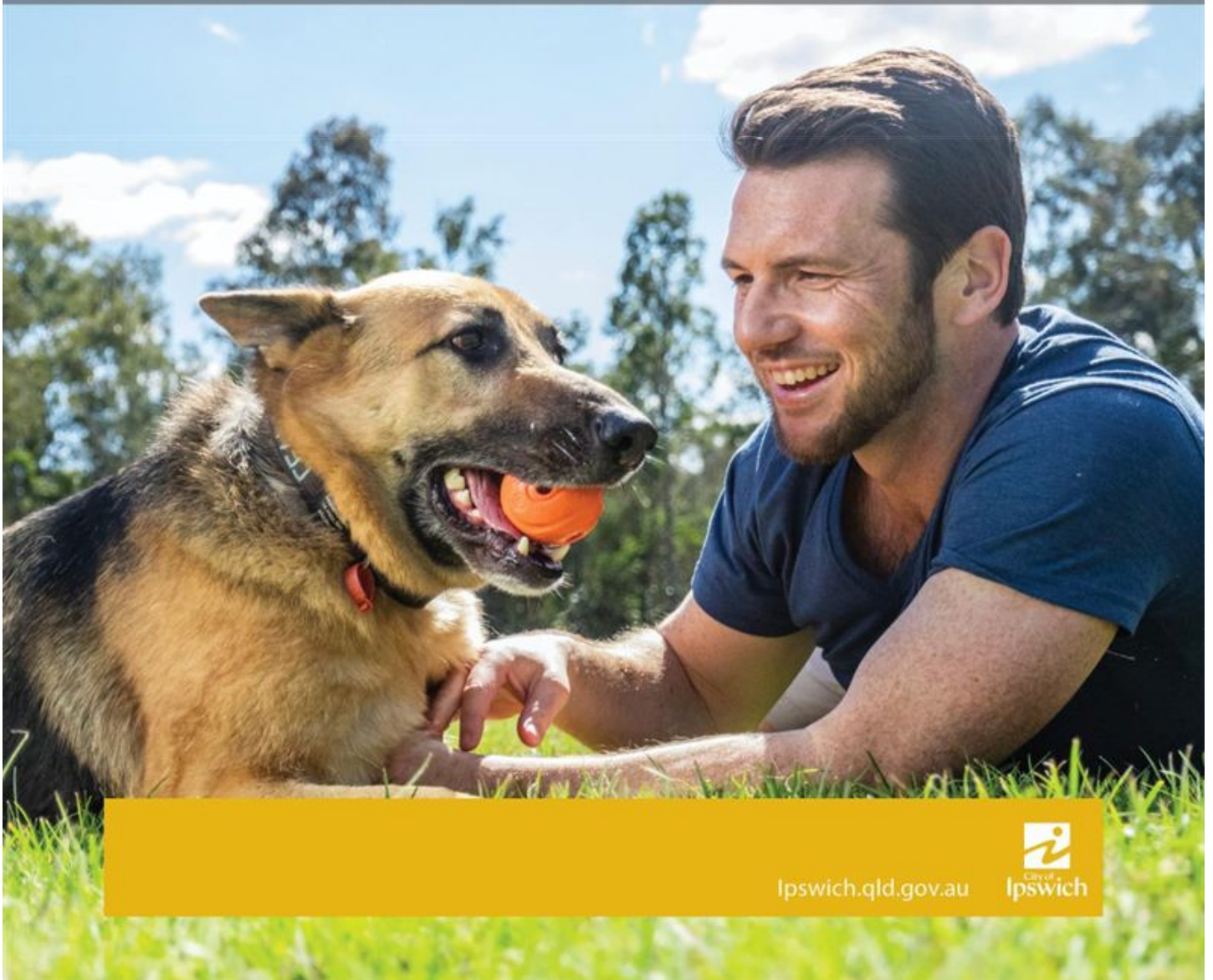
Sean Madigan

**CHIEF OPERATING OFFICER**

**(HEALTH, SECURITY AND REGULATORY SERVICES)**

# Health, Security and Regulatory Services

February 2018  
MONTHLY ACTIVITY REPORT





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## Introduction

Council's Department of Health, Security and Regulatory Services (HSRS) is the lead agency in the Ipswich community for the design and delivery of policy and programs that develop and drive a safe and healthy community.

Health and safety can be linked to the majority of services and responsibilities undertaken by Ipswich City Council. Local Councils are no longer just known for the three R's – Roads, Rates and Rubbish. From ensuring children are safe during peak school pick up and drop off times, providing CCTV protection and coverage across the City all the way to guiding businesses on how they can safely prepare food in cafes and restaurants, health and safety is at the very cornerstone of what the community wants. Health and safety is also critical to new communities when they are developed, as it will foster active lifestyles, provide easy access to healthy foods, create streets that are safe to walk through and encourage positive relationships between neighbours that are free of nuisance.

This monthly activity report for **February 2018** provides a snap shot of compliance activities for specific activities, outputs and outcomes.

# Compliance Delivery Status

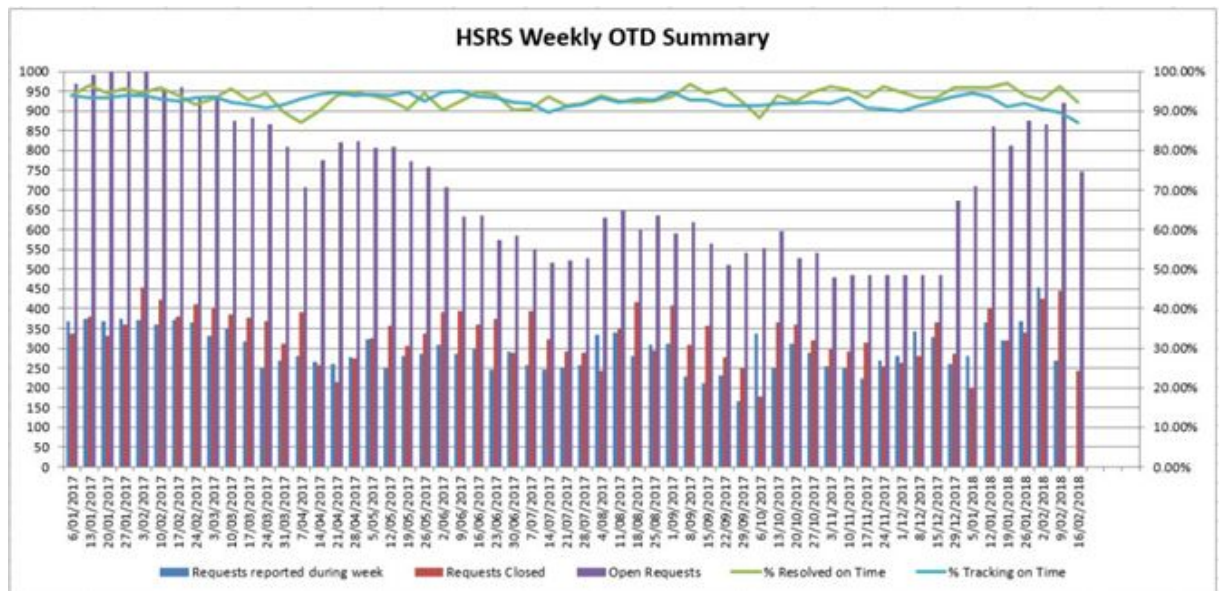
## Customer Service Requests

The HSRS Department receives service requests from the community in relation to a diverse range of matters including but not limited to animal management, local laws, parking and environmental health. HSRS monitors the volumes and types of service request to identify trends and allocate resources accordingly to provide a high level of customer service to the community.

### HSRS Weekly Compliance Activity - Ongoing

The below graph illustrates the week by week monitoring of customer service requests that are processed, investigated and resolved by HSRS staff. The Department continues to monitor the 85% target to resolve requests timeframe through allocating appropriate Council resources to respond to the needs of the community ensuring that the health, safety and wellbeing of the community are protected.

HSRS manage 75 service requests types, monitoring seasonal peaks for request management, proactive campaign planning. Seasonal peaks can include rainfall impacting sediment/erosion and overgrown properties and school terms and holidays impacting on programs including safe school parking.



Total requests actioned each month for HSRS

MONTH	Total Customer Service Requests Created	Variance to previous month
Jan-16	1204	↑246
Feb-16	1011	↓193
Mar-16	1029	↑18
Apr-16	1078	↑49
May-16	1032	↓46
Jun-16	1007	↓25
Jul-16	1067	↑60
Aug-16	1238	↑171
Sep-16	1053	↓185
Oct-16	1166	↑113
Nov-16	1317	↑151
Dec-16	1079	↓238
Jan-17	1561	↑482
Feb-17	1403	↓158
Mar-17	1405	↑2
Apr-17	1197	↓208
May-17	1340	↑143
Jun-17	1388	↑48
Jul-17	1199	↓189
Aug-17	1581*	↑382
Sep-17	1260	↓321
Oct-17	1233	↓27
Nov-17	1368	↑135
Dec-17	1129	↓239
Jan-18	1607	↑478
Feb-18	1431	↓176

\*The increase in the total number of service requests in August includes investigations for littering and dumping from the Kerbside Cleanup project, as well as proactive inspections relating to environmental activities.

### Top 10: Customer Service Requests and Volumes for February 2018

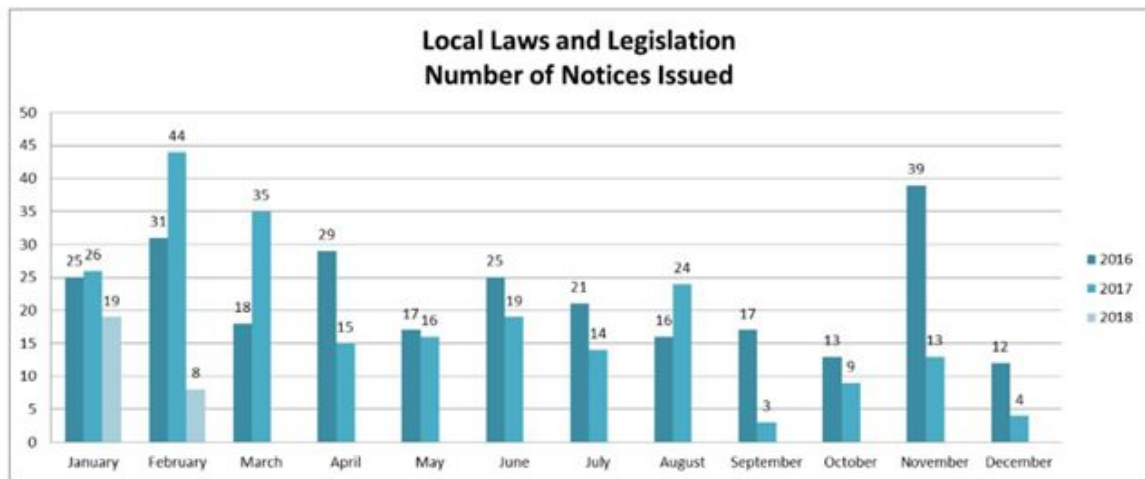
The following dashboard highlights the top 10 service requests raised by customers for **February 2018** with variances from the previous month for HSRS officers to investigate. Service request numbers for the top 10 have remained relatively steady with the seasonal peak in Overgrown Private Property retaining the highest volume.

	<b>Illegal Parking on Footpath</b>	<b>129</b>	Ranking	This Month	Last Month
				1	3
	<b>Roaming Dogs</b>	<b>107</b>	Ranking	This Month	Last Month
				2	2
	<b>Overgrown Private Property</b>	<b>86</b>	Ranking	This Month	Last Month
				3	1
	<b>Collection of Impounded Dog</b>	<b>70</b>	Ranking	This Month	Last Month
				4	4
	<b>Dog Attack</b>	<b>67</b>	Ranking	This Month	Last Month
				5	6
	<b>Abandoned Vehicle</b>	<b>58</b>	Ranking	This Month	Last Month
				6	5
	<b>Dog Noise Nuisance</b>	<b>48</b>	Ranking	This Month	Last Month
				7	8
	<b>Unregistered Dog</b>	<b>48</b>	Ranking	This Month	Last Month
				8	7
	<b>Loan of Cat Trap</b>	<b>38</b>	Ranking	This Month	Last Month
				9	9
	<b>Dog Fencing Issue</b>	<b>27</b>	Ranking	This Month	Last Month
				10	13

## Penalty Infringement Notices (PINs) and Warnings

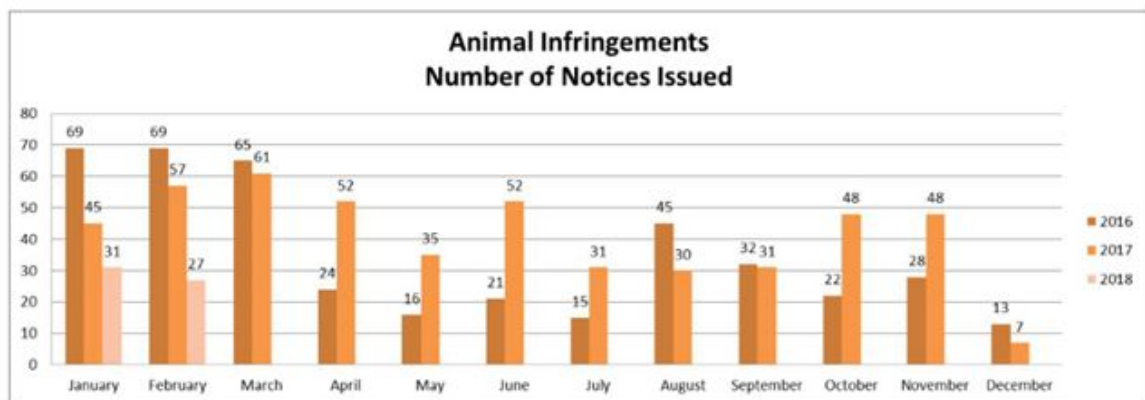
### Local Laws and Legislation – PINs Issued

The HSRS Department issues PIN's and where applicable warnings for a variety of offences under the Local Laws and the *Transport Operation Road Use Management Act*. HSRS issues PIN's and warnings in order to protect the health, safety and wellbeing of the community generally however these are used in conjunction with education and awareness programs to achieve positive outcomes. The Health and Amenity Plan focuses on community education to understand laws as well as be proactively raising awareness on how compliance can be achieved.



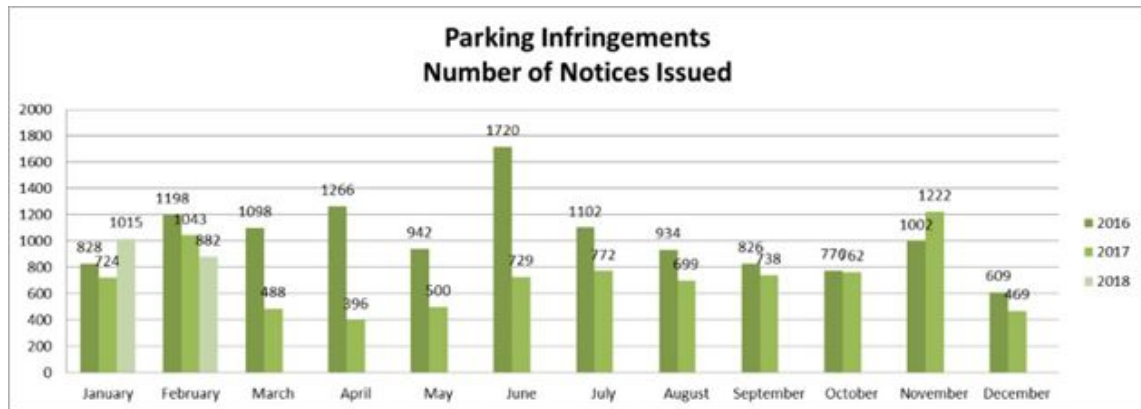
Previous 12 month period (March 2016 to February 2017) total = 277  
 Current 12 month period (March 2017 to February 2018) total = 179

### Animal Management – PINs Issued



Previous 12 month period (March 2016 to February 2017) total = 383  
 Current 12 month period (March 2017 to February 2018) total = 453

### Parking – PINs Issued



Previous 12 month period (March 2016 to February 2017) total = 12,042

Current 12 month period (March 2017 to February 2018) total = 8,672

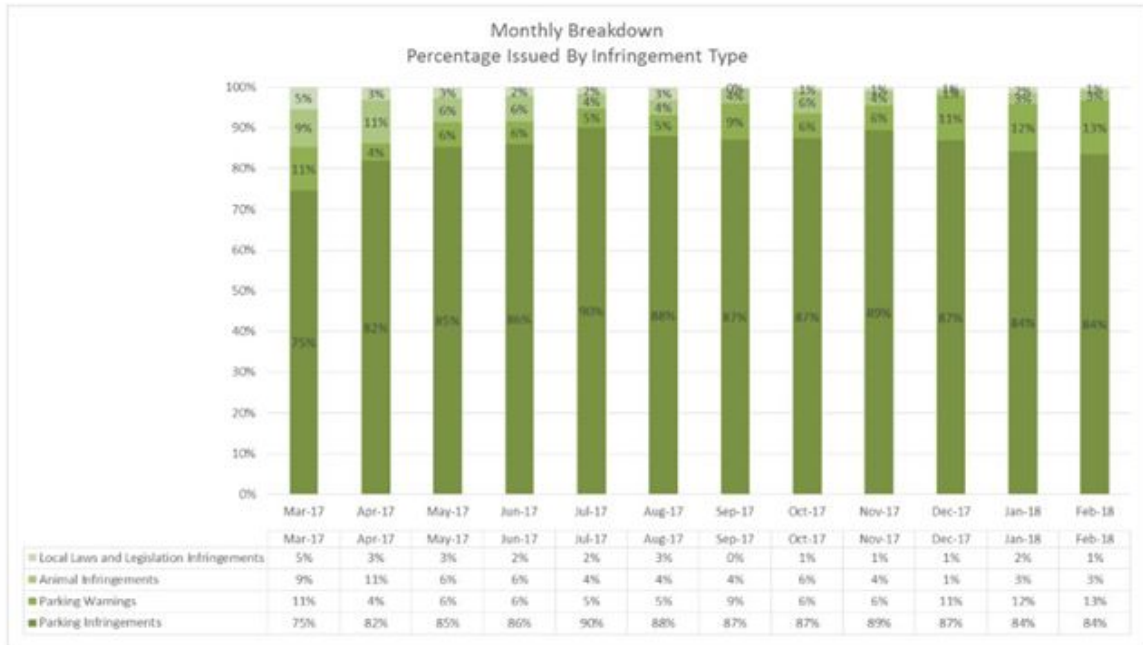
### Parking – Warnings Issued



Previous 12 month period (March 2016 to February 2017) total = 1,175

Current 12 month period (March 2017 to February 2018) total = 801

The chart below shows a summary of total infringements and warnings for the current 12 month period (March 2017 to February 2018).



## Prosecutions and Appeals

The HSRS Department completes investigations and briefs of evidence which are forwarded to Council's Legal Branch for consideration of the evidence and public interest to determine the most appropriate course of action. The Chief Operating Officer of HSRS makes the final determination of whether a matter should proceed to prosecution taking into account factors such as the public interest and the seriousness of the offending behaviour. Matters that are investigated and considered for prosecution include complex environmental offences, planning offences and contested PIN's.

### List of prosecutions and appeals as of 2 March 2018

Current Register Status	
Investigation (Brief in development)	4
Brief (with Legal Branch)	4
Court	18
<b>TOTAL</b>	<b>29</b>

## Infringement Review requests for February 2018

A total of **127** requests for infringements to be reviewed were received in the month.



## Licences, Permits and Design Assessments

The HSRS Department approve a range of licences (commercial activities) and permits (non-commercial activities) under Council's local laws and State Legislation such as the *Food Act 2006*. Design Assessments are also carried out by HSRS to determine suitability and compliance with standards for fit-outs of various businesses, primarily food business, but also others such as public swimming pools, entertainment venues and high risk personal appearance services (HRPAS) such as tattoo studios. The below represent the licences, permits and design assessments approved by HSRS for **February**.

### Licences/Permits

Licence/Permit Type	No. Issued February 2018
Cafe / Restaurant	4
Child Care Centre Meals	3
Domestic Dog Permit	2
Food Manufacturer	1
Heavy & Other Vehicle Parking Permit	1
Public Swimming Pool Licence	3
Takeaway Food Premises	5
Takeaway Food Premises (Fee Exempt)	1
Temporary Food Stall	2
Temporary Food Stall (One Off Event)	9

### Design Assessments

Application Type	Total Approved in February
Design Assessment Food Business	7



### Development Compliance Contributions

The below table highlights the Planning and Development fees paid to Council as a result of direct HSRS compliance action.

- Planning fees resulting from operational activities are trending in excess of those achieved in recent years. Building fees and infringements issued are trending below previous years.
- Generally less building issues are being encountered as compliance work carried out over previous years has caused many building issues across the City requiring attention to be resolved. This has also led to less infringements being issued.

<b>2017 Quarter</b>	<b># of PINs Issued</b>	<b>Applications Submitted following Compliance Investigation</b>
2017 Jan- Mar	1	14
2017 Apr-Jun	2	13
2017 Jul-Sept	2	14
2017 Oct-Dec	2	13
<b>2017 Year to Date</b>	<b>7</b>	<b>54</b>

# Other Program Delivery Status

## Immunisation Program

Immunisation is a simple, safe and effective way of protecting against harmful diseases that can cause serious complications. The immunisation team is dedicated to providing an inexpensive, convenient immunisation service for all Ipswich residents.

Ipswich City Community clinics are held at the following locations:

**Every second Tuesday – 1<sup>st</sup> and 3<sup>rd</sup> of the month**

Bell Street Health Plaza – 8.30am – 10.00am

Priceline Pharmacy Riverlink Tuesday -11.00am – 12.00 noon

**Every alternate Tuesday – 2<sup>nd</sup> and 4<sup>th</sup> of the month**

Goodna Community Health – 9.00am – 11.00am

**1<sup>st</sup> Thursday of each month**

Redbank Plaza Library – 3.30pm – 5.30pm

**Every second Thursday – 2<sup>nd</sup> and 4<sup>th</sup> of the month**

Ipswich Library – 3.45pm – 6.00pm

### February Clinics

Type	Individuals Treated	Immunisations Issued
Community Clinics	40	85
Schools (catch-ups)	16	20
School Clinics	979	1415
Special Projects (seasonal flu vaccinations)	--	--



## Environment Health and Protection

### Conservation Park Patrols

HSRS undertake patrols in conservation estates on behalf of Council to monitor, detect and prevent illegal action such as 4WD and trail bikes and other activities including illegal dumping, damage to Council infrastructure, location identification of pest plants/animals and dogs on and off leash.

The focus on these activities is due to the risk of harm to wildlife and native plants; erosion issues; and the transportation of seeds around the estates and risk to recreational users (eg potential for UXOs).

The desired outcome of the patrols is to provide a safe environment for lawful users; prevent and reduce impacts on flora; prevent and reduce damage to infrastructure (including gates and fencing); and reduced injuries and fatalities of wildlife.

These patrols are undertaken on a weekly basis (predominantly on weekends) with additional patrols carried out during peak periods (eg school holidays).

Ipswich City Council  
45 Roderick Street  
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QLD 4305, Australia

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Join us online on:



<b>Health, Security and Community Safety</b>	
Mtg Date: 20.03.18	OAR: YES
<b>Authorisation:</b> Sean Madigan	

HT:HT  
A4708588

9 March 2018

## MEMORANDUM

TO: CHIEF OPERATING OFFICER (HEALTH, SECURITY AND REGULATORY SERVICES)

FROM: PRINCIPAL OFFICER (ANIMAL MANAGEMENT)

RE: DARLING DOWNS-MORETON RABBIT BOARD REPORT ON OPERATIONS AND PROPOSED BUDGET AND OPERATIONAL PLAN

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### **INTRODUCTION:**

This is a report by the Principal Officer (Animal Management) dated 9 March 2018 concerning the Darling Downs-Moreton Rabbit Board Report on Operations (1 October 2017 to 31 January 2018) and their Proposed Budget and Operational Plan.

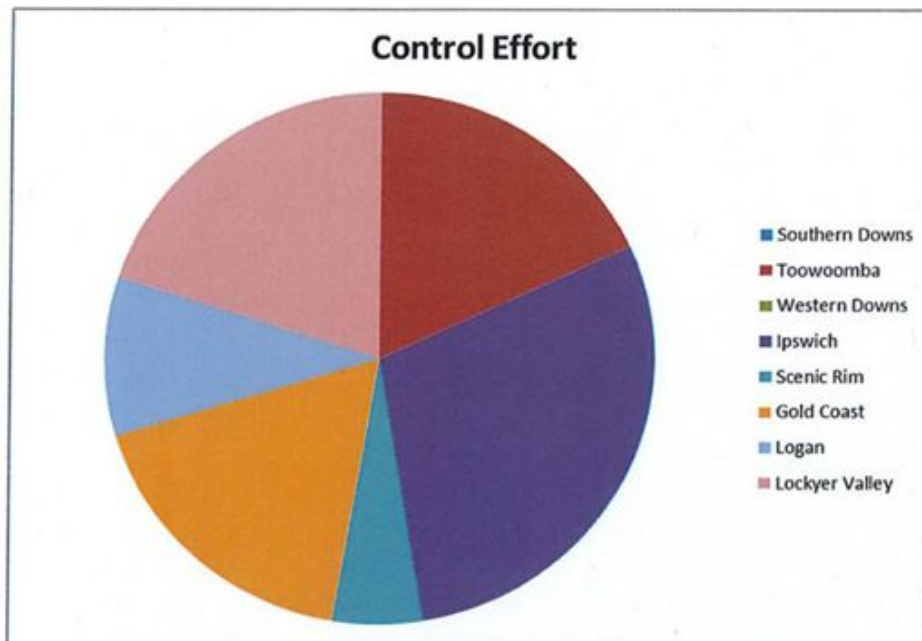
### **HEALTH AND AMENITY PLAN PRIORITY:**



### **BACKGROUND:**

The Darling Downs-Moreton Rabbit Board Report (the Board) provides quarterly reports on their operations (Attachment A) to all precept paying Councils within the Board's area of responsibility.

Included within this report is statistical information on the Board's inspection and control programs undertaken within each local government area. During the period of 1 October 2017 to 31 January 2018 there were 20 inspections within the Ipswich local government area and 185 across the Board's 8 member Council areas.



The report also notes the prevalence of Rabbit haemorrhagic disease virus (RHDV) in Southeast Queensland since last year, with RHDV-2 being the most active. RHDV-2 passed through Ipswich just before the release of RHDV-K5 (by Council), which severely impacted on the number of rabbits and the ability to monitor the success of RHDV-K5.

A new RHDV-1 Chinese strain that was first detected in Western Sydney in December 2013 has been detected at a site north of Toowoomba, with the Board suggesting that this virus has moved from Sydney to Toowoomba by vehicle (either intentionally or unintentionally).

The Board has also provided information on their current budget position and their proposed Budget for the year ending 30 June 2019 for Councils reference.

The financial governance of the Board has improved since the appointment of Mr Thomas Upton as the Chief Executive Officer. The most notable improvement has been his ability to stabilise expenditure and capital improvements, resulting in average annual budget increases of 3% (forecast to reduce to 2.5% by 2019-2020) down from an average of 5% previously.

The Board has requested written acknowledgement of receipt of their operations report and proposed budget, which was provided to them on 9 March 2018. Feedback has not been provided (only receipt that it was received), as the cut-off date to provide Feedback was close of business 15 March 2018 (which was prior to this report being provided to committee).

**CONCLUSION:**

The Board continues to operate within the extents of its functions prescribed through the *Biosecurity Act 2014*. While its priority remains with the fence and local government areas that face the greatest risk from Rabbits, the strategies developed by the Chief Executive Officer show promise of more targeted eradication work within the Ipswich local government area.

**ATTACHMENT:**

Name of Attachment	Attachment
<a href="#">DDMRB Report on Operations - October 2017 to January 2018</a>	Attachment A

**RECOMMENDATION:**

That the report be received and the contents noted.

Haiden Taylor  
**PRINCIPAL OFFICER (ANIMAL MANAGEMENT)**

I concur with the recommendation contained in this report.

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





# Darling Downs-Moreton Rabbit Board

9 February 2018

Chief Executive Officer  
Ipswich City Council  
PO Box 191  
IPSWICH QLD 4305

**Attention: Mr Haiden Taylor and Ms Amy Hartness**

Dear Sir

## **Report on Operations – 1 October 2017 to 31 January 2018**

I attached herewith the report on the operation of the Darling Downs Moreton Rabbit Board for the period 1 October 2017 to 31 January 2018.

This report is analysed into four areas:

1. Fence Maintenance;
2. Rabbit Control and Eradication;
3. Financial Management;
4. Proposed Budget and Operational Plan for the year ended 30 June 2019.

## **Current Operations**

The Board's priority over the last four months has been to target breeding areas for rabbits to provide the best value in the long term in respect to control. Compliance and control staff have identified a number of key breeding areas (principally in the Lockyer Valley and Toowoomba Regions) and have been working with landholders and other stakeholders to eradicate these breeding areas to maximise the benefit of the latest virus release as well as maintaining control and eradication programs across the Board area.

### Fence Operations

Fence maintenance patrols have been completed over the course of the last three months with all breaks in the fence repaired within 5 working days. All maintained sections of the fence are reviewed at least weekly with vegetation control being undertaken based on seasonal conditions.

The Darling Downs Division Patrolmen, as part of their normal patrol duties, have been replacing footnetting, cleaning drains and floodgates, and vegetation control.

The Board is undertaking a project with QNPWS and the Karara Wild Dog Group to upgrade a section of fence near the Karara Grid to dog height standard.

ABN: 44 509 080 794

26 Wood Street Warwick 4370  
PO Box 332 Warwick 4370  
Telephone: 07 4661 4076  
Fax: 07 4661 4722

Email Address: [ddmrbrd@bigpond.com](mailto:ddmrbrd@bigpond.com)  
Website: [www.ddmrbrd.org.au](http://www.ddmrbrd.org.au)

Work has commenced on the realignment of a section of fence under Mount Lindsay with earthworks completed around Christmas.

Control and Eradication

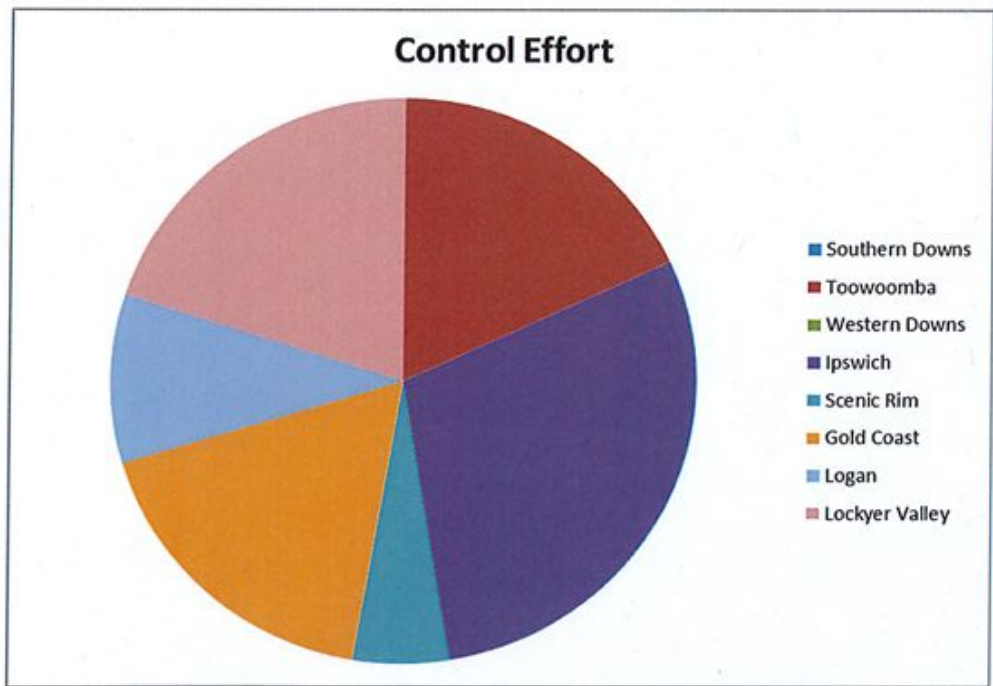
*Inspection and Control*

Control Measures over the period include both inspection and eradication programs conducted across the Board. The inspection program has been summarised in the following table.

Inspections

Inspections	Toowoomba	Southern Downs	Lockyer Valley	Gold Coast	Ipswich	Logan	Scenic Rim	Western Downs	Total
Oct to Jan	31	83	31	7	20	13	0	0	185

Contractors were also active on behalf of the Board across the board area over the course of the last quarter and this effort is summarised in the following graph.



Lockyer Valley Survey

PAMQ has been visiting properties where breeding areas have been removed to mop up displaced rabbits and record spotlight counts. Twelve (12) properties have been visited with 22 rabbits seen and 7 rabbits destroyed with an average of 1.7 rabbits per property. At the end of 2017 there has been no increase in rabbit populations on properties included in the harbour removal or destruction program. Reports of rabbits from areas outside of the survey have been received and DDMRB or LVRC officers have attended these properties.



### Toowoomba Region

To assist with the reduction of the rabbit population after the destruction of harbour and warrens at Baillie Henderson Hospital, DDMRB contracted PAMQ to spotlight and shoot displaced rabbits. PAMQ have recorded seeing 79 rabbits with 55 rabbits destroyed during 2 surveys in the reporting period. Compliance officers have continued to survey the hospital grounds for new burrows/harbour and also to advise and assist ground staff on excluding rabbits from infrastructure on the property. Prior to the work conducted at the hospital, the density of rabbits was estimated at 1.7 per Ha. After an RHDV-K5 release, RHDV-2 outbreak and harbour removal the density was reduced to 0.69 per Ha. Taking advantage of the displaced rabbits PAMQ has been able to reduce the density of rabbits at the site to 0.37 per Ha which is still enough rabbits to cause environmental damage and damage to infrastructure.

The remaining warrens in the New England Hwy corridor between Reis and Cronin Roads at Highfields were destroyed during November. Toowoomba Regional Council was contracted by Main Roads to destroy the warrens and remove the remaining thickets of lantana. DDMRB assisted by marking the warrens and directing machinery. Additional roadside inspections have been carried out to monitor for new burrows and to collapse 5 warrens by hand which could not be accessed by the backhoe due to underground services in the area.

### Virus Update

RHDV-2 has been active in Southeast Queensland into November and another strain of RHDV-1 (RHDV-1 Chinese strain) was detected at a site north of Toowoomba. The Chinese strain was first detected in Western Sydney during December 2013, then later in the ACT but the virus has not been as virulent as the original RHDV-1 (Czech strain). Given the Chinese strain made its way into Queensland without being detected during a year in which hundreds of samples have been submitted from across Australia, it is likely the virus has been moved by vehicle intentionally or unintentionally. DDMRB compliance staff collected samples from the Lockyer Valley, Southern Downs and Toowoomba Regional Council areas for testing. One sample tested positive for RHDV2 which was collected in the Toowoomba Region.

### **Finance and Governance**

The Board operations have been delivered in line with budget expectations over the course of the last seven months. A summary of the Board budget position is shown in the following table.

Revenue for the period is in line with budget estimates and are higher than collections at the same time last year due to faster turnaround of precept receipts from the Department of Agriculture and Fisheries.

Fence expenditure is up marginally on last year with the bulk of the increase attributable to materials purchased for the reconstruction of the fence between Brigalow and Chinchilla. Rabbit Control and eradication expenditure is also up 12% on last year due primarily to increased effort in this area over the last 12 months. Key control projects such as the Lockyer Valley survey and the Toowoomba North survey should see control and eradication expenditure remain high over the next two years.

General administration expenditure has increased by nearly 17% compared to last year due to a number of factors including:

- Resolution of outstanding Fringe Benefits Tax arrangements for the Board;
- Higher than anticipated insurance premiums; and
- Cost of revaluing non-current assets.

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**Darling Downs Moreton Rabbit Board**  
**Statement of Income and Expenditure**  
**for the period 1 July 2017 to 31 Jan 2018 58% of year)**

Particulars	Budget	YTD Actual	%	Last Year
	\$	\$		\$
<b>Income</b>				
Precept contributions	\$ 1,690,378	\$ 846,300	50%	\$ 525,999
Interest earned	\$ 21,670	\$ 7,680	35%	\$ 7,713
Miscellaneous receipts	\$ 2,000	\$ 540	27%	\$ 1,910
Top Netting - Local Authorities	\$ 15,500	\$ 15,059	97%	\$ 15,124
Paddock Leases and House Rents	\$ 635	\$ 633	100%	\$ 682
Telephone recoveries	\$ 100	\$ 71	71%	\$ 277
Fence contributions	\$ 1,500	\$ 508	34%	\$ 7,960
	\$ 1,732,083	\$ 870,790	50%	\$ 559,665
<b>Expenses</b>				
Fence Maintenance	\$ 890,046	\$ 542,839	61%	\$ 508,189
Rabbit Eradication and Compliance	\$ 223,634	\$ 84,768	38%	\$ 75,937
General Administration	\$ 313,391	\$ 221,793	71%	\$ 189,783
Plant, Equipment and Buildings	\$ 300,852	\$ 173,467	58%	\$ 75,215
Capital	\$ 4,160	\$ 953	23%	\$ 423
	\$ 1,732,083	\$1,023,820	59%	\$ 849,547
	\$ -	\$ (153,030)		\$ (289,882)

The overall financial position of the Board has improved over the financial year with the net deficit significantly lower than for the comparative period last financial year.

**Proposed Budget for the year ended 30 June 2019**

The Board is required to submit its budget to the Department of Agriculture and Fisheries for consideration by the Minister by 31 March 2018. Prior to the adoption of the budget the Board needs to seek feedback from contributing local governments on the proposed budget and the corresponding operational plan.

Attached to this letter is a copy of the proposed budget for the year ended 30 June 2019. The Board would appreciate any feedback from your Council on the proposed budget and ideally confirmation of your Council's endorsement of the budget in writing to include in our budget submission.

The format that the budget is presented in, aligns with the local government presentation requirements showing intended revenue and expenditure for the budget year and the two following years. The proposed increase in the precept is summarised in the following table.

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	2019	2020	2021
Precept Increase	3.0%	2.5%	2.5%

The proposed budget funds operation over four general areas for the year including: fence maintenance, rabbit control and eradication, general administration and plant and asset maintenance.

The following table provides a summary of the proposed budget.

Account Number	Budget Cost Centre	Actual	Budget	YTD Actual	Anticipated Budget		
		2016-2017 4.0%	2017/2018 3.0%	2017/2018 (31/12/2017)	2018/19 3%	2019/2020 2.5%	2020/2021 2.5%
<b>4-000</b>	<b>INCOME</b>						
4-1000	Annual Local Authority Precept	\$ 1,641,144	\$1,690,378	\$ 666,691	\$1,741,089	\$1,784,617	\$1,829,232
4-2000	Other Income	\$ 24,055	\$ 22,470	\$ 7,339	\$ 23,144	\$ 23,723	\$ 24,316
4-3000	Fence Maintenance	\$ 23,084	\$ 15,500	\$ 15,566	\$ 15,624	\$ 16,015	\$ 15,890
4-4000	Recoveries and Refunds	\$ 10,989	\$ 3,235	\$ 712	\$ 1,790	\$ 1,835	\$ 1,881
4-8000	Miscellaneous Income	\$ 1,102	\$ 500	\$ -	\$ 500	\$ 513	\$ 525
	Profit on Sale of Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL INCOME</b>	<b>\$ 1,700,374</b>	<b>\$1,732,083</b>	<b>\$ 690,309</b>	<b>\$1,782,147</b>	<b>\$1,826,701</b>	<b>\$1,871,843</b>
<b>6-000</b>	<b>EXPENSES</b>						
6-1000	Fence Patrol, Improvements/Mtce & Rabbit Control	\$ 831,510	\$ 890,561	\$ 446,986	\$ 980,621	\$1,004,087	\$1,025,239
6-2000	General Administration	\$ 283,636	\$ 310,035	\$ 198,903	\$ 318,934	\$ 326,857	\$ 335,954
6-3000	Plant, Equipment & Buildings	\$ 147,380	\$ 300,852	\$ 162,929	\$ 281,783	\$ 286,503	\$ 296,165
6-4000	Rabbit Eradication and Compliance	\$ 116,321	\$ 224,634	\$ 71,186	\$ 195,809	\$ 203,254	\$ 208,336
6-5000	Capital	\$ 733	\$ 6,000	\$ 923	\$ 5,000	\$ 6,000	\$ 6,150
	<b>TOTAL EXPENSES</b>	<b>\$ 1,379,581</b>	<b>\$1,732,082</b>	<b>\$ 880,927</b>	<b>\$1,782,147</b>	<b>\$1,826,701</b>	<b>\$1,871,843</b>

The reduction in budgeted expenditure for rabbit eradication and compliance is a result of changes to staffing arrangements and does not reflect a reduction in effort in this area. The Board is committed to increasing its effort in rabbit control and eradication.

To this end the Board has applied for additional funding under the Commonwealth Feral Pest Initiative for additional surveillance following the RHDV-K5 release to optimise the outcomes from the biological control to eradicate rabbits in the Board area. This project has not been approved at this stage but the Board expects advice from the Department by the end of February 2018. This funding will significantly increase the control and eradication program over the year 30 June 2019 and 30 June 2020.

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The impact on the proposed budget on the contributions from the local governments who are members of the Board are summarised in the following table.

**Darling Down Moreton Rabbit Board  
Contributions by Local Government**

	General Rates 2017	Precept				
	\$'000s	2018	2019	% of General Rates	2020	2021
Logan City Council	144,979	\$ 87,054	\$ 89,666	0.06%	\$ 91,907	\$ 94,205
Ipswich City Council	159,210	\$ 88,238	\$ 90,885	0.06%	\$ 93,157	\$ 95,486
City of the Gold Coast	464,626	\$117,819	\$ 121,354	0.03%	\$ 124,387	\$ 127,497
Lockyer Valley Regional Council	29,750	\$119,510	\$ 123,095	0.41%	\$ 126,173	\$ 129,327
Western Downs Regional Council	64,200	\$195,746	\$ 201,618	0.31%	\$ 206,659	\$ 211,825
Scenic Rim Regional Council	38,141	\$ 244,936	\$ 252,284	0.66%	\$ 258,591	\$ 265,056
Southern Downs Regional Council	30,243	\$ 287,195	\$ 295,811	0.98%	\$ 303,206	\$ 310,786
Toowoomba Regional Council	128,979	\$ 550,049	\$ 566,550	0.44%	\$ 580,714	\$ 595,232
		\$1,690,144	\$ 1,741,263		\$ 1,784,795	\$ 1,829,415

The proposed budget funds the attached Operational Plan for the Board which is similar to the 2018 Operational Plan. The key focus for the Board will continue to be maintenance of the fence, rabbit control and eradication operations and continued improvement on our communication with Councils at both executive and operational level.

Should you have any queries in respect to the above, please feel free to contact me on 07 4661 4076 or 0477 052 835. If possible I would appreciate written acknowledgement of the Board's Budget as soon as possible.

Yours faithfully



Thomas Upton  
Chief Executive Officer  
Darling Downs Moreton Rabbit Board

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Account Number	Budget Item Description	Actual 2016-2017 4.0%	Budget 2017/2018 3.0%	YTD Actual 2017/2018 (31/12/2017)	Anticipated Budget 2018/19 3%	Anticipated Budget 2019/2020 2.5%	Anticipated Budget 2020/2021 2.5%	Notes on 2018-2019 Budget
<b>4-0000</b>	<b>INCOME</b>							
<b>4-1000</b>	<b>Reimbursements</b>							
4-1100	Annual Local Authority Precept	\$ 1,641,144	\$ 1,690,378	\$ 666,691	\$ 1,741,089	\$ 1,784,617	\$ 1,829,232	Proposed Increase 3.0%
	<b>Total Reimbursements Income</b>	\$ 1,641,144	\$ 1,690,378	\$ 666,691	\$ 1,741,089	\$ 1,784,617	\$ 1,829,232	
<b>4-2000</b>	<b>Other Income</b>							
4-2200	Interest Earned	\$ 23,466	\$ 21,670	\$ 7,277	\$ 22,320	\$ 22,878	\$ 23,450	Assumed Avg Balance of \$800K at 2.2% interest
4-2300	Miscellaneous Administration Receipts	\$ 569	\$ 500	\$ 62	\$ 515	\$ 528	\$ 541	
4-2340	Rabbit Board History Book Sales	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	
4-2360	Equip Trade-In & Sale Used Goods	\$ -	\$ 300	\$ -	\$ 309	\$ 317	\$ 325	
	<b>Total Other Income</b>	\$ 24,055	\$ 22,470	\$ 7,339	\$ 23,144	\$ 23,723	\$ 24,316	
<b>4-3000</b>	<b>Fence Maintenance</b>							
4-3100	Top Netting - Local Authorities	\$ 15,124	\$ 15,500	\$ 15,059	\$ 15,124	\$ 15,502	\$ 15,890	Est. Increase in top netting charge for Wild Dogs maintenance fee to locals authorities
4-3350	Contributions - Other	\$ 7,960	\$ -	\$ 508	\$ 500	\$ 513	\$ 513	One off Gate Replacement in 2016, no anticipated work in 2017.
	<b>Total Fence Maintenance Income</b>	\$ 23,084	\$ 15,500	\$ 15,566	\$ 15,624	\$ 16,015	\$ 15,890	
<b>4-4000</b>	<b>Recoveries and Refunds</b>							
4-4010	Miscellaneous Admin. Receipts & Recoveries	\$ 887	\$ 1,000	\$ 12	\$ 1,030	\$ 1,056	\$ 1,082	No Change
4-4200	Paddock Lease & House Rent Recoveries	\$ 682	\$ 635	\$ 633	\$ 655	\$ 671	\$ 688	Small Change
4-4300	Telephone Recoveries	\$ 441	\$ 100	\$ 67	\$ 105	\$ 108	\$ 110	Est. Reduced usage

Account Number	Budget Item Description	Actual 2016-2017 4.0%	Budget 2017/2018 3.0%	YTD Actual 2017/2018 (31/12/2017)	Anticipated Budget 2018/19 3%	Anticipated Budget 2019/2020 2.5%	Anticipated Budget 2020/2021 2.5%	Notes on 2018-2019 Budget
4-4500	Fence Contributions	\$ 8,980	\$ 1,500	\$ -	\$ -	\$ -	\$ -	
	<b>Total Recoveries and Refunds</b>	\$ 10,989	\$ 3,235	\$ 712	\$ 1,790	\$ 1,835	\$ 1,881	
4-8000	Miscellaneous Income	\$ 1,102	\$ 500	\$ -	\$ 500	\$ 513	\$ 525	
	<b>Total Miscellaneous Income</b>	\$ 1,102	\$ 500	\$ -	\$ 500	\$ 513	\$ 525	
	<b>TOTAL INCOME</b>	\$ 1,700,374	\$ 1,732,083	\$ 690,309	\$ 1,782,147	\$ 1,826,701	\$ 1,871,843	
6-0000	<b>EXPENSES</b>							
6-1000	Fence Patrol, Improvements/Mtce & Rabbit Control							
6-1105	Wages - Ordinary	\$ 578,248	\$ 575,480	\$ 276,487	\$ 636,071	\$ 651,973	\$ 668,272	Wages have been split between Control and Compliance and Fence Maintenance
6-1108	Wages - Sick Pay	\$ 9,281	\$ 11,755	\$ 10,166	\$ 12,100	\$ 12,403	\$ 12,713	Estimate
6-1110	Wages - Annual Leave	\$ 59,576	\$ 75,000	\$ 20,831	\$ 77,250	\$ 79,181	\$ 81,161	Estimate
6-1112	Wages - Long Service Leave	\$ 4,296	\$ 21,150	\$ -	\$ 20,000	\$ 20,500	\$ 21,013	No LSL is expected to be taken
6-1130	Superannuation	\$ 82,031	\$ 85,000	\$ 42,922	\$ 87,550	\$ 89,739	\$ 91,983	Estimate based on wages
6-1135	WH&S, Safety Equipment & PPE	\$ 3,646	\$ 8,000	\$ 2,402	\$ 8,000	\$ 8,200	\$ 8,405	Increase due to WHS requirements
6-1140	Training	\$ 7,526	\$ 6,200	\$ 2,543	\$ 6,000	\$ 6,150	\$ 6,304	Training has been brought up to date in 2014/15 therefore no significant increase expected
6-1500	Fencing Materials	\$ 20,452	\$ 30,000	\$ 62,744	\$ 50,650	\$ 52,241	\$ 50,972	Reduction due to stock carry and replacement programming
6-1600	Maintenance & Repair Rabbit Fence	\$ 9,240	\$ 50,000	\$ 23,500	\$ 55,000	\$ 55,000	\$ 55,000	Estimate
	Chinchilla Fence Project	\$ 573	\$ -	\$ -	\$ -	\$ -	\$ -	Project complete
	Dunmore Grid	\$ 1,419	\$ -	\$ -	\$ -	\$ -	\$ -	Project Complete



Account Number	Budget Item Description	Actual 2016-2017 4.0%	Budget 2017/2018 3.0%	YTD Actual 2017/2018 (31/12/2017)	Anticipated Budget 2018/19 3%	Anticipated Budget 2019/2020 2.5%	Anticipated Budget 2020/2021 2.5%	Notes on 2018-2019 Budget
6-1700	Rabbit Eradication & Compliance (contractor & equipment)	\$ 18,377	\$ -	\$ -	\$ -	\$ -	\$ -	Increasing costs for one sub contractor for compliance activities
6-1750	Signs	\$ 155	\$ 2,976	\$ 2,154	\$ 3,000	\$ 3,075	\$ 3,152	Estimated slight increase for sign replacement & repairs
6-1800	Grids & Gates	\$ 36,691	\$ 25,000	\$ 3,237	\$ 25,000	\$ 25,625	\$ 26,266	Estimate to replace one grid
	<b>Total Fence Patrol, Improvements &amp; Mtce Expenses</b>	\$ 831,510	\$ 890,561	\$ 446,986	\$ 980,621	\$ 1,004,087	\$ 1,025,239	
6-2000	<b>General Administration</b>							
6-2050	Chief Executive Officer & Admin Officer Salaries	\$ 129,828	\$ 145,685	\$ 67,268	\$ 150,789	\$ 154,558	\$ 158,422	Estimated increase for Chief Executive Officer & part time admin assistant
6-2150	Directors Fees & Expenses	\$ 2,957	\$ 1,500	\$ 1,912	\$ 2,000	\$ 2,050	\$ 2,101	Out of pocket expenses
6-2200	Office/Workshop Power & Gas	\$ 3,637	\$ 4,000	\$ 1,755	\$ 4,120	\$ 4,223	\$ 4,329	Small increase anticipated
6-2250	Advertising	\$ 4,625	\$ 4,300	\$ 1,169	\$ 4,000	\$ 4,100	\$ 4,203	Small increase anticipated
6-2300	Printing & Stationery	\$ 5,763	\$ 5,800	\$ 2,459	\$ 5,800	\$ 5,945	\$ 6,094	Small increase anticipated
6-2350	Telephone & Postage	\$ 20,131	\$ 23,000	\$ 6,745	\$ 21,000	\$ 21,525	\$ 22,063	Small increase anticipated
6-2400	Audit Fees	\$ 14,556	\$ 13,000	\$ 12,220	\$ 13,000	\$ 13,325	\$ 13,658	Small increase anticipated
6-2425	Accounting Fees	\$ 3,800	\$ 4,000	\$ -	\$ 2,000	\$ 2,050	\$ 2,101	Estimate for possible outsourcing of YE accounting matters
6-2450	Bank Charges	\$ 33	\$ 250	\$ 3	\$ 100	\$ 103	\$ 105	No change anticipated
6-2500	Legal Expenses	\$ -	\$ 1,000	\$ 182	\$ 500	\$ 513	\$ 525	No change anticipated
6-2540	Audit Valuation Fees	\$ 156	\$ 15,000	\$ 10,750	\$ 4,000	\$ 4,100	\$ 4,203	Valuation fee for five yearly property valuations

Account Number	Budget Item Description	Actual 2016-2017 4.0%	Budget 2017/2018 3.0%	YTD Actual 2017/2018 (31/12/2017)	Anticipated Budget 2018/19 3%	Anticipated Budget 2019/2020 2.5%	Anticipated Budget 2020/2021 2.5%	Notes on 2018-2019 Budget
6-2550	Insurance & Registrations	\$ 41,308	\$ 40,000	\$ 28,736	\$ 42,000	\$ 43,000	\$ 45,000	Reduction due to review and assessment of market values
6-2560	Workers Compensation Premiums	\$ 10,014	\$ 13,000	\$ 12,288	\$ 13,500	\$ 13,838	\$ 14,183	Reduction in wages due to staff savings during 2014/15
6-2600	Miscellaneous Administration	\$ 6,869	\$ 9,000	\$ 2,980	\$ 9,270	\$ 9,502	\$ 9,739	Small increase anticipated
6-2620	Conferences/Seminars/Workshops	\$ 3,776	\$ 2,000	\$ 352	\$ 2,500	\$ 2,563	\$ 2,627	
	Fringe Benefits Tax	\$ -		\$ 25,662	\$ 14,000	\$ 14,350	\$ 14,709	
6-2650	Council Rates & Land Rentals	\$ 13,316	\$ 13,500	\$ 12,771	\$ 13,905	\$ 14,253	\$ 14,609	Small increase anticipated
	Uniforms	\$ 3,054		\$ 1,467	\$ 1,000	\$ 1,025	\$ 1,051	
6-2700	EDP/ IT & Computer Equipment	\$ 19,812	\$ 15,000	\$ 10,187	\$ 15,450	\$ 15,836	\$ 16,232	Slight increase forecast for improved communications (ie; web page)
	<b>Total General Administration</b>	\$ 283,636	\$ 310,035	\$ 198,903	\$ 318,934	\$ 326,857	\$ 335,954	
6-3000	<b>Plant, Equipment &amp; Buildings</b>							
6-3120	Motor Vehicle Replacement Expense	\$ -	\$ 100,000	\$ 88,731	\$ 100,000	\$ 100,000	\$ 105,000	MV turnover according to wear and tear
6-3200	Fuel, Oil & Tyres	\$ 74,076	\$ 70,739	\$ 36,310	\$ 72,000	\$ 73,800	\$ 75,645	Slight increase forecast for running costs
6-3300	Maintenance & Repair Plant and Tools	\$ 52,989	\$ 74,113	\$ 22,453	\$ 55,000	\$ 56,375	\$ 57,784	Slight increase forecast for R&M of equipment
6-3350	Asset Renewal Reserve A/c	\$ -	\$ -	\$ -	\$ 3,783	\$ 3,878	\$ 3,975	No change for the provision
6-3400	Purchase Small Plant	\$ 2,409	\$ 11,000	\$ 8,308	\$ 8,000	\$ 8,200	\$ 8,405	Replacement is expected to be slightly lower for 2015/16
6-3450	Machinery - Tractors/Implements	\$ -	\$ 23,000	\$ -	\$ 23,000	\$ 23,575	\$ 24,164	Instalment / provision amount for purchase of grader
6-3500	Floating Plant & Loose Tools	\$ 6,018	\$ 6,000	\$ 1,467	\$ 5,000	\$ 5,125	\$ 5,253	



Account Number	Budget Item Description	Actual 2016-2017 4.0%	Budget 2017/2018 3.0%	YTD Actual 2017/2018 (31/12/2017)	Anticipated Budget 2018/19 3%	Anticipated Budget 2019/2020 2.5%	Anticipated Budget 2020/2021 2.5%	Notes on 2018-2019 Budget
6-3600	Cottage Maintenance	\$ 11,888	\$ 14,000	\$ 5,660	\$ 13,000	\$ 13,500	\$ 13,838	No change forecast, no significant items requiring replacement
6-3700	Office Equipment & Furniture	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 2,050	\$ 2,101	
	<b>Total Plant, Equipment &amp; Buildings Expenses</b>	\$ 147,380	\$ 300,852	\$ 162,929	\$ 281,783	\$ 286,503	\$ 296,165	
6-4000	<b>Rabbit Eradication and Compliance</b>							
	Compliance Salaries	\$ 83,104	\$ 159,727	\$ 48,638	\$ 129,809	\$ 133,054	\$ 136,381	
	Contractor Expenses	\$ 29,730	\$ 53,000	\$ 15,660	\$ 54,000	\$ 55,350	\$ 56,734	
	Other Expenses	\$ 3,487	\$ 11,907	\$ 6,888	\$ 12,000	\$ 14,850	\$ 15,221	
	<b>Total Rabbit Eradication and Compliance</b>	\$ 116,321	\$ 224,634	\$ 71,186	\$ 195,809	\$ 203,254	\$ 208,336	
6-5000	Capital							
6-5100	Stores Compound	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,025	
6-5400	Wood Street Property	\$ 733	\$ 5,000	\$ 923	\$ 4,000	\$ 5,000	\$ 5,125	Estimate for head office property
	<b>Total Capital</b>	\$ 733	\$ 6,000	\$ 923	\$ 5,000	\$ 6,000	\$ 6,150	
	<b>TOTAL EXPENSES</b>	\$ 1,379,581	\$ 1,732,082	\$ 880,927	\$ 1,782,147	\$ 1,826,701	\$ 1,871,843	
	Net Surplus / -Deficit	\$ 320,793	\$ 1	\$ (190,618)	\$ 0	\$ 0	\$ 0	

The justifications for an increased budget are outlined below:

- \* Ongoing increases in fence materials prices & planned fence replacement program
- \* Increasing running costs of machinery, fuel, spare parts, transportation and maintenance
- \* Wage increases & associated on cost increases - wages and on costs are major budget items

Account Number	Budget Item Description	Actual 2016-2017 4.0%	Budget 2017/2018 3.0%	YTD Actual 2017/2018 (31/12/2017)	Anticipated Budget 2018/19 3%	Anticipated Budget 2019/2020 2.5%	Anticipated Budget 2020/2021 2.5%	Notes on 2018-2019 Budget
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\* Training staff - to comply with WHS obligations, and to ensure a well trained workforce is maintained

- \* The replacement costs of plant, tools and general fencing equipment, including vehicles, tractors, fencing gear and trailers.
- \* The board provides communication equipment, including Personal Locator Beacons, mobile phones & UHF radios, to provide staff with access to emergency assistance if required.



# Darling Downs-Moreton Rabbit Board

## Operational Plan Year ended 30 June 2019

No.	Description Strategic / Governance	Responsibility	KPI
1	Improve Engagement with Contributing Council's	CEO	<ul style="list-style-type: none"> <li>• Four Board updates sent to Councils over the course of the year.</li> <li>• Finalise MOU negotiations with Council's</li> <li>• Councils to endorse 2018/2019 Board Budget and future Budgets.</li> </ul>
2	Develop Rabbit Eradication Plan for the Board Area	Compliance Coordinator/ Inspector	<ul style="list-style-type: none"> <li>• Proposed Strategy completed by 30 June and endorsed by the contributing Councils.</li> <li>• Board compliance and control program aligns with contributing Council's Biosecurity plans and the Queensland Biosecurity Plan.</li> </ul>
<b>Fence Maintenance / Renewal</b>			
5	Maintain Barrier Fence in rabbit proof conditions	Inspector	<ul style="list-style-type: none"> <li>• Fence is Rabbit Proof &gt; 90%</li> </ul>
6	Renewal Projects: <ul style="list-style-type: none"> <li>• 13 Kilometres of Fence - May Park Chinchilla</li> <li>• 1 Kilometre of Fence - Mt Lindsay</li> <li>• 1 Kilometre of fence - Palen Creek</li> </ul>	Inspector Inspector Inspector	<ul style="list-style-type: none"> <li>• Capital Project completed on time and within budget allocations.</li> </ul>

No.	Description	Responsibility	KPI
7	<p><b>Compliance / Eradication</b></p> <p>Determine the distribution and abundance of rabbits within the DDMRB area on inspected properties.</p>	Compliance Co-ordinator	<ul style="list-style-type: none"> <li>• 100 Inspections per months</li> <li>• Pet rabbit reports dealt with within five working days</li> </ul>
8	Assess the degree and type of damage caused by rabbits from inspected properties	Compliance Co-ordinator	<ul style="list-style-type: none"> <li>• 5 breeding sites cleared of rabbits per month</li> <li>• One technical paper prepared per year</li> </ul>
9	Prepare (in conjunction with landholders) plans to remove rabbits from inspected properties.	Compliance Co-ordinator	<ul style="list-style-type: none"> <li>• Obtain agreement on control plans for 10 Properties per month</li> <li>• 5 properties that previously had rabbit damage declared free of rabbits per month.</li> <li>• Commence control plans for 10 properties per month.</li> </ul>

<b>Health, Security and Community Safety</b>	
Mtg Date: 20.03.18	OAR: YES
<b>Authorisation:</b> Sean Madigan	

HT:HT  
A4706225

8 March 2018

## MEMORANDUM

TO: CHIEF OPERATING OFFICER (HEALTH, SECURITY AND REGULATORY SERVICES)

FROM: PRINCIPAL OFFICER (ANIMAL MANAGEMENT)

RE: DRAFT CITY OF IPSWICH BIOSECURITY PLAN 2018-2023

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### **INTRODUCTION:**

This is a report by the Principal Officer (Animal Management) dated 8 March 2018 concerning the draft City of Ipswich Biosecurity Plan 2018-2023 (the draft Biosecurity Plan).

### **HEALTH AND AMENITY PLAN PRIORITY:**



### **BACKGROUND:**

The *Biosecurity Act 2014* (the Act) provides a requirement for each local government to produce a Biosecurity Plan for invasive matter within their area. The plan then acts as the interface between the Act's risk-based decision making framework and invasive species that are impacting the City of Ipswich (the City), or could impact the City in the future.

The draft Biosecurity Plan (Attachment A) formalises this relationship through its species prioritisation methodology and the subsequent city wide management strategy.

It applies to all land and waterways within the boundaries of the Ipswich local government area (including all land owned or controlled by the Queensland Government, Council, utilities, corporate entities and individuals).

A tangible management objective is provided for each invasive plant and animal species (under local government control in the Biosecurity Act) that land owners, tenants and leases can refer to when seeking information on what discharging their general biosecurity obligation should involve (i.e. what action they are obliged to take).

While the draft has undergone extensive internal consultation, the Health, Security and Regulatory Services Department is seeking approval for external consultation to ensure the strategic objectives, prioritisation methodology and city wide management strategies are consistent with community values and expectations.

It is envisaged that this external consultation will see this document made available on Council's website and distributed to relevant community stakeholders (land management groups, healthy land and water, etc.).

The consultation will remain open for a 6 week period, with feedback collated, represented in themes and a final version of the document provided back to Council for consideration in June 2018.

#### **CONCLUSION:**

The draft Biosecurity Plan provides for the city wide management of invasive plant and animal species. It defines the obligation placed on the community as a whole and on this basis, should be guided through community input and consultation, prior to its formal adoption.

#### **ATTACHMENTS:**

Name of Attachment	Attachment
<a href="#">Draft City of Ipswich Biosecurity Plan 2018-2023</a>	Attachment A
<a href="#">Biosecurity Plan Development (HCSC February 2017)</a>	Attachment B

#### **RECOMMENDATION:**

- A. That the draft City of Ipswich Biosecurity Plan 2018-2023 be approved as a draft for the purpose of public consultation.
- B. That the Chief Operating Officer (Health, Security and Regulatory Services) undertake public consultation as outlined in the report by Principal Officer (Animal Management) dated 8 March 2018.
- C. That the Chief Operating Officer (Health, Security and Regulatory Services) provide a final draft City of Ipswich Biosecurity Plan 2018-2023 for consideration at the completion of the public consultation period.



Haiden Taylor  
**PRINCIPAL OFFICER (ANIMAL MANAGEMENT)**

I concur with the recommendations contained in this report.

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



# City of Ipswich Biosecurity Plan 2018 – 2023

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## Acronyms and Terms

Table 1 – Acronyms and Terms

At-risk environmental area	An area highly susceptible to invasive species, e.g. riparian areas, remnant vegetation, significant corridors
Biosecurity Act	<i>Biosecurity Act 2014</i>
Biosecurity Plan	City of Ipswich Biosecurity Plan 2018-2023
City	City of Ipswich
GBO	General Biosecurity Obligation
Land Protection Act	Land Protection (Pest and Stock Route Management) Act 2002
LGA	Local Government Area
NGR	New Generation Rollingstock
RBDM	Risk-based Decision Making
RAAF	Royal Australian Air Force
Stakeholders	Government, industry and the community

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## **EXECUTIVE SUMMARY**

The management of invasive plants and animals has progressively evolved as technologies, methodologies, strategic planning philosophies and legislation changes. The most recent and notable change has been the State-wide push to manage weeds and pest animals within a newly established legislative framework, where these species are managed in unison with disease and pathogens.

This plan satisfies a legislative requirement for Council and provides residents of the City with the following management strategies for invasive biosecurity matter:

- Prevention
- Eradication
- Containment
- Asset-Based Protection

In a practical sense, these strategies deliver residents with a tangible objective for the management of invasive pest plants and animals that can be applied to individual parcels, geographic localities (as a collective group of residents) and the entirety of the Ipswich local government area (LGA).

The methodology used to assess each species (and provide their subsequent management strategy) has been intentionally developed to provide both Council and the community with the flexibility to manage invasive species as priorities change and incursions occur.

## INTRODUCTION

The City of Ipswich Biosecurity Plan 2018-2023 (the Biosecurity Plan) has been developed to provide strategic direction for the management of invasive species within the LGA. The Biosecurity Plan has been developed in consultation with internal and external stakeholders and supersedes the Ipswich City Council Pest Management Plan 2010-2014.

Invasive plant and animal species are recognised as a significant threat to Australia's biodiversity, agricultural production, and public health. Put simply, non-native and exotic species are animals and plants living outside their native ranges as a result of human action. Some of these species become invasive, meaning they cause harm to the environment, to the economy, human health or social amenity.

Within Queensland, the State Government has provided a legislative framework for the management of invasive species within the *Biosecurity Act 2014* (the Biosecurity Act).

The Biosecurity Act requires each local government in Queensland produce a Biosecurity Plan that prioritises invasive species management based on inherent risk. Within this Biosecurity Plan the prioritisation has been aggregated into four management strategies derived from the Generalised Invasion Curve (a tool for understanding invasive species management).

These management strategies provide stakeholders with guidance on how to discharge their general biosecurity obligation (GBO) and collectively work to lessen the impacts of invasive species in the Ipswich LGA.

The Biosecurity Plan's purpose is to improve invasive pest management within the Ipswich LGA. It achieves this by:

- Developing the methodology to assess where stakeholders (government, industry and the community) should direct their efforts and investments at the various stages of incursion.
- Setting achievable City-wide management strategies and obligations to manage invasive plant and animal species in the Ipswich LGA.
- Identifying actions that encourages mechanisms to inform, support and integrate pest management activities.
- Outlining the process to monitor and evaluate the effectiveness of the plan.

The Biosecurity Plan further extends the Health, Security and Regulatory Services Department's commitment to evidence-based decision making and complements Ipswich City Council's pest management programs, initiatives, and conservation assets.

### Scope

The Biosecurity Plan binds the Queensland Government, Council, utilities, corporate entities and individuals that deal with biosecurity matter within the Ipswich LGA to the city wide management strategies outlined within this document.

It applies to all land (with the exception of Federal Government owned land) and waterways within the boundaries of the Ipswich local government area. It includes all land owned or controlled by the Queensland Government, Council, utilities, corporate entities and individuals.

This Biosecurity Plan includes the management of:

- Prohibited invasive biosecurity matter – prescribed in Schedule 1 parts 3 and 4 of the Biosecurity Act.
- Restricted invasive biosecurity matter – prescribed in Schedule 2 part 2 of the Biosecurity Act.

It does not include:

- Prohibited matter – prescribed in Schedule 1 (other than parts 3 and 4) of the Biosecurity Act.
- Restricted matter – other than invasive biosecurity matter – prescribed in Schedule 2 part 1 of the Biosecurity Act (includes noxious fish like carp and tilapia).
- Invasive species on Federal Government land.
- Nuisance native and domestic animals.
- Public health pests (e.g. rodents, mosquitoes, cockroaches, etc.).

### City of Ipswich

Ipswich is centrally located in the South Eastern region of Queensland. To the east is the capital city Brisbane, and to the west are the rural and agricultural areas of the Brisbane, Lockyer and Fassifern Valleys. The Ipswich LGA is bordered by:

- City of Brisbane.
- City of Logan.
- Scenic Rim Regional Council.
- Lockyer Valley Regional Council.
- Somerset Regional Council.

Ipswich comprises an area of 1090 square kilometres and has a population of approximately 200,000 people. Ipswich enjoys a subtropical climate with 830mm of annual rainfall and average temperatures ranging from a maximum of 27.2° and minimum of 14.5°.

The City is represented through 10 electoral divisions and a Mayor, with each division having approximately 11,000 registered voters.



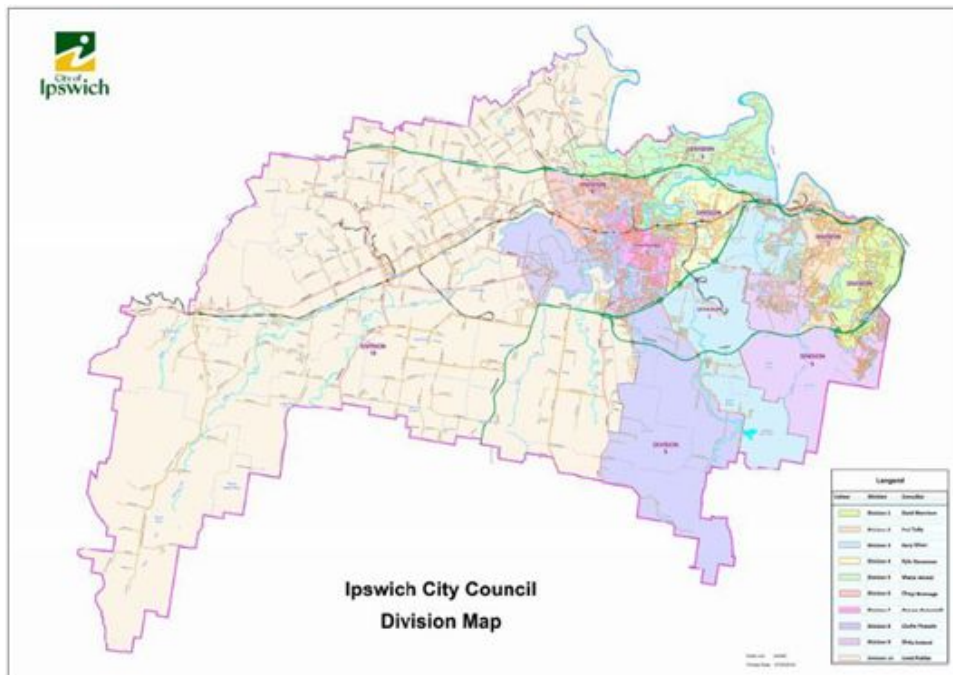


Figure 1 – Ipswich City Council Division Map

Within each division is a range of land uses, from residential areas and rural lands, through to major industrial and employment areas. Urban open spaces and conservation areas complement each of these uses.

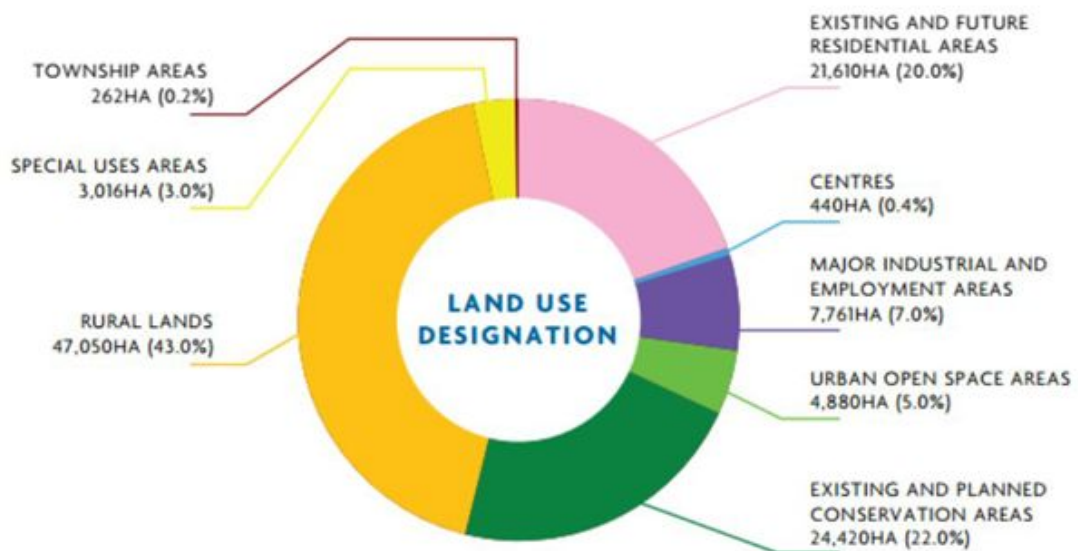


Figure 2 - City of Ipswich Land Use Designation

Ipswich has a unique and diverse natural environment, which supports a high variety of species, with 1,651 native species across the plant, fungi and animal kingdoms recorded within the LGA.

## Pest Impact and Spread

Preventing the spread of pest plants and animals is difficult, as many pest plants have physical characteristics that allow their seeds and other reproductive parts to be easily transported over long distances and pest animals can traverse and occupy large areas of land.

This ability to occupy large areas or spread easily is compounded by both natural and human processes that often influence the introduction and dispersal across the LGA.

Natural processes such as wind, water, and movement via birds and pest animals are almost impossible to restrict. However, dispersal caused by human activities can be managed through the implementation of coordinated strategies at local, regional, state and international levels.

Some features of the Ipswich LGA that may influence the introduction and dispersal of pest plants and animals include:

- Ipswich is a transport hub, with significant rail infrastructure and industrial estates which are located adjacent to arterial road networks (Cunningham Highway, Warrego Highway, Centenary Highway and Ipswich Motorway).
- Conservation estates make up approximately 22% of the land within the Ipswich LGA. These areas can be at times difficult to access, require specialist and broad-scale management and face incursion threat through unlawful vehicle access.
- Ipswich is the home of significant government landholdings that surround State and Federal Government installations like the Royal Australian Air Force (RAAF) Base Amberley, which is the largest operational base in the RAAF and the Queensland Rail New Generation Rollingstock (NGR) depot at Wulkuraka. These facilities and surrounding land holdings are either managed with differing priorities or governed by Federal Biosecurity Legislation.
- The Ipswich LGA has experienced significant growth in population and residential dwelling numbers throughout the past 25 years. This increase has required some disturbance of the landscapes and the import/export of soils. The increased number of landholders also complicates coordinated management, particularly with pest animals.

## Council's Role

The main biosecurity function of each local government continues to be the management of invasive plants and animals in its area.

Ipswich City Council, like many local authorities, has two key responsibilities, namely:

1. The control of invasive species on Council's land, completed in such a way that it is consistent with the City Wide Management Strategies provided within this Plan and the nil tenure principles of the Biosecurity Act.
2. A regulatory function to ensure landholders and residents are discharging their GBO (see *Legislative Framework and Terminology* for the definition of GBO).

## Monitoring and Evaluation of the Biosecurity Plan

The Biosecurity Plan will be reviewed:

- Annually by the Health, Security and Regulatory Services Department.
- Before its expiry in 2023.

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## LEGISLATIVE FRAMEWORK AND TERMINOLOGY

### Biosecurity Act

The Biosecurity Act commenced on 1 July 2016 and was intended to provide a consistent, modern, risk-based and less prescriptive approach to biosecurity in Queensland. The legislation replaced six Acts, makes substantive amendments to three other Acts, and replaced 11 pieces of subordinate legislation.

With its implementation, the weed and pest management functions of the *Land Protection (Pest and Stock Route Management) Act 2002* (Land Protection Act) were updated to fit the new framework and then, in a broad sense, captured by the new Biosecurity Act.

The requirement for local government to have a plan (referred to as Pest Management Plans under the Land Protection Act) transitioned to the Biosecurity Act, although the new legislation provided a tangible link between the plan and the obligation imposed on a person who 'deals with' invasive plants and animals.

In principle, the obligation for a person to manage invasive plant and animal species has not changed (both the Land Protection Act and the Biosecurity Act prescribe invasive species management).

In practice, the species are now broadly categorised as either 'restricted matter' or 'prohibited matter' and a 'restricted matter' species has a management strategy outlined in the Biosecurity Plan, that has been determined by assessing the risk and impacts on human health, social amenity, the economy and the environment (each a biosecurity consideration).

The terms 'restricted matter' and 'prohibited matter' (both 'biosecurity matter') are used to classify species within the Act broadly. While both are likely to have a detrimental impact on a 'biosecurity consideration' restricted matter is present in Queensland, whereas prohibited matter is not.

### Biosecurity Matter

'Biosecurity matter' has a broad definition provided in s.15 of the Biosecurity Act, although for this plan, 'Biosecurity matter' relates to invasive plants and animals prescribed as either 'restricted matter' or 'prohibited matter' in the Biosecurity Act.

It is an offence to deal with 'prohibited matter' within Queensland, and anyone who becomes aware of the matter should report it to Biosecurity Queensland immediately.

'Restricted matter' has specific actions based on seven different categorisations provided by the Biosecurity Act. These seven categories are:

- **Category 1** – must be reported to a Queensland Government inspector within 24 hours of becoming aware of its presence.
- **Category 2** – must be reported to a Queensland Government inspector or a local government authorised officer within 24 hours of becoming aware of its presence.

- **Category 3** – must not be distributed. This means it must not be given as a gift, sold, traded or released into the environment unless the distribution or disposal is authorised in regulation or under a permit.
- **Category 4** – must not be moved to ensure it does not spread into other areas of the state.
- **Category 5** – must not be kept or possessed.
- **Category 6** – must not be fed.
- **Category 7** – must be killed and disposed of in a way prescribed under a regulation.

## Deal With

The Biosecurity Act defines that 'deal with' (biosecurity matter) includes any of the following:

- Keep or possess, whether intentionally or otherwise, the biosecurity matter or carrier.
- Conduct experiments with the biosecurity matter or carrier.
- Produce or manufacture the biosecurity matter or carrier.
- Breed the biosecurity matter or carrier.
- Propagate the biosecurity matter or carrier.
- Use the biosecurity matter or carrier in the course of manufacturing a thing that is not the biosecurity matter or carrier.
- Grow, raise, feed or culture the biosecurity matter or carrier.
- Distribute the biosecurity matter or carrier.
- Import the biosecurity matter or carrier.
- Transport the biosecurity matter or carrier.
- Dispose of the biosecurity matter or carrier.
- Buy, supply or use the biosecurity matter or carrier for the purposes of, or in the course of, a dealing mentioned in any of the bullets above.

## Biosecurity Risk

A 'biosecurity risk' is the risk that exists when you 'deal with':

- Any pest, disease or contaminant; or
- Something that could carry a pest, disease or contaminant (e.g. animals, plants, soil and equipment – all known as 'carriers').

## Biosecurity Event

A 'biosecurity event' is an event that:

- Has, or may have, a significant harmful effect on human health, social amenity, the economy, or the environment; and
- Is caused by a pest, disease or contaminant.

The GBO shares the responsibility for managing biosecurity risks more broadly so that we can reduce the likelihood of having a 'biosecurity event'.



The Biosecurity Act says that anyone who 'deals with' (generally landholders or tenants) is responsible for managing 'biosecurity risks' that they know about or could reasonably be expected to know about.

Landholders and tenants are not expected to know about all biosecurity risks but are expected to know about risks associated with day-to-day work and hobbies. For example:

- A commercial grower is expected to stay informed about the pests and diseases that could affect or be carried by the crops being produced, as well as weeds and pest animals that could be on any property holdings (owned, leased, etc.). It is expected that these pests and diseases are also managed appropriately.
- A livestock owner is expected to stay informed about pests and diseases that could affect or be carried by their animals, as well as weeds and pest animals that could be on any property holdings (owner, leased, etc.). It is expected that these pests and diseases are also managed appropriately.
- A landowner, leasee or tenant is expected to stay informed about the weeds and pest animals (such as wild dogs) that could be on property holdings (owned, rented, occupied, etc.). It is expected that these pests and diseases are also managed appropriately.
- A transporter of agricultural produce is expected to check whether the transportation could spread diseases or pests. If it could, it is expected that these pests and diseases are also managed appropriately.

In most cases, 'biosecurity risks' can be reduced by following simple steps. For example:

- Manage pests (e.g. weeds and wild dogs) and diseases on any property holdings that could have negative impacts on neighbouring properties.
- Carefully examine animals before moving them. Moving animals will pose a biosecurity risk if they are carrying pests or diseases that could affect agricultural industries. Check for animal diseases that could be spread by contact with other animals, and for weed seeds.
- Closely inspect pot plants and potting mix before taking them home. They will pose a biosecurity risk if they are carrying fire ants or electric ants, or plant pests, weeds or diseases that are not already present in your suburb or region.

## General Biosecurity Obligation

The GBO is a key component of 'Risk-Based Decision Making' (RBDM) framework used throughout the Biosecurity Act.

All Queenslanders have a GBO under the Biosecurity Act. This means that everyone is responsible for managing 'biosecurity risks' that are:

- Under their control; and
- That they know about, or should reasonably be expected to know about.

Under the GBO, individuals and organisations whose activities pose a 'biosecurity risk' must:

- Take all reasonable and practical steps to prevent or minimise each 'biosecurity risk'.

- Minimise the likelihood of causing a 'biosecurity event', and limit the consequences if such an event is caused.
- Prevent or minimise the harmful effects a risk could have, and not to do anything that might make any harmful events worse.

To properly understand your responsibilities under the GBO, you need to understand what is meant by 'biosecurity risks' and 'biosecurity events'.

### Reasonable and Practical

The steps that are considered 'reasonable and practical' will vary depending on the situation and the risks involved. Key factors include:

- How likely an activity is to pose a risk – the more likely it is, the more action you are expected to take.
- How harmful an activity could be (e.g., whether it could cause human deaths, extensive productivity losses or other significant economic or community losses) – the more potentially harmful it is, the more action you are expected to take.
- How much the person managing the activity knows, or should reasonably be expected to know, about the risk (e.g., how dangerous it is and how it is spread) – the more you know, or should be expected to know, the more action you are expected to take.
- What methods are available to minimise the risk (e.g. equipment and work practices) – the more readily available a method is, the more action you are expected to take.

Information is widely available on reasonable and practical steps that can be taken to meet the GBO for many common pests and diseases (e.g. on government and industry websites).

## STRATEGIC OBJECTIVES

### 1. Awareness and Education

The effective management of weeds and pest animals can only be achieved when government, industry and the community have a sound knowledge of the problem and the management options available.

This strategy is intended to provide a number of actions that enables stakeholders to discharge their GBO, through an awareness of invasive species, their potential impacts and the most practical and cost effective management options.

Table 2 – Awareness and Education Strategic Actions

Action Number	Action Item	Who	When/Priority
1.1	Educate the community on the GBO through media releases, social media posts, and Council's website.	Health, Security and Regulatory Services.	By 06/2019 Review
1.2	Educate internal staff and contractors on Council's GBO. Particularly in relation to Council controlled areas, road reserves, conservation estates and land holdings.	Health, Security and Regulatory Services.	By 06/2019 Review
1.3	Develop fact sheets providing advice on the GBO with practical examples of particular species and an appropriate level of management.	Health, Security and Regulatory Services.	By 06/2019 Review
1.4	Formalise processes to streamline the cross-departmental reporting of infestations within Council.	Health, Security and Regulatory Services.	By 06/2019 Review
1.5	Promote programs and subsidies that encourage broader scale control of invasive plants.	Health, Security and Regulatory Services.	By 06/2020 Review

### 2. Conservation and Public Spaces

Council has approximately 29,300 ha of protected green spaces, which accounts for about 27% of the total land within the Ipswich LGA. The protection and conservation of these green spaces is important to the community and the sustainability of our City.

This strategy aims to ensure conservation estates are accessible, diverse and representative of the City's commitment to the environment.

Table 3 – Conservation and Public Spaces Strategic Actions

Action Number	Action Item	Who	When/Priority
2.1	Educate the community on what species represent the greatest risk to each conservation estate.	Works, Parks and Recreation.	By 06/2019 Review
2.2	Provide internal mechanisms for reporting these species to ensure infestations are managed as quickly as possible.	Health, Security and Regulatory Services.	By 06/2019 Review
2.3	Investigate if reporting avenues exist within existing applications and programs (Naeus Explore for example).	Health, Security and Regulatory Services.	By 06/2020 Review
2.4	Investigate the feasibility of risks assessments specific to conservation estates and the adjacent properties (within buffered proximity).	Health, Security and Regulatory Services.	By 06/2023 Review

### 3. Commitment to Management Strategies

The management strategies detailed within this document have been developed to give all stakeholders a clear management direction for their particular infestation(s).

To be effective, all stakeholders must commit to the strategies by improving practices and processes to ensure responses to each strategy is timely and effective.

Table 4 – Commitment to Management Strategies Strategic Actions

Action Number	Action Item	Who	When/Priority
3.1	Develop internal scripting when reports are received for a species previously believed not to exist in ICC.	Health, Security and Regulatory Services.	By 06/2019 Review
3.2	Develop procedures that support consistent action for complaints of species within each management strategy.	Health, Security and Regulatory Services.	By 06/2020 Review
3.3	Work with internal stakeholders to ensure Council is able to respond to high-risk infestations quickly, preventing further spread.	Health, Security and Regulatory Services. Works, Parks and Recreation.	By 06/2021 Review

#### 4. Planning and Continuous Improvement

The success of this plan and to the management of invasive species generally will be dependent on both Council and the community's commitment to continuous improvement.

Table 5 – Planning and Continuous Improvement Strategic Actions

Action Number	Action Item	Who	When/Priority
4.1	Initiate GPS/GIS Mapping of infestations known/found within the Ipswich City Council LGA.	Health, Security and Regulatory Services.	By 06/2023 Review
4.2	Investigate mechanisms for the community providing information on infestations through GIS.	Health, Security and Regulatory Services.	By 06/2023 Review
4.3	Annual review of risk assessments.	Health, Security and Regulatory Services.	Annually
4.4	Bi-annual review of species believed to be found within Ipswich City Council's LGA.	Health, Security and Regulatory Services.	Bi-Annually

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## SPECIES PRIORITISATION METHODOLOGY

The Biosecurity Act has been designed to ensure the level of response is linked to the degree of risk posed. It is the responsibility of local governments to ensure that the risks posed by invasive plants and animals are appropriately mitigated.

While the Biosecurity Act does provide an overarching State-wide assessment (through the categorisation process), it does not consider any of the 77 local governments individual circumstances (climate, industry, community concerns, etc.). The Biosecurity Act instead, provides this mechanism through the Biosecurity Plan's ability to prioritise the management of invasive species.

To determine the level of risk (in the City of Ipswich context) a methodology was developed that prioritises species management and assists in defining the GBO. This methodology and the subsequent management strategy provide the link between the risks posed by the species and the obligation on landholders.

The process for developing the Ipswich prioritisation methodology involved considering five key inputs, covering the core concerns of invasive plant and animal management. While detailed information for each input is provided in this section, the graphic below provides an overview of the inputs and the process.

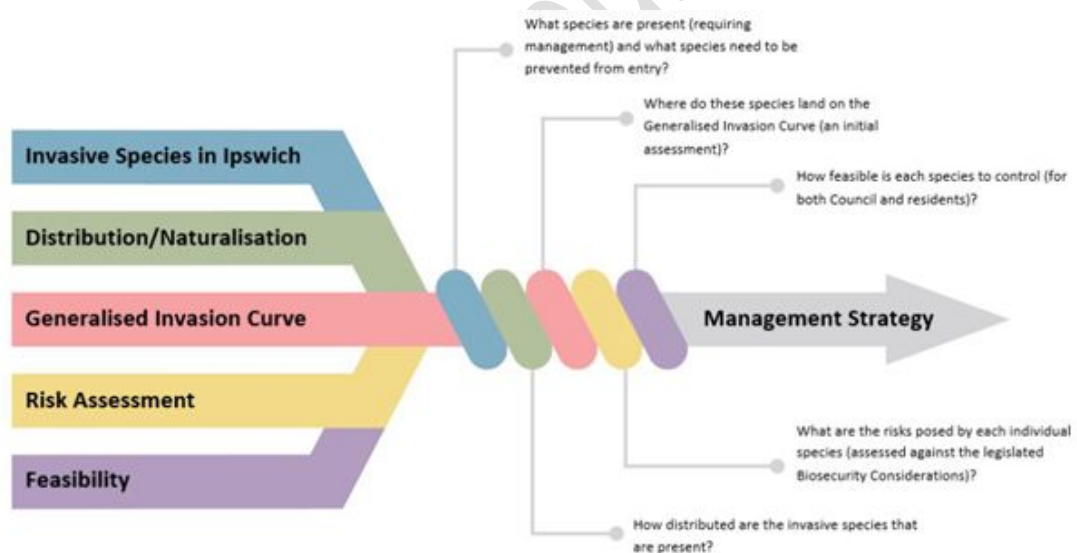


Figure 3 – Species Prioritisation Input/Output Multiplex Diagram

### Input 1 - Establishing what species exist in the City of Ipswich

A pivotal input into the methodology is a detailed understanding of the species that are present within the City of Ipswich. To obtain this baseline position Council utilised:

- Distribution mapping provided by the Queensland State Government.
- Datasets of known infestations recorded by Council Officers.



- Complaint data reporting infestations on public and private land.

## Input 2 - Distribution/Naturalisation

The Queensland Herbarium publishes a ranked list of Invasive Naturalised Plants in South East Queensland, which has been used to get a better understanding of both the area occupied and, to an extent, the time which the species has been present.

This information was consolidated with species that are known to exist within the City.

## Input 3 - Generalised Invasion Curve

The Generalised Invasion Curve is a tool developed by the State of Victoria, which assists in determining where stakeholders (government, industry and the community) should direct their efforts and investments at the various stages of incursion.

The curve illustrates the increasing area occupied by an invasive species over time. It also identifies the most appropriate course of action to take depending on the distribution and abundance of the invasive species.

With an understanding of both the species present and their distribution, each invasive species was given an initial management strategy, based on the parameters of the Generalised Invasion Curve.

This initial prioritisation provided a simple, yet effective way to quickly and responsibly evaluate the best course of action to minimise the impact from each invasive species.

The graphic below provides a visual representation of the tool's application.

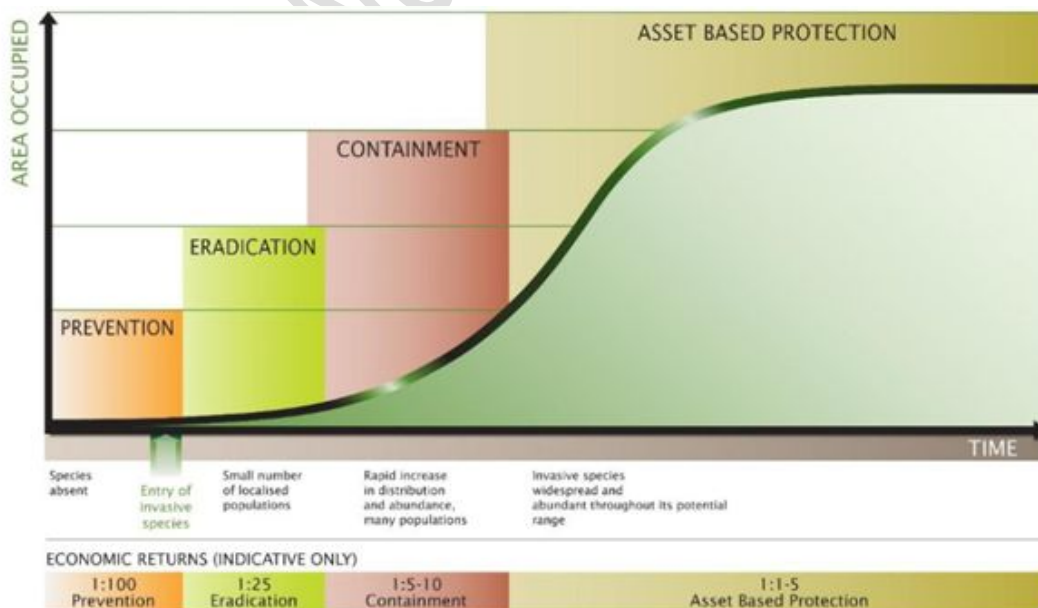


Figure 4 – Generalised Invasion Curve

## Input 4 – Risk Assessment

An assessment of the level of threat posed by these species against the prescribed Biosecurity Considerations (human health, social amenity, the economy and the environment) was completed as required by the Biosecurity Act.

With no formal risk assessment methodology prescribed beyond the four biosecurity considerations, Council developed an internal severity criteria and rating system. This process defined the criteria for each severity, from insignificant to catastrophic.

The rates for each biosecurity consideration have been provided in the tables below:

### Human Health

Table 6 – Human Health Risk Severity Criteria

Risk Severity	Severity Criteria
<b>Insignificant</b>	<ul style="list-style-type: none"> <li>No injuries</li> <li>Discomfort</li> <li>First Aid Treatment</li> </ul>
<b>Minor</b>	<ul style="list-style-type: none"> <li>Medical treatment</li> <li>Adverse reaction/irritation</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>Medical treatment requiring short-term hospitalisation</li> <li>Serious adverse reaction/irritation</li> </ul>
<b>Major</b>	<ul style="list-style-type: none"> <li>Medical treatment requiring long-term hospitalisation</li> <li>Serious respiratory problems</li> </ul>
<b>Catastrophic</b>	<ul style="list-style-type: none"> <li>Fatality/Fatalities</li> </ul>

### Social Amenity

Table 7 – Social Amenity Risk Severity Criteria

Risk Severity	Severity Criteria
<b>Insignificant</b>	<ul style="list-style-type: none"> <li>No or negligible disruption to the on-going viability of infrastructure</li> <li>No or negligible damage to property (structure or fixture)/infrastructure</li> <li>No or negligible impact on visual amenity</li> <li>No or negligible impact on the usability of a public asset</li> </ul>
<b>Minor</b>	<ul style="list-style-type: none"> <li>Minor and temporary disruption to the on-going viability of infrastructure</li> <li>Minor damage to property (fixture)/infrastructure</li> <li>Minor and isolated impact on visual amenity</li> <li>Minor and isolated impact on the usability of a public asset</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>Moderate and medium-term disruption to the on-going viability of infrastructure</li> <li>Moderate damage to property (structure or fixture)/infrastructure</li> <li>Moderate and broad-scale impact on visual amenity</li> <li>Moderate and broad-scale impact on the usability of a public</li> </ul>

Risk Severity	Severity Criteria
	asset
<b>Major</b>	<ul style="list-style-type: none"> <li>• Major and medium-term disruption to the on-going viability of infrastructure</li> <li>• Major damage to property (structure or fixture)/infrastructure</li> <li>• Major and widely spread impact on visual amenity</li> <li>• Major and widely spread impact on the usability of a public asset</li> </ul>
<b>Catastrophic</b>	<ul style="list-style-type: none"> <li>• Serious and long-term or indefinite disruption to the on-going viability of infrastructure</li> <li>• Serious damage to property (structure or fixture)/infrastructure</li> <li>• Serious and whole of City impact on visual amenity</li> <li>• Serious or indefinite impact on the usability of a public asset</li> </ul>

### Economy

Table 8 – Economy Risk Severity Criteria

Risk Severity	Severity Criteria
<b>Insignificant</b>	<ul style="list-style-type: none"> <li>• No or negligible impact on the viability of agricultural production</li> <li>• No or negligible disruption to business or industry</li> <li>• &lt;\$250,000 loss (excluding management costs)</li> </ul>
<b>Minor</b>	<ul style="list-style-type: none"> <li>• Minor and temporary impact on the viability of agricultural production</li> <li>• Minor and temporary disruption to business or industry</li> <li>• &gt;\$250,000 and &lt;\$1,000,000 loss (excluding management costs)</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>• Moderate and medium-term impact on the viability of agricultural production</li> <li>• Moderate and medium-term disruption to business or industry</li> <li>• &gt;\$1,000,000 and &lt;\$2,500,000 loss (excluding management costs)</li> </ul>
<b>Major</b>	<ul style="list-style-type: none"> <li>• Major and medium-term impact on the viability of agricultural production</li> <li>• Major and medium-term disruption to business or industry</li> <li>• &gt;\$2,500,000 and &lt;\$5,000,000 loss (excluding management costs)</li> </ul>
<b>Catastrophic</b>	<ul style="list-style-type: none"> <li>• Serious and long-term or indefinite impact on the viability of agricultural production</li> <li>• Serious and long-term or indefinite disruption to business or industry</li> <li>• &gt;\$5,000,000 loss (excluding management costs)</li> </ul>

### Environment

Table 9 – Environment Risk Severity Criteria

Risk Severity	Severity Criteria
<b>Insignificant</b>	<ul style="list-style-type: none"> <li>• No or negligible reduction in environmental values through direct or in-direct competition.</li> <li>• No or negligible reduction in the stability of at-risk environmental areas.</li> <li>• No or negligible impact on biodiversity values</li> <li>• No or negligible infestation of a declared environmental area including conservation estate, bushland reserve, national park or</li> </ul>

Risk Severity	Severity Criteria
	<p>world heritage area.</p> <ul style="list-style-type: none"> <li>No or negligible threat of invasive animal or plant to further infest an area.</li> </ul>
<b>Minor</b>	<ul style="list-style-type: none"> <li>Minor and temporary reduction in environmental values through direct or in-direct competition.</li> <li>Minor and temporary reduction in the stability of at-risk environmental areas.</li> <li>Minor and temporary impact on biodiversity values</li> <li>Localised infestation of a declared environmental area including conservation estate, bushland reserve, national park or world heritage area.</li> <li>Minor and temporary threat of invasive animal or plant to further infest an area.</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>Moderate and medium-term reduction in environmental values through direct or in-direct competition.</li> <li>Moderate and medium-term reduction in the stability of at-risk environmental areas.</li> <li>Moderate and medium-term impact on biodiversity values</li> <li>Infestation of approximately half of a declared environmental area including conservation estate, bushland reserve, national park or world heritage area.</li> <li>Moderate and medium-term threat of invasive animal or plant to further infest an area.</li> </ul>
<b>Major</b>	<ul style="list-style-type: none"> <li>Major and medium-term reduction in environmental values through direct or in-direct competition.</li> <li>Major and medium-term reduction in the stability of at-risk environmental areas.</li> <li>Major and medium-term impact on biodiversity values</li> <li>Majority infestation of a declared environmental area including conservation estate, bushland reserve, national park or world heritage area.</li> <li>Major and medium-term threat of invasive animal or plant to further infest an area.</li> </ul>
<b>Catastrophic</b>	<ul style="list-style-type: none"> <li>Serious and long-term or indefinite reduction in environmental values through direct or in-direct competition.</li> <li>Serious and long-term or indefinite reduction in the stability of at-risk environmental areas.</li> <li>Serious and long-term or indefinite impact on biodiversity values</li> <li>Complete infestation of a declared environmental area including conservation estate, bushland reserve, national park or world heritage area.</li> <li>Serious and long-term or indefinite threat of invasive animal or plant to further infest an area.</li> </ul>

The assessment of risk, across each of the considerations had a significant impact on the final management strategy, given it is a pivotal component of the Biosecurity Act.

## Input 5 - Identifying the Feasibility of Success

An assessment of the feasibility of success and the difficulties in control was an important input to be considered when determining the most appropriate management strategy. This assessment considered:

- If exclusion or prevention was feasible?
- If eradication was feasible?
- If the invasive biosecurity matter is widely established, is biological control the most feasible response?
- How feasible is landholder control? Specifically:
  - How detectable is the weed?
  - How accessible are known infestations?
  - How expensive is the control of the weed (using techniques that maximise efficacy and minimise off-target damage)?

The intention was not to consider feasibility in a black and white, 'feasible or not feasible' sense; it was instead used to inform the final management strategy that was to be associated with a particular species.

## Output - City Wide Management Targets

Finally, the presence of the species, its distribution, initial Generalised Invasion Curve strategy, risk assessment and feasibility were aggregated into the City Wide Management Strategy for each restricted matter species.

## CITY WIDE MANAGEMENT STRATEGIES (RESTRICTED MATTER)

The following management strategies provide a tangible management objective for each of the restricted matter species. In a simple sense, there is a relationship between these management strategies and the previous classes of the Land Protection Act, namely:

- Eradication – broadly equivalent management obligations to Land Protection Act class 1 species.
- Containment – broadly equivalent management obligations to Land Protection Act class 2 species.
- Asset-Based Protection – broadly equivalent management obligations to Land Protection Act class 3 species.

The objective of each management strategy largely defines the GBO for anyone who deals with the restricted matter on land owned or controlled by the Queensland Government, Council (including conservation estates, bushland reserves and public open spaces), utilities, corporate entities and individuals.

While the goal is to reduce restricted matter overall, the strategies will provide greater emphasis on when and how a particular species should be managed, given consideration to the methodology inputs.

### Prevention

Before the entry of an invasive species into the Ipswich LGA, investment in prevention, education, and surveillance will minimise the likelihood of incursion. It is more cost effective to prevent invasive species from entering than it is to manage them once they have entered.

This is the default management strategy for any species not currently known to be found within the City of Ipswich.

Objective: Prevent new infestations of species previously not recorded in the City.

Discharging your obligation should involve:

- Reporting to Council within 24 hours if you become aware of a new infestation of these pest plants or animals.
- An awareness and understanding of restricted matter hygiene (wash down procedures etc.).
- Having an awareness of the species not currently present within the City.
- Being aware of the species that are present in locations you visit, or agist cattle and buy feed.

Table 10 – Species managed by the 'Prevention' Strategy

Scientific name	Common Name	Form
<i>Gymnocoronis spilanthoides</i>	Senegal tea plant	Aquatic Plant



Scientific name	Common Name	Form
<i>Hygrophila costata</i>	Hygrophila, Glush weed	Aquatic Plant
<i>Hymenachne amplexicaulis and hybrids</i>	Hymenachne, Olive Hymenachne, Water Stargrass, West Indian Grass, West Indian Marsh Grass	Aquatic Plant
<i>Limnocharis flava</i>	Limnocharis, yellow burrhead	Aquatic Plant
<i>Austrocylindropuntia cylindrica</i>	Cane cactus	Cacti and succulents
<i>Austrocylindropuntia subulata</i>	Eve's pin cactus	Cacti and succulents
<i>Cylindropuntia fulgida</i>	Coral cactus	Cacti and succulents
<i>Cylindropuntia imbricata</i>	Devil's rope pear	Cacti and succulents
<i>Cylindropuntia prolifera</i>	Jumping cholla	Cacti and succulents
<i>Cylindropuntia rosea and C. tunicata</i>	Hudson pear	Cacti and succulents
<i>Cylindropuntia spinosior</i>	Snake cactus	Cacti and succulents
<i>Andropogon gayanus</i>	Gamba grass	Grass
<i>Nassella neesiana</i>	Chilean needle grass	Grass
<i>Nassella tenuissima</i>	Mexican feather grass	Grass
<i>Asparagus declinatus</i>	Bridal Veil, Bridal Veil Creeper, Pale Berry Asparagus Fern, Asparagus Fern, South African Creeper	Ground cover
<i>Chromolaena odorata</i>	Siam weed	Herb
<i>Chromolaena squalida</i>	Siam weed	Herb
<i>Heterotheca grandiflora</i>	Telegraph weed	Herb
<i>Solanum elaeagnifolium</i>	Silver Nightshade, Silver-leaved Nightshade, White Horse Nettle, Silver-leaf Nightshade, Tomato Weed, White Nightshade, Bull-nettle, Prairie-berry, Satansbos, Silver-leaf Bitter-apple, Silverleaf-nettle, Trompillo	Herb
<i>Stevia ovata</i>	Candyleaf	Herb
<i>Ammotragus lervia</i>	Barbary sheep	Pest Animal
<i>Anoplolepis gracilipes</i>	Yellow crazy ant	Pest Animal
<i>Antilope cervicapra</i>	Blackbuck antelope	Pest Animal
<i>Axis axis</i>	Feral chital	Pest Animal
<i>Axis porcinus</i>	Hog deer	Pest Animal
<i>Capra hircus</i>	Feral goat	Pest Animal
<i>Rusa unicolor, syn. Cervus unicolor</i>	Sambar deer	Pest Animal
<i>Trachemys scripta elegans</i>	Red-eared slider turtle	Pest Animal
<i>Chrysanthemoides monilifera ssp. monilifera</i>	Boneseed	Shrub
<i>Chrysanthemoides monilifera ssp. rotundifolia</i>	Bitou bush	Shrub
<i>Clidemia hirta</i>	Koster's curse	Shrub

Scientific name	Common Name	Form
<i>Cytisus scoparius</i>	Broom, English Broom, Scotch Broom, Common Broom, Scottish Broom, Spanish Broom	Shrub
<i>Elephantopus mollis</i>	Tobacco weed	Shrub
<i>Genista linifolia</i>	Flax-leaved Broom, Mediterranean Broom, Flax Broom	Shrub
<i>Genista monspessulana</i>	Montpellier Broom, Cape Broom, Canary Broom, Common Broom, French Broom, Soft Broom	Shrub
<i>Gmelina elliptica</i>	Badhara bush	Shrub
<i>Jatropha gossypifolia and hybrids</i>	Cotton-leaved Physic-Nut, Bellyache Bush, Cotton-leaf Physic Nut, Cotton-leaf Jatropha, Black Physic Nut	Shrub
<i>Mimosa diplotricha var. diplotricha</i>	Giant sensitive plant	Shrub
<i>Mimosa pigra</i>	Mimosa, Giant Mimosa, Giant Sensitive Plant, Thorny Sensitive Plant, Black Mimosa, Catclaw Mimosa, Bashful Plant	Shrub
<i>Prosopis glandulosa</i>	Honey mesquite	Shrub
<i>Prosopis pallida</i>	Mesquite or algarroba	Shrub
<i>Prosopis velutina</i>	Quilpie mesquite	Shrub
<i>Rubus anglocandicans, Rubus fruticosus aggregate</i>	Blackberry	Shrub
<i>Senna hirsuta</i>	Hairy cassia, hairy senna	Shrub
<i>Senna obtusifolia</i>	Sicklepod	Shrub
<i>Senna tora</i>	Foetid cassia	Shrub
<i>Ulex europaeus</i>	Gorse, Furze	Shrub
<i>Annona glabra</i>	Pond Apple, Pond-apple Tree, Alligator Apple, Bullock's Heart, Cherimoya, Monkey Apple, Bobwood, Corkwood	Tree
<i>Cascabela thevetia syn. Thevetia peruviana</i>	Yellow oleander, Captain Cook tree	Tree
<i>Cecropia pachystachya, C. palmata and C. peltata</i>	Mexican bean tree	Tree
<i>Harungana madagascariensis</i>	Harungana	Tree
<i>Miconia calvescens 2,3,4,5</i>	Miconia	Tree
<i>Miconia cionotricha 2,3,4,5</i>	Miconia	Tree
<i>Miconia nervosa 2,3,4,5</i>	Miconia	Tree
<i>Miconia racemosa 2,3,4,5</i>	Miconia	Tree
<i>Pithecellobium dulce</i>	Madras thorn	Tree
<i>Salix spp. except S.babylonica, S.x</i>	Willows except Weeping Willow, Pussy Willow and Sterile Pussy Willow	Tree

Scientific name	Common Name	Form
<i>calodendron &amp; S.x reichardtii</i>		
<i>Spathodea campanulata</i>	African tulip tree	Tree
<i>Tamarix aphylla</i>	Athel Pine, Athel Tree, Tamarisk, Athel Tamarisk, Athel Tamarix, Desert Tamarisk, Flowering Cypress, Salt Cedar	Tree
<i>Ziziphus mauritiana</i>	Chinee apple	Tree
<i>Argyrea nervosa</i>	Elephant ear vine	Vine
<i>Asparagus asparagoides</i>	Bridal Creeper, Bridal Veil Creeper, Smilax, Florist's Smilax, Smilax Asparagus	Vine
<i>Cryptostegia grandiflora</i>	Rubber Vine, Rubbervine, India Rubber Vine, India Rubbervine, Palay Rubbervine, Purple Allamanda	Vine
<i>Cryptostegia madagascariensis var. glabe</i>	Purple/Ornamental rubber vine	Vine
<i>Mikania micrantha</i>	Mikania vine	Vine
<i>Pueraria montana var. lobata syn. P. lobata, P. triloba other than in the Torres Strait Islands</i>	Kudzu	Vine

## Eradication

Once a species has entered the Ipswich LGA and the area currently infested is known, our efforts are best aimed at stopping the extension of its range and eradicating it if we can.

Eradication relies on both knowing how far an invasive species has spread and having the appropriate stakeholder (government, industry and the community) commitment to try and eliminate it completely.

Objective: Undertake targeted management to eradicate the species from the City of Ipswich.

This strategy focusses on species where it is feasible, and there is a reasonable chance of eradication from the City of Ipswich. Control activities should be coordinated (including across other land tenures), regularly inspected to ensure the infestation has not spread and repeated to ensure reinfestation does not occur.

Discharging your obligation should involve:

- Reporting to Council within 24 hours if you become aware of a new infestation of these pest plants or animals.
- Developing a plan for the eradication of the species.
- Determining the most appropriate level of control to eradicate the infestation over a 1 - 3 month period effectively.

- Alerting surrounding holdings of the infestation to provide an awareness of the species and risks.
- Implementation of restricted matter hygiene (wash down procedures etc.).
- Undertake routine inspections.

Table 11 – Species managed by the ‘Eradication’ Strategy

Scientific name	Common Name	Form
<i>Neptunia oleracea</i> and <i>N. Plena</i>	Water mimosa	Aquatic Plant
<i>Opuntia microdasys</i>	Bunny ears	Cacti and succulents
<i>Parthenium hysterophorus</i>	Parthenium Weed, Bitter Weed, Carrot Grass, False Ragweed	Herb
<i>Gleditsia triacanthos</i> including cultivars and varieties	Honey locust	Tree
<i>Parkinsonia aculeata</i>	Parkinsonia, Jerusalem Thorn, Jelly Bean Tree, Horse Bean	Tree
<i>Vachellia nilotica</i>	Prickly Acacia, Blackthorn, Prickly Mimosa, Black Piquant, Babul	Tree

## Containment

Containment is necessary when an invasive species is beyond eradication (meaning it is no longer achievable) and the priority is to prevent it from spreading further. The economic returns on containment are generally lower and, on balance, environmental or social outcomes may be more important when making decisions to act.

Objective: Stop extension of range and begin to reduce distribution/size of known infestations.

Discharging your obligation should involve:

- Developing a plan for the containment of the species.
- Determining the most appropriate level of control to reduce the infestation over a 1 month - 3 year period.
- Undertake routine inspections to ensure reinfestation is managed.

Table 12 – Species managed by the ‘Containment’ Strategy

Scientific name	Common Name	Form
<i>Alternanthera philoxeroides</i>	Alligator weed	Aquatic Plant
<i>Cabomba caroliniana</i>	Cabomba, Fanwort, Carolina Watershield, Fish Grass, Washington Grass, Watershield, Carolina Fanwort, Common Cabomba	Aquatic Plant
<i>Eichhornia crassipes</i>	Water Hyacinth, Water Orchid, Nile Lily	Aquatic Plant
<i>Pistia stratiotes</i>	Water lettuce	Aquatic Plant
<i>Sagittaria platyphylla</i>	Sagittaria, Delta Arrowhead, Arrowhead,	Aquatic Plant

Scientific name	Common Name	Form
	Slender Arrowhead	
<i>Salvinia molesta</i>	Salvinia, Giant Salvinia, Aquarium Watermoss, Kariba Weed	Aquatic Plant
<i>Bryophyllum delagoense</i> <i>syn. B. tubiflorum,</i> <i>Kalanchoe delagoensis</i>	Mother of millions	Cacti and succulents
<i>Bryophyllum x houghtonii</i>	Mother of millions hybrid	Cacti and succulents
<i>Harrisia martinii, H. tortuosa</i> and <i>H. pomanensis</i> <i>syn. Cereus pomanensis</i>	Harrisia cactus	Cacti and succulents
<i>Opuntia aurantiaca</i>	Tiger pear	Cacti and succulents
<i>Opuntia elata</i>	Prickly pear	Cacti and succulents
<i>Opuntia monacantha</i> <i>syn. O. vulgaris</i>	Drooping tree pear	Cacti and succulents
<i>Opuntia streptacantha</i>	Westwood pear	Cacti and succulents
<i>Opuntia stricta</i> <i>syn. O. inermis</i>	Common pest pear, spiny pest pear	Cacti and succulents
<i>Opuntia tomentosa</i>	Tree pear	Cacti and succulents
<i>Cenchrus setaceum</i>	African fountain grass	Grass
<i>Sporobolus fertilis</i>	Giant Parramatta grass	Grass
<i>Sporobolus jacquemontii</i>	American rat's tail grass	Grass
<i>Sporobolus pyramidalis</i> and <i>S. natalensis</i>	Giant rat's tail grass	Grass
<i>Senecio madagascariensis</i>	Fireweed, Madagascar Ragwort, Madagascar Groundsel	Herb
<i>Thunbergia grandiflora</i> <i>syn. T. laurifolia</i>	Thunbergia grandiflora	Herb
<i>Cervus elaphus</i>	Feral red deer	Pest Animal
<i>Dama dama</i>	Feral fallow deer	Pest Animal
<i>Felis catus</i> and <i>Prionailurus bengalensis</i> x <i>Felis catus</i> <i>other than a domestic cat</i>	Cat (feral)	Pest Animal
<i>Oryctolagus cuniculus</i>	European rabbit	Pest Animal
<i>Rusa timorensis, syn. Cervus timorensis</i>	Feral rusa deer	Pest Animal
<i>Solenopsis invicta</i>	Red imported fire ant	Pest Animal
<i>Sus scrofa</i>	Feral pig	Pest Animal
<i>Baccharis halimifolia</i>	Groundsel bush	Shrub
<i>Lycium ferocissimum</i>	African Boxthorn, Boxthorn	Shrub
<i>Macfadyena unguis-cati</i>	Cat's Claw Vine, Yellow Trumpet Vine, Cat's Claw Creeper, Funnel Creeper	Vine

## Asset-based Protection

Once an invasive species becomes established and is beyond containment, the focus of management becomes protecting key assets, such as farmland, industry, recreational and environmental areas.

Typically the return on this investment is relatively low, however there are inherent difficulties in how this is measured. For example, how do we put a price on the protection of conservation land for future generations to enjoy?

Foxes, lantana and asparagus fern are good examples of invasive species that are widespread, and where containment is no longer an option.

Objective: Manage infestations to reduce the risk to social amenity, the environment and built assets.

Council will notify individual landholders of the requirements to meet their GBO, although will not be intimately involved in the compliance processes.

Discharging your obligation should involve:

- Determining if the infestation represents a risk to either yours, or surrounding properties.
- Identifying a remediation plan (property pest management plan) to mitigate that risk (e.g. creating a buffer zone).
- Undertaking regular review/inspection of the infested area to ensure risks are mitigated over the long term.

Table 13 – Species managed by the ‘Asset-Based Protection’ Strategy

Scientific name	Common Name	Form
<i>Asparagus aethiopicus</i> , <i>A. africanus</i> and <i>A. plumosus</i>	Asparagus Fern, Ground Asparagus, Basket Fern, Sprengi's Fern, Bushy Asparagus, Emerald Asparagus	Ground cover
<i>Hedychium coronarium</i>	White ginger	Ground cover
<i>Hedychium flavescens</i>	Yellow ginger	Ground cover
<i>Hedychium gardnerianum</i>	Kahili ginger	Ground cover
<i>Lantana montevidensis</i>	Creeping lantana	Ground cover
<i>Sphagneticola trilobata</i> <i>syn. Wedelia trilobata</i>	Singapore daisy	Ground cover
<i>Ambrosia artemisiifolia</i>	Annual ragweed	Herb
<i>Canis lupus dingo</i>	Dingo	Pest Animal
<i>Canis lupus familiaris</i>	Dog	Pest Animal
<i>Vulpes vulpes</i>	European fox	Pest Animal
<i>Lantana camara</i>	Lantana, Common Lantana, Kamara Lantana, Large-leaf Lantana, Pink Flowered Lantana, Red Flowered Lantana	Shrub
<i>Ligustrum sinense</i>	Small-leaf privet, Chinese privet	Shrub
<i>Celtis sinensis</i>	Chinese celtis	Tree



Scientific name	Common Name	Form
<i>Cinnamomum camphora</i>	Camphor laurel	Tree
<i>Ligustrum lucidum</i>	Broad-leaf privet, tree privet	Tree
<i>Schinus terebinthifolia</i>	Broad-leaved pepper tree	Tree
<i>Tecoma stans</i>	Yellow bells	Tree
<i>Anredera cordifolia</i>	Madeira Vine, Jalap, Lamb's-tail, Mignonette Vine, Anredera, Gulf Madeiravine, Heartleaf Madeiravine, Potato Vine	Vine
<i>Aristolochia spp. other than native species</i>	Dutchman's pipe	Vine
<i>Asparagus scandens</i>	Asparagus Fern, Climbing Asparagus Fern	Vine
<i>Cardiospermum grandiflorum</i>	Balloon vine	Vine

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## COLLABORATIVE MANAGEMENT (PROHIBITED MATTER)

Prohibited biosecurity matter listed in Schedule 1 Parts 3 and 4 of the Biosecurity Act will be managed collaboratively with Biosecurity Queensland. These species have not been formally assessed through this Biosecurity Plan's species assessment methodology, as the legislation provides that they should be prevented and in the event of an incursion, Biosecurity Queensland will lead the eradication effort (or compliance activities – where the matter is being unlawfully kept) with the assistance of local government.

Table 14 – Prohibited invasive biosecurity matter – invasive plants

Scientific name	Common Name	Form
Anchored water hyacinth	<i>Eichhornia azurea</i>	Aquatic Plant
Eurasian water milfoil	<i>Myriophyllum spicatum</i>	Aquatic Plant
Fanworts	<i>Cabomba</i> spp. other than <i>C. caroliniana</i>	Aquatic Plant
Floating water chestnuts	<i>Trapa</i> spp.	Aquatic Plant
Lagarosiphon	<i>Lagarosiphon major</i>	Aquatic Plant
Salvinias	<i>Salvinia</i> spp. other than <i>S. molesta</i>	Aquatic Plant
Water soldiers	<i>Stratiotes aloides</i>	Aquatic Plant
Cholla cactus	<i>Cylindropuntia</i> spp. and hybrids other than <i>C. fulgida</i> , <i>C. imbricata</i> , <i>C. prolifera</i> , <i>C. rosea</i> , <i>C. spinosior</i> and <i>C. tunicata</i>	Cacti and succulents
Harrisia cactus	<i>Harrisia</i> spp. syn. <i>Eriocereus</i> spp. other than <i>H. martinii</i> , <i>H. tortuosa</i> and <i>H. pomanensis</i> syn. <i>Cereus pomanensis</i>	Cacti and succulents
Prickly pear	<i>Opuntia</i> spp. other than <i>O. aurantiaca</i> , <i>O. elata</i> , <i>O. ficus-indica</i> , <i>O. microdasys</i> , <i>O. monacantha</i> , <i>O. stricta</i> , <i>O. streptacantha</i> and <i>O. tomentosa</i>	Cacti and succulents
Serrated tussock	<i>Nassella trichotoma</i>	Grass
Horsetails	<i>Equisetum</i> spp.	Ground cover
Annual thunbergia	<i>Thunbergia annua</i>	Herb
Bitterweed	<i>Helenium amarum</i>	Herb
Kochia	<i>Bassia scoparia</i> syn. <i>Kochia scoparia</i>	Herb
Siam weed	<i>Chromolaena</i> spp. other than <i>C. odorata</i> and <i>C. squalida</i>	Herb
Witch weeds	<i>Striga</i> spp. other than native species	Herb
Mesquites	all <i>Prosopis</i> spp. and hybrids other than <i>P. glandulosa</i> , <i>P. pallida</i> and <i>P. velutina</i>	Shrub
Peruvian primrose bush	<i>Ludwigia peruviana</i>	Shrub
Red sesbania	<i>Sesbania punicea</i>	Shrub
Spiked pepper	<i>Piper aduncum</i>	Shrub
Tropical soda apple	<i>Solanum viarum</i>	Shrub
Acacias non-indigenous to Australia	<i>Acaciella</i> spp., <i>Mariosousa</i> spp., <i>Senegalia</i> spp. and <i>Vachellia</i> spp. other than <i>Vachellia nilotica</i> , <i>Vachellia farnesiana</i>	Tree
Candleberry myrtle	<i>Morella faya</i>	Tree
Christ's thorn	<i>Ziziphus spina-christi</i>	Tree
Honey locust	<i>Gleditsia</i> spp. other than <i>G. triacanthos</i>	Tree
Mexican bean tree	all <i>Cecropia</i> spp. other than <i>C.</i>	Tree

Scientific name	Common Name	Form
	<i>pachystachya</i> , <i>C. palmata</i> and <i>C. peltata</i>	
Miconia	<i>Miconia</i> spp. other than <i>M. calvescens</i> , <i>M. cionotricha</i> , <i>M. nervosa</i> and <i>M. racemosa</i>	Tree
Mikania	<i>Mikania</i> spp. other than <i>M. micrantha</i>	Vine

Prohibited invasive animals are not able to be listed in the same way as prohibited invasive plants, as it includes *all animals not listed* in Schedule 1 Part 4 of the Biosecurity Act.

Table 15 – Prohibited invasive biosecurity matter – invasive animals

<b>All amphibians, mammals and reptiles other than the following—</b>		
amphibians, mammals and reptiles that are restricted matter		
amphibians, mammals and reptiles indigenous to Australia, including marine mammals of the orders Cetacea, Pinnipedia and Sirenia		
Scientific name	Common Name	Class
Axolotl	<i>Ambystoma mexicanum</i>	Amphibian
Cane toad	<i>Rhinella marina</i> syn. <i>Bufo marinus</i>	Amphibian
Alpaca	<i>Lama pacos</i>	Mammal
Bison or American buffalo	<i>Bison bison</i>	Mammal
Black rat	<i>Rattus rattus</i>	Mammal
Camel	<i>Camelus dromedaries</i>	Mammal
Cat	<i>Felis catus</i> and <i>Prionailurus bengalensis</i> x <i>Felis catus</i>	Mammal
Cattle	<i>Bos</i> spp.	Mammal
Chital (axis) deer	<i>Axis axis</i>	Mammal
Dog	<i>Canis lupus familiaris</i>	Mammal
Donkey	<i>Equus asinus</i>	Mammal
European hare	<i>Lepus europaeus</i>	Mammal
Fallow deer	<i>Dama dama</i>	Mammal
Goat	<i>Capra hircus</i>	Mammal
Guanicoe	<i>Lama guanicoe</i>	Mammal
Guinea pig	<i>Cavia porcellus</i>	Mammal
Horse	<i>Equus caballus</i>	Mammal
House mouse	<i>Mus musculus</i>	Mammal
Llama	<i>Lama glama</i>	Mammal
Mule	<i>Equus caballus</i> x <i>Equus asinus</i>	Mammal
Pig	<i>Sus scrofa</i>	Mammal
Red deer	<i>Cervus elaphus</i>	Mammal
Rusa deer	<i>Rusa timorensis</i> syn. <i>Cervus timorensis</i>	Mammal
Sewer rat	<i>Rattus norvegicus</i>	Mammal
Sheep	<i>Ovis aries</i>	Mammal
Asian house gecko	<i>Hemidactylus frenatus</i>	Reptile

<b>Health and Community Safety Committee</b>	
Mtg Date: 21/02/2017	OAR: YES
<b>Authorisation:</b> Sean Madigan	

HT:HT  
A4012088

10 February 2017

## MEMORANDUM

TO: CHIEF OPERATING OFFICER (HEALTH, SECURITY AND REGULATORY SERVICES)  
FROM: COORDINATOR (ANIMAL MANAGEMENT)  
RE: BIOSECURITY PLAN DEVELOPMENT

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### INTRODUCTION:

This is a report by the Coordinator (Animal Management) dated 10 February 2017 concerning the Biosecurity Plan Development.

### HEALTH AND AMENITY PLAN PRIORITY:



### BACKGROUND:

The *Biosecurity Act 2014* (the Act) provides a requirement for each local government to produce a Biosecurity Plan for invasive matter within their area. This plan then acts as the interface between the Act's risk-based decision making framework and Council's assessment of the risks posed by particular restricted matter species.

Anyone who 'deals with' restricted invasive plants or animals will refer to the Biosecurity Plan to determine what steps must be taken to comply with their General Biosecurity Obligation (GBO).

## **STRUCTURE:**

The Biosecurity Plan must consider risk in some form to be effective and satisfy the requirements outlined in the Act.

It is proposed that the Ipswich City Council Biosecurity Plan considers the risk of individual invasive restricted matter species within the 'whole of City' context. Providing a general course of action and subsequent obligation for landholders who may have holdings infested with the particular species.

This is only achievable if the Biosecurity Plan utilises a biosecurity risk assessment framework, which captures the community's expectations, protects the regional environmental assets and the local economy (particularly primary production and agriculture).

This framework can also be utilised in cases where a general context does not fit a particular infestation or concern. In these cases, Council Officers would have the ability to consider the risk in the context of landholder's specific circumstances.

This may increase the action required to meet the GBO (if every other property is free of the infestation – focus on short term targeted management), or reduce the action required (if all properties are infested – focus on longer term broader management).

## **ASSESSMENT OF RISK:**

The Act provides that the assessment of risk must be based on four 'biosecurity considerations', namely:

- Human health
- Social amenity
- Economy
- Environment

To satisfy these requirements a draft biosecurity risk framework has been prepared, which includes:

- A risk matrix, that provides broad definition and examples within severity bandings;
- A likelihood criteria, that defines the probability or likelihood of the risk occurring;
- A risk rating system, that rates the risk as either low, medium, high or unacceptable; and
- A risk hierarchy, that provides a visual representation of the risk categorisation and guidance on what landholders should be working towards.

This framework has attempted to apply definition and examples relevant to the Ipswich region in a manner that is consistent with its intended use under the Act.

**CONCLUSION:**

A Biosecurity Plan which utilises a biosecurity risk framework potentially provides the flexibility to achieve meaningful biosecurity outcomes, with alignment to community values.

A draft Biosecurity Plan is proposed to be presented to Council for approval towards the middle of the year and the opportunity exists for interested stakeholders to contribute throughout its development.

**ATTACHMENT/S:**

Name of Attachment	Attachment
<a href="#">Biosecurity Risk Framework</a>	Attachment <a href="#">A</a>

**RECOMMENDATION:**

That the Chief Operating Officer (Health, Security and Regulatory Services) develop a Biosecurity Plan using the Biosecurity Risk Framework as outlined in Attachment A of the report by the Coordinator (Animal Management) dated 10 February 2017.

Haiden Taylor  
**COORDINATOR (ANIMAL MANAGEMENT)**

I concur with the recommendation/s contained in this report.

Sean Madigan  
**CHIEF OPERATION OFFICER (HEALTH, SECURITY & REGULATORY SERVICES)**



**Risk Matrix**

<b>Risk Category</b>	<b>Insignificant (1)</b>	<b>Minor (2)</b>	<b>Moderate (3)</b>	<b>Major (4)</b>	<b>Catastrophic (5)</b>
Human Health	<ul style="list-style-type: none"> <li>No injuries</li> <li>Discomfort</li> <li>First Aid Treatment</li> </ul>	<ul style="list-style-type: none"> <li>Medical treatment</li> <li>Adverse reaction/irritation</li> </ul>	<ul style="list-style-type: none"> <li>Medical treatment requiring short term hospitalisation</li> <li>Serious adverse reaction/irritation</li> </ul>	<ul style="list-style-type: none"> <li>Medical treatment requiring long term hospitalisation</li> <li>Serious respiratory problems</li> </ul>	<ul style="list-style-type: none"> <li>Fatality/Fatalities</li> </ul>
Social Amenity	<ul style="list-style-type: none"> <li>No or negligible disruption to the on-going viability of infrastructure</li> <li>No or negligible damage to property (structure or fixture)/infrastructure</li> <li>No or negligible impact on visual amenity</li> <li>No or negligible impact on the usability of a public asset</li> </ul>	<ul style="list-style-type: none"> <li>Minor and temporary disruption to the on-going viability of infrastructure</li> <li>Minor damage to property (fixture)/infrastructure</li> <li>Minor and isolated impact on visual amenity</li> <li>Minor and isolated impact on the usability of a public asset</li> </ul>	<ul style="list-style-type: none"> <li>Moderate and medium-term disruption to the on-going viability of infrastructure</li> <li>Moderate damage to property (structure or fixture)/infrastructure</li> <li>Moderate and broad scale impact on visual amenity</li> <li>Moderate and broad scale impact on the usability of a public asset</li> </ul>	<ul style="list-style-type: none"> <li>Major and medium-term disruption to the on-going viability of infrastructure</li> <li>Major damage to property (structure or fixture)/infrastructure</li> <li>Major and widely spread impact on visual amenity</li> <li>Major and widely spread impact on the usability of a public asset</li> </ul>	<ul style="list-style-type: none"> <li>Serious and long-term or indefinite disruption to the on-going viability of infrastructure</li> <li>Serious damage to property (structure or fixture)/infrastructure</li> <li>Serious and whole of City impact on visual amenity</li> <li>Serious or indefinite impact on the usability of a public asset</li> </ul>
Economy	<ul style="list-style-type: none"> <li>No or negligible impact on the viability of agricultural production</li> <li>No or negligible disruption to business or industry</li> <li>&lt;\$5,000 loss</li> </ul>	<ul style="list-style-type: none"> <li>Minor and temporary impact on the viability of agricultural production</li> <li>Minor and temporary disruption to business or industry</li> <li>&gt;\$5,000 and &lt;\$25,000 loss</li> </ul>	<ul style="list-style-type: none"> <li>Moderate and medium-term impact on the viability of agricultural production</li> <li>Moderate and medium term disruption to business or industry</li> <li>&gt;\$25,000 and &lt;\$100,000 loss</li> </ul>	<ul style="list-style-type: none"> <li>Major and medium-term impact on the viability of agricultural production</li> <li>Major and medium-term disruption to business or industry</li> <li>&gt;\$100,000 and &lt;\$250,000 loss</li> </ul>	<ul style="list-style-type: none"> <li>Serious and long-term or indefinite impact on the viability of agricultural production</li> <li>Serious and long-term or indefinite disruption to business or industry</li> <li>&gt;\$250,000 loss</li> </ul>
Environment	<ul style="list-style-type: none"> <li>No or negligible reduction in environmental values through direct or in-direct competition.</li> <li>No or negligible reduction in the stability of at risk environmental areas.</li> <li>No or negligible impact on biodiversity values</li> <li>No or negligible infestation of a declared environmental area including conservation estate, bushland reserve, national park or world heritage area.</li> <li>No or negligible threat of invasive animal or plant to further infest an area.</li> </ul>	<ul style="list-style-type: none"> <li>Minor and temporary reduction in environmental values through direct or in-direct competition.</li> <li>Minor and temporary reduction in the stability of at risk environmental areas.</li> <li>Minor and temporary impact on biodiversity values</li> <li>Localised infestation of a declared environmental area including conservation estate, bushland reserve, national park or world heritage area.</li> <li>Minor and temporary threat of invasive animal or plant to further infest an area.</li> </ul>	<ul style="list-style-type: none"> <li>Moderate and medium-term reduction in environmental values through direct or in-direct competition.</li> <li>Moderate and medium-term reduction in the stability of at risk environmental areas.</li> <li>Moderate and medium-term impact on biodiversity values</li> <li>Infestation of approximately half of a declared environmental area including conservation estate, bushland reserve, national park or world heritage area.</li> <li>Moderate and medium-term threat of invasive animal or plant to further infest an area.</li> </ul>	<ul style="list-style-type: none"> <li>Major and medium-term reduction in environmental values through direct or in-direct competition.</li> <li>Major and medium-term reduction in the stability of at risk environmental areas.</li> <li>Major and medium-term impact on biodiversity values</li> <li>Majority infestation of a declared environmental area including conservation estate, bushland reserve, national park or world heritage area.</li> <li>Major and medium-term threat of invasive animal or plant to further infest an area.</li> </ul>	<ul style="list-style-type: none"> <li>Serious and long-term or indefinite reduction in environmental values through direct or in-direct competition.</li> <li>Serious and long-term or indefinite reduction in the stability of at risk environmental areas.</li> <li>Serious and long-term or indefinite impact on biodiversity values</li> <li>Complete infestation of a declared environmental area including conservation estate, bushland reserve, national park or world heritage area.</li> <li>Serious and long-term or indefinite threat of invasive animal or plant to further infest an area.</li> </ul>

\* At risk environmental area = includes an area highly susceptible to invasive species e.g. riparian areas, remnant vegetation, significant corridors

**Likelihood Criteria**

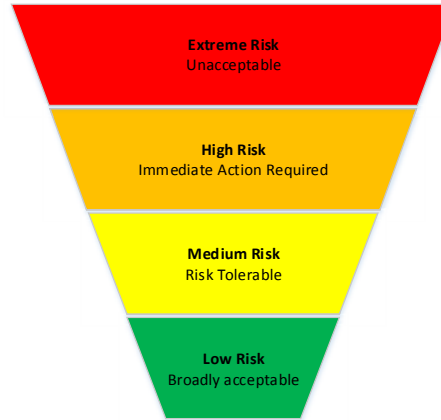
Rating	Description		Probability
	Definition	Detailed Description	
<b>1 – Rare</b>	The event may occur only in exceptional circumstances	The event: <ul style="list-style-type: none"> <li>• almost never occurs.</li> <li>• is likely to occur only in unforeseen circumstances.</li> <li>• would normally be addressed by standard preventative mechanisms.</li> </ul>	<10%
<b>2 – Unlikely</b>	Not expected, but slight possibility it may occur at some time. Could occur at some time but considered highly unlikely.  The event could occur at some time but is not considered likely to occur.	The event: <ul style="list-style-type: none"> <li>• may or may not have occurred previously but is a possibility.</li> <li>• would only occur irregularly.</li> <li>• might occur under specific circumstances e.g. cyclone or storm surge, external accident.</li> <li>• would not require specific preventative action.</li> </ul>	>10% - <25%
<b>3 – Possible</b>	The event might occur at some time. Distinct possibility of occurrence at some time.  The event should occur at some time	The event: <ul style="list-style-type: none"> <li>• has occurred on a previous occasion and is likely to occur again at some time in the foreseeable future.</li> <li>• does not occur regularly, will not occur under normal circumstance.</li> <li>• might occur in a narrow or limited range of circumstances or scenarios.</li> <li>• will probably occur unless preventative action is taken.</li> </ul>	>25-<50%
<b>4 – Likely</b>	The event will probably occur at most times	The event: <ul style="list-style-type: none"> <li>• has occurred in the last couple of years and would reasonably be expected to occur in the coming year in most circumstances.</li> <li>• may occur with some annual regularity e.g. in a particular season, end of year.</li> <li>• is likely to occur under a given set of circumstances.</li> <li>• will probably occur if specific preventative action is not taken.</li> </ul>	>50-<75%
<b>5 - Almost Certain</b>	The event is expected to occur at most times.	The event: <ul style="list-style-type: none"> <li>• Has historically occurred on a number of occasions over the last couple of years and is expected to continue to occur with a similar frequency.</li> <li>• Occurs with regularity e.g. monthly, every summer.</li> <li>• Occurs as a matter of course, e.g. every time it rains heavily.</li> <li>• Occurs with predictability, e.g. at the time of the commencement of a particular operation or combination of conditions.</li> <li>• Is difficult to avoid or institute preventative measures</li> </ul>	>75%

Risk Ratings

		Risk Ratings				
		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD	<b>Almost Certain</b> Is expected to occur at most times	M-8	M-11	H-20	E-23	E-25
	<b>Likely</b> Will probably occur at most times	M-7	M-10	H-19	H-21	E-24
	<b>Possible</b> Distinct possibility of occurrence at some time	L-3	M-9	M-13	M-16	H-22
	<b>Unlikely</b> Could occur at some time but considered highly unusual	L-2	L-5	M-12	M-15	M-18
	<b>Rare</b> May occur in rare circumstances	L-1	L-4	L-6	M-14	M-17

### Risk Hierarchy

The below diagram could be used to show landholders that Biosecurity Plan risk management will initially target the highest risk and ultimately take steps to reduce the risk.



Low Risk	May be accepted and managed by routine property maintained and on-going monitoring.
Medium Risk	May be tolerable but requires a management plan to reduce the risk.
High Risk	May be tolerable but requires prompt or immediate action, in conjunction with landholder monitoring and a detailed management plan to reduce the risk.
Extreme Risk	Unacceptable and may require immediate attention to ensure the risk is reduced (may involve property access/use restrictions etc.). Requires prioritised action, close landholder monitoring and a detailed management plan to reduce the risk.

#### Glossary of Terms

<b>Term</b>	<b>Definition</b>
Negligible	Very little
Minor	
Moderate	
Major	
Serious	
Temporary	Less than 3 month
Medium-term	Between 3 and 9 months
Long-term	> 9 months
Indefinite	Without fixed limit, permanent

<b>Health Security and Community Safety</b>	
Mtg Date: 20.03.18	OAR: YES
<b>Authorisation:</b> Sean Madigan	

5 March 2018

## MEMORANDUM

TO: MANAGER STRATEGIC POLICY AND SYSTEMS

FROM: PRINCIPAL OFFICER – POLICY AND PROJECTS

RE: CRYPT REMEDIATION PROJECT UPDATE – IPSWICH GENERAL CEMETERY

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### INTRODUCTION:

This is a Project Update Report by the Principal Officer (Policy and Projects) dated 5 March 2018 concerning the Crypt Remediation Project.

### BACKGROUND:

The Crypt Remediation Project was approved for further investigations at the Health, Security and Community Safety Committee meeting of 28 November 2017 and adopted by Council on 5 December 2017 (**Attachment A**).

Available evidence points to the crypt being the final resting place of Phoebe Fleming (D:1853) and Joseph Fleming (D:1891). Joseph Fleming is notable as being a successful local businessman and member of Queensland's first parliament.

### PROGRESS REPORT:

A small Council cross-functional project team (involving staff from the following Departments: Health, Security and Regulatory Services; Planning and Development; and Arts, Social Development and Community Engagement) have been involved in developing this initiative.

Identification and contacting local descendants of Phoebe and Joseph Fleming is progressing well. Those community members who have identified with the family have been engaged with investigations revealing they were not direct line descendants. Despite not being direct line descendants the families have indicated they wish to be engaged with the project as it continues. Work continues in trying to identify local direct descendants with cemetery volunteers undertaking detailed research in the area.

The University of Southern Queensland Faculty of Business, Education, Law and Arts have provided in principle archaeology services support to the Crypt Remediation Project. Further planning meetings have been agreed including a site inspection and preliminary investigative processes. The University is hopeful for a July 2018 start date; however this will need to be confirmed after further planning by the University.

The University of Southern Queensland School of Arts and Communication has also expressed interest in the film and digital imagery aspects of the Crypt Remediation Project. This support would include a film documentary of the work including all post production processes and appropriate filming to support a Virtual Reality tour of the completed crypt. A meeting has been established for mid-March to confirm support and commence the planning process.

A well respected local stonemasonry company Classical Stone Australia Pty Ltd has committed support to the project as a project partner.

**PROJECT PARTNERS:**

The success of the project is reliant on acquiring project partners that are prepared to offer substantial expertise and work on a voluntary basis to the project. The following table shows the partners being sought and progress:

#	<b>REQUIRED PARTNER</b>	<b>PROGRESS</b>
1	Archaeology	In principle support from USQ School of Archaeology
2	Film	High interest from USQ School of Arts and Communication. Support to be confirmed March 2018.
3	Funeral Director	Yet to be obtained. Letter of invitation to be sent out shortly. Only Ipswich based Funeral Directors being engaged.
4	Stonemason	Committed support from local stonemason Classical Stone Australia Pty Ltd.

There has been a high level of interest by potential partners in the project with all seeing the heritage value as a strong element holding their interest.

**PROJECT COST:**

It has been determined, based on progression of project partners that Council costs for the project will be limited to provision for security fencing, site security camera and monitoring, and various student support costs such as catering and personal protective equipment.

A budget of \$20,000 has been forecast with a detailed cost being available closer to the commencement time.



## **PROJECT PLAN:**

The project will be delivered using six key phases:

1. **Excavation of the Crypt:** The collapsed crypt must be uncovered using archaeological techniques to preserve the site heritage value and to identify location data for the stone blocks to assist reconstruction.
2. **Remove Remains:** This is a sensitive phase of the project and will entail the careful removal of human remains and remains of coffins. A local funeral director and the archaeology team will be responsible for this process with remains to be held by the partner funeral director.
3. **Rebuilding of the Crypt:** A local company, Classical Stone Australia Pty Ltd has volunteered time and expertise to the rebuilding of the crypt. The lead stonemason has experience in major heritage projects including Anzac Square in Brisbane and major cathedral works in Brisbane and Rockhampton.
4. **Reinterment of Fleming Remains:** The remains of Phoebe and Joseph Fleming in new hardwood coffins will be reinterred with appropriate ceremony and sensitivity.
5. **Crypt Overfill:** The crypt exterior will be backfilled and turfed with a small plaque on a concrete desk placed to mark the location. The stairs and access point will be blocked with a removable barrier and filled in to present an entrance that could be made viable with small effort.
6. **Documentary Film:** The documentary film will be finalised with post production editing and cutting and the virtual reality tour will be completed.

## **CONCLUSION:**

Planning for the Crypt Remediation Project is proceeding well with further information becoming available as more partner organisations are engaged. The interest shown by the University of Southern Queensland and Classical Stone Australia Pty Ltd indicates a positive outcome for the project and reflects the heritage value of the endeavour.

## **ATTACHMENTS:**

Name of Attachment	Attachment
<a href="#">Crypt Remediation Report – HCS 28 November 2017</a>	 Attachment A

**RECOMMENDATION:**

That a budget allocation of \$20,000 be made available for the Crypt Remediation Project in the 2018-2019 financial year within the Health, Security and Regulatory Services Department budget.

Ashley Ward  
**PRINCIPAL OFFICER**

I concur with the recommendation contained in this report.

Barbara Dart  
**MANAGER STRATEGIC POLICY AND SYSTEMS BRANCH**

I concur with the recommendation contained in this report.

Sean Madigan  
**CHIEF OPERATING OFFICER**  
**HEALTH SECURITY AND REGULATORY SERVICES DEPARTMENT**

<b>Health, Security and Community Safety Committee</b>	
Mtg Date: 28.11.17	OAR: YES
<b>Authorisation:</b> Sean Madigan	

AJW:AJW

17 November 2017

## MEMORANDUM

TO: CHIEF OPERATING OFFICER  
(HEALTH, SECURITY AND REGULATORY SERVICES)

FROM: PRINCIPAL OFFICER – POLICY AND PROJECTS

RE: CRYPT REMEDIATION PROJECT (IPSWICH GENERAL CEMETERY) 2018-2019

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### INTRODUCTION:

This is a report by the Principal Officer – Policy and Projects dated 17 November 2017 concerning the remediation of a historic burial crypt at Ipswich General Cemetery.

### BACKGROUND:

In 1998 a hole opened up in the Church of England C section of Ipswich General Cemetery. This section is also known as the “old pioneer” section and is the area adjacent to the relocated headstones in the North East corner of the cemetery. **Attachment A** shows the approximate location within the cemetery.

Council’s Cemetery Officer at the time investigated the hole and saw a previously unknown underground crypt containing two coffins. The crypt was made of stone and had a partially filled in stairway to the East. The hole had been caused by the falling in of the linchpin, the device that gave structural integrity to the curved roof of the crypt.

Recent investigations have revealed the crypt is the final resting place of Phoebe Fleming in 1853 and her husband Joseph Fleming in 1891. Joseph Fleming was a member of the first Queensland Parliament representing West Moreton from 9 July 1860 until 3 November 1862 and subsequently from 11 September 1866 until 2 July 1867.

This type of fully underground burial crypt is extremely rare in Australia and it is believed to be one of three such crypts within Ipswich General Cemetery.

This report proposes to restore the condition of the crypt to its original state using a number of partnerships with universities, film schools and local businesses. There may be some opportunity to engage with the Queensland Government for financial support. Contact with any lineage of the Fleming family will be made and consultation with them on the restoration will occur should the project progress.

**PROPOSAL:**

The proposal is for the remediation of the Fleming crypt in Ipswich General Cemetery.

The concept for the crypt remediation takes into account current technology including the options of professionally filming the restoration and creating a virtual tour of the remediated crypt that could form a valuable historical contribution to the City of Ipswich.

Early discussions with the Friends of the Cemeteries group on this proposal point to high levels of support from a community perspective.

**COST:**

It is difficult to determine an estimated cost until partner arrangements have been explored further. For example it is proposed that a university archaeology faculty may be interested in a real experience for their students in treating the crypt site as a formal dig. Usually there would be some costs attached to this but until the matter is discussed with the university the actual amount is unknown.

The same process would be used to partner with a film and television school and/or post production company to examine options for making a short documentary and take completed images for the virtual reality tour.

Other costs for the project would be for removal of coffins and remains and storing same until the project is complete. New coffins may be required if the old coffins were destroyed in the backfilling operation. It is expected with hardwood coffins used in the era and good storage over the years within the crypt that human remains would be in reasonable condition.

Stonemason costs need to be accommodated in some way; however a local Stonemason has already committed to significant volunteer time for himself and his staff for the restoration should it go ahead.

As an initial estimate Council should anticipate a budget of approximately \$50,000 to complete this project. Once project partners are obtained a detailed project plan can be produced with firm costings.

**BENEFITS TO COMMUNITY AND CUSTOMERS:**

The community benefits by actively preserving funerary art and stone mason skills generally not available to the community today.

Because of their rarity, the crypts in Ipswich General Cemetery have a value to society that should be recognised and respected.

Through the use of virtual reality tools the interior of the completed restoration will be available for viewing and experiencing by current and future generations without disturbing the deceased.

This project will provide opportunity for Council to work in partnership with local educational institutions in a way that will build relationship and value into the future. The project as it unfolds will serve to promote heritage protection as a laudable community goal realizing benefits to other heritage areas of importance to the Ipswich community.

It is suitable for the City to honour its past famous residents through caring for their final resting place and restoring the crypt allows Ipswich a unique opportunity to showcase its heritage values to the community and the world.

**CONSULTATION:**

Division 7 Councillor (at the time) and Division 10 Councillor were consulted through a Friends of the Cemeteries meeting that they attended. This proposal was also discussed briefly as part of General Business at a previous Health, Security and Community Safety Committee meeting with the understanding a report would be presented at a later date for consideration of the project in the 2018-2019 financial year.

**CONCLUSION:**

An underground crypt that was previously backfilled has been identified at Ipswich General Cemetery. Recent investigations have revealed the crypt is the final resting place of Phoebe Fleming in 1853 and her husband Joseph Fleming in 1891. Joseph Fleming was a member of the first Queensland Parliament representing West Moreton from 9 July 1860 until 3 November 1862 and subsequently from 11 September 1866 until 2 July 1867.

This report proposes to restore the condition of the crypt to its original state using a number of partnerships with universities, film schools and local businesses.

**ATTACHMENT:**

Name of Attachment	Attachment
<a href="#">Location of Fleming Crypt at Ipswich General Cemetery</a>	Attachment A

**RECOMMENDATION:**

- A. That Council approve further investigations in relation to the project to remediate the Fleming crypt in Ipswich General Cemetery as outlined in the report by the Principal Officer – Policy and Projects dated 17 November 2017.
- B. That once actual costs are determined, the Chief Operating Officer (Health, Security and Regulatory Services) provide a further report to Council for consideration.

Ashley Ward

**PRINCIPAL OFFICER – POLICY AND PROJECTS**

I concur with the recommendations contained in this report.

Barbara Dart

**STRATEGIC POLICY AND SYSTEMS MANAGER**

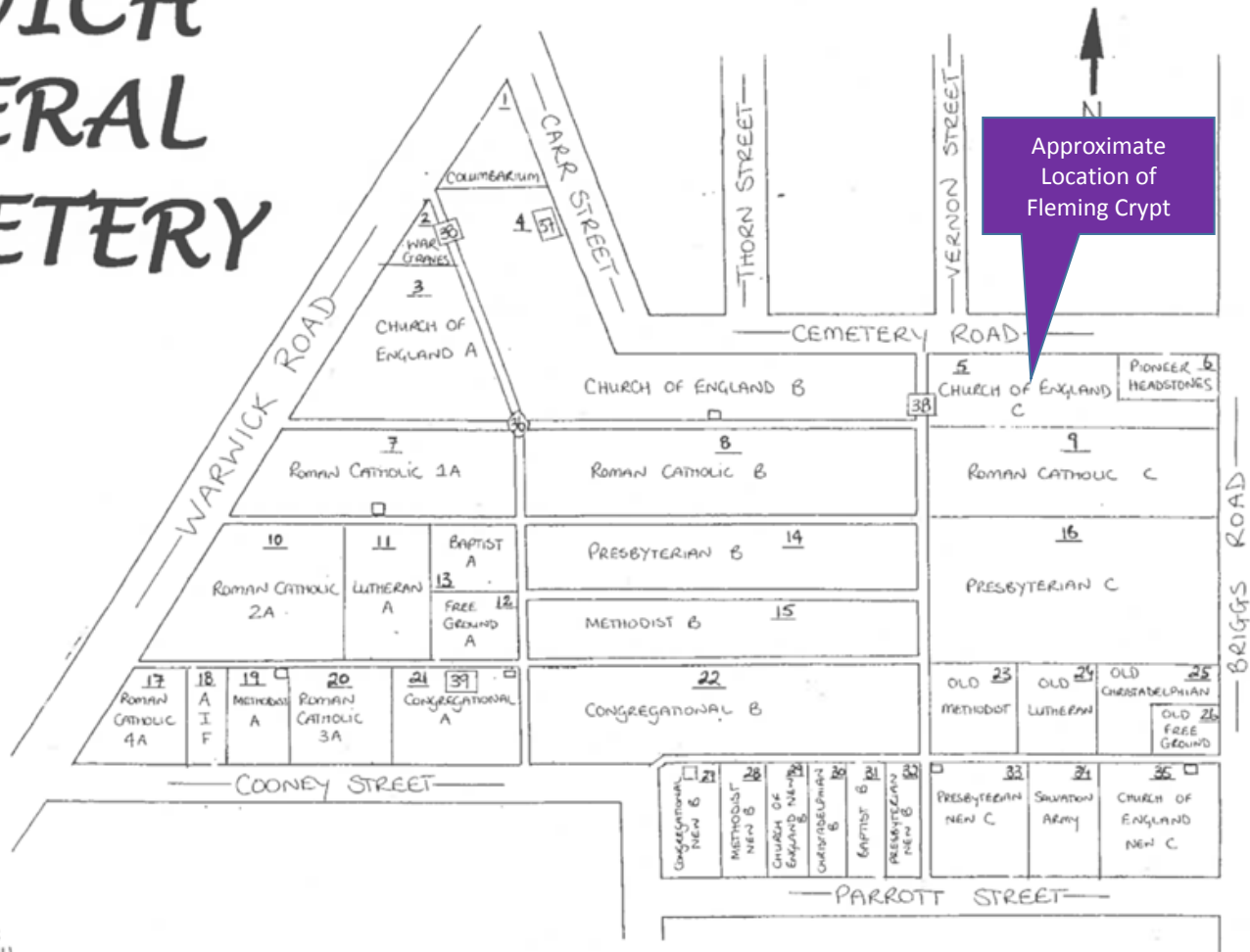
I concur with the recommendations contained in this report.

Sean Madigan

**CHIEF OPERATING OFFICER  
(HEALTH, SECURITY AND REGULATORY SERVICES)**

# IPSWWICH GENERAL CEMETERY

- 1 COLUMBARIUM
- 2 WAR GRAVES
- 3 CHURCH OF ENGLAND A
- 4 CHURCH OF ENGLAND B
- 5 CHURCH OF ENGLAND C
- 6 PIONEER HEADSTONES
- 7 ROMAN CATHOLIC 1A
- 8 ROMAN CATHOLIC B
- 9 ROMAN CATHOLIC C
- 10 ROMAN CATHOLIC 2A
- 11 LUTHERAN A
- 12 FREE GROUND A
- 13 BAPTIST A
- 14 PRESBYTERIAN B
- 15 PRESBYTERIAN C
- 16 METHODIST B
- 17 ROMAN CATHOLIC 3A
- 18 CONGREGATIONAL A
- 19 CONGREGATIONAL B
- 20 OLD METHODIST
- 21 OLD LUTHERAN
- 22 OLD CHRISTADELPHIAN
- 23 OLD FREE GROUND
- 24 CONGREGATIONAL NEW B
- 25 METHODIST NEW B
- 26 CHURCH OF ENGLAND NEW B
- 27 CHRISTADELPHIAN B
- 28 BAPTIST B
- 29 PRESBYTERIAN NEW B
- 30 PRESBYTERIAN NEW C
- 31 SALVATION ARMY
- 32 CHURCH OF ENGLAND NEW C
- 33 CENOTAPH (ANZAC MEMORIAL)
- 34 SEXTON'S OFFICE
- 35 DRIVE THROUGH SHELTERS



Approximate  
Location of  
Fleming Crypt

<b>Health, Security and Community Safety</b>	
Mtg Date: 20.03.18	OAR: YES
<b>Authorisation:</b> Sean Madigan	

CMJ: CMJ  
A4684379

9 March 2018

## MEMORANDUM

TO: CHIEF OPERATING OFFICER (HEALTH SECURITY AND REGULATORY SERVICES)

FROM: POLICY OFFICER

RE: REGULATORY FEES AND CHARGES 2018-2019

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### INTRODUCTION:

This is a report by the Policy Officer dated 9 March 2018 concerning a review of the regulatory fees and charges for the 2018-2019 financial year. The associated fees and charges policies have also been reviewed.

### BACKGROUND:

Following consultation with Council's Treasury, the Department has reviewed its fees and charges (and associated policies) and is seeking Council approval in March 2018. This is to allow adequate time, including set statutory notice periods, for the annual licence and registration renewal processing. The process for extracting and posting renewals for all HSRS Licences and Permits begins in April; dog registration begins in May. All of the proposed changes come into effect, if approved, on 1 July 2018. The report also includes two fees from the Works, Parks and Recreation Department (WPR) that are regulatory and therefore have the same time frames due to the nature of the fees and renewal notice requirements.

### SUMMARY GUIDE – WHAT HAS CHANGED

A summary guide has been prepared to highlight what is proposed to change – see **Attachment J**. The majority of fees and charges for the department have increased by the standard Council wide increase of 3%. The summary guide shows what is proposed to change outside of the fees that have had a standard increase. Some fees proposed will increase, decrease or remain the same as last year. The summary guide also provides details of what the proposed amendments are in each of the policies.



## **HSRS FEES AND CHARGES – FULL DOCUMENT**

The complete list of proposed fees and charges for HSRS can be viewed in **Attachment K**. This includes a comparative between 2017-2018 and 2018-2019 in **Attachment L**.

## **HSRS FEES AND CHARGES POLICIES**

The associated HSRS fees and charges policies and their proposed changes are listed in the following attachments.

### **Population Health and Environmental Protection Licensing, Registration and Permitting Policy**

Current Policy	<b>Attachment A</b>
Proposed Policy - Track Changes	<b>Attachment B</b>
Proposed Policy - clean version	<b>Attachment C</b>

### **Dog Registration Policy**

Current Policy	<b>Attachment D</b>
Proposed Policy - Track Changes	<b>Attachment E</b>
Proposed Policy - clean version	<b>Attachment F</b>

### **Animal Management Fees and Charges Policy**

Current Policy	<b>Attachment G</b>
Proposed Policy - Track Changes	<b>Attachment H</b>
Proposed Policy - clean version	<b>Attachment I</b>

## **WPR REGULATORY FEES AND CHARGES**



The list of proposed regulatory fees and charges for WPR which relate solely to Extractive Industries can be viewed in **Attachment M**. This includes a comparative between 2017-2018 and 2018-2019 in **Attachment N**.

## **CONCLUSION:**

Following consultation with Council's Treasury, the relevant departments have reviewed their fees and charges (and associated policies) and are seeking Council approval in March 2018. This is to allow adequate time, including set statutory notice periods, for the annual licence, permit and registration renewal process. The process for extracting and posting renewals for all Licences and Permits begins in April; dog registration begins in May. All of the proposed changes come into effect, if approved, on 1 July 2018.

**ATTACHMENTS:**

Name of Attachment	Attachment
Current Population Health and Environmental Protection Licensing, Registration and Permitting Policy	 Attachment A
Proposed Population Health and Environmental Protection Licensing, Registration and Permitting Policy (Track Changed)	 Attachment B
Proposed Population Health and Environmental Protection Licensing, Registration and Permitting Policy (Clean Version)	 Attachment C
Current Dog Registration Policy	 Attachment D
Proposed Dog Registration Policy (Track Changes)	 Attachment E
Proposed Dog Registration Policy (Clean Version)	 Attachment F
Current Animal Management Fees and Charges Policy	 Attachment G
Proposed Animal Management Fees and Charges Policy (Track Changes)	 Attachment H
Proposed Animal Management Fees and Charges Policy (Clean Version)	 Attachment I
Summary Guide – What Has Changed	 Attachment J
HSRS Fees and Charges 2018-2019	 Attachment K
HSRS Fees and Charges – a comparative between 2017-2018 and 2018-2019	 Attachment L

WPR Regulatory Fees and Charges 2018-2019	 Attachment M
WPR Fees and Charges – a comparative between 2017-2018 and 2018-2019	 Attachment N

**RECOMMENDATION:**

- A. That the policy titled ***'Population Health and Environmental Protection Licensing, Registration and Permitting Policy'***, as per Item 3 of the Policy and Administration Board No. 2017(02) of 14 March 2017 - City Management, Finance and Community Engagement Committee No. 2017(03) of 21 March 2017 and adopted by Council on 28 March 2017, as detailed in Attachment A to the report by the Planning Officer dated 9 March 2018, be repealed with effect as at 1 July 2018.
- B. That the policy titled ***'Population Health and Environmental Protection Licensing, Registration and Permitting Policy'***, as detailed in Attachment C to the report by the Planning Officer dated 9 March 2018, be adopted with effect from 1 July 2018.
- C. That the policy titled ***'Dog Registration Policy'***, as per Item 3 of the Policy and Administration Board No. 2017(02) of 14 March 2017 - City Management, Finance and Community Engagement Committee No. 2017(03) of 21 March 2017 and adopted by Council on 28 March 2017, as detailed in Attachment D to the report by the Planning Officer dated 9 March 2018, be repealed with effect as at 1 July 2018.
- D. That the policy titled ***'Dog Registration Policy'***, as detailed in Attachment F to the report by the Planning Officer dated 9 March 2018, be adopted with effect from 1 July 2018.
- E. That the policy titled ***'Animal Management Fees and Charges Policy'***, as per Item 3 of the Policy and Administration Board No. 2017(02) of 14 March 2017 - City Management, Finance and Community Engagement Committee No. 2017(03) of 21 March 2017 and adopted by Council on 28 March 2017, as detailed in Attachment G to the report by the Planning Officer dated 9 March 2018, be repealed with effect as at 1 July 2018.
- F. That the policy titled ***'Animal Management Fees and Charges Policy'***, as detailed in Attachment I to the report by the Planning Officer dated 9 March 2018, be adopted with effect from 1 July 2018.
- G. That the fees and charges listed in the ***HSRS Fees and Charges 2018-2019***, as detailed in Attachment K to the report by the Planning Officer dated 9 March 2018, be adopted with effect from 1 July 2018.

- H. That the fees and charges listed in the ***WPR Regulatory Fees and Charges 2018-2019***, as detailed in Attachment M to the report by the Planning Officer dated 9 March 2018, be adopted with effect from 1 July 2018.

Candice Johns  
**POLICY OFFICER**

I concur with the recommendations contained in this report.

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



**Population Health and  
Environmental Protection  
Licensing, Registration and  
Permitting Policy**

**Document Number:  
A4035730**

**1.1 Policy Author:** Health Security and Regulatory Services Department

**1.2 Objectives:** This policy aims to ensure that the Health Security and Regulatory Services Department's licensing and permit framework is a user-pay, cost-recovery system which is more equitable for the community and service-level based where applicable.

**1.3 Regulatory Authorities:**

- Local Government Act 2009
- Food Act 2006
- Food Safety Standards 2000
- Public Health (Infection Control for Personal Appearance Services) Act 2003
- Environmental Protection Act 1994
- Environmental Protection Regulation 2008
- Ipswich City Council Local Law No. 3: Commercial Licensing
- Ipswich City Council Subordinate Local Law 3: Commercial Licensing
- Land Protection (Pest & Stock Route Management) Regulation 2002
- Ipswich City Council Local Law No. 4: Permits
- Ipswich City Council Subordinate Local Law No. 4: Permits
- Ipswich City Council Local Law No. 8: Nuisances and Community Health and Safety

**1.4 Scope:** The core matters addressed by this policy are the methodology and categories for calculation of Council's permit, licence and registration fees, charges and other miscellaneous fees provided by the Health Security and Regulatory Services Department (not including animal management, which is addressed in a separate policy). This policy does not apply to services provided by other departments of Council, such as Planning and Development, or Engineering Services.

This policy commences on 1 July 2017.

**1.5 Policy Statement:**

- a. A user-pays, full cost recovery fees and charges calculation methodology based on risk**

In accordance with a range of state legislation and local laws, Health Security and Regulatory Services administers various licensing, permitting and registration systems which are designed to ensure residents and businesses comply with the law, and that public health, safety and amenity is protected.

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

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

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

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

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

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

#### **b. Fee and charge categories**

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

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

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

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

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

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



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

- a) 0m<sup>2</sup>-250m<sup>2</sup>
- b) >250m<sup>2</sup>-1000m<sup>2</sup>
- c) >1000m<sup>2</sup>

NB. The total floor area assessment for any food preparation and storage area includes kitchens, sculleries, store rooms, preparation areas, cold stores, pantries and any other areas used in the handling and storing of food. Areas used solely for dining or car parking are not included in the assessment<sup>1</sup>.

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

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

xviii) An Immunisation Records Search for vaccination history on or prior to 31/12/96 fee is charged when a request is made by a member of the community for a vaccination history of a patient who has been vaccinated by Ipswich City Council at weekly and/or school based immunisation clinics. The establishment of the Australian Childhood Immunisation Register (ACIR) on 1/1/97 ensured that vaccinations after this date are stored on a national database. Vaccinations received prior to this date are stored in Council databases and in hard copy format off site. For this reason searches for vaccination history on or prior to 31/12/96 incur a higher fee. A lower fee is charged for an Immunisation Records Search for vaccination history post 1/1/97

**c. A Service-Levels approach**

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

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

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

**d. Refunds**

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

**Date of Council Resolution:** 28 March 2017

**Committee Reference and Date:** Policy and Administration Board No. 2017(02) of 14 March 2017 - City Management, Finance and Community Engagement Committee No. 2017(03) of 21 March 2017

**No. of resolution:** 3

**Date to be reviewed:** 28 March 2019



**Population Health and  
Environmental Protection  
Licensing, Registration and  
Permitting Policy**

**Document Number:**

**1.1 Policy Author:** Health Security and Regulatory Services Department

**1.2 Objectives:** This policy aims to ensure that the Health Security and Regulatory Services Department's licensing and permit framework is a user-pay, cost-recovery system which is more equitable for the community and service-level based where applicable.

**1.3 Regulatory Authorities:**

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- Food Act 2006
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- Ipswich City Council Subordinate Local Law No. 4: Permits
- Ipswich City Council Local Law No. 8: Nuisances and Community Health and Safety

**1.4 Scope:** The core matters addressed by this policy are the methodology and categories for calculation of Council's permit, licence and registration fees, charges and other miscellaneous fees provided by the Health Security and Regulatory Services Department (not including animal management, which is addressed in a separate policy). This policy does not apply to services provided by other departments of Council, such as Planning and Development, or Engineering Services.

This policy commences on 1 July 2017.

**1.5 Policy Statement:**

- a. A user-pays, full cost recovery fees and charges calculation methodology based on risk**

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- ii) An annual review of the hourly rate to be charged for the coming financial year for each class of officer (administrative, technical and professional in ascending order of cost to Council) will be undertaken, based on actual cost to Council, including wages and all relevant overheads and additional expenses.
- iii) The total fee or charge for a given service is calculated by multiplying the number of hours required x the applicable hourly rate and adding the cost of any supplies required e.g. swimming pool chemicals, sampling equipment etc.

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

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

#### **b. Fee and charge categories**

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  - where inspections are undertaken as a result of public complaint and the complaint is subsequently justified;
  - where a previous inspection has identified non-compliance and a follow-up inspection is required to ensure compliance has been achieved.
  - Where there is a transfer of existing business to a new licensee and an inspection is conducted to ensure no design changes have been made
- v) A Replacement Licence or Permit Fee is applicable when a business or premises requires a replacement of their licence or permit which has been damaged, destroyed, lost or stolen.
- vi) Where relevant legislation requires or allows for a Transfer of Licence or Permit, a fee for this service is payable. For transfers requiring inspections or detailed assessment, the policy detailed in (vii) below applies.
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  - Any amendment which requires assessment by a Health Security and Regulatory Services officer is a chargeable service. Amendments are charged at an hourly rate (minimum charge one quarter of one hour), up to a maximum of the relevant fee for a new licence/permit/registration/Environmental Management Program/Food Safety Program assessment or application. *Examples include change of ownership where one party remains the same (eg a business partner leaves the business*

*and wants to remove her/his name from the permit/licence/registration, or a minor change in scale of operation).*

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

- viii) Should a business request an inspection of a premises and the supply of a written report of that inspection, Council will charge an inspection report fee for this service. Such a service may, for example, be requested by a purchaser of a business prior to transfer of licence or sale of premises, or for inspections provided to non-higher risk businesses under the *Public Health (Infection Control for Personal Appearance Services) Act 2003*.
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- x) In addition to those permit/licence/registration categories listed under the legislation identified under 1.3 of this policy (Regulatory Authority), Council issues licences under the *Food Act 2006* in relation to the following classes of business:
- i) Accommodation Meals requires a Food Safety Program
  - ii) Accommodation Meals exempt from Food Safety Program
  - iii) Bakery/ Patisserie
  - iv) Beverage Manufacturer/ Bottler
  - v) Café/ Restaurant
  - vi) Care Facility Meals
  - vii) Cannery
  - viii) Caterer – On/ Off Site
  - ix) Child Care Centre Meals
  - x) Delicatessen
  - xi) Food Manufacturer
  - xii) Food Shop
  - xiii) Fruit & Vegetable Processing
  - xiv) Hospital Meals
  - xv) Mobile Food Premises excluding Preparation
  - xvi) Mobile Food Premises involving Preparation
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  - xxi) Water Carrier
- xii) Council charges different rates for inspections of food businesses based on floor area per food processing area at the premises (e.g. supermarket – separate food processing areas i.e. bakery, deli, seafood etc., hotel – two separate kitchens are two separate food processing areas, childcare – two kitchens and a kitchenette is three food processing areas.), with larger processing areas being

charged more than smaller processing areas due to the difference in time required to undertake an inspection. The following categories apply:

- a) 0m<sup>2</sup>-250m<sup>2</sup>
- b) >250m<sup>2</sup>-1000m<sup>2</sup>
- c) >1000m<sup>2</sup>

NB. The total floor area assessment for any food preparation and storage area includes kitchens, sculleries, store rooms, preparation areas, cold stores, pantries and any other areas used in the handling and storing of food. Areas used solely for dining or car parking are not included in the assessment<sup>1</sup>.

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

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

prior to 31/12/96 fee is charged when a request is made by a member of the community for a vaccination history of a patient who has been vaccinated by Ipswich City Council at weekly and/or school based immunisation clinics. The establishment of the Australian Childhood Immunisation Register (ACIR) on 1/1/97 ensured that vaccinations after this date are stored on a national database. Vaccinations received prior to this date are stored in Council databases and in hard copy format off site. For this reason searches for vaccination history on or prior to 31/12/96 incur a higher fee. A lower fee is charged for an Immunisation Records Search for vaccination history post 1/1/97

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

#### **c. A Service-Levels approach**

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

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

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

#### **d. Refunds**

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

**Date of Council Resolution:**

**Committee Reference and Date:**

**No. of resolution:**

**Date to be reviewed:**





**Population Health and  
Environmental Protection  
Licensing, Registration and  
Permitting Policy**

**Document Number:**

**1.1 Policy Author:** Health Security and Regulatory Services Department

**1.2 Objectives:** This policy aims to ensure that the Health Security and Regulatory Services Department's licensing and permit framework is a user-pay, cost-recovery system which is more equitable for the community and service-level based where applicable.

**1.3 Regulatory Authorities:**

- Local Government Act 2009
- Food Act 2006
- Food Safety Standards 2000
- Public Health (Infection Control for Personal Appearance Services) Act 2003
- Environmental Protection Act 1994
- Environmental Protection Regulation 2008
- Ipswich City Council Local Law No. 3: Commercial Licensing
- Ipswich City Council Subordinate Local Law 3: Commercial Licensing
- Land Protection (Pest & Stock Route Management) Regulation 2002
- Ipswich City Council Local Law No. 4: Permits
- Ipswich City Council Subordinate Local Law No. 4: Permits
- Ipswich City Council Local Law No. 8: Nuisances and Community Health and Safety

**1.4 Scope:** The core matters addressed by this policy are the methodology and categories for calculation of Council's permit, licence and registration fees, charges and other miscellaneous fees provided by the Health Security and Regulatory Services Department (not including animal management, which is addressed in a separate policy). This policy does not apply to services provided by other departments of Council, such as Planning and Development, or Engineering Services.

This policy commences on 1 July 2017.

**1.5 Policy Statement:**

- a. A user-pays, full cost recovery fees and charges calculation methodology based on risk**

In accordance with a range of state legislation and local laws, Health Security and Regulatory Services administers various licensing, permitting and registration systems which are designed to ensure residents and businesses comply with the law, and that public health, safety and amenity is protected.

Providing subsidised fees and charges for activities which require licensing,

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

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

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

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

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

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

#### **b. Fee and charge categories**

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

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

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

*and wants to remove her/his name from the permit/licence/registration, or a minor change in scale of operation).*

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

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

charged more than smaller processing areas due to the difference in time required to undertake an inspection. The following categories apply:

- a) 0m<sup>2</sup>-250m<sup>2</sup>
- b) >250m<sup>2</sup>-1000m<sup>2</sup>
- c) >1000m<sup>2</sup>

NB. The total floor area assessment for any food preparation and storage area includes kitchens, sculleries, store rooms, preparation areas, cold stores, pantries and any other areas used in the handling and storing of food. Areas used solely for dining or car parking are not included in the assessment<sup>1</sup>.

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

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

prior to 31/12/96 fee is charged when a request is made by a member of the community for a vaccination history of a patient who has been vaccinated by Ipswich City Council at weekly and/or school based immunisation clinics. The establishment of the Australian Childhood Immunisation Register (ACIR) on 1/1/97 ensured that vaccinations after this date are stored on a national database. Vaccinations received prior to this date are stored in Council databases and in hard copy format off site. For this reason searches for vaccination history on or prior to 31/12/96 incur a higher fee. A lower fee is charged for an Immunisation Records Search for vaccination history post 1/1/97

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

#### **c. A Service-Levels approach**

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

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

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

#### **d. Refunds**

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

**Date of Council Resolution:**

**Committee Reference and Date:**

**No. of resolution:**

**Date to be reviewed:**



## Dog Registration Policy

Document Number:  
A4239648

**1.1 Policy Author:** Health, Security and Regulatory Services Department

**1.2 Objectives:** This policy aims to develop a system of dog registration that is equitable and easy, encourages registration and promotes responsible animal ownership. (Note: Animal Management permits are covered by a separate policy owing to a differing policy intent)

**1.3 Regulatory Authority:**

Section 9 of the *Local Government Act 2009* – Powers of Local Governments Generally

Section 28 of the *Local Government Act 2009* – Power to Make a Local Law

Section 97 of the *Local Government Act 2009* – Cost Recovery Fees

Ipswich City Council *Local Law 6: Animal Management*

Ipswich City Council *Subordinate Local Law 6.1: Animal Management*

*Animal Management (Cats and Dogs) Act 2008* including amendments made to the Act by the *Building and Other Legislation Act 2010*

**1.4 Scope:**

The core matters addressed by the policy include registration fee exemptions, discounted registration fees, and refunds.

This policy is effective from **1 July 2017**.

The registration period is for twelve months and commences 1 July each year and expires on 30 June the year following commencement with renewal notices be sent to owners prior to 30 June. Council officers should ensure that notices are received by Ipswich residents a minimum of 21 days prior to the due date. This applies to all registration fees except that of Declared Dangerous and Declared Menacing Dog Registration Fees. Their registration period commences when the declaration has been made by Council and applies for the following twelve months, creating an ‘anniversary date’ registration period with renewal notices forwarded to owners just prior to the expiry of their current registration period.

**1.5 Policy Statement:**

**a) Dog Registration Fee Calculation Methodology**

Dog registrations are based on providing a desexing incentive, as required by s52 of the *Animal Management (Cats and Dogs) Act 2008*. Full cost recovery is not viable as the true cost of registration would be exorbitantly high and would make dog ownership unattainable in the

community. Registration fees will be calculated based on benchmarking councils of similar classification and ensuring the fees are an incentive for responsible dog ownership.

**b) Dog Registration Fee Exemption**

Fee exemption will be granted in the following circumstances:

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

**c) Discounted Dog Registration Fees**

Discounted registration fees apply to the following circumstances:



- i) Lower registration fee: **dogs** that are de-sexed, and specified pensioner card holders (entire and de-sexed) may apply for a lower registration fee (as determined in Council's fees and charges) if satisfactory proof is provided;
- ii) Discounted **dog** registration fee: to encourage prompt renewal of registrations, where a dog has been registered in the previous registration period with the Ipswich City Council and is re-registered on or before the date determined by the Chief Operating Officer – Health, Security and Regulatory Services as the cut off date for the discounted registration fee to apply, the applicable discounted registration fee (as determined in Council's fees and charges) will apply. This includes entire dogs, de-sexed dogs, pensioner (entire dogs and de-sexed dogs), declared menacing dogs (entire or de-sexed) and dangerous dogs;
- iii) The **Dog Introductory** discount registration fee will apply:
  - i. When a dog has not been previously registered with Ipswich City Council or another Australian Local Government; and
  - ii. when a dog reaches 12 weeks of age it must be registered within fourteen (14) days to have the applicable introductory fee (as set in Council's fees and charges) apply; or
  - iii. when any dog (12 weeks or older) moves into the Ipswich City Council area or is obtained by a person (purchased, given etc) it must be registered within fourteen (14) days to have the applicable introductory fee (as set in Council's fees and charges) apply; and
  - iv. This discount is not offered to dogs in any other circumstance except at the discretion of the Chief Operating Officer, Health Security and Regulatory Services.
- iv) **Introductory** discount registration fee for **dogs**: the applicable introductory discount registration fee (as determined in Council's fees and charges) will apply for the full financial year, that is, no further discount will be applied to this fee (e.g. should a dog be registered post 1 January the full Introductory discount registration fee will apply).
- v) **Introductory** discount registration fee for **dogs (Adoptions - first year introductory registration processed at 6 Hooper Street, West Ipswich and the RSPCA Campus at Wacol)**: the applicable introductory discount registration **fee** will not be applied to those dogs that meet the criteria in 1.5(c)(iii) above to animals that are adopted to owners in Ipswich from the RSPCA Wacol Campus and the 6 Hooper Street, West Ipswich facility. The zero fee will apply for the full financial year of the first year of registration only. Applicable registration fees apply post this.
- vi) Introductory discount registration fee for dogs (Vet Services and Responsible Pet Ownership): the applicable introductory discount registration fee will not be applied to those dogs that meet the criteria in 1.5(c)(iii) above in addition

to where the owner provides a certificate from their vet that the animal has been desexed, microchipped or vaccinated within a period of 14 days prior to submitting their registration form to Council.

- vii) **Farm Dog:** dogs that don't meet the criteria set out for a *working dog* in the *Animal Management (Cats and Dogs) Act 2008* but do meet the following criteria (as satisfactory proof) may be classified as a *farm dog* and receive a discounted registration fee:
- i. Satisfy an authorised officer that the said dog is in fact a farm dog within Ipswich City Council (assessment of skills that the dog does provide assistance on the farm will be required)
  - ii. The dog lives on a property in a classified rural zone within Ipswich City Council
  - iii. The dog's owner is a primary producer however this may not be the owners principle occupation within Ipswich City Council.

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

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

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

The obedience trained discount fee will be applicable from the date of assessment as listed on the Ipswich City Council Dog Obedience Testing Criteria form for the remainder of the current and/or the consequent two dog registration periods. After the period has elapsed, the dog will require

re-assessment and will need to present the appropriate documentation to Council to receive the 50% discount on the applicable dog registration fee. The criteria for assessment will be determined by the Chief Operating Officer – Health, Security and Regulatory Services.

- ix) **Kennel Licence & Dogs Queensland:** Where a person holds an approved and current kennel licence with the Council and they have a dog or dogs that are currently registered with Dogs Queensland (previously called Canine Control Council of Queensland), they may present their certificate or other suitable documentation to the council to receive a 50% discount on their applicable dog registration fee.
- x) **Maximum Discount:** When any multiple discounts or concessions are applied to registration fees (eg. Obedience trained dog), no resulting registration fee shall be lower than the desexed pensioner dog registration fee (pay before date) due to minimum cost recovery.

**d) Full Dog Registration Fees**

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

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

**e) Replacement Dog Registration Tags**

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

**1.6 Dog Registration Refunds:**

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

A refund may be applicable in the following circumstances:

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

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

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

	<b>Type of dog registration</b>
<b>Time frame for when application is made</b>	<b>Entire/De-sexed/Entire (pensioner)/De-sexed (pensioner)/Menacing Dogs (entire or desexed)/Dangerous dogs (de-sexed)/Farm Dog (entire or de-sexed)</b>
1 July – 31 July	100% of registration fee paid
1 August – 30 September	75% of the registration fee paid
1 October – 31 December	50% of the registration fee paid
1 January – 31 March	25% of the registration fee paid

1 April – 30 June	Nil – no refund applicable
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**Refunds for 1.6 b)** will be calculated using the following discounts:

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

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

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

**1.7 Satisfactory Proof:**

Sections 46 and 48 of the *Animal Management (Cats and Dogs) Act 2008* states that Council can request other information or documents in order for a dog to be registered. In addition to the *Animal Management (Cats and Dogs) Act 2008*, other information or documents are generally necessary where satisfactory proof is referred to in the policy (signed and dated) unless otherwise determined by an Authorised Officer or Business Support Officer. An

Authorised Officer or Business Support Officer reserves the right to charge the full registration fee where insufficient proof is provided. Specifically, in order to determine whether a dog is a farm dog or not, Council require the following criteria to be met:

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

**1.8 Exclusions:**


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

**Date of Council Resolution:** 28 March 2017

**Committee Reference and Date:** Policy and Administration Board No. 2017(02) of 14 March 2017 – City Management, Finance and Community Engagement Committee No. 2017(03) of 21 March 2017

**No of Resolution:** 3

**Date to be Reviewed:** 28 March 2019

	<b>Dog Registration Policy</b>	<b>Document Number:</b> <b>A4239648</b>
<p><b>1.1 Policy Author:</b> Health, Security and Regulatory Services Department</p> <p><b>1.2 Objectives:</b> This policy aims to develop a system of dog registration that is equitable and easy, encourages registration and promotes responsible animal ownership. (Note: Animal Management permits are covered by a separate policy owing to a differing policy intent)</p>		
<p><b>1.3 Regulatory Authority:</b>  Section 9 of the <i>Local Government Act 2009</i> – Powers of Local Governments Generally  Section 28 of the <i>Local Government Act 2009</i> – Power to Make a Local Law  Section 97 of the <i>Local Government Act 2009</i> – Cost Recovery Fees  Ipswich City Council <i>Local Law 6: Animal Management</i>  Ipswich City Council <i>Subordinate Local Law 6.1: Animal Management</i>  <i>Animal Management (Cats and Dogs) Act 2008</i> including amendments made to the Act by the <i>Building and Other Legislation Act 2010</i></p> <p><b>1.4 Scope:</b>  The core matters addressed by the policy include registration fee exemptions, discounted registration fees, and refunds.</p> <p>This policy is effective from <b>1 July 2017</b>.</p> <p>The registration period is for twelve months and commences 1 July each year and expires on 30 June the year following commencement with renewal notices be sent to owners prior to 30 June. Council officers should ensure that notices are received by Ipswich residents a minimum of 21 days prior to the due date. This applies to all registration fees except that of Declared Dangerous and Declared Menacing Dog Registration Fees. Their registration period commences when the declaration has been made by Council and applies for the following twelve months, creating an ‘anniversary date’ registration period with renewal notices forwarded to owners just prior to the expiry of their current registration period.</p> <p><b>1.5 Policy Statement:</b></p> <p><b>a) Dog Registration Fee Calculation Methodology</b></p> <p>Dog registrations are based on providing a desexing incentive, as required by s52 of the <i>Animal Management (Cats and Dogs) Act 2008</i>. Full cost recovery is not viable as the true cost of registration would be exorbitantly high and would make dog ownership unattainable in the</p>		

community. Registration fees will be calculated based on benchmarking councils of similar classification and ensuring the fees are an incentive for responsible dog ownership.

**b) Dog Registration Fee Exemption**

Fee exemption will be granted in the following circumstances:

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

**c) Discounted Dog Registration Fees**

Discounted registration fees apply to the following circumstances:



- i) Lower registration fee: **dogs** that are de-sexed, and specified pensioner card holders (entire and de-sexed) may apply for a lower registration fee (as determined in Council's fees and charges) if satisfactory proof is provided;
- ii) Discounted **dog** registration fee: to encourage prompt renewal of registrations, where a dog has been registered in the previous registration period with the Ipswich City Council and is re-registered on or before the date determined by the Chief Operating Officer – Health, Security and Regulatory Services as the cut off date for the discounted registration fee to apply, the applicable discounted registration fee (as determined in Council's fees and charges) will apply. This includes entire dogs, de-sexed dogs, pensioner (entire dogs and de-sexed dogs), declared menacing dogs (entire or de-sexed) and dangerous dogs;
- iii) The **Dog Introductory** discount registration fee will apply:
  - i. When a dog has not been previously registered with Ipswich City Council or another Australian Local Government; and
  - ii. when a dog reaches 12 weeks of age it must be registered within fourteen (14) days to have the applicable introductory fee (as set in Council's fees and charges) apply; or
  - iii. when any dog (12 weeks or older) moves into the Ipswich City Council area or is obtained by a person (purchased, given etc) it must be registered within fourteen (14) days to have the applicable introductory fee (as set in Council's fees and charges) apply; and
  - iv. This discount is not offered to dogs in any other circumstance except at the discretion of the Chief Operating Officer, Health Security and Regulatory Services.
- iv) **Introductory** discount registration fee for **dogs**: the applicable introductory discount registration fee (as determined in Council's fees and charges) will apply for the full financial year, that is, no further discount will be applied to this fee (e.g. should a dog be registered post 1 January the full Introductory discount registration fee will apply).
- v) **Introductory** discount registration fee for **dogs (Adoptions - first year introductory registration processed at 6 Hooper Street, West Ipswich and the RSPCA Campus at Wacol)**: the applicable introductory discount registration **fee** will not be applied to those dogs that meet the criteria in 1.5(c)(iii) above to animals that are adopted to owners in Ipswich from the RSPCA Wacol Campus and the 6 Hooper Street, West Ipswich facility. The zero fee will apply for the full financial year of the first year of registration only. Applicable registration fees apply post this.
- vi) Introductory discount registration fee for dogs (Vet Services and Responsible Pet Ownership): the applicable introductory discount registration fee will not be applied to those dogs that meet the criteria in 1.5(c)(iii) above in addition

to where the owner provides a certificate from their vet that the animal has been desexed, microchipped or vaccinated within a period of 14 days prior to submitting their registration form to Council.

- vii) **Farm Dog:** dogs that don't meet the criteria set out for a *working dog* in the *Animal Management (Cats and Dogs) Act 2008* but do meet the following criteria (as satisfactory proof) may be classified as a *farm dog* and receive a discounted registration fee:
- i. Satisfy an authorised officer that the said dog is in fact a farm dog within Ipswich City Council (assessment of skills that the dog does provide assistance on the farm will be required)
  - ii. The dog lives on a property in a classified rural zone within Ipswich City Council
  - iii. The dog's owner is a primary producer however this may not be the owners principle occupation within Ipswich City Council.

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

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

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

The obedience trained discount fee will be applicable from the date of assessment as listed on the Ipswich City Council Dog Obedience Testing Criteria form for the remainder of the current and/or the consequent two dog registration periods. After the period has elapsed, the dog will require

re-assessment and will need to present the appropriate documentation to Council to receive the 50% discount on the applicable dog registration fee. The criteria for assessment will be determined by the Chief Operating Officer – Health, Security and Regulatory Services.

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

~~ix)~~ **Dogs Queensland Membership:** Where a person is currently registered with Dogs Queensland (previously called Canine Control Council of Queensland) and does not hold an approved kennel licence, they may present their certificate or other suitable documentation to the council to receive a discounted registration fee.

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

**d) Full Dog Registration Fees**

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

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

**e) Replacement Dog Registration Tags**

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

**1.6 Dog Registration Refunds:**

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

A refund may be applicable in the following circumstances:

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

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

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

	<b>Type of dog registration</b>
<b>Time frame for when application is made</b>	<b>Entire/De-sexed/Entire (pensioner)/De-sexed (pensioner)/Menacing Dogs (entire or desexed)/Dangerous dogs (de-sexed)/Farm Dog (entire or de-sexed)</b>
1 July – 31 July	100% of registration fee paid
1 August – 30 September	75% of the registration fee paid

1 October – 31 December	50% of the registration fee paid
1 January – 31 March	25% of the registration fee paid
1 April – 30 June	Nil – no refund applicable

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

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

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

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

**1.7 Satisfactory Proof:**

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

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

**1.8 Exclusions:**

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

**1.9 Extenuating Circumstances**

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

**Date of Council Resolution:** ~~28 March 2017~~

**Committee Reference and Date:** ~~Policy and Administration Board No. 2017(02) of 14 March 2017 – City Management, Finance and Community Engagement Committee No. 2017(03) of 21 March 2017~~

**No of Resolution:** ~~3~~

**Date to be Reviewed:** ~~28 March 2019~~



## Dog Registration Policy

Document Number:

**1.1 Policy Author:** Health, Security and Regulatory Services Department

**1.2 Objectives:** This policy aims to develop a system of dog registration that is equitable and easy, encourages registration and promotes responsible animal ownership. (Note: Animal Management permits are covered by a separate policy owing to a differing policy intent)

**1.3 Regulatory Authority:**

Section 9 of the *Local Government Act 2009* – Powers of Local Governments Generally

Section 28 of the *Local Government Act 2009* – Power to Make a Local Law

Section 97 of the *Local Government Act 2009* – Cost Recovery Fees

Ipswich City Council *Local Law 6: Animal Management*

Ipswich City Council *Subordinate Local Law 6.1: Animal Management*

*Animal Management (Cats and Dogs) Act 2008* including amendments made to the Act by the *Building and Other Legislation Act 2010*

**1.4 Scope:**

The core matters addressed by the policy include registration fee exemptions, discounted registration fees, and refunds.

This policy is effective from **1 July 2017**.

The registration period is for twelve months and commences 1 July each year and expires on 30 June the year following commencement with renewal notices be sent to owners prior to 30 June. Council officers should ensure that notices are received by Ipswich residents a minimum of 21 days prior to the due date. This applies to all registration fees except that of Declared Dangerous and Declared Menacing Dog Registration Fees. Their registration period commences when the declaration has been made by Council and applies for the following twelve months, creating an ‘anniversary date’ registration period with renewal notices forwarded to owners just prior to the expiry of their current registration period.

**1.5 Policy Statement:**

**a) Dog Registration Fee Calculation Methodology**

Dog registrations are based on providing a desexing incentive, as required by s52 of the *Animal Management (Cats and Dogs) Act 2008*. Full cost recovery is not viable as the true cost of registration would be exorbitantly high and would make dog ownership unattainable in the

community. Registration fees will be calculated based on benchmarking councils of similar classification and ensuring the fees are an incentive for responsible dog ownership.

**b) Dog Registration Fee Exemption**

Fee exemption will be granted in the following circumstances:

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

**c) Discounted Dog Registration Fees**

Discounted registration fees apply to the following circumstances:



- i) Lower registration fee: **dogs** that are de-sexed, and specified pensioner card holders (entire and de-sexed) may apply for a lower registration fee (as determined in Council's fees and charges) if satisfactory proof is provided;
- ii) Discounted **dog** registration fee: to encourage prompt renewal of registrations, where a dog has been registered in the previous registration period with the Ipswich City Council and is re-registered on or before the date determined by the Chief Operating Officer – Health, Security and Regulatory Services as the cut off date for the discounted registration fee to apply, the applicable discounted registration fee (as determined in Council's fees and charges) will apply. This includes entire dogs, de-sexed dogs, pensioner (entire dogs and de-sexed dogs), declared menacing dogs (entire or de-sexed) and dangerous dogs;
- iii) The **Dog Introductory** discount registration fee will apply:
  - i. When a dog has not been previously registered with Ipswich City Council or another Australian Local Government; and
  - ii. when a dog reaches 12 weeks of age it must be registered within fourteen (14) days to have the applicable introductory fee (as set in Council's fees and charges) apply; or
  - iii. when any dog (12 weeks or older) moves into the Ipswich City Council area or is obtained by a person (purchased, given etc) it must be registered within fourteen (14) days to have the applicable introductory fee (as set in Council's fees and charges) apply; and
  - iv. This discount is not offered to dogs in any other circumstance except at the discretion of the Chief Operating Officer, Health Security and Regulatory Services.
- iv) **Introductory** discount registration fee for **dogs**: the applicable introductory discount registration fee (as determined in Council's fees and charges) will apply for the full financial year, that is, no further discount will be applied to this fee (e.g. should a dog be registered post 1 January the full Introductory discount registration fee will apply).
- v) **Introductory** discount registration fee for **dogs (Adoptions - first year introductory registration processed at 6 Hooper Street, West Ipswich and the RSPCA Campus at Wacol)**: the applicable introductory discount registration **fee** will not be applied to those dogs that meet the criteria in 1.5(c)(iii) above to animals that are adopted to owners in Ipswich from the RSPCA Wacol Campus and the 6 Hooper Street, West Ipswich facility. The zero fee will apply for the full financial year of the first year of registration only. Applicable registration fees apply post this.
- vi) Introductory discount registration fee for dogs (Vet Services and Responsible Pet Ownership): the applicable introductory discount registration fee will not be applied to those dogs that meet the criteria in 1.5(c)(iii) above in addition

to where the owner provides a certificate from their vet that the animal has been desexed, microchipped or vaccinated within a period of 14 days prior to submitting their registration form to Council.

- vii) **Farm Dog:** dogs that don't meet the criteria set out for a *working dog* in the *Animal Management (Cats and Dogs) Act 2008* but do meet the following criteria (as satisfactory proof) may be classified as a *farm dog* and receive a discounted registration fee:
- i. Satisfy an authorised officer that the said dog is in fact a farm dog within Ipswich City Council (assessment of skills that the dog does provide assistance on the farm will be required)
  - ii. The dog lives on a property in a classified rural zone within Ipswich City Council
  - iii. The dog's owner is a primary producer however this may not be the owners principle occupation within Ipswich City Council.

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

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

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

The obedience trained discount fee will be applicable from the date of assessment as listed on the Ipswich City Council Dog Obedience Testing Criteria form for the remainder of the current and/or the consequent two dog registration periods. After the period has elapsed, the dog will require

re-assessment and will need to present the appropriate documentation to Council to receive the 50% discount on the applicable dog registration fee. The criteria for assessment will be determined by the Chief Operating Officer – Health, Security and Regulatory Services.

- ix) **Kennel Licence & Dogs Queensland:** Where a person holds an approved and current kennel licence with the Council and they have a dog or dogs that are currently registered with Dogs Queensland (previously called Canine Control Council of Queensland), they may present their certificate or other suitable documentation to the council to receive a 50% discount on their applicable dog registration fee.
- x) **Dogs Queensland Membership:** Where a person is currently registered with Dogs Queensland (previously called Canine Control Council of Queensland) and does not hold an approved kennel licence, they may present their certificate or other suitable documentation to the council to receive a discounted registration fee.
- xi) **Maximum Discount:** When any multiple discounts or concessions are applied to registration fees (eg. Obedience trained dog), no resulting registration fee shall be lower than the desexed pensioner dog registration fee (pay before date) due to minimum cost recovery.

**d) *Full Dog Registration Fees***

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

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

**e) *Replacement Dog Registration Tags***

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

**1.6 Dog Registration Refunds:**

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

A refund may be applicable in the following circumstances:

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

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

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

	<b>Type of dog registration</b>
<b>Time frame for when application is made</b>	<b>Entire/De-sexed/Entire (pensioner)/De-sexed (pensioner)/Menacing Dogs (entire or desexed)/Dangerous dogs (de-sexed)/Farm Dog (entire or de-sexed)</b>
1 July – 31 July	100% of registration fee paid
1 August – 30 September	75% of the registration fee paid

1 October – 31 December	50% of the registration fee paid
1 January – 31 March	25% of the registration fee paid
1 April – 30 June	Nil – no refund applicable

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

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

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

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

**1.7 Satisfactory Proof:**

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

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

**1.8 Exclusions:**

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

**1.9 Extenuating Circumstances**

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

**Date of Council Resolution:**

**Committee Reference and Date:**

**No of Resolution:**

**Date to be Reviewed:**



## Animal Management Fees and Charges Policy

Document Number:  
A4035720

**1.1 Policy Author:** Health, Security and Regulatory Services Department

**1.2 Objectives:** This policy aims to ensure that Council's Animal Management fees and charges framework is a user-pays, cost-recovery system which is more equitable for the community, promotes responsible animal ownership and to ensure appropriate levels of service are being met by Council. (Note: Dog Registration is covered by a separate policy due to a differing policy intent)

**1.3 Regulatory Authorities:**

- Local Government Act (2009)
- Animal Management (Cats and Dogs) Act 2008
- Biosecurity Act 2014 & Biosecurity Regulation 2016
- Ipswich City Council Local Law 6: Animal Management
- Ipswich City Council Subordinate Local Law 6: Animal Management

**1.4 Scope:** The core matters addressed by this policy are the methodology and categories for calculation of Council's Animal Management permits, impounding and general fees and charges (not including dog registration, which is addressed in a separate policy).

This policy commences on **1 July 2017**.

**1.5 Policy Statement:**

**a. A user-pays, full cost recovery fees and charges calculation methodology**

In accordance with a range of state legislation and local laws, Council administers various Animal Management permits, impounding and general fees and charges which are designed to ensure the community comply with the law, and that the environment, public health, safety and amenity is protected.

Moving to a system of user pays shifts the expenditure to those who use the service and away from those who do not.

However, there are two Animal Management fees and charges that sit outside the full cost recovery methodology. These fees relate to the impounding of small livestock (sheep, goats, swine and similar livestock) and birds/poultry. These fees have previously been implemented at a higher rate (closer to full cost recovery) and council experience identified that the animal's owners were not releasing the

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

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

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

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

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

## **b. Fees and Categories**

### General Regulatory Fees

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

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



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

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

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

### c. Animal Management Permits

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

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

*Standard applications* (low risk activities with no initial inspection)

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

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

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

Application fee includes the first year's permit fee.

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

Animal Management permit types and risk categories:

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

#### **d. Seizing, Impounding & Release Fees and Charges**

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

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

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

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

#### Other Livestock, Poultry and Birds

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

#### Dogs – Impoundment First Release

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

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

#### Multiple Impoundment – Dog/Cat

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

#### Desexing Financial Incentive

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

#### **e. General Animal Management Fees**

##### Hire of Traps (for cats and dogs)

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

##### Dangerous and Menacing Dog Signs

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

##### Compliant Dangerous and Menacing Dog Incentive

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

##### Regulated Dog Tags

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

##### Microchipping - Impoundment

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

##### Microchipping – Community Engagement

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

#### **f. Refunds**


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

**Date of Council Resolution:** 28 March 2017

**Committee Reference and Date:** Policy and Administration Board No. 2017(02) of 14 March 2017 – City Management, Finance and Community Engagement Committee No. 2017(03) of 21 March 2017

**No. of Resolution:** 3

**Date to be Reviewed:** 28 March 2019

	<p align="center"><b>Animal Management Fees and Charges Policy</b></p>	<p><b>Document Number:</b></p>
<p><b>1.1 Policy Author:</b> Health, Security and Regulatory Services Department</p> <p><b>1.2 Objectives:</b> This policy aims to ensure that Council’s Animal Management fees and charges framework is a user-pays, cost-recovery system which is more equitable for the community, promotes responsible animal ownership and to ensure appropriate levels of service are being met by Council. (Note: Dog Registration is covered by a separate policy due to a differing policy intent)</p> <p><b>1.3 Regulatory Authorities:</b></p> <ul style="list-style-type: none"> <li>• Local Government Act (2009)</li> <li>• Animal Management (Cats and Dogs) Act 2008</li> <li>• Biosecurity Act 2014 &amp; Biosecurity Regulation 2016</li> <li>• Ipswich City Council Local Law 6: Animal Management</li> <li>• Ipswich City Council Subordinate Local Law 6: Animal Management</li> </ul> <p><b>1.4 Scope:</b> The core matters addressed by this policy are the methodology and categories for calculation of Council’s Animal Management permits, impounding and general fees and charges (not including dog registration, which is addressed in a separate policy).</p> <p>This policy commences on <b>1 July 2017</b>.</p> <p><b>1.5 Policy Statement:</b></p> <p><b>a. A user-pays, full cost recovery fees and charges calculation methodology</b></p> <p>In accordance with a range of state legislation and local laws, Council administers various Animal Management permits, impounding and general fees and charges which are designed to ensure the community comply with the law, and that the environment, public health, safety and amenity is protected.</p> <p>Moving to a system of user pays shifts the expenditure to those who use the service and away from those who do not.</p> <p>However, there are <del>two</del><u>certain</u> Animal Management fees and charges that sit outside the full cost recovery methodology. These fees relate to the impounding of <u>cats</u>, small livestock (sheep, goats, swine and similar livestock) and birds/poultry. These fees have previously been implemented at a higher rate (closer to full cost recovery) and council experience identified that the animal’s</p>		

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

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#### **b. Fees and Categories**

##### General Regulatory Fees

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

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#### **c. Animal Management Permits**

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

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

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These activities require no initial inspection and require the applicant to complete a form agreeing to standard conditions set out in (*codes to be developed*). These Permits can be granted upon application over the counter. (If the applicant cannot agree to the standard conditions of the permit



without an inspection and/or desktop assessment from a technical officer taking place they must apply for a Non Standard Permit –see next section)

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

Application fee includes the first year's permit fee.

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

Animal Management permit types and risk categories:

<b>Risk Rating</b>	<b>Permit Type</b>	<b>Application type</b>
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owned the dogs prior to 1 June 2002.)

#### **d. Seizing, Impounding & Release Fees and Charges**

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

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**f. Refunds**

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**g. Extenuating Circumstances**

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

**Date of Council Resolution:**  
**Committee Reference and Date:**  
**No. of Resolution:**  
**Date to be Reviewed:**

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## Animal Management Fees and Charges Policy

Document Number:

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

*Standard applications* (low risk activities with no initial inspection)

These activities require no initial inspection and require the applicant to complete a form agreeing to standard conditions set out in (*codes to be developed*). These Permits can be granted upon application over the counter. (If the applicant cannot agree to the standard conditions of the permit

without an inspection and/or desktop assessment from a technical officer taking place they must apply for a Non Standard Permit –see next section)

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

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

Application fee includes the first year's permit fee.

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

Animal Management permit types and risk categories:

<b>Risk Rating</b>	<b>Permit Type</b>	<b>Application type</b>
LOW	<b>ANIMAL PERMIT</b> , which includes: <ul style="list-style-type: none"> <li>— Poultry (chickens, ducks, geese, peacocks etc)</li> <li>— Pigeons</li> <li>— Birds (other than poultry, pigeons or more than 25 peacocks, guinea fowl, eclectus parrots or birds from the cockatoo family)</li> <li>— Horses</li> <li>— Animals Pigs (Non-Standard only)</li> <li>— Animals ( eg. cattle, sheep etc, excluding horses and pigs)</li> </ul>	Standard or Non-Standard
MOD	<b>COMMERCIAL STABLE LICENCE</b>	Non-Standard only
MAJOR	<b>COMMERCIAL KENNEL LICENCE</b>	Non-Standard only
MOD	<b>DOMESTIC CAT PERMIT</b> (to keep 3 or 4 desexed cats on land less than 2000m2)	Non-Standard only
MOD	<b>PET SHOP LICENCE</b>	Non-Standard only
MOD	<b>FIVE PLUS CAT PERMIT</b> (to keep 5 or more desexed cats)	Non-Standard only
MOD	<b>FIVE PLUS DOG PERMIT</b> (to keep 5 or more dogs) (Dog registration fees are additional)	Non-Standard only
MAJOR	<b>COMMERCIAL CATTERY LICENCE</b> (selling, boarding and breeding)	Non-Standard only
LOW	<b>DOMESTIC DOG PERMIT</b> (to keep 3 or 4 dogs on land less than 2000m2) (Dog registration fees are additional)	Non-Standard only
MAJOR	<b>GUARD DOG PERMIT</b> (per property) (Dog registration fees are additional)	Non-Standard only
MAJOR	<b>RESTRICTED/PROHIBITED DOG PERMIT - RENEWALS ONLY</b> (Restricted dogs are determined by State Government legislation ie Dogo Argentino, Fila Brasileiro, Japanese Tosa and American Pitbull Terrier. Dog registration fees are additional. This permit fee only applies to those owners who	Non-Standard only



#### **d. Seizing, Impounding & Release Fees and Charges**

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

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

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

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

#### Other Livestock, Poultry and Birds

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

#### Dogs – Impoundment First Release

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

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

#### Multiple Impoundment – Dog/Cat

Where a second or subsequent dogs/cats are impounded during the same incident and collected at the same time, the second or subsequent release fee be

charged at 50% of the ordinary applicable fee, and no sustenance be charged to the second or subsequent dog/cat.

Desexing Financial Incentive

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

**e. General Animal Management Fees**

Hire of Traps (for cats and dogs)

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

Dangerous and Menacing Dog Signs

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

Compliant Dangerous and Menacing Dog Incentive

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

Regulated Dog Tags

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

Microchipping - Impoundment

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

Microchipping – Community Engagement

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

**f. Refunds**

Where a customer requests a refund, the following applies: If Council has not yet incurred the costs associated with providing a particular service, it will provide a refund minus an administration fee. Satisfactory proof is required to support the

request for refund. Satisfactory proof includes a statutory declaration or other form of documentary evidence.

**g. Extenuating Circumstances**

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

**Date of Council Resolution:**

**Committee Reference and Date:**

**No. of Resolution:**

**Date to be Reviewed:**

# HSRS Fees and Charges **POLICIES** - Proposal 2018 (What has changed)

*Please refer to track changed policy documents*

## **POPULATION HEALTH AND ENVIRONMENTAL PROTECTION LICENSING, REGISTRATION AND PERMITTING POLICY**

Section 1.5 b (page 6)	Addition of ability to waive fees where there are extenuating circumstances
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## **ANIMAL MANAGEMENT FEES AND CHARGES POLICY**

Section 1.5 a (page 1)	Inclusion of cats to exception for full cost recovery to encourage owners to recover their cat once impounded– reflected in fees with the remove of sustenance charges.
Section 1.5 g (page 7)	Addition of ability to waive fees where there are extenuating circumstances

## **DOG REGISTRATION POLICY**

Section 1.5 c (page 5)	Addition of discount category – Dogs QLD Member who does not hold an approved kennel licence
Section 1.9 (page 8)	Addition of ability to waive fees where there are extenuating circumstances

## HSRS Fees and Charges **AMOUNTS** - Proposal 2018 (What has changed)

### **APPLICATION FOR TRANSFER OF AN ENTERTAINMENT VENUE LICENCE**

**Reference in Fees and Charges Comparison Document:** Page 9 – Section 1.3.4

**FEE AMENDMENT** – Increase from \$65.00 to \$75.00 for consistency, fee methodology is cost recovery and workload is equivalent to other applications to transfer licences.

### **TEMPORARY CARAVAN AND CAMPING LICENCE – LICENCE RENEWAL**

**Reference in Fees and Charges Comparison Document:** Page 12 – Section 1.5.4

**NEW FEE** – Addition of fee to provide clarity and consistency on how to charge for licence that is identical to the previous year and does not require Design Assessment.

### **FOOD SAFETY PROGRAM – RESTAMPING**

**Reference in Fees and Charges Comparison Document:** Page 14 – Section 1.7.4

**NEW FEE** – Addition of fee to reflect workload as fee methodology is cost recovery and when there are no changes to processes contained in the Food Safety Program it is purely accreditation stamping required.

### **EAT SAFE REVIEW AND REASSESSMENT FEES**

**Reference in Fees and Charges Comparison Document:** Page 16 – Section 1.7.10

**NEW FEE** – Addition of fees for Eat Safe Program as per policy adopted Council Ordinary Meeting 27 February 2018.

### **ANIMAL PERMIT – INITIAL APPLICATION AND FIRST YEAR PERMIT FEE**

**Reference in Fees and Charges Comparison Document:** Page 18 – Section 2.1.1

**FEE AMENDMENT** – Decrease from \$250.00 to \$245.00 for consistency as fee should be the same as the annual renewal for the non-standard permit – fee methodology is cost recovery and workload is equivalent.

### **ANIMAL PERMIT – ANNUAL RENEWAL FEE**

**Reference in Fees and Charges Comparison Document:** Page 18 – Section 2.1.1

Remain at \$70 for consistency as fee should be the same as the annual renewal for the non-standard permit – fee methodology is cost recovery and workload is equivalent.

### **DOMESTIC DOG PERMIT**

**Reference in Fees and Charges Comparison Document:** Page 19 – Section 2.2.4

**FEE AMENDMENT** – Increase from \$350 to \$385 for consistency as fee should be the same as the other initial application and first year fees in this section – fee methodology is cost recovery and workload is equivalent.

### **NON-STANDARD COMMERCIAL STABLE LICENCE**

**Reference in Fees and Charges Comparison Document:** Page 20 – Section 2.2.8

**FEE DELETED** – Section 2.2.6 and 2.2.8 combined as they were the same licence therefore duplicate Fee deleted.

### **DOG REGISTRATIONS**

**Reference in Fees and Charges Comparison Document:** Page 23 – Section 2.4

Fees have been increased in previous years and are now in line with benchmarks, as such no increase is proposed this year.

### **DANGEROUS AND MENACING DOGS**

**Reference in Fees and Charges Comparison Document:** Page 25 – Section 2.4.9 and Page 26 – Section 2.4.10

**FEE AMENDMENT** - Fees for non-compliance and first year were separated to clarify the charges as first year is applied prorata. Distinction between Pay by and Pay after Dates also added for Non-Compliance as it was not previous stated in the schedule.

The following table demonstrates the fee structure is applied:

Initial and first year fee - Prorata	\$495
Non Compliance (Renewal Only) – Pay By Date	\$465
Non Compliance (Renewal Only) – Pay After Date	\$495
Full Compliance (Renewal Only) – De-sexed dog – Pay By Date	\$225
Full Compliance (Renewal Only) – De-sexed dog – Pay After Date	\$255
Full Compliance (Renewal Only) – De-sexed dog – Pay By Date	\$300
Full Compliance (Renewal Only) – De-sexed dog – Pay After Date	\$330

### **PER FARM DOG (ADDITIONAL)**

**Reference in Fees and Charges Comparison Document:** Page 27 – Section 2.4.11 (c)

**FEE AMENDMENT** – Increase from \$46 to \$47 for consistency as discount for pay by and by after should be \$30 the same as all other fees.

### **DOGS QLD MEMBERS**

**Reference in Fees and Charges Comparison Document:** Page 28 – Section 2.4.13

**NEW FEE** – Addition of fee to provide discount to Dogs QLD Members who do not hold an approved kennel licence.

## IMPOUNDED DOGS SUSTENANCE

Reference in Fees and Charges Comparison Document: Page 29 – Section 2.5.1

**FEE AMENDMENT** – Decrease from \$38.00 to \$25.00 as per benchmarking complete with other SEQ Councils.

Council	Sustenance Fees	Notes
Ipswich	Free	First Day
	\$38.00	Sustenance per subsequent days
Toowoomba	\$20.00	Per dog, per day (excluding day of impoundment).
Scenic Rim	\$23.00	Sustenance Fee - Small Animal (cat, dog, calf, foal, goat, poultry, sheep or other animal of similar size) (for each night animal is held)
Lockyer	\$25.00	The owner shall also be required to pay any applicable fee and/or other fees before a dog is able to be released
Somerset	\$15.00	Sustenance fee - dogs (this fee is additional to the impounding fee)
Moreton	\$20.00	Registered Cats & Dogs (1st and 2nd Night only).
	\$50.00	Registered Cats & Dogs (3rd and Subsequent Night).
	\$50.00	Unregistered Cats or Dogs
Logan	\$31.00	Sustenance fee per dog overnight stay
Brisbane	\$22.90	Per subsequent day fee
Gold Coast	\$22.00	Daily sustenance charge applicable to impounded cats and dogs. To be charged for each additional day or part day after close of business if not released within first 24hrs of impound



### **MICROCHIPPING**

**Reference in Fees and Charges Comparison Document:** Page 29 – Section 2.5.1, Page 30 – Section 2.5.2 and Page 33 – Section 2.6.4

Fees have been increased in previous years and are now in line with benchmarks, as such no increase is proposed this year.

### **IMPOUNDED DOGS AFTER-HOURS**

**Reference in Fees and Charges Comparison Document:** Page 29 – Section 2.5.1

**FEE DELETED** – Due to staffing changes the department can now support this without the need for additional charges

### **IMPOUNDED CATS SUSTENANCE**

**Reference in Fees and Charges Comparison Document:** Page 30 – Section 2.5.2

**FEE AMENDMENT** – This is now a no charge item to encourage residents to re-claim impounded pets.

### **IMPOUNDED CATS AFTER-HOURS**

**Reference in Fees and Charges Comparison Document:** Page 33 – Section 2.5.2

**FEE DELETED** – Due to staffing changes the department can now support this without the need for additional charges

### **IMPOUNDED POULTRY & BIRDS AFTER-HOURS**

**Reference in Fees and Charges Comparison Document:** Page 32 – Section 2.5.3 (c)

**FEE DELETED** – Due to staffing changes the department can now support this without the need for additional charges

### **APPLICATION FOR TRANSFER OF A ROADSIDE VENDING LICENCE**

**Reference in Fees and Charges Comparison Document:** Page 37 – Section 5.1.2

**NEW FEE** – Fee added to reflect workload as methodology is cost recovery.

### **NON STANDARD DRIVEWAY PERMITS**

**Reference in Fees and Charges Comparison Document:** Page 49 – Section 7.2

**FEE AMENDMENT** – Increase from \$370.00 to \$475.00 as current fee does not cover time spent in assessment and methodology is cost recovery.

### **ELECTION SIGNS**

**Reference in Fees and Charges Comparison Document:** Page 45 – Section 8.1

**FEE AMENDMENT** – Decrease from \$630.00 to \$500.00 as previous fee was determined to be cost prohibitive for candidate during election period

### **5.5.1 PERMITS TO CARRY OUT WORKS ON LOCAL GOVERNMENT CONTROLLED ROADS OR IMPLEMENT TRAFFIC CONTROL AND 5.5.2 COMPLIANCE INSPECTION TO WORKS ON LOCAL GOVERNMENT CONTROLLED ROADS OR TRAFFIC CONTROL PERMITS/NOTIFICATIONS**

**Reference in Fees and Charges Comparison Document:** Page 40-43 – Section 5.5.1 and 5.5.2

**No Fee Changes** - Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur. Exploration of fast track fees will be included in this review to cover overtime costs when applications come in late and need additional labour to be allocated to process application in time.

## WPR Fees and Charges **AMOUNTS** - Proposal 2018 (What has changed)

### **EXTRACTIVE INDUSTRY ANNUAL PERMIT FEE TO OPERATE AN EXTRACTIVE INDUSTRY**

Reference in WPR Fees and Charges Comparison Document: Page 4 – Section 7

No fee increase as there are minimal applicants and there is an increase to the below inclusion of accompanying per trip haulage cost

### **EXTRACTIVE INDUSTRY PERMIT – ROAD MAINTENANCE AND REHABILITATION CONTRIBUTION (COST PER HAULAGE TRIP)**

Reference in WPR Fees and Charges Comparison Document: Page 4 – Section 7

**FEE AMENDMENT** – Increase in contribution from \$0.50 to \$0.55 to reflect current operating costs for road maintenance and rehabilitation as no increase has occurred over the last 2 financial years.



## **Fees and Charges**

**Draft 2018-2019**

**for internal use only**

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

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

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

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

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Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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## Ipswich City Council

### HEALTH, SECURITY AND REGULATORY SERVICES DEPARTMENT

#### 1. Health and Regulatory Services

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

###### 1.2.1 Higher Risk Personal Appearance Service

Design Assessment	\$780.00	Public Health (Infection Control for Personal Appearance Services) Act 2003 s106	(a)
Initial Licence Fee	\$510.00	Public Health (Infection Control for Personal Appearance Services) Act 2003 s106	(a)
Amendment to Higher Risk Personal Appearance Service Licences that requires changes to plans/design	\$405.00	Public Health (Infection Control for Personal Appearance Services) Act 2003 s106	(a)

###### 1.2.2 Renewal Fees

Annual Renewal for Higher Risk Personal Appearance Services Licence	\$500.00	Public Health (Infection Control for Personal Appearance Services) Act 2003 s106	(a)
Late Fee – An additional fee will be applicable where payment is not received by the due date	\$75.00	Local Government Act s262(3)(c)	#

###### 1.2.3 Inspection Fees

Inspection fee for Non-Higher Risk Personal Appearance Services (per hour)	\$260.00	Public Health (Infection Control for Personal Appearance Services) Act 2003 s107	(a)
Inspection fee to ascertain compliance with a remedial notice	\$385.00	Public Health (Infection Control for Personal Appearance Services) Act 2003 s110	(a)

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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### 1.2.4 Miscellaneous Fees

Amendment of a Higher Risk Personal Appearance Services Licence per hour (1 hour minimum)  (minimum charge)	\$385.00	Public Health (Infection Control for Personal Appearance Services) Act 2003 s58		(a)
Application for a replacement of a licence certificate for a Higher Risk Personal Appearance Service	\$75.00	Public Health (Infection Control for Personal Appearance Services) Act 2003 s61		(a)
Transfer of Higher Risk Personal Appearance Service Licence	\$385.00	Public Health (Infection Control for Personal Appearance Services) Act 2003 s49		(a)

## 1.3 Entertainment Venues (Local Law 3)

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

NOTE: On approval of application and prior to commencement of operation of the business, an application for licence/permit/registration must be lodged and relevant licence fee paid

### 1.3.1 Entertainment Venue Licencing

Design Assessment	\$780.00	Local Law 1; Local Law 3 s5		(a)
Initial Licence Fee (for all risk categories)	\$390.00	Local Law 1; Local Law 3 s5		(a)
Amendment to Entertainment Venue Licences that requires changes to plans/design	\$270.00	Local Law 1; Local Law 3 s5		(a)

### 1.3.2 Renewal Fees

Low risk – e.g. Gaming and amusement parlours, gymnasiums and indoor sporting complexes.	\$385.00	Local Law 1; Local Law 3 s5		(a)
Medium risk – e.g. Community Hall and Cinemas, Other venues with no liquor licencing	\$500.00	Local Law 1; Local Law 3 s5		(a)
High risk – e.g. Outdoor entertainment venue and any venue with a liquor licencing e.g. Hotels	\$760.00	Local Law 1; Local Law 3 s5		(a)
Late Fee – An additional fee will be applicable where payment is not been received by the due date	\$75.00	Local Government Act s262(3)(c)		#

### 1.3.3 Inspection Fees

Inspection fee for Entertainment venue (per hour)	\$260.00	Local Government Act s262(3)(c)		#
Inspection fee to ascertain compliance with a remedial notice	\$260.00	Local Government Act s262(3)(c)		#

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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### 1.3.4 Miscellaneous Fees

Administrative amendment of an Entertainment Venue Licence (not involving the refurbishment of the premises)	\$75.00	Local Law 1; Local Law 3		(a)
Amendment of an Entertainment Venue Licence per hour (1 hour minimum) (minimum charge)	\$260.00	Local Law 1; Local Law 3 s10		(a)
Application for a Replacement Licence Certificate	\$75.00	Local Government Act s262(3)(c)	#	
Application for transfer of an Entertainment Venue Licence	\$75.00	Local Law 1; Local Law 3 s11		

### 1.3.5 Temporary Entertainment Events

Application and Assessment Fee – non refundable	\$510.00	Local Law 1; Local Law 3 s5		(a)
Licence to operate a temporary entertainment event where the event is open to the public (regardless of whether a charge for admission is required)				
Licence (approval granted) to operate a temporary entertainment event on private property or a local government controlled area. (per hour) Actual Licence amount will be determined on how many inspection hours will be required pre and during event by Council officers. Minimum of 1 hour charged.	\$260.00	Local Law 1; Local Law 3 s5		(a)
Bond – Access Type 1 (Local Government Controlled Areas Only)	No charge	Local Law 1; Local Law 3 s5		(a)
Bond for temporary entertainment event on local government controlled areas where: a. Vehicle access requested for the purpose of moving materials or structure/s in or out of one's property on a "one-off" basis. E.g. to set up Jumping Castle. b. Minimal infrastructure such as tent or jumping castle is being erected. c. Minimal risk of community nuisance and safety impacts				
Bond – Access Type 2 (Local Government Controlled Areas Only)	\$810.00	Local Law 1; Local Law 3 s5		(a)
Bond for temporary entertainment event on local government controlled areas where: a. Access requested for minor infrastructure whereby vehicles no larger than utility size are delivering materials or services. b. More than just standard infrastructure being erected i.e. more than one inflatable entertainment item, stalls set up etc. c. More potential risk of community nuisance and safety impacts (per day)				
Bond – Access Type 3 (Local Government Controlled Areas Only)	\$1,370.00	Local Law 1; Local Law 3 s5		(a)
Bond for temporary entertainment event on local government controlled area, where: a. Access requested for any property works whereby vehicles exceeding the size of a utility are delivering materials or services. b. Extensive infrastructure proposed that may impact on the amenity and access to the park. c. Higher risk of community nuisance and safety impacts e.g. noise, traffic, security (per day)				

## 1.4 Public Swimming Pools (Local Law 3)

### 1.4.1 Public Swimming Pool Licencing

Design Assessment	\$750.00	Local Law 1; Local Law 3 s5		(a)
Initial Licence Fee (regardless of how many pools on site)	\$770.00	Local Law 1; Local Law 3 s5		(a)
Amendment to Licences that requires changes to plans/design	\$270.00	Local Law 1; Local Law 3 s5		(a)

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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## 1.4.2 Renewal Fees

Where one pool is located on the one site	\$770.00	Local Law 1; Local Law 3 s5		(a)
Where two or three pools are located on the one site	\$870.00	Local Law 1; Local Law 3 s5		(a)
Where three pools or more are located on the one site	\$1,000.00	Local Law 1; Local Law 3 s5		(a)
Late Fee – This additional fee will be applicable where payment is not received by the due date	\$75.00	Local Government Act s262(3)(c)	#	

## 1.4.3 Miscellaneous Fees

Administrative amendment of a Public Swimming Pool Licence (not involving the refurbishment of the premises)	\$75.00	Local Law 1; Local Law 3		(a)
Amendment of a Public Swimming Pool Licence per hour (1 hour minimum) (minimum charge)	\$260.00	Local Law 1; Local Law 3 s10		(a)
Application for transfer of a Public Swimming Pool Licence	\$75.00	Local Law 1; Local Law 3 s11		(a)
Application for a Replacement Licence Certificate	\$75.00	Local Government Act s262(3)(c)	#	

## 1.5 Caravan Parks and Camping Grounds (Local Law 3)

### 1.5.1 Caravan Parks and Camping Ground Licencing

Design Assessment	\$860.00	Local Law 1; Local Law 3 s5		(a)
Initial Licence Fee	\$890.00	Local Law 1; Local Law 3 s5		(a)
Amendment to Licences that requires changes to plans/design	\$270.00	Local Law 1; Local Law 3 s5		(a)

### 1.5.2 Renewal Fees

Annual Renewal fee for Caravan Park Licence or Camping Ground Licence	\$890.00	Local Law 1; Local Law 3 s5		(a)
Late Fee – This additional fee will be applicable where payment is not received by the due date	\$75.00	Local Government Act s262(3)(c)	#	

### 1.5.3 Miscellaneous Fees

Administrative amendment of a Caravan Park or Camping Ground Licence (not involving refurbishment of the premises)	\$75.00	Local Law 1; Local Law 3 s10		(a)
Amendment of a Caravan Park or Camping Ground Licence per hour (1 hour minimum) (minimum charge)	\$260.00	Local Law 1; Local Law 3 s10		(a)
Application for a transfer of a Caravan Park or Camping Ground Licence	\$840.00	Local Law 1; Local Law 3 s11		(a)
Application for a Replacement Licence Certificate	\$75.00	Local Government Act s262(3)(c)	#	

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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### 1.5.4 Temporary Caravan and Camping Licence – Either one-off or annual (single event that reoccurs yearly) event

Licence Renewal (Annual Event) – no changes to design	\$235.00	Local Law 1; Local Law 3 s5		(a)
Application and Design Assessment Fee – non refundable	\$480.00	Local Law 1; Local Law 3 s5		(a)
Licence to operate a temporary Caravan and/or Camping Site				
Licence (approval granted) to operate a temporary Caravan and or/Camping Site – first year and/or one-off	\$245.00	Local Law 1; Local Law 3 s5		(a)
(per hour) Actual Licence amount will be determined on how many inspection hours will be required pre and during event by Council officers. Minimum of 1 hour charged.				

## 1.6 Temporary Homes (Local Law 8)

### 1.6.1 Temporary Home Permits

Assessment and Permit	\$390.00	Local Law 8		(a)
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### 1.6.2 Miscellaneous Fees

Application for a Replacement Permit Certificate	\$75.00	Local Government Act s262(3)(c)	#	
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## 1.7 Food Business

The Chief Operating Officer (Health, Security and Regulatory Services) has authority to waive or reduce a fee for applications by bona fide charitable or community organisations fulfilling a significant community role.

For the purpose of this section, assessment of applications for food business operation will be separated into the following categories and be charged a rate applicable to the floor area of the business. The floor areas mentioned in this section are the gross floor area associated with the premises used for manufacturing, preparing, handling, storage & sale of food as well as toilets, and refuse areas. It does not include carparks, dining areas or areas required for storage and sale of retail pre-packaged foods (e.g. grocery section of a supermarket) associated with the premises.

– High Priority (including but not limited to): Accommodation Meals, Care Facility Meals, Caterer on Site, Caterer off site, Child care Centre Meals, Hospital Meals

– Medium Priority (including but not limited to): Bakery/Patisserie, Beverage Manufacturer/Bottler, Food Manufacturer/ Café/Restaurant, Delicatessen, Fruit and Vegetable Processing, Supermarket Takeaway Food Premises/Mobile Food Van (involving preparation)

– Low Priority (including but not limited to): Cannery, Food Shop, Packer/Water Carrier/ Mobile Food Van (excl. preparation)

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

Ø Floor area less than 250m <sup>2</sup>	\$780.00	Food Act 2006 s85		(a)
Ø Floor area 251m <sup>2</sup> to 1,000m <sup>2</sup>	\$820.00	Food Act 2006 s85		(a)
Ø Floor area greater than 1,000m <sup>2</sup>	\$1,140.00	Food Act 2006 s85		(a)

NOTE: On approval of application and prior to commencement of operation of the business, an application for licence/permit/registration must be lodged and relevant licence fee paid.

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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### 1.7.2 Initial Licence Fees

High Priority Food Business – Floor area less than 250m <sup>2</sup>	\$830.00	Food Act 2006 s85		(a)
High Priority Food Business – Floor area 251m <sup>2</sup> to 1,000m <sup>2</sup>	\$1,190.00	Food Act 2006 s85		(a)
High Priority Food Business – Floor area greater than 1,000m <sup>2</sup>	\$1,980.00	Food Act 2006 s85		(a)
Medium Priority Food Business – Floor area less than 250m <sup>2</sup>	\$560.00	Food Act 2006 s85		(a)
Medium Priority Food Business – Floor area 251m <sup>2</sup> to 1,000m <sup>2</sup>	\$770.00	Food Act 2006 s85		(a)
Medium Priority Food Business – Floor area greater than 1,000m <sup>2</sup>	\$1,070.00	Food Act 2006 s85		(a)
Low Priority Food Business – Floor area less than 250m <sup>2</sup>	\$420.00	Food Act 2006 s85		(a)
Low Priority Food Business – Floor area 251m <sup>2</sup> to 1,000m <sup>2</sup>	\$475.00	Food Act 2006 s85		(a)
Low Priority Food Business – Floor area greater than 1,000m <sup>2</sup>	\$650.00	Food Act 2006 s85		(a)

### 1.7.3 Change/Cancel Application

Amendment to design i.e. requires refurbishment	\$280.00	Food Act 2006 s85		(a)
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### 1.7.4 Food Safety Program

Application for restamping of an existing Food Safety Program (no process amendments)	\$75.00	Food Act 2006		(a)
Application to accredit a Food Safety Program	\$780.00	Food Act 2006 s85		(a)
Amendment to a Food Safety Program resulting from changes to plans/design	\$265.00	Food Act 2006 s85		(a)

### 1.7.5 Temporary Food Stall

1 Off Event (up to 4 Consecutive Days)	\$260.00	Food Act 2006 s85		(a)
Annual Fee	\$560.00	Food Act 2006 s85		(a)
Amendment to a food safety program per hour (1 hour minimum) (minimum charge)	\$260.00	Food Act 2006 s112		(a)

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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### 1.7.6 Licence Renewal Fees (all except Supermarkets)

High Priority Food Business – Floor area less than 250m <sup>2</sup>	\$830.00	Food Act 2006 s85		(a)
High Priority Food Business – Floor area 251m <sup>2</sup> to 1000m <sup>2</sup>	\$1,190.00	Food Act 2006 s85		(a)
High Priority Food Business – Floor area greater than 1000m <sup>2</sup>	\$1,980.00	Food Act 2006 s85		(a)
Medium Priority Food Business – Floor area less than 250m <sup>2</sup>	\$560.00	Food Act 2006 s85		(a)
Medium Priority Food Business – Floor area 251m <sup>2</sup> to 1000m <sup>2</sup>	\$770.00	Food Act 2006 s85		(a)
Medium Priority Food Business – Floor area greater than 1000m <sup>2</sup>	\$1,070.00	Food Act 2006 s85		(a)
Low Priority Food Business – Floor area less than 250m <sup>2</sup>	\$445.00	Food Act 2006 s85		(a)
Low Priority Food Business – Floor area 251m <sup>2</sup> to 1000m <sup>2</sup>	\$500.00	Food Act 2006 s85		(a)
Low Priority Food Business – Floor area greater than 1000m <sup>2</sup>	\$700.00	Food Act 2006 s85		(a)

### 1.7.7 Licence Renewal Fees for Supermarkets

A unit means one of the following: a bakery, seafood processing, delicatessen, fruit and vegetable processing, or any food processing and preparation area

Up to 1 unit in each Supermarket (e.g. bakery)	\$560.00	Food Act 2006 s85		(a)
2 or 3 units in each Supermarket (e.g. bakery, fruit and vegetable, delicatessen)	\$680.00	Food Act 2006 s85		(a)
More than 3 units in each Supermarket (e.g. bakery, seafood, fruit and vegetable, sushi preparation, delicatessen)	\$810.00	Food Act 2006 s85		(a)
Late Fee – This additional fee will be applicable where payment is not received by the due date	\$75.00	Local Government Act s262(3)(c)	#	

### 1.7.8 Inspection Fees

Inspection fee per hour (1 hour minimum) (minimum charge)	\$260.00	Food Act 2006		(a)
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### 1.7.9 Miscellaneous Fees

Application for a Replacement Licence Certificate	\$75.00	Food Act 2006 s96	#	(a)
Administrative amendment of a Food Business licence (not involving the refurbishment of the premises)	\$75.00	Food Act 2006 s85		(a)

### 1.7.10 Eat Safe Review and Reassessment Fees

Application for desktop Review of Food Safety Report	\$250.00	Food Act 2006		(a)
Application for Reassessment of Premises	\$750.00	Food Act 2006		(a)

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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## 1.8 Non-Compliance with a Notice – Administrative Charge

Administrative fee to cover Council's costs associated with organising for works to be undertaken to rectify non-compliance, for example, where a notice to clear overgrown grass/vegetation from land has been issued but not acted upon. This charge is in addition to contractor fees.	\$425.00	Local Law 1 s31		(a)
Administrative fee to cover Council's costs associated with organising for works to be undertaken to rectify non-compliance with a notice for declared pests from land has been issued but not acted upon. This charge is in addition to contractor fees.	\$425.00	Land Protection (Pest and Stock Route Management) Act 2002	#	

## 1.9 Heavy Vehicle Permit (Local Law 5)

Annual Renewal Fee	\$130.00	Local Law 1; Local Law 5 s12		(a)
Inspection fee per hour (1 hour minimum)	\$260.00	Local Law 1; Local Law 5 s12		(a)
Late Fee – This additional fee will be applicable where payment is not received by the due date	\$75.00	Local Government Act s262(3)(c)	#	

## 2. Animal Management

Note:

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

### 2.1 Standard Permits

– An applicant can apply for a Standard Permit/Licence 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/licence without an inspection and/or desktop assessment from a technical officer taking place they must apply for a Non Standard Permit/Licence – see next section)

#### 2.1.1 Animal Permit

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

Initial application and first year permit fee	\$245.00	Local Law 1; Local Law 6 s5		(a)
Annual renewal fee	\$70.00	Local Law 1; Local Law 6 s5		(a)

#### 2.1.2 Late Fee

Late Fee – This additional fee will be applicable where payment is not received by the due date	\$75.00	Local Government Act s262(3)(c)	#	
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Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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## 2.2 Non Standard Permits and Licences

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

1. The applicant is applying for an animal permit/licence and cannot agree to the Standard Permit/Licence 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/licences: Pet Shop Licence, Domestic Cat Permit, Commercial Kennel Licence, Commercial Cattery Licence, Domestic Dog Permit, Guard Dog Permit, Commercial Stable Licence and Restricted/Prohibited Dog Permits. These permits/licences require an initial inspection and/or technical officer desktop assessment.

### 2.2.1 Animal Permit for an Application which Cannot Meet Standard Conditions

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

Initial application and first year permit fee	\$385.00	Local Law 1; Local Law 6 s5	(a)
Annual renewal fee	\$210.00	Local Law 1; Local Law 6 s5	(a)

### 2.2.2 Birds and Poultry

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

Initial application and first year permit fee	\$245.00	Local Law 1; Local Law 3 s5	(a)
Annual renewal fee	\$70.00	Local Law 1; Local Law 3 s5	(a)

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

Initial application and first year permit fee	\$385.00	Local Law 1; Local Law 6 s5	(a)
Annual renewal fee	\$90.00	Local Law 1; Local Law 6 s5	(a)

### 2.2.4 Domestic Dog Permit (Keeping 3 or 4 dogs)

(Dog registration fees additional)

Initial application and first year permit fee	\$385.00	Local Law 1; Local Law 6 s5	(a)
Annual renewal fee	\$245.00	Local Law 6 s5	(a)

### 2.2.5 Guard Dog Permit per property

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

Initial application and first year permit fee	\$570.00	Local Law 1; Local Law 6 s5	(a)
Annual renewal fee	\$315.00	Local Law 1; Local Law 6 s5	(a)

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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### 2.2.7 Regulated/Restricted Dog Permit – Renewals Only

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

Regulated/restricted dog permit – Renewals only	\$315.00	Animal Management (Cats and Dogs) Act 2008 s71		(a)
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### 2.2.8 Commercial Stable Licence

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

Design Assessment	\$390.00	Local Law 1; Local Law 3 s5		(a)
Initial application and first year licence fee	\$385.00	Local Law 1; Local Law 3 s5		(a)
Annual renewal fee	\$200.00	Local Law 1; Local Law 3 s5		(a)

### 2.2.9 Pet Shop Licence

Design Assessment – including amendments	\$390.00	Local Law 1; Local Law 3 s5		(a)
Initial application and first year licence fee	\$500.00	Local Law 1; Local Law 3 s5		(a)
Annual renewal fee	\$260.00	Local Law 1; Local Law 3 s5		(a)

### 2.2.10 Commercial Cattery Licence (Selling, Boarding & Breeding)

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

Design Assessment	\$390.00	Local Law 1; Local Law 3 s5		(a)
Initial application and first year licence fee	\$445.00	Local Law 1; Local Law 3 s5		(a)
Annual renewal fee	\$260.00	Local Law 1; Local Law 3 s5		(a)

### 2.2.11 Five Plus Dog Permit (keeping 5 or more dogs)

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

Initial application and first year permit fee	\$480.00	Local Law 1; Local Law 3 s5		(a)
Annual renewal fee	\$310.00	Local Law 1; Local Law 3 s5		(a)

### 2.2.12 Five Plus Cat Permit (keeping 5 or more cats)

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

Initial application and first year permit fee	\$445.00	Local Law 1; Local Law 3 s5		(a)
Annual renewal fee	\$260.00	Local Law 1; Local Law 3 s5		(a)

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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### 2.2.13 Commercial Kennels Licence (including training, selling, boarding and breeding kennels)

(Dog registration fees additional)

Design Assessment	\$390.00	Local Law 1; Local Law 3 s5		(a)
Initial application and first year licence fee	\$770.00	Local Law 1; Local Law 3 s5		(a)
Annual renewal fee	\$385.00	Local Law 1; Local Law 3 s5		(a)

### 2.2.14 Late Fees

Late Fee – This additional fee will be applicable where payment is not received by the due date	\$75.00	Local Government Act s262(3)(c)		#
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## 2.3 Inspection Fees

### 2.3.1 Inspection Fees

Inspection fee per (1 hour minimum)	\$260.00	Public Health (Infection Control for Personal Appearance Services) Act 2003; Food Act 2006; Environmental Protection Act 1994; Relevant Local Law		(a)
(minimum charge)				

### 2.3.2 Miscellaneous Fees

Amendment of Non-Standard Permit/Licence	\$385.00	Public Health (Infection Control for Personal Appearance Services) Act 2003; Food Act 2006; Environmental Protection Act 1994; Relevant Local Law		(a)
Transfer of Standard/Non-Standard Permit/Licence	\$140.00	Public Health (Infection Control for Personal Appearance Services) Act 2003; Food Act 2006; Environmental Protection Act 1994; Relevant Local Law		(a)
Application for a Replacement Permit Certificate	\$75.00	Local Government Act s262(3)(c)		#

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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## 2.4 Dog Registration (Annual Fee)

### Pensioner

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

### Obedience Training Concession

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

### Kennel Licence & Canine Control Council of Queensland Concession

Where a person holds an approved and current kennel licence with the Council and they have a dog or dogs that are currently registered with the Canine Control Council of Queensland, they may present their certificate or other suitable documentation to the council to receive a 50% discount on their applicable dog registration fee for an entire dog.

### 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.

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

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

### 2.4.1 Introductory Dog Registration (per dog)

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

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

Introductory Dog Registration	\$20.00	Animal Management (Cats & Dogs) Act 2008 – Section 44	(a)
Introductory Dog Registration – Pensioner	\$20.00	Animal Management (Cats & Dogs) Act 2008 – Section 45	(a)
Introductory Dog Registration – Ipswich and Wacol RSPCA Adoptions	No Charge	Animal Management (Cats & Dogs) Act 2008 – Section 44	(a)
Where a dog meets the criteria of 2.4.1 and is being adopted by a resident of Ipswich.			
Introductory Dog Registration – Veterinary Services In Ipswich	No Charge	Animal Management (Cats & Dogs) Act 2008 – Section 44	(a)
Where a dog meets the criteria of 2.4.1 and is owned by an Ipswich resident and is kept in the Ipswich City Council area, and their vet has provided proof of one of the following services being conducted in the last 14 days on the dog being registered: vaccination; micro chipping or desexing.			

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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#### 2.4.2 Dog Registration: Per Entire Dog (i.e. The dog is not desexed)

Pay By Date	\$165.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
Pay After Date	\$195.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)

#### 2.4.3 Dog Registration: Per de-sexed Dog

Pay By Date	\$35.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
Pay After Date	\$65.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)

#### 2.4.4 Dog Registration: Per Entire Dog (i.e. The dog is not desexed) – Pensioner

Pay By Date	\$75.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
Pay After Date	\$90.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)

#### 2.4.5 Dog Registration: Per de-sexed Dog – Pensioner

Pay By Date	\$25.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
Pay After Date	\$40.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)

#### 2.4.6 Guide Dogs and Assistance Dogs

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

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

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

Guide Dogs and Assistance Dogs	No Charge	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
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#### 2.4.7 Greyhounds

Greyhounds	No Charge	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
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No charge if they are registered with the Greyhound Racing Control Board of Qld.  
Greyhounds not registered with the GRCBQ will have the appropriate registration fee apply.

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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## 2.4.8 Other Dogs Exempt by Council

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

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

Initial and first year fee – Prorata	\$495.00	Animal Management (Cats and Dogs) Act 2008 Section 44		(a)
Non Compliance (Renewal Only) – Pay By Date	\$465.00	Animal Management (Cats and Dogs) Act 2008 Section 44		(a)
Non Compliance (Renewal Only) – Pay After Date	\$495.00	Animal Management (Cats and Dogs) Act 2008 Section 44		(a)
Full Compliance (Renewal Only) – De-sexed dog – Pay By Date	\$225.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
Full Compliance (Renewal Only) – De-sexed dog – Pay After Date	\$255.00	Animal Management (Cats and Dogs) Act 2008 Section 44		(a)
Full Compliance (Renewal Only) – Entire dog – Pay By Date	\$300.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
Full Compliance (Renewal Only) – Entire dog – Pay After Date	\$330.00	Animal Management (Cats and Dogs) Act 2008 Section 44		(a)

## 2.4.10 Menacing Dogs

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

Initial and first year fee – Prorata	\$495.00	Animal Management (Cats and Dogs) Act 2008 Section 44		(a)
Non Compliance (Renewal Only) – Pay By Date	\$465.00	Animal Management (Cats and Dogs) Act 2008 Section 44		(a)
Non Compliance (Renewal Only) – Pay After Date	\$495.00	Animal Management (Cats and Dogs) Act 2008 Section 44		(a)
Full Compliance (Renewal Only) – De-sexed dog – Pay By Date	\$225.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
Full Compliance (Renewal Only) – De-sexed dog – Pay After Date	\$255.00	Animal Management (Cats and Dogs) Act 2008 Section 44		(a)
Full Compliance (Renewal Only) – Entire dog – Pay By Date	\$300.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
Full Compliance (Renewal Only) – Entire dog – Pay After Date	\$330.00	Animal Management (Cats and Dogs) Act 2008 Section 44		(a)

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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### 2.4.11 Farm Dog

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

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

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

Pay By Date	\$70.00	Animal Management (Cats and Dogs) Act 2008	(a)
Pay After Date	\$100.00	Animal Management (Cats and Dogs) Act 2008	(a)

#### (b) Per de-sexed Farm Dog (First)

Pay By Date	\$27.00	Animal Management (Cats and Dogs) Act 2008	(a)
Pay After Date	\$57.00	Animal Management (Cats and Dogs) Act 2008	(a)

#### (c) Per Farm Dog (Additional)

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

Pay By Date Additional Farm Dog (per dog)	\$17.00	Animal Management (Cats and Dogs) Act 2008	(a)
Pay After Date Additional Farm Dog (per dog)	\$47.00	Animal Management (Cats and Dogs) Act 2008	(a)

### 2.4.12 Inspection/Assessment Fee

Inspection/Assessment fee per hour (1 hour minimum) to inspect/assess declared dog declarations, undertake fencing inspections, etc.	\$250.00	Animal Management (Cats and Dogs) Act 2008 and Local Law 6	(a)
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### 2.4.13 Dogs QLD Members

Dogs QLD Members: Per Entire Dog (i.e. The dog is not desexed) – Pay By Date	\$70.00	Animal Management (Cats and Dogs) Act 2008	(a)
Dogs QLD Members: Per Entire Dog (i.e. The dog is not desexed) – Pay After Date	\$100.00	Animal Management (Cats and Dogs) Act 2008	(a)

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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## 2.5 Impounding

### 2.5.1 Dogs

Note:

All dogs must have a valid registration and microchip on release – related fees applicable. •  
 A rebate of \$80.00 per animal will be made available to any dog owner electing to de-sex their dog within 30 days of release from the Animal Management Centre. Conditions Apply. •  
 Where a second or subsequent dogs are impounded during the same incident and collected at the same time, the second or subsequent release fee be charged at 50% of the ordinary applicable fee, and no sustenance be charged to the second or subsequent dog. •

Registered, de-sexed, microchipped, first impoundment	No charge	Local Law 6 s27		(d)
Registered, de-sexed, not microchipped, first impoundment	\$42.00	Local Law 6 s27		(d)
Registered, entire, microchipped, first impoundment	\$145.00	Local Law 6 s27		(d)
Registered, entire, not microchipped, first impoundment	\$165.00	Local Law 6 s27		(d)
Not registered, de-sexed, microchipped, first impoundment	\$125.00	Local Law 6 s27		(d)
Not registered, de-sexed, not microchipped, first impoundment	\$145.00	Local Law 6 s27		(d)
Not registered, entire, microchipped, first impoundment	\$165.00	Local Law 6 s27		(d)
Not registered, entire, not microchipped, first impoundment	\$190.00	Local Law 6 s27		(d)
Second and subsequent impoundment surcharge	\$65.00	Local Law 6 s27		(d)
Sustenance first day	No charge	Local Law 6 s27		
Sustenance per subsequent days	\$25.00	Local Law 6 s27		(d)
Microchipping of dog prior to release	\$20.00	Local Government Act s262(3)(c)	#	

### 2.5.2 Cats

Note:

All cats must have a microchip on release – related fees applicable. •  
 A rebate of \$80.00 per animal will be made available to any cat owner electing to de-sex their cat within 30 days of release from the Animal Management Centre. Conditions Apply. •  
 Where a second or subsequent cats are impounded during the same incident and collected at the same time, the second or subsequent release fee be charged at 50% of the ordinary applicable fee, and no sustenance be charged to the second or subsequent cat. •

De-sexed, microchipped, first impoundment	No charge	Local Law 6 s27		(d)
De-sexed, not microchipped, first impoundment	\$42.00	Local Law 6 s27		(d)
Entire, microchipped, first impoundment	\$85.00	Local Law 6 s27		(d)
Entire, not microchipped, first impoundment	\$105.00	Local Law 6 s27		(d)
Second and subsequent impoundment surcharge	\$42.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(d)
Sustenance first day	No charge	Local Law 6 s27		(d)
Sustenance per subsequent days	\$0.00	Local Law 6 s27		(d)
Microchipping of cat prior to release	\$20.00	Local Government Act s262(3)(c)	#	



Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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## 2.5.3 Livestock & Other Animals

### (a) Large Livestock

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

During business hours – per hour or part thereof (minimum charge of 1 hour and maximum charge of 4 hours) based on 2 officers and the stock truck. For every additional officer the fee is increased by one half. (minimum charge)	\$265.00	Local Law 6 s27		(d)
Outside business hours – per hour or part thereof (minimum charge of 1 hour and maximum charge of 4 hours) based on 2 officers and the stock truck. For every additional officer the fee is increased by one half. (minimum charge)	\$390.00	Local Law 6 s27		(d)
The charges payable for and in respect of driving, leading and/or transport of large livestock shall be the sum or sums specified in the schedule below: Return Trip only – per kilometre (minimum charge)	\$11.00	Local Law 6 s27		(d)
Charges for Sustenance: The fee payable for sustenance in respect of any and every animal impounded or seized and temporarily held for each day or part thereof during which such animal is held or impounded – per day	\$47.00	Local Law 6 s27		(d)
Advertising: Where a Notice of Impounding has been placed in a newspaper, all costs associated with the advertisement shall be charged in addition to the appropriate release fee.	Actual cost of advertising	Local Law 6 s27		(d)
Advertising: NLIS Tagging of Cattle Between the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday (excluding public holidays and Council close down days): Hourly Rate	\$24.00	Local Government Act s262(3)(c)	#	
Advertising: NLIS Tagging of Cattle (Hourly Rate – Minimum Charge) Outside the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday and on weekends and Public Holidays and Council close down days: Hourly Rate	\$385.00	Local Government Act s262(3)(c)	#	

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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### (b) Other Livestock

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

Impounded between the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday (excluding public holidays):	\$41.00	Local Law 6 s27		(d)
Impounded or released outside the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday and on weekends and Public Holidays:	\$90.00	Local Law 6 s27		(d)
NLIS Tagging of Sheep & Goats (Hourly Rate – Minimum Charge of 1/2 hour) Between the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday (excluding public holidays and Council close down days):	\$260.00	Local Government Act s262(3)(c)	#	
Hourly Rate				
NLIS Tagging of Sheep & Goats (Hourly Rate – Minimum Charge of \$195) Outside the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday and on weekends and Public Holidays and Council close down days:	\$385.00	Local Government Act s262(3)(c)	#	
Hourly Rate				

### (c) Poultry & Birds

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

Impounded between the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday (excluding public holidays):	\$16.00	Local Law 6 s27		(d)
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## 2.6 Other Charges

### 2.6.1 Traps

Loan of Cat Traps: Rental – per day (after seven (7) working days)	\$12.00	Local Government Act s262(3)(c)	#	
Loan of Dog Traps: Rental – per day (after seven (7) working days)	\$21.00	Local Government Act s262(3)(c)	#	
Collection of Trap (Dog & Cat)	\$260.00	Local Government Act s262(3)(c)	#	

Where a trap has not been returned this fee will be charged, in addition to daily fees, to collect the trap.

### 2.6.2 Regulated Dogs

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

### 2.6.3 Reciprocal registration

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

Reciprocal dog registration transfer	No Charge	Local Government Act s262(3)(c)		
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Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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## 2.6.4 Microchipping

Microchipping Fee for Dogs and Cats (Community Events)	\$20.00	Local Government Act s262(3)(c)	#	
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Dog or Cat must already be currently registered with Ipswich City Council

## 2.6.5 Inspections/Assessments

Inspection/Assessment fee per hour (1 hour minimum) to inspect/assess declared dog declarations, undertake fencing inspections, etc.	\$260.00	Animal Management (Cats and Dogs) Act 2008 and Local Law 6		(a)
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Hourly Rate

## 3. Cemeteries

### 3.1 Exhumation

Exhumation Assessment fee – per hour with minimum of 1 hour charged	\$260.00	Local Government Act s262(3)(c)		
Exhumation Supervision fee – per hour with minimum of 1 hour charged	\$260.00	Local Government Act s262(3)(c)		

### 3.2 Private Cemeteries

Licence to operate a cemetery that is not on Council land	\$640.00	Local Law 1; Local Law 3 s5		(a)
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per year

## 4. Environmental Protection

### 4.1 Environmentally Relevant Activities (ERA's)

#### 4.1.1 Application Fees

Application Fee ERA Environmental Authority(The prescribed fees detailed in the relevant schedule of the Environmental Protection Regulation).	\$640.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
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plus prescribed annual fee

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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#### 4.1.2 Annual Renewal Fees

ERA6 Asphalt Manufacturing: greater than 1,000 tonnes per year	\$9,900.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 12 Plastic Product Manufacturing: 50 tonnes per year or more (other than plastic in item below )	\$2,450.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 12 Plastic Product Manufacturing: 5 tonnes per year or more (foam, composite plastic or rigid fibre reinforced)	\$2,450.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 19 Metal Forming: 10,000 tonnes or more per year	\$810.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 20 Metal Recovery: up to 100 tonnes per day	\$1,190.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 20 Metal Recovery: 100 tonnes or more per day or 10,000 tonnes or more per year Without using a fragmentiser	\$3,000.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 38 1 (a) Surface Coating Anodising, electroplating, enamelling or galvanising by using 1 to 100 tonnes of surface coating material in a year	\$810.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 49 Boat Maintenance or Repair	\$2,450.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 61 Waste Incineration and Thermal Treatment: Incinerating waste vegetation, clean paper or cardboard	\$810.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 61 Waste Incineration and Thermal Treatment: Transfer of Environmental Authority – Administration charge for transfer. If site inspection required then inspection fee will be charged also (minimum 1 hour)	\$180.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
+ inspection fee if required				
ERA 61 Waste Incineration and Thermal Treatment: Application for Conversion of Environmental Authority (site specific to standard conditions) Administration Fee plus inspection fees (minimum of 1 hour) will be charged.	\$180.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
+ inspection fee if required				
ERA 61 Waste Incineration and Thermal Treatment: Late Fee (The prescribed annual fees are detailed in the relevant schedule of the Environmental Protection Regulation). This additional fee will be applicable where payment is not received by the due date.	\$185.00	Environmental Protection Regulation 2008, Schedule 10		(a)

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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### 4.1.3 Other ERA Fees

Inspection fee per hour (1 hour minimum) (minimum charge)	\$260.00	Local Government Act s262(3)(c)	#	
Miscellaneous Fees: Assessment of Draft Transitional Environmental Programs; and Site Investigations – Hourly based on rate for actual time taken (1 hour minimum). (minimum charge)	\$260.00	Environmental Protection Regulation 1998 s52		(a)
Monitoring Compliance (including assessment of annual return) of an approved Transitional Environmental Program – Hourly rate based on actual time taken (1 hour minimum). (minimum charge)	\$260.00	Environmental Protection Regulation 1998 s52		(a)
Amendment to an approved Transitional Environmental Program – Hourly rate based on actual time taken (1 hour minimum). (minimum charge)	\$260.00	Environmental Protection Regulation 1998 s52		(a)
Annual TEP return	\$500.00	Environmental Protection Regulation 2008	#	

## 5. Road Regulation

### 5.1 Footpath/Roadside Trading (refer to relevant local laws)

#### 5.1.1 Application Fee

Application fee  (to be paid prior to assessment of application and are non-refundable)	\$380.00	Local Law 1; Local Law 3 s5 Transport Operations  (Road Use Management) Act 1995		(a)
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Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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### 5.1.2 Sale and/or display of goods or services on roads (Roadside Vending)

Transfer of licence	\$75.00	Local Law 1 s31; Local Law 7 Part 6 Transport Operations  (Road Use Management) Act 1995		(a)
Annual Licence	\$1,320.00	Local Law 1; Local Law 3 s5 Transport Operations  (Road Use Management) Act 1995		(a)
Monthly Licence	\$180.00	Local Law 1; Local Law 3 s5 Transport Operations  (Road Use Management) Act 1995		(a)

### 5.1.3 Busking

Annual Licence	\$250.00	Local Law 1; Local Law 3 s5 Transport Operations  (Road Use Management) Act 1995		(a)
Monthly Licence	\$70.00	Local Law 1; Local Law 3 s5 Transport Operations  (Road Use Management) Act 1995		(a)
One off Licence (one day only)	\$32.00	Local Law 1; Local Law 3 s5 Transport Operations  (Road Use Management) Act 1995		(a)

### 5.1.4 Commercial Touting, Hawking on roads and local government areas

Annual Licence	\$1,320.00	Local Law 1; Local Law 3 s5 Transport Operations  (Road Use Management) Act 1995		(a)
Monthly Licence	\$200.00	Local Law 1; Local Law 3 s5 Transport Operations  (Road Use Management) Act 1995		(a)

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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### 5.1.5 Street Markets (including multiple traders/exhibitors)

Annual Licence	\$2,700.00	Local Law 1; Local Law 3 s5 Transport Operations  (Road Use Management) Act 1995		(a)
Monthly Licence	\$315.00	Local Law 1; Local Law 3 s5 Transport Operations  (Road Use Management) Act 1995		(a)

### 5.1.6 Footpath Dining

Within central traffic area per square metre	\$115.00	Local Government Act s262(3)(c)		#
Outside central traffic area per square metre	\$90.00	Local Government Act s262(3)(c)		#
Transfer fee	\$200.00	Local Government Act s262(3)(c)		#

## 5.2 Pedestrian Mall

### 5.2.2 Commercial Activities

Vehicle Access: per day or part thereof	\$170.00	Local Law 1; Local Law 3 s5		(a)
Sell or offer goods for sale: per day or part thereof	\$170.00	Local Law 1; Local Law 3 s5		(a)
Display goods for sale: per day or part thereof	\$170.00	Local Law 1; Local Law 3 s5		(a)
Carry on business: per day or part thereof	\$170.00	Local Law 1; Local Law 3 s5		(a)
Use of megaphone, sound amplifier, loud speaker, gramophone or other device or other means of mechanically, electrically, or artificially increasing or reproducing sound: per day or part thereof	\$115.00	Local Law 1; Local Law 3 s5		(a)
Seek or receive or indicate that a donation of money from a bystander or passer-by is being sought: per day or part thereof	\$14.00	Local Law 1; Local Law 3 s5		(a)
Place a structure – Hand out Brochures/Pamphlets etc.: per day or part thereof	\$170.00	Local Law 1; Local Law 3 s5		(a)
Place a structure – Hand out Brochures/Pamphlets etc.: per week	\$860.00	Local Law 1; Local Law 3 s5		(a)
Place a structure – Hand out Brochures/Pamphlets etc.: 3 days	\$425.00	Local Law 1; Local Law 3 s5		(a)

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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### 5.2.3 Community Group Activities

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

### 5.3 Parking Fines

Reminder notice for late payment of Parking Fines	\$75.00	Local Government Act s262(3)(c)		#
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### 5.4 Regulated Parking – Permit Fees

Commercial Vehicle Parking Permit: Fee per annum or part thereof	\$200.00	Transport Operations (Road Use Management) Act 1995		(a)
Resident Parking Permit: Fee per annum	No Charge	Local Law 1; Local Law 5 s6 Transport Operations (Road Use Management) Act 1995		(a)
Resident Parking Permit: Fee per annum or part thereof	No Charge	Local Law 1; Local Law 5 s6 Transport Operations (Road Use Management) Act 1995		(a)
Media Permit: Fee per annum or part thereof	\$200.00	Local Law 1; Local Law 5 s6 Transport Operations (Road Use Management) Act 1995		(a)
General Contractors Permit: Fee per annum per vehicle	\$200.00	Local Law 1; Local Law 5 s6 Transport Operations (Road Use Management) Act 1995		(a)

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Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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## 5.4 Regulated Parking – Permit Fees [continued]

Late Fee – This additional fee will be applicable where payment is not received by the due date	\$75.00	Local Government Act s262(3)(c)		#
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## 5.5 Other

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

(Refer relevant Local Laws and to [http://www.ipswich.qld.gov.au/business/laws\\_regulations/roads](http://www.ipswich.qld.gov.au/business/laws_regulations/roads) for definitions):

#### (a) Permit fees

STANDARD works application fee (per permit type)	\$230.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
STANDARD traffic control (per permit type)	\$230.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
STANDARD combined works and traffic control application fee (combined Works on Local Government Control Road and Traffic Control permits)	\$340.00	Local Law 7 (Local Government Controlled Areas and Roads) s10, s75		(a)
NON-STANDARD works application fee (per permit type)	\$460.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
NON-STANDARD traffic control (per permit type)	\$460.00	-		(a)
NON-STANDARD combined works and traffic control application fee (combined Works on Local Government Control Road and Traffic Control permits)	\$690.00	Local Law 7 (Local Government Controlled Areas and Roads) s10, s75		(a)
Request to amend or extend a current permit – STANDARD works (per permit type)	\$120.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)

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Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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**(a) Permit fees** *[continued]*

Request to amend or extend traffic control – STANDARD works (per permit type)	\$120.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
Request to amend or extend date amendments/extensions only for NON-STANDARD works or traffic control (per permit type)	\$120.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
Request to amend or extend a current permit STANDARD works or traffic control other than date amendments/extensions only (per permit type)	\$320.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
Request to amend or extend a current permit NON-STANDARD works or traffic control other than date amendments/extensions only (per permit type)	\$320.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
Request to amend current or extend a combined STANDARD or NON-STANDARD Works on Local Government Controlled Roads and Traffic Control permit application fee.	\$185.00	Local Law 7 (Local Government Controlled Areas and Roads) s10, s75		(a)
Applies to STANDARD works, or date amendments only for NON-STANDARD works or traffic control				
Request to amend current combined Works on Local Government Controlled Roads and Traffic Control permit application fee. NON-STANDARD works other than date amendment only (per permit type)	\$480.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)

**(b) Refund of fees – Prior to the determination of an application**

**i. If pre-paid during the online application:**

Permit application withdrawn within 4 days of lodgement of application	70% of fee refunded (incl GST where applicable)	-	#
Permit application withdrawn within 6 days of lodgement of application	50% of fee refunded (incl GST where applicable)	-	#
Permit application withdrawn within 8 days of lodgement of application	20% of fee refunded (incl GST where applicable)	-	#

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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**ii. If not pre-paid during the online application:**

Permit application withdrawn within 4 days of lodgement of application	30% of fee refunded (incl GST where applicable)	-		
Permit application withdrawn within 6 days of lodgement of application	50% of fee refunded (incl GST where applicable)	-		
Permit application withdrawn within 8 days of lodgement of application	80% of fee refunded (incl GST where applicable)	-		

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

First compliance inspection (per location)	\$65.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
Re-inspection or additional assessment following unsatisfactory compliance inspection	\$245.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
per hour (minimum \$205)				

**6. Recovery of Goods Removed from Footpaths, etc.**

Charge for the removal and storage of any goods, materials or equipment removed in accordance with Local Laws where it can be removed and stored easily by one (1) person.	\$200.00	Local Law 1 s31; Local Law 7 Part 6 Transport Operations (Road Use Management) Act 1995		(d)
Charge for the removal and storage of any goods, materials or equipment removed in accordance with Local Laws where it cannot, due to its size, construction, material or other similar reason be removed and stored easily by one (1) person	Actual Costs	Local Law 1 s31; Local Law 7 Part 6 Transport Operations (Road Use Management) Act 1995		(d)
Charge for the release of goods removed from road reserve and stored where it can be released easily by one (1) person – per item	\$50.00	Local Law 1 s31; Local Law 7 Part 6 Transport Operations (Road Use Management) Act 1995		(d)
Charge for the release of goods removed from road reserve and stored where it cannot, due to its size, construction, material or other similar reason be released easily by one (1) person – per item	Actual Costs	Local Law 1 s31; Local Law 7 Part 6 Transport Operations (Road Use Management) Act 1995		(d)

continued on next page ..

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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## 6. Recovery of Goods Removed from Footpaths, etc. [continued]

Charge for the removal, storage and release of a shopping trolley confiscated from a road under a Local Law – per trolley	\$70.00	Local Law 1 s31; Local Law 7 Part 6; Local Law 8 Transport Operations  (Road Use Management) Act 1995		(d)
Standard charge for the release of passenger 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.	\$500.00	Transport Operations (Road Use Management) Act 1995		(d)
Charge for the release of vehicle (other than a passenger vehicle) removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995. Note that "Actual Costs" include but are not limited to: towing fees, officer time, administration charges.	Actual Costs	Transport Operations (Road Use Management) Act 1995		(d)
Daily holding fees for the impoundment of a vehicle removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995.	\$7.00	Transport Operations (Road Use Management) Act 1995		(d)
Inspection/viewing fee during normal business hours to inspect or view a vehicle removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995. – Hourly charge – 1 hour minimum	\$95.00	Local Law 1 s31; Local Law 7 Part 6; Local Law 8 Transport Operations  (Road Use Management) Act 1995		(d)
Inspection/viewing fee outside of normal business hours to inspect or view a vehicle removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995. – Hourly charge – 1 hour minimum	\$245.00	Local Law 1 s31; Local Law 7 Part 6; Local Law 8 Transport Operations  (Road Use Management) Act 1995		(d)

## 7. Driveway Crossing Permits (Refer relevant Local Laws)

### 7.1 Standard Permits

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

Approval Fee (Inspection or assessment fee) per hour	No Charge	Local Law 7 s6 Transport Operations  (Road Use Management) Act 1995		(a)
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Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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## 7.2 Non Standard Permits

An applicant must apply for a Non-Standard Approval if they are applying for a driveway crossing permit and cannot agree to the Standard Permit terms and conditions without an inspection or desktop assessment from a Technical Officer taking place.

Application Fee – Non Standard Driveway Crossing Permit	\$475.00	Local Law 7 s6 Transport Operations  (Road Use Management) Act 1995		(a)
(per hour )				

## 8. Other Charges

### 8.1 Election Signs

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

**2017 - 2018**

and comparison to

**Draft 2018-2019**

for internal use only

**For Internal Use Only**

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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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## Ipswich City Council

### HEALTH, SECURITY AND REGULATORY SERVICES DEPARTMENT

#### 1. Health and Regulatory Services

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

###### 1.2.1 Higher Risk Personal Appearance Service

Design Assessment	\$750.00	\$780.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Initial Licence Fee	\$490.00	\$510.00	4.08%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Amendment to Higher Risk Personal Appearance Service Licences that requires changes to plans/design	\$390.00	\$405.00	3.85%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

###### 1.2.2 Renewal Fees

Annual Renewal for Higher Risk Personal Appearance Services Licence	\$485.00	\$500.00	3.09%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Late Fee – An additional fee will be applicable where payment is not received by the due date	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

###### 1.2.3 Inspection Fees

Inspection fee for Non-Higher Risk Personal Appearance Services (per hour)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Inspection fee to ascertain compliance with a remedial notice	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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### 1.2.4 Miscellaneous Fees

Amendment of a Higher Risk Personal Appearance Services Licence per hour (1 hour minimum) (minimum charge)	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Application for a replacement of a licence certificate for a Higher Risk Personal Appearance Service	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Transfer of Higher Risk Personal Appearance Service Licence	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

### 1.3 Entertainment Venues (Local Law 3)

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

NOTE: On approval of application and prior to commencement of operation of the business, an application for licence/permit/registration must be lodged and relevant licence fee paid

#### 1.3.1 Entertainment Venue Licencing

Design Assessment	\$750.00	\$780.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Initial Licence Fee (for all risk categories)	\$375.00	\$390.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Amendment to Entertainment Venue Licences that requires changes to plans/design	\$260.00	\$270.00	3.85%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

#### 1.3.2 Renewal Fees

Low risk – e.g. Gaming and amusement parlours, gymnasiums and indoor sporting complexes.	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Medium risk – e.g. Community Hall and Cinemas, Other venues with no liquor licensing	\$485.00	\$500.00	3.09%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
High risk – e.g. Outdoor entertainment venue and any venue with a liquor licensing e.g. Hotels	\$730.00	\$760.00	4.11%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Late Fee – An additional fee will be applicable where payment is not been received by the due date	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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### 1.3.3 Inspection Fees

Inspection fee for Entertainment venue (per hour)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Inspection fee to ascertain compliance with a remedial notice	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

### 1.3.4 Miscellaneous Fees

Administrative amendment of an Entertainment Venue Licence (not involving the refurbishment of the premises)	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Amendment of an Entertainment Venue Licence per hour (1 hour minimum) (minimum charge)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Application for a Replacement Licence Certificate	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Application for transfer of an Entertainment Venue Licence	\$65.00	\$75.00	15.38%	Fee increased to ensure consistency with similar applications as the workload is equivalent and should be reflected in the charges.	Reviewed

### 1.3.5 Temporary Entertainment Events

Application and Assessment Fee – non refundable	\$490.00	\$510.00	4.08%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Licence to operate a temporary entertainment event where the event is open to the public (regardless of whether a charge for admission is required)					
Licence (approval granted) to operate a temporary entertainment event on private property or a local government controlled area. (per hour) Actual Licence amount will be determined on how many inspection hours will be required pre and during event by Council officers. Minimum of 1 hour charged.	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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### 1.3.5 Temporary Entertainment Events [continued]

Bond – Access Type 1 (Local Government Controlled Areas Only)			No charge	No increase applied	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)	\$780.00	\$810.00	3.85%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Bond for temporary entertainment event on local government controlled areas where: a. Access requested for minor infrastructure whereby vehicles no larger than utility size are delivering materials or services. b. More than just standard infrastructure being erected i.e. more than one inflatable entertainment item, stalls set up etc. c. More potential risk of community nuisance and safety impacts (per day)					
Bond – Access Type 3 (Local Government Controlled Areas Only)	\$1,330.00	\$1,370.00	3.01%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Bond for temporary entertainment event on local government controlled area, where: a. Access requested for any property works whereby vehicles exceeding the size of a utility are delivering materials or services. b. Extensive infrastructure proposed that may impact on the amenity and access to the park. c. Higher risk of community nuisance and safety impacts e.g. noise, traffic, security (per day)					

## 1.4 Public Swimming Pools (Local Law 3)

### 1.4.1 Public Swimming Pool Licencing

Design Assessment	\$720.00	\$750.00	4.17%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Initial Licence Fee (regardless of how many pools on site)	\$740.00	\$770.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Amendment to Licences that requires changes to plans/design	\$260.00	\$270.00	3.85%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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#### 1.4.2 Renewal Fees

Where one pool is located on the one site	\$740.00	\$770.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Where two or three pools are located on the one site	\$840.00	\$870.00	3.57%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Where three pools or more are located on the one site	\$970.00	\$1,000.00	3.09%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Late Fee – This additional fee will be applicable where payment is not received by the due date	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

#### 1.4.3 Miscellaneous Fees

Administrative amendment of a Public Swimming Pool Licence (not involving the refurbishment of the premises)	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Amendment of a Public Swimming Pool Licence per hour (1 hour minimum) (minimum charge)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Application for transfer of a Public Swimming Pool Licence	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Application for a Replacement Licence Certificate	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

### 1.5 Caravan Parks and Camping Grounds (Local Law 3)

#### 1.5.1 Caravan Parks and Camping Ground Licencing

Design Assessment	\$830.00	\$860.00	3.61%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Initial Licence Fee	\$860.00	\$890.00	3.49%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Amendment to Licences that requires changes to plans/design	\$260.00	\$270.00	3.85%	Standard council-wide increase of 3% applied (before rounding)	Reviewed



Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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### 1.5.2 Renewal Fees

Annual Renewal fee for Caravan Park Licence or Camping Ground Licence	\$860.00	\$890.00	3.49%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Late Fee – This additional fee will be applicable where payment is not received by the due date	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

### 1.5.3 Miscellaneous Fees

Administrative amendment of a Caravan Park or Camping Ground Licence (not involving refurbishment of the premises)	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Amendment of a Caravan Park or Camping Ground Licence per hour (1 hour minimum) (minimum charge)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Application for a transfer of a Caravan Park or Camping Ground Licence	\$810.00	\$840.00	3.70%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Application for a Replacement Licence Certificate	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

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

Licence Renewal (Annual Event) – no changes to design	\$0.00	\$235.00	-	New fee for 2018-19. Fee added to provide clarity and consistency on how to charge for licence that is identical to the previous year and does not require Design Assessment.	Reviewed
Application and Design Assessment Fee – non refundable	\$465.00	\$480.00	3.23%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Licence to operate a temporary Caravan and/or Camping Site					
Licence (approval granted) to operate a temporary Caravan and or/Camping Site – first year and/or one-off (per hour) Actual Licence amount will be determined on how many inspection hours will be required pre and during event by Council officers. Minimum of 1 hour charged.	\$235.00	\$245.00	4.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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## 1.6 Temporary Homes (Local Law 8)

### 1.6.1 Temporary Home Permits

Assessment and Permit	\$375.00	\$390.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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### 1.6.2 Miscellaneous Fees

Application for a Replacement Permit Certificate	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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## 1.7 Food Business

The Chief Operating Officer (Health, Security and Regulatory Services) has authority to waive or reduce a fee for applications by bona fide charitable or community organisations fulfilling a significant community role.

For the purpose of this section, assessment of applications for food business operation will be separated into the following categories and be charged a rate applicable to the floor area of the business. The floor areas mentioned in this section are the gross floor area associated with the premises used for manufacturing, preparing, handling, storage & sale of food as well as toilets, and refuse areas. It does not include carparks, dining areas or areas required for storage and sale of retail pre-packaged foods (e.g. grocery section of a supermarket) associated with the premises.

– High Priority (including but not limited to): Accommodation Meals, Care Facility Meals, Caterer on Site, Caterer off site, Child care Centre Meals, Hospital Meals

– Medium Priority (including but not limited to): Bakery/Patisserie, Beverage Manufacturer/Bottler, Food Manufacturer/ Café/Restaurant, Delicatessen, Fruit and Vegetable Processing, Supermarket Takeaway Food Premises/Mobile Food Van (involving preparation)

– Low Priority (including but not limited to): Cannery, Food Shop, Packer/Water Carrier/ Mobile Food Van (excl. preparation)

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

Ø Floor area less than 250m <sup>2</sup>	\$750.00	\$780.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Ø Floor area 251m <sup>2</sup> to 1,000m <sup>2</sup>	\$790.00	\$820.00	3.80%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Ø Floor area greater than 1,000m <sup>2</sup>	\$1,100.00	\$1,140.00	3.64%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

NOTE: On approval of application and prior to commencement of operation of the business, an application for licence/permit/registration must be lodged and relevant licence fee paid.

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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### 1.7.2 Initial Licence Fees

High Priority Food Business – Floor area less than 250m2	\$800.00	\$830.00	3.75%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
High Priority Food Business – Floor area 251m2 to 1,000m2	\$1,150.00	\$1,190.00	3.48%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
High Priority Food Business – Floor area greater than 1,000m2	\$1,920.00	\$1,980.00	3.13%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Medium Priority Food Business – Floor area less than 250m2	\$540.00	\$560.00	3.70%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Medium Priority Food Business – Floor area 251m2 to 1,000m2	\$740.00	\$770.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Medium Priority Food Business – Floor area greater than 1,000m2	\$1,030.00	\$1,070.00	3.88%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Low Priority Food Business – Floor area less than 250m2	\$405.00	\$420.00	3.70%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Low Priority Food Business – Floor area 251m2 to 1,000m2	\$460.00	\$475.00	3.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Low Priority Food Business – Floor area greater than 1,000m2	\$630.00	\$650.00	3.17%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

### 1.7.3 Change/Cancel Application

Amendment to design i.e. requires refurbishment	\$270.00	\$280.00	3.70%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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### 1.7.4 Food Safety Program

Application for restamping of an existing Food Safety Program (no process amendments)	\$0.00	\$75.00	-	New fee for 2018-19. Fee added to reflect cost of accreditation stamping where no changes are required.	Reviewed
Application to accredit a Food Safety Program	\$750.00	\$780.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Amendment to a Food Safety Program resulting from changes to plans/design	\$255.00	\$265.00	3.92%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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### 1.7.5 Temporary Food Stall

1 Off Event (up to 4 Consecutive Days)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual Fee	\$540.00	\$560.00	3.70%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Amendment to a food safety program per hour (1 hour minimum) (minimum charge)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

### 1.7.6 Licence Renewal Fees (all except Supermarkets)

High Priority Food Business – Floor area less than 250m2	\$800.00	\$830.00	3.75%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
High Priority Food Business – Floor area 251m2 to 1000m2	\$1,150.00	\$1,190.00	3.48%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
High Priority Food Business – Floor area greater than 1000m2	\$1,920.00	\$1,980.00	3.13%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Medium Priority Food Business – Floor area less than 250m2	\$540.00	\$560.00	3.70%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Medium Priority Food Business – Floor area 251m2 to 1000m2	\$740.00	\$770.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Medium Priority Food Business – Floor area greater than 1000m2	\$1,030.00	\$1,070.00	3.88%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Low Priority Food Business – Floor area less than 250m2	\$430.00	\$445.00	3.49%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Low Priority Food Business – Floor area 251m2 to 1000m2	\$485.00	\$500.00	3.09%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Low Priority Food Business – Floor area greater than 1000m2	\$670.00	\$700.00	4.48%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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### 1.7.7 Licence Renewal Fees for Supermarkets

A unit means one of the following: a bakery, seafood processing, delicatessen, fruit and vegetable processing, or any food processing and preparation area

Up to 1 unit in each Supermarket (e.g. bakery)	\$540.00	\$560.00	3.70%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
2 or 3 units in each Supermarket (e.g. bakery, fruit and vegetable, delicatessen)	\$660.00	\$680.00	3.03%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
More than 3 units in each Supermarket (e.g. bakery, seafood, fruit and vegetable, sushi preparation, delicatessen)	\$780.00	\$810.00	3.85%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Late Fee – This additional fee will be applicable where payment is not received by the due date	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

### 1.7.8 Inspection Fees

Inspection fee per hour (1 hour minimum) (minimum charge)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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### 1.7.9 Miscellaneous Fees

Application for a Replacement Licence Certificate	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Administrative amendment of a Food Business licence (not involving the refurbishment of the premises)	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

### 1.7.10 Eat Safe Review and Reassessment Fees

Application for desktop Review of Food Safety Report	\$0.00	\$250.00	-	New fee for 2018-19. Fee added as per policy adopted at Policy and Administration Advisory Committee No. 2018(02) 13 February 2018.	Reviewed
Application for Reassessment of Premises	\$0.00	\$750.00	-	New fee for 2018-19. Fee added as per policy adopted at Policy and Administration Advisory Committee No. 2018(02) 13 February 2018.	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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## 1.8 Non-Compliance with a Notice – Administrative Charge

Administrative fee to cover Council's costs associated with organising for works to be undertaken to rectify non-compliance, for example, where a notice to clear overgrown grass/vegetation from land has been issued but not acted upon. This charge is in addition to contractor fees.	\$410.00	\$425.00	3.66%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Administrative fee to cover Council's costs associated with organising for works to be undertaken to rectify non-compliance with a notice for declared pests from land has been issued but not acted upon. This charge is in addition to contractor fees.	\$410.00	\$425.00	3.66%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

## 1.9 Heavy Vehicle Permit (Local Law 5)

Annual Renewal Fee	\$125.00	\$130.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Inspection fee per hour (1 hour minimum)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Late Fee – This additional fee will be applicable where payment is not received by the due date	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

## 2. Animal Management

Note:

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

### 2.1 Standard Permits

– An applicant can apply for a Standard Permit/Licence 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/licence without an inspection and/or desktop assessment from a technical officer taking place they must apply for a Non Standard Permit/Licence – see next section)

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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### 2.1.1 Animal Permit

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

Initial application and first year permit fee	\$250.00	\$245.00	-2.00%	Fee lowered as fee should be the same as the initial application and first year fees for the non-standard permit – fee methodology is cost recovery and workload is equivalent.	Reviewed
Annual renewal fee	\$70.00	\$70.00	0.00%	Fee lowered as fee should be the same as the annual renewal for the non-standard permit – fee methodology is cost recovery and workload is equivalent.	Reviewed

### 2.1.2 Late Fee

Late Fee – This additional fee will be applicable where payment is not received by the due date	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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## 2.2 Non Standard Permits and Licences

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

1. The applicant is applying for an animal permit/licence and cannot agree to the Standard Permit/Licence 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/licences: Pet Shop Licence, Domestic Cat Permit, Commercial Kennel Licence, Commercial Cattery Licence, Domestic Dog Permit, Guard Dog Permit, Commercial Stable Licence and Restricted/Prohibited Dog Permits. These permits/licences require an initial inspection and/or technical officer desktop assessment.

### 2.2.1 Animal Permit for an Application which Cannot Meet Standard Conditions

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

Initial application and first year permit fee	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual renewal fee	\$200.00	\$210.00	5.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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### 2.2.2 Birds and Poultry

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

Initial application and first year permit fee	\$235.00	\$245.00	4.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual renewal fee	\$65.00	\$70.00	7.69%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

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

Initial application and first year permit fee	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual renewal fee	\$85.00	\$90.00	5.88%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

### 2.2.4 Domestic Dog Permit (Keeping 3 or 4 dogs)

(Dog registration fees additional)

Initial application and first year permit fee	\$350.00	\$385.00	10.00%	Fee increased as it should be the same as the other initial application and first year fees in this section – fee methodology is cost recovery and workload is equivalent.	Reviewed
Annual renewal fee	\$235.00	\$245.00	4.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

### 2.2.5 Guard Dog Permit per property

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

Initial application and first year permit fee	\$550.00	\$570.00	3.64%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual renewal fee	\$305.00	\$315.00	3.28%	Standard council-wide increase of 3% applied (before rounding)	Reviewed



Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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### 2.2.7 Regulated/Restricted Dog Permit – Renewals Only

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

Regulated/restricted dog permit – Renewals only	\$305.00	\$315.00	3.28%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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### 2.2.8 Commercial Stable Licence

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

Design Assessment	\$375.00	\$390.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Non Standard Stable Licence (Unless otherwise listed) Initial Licence Fee	\$200.00	\$210.00	5.00%	Standard increase applied	Discontinued
Initial application and first year licence fee	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual renewal fee	\$190.00	\$200.00	5.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

### 2.2.9 Pet Shop Licence

Design Assessment – including amendments	\$375.00	\$390.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Initial application and first year licence fee	\$485.00	\$500.00	3.09%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual renewal fee	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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### 2.2.10 Commercial Cattery Licence (Selling, Boarding & Breeding)

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

Design Assessment	\$375.00	\$390.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Initial application and first year licence fee	\$430.00	\$445.00	3.49%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual renewal fee	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

### 2.2.11 Five Plus Dog Permit (keeping 5 or more dogs)

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

Initial application and first year permit fee	\$465.00	\$480.00	3.23%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual renewal fee	\$300.00	\$310.00	3.33%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

### 2.2.12 Five Plus Cat Permit (keeping 5 or more cats)

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

Initial application and first year permit fee	\$430.00	\$445.00	3.49%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual renewal fee	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

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

(Dog registration fees additional)

Design Assessment	\$375.00	\$390.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Initial application and first year licence fee	\$740.00	\$770.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual renewal fee	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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### 2.2.14 Late Fees

Late Fee – This additional fee will be applicable where payment is not received by the due date	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding).	Reviewed
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## 2.3 Inspection Fees

### 2.3.1 Inspection Fees

Inspection fee per (1 hour minimum) (minimum charge)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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### 2.3.2 Miscellaneous Fees

Amendment of Non-Standard Permit/Licence	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Transfer of Standard/Non-Standard Permit/Licence	\$135.00	\$140.00	3.70%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Application for a Replacement Permit Certificate	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

## 2.4 Dog Registration (Annual Fee)

### Pensioner

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

### Obedience Training Concession

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

### Kennel Licence & Canine Control Council of Queensland Concession

Where a person holds an approved and current kennel licence with the Council and they have a dog or dogs that are currently registered with the Canine Control Council of Queensland, they may present their certificate or other suitable documentation to the council to receive a 50% discount on their applicable dog registration fee for an entire dog.

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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee Increase (incl. GST) %	Comment	Status
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## 2.4 Dog Registration (Annual Fee) [continued]

### 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.

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

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

### 2.4.1 Introductory Dog Registration (per dog)

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

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

Introductory Dog Registration	\$20.00	\$20.00	0.00%	No increase applied	Reviewed
Introductory Dog Registration – Pensioner	\$20.00	\$20.00	0.00%	No increase applied	Reviewed
Introductory Dog Registration – Ipswich and Wacol RSPCA Adoptions		No Charge		No increase applied	Reviewed
		Last YR Fee No Charge			
Where a dog meets the criteria of 2.4.1 and is being adopted by a resident of Ipswich.					
Introductory Dog Registration – Veterinary Services In Ipswich		No Charge		No increase applied	Reviewed
		Last YR Fee No Charge			
Where a dog meets the criteria of 2.4.1 and is owned by an Ipswich resident and is kept in the Ipswich City Council area, and their vet has provided proof of one of the following services being conducted in the last 14 days on the dog being registered: vaccination; micro chipping or desexing.					

### 2.4.2 Dog Registration: Per Entire Dog (i.e. The dog is not desexed)

Pay By Date	\$165.00	\$165.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
Pay After Date	\$195.00	\$195.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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#### 2.4.3 Dog Registration: Per de-sexed Dog

Pay By Date	\$35.00	\$35.00	0.00%	No increase applied	Reviewed
Pay After Date	\$65.00	\$65.00	0.00%	No increase applied	Reviewed

#### 2.4.4 Dog Registration: Per Entire Dog (i.e. The dog is not desexed) – Pensioner

Pay By Date	\$75.00	\$75.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
Pay After Date	\$90.00	\$90.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed

#### 2.4.5 Dog Registration: Per de-sexed Dog – Pensioner

Pay By Date	\$25.00	\$25.00	0.00%	Fee to remain unchanged at nominal cost to assist in encouraging customers to de-sex their dogs	Reviewed
Pay After Date	\$40.00	\$40.00	0.00%	Fee to remain unchanged at nominal cost to assist in encouraging customers to de-sex their dogs	Reviewed

#### 2.4.6 Guide Dogs and Assistance Dogs

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

Guide Dogs and Assistance Dogs		No Charge		No charge applied	Reviewed
		Last YR Fee No Charge			

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee Increase (incl. GST) %	Comment	Status
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#### 2.4.7 Greyhounds

Greyhounds		No Charge	No charge applied	Reviewed
		Last YR Fee No Charge		

No charge if they are registered with the Greyhound Racing Control Board of Qld.  
Greyhounds not registered with the GRCBQ will have the appropriate registration fee apply.

#### 2.4.8 Other Dogs Exempt by Council

Other dogs exempt by Council resolution		No Charge	No charge applied	Reviewed
		Last YR Fee No Charge		

#### 2.4.9 Dangerous Dogs

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

Initial and first year fee – Prorata	\$0.00	\$495.00	-	Fee was seperated from the non-complaint renewal to clarify the charges. Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
Non Compliance (Renewal Only) – Pay By Date	\$465.00	\$465.00	0.00%	Fee was seperated from the intial year to clarrify the charges. Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
Non Compliance (Renewal Only) – Pay After Date	\$495.00	\$495.00	0.00%	Fee was seperated from the intial year to clarrify the charges. Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
Full Compliance (Renewal Only) – De-sexed dog – Pay By Date	\$225.00	\$225.00	0.00%	Fee is in line with benchmarks. As such no increase is proposed this year.	Reviewed

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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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#### 2.4.9 Dangerous Dogs [continued]

Full Compliance (Renewal Only) – De-sexed dog – Pay After Date	\$0.00	\$255.00	-	New fee for 2018-19. Fee added to reflect consistent approach to reward people who pay by date.	Reviewed
Full Compliance (Renewal Only) – Entire dog – Pay By Date	\$300.00	\$300.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
Full Compliance (Renewal Only) – Entire dog – Pay After Date	\$0.00	\$330.00	-	New fee for 2018-19. Fee added to reflect consistent approach to reward people who pay by date.	Reviewed

#### 2.4.10 Menacing Dogs

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

Initial and first year fee – Prorata	\$0.00	\$495.00	-	Fee was separated from the non-complaint renewal to clarify the charges. Fee is in line with benchmarks.	Reviewed
Non Compliance (Renewal Only) – Pay By Date	\$465.00	\$465.00	0.00%	Fee was separated from the initial year to clarify the charges.  Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
Non Compliance (Renewal Only) – Pay After Date	\$495.00	\$495.00	0.00%	Fee was separated from the initial year to clarify the charges.  Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
Full Compliance (Renewal Only) – De-sexed dog – Pay By Date	\$225.00	\$225.00	0.00%	Fee is in line with benchmarks. As such no increase is proposed this year.	Reviewed
Full Compliance (Renewal Only) – De-sexed dog – Pay After Date	\$0.00	\$255.00	-	New fee for 2018-19. Fee added to reflect consistent approach to reward people who pay by date.	Reviewed
Full Compliance (Renewal Only) – Entire dog – Pay By Date	\$300.00	\$300.00	0.00%	Fee is in line with benchmarks. As such no increase is proposed this year.	Reviewed
Full Compliance (Renewal Only) – Entire dog – Pay After Date	\$0.00	\$330.00	-	New fee for 2018-19. Fee added to reflect consistent approach to reward people who pay by date.	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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### 2.4.11 Farm Dog

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

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

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

Pay By Date	\$70.00	\$70.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
Pay After Date	\$100.00	\$100.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed

#### (b) Per de-sexed Farm Dog (First)

Pay By Date	\$27.00	\$27.00	0.00%	Fees remained same as 17/18 to assist in encouraging customers to de-sex their dogs	Reviewed
Pay After Date	\$57.00	\$57.00	0.00%	Fees remained same as 17/18 to assist in encouraging customers to de-sex their dogs	Reviewed

#### (c) Per Farm Dog (Additional)

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

Pay By Date Additional Farm Dog (per dog)	\$17.00	\$17.00	0.00%	No increase applied	Reviewed
Pay After Date Additional Farm Dog (per dog)	\$46.00	\$47.00	2.17%	CPI increase applied to fee to reflect accurate discounted amount.	Reviewed

### 2.4.12 Inspection/Assessment Fee

Inspection/Assessment fee per hour (1 hour minimum) to inspect/assess declared dog declarations, undertake fencing inspections, etc.	\$250.00	\$250.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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### 2.4.13 Dogs QLD Members

Dogs QLD Members: Per Entire Dog (i.e. The dog is not desexed) – Pay By Date	\$0.00	\$70.00	-	New fee for 2018-19. As per report recommendation – Dogs Queensland Members entitled to same rate as entire farm dog/animal. No discount for additional dogs	Reviewed
Dogs QLD Members: Per Entire Dog (i.e. The dog is not desexed) – Pay After Date	\$0.00	\$100.00	-	New fee for 2018-19. As per report recommendation – Dogs Queensland Members entitled to same rate as entire farm dog/animal. No discount for additional dogs	Reviewed

## 2.5 Impounding

### 2.5.1 Dogs

Note:

All dogs must have a valid registration and microchip on release – related fees applicable. •

A rebate of \$80.00 per animal will be made available to any dog owner electing to de-sex their dog within 30 days of release from the Animal Management Centre. Conditions Apply. •

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

Registered, de-sexed, microchipped, first impoundment		No charge		No charges applied	Reviewed
		Last YR Fee No charge			
Registered, de-sexed, not microchipped, first impoundment	\$40.00	\$42.00	5.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Registered, entire, microchipped, first impoundment	\$140.00	\$145.00	3.57%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Registered, entire, not microchipped, first impoundment	\$160.00	\$165.00	3.13%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Not registered, de-sexed, microchipped, first impoundment	\$120.00	\$125.00	4.17%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Not registered, de-sexed, not microchipped, first impoundment	\$140.00	\$145.00	3.57%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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### 2.5.1 Dogs [continued]

Not registered, entire, microchipped, first impoundment	\$160.00	\$165.00	3.13%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Not registered, entire, not microchipped, first impoundment	\$180.00	\$190.00	5.56%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Second and subsequent impoundment surcharge	\$60.00	\$65.00	8.33%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Sustenance first day		No charge		No charges applied	Reviewed
		Last YR Fee No charge			
Sustenance per subsequent days	\$38.00	\$25.00	-34.21%	Recommendation based on bench marking with other SEQ	Reviewed
After hours collection surcharge (Between 8:00pm and 7:00am)	\$60.00	\$60.00	0.00%	Requested on 16/2/18. HSRS staff can now support this without the additional fees.	Discontinued
Microchipping of dog prior to release	\$20.00	\$20.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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## 2.5.2 Cats

### Note:

All cats must have a microchip on release – related fees applicable•

A rebate of \$80.00 per animal will be made available to any cat owner electing to de-sex their cat within 30 days of release from the Animal Management Centre. Conditions Apply.•

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

De-sexed, microchipped, first impoundment		No charge		No charges applied	Reviewed
		Last YR Fee No charge			
De-sexed, not microchipped, first impoundment	\$40.00	\$42.00	5.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Entire, microchipped, first impoundment	\$80.00	\$85.00	6.25%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Entire, not microchipped, first impoundment	\$100.00	\$105.00	5.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Second and subsequent impoundment surcharge	\$40.00	\$42.00	5.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Sustenance first day		No charge		No charges applied	Reviewed
		Last YR Fee No charge			
Sustenance per subsequent days	\$28.00	\$0.00	- 100.00%	Fee reduced to encourage re-claim as apart of the Cat Management Plan – Health and Amenity Plan	Reviewed
After hours collection surcharge (Between 8:00pm and 7:00am)	\$60.00	\$60.00	0.00%	Requested on 21/2/18. HSRS staff can now support this without the additional fees.	Discontinued
Microchipping of cat prior to release	\$20.00	\$20.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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### 2.5.3 Livestock & Other Animals

#### (a) Large Livestock

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

During business hours – per hour or part thereof (minimum charge of 1 hour and maximum charge of 4 hours) based on 2 officers and the stock truck. For every additional officer the fee is increased by one half. (minimum charge)	\$255.00	\$265.00	3.92%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Outside business hours – per hour or part thereof (minimum charge of 1 hour and maximum charge of 4 hours) based on 2 officers and the stock truck. For every additional officer the fee is increased by one half. (minimum charge)	\$375.00	\$390.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
The charges payable for and in respect of driving, leading and/or transport of large livestock shall be the sum or sums specified in the schedule below: Return Trip only – per kilometre (minimum charge)	\$10.00	\$11.00	10.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Charges for Sustenance: The fee payable for sustenance in respect of any and every animal impounded or seized and temporarily held for each day or part thereof during which such animal is held or impounded – per day	\$45.00	\$47.00	4.44%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Advertising: Where a Notice of Impounding has been placed in a newspaper, all costs associated with the advertisement shall be charged in addition to the appropriate release fee.		Actual cost of advertising		No charges applied	Reviewed
Advertising: NLIS Tagging of Cattle Between the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday (excluding public holidays and Council close down days): Hourly Rate	\$23.00	\$24.00	4.35%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Advertising: NLIS Tagging of Cattle (Hourly Rate – Minimum Charge) Outside the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday and on weekends and Public Holidays and Council close down days: Hourly Rate	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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**(b) Other Livestock**

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

Impounded between the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday (excluding public holidays):	\$39.00	\$41.00	5.13%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Impounded or released outside the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday and on weekends and Public Holidays:	\$85.00	\$90.00	5.88%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
NLIS Tagging of Sheep & Goats (Hourly Rate – Minimum Charge of 1/2 hour) Between the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday (excluding public holidays and Council close down days):	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Hourly Rate					
NLIS Tagging of Sheep & Goats (Hourly Rate – Minimum Charge of \$195) Outside the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday and on weekends and Public Holidays and Council close down days:	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Hourly Rate					

**(c) Poultry & Birds**

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

Impounded between the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday (excluding public holidays):	\$15.00	\$16.00	6.67%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Impounded or released outside the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday and on weekends and Public Holidays: No per head amount if released after hours.	\$250.00	\$260.00	4.00%	Requested on 16/2/18. HSRS staff can now support this without the additional fees.	Discontinued

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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## 2.6 Other Charges

### 2.6.1 Traps

Loan of Cat Traps: Rental – per day (after seven (7) working days)	\$11.00	\$12.00	9.09%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Loan of Dog Traps: Rental – per day (after seven (7) working days)	\$20.00	\$21.00	5.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Collection of Trap (Dog & Cat)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Where a trap has not been returned this fee will be charged, in addition to daily fees, to collect the trap.

### 2.6.2 Regulated Dogs

Regulated Dog Signs		No charge		No increase applied	Reviewed
		Last YR Fee No charge			
Regulated Dog Tags		No Charge		No increase applied	Reviewed
		Last YR Fee No Charge			

### 2.6.3 Reciprocal registration

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

Reciprocal dog registration transfer		No Charge		No increase applied	Reviewed
		Last YR Fee No Charge			

### 2.6.4 Microchipping

Microchipping Fee for Dogs and Cats (Community Events)	\$20.00	\$20.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
Dog or Cat must already be currently registered with Ipswich City Council					

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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### 2.6.5 Inspections/Assessments

Inspection/Assessment fee per hour (1 hour minimum) to inspect/assess declared dog declarations, undertake fencing inspections, etc.	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Hourly Rate					

## 3. Cemeteries

### 3.1 Exhumation

Exhumation Assessment fee – per hour with minimum of 1 hour charged	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Exhumation Supervision fee – per hour with minimum of 1 hour charged	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

### 3.2 Private Cemeteries

Licence to operate a cemetery that is not on Council land	\$620.00	\$640.00	3.23%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
per year					

## 4. Environmental Protection

### 4.1 Environmentally Relevant Activities (ERA's)

#### 4.1.1 Application Fees

Application Fee ERA Environmental Authority(The prescribed fees detailed in the relevant schedule of the Environmental Protection Regulation).	\$620.00	\$640.00	3.23%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
plus prescribed annual fee					

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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#### 4.1.2 Annual Renewal Fees

ERA6 Asphalt Manufacturing: greater than 1,000 tonnes per year	\$9,600.00	\$9,900.00	3.13%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
ERA 12 Plastic Product Manufacturing: 50 tonnes per year or more (other than plastic in item below )	\$2,350.00	\$2,450.00	4.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
ERA 12 Plastic Product Manufacturing: 5 tonnes per year or more (foam, composite plastic or rigid fibre reinforced)	\$2,350.00	\$2,450.00	4.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
ERA 19 Metal Forming: 10,000 tonnes or more per year	\$780.00	\$810.00	3.85%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
ERA 20 Metal Recovery: up to 100 tonnes per day	\$1,150.00	\$1,190.00	3.48%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
ERA 20 Metal Recovery: 100 tonnes or more per day or 10,000 tonnes or more per year Without using a fragmentiser	\$2,900.00	\$3,000.00	3.45%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
ERA 38 1 (a) Surface Coating Anodising, electroplating, enamelling or galvanising by using 1 to 100 tonnes of surface coating material in a year	\$780.00	\$810.00	3.85%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
ERA 49 Boat Maintenance or Repair	\$2,350.00	\$2,450.00	4.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
ERA 61 Waste Incineration and Thermal Treatment: Incinerating waste vegetation, clean paper or cardboard	\$780.00	\$810.00	3.85%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
ERA 61 Waste Incineration and Thermal Treatment: Transfer of Environmental Authority – Administration charge for transfer. If site inspection required then inspection fee will be charged also (minimum 1 hour)	\$170.00	\$180.00	5.88%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
+ inspection fee if required					
ERA 61 Waste Incineration and Thermal Treatment: Application for Conversion of Environmental Authority (site specific to standard conditions) Administration Fee plus inspection fees (minimum of 1 hour) will be charged.	\$170.00	\$180.00	5.88%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
+ inspection fee if required					
ERA 61 Waste Incineration and Thermal Treatment: Late Fee (The prescribed annual fees are detailed in the relevant schedule of the Environmental Protection Regulation). This additional fee will be applicable where payment is not received by the due date.	\$175.00	\$185.00	5.71%	Standard council-wide increase of 3% applied (before rounding)	Reviewed



Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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#### 4.1.3 Other ERA Fees

Inspection fee per hour (1 hour minimum) (minimum charge)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Miscellaneous Fees: Assessment of Draft Transitional Environmental Programs; and Site Investigations – Hourly based on rate for actual time taken (1 hour minimum). (minimum charge)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Monitoring Compliance (including assessment of annual return) of an approved Transitional Environmental Program – Hourly rate based on actual time taken (1 hour minimum). (minimum charge)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Amendment to an approved Transitional Environmental Program – Hourly rate based on actual time taken (1 hour minimum). (minimum charge)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual TEP return	\$485.00	\$500.00	3.09%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

## 5. Road Regulation

### 5.1 Footpath/Roadside Trading (refer to relevant local laws)

#### 5.1.1 Application Fee

Application fee (to be paid prior to assessment of application and are non-refundable)	\$365.00	\$380.00	4.11%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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### 5.1.2 Sale and/or display of goods or services on roads (Roadside Vending)

Transfer of licence	\$0.00	\$75.00	-	Fee added to reflect workload as methodology is cost recovery.	Reviewed
Annual Licence	\$1,280.00	\$1,320.00	3.13%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Monthly Licence	\$170.00	\$180.00	5.88%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

### 5.1.3 Busking

Annual Licence	\$240.00	\$250.00	4.17%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Monthly Licence	\$65.00	\$70.00	7.69%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
One off Licence (one day only)	\$31.00	\$32.00	3.23%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

### 5.1.4 Commercial Touting, Hawking on roads and local government areas

Annual Licence	\$1,280.00	\$1,320.00	3.13%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Monthly Licence	\$190.00	\$200.00	5.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

### 5.1.5 Street Markets (including multiple traders/exhibitors)

Annual Licence	\$2,600.00	\$2,700.00	3.85%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Monthly Licence	\$305.00	\$315.00	3.28%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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### 5.1.6 Footpath Dining

Within central traffic area per square metre	\$110.00	\$115.00	4.55%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Outside central traffic area per square metre	\$85.00	\$90.00	5.88%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Transfer fee	\$190.00	\$200.00	5.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

## 5.2 Pedestrian Mall

### 5.2.2 Commercial Activities

Vehicle Access: per day or part thereof	\$165.00	\$170.00	3.03%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Sell or offer goods for sale: per day or part thereof	\$165.00	\$170.00	3.03%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Display goods for sale: per day or part thereof	\$165.00	\$170.00	3.03%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Carry on business: per day or part thereof	\$165.00	\$170.00	3.03%	Standard council-wide increase of 3% applied (before rounding)	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	\$110.25	\$115.00	4.31%	Standard council-wide increase of 3% applied (before rounding)	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	\$13.00	\$14.00	7.69%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Place a structure – Hand out Brochures/Pamphlets etc.: per day or part thereof	\$165.00	\$170.00	3.03%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Place a structure – Hand out Brochures/Pamphlets etc.: per week	\$830.00	\$860.00	3.61%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Place a structure – Hand out Brochures/Pamphlets etc.: 3 days	\$410.00	\$425.00	3.66%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee Increase (incl. GST) %	Comment	Status
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### 5.2.3 Community Group Activities

Vehicle Access: per day or part thereof		No Charge Last YR Fee No Charge	No charges applied	Reviewed
Sell or offer goods for sale: per day or part thereof		No Charge Last YR Fee No Charge	No charges applied	Reviewed
Display goods for sale: per day or part thereof		No Charge Last YR Fee No Charge	No charges applied	Reviewed
Carry on business: per day or part thereof		No Charge Last YR Fee No Charge	No charges applied	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		No Charge Last YR Fee No Charge	No charges applied	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		No Charge Last YR Fee No Charge	No charges applied	Reviewed
Place a structure – Hand out Brochures/Pamphlets etc.: per day or part thereof		No Charge Last YR Fee No Charge	No charges applied	Reviewed
Place a structure – Hand out Brochures/Pamphlets etc.: per week		No Charge Last YR Fee No Charge	No charges applied	Reviewed

### 5.3 Parking Fines

Reminder notice for late payment of Parking Fines	\$70.00	\$75.00 7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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## 5.4 Regulated Parking – Permit Fees

Commercial Vehicle Parking Permit: Fee per annum or part thereof	\$190.00	\$200.00	5.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Resident Parking Permit: Fee per annum		No Charge		No charges applied	Reviewed
		Last YR Fee No Charge			
Resident Parking Permit: Fee per annum or part thereof		No Charge		No charges applied	Reviewed
		Last YR Fee No Charge			
Media Permit: Fee per annum or part thereof	\$190.00	\$200.00	5.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
General Contractors Permit: Fee per annum per vehicle	\$190.00	\$200.00	5.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Late Fee – This additional fee will be applicable where payment is not received by the due date	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

## 5.5 Other

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

(Refer relevant Local Laws and to [http://www.ipswich.qld.gov.au/business/laws\\_regulations/roads](http://www.ipswich.qld.gov.au/business/laws_regulations/roads) for definitions):

#### (a) Permit fees

STANDARD works application fee (per permit type)	\$220.00	\$230.00	4.55%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
STANDARD traffic control (per permit type)	\$220.00	\$230.00	4.55%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
STANDARD combined works and traffic control application fee (combined Works on Local Government Control Road and Traffic Control permits)	\$330.00	\$340.00	3.03%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed

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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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(a) Permit fees [continued]

NON-STANDARD works application fee (per permit type)	\$445.00	\$460.00	3.37%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
NON-STANDARD traffic control (per permit type)	\$445.00	\$460.00	3.37%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
NON-STANDARD combined works and traffic control application fee (combined Works on Local Government Control Road and Traffic Control permits)	\$665.00	\$690.00	3.76%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Request to amend or extend a current permit – STANDARD works (per permit type)	\$115.00	\$120.00	4.35%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Request to amend or extend traffic control – STANDARD works (per permit type)	\$115.00	\$120.00	4.35%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Request to amend or extend date amendments/extensions only for NON-STANDARD works or traffic control (per permit type)	\$115.00	\$120.00	4.35%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Request to amend or extend a current permit STANDARD works or traffic control other than date amendments/extensions only (per permit type)	\$310.00	\$320.00	3.23%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Request to amend or extend a current permit NON-STANDARD works or traffic control other than date amendments/extensions only (per permit type)	\$310.00	\$320.00	3.23%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Request to amend current or extend a combined STANDARD or NON-STANDARD Works on Local Government Controlled Roads and Traffic Control permit application fee.	\$175.00	\$185.00	5.71%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Applies to STANDARD works, or date amendments only for NON-STANDARD works or traffic control					

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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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**(a) Permit fees** *[continued]*

Request to amend current combined Works on Local Government Controlled Roads and Traffic Control permit application fee. NON-STANDARD works other than date amendment only (per permit type)	\$465.00	\$480.00	3.23%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
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**(b) Refund of fees – Prior to the determination of an application**

**i. If pre-paid during the online application:**

Permit application withdrawn within 4 days of lodgement of application	70% of fee refunded (incl GST where applicable)	Last YR Fee 70% of fee refunded (incl GST where applicable)		Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Permit application withdrawn within 6 days of lodgement of application	50% of fee refunded (incl GST where applicable)	Last YR Fee 50% of fee refunded (incl GST where applicable)		Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Permit application withdrawn within 8 days of lodgement of application	20% of fee refunded (incl GST where applicable)	Last YR Fee 20% of fee refunded (incl GST where applicable)		Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee Increase (incl. GST) %	Comment	Status
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*ii. If not pre-paid during the online application:*

Permit application withdrawn within 4 days of lodgement of application	30% of fee refunded (incl GST where applicable)	Last YR Fee 30% of fee refunded (incl GST where applicable)	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Permit application withdrawn within 6 days of lodgement of application	50% of fee refunded (incl GST where applicable)	Last YR Fee 50% of fee refunded (incl GST where applicable)	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Permit application withdrawn within 8 days of lodgement of application	80% of fee refunded (incl GST where applicable)	Last YR Fee 80% of fee refunded (incl GST where applicable)	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed

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

First compliance inspection (per location)	\$60.00	\$65.00	8.33%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Re-inspection or additional assessment following unsatisfactory compliance inspection	\$235.00	\$245.00	4.26%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
per hour (minimum \$205)					



Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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## 6. Recovery of Goods Removed from Footpaths, etc.

Charge for the removal and storage of any goods, materials or equipment removed in accordance with Local Laws where it can be removed and stored easily by one (1) person.	\$190.00	\$200.00	5.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Charge for the removal and storage of any goods, materials or equipment removed in accordance with Local Laws where it cannot, due to its size, construction, material or other similar reason be removed and stored easily by one (1) person		Actual Costs		No change	Reviewed
		Last YR Fee Actual Costs			
Charge for the release of goods removed from road reserve and stored where it can be released easily by one (1) person – per item	\$48.00	\$50.00	4.17%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Charge for the release of goods removed from road reserve and stored where it cannot, due to its size, construction, material or other similar reason be released easily by one (1) person – per item		Actual Costs		No change	Reviewed
		Last YR Fee Actual Costs			
Charge for the removal, storage and release of a shopping trolley confiscated from a road under a Local Law – per trolley	\$65.00	\$70.00	7.69%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Standard charge for the release of passenger 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.	\$485.00	\$500.00	3.09%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Charge for the release of vehicle (other than a passenger vehicle) removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995. Note that "Actual Costs" include but are not limited to: towing fees, officer time, administration charges.		Actual Costs		No change	Reviewed
		Last YR Fee Actual Costs			
Daily holding fees for the impoundment of a vehicle removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995.	\$6.50	\$7.00	7.69%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Inspection/viewing fee during normal business hours to inspect or view a vehicle removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995. – Hourly charge – 1 hour minimum	\$90.00	\$95.00	5.56%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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## 6. Recovery of Goods Removed from Footpaths, etc. [continued]

Inspection/viewing fee outside of normal business hours to inspect or view a vehicle removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995. – Hourly charge – 1 hour minimum	\$235.00	\$245.00	4.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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## 7. Driveway Crossing Permits (Refer relevant Local Laws)

### 7.1 Standard Permits

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

Approval Fee (Inspection or assessment fee) per hour		No Charge		No fee added	Reviewed
		Last YR Fee No Charge			

### 7.2 Non Standard Permits

An applicant must apply for a Non-Standard Approval if they are applying for a driveway crossing permit and cannot agree to the Standard Permit terms and conditions without an inspection or desktop assessment from a Technical Officer taking place.

Application Fee – Non Standard Driveway Crossing Permit (per hour )	\$370.00	\$475.00	28.38%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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## 8. Other Charges

### 8.1 Election Signs

A refundable bond per candidate is to be paid prior to the erection of election signs. The bond shall only be repaid upon notification by the applicant that all election signs have been removed within 14 days of the date of the election and following confirmation by Council's inspectors. For each and every sign not removed, the sum of \$50.00 will be forfeited to the Council from the bond amount deposited. Council will then arrange for the removal of such signs after the expiration of the above and dispose of such signs.	\$630.00	\$500.00	-20.63%	Fee reduced as previous fee was determined to be cost prohibitive for candidate during election period	Reviewed
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Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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## Ipswich City Council

### WORKS, PARKS & RECREATION DEPARTMENT

#### 7. Extractive Industry Permit

Annual permit fee to operate an Extractive Industry	\$740.00	Local Law 25 (Extractive Industries) s3		(a)
Road maintenance and rehabilitation contribution (cost per haulage trip)	\$0.55	Local Law 25 (Extractive Industries) s3		(a)



## **Fees and Charges**

**2017 - 2018**

and comparison to

**Draft 2018-2019**

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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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## Ipswich City Council

### WORKS, PARKS & RECREATION DEPARTMENT

#### 7. Extractive Industry Permit

Annual permit fee to operate an Extractive Industry	\$740.00	\$740.00	0.00%	Minor change of name and inclusion of accompanying per trip haulage cost (see below)	Reviewed
Road maintenance and rehabilitation contribution (cost per haulage trip)	\$0.50	\$0.55	10.00%	No increase has occurred over the last 2 financial years. Increase in contribution to reflect current operating costs for road maintenance and rehabilitation.	Reviewed