17 May 2018

Sir/Madam

Notice is hereby given that a Meeting of the CITY MANAGEMENT FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE is to be held in the Council Chambers on the 2nd Floor of the Council Administration Building, 45 Roderick Street, Ipswich commencing at 11.30 am or 10 minutes after the conclusion of the Economic Development and Digital City Committee, whichever is the earlier on Tuesday, 22 May 2018.

MEMBERS OF THE CITY MANAGEMENT, FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE

<table>
<thead>
<tr>
<th>Councillor Wendt (Acting Mayor) and (Chairperson)</th>
<th>Councillor Morrison</th>
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<tr>
<td>Councillor Tully</td>
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<td>Councillor Silver</td>
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<td>Councillor Bromage</td>
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<td>Councillor Martin</td>
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<td>Councillor Pisasale</td>
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<td>Councillor Ireland</td>
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<td>Councillor Pahlke</td>
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Yours faithfully

ACTING CHIEF EXECUTIVE OFFICER
**CITY MANAGEMENT, FINANCE AND COMMUNITY ENGAGEMENT**
**COMMITTEE AGENDA**

11.30 am or 10 minutes after the conclusion of the Economic Development and Digital City Committee, whichever is the earlier on, 22 May 2018 Council Chambers

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Title</th>
<th>Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRESENTATION</strong></td>
<td>At the commencement of the meeting Scott Smith (Executive Director - Council of Mayors, South East Queensland) and Melissa Fitzgerald (Advocacy and Engagement Manager – Council of Mayors, South East Queensland) will be making a 15 minute presentation on Council of Mayors, South East Queensland Advocacy Activities.</td>
<td></td>
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<tr>
<td>1</td>
<td>Allocation of Community Donations to 30 April 2018</td>
<td>COO (ASDCE)</td>
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<tr>
<td>2</td>
<td>Allocation of Community Donations Exceeding $15,000.00</td>
<td>COO (ASDCE)</td>
</tr>
<tr>
<td>3</td>
<td><strong>Strategic Direction of Library Services</strong></td>
<td>COO (ASDCE)</td>
</tr>
<tr>
<td>4</td>
<td>Councillor Travel and Training Requests</td>
<td>A/CFO</td>
</tr>
<tr>
<td>5</td>
<td>Assessment on Ipswich City Council’s (ICC) Progress Towards Implementing the Annual Operational Plan</td>
<td>A/CEO</td>
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<tr>
<td>6</td>
<td>Executive Secretariat Update</td>
<td>A/CEO</td>
</tr>
<tr>
<td>7</td>
<td>Customer Service Activities Status Report – April 2018</td>
<td>A/CFO</td>
</tr>
<tr>
<td>8</td>
<td>Fees and Charges 2018-2019</td>
<td>A/CFO</td>
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<tr>
<td>9</td>
<td><strong>Insurance Claims over $15,000.00</strong></td>
<td>A/CFO</td>
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<tr>
<td>10</td>
<td>Month-End Performance – March 2018</td>
<td>A/CFO</td>
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<tr>
<td>11</td>
<td>Properties Exempted under S73 of the Local Government Regulation 2012</td>
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<tr>
<td>12</td>
<td>Proposed Lease Renewal for Telecommunications Purposes, Telstra Corporation Limited, 50 Bellevue Road, Goodna, Lot 109 on SP216922 – Division 2</td>
<td>A/CFO</td>
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<tr>
<td>13</td>
<td>Process for Requests Received by Council for Change of Address</td>
<td>A/CFO</td>
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<tr>
<td>14</td>
<td>Budget 2018–2019 Overall Plan – Rural Fire Resources Levy</td>
<td>A/CFO</td>
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<tr>
<td>15</td>
<td>Request for Rates Concession, 324 Cumner Road, Swanbank QLD 4306 – Division 3</td>
<td>A/CFO</td>
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<tr>
<td>16</td>
<td>Request for Rates Concession, 110-112 Queen Street, Marburg QLD 4346 – Division 10</td>
<td>A/CFO</td>
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<td>17</td>
<td><strong>Queensland Urban Utilities for the Quarter Ended March 2018</strong></td>
<td>A/CFO</td>
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<tr>
<td>18</td>
<td>Extension of Lease of Riverview Community Centre to Riverview Neighbourhood House Association Inc – 138 Old Ipswich Road, Riverview Qld 4303 – Whole of the Land Lot 3 on SPO139403 – Division 3</td>
<td>A/CFO</td>
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<td>19</td>
<td>Reward and Recognition Program</td>
<td>A/CFO</td>
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<tr>
<td>20</td>
<td>Ipswich Motorsport Park Pty Ltd Loan Write-Down</td>
<td>A/CFO</td>
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<tr>
<td>21</td>
<td>Report – Policy and Administration Advisory Committee No. 2018(04) of 15 May 2018</td>
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<tr>
<td>22</td>
<td>CBD Redevelopment – Project Control Arrangements</td>
<td>A/CEO</td>
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<tr>
<td>22</td>
<td>Replacement Report – CBD Redevelopment – Project Control Arrangements</td>
<td>A/CEO</td>
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<tr>
<td>LATE ITEM</td>
<td>Description</td>
<td>Responsible Officer</td>
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<td>LATE ITEM 23</td>
<td>Report – Audit and Risk Management Committee No. 2018(02) of 16 May 2018</td>
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<tr>
<td>LATE ITEM 24</td>
<td><strong>Budget Amendment – April 2018</strong></td>
<td>A/CFO</td>
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<tr>
<td>LATE ITEM 25</td>
<td>Review of Council Delegations to the Chief Executive Officer</td>
<td>A/CEO</td>
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<tr>
<td>LATE ITEM 26</td>
<td><strong>Supercars Agreement – FIA Track Upgrade Requirement</strong></td>
<td>A/COO (WPR)</td>
</tr>
<tr>
<td>LATE ITEM 27</td>
<td><strong>Memorandum of Understanding Between Council and West Moreton Hospital and Health Services</strong></td>
<td>A/COO (WPR)</td>
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</tbody>
</table>

** Item includes confidential papers
At the commencement of the meeting Scott Smith (Executive Director - Council of Mayors, South East Queensland) and Melissa Fitzgerald (Advocacy and Engagement Manager – Council of Mayors, South East Queensland) will be making a 15 minute presentation on Council of Mayors, South East Queensland Advocacy Activities.

1. **ALLOCATION OF COMMUNITY DONATIONS TO 30 APRIL 2018**

With reference to a report by the Community Grants Officer dated 1 May 2018 concerning the allocation of Community Donations.

**RECOMMENDATION**

That the report be received and the contents noted.

2. **ALLOCATION OF COMMUNITY DONATIONS EXCEEDING $15,000.00**

With reference to a report by the Community Development Project Officer dated 4 May 2018 concerning approval for community donation requests from organisations who have received donations in excess of $15,000.00 for the current financial year.

**RECOMMENDATION**

A. That a community capital donation of $12,816.00 be allocated to Riverview Neighbourhood House Inc to purchase and erect a three (3) bay garage at the Riverview Community Centre, as detailed in the report by the Community Development Project Officer dated 4 May 2018.

B. That a community capital donation of $15,000.00 be allocated to Brothers Cricket Club Inc to assist with costs associated with the construction of a shed and turf wicket, and the purchase of a roller and ride-on mower for the grounds at Jim Donald Parklands, Eastern Heights, as detailed in the report by the Community Development Project Officer dated 4 May 2018, subject to written confirmation that approval has been provided for the construction of the shed and turf wicket and endorsement of the donation by the Mayor.

3. **STRATEGIC DIRECTION OF LIBRARY SERVICES**

With reference to a report by the Library Services Manager dated 14 May 2018 concerning the strategic direction of Library Services.
RECOMMENDATION

A. That Council not reinstate the collection at Redbank Plains Library.

B. That a staged approach to achieving the Distributed Network model for delivery of Library Service Facilities, as outlined in Option 2 of the report by the Library Services Manager dated 14 May 2018, be adopted.

C. That Council re-affirm the strategic direction contained within the *Coping with Growth 2008-2026* strategy.

D. That the *Coping with Growth 2008-2026* strategy be reviewed to include updated timelines and delivery details for presentation to a future Council meeting for adoption.

4. COUNCILLOR TRAVEL AND TRAINING REQUESTS

With reference to a report by the Corporate Services and Risk Manager dated 8 May 2018 concerning councillor travel and training requests.

RECOMMENDATION

That Council, in accordance with the "Ipswich City Council Expenses Reimbursement" Policy, note the training/conference/workshop travel details approved by the Chief Executive Officer as detailed in Attachment A to the report by the Corporate Services and Risk Manager dated 8 May 2018.

5. ASSESSMENT ON IPSWICH CITY COUNCIL’S (ICC) PROGRESS TOWARDS IMPLEMENTING THE ANNUAL OPERATIONAL PLAN

With reference to a report by the Acting Chief Executive Officer dated 4 May 2018 concerning an assessment of Ipswich City Council’s progress towards implementing the 2017–2018 Operational Plan.

RECOMMENDATION

That the report be received and the contents noted.

6. EXECUTIVE SECRETARIAT UPDATE

With reference to a report by the Acting Chief Executive Officer providing an update on the Office of the Chief Executive Officer for the month of April 2018.

RECOMMENDATION

That the report providing the activities of the Office of the Chief Executive Officer be received and the contents noted.
7. **CUSTOMER SERVICE ACTIVITIES STATUS REPORT – APRIL 2018**

With reference to a report by the Strategic Client Office Manager dated 9 May 2018 concerning customer service delivery activities for the period 1 April 2018 to 30 April 2018.

**RECOMMENDATION**

That the report be received and the contents noted.

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8. **FEES AND CHARGES 2018-2019**

With reference to a report by the Treasury Accounting Manager dated 10 May 2018 concerning the fees and charges to be applied to Council products and services for the financial year commencing 1 July 2018.

**RECOMMENDATION**

A. That the proposed 2018-2019 Fees and Charges, as detailed in Attachment A to the report by the Treasury Accounting Manager dated 10 May 2018, excluding pages 53 to 80, be adopted with an effective date of 1 July 2018.

B. That the amendments to Fees and Charges for 2018-2019, as detailed in Attachment B to the report by the Treasury Accounting Manager dated 10 May 2018, be received and noted.

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9. **INSURANCE CLAIMS OVER $15,000.00**

With reference to a report by the Acting Chief Executive Officer dated 8 May 2018 concerning a summary of insurance claims over $15,000.00 currently being managed by Ipswich City Council’s public, product and professional indemnity insurers, Local Government Mutual (LGM) Queensland/Jardine Lloyd Thompson Pty Ltd (JLT).

**RECOMMENDATION**

That the report be received and the contents noted.

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10. **MONTH-END PERFORMANCE – MARCH 2018**

With reference to a report by the Business Accounting Manager dated 30 April 2018 concerning Council performance for the period ending 31 March 2018.

**RECOMMENDATION**

That the report be received and the contents noted.
11. PROPERTIES EXEMPTED UNDER S73 OF THE LOCAL GOVERNMENT REGULATION 2012

With reference to a report by the Strategic Client Office Manager dated 9 May 2018 concerning a request from the City Management, Finance and Community Engagement Committee No. 2018(01) held on 23 January 2018 to outline all properties that are exempt from rates under s73 of the Local Government Regulation 2012.

RECOMMENDATION

That the report be received and the contents noted.

12. PROPOSED LEASE RENEWAL FOR TELECOMMUNICATIONS PURPOSES, TELSTRA CORPORATION LIMITED, 50 BELLEVUE ROAD, GOODNA. LOT 109 ON SP21622 – DIVISION 2

With reference to a report by the Development and Relationship Manager dated 4 May 2018 concerning a proposal from Telstra Corporation Limited (Telstra) for a lease renewal over an existing telecommunications facility to commence 1 January 2020 over Council owned freehold land located at 50 Bellevue Road, Goodna, described as Lot 109 on SP216922.

RECOMMENDATION

A. That Council resolve pursuant to s236(2) of the Local Government Regulation 2012 (the Regulation) that the exemptions under s236(1)(c)(iii) of the Regulation apply to the disposal of the leasehold interest located at 50 Bellevue Road, Goodna and described as part of Lot 109 on SP216922, by way of a renewed leasehold arrangement between Council and Telstra Corporation Limited for a consideration sum of $23,870.25 per annum (excluding GST).

B. That Council enter into a lease with Telstra Corporation Limited (“the Lessee”) for a period of ten (10) years.

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

13. PROCESS FOR REQUESTS RECEIVED BY COUNCIL FOR CHANGE OF ADDRESS

With reference to a report by the Strategic Client Office Manager dated 11 May 2018 concerning a request from the City Management, Finance and Community Engagement Committee to investigate the process for change of address requests across Council for residents, so when a resident changes an address for their rates account, and also for example, have a dog registration, and a permit for keeping horses, that all addresses are included.
RECOMMENDATION

That the report be received and the contents noted.


With reference to a report by the Strategic Client Office Manager dated 9 May 2018 concerning the overall plan in accordance with s94 of the Local Government Regulation 2012 for the special benefited area to be adopted by Council in the 2018–2019 budget for the Rural Fire Resources Levy.

RECOMMENDATION

That in accordance with s94(3) of the Local Government Regulation 2012, Council adopt the overall plan for the Rural Fire Resources Levy Charge which is to be adopted in the 2018–2019 budget and as detailed in the report by the Strategic Client Office Manager dated 9 May 2018.

15. REQUEST FOR RATES CONCESSION, 324 CUMNER ROAD, SWANBANK QLD 4306 – DIVISION 3

With reference to a report by the Rates/Property Manager dated 8 May 2018 concerning a request from Renegade Bowmen Inc, for a rates concession of the general rates on their property at 324 Cumner Road, Swanbank Qld 4306.

RECOMMENDATION

That the request for the rate concession, 100% remission of the differential general rates, for the property at 324 Cumner Road, Swanbank Qld 4306 owned by Renegade Bowmen Inc, be granted and backdated to 1 April 2018.

16. REQUEST FOR RATES CONCESSION, 110-112 QUEEN STREET, MARURG QLD 4346 – DIVISION 10

With reference to a report by the Rates/Property Manager dated 4 May 2018 concerning a request from Marburg & District Residents Association Inc, for a rates concession of the general rates on their property at 110-112 Queen Street, Marburg Qld 4346.

RECOMMENDATION

That the request for the rate concession, 100% remission of the differential general rates, for the property at 110-112 Queen Street, Marburg owned by Marburg and District Residents Association Inc, be granted and backdated to 1 September 2017.
17. **QUEENSLAND URBAN UTILITIES FOR THE QUARTER ENDED MARCH 2018**


**RECOMMENDATION**

That the report be received and the contents noted.

18. **EXTENSION OF LEASE OF RIVERVIEW COMMUNITY CENTRE TO RIVERVIEW NEIGHBOURHOOD HOUSE ASSOCIATION INC - 138 OLD IPSWICH ROAD, RIVERVIEW QLD 4303 - WHOLE OF THE LAND LOT 3 ON SP139403 - DIVISION 3**

With reference to a report by the Development and the Relationship Manager dated 9 May 2018 regarding the extension of the existing lease to Riverview Neighbourhood House Association Inc (RNHA) located at 138 Old Ipswich Road, Riverview and described as the whole of the Lot 3 on SP139403 for the purpose of community purposes.

**RECOMMENDATION**

A. That Council resolve, pursuant to s236(2) of the Local Government Regulation 2012 (the Regulation), that the exemptions under s236(1)(b)(ii) and s236(1)(c)(iii) of the Regulation apply to the disposal of the leasehold interest located at 138 Old Ipswich Road, Riverview and described as the Whole of Land of Lot 3 on SP139403, by way of an extension of the existing leasehold arrangement between Council and the Riverview Neighbourhood House Association Inc for a consideration sum of $1.00, if demanded (plus GST).

B. That Council enter into an extension of a lease with Riverview Neighbourhood House Association Inc (“the tenant”) for a period of one (1) year.

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

19. **REWARD AND RECOGNITION PROGRAM**

With reference to a report by the Organisational Development Manager dated 24 April 2018 concerning a proposed reward and recognition program for all Council Staff.

**RECOMMENDATION**

A. That a revised long service recognition program, including both departmental acknowledgment and more formal recognition at the annual Awards, be implemented in accordance with the conclusion section above, commencing July 2018.
B. That a revised Awards program to include awards for Council’s values and purpose statement, with selection and nomination criteria and judging parameters in accordance with the conclusion section above be implemented, commencing in the 2018–2019 financial year.

C. That the development and roll out of an “immediate” day to day recognition program that identifies and celebrates staff going ‘above and beyond’ the normal expectations of their roles is implemented in accordance with the conclusion section above, commencing July 2018.

D. That the project team commence implementation and communication of the proposed Reward and Recognition Program during May-June 2018.

E. That the project team review the Reward and Recognition Program to ensure that it reflects the Line of Sight Principles on an on-going basis and prepare recommendations for improvement in a culminating report following the 2019 awards event.

20. IPSWICH MOTORSPORT PARK PTY LTD LOAN WRITE-DOWN

With reference to a report by the Development and Relationship Manager and the Treasury Accounting Manager dated 14 May 2018 concerning the write-down of the loan to Ipswich Motorsport Park Pty Ltd.

RECOMMENDATION

That Ipswich City Council write-down $450,000.00 of outstanding loan debt owed by Ipswich Motorsport Park Pty Ltd.

21. REPORT – POLICY AND ADMINISTRATION ADVISORY COMMITTEE NO. 2018(04) OF 15 MAY 2018

With reference to the report of the Policy and Administration Advisory Committee No. 2018(04) of 15 May 2018.

RECOMMENDATION

That the report of the Policy and Administration Advisory Committee No. 2018(04) of 15 May 2018 be received, the contents noted and the recommendations contained therein be adopted.

22. CBD REDEVELOPMENT – PROJECT CONTROL ARRANGEMENTS

With reference to a report by the Acting Chief Executive Officer dated 16 May 2018 concerning the CBD redevelopment project control arrangements.
RECOMMENDATION

That Council approve inclusion in the Development Management Agreement with Ipswich City Properties Pty Ltd for the delivery of the new Administration Building, provision for the creation of a formal Project Control Group in accordance with the concept and representation outlined in this report.

REPLACEMENT ITEM

22. CBD REDEVELOPMENT – PROJECT CONTROL ARRANGEMENTS

With reference to a report by the Acting Chief Executive Officer dated 16 May 2018 concerning the CBD redevelopment project control arrangements.

RECOMMENDATION

A. That Council approve inclusion in the Development Management Agreement with Ipswich City Properties Pty Ltd for the delivery of the new Administration Building, provision for the creation of a formal Project Control Group in accordance with the concept and representation outlined in the report by the Acting Chief Executive Officer dated 16 May 2018.

B. That the CBD Master Plan as shown in Attachment A to the report by the Acting Chief Executive Officer dated 16 May 2018, be adopted.

C. That the Chief Executive Officer, in consultation with the Mayor and Councillors, be authorised to undertake any minor design changes to the CBD Master Plan as shown in Attachment A to the report by the Acting Chief Executive Officer dated 16 May 2018, as design and construction stages progress.

LATE ITEM

23. REPORT – AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2018(02) OF 16 MAY 2018

With reference to the report of the Audit and Risk Management Committee No. 2018(02) of 16 May 2018.

RECOMMENDATION

That the report of the Audit and Risk Management Committee No. 2018(02) of 16 May 2018 be received, the contents noted and the recommendations contained therein be adopted.

LATE ITEM

24. BUDGET AMENDMENT – APRIL 2018

With reference to a report by the Business Accounting Manager dated 14 May 2018 concerning an amendment of the 2017-2018 Budget.
RECOMMENDATION

That the proposed amended budget 2017–2018, as detailed in Attachments A, B and C, to the report by the Business Accounting Manager dated 14 May 2018, be adopted.

LATE ITEM
25. REVIEW OF COUNCIL DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER

With reference to a report by the Executive Research Officer dated 8 May 2018 concerning Chief Executive Officer (CEO) Delegations and Sub Delegations.

RECOMMENDATION

A. That the 13 expired/completed delegations as detailed in Attachment A be received and noted.

B. That Finance and Corporate Services undertake a full review of delegations to determine currency, accuracy and organisational requirements as soon as practicable.

C. That a specialist consultant be engaged where required to assist with the review.

D. That a working group be formed with department stakeholders.

E. That a further report be submitted to the City Management, Finance and Community Engagement Committee for any delegations that should be repealed, amended or introduced.

LATE ITEM
26. SUPERCARS AGREEMENT – FIA TRACK UPGRADE REQUIREMENT

With reference to a report by the Acting Chief Operating Officer (Works Parks and Recreation) dated 15 May 2018 concerning the contractual obligation to upgrade the Queensland Raceway’s track in accordance with the Agreement entered into with Supercars for the holding of events at Queensland Raceway.

RECOMMENDATION

That Council is satisfied pursuant to section 235(c) of the Local Government Regulation 2012 (the Regulation) that the exemption under s235(c) of the Regulation applies and that a genuine emergency exists, for Council to enter into a new contract with Queensland Raceway for the following reason:

- to meet Council’s obligations under the terms of agreement with Supercars to host the 2018 V8 Supercar event, and
- the ability of the Lessee to deliver the works without detrimentally impacting on the facilities operations during the delivery of the works.
LATE ITEM
27. MEMORANDUM OF UNDERSTANDING BETWEEN COUNCIL AND WEST MORETON HOSPITAL AND HEALTH SERVICES

With reference to a report by the Acting Chief Operating Officer (Works Parks and Recreation) dated 14 May 2018 concerning a proposed Memorandum of Understanding with West Moreton Hospital and Health Service.

RECOMMENDATION

A. That Council enter into a Memorandum of Understanding with the West Moreton Hospital and Health Services, based on the proposed agreement as detailed in Attachment A to the report by the Acting Chief Operating Officer (Works Parks and Recreation) dated 14 May 2018.

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

** Item includes confidential papers

and any other items as considered necessary.
MEMORANDUM

TO: COMMUNITY ENGAGEMENT MANAGER

FROM: COMMUNITY GRANTS OFFICER

RE: ALLOCATION OF COMMUNITY DONATIONS TO 30 APRIL 2018

INTRODUCTION:

This is a report by the Community Grants Officer dated 1 May 2018 concerning the allocation of Community Donations.

In line with the Community Donations Policy, allocation of Community Donations for the period ended 30 May 2018 are reported in Attachment A. All donations exceeding $250.00 are required to be acquitted by the applicant within a three (3) month time frame. Acquittals received can be made available on request.

BENEFITS TO COMMUNITY AND CUSTOMERS:

Provision of Community Donations supports Council’s commitment to enhancing the quality of life of its community, is consistent with and complements Advance Ipswich and Corporate Plan 2017–2022 Strategies and Goals by:

- Providing equitable access and avenues for all residents of Ipswich to participate and contribute to decisions made in their community.
- Encouraging residents to identify the needs of the community and provide a caring environment with particular attention to youth, families, people with a disability, older people, and people from cultural and linguistically diverse backgrounds.
- Increasing opportunities for active participation in community life.
- Enhancing community belonging and pride.
- Enhancing community capacity.
FINANCIAL IMPLICATIONS:

Funding for provision of community donations is contained in the Community Engagement Branch 2017–2018 budget.

ATTACHMENT:

<table>
<thead>
<tr>
<th>Name of Attachment</th>
<th>Attachment</th>
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<tbody>
<tr>
<td>Attachment A - Community Donations Report</td>
<td>Attachment A</td>
</tr>
</tbody>
</table>

RECOMMENDATION:

That the report be received and the contents noted.

Josie Berry
COMMUNITY GRANTS OFFICER

I concur with the recommendation contained in this report.

Abbey Richards
COMMUNITY ENGAGEMENT MANAGER

I concur with the recommendation contained in this report.

Caroline McMahon
CHIEF OPERATING OFFICER
(ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT)
<table>
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<tr>
<th>Decision Date</th>
<th>Financial Source Name</th>
<th>Organisation Name</th>
<th>Allocation Amount</th>
<th>Project Title</th>
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<td>Rugby League Ipswich Ltd</td>
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<td>Mentoring &amp; Coaching Program 2018</td>
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<td>Division 10</td>
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<td>Canberra Excursion</td>
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<td>Ipswich Kindergarten Association</td>
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<td>Days for Girls</td>
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<td>Fundraiser - Fashion Parade</td>
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<td>Marburg &amp; District A&amp;I Association</td>
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<td>20/04/2018</td>
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<td>Rosewood Little Athletics</td>
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<td>Marburg State School P&amp;C Association</td>
<td>$200.00</td>
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<td>Moogerah Region Girl Guides</td>
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<td>Division 1</td>
<td>Camira State School P&amp;C Association</td>
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<td>Division 5</td>
<td>Karalee Twin Rivers Junior Rugby League Club</td>
<td>$1,800.00</td>
<td>Club Jerseys 2018</td>
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<td>Division 9</td>
<td>Music Heritage Group - Ipswich Inc</td>
<td>$500.00</td>
<td>Festival Gala 2018</td>
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<td>20/04/2018</td>
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MEMORANDUM

TO: COMMUNITY ENGAGEMENT MANAGER
FROM: COMMUNITY DEVELOPMENT PROJECT OFFICER
RE: ALLOCATION OF COMMUNITY DONATIONS EXCEEDING $15,000.00

INTRODUCTION:

This is a report by the Community Development Project Officer dated 4 May 2018 concerning approval for community donation requests from organisations who have received donations in excess of $15,000.00 for the current financial year. The current policy states that:

"The total amount of funding which may be allocated to an organisation in any one financial year is a maximum of $15,000, unless otherwise approved by Council".

1. Riverview Neighbourhood House Inc

Background

A community capital donation request for $12,816.00 has been received from Riverview Neighbourhood House Inc to purchase and erect a three (3) bay garage at the Riverview Community Centre. The request has been received and endorsed by the Division 3 Councillor. Approval of the Development Application has been received.

In the current financial year, Riverview Neighbourhood House Inc has received community donations totalling $6,104.00 as outlined below.

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<th>Appln No.</th>
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<td>1.</td>
<td>July 2017</td>
<td>Community Donation</td>
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<td>2.</td>
<td>November 2017</td>
<td>Community Donation</td>
<td>$500.00</td>
<td>Fundraising Dinner</td>
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<td>$6,104.00</td>
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2. Brothers Cricket Club Inc

Background

A community capital donation request for $15,000.00 has been received from Brothers Cricket Club Inc to assist with costs associated with the construction of a shed and turf wicket, and the purchase of a roller and ride-on mower for the grounds at Jim Donald Parklands, Eastern Heights. The request has been received and endorsed by the Mayor and Division 7 Councillor.

In the current financial year, Brothers Cricket Club Inc has received community donations totalling $250.00 as outlined below.

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<tr>
<td>1.</td>
<td>March 2018</td>
<td>Community Donation</td>
<td>$250.00</td>
<td>Assist a club member to compete in the Cross Fit World Cup in the USA</td>
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<td>TOTAL $250.00</td>
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The above request fits within the criteria of the Community and Citywide Donations Procedure, specifically where the procedure states:

“The total amount of funding which may be allocated to an organisation in any one financial year is a maximum of $15,000, unless otherwise approved by Council.

Where allocations exceed $15,000, the following may also be requirements of the funding:

- The allocation will generally support projects and initiatives, which are innovative and provide benefit to the quality of life of Ipswich residents; and
- The organisation is considered to have the ability to effectively manage the project.”

FINANCIAL IMPLICATIONS:

Funding for provision of the Community Donations has been budgeted for in the 2017–2018 Community Engagement Budget.
RECOMMENDATION/S:

A. That a community capital donation of $12,816.00 be allocated to Riverview Neighbourhood House Inc to purchase and erect a three (3) bay garage at the Riverview Community Centre, as detailed in the report by the Community Development Project Officer dated 4 May 2018.

B. That a community capital donation of $15,000.00 be allocated to Brothers Cricket Club Inc to assist with costs associated with the construction of a shed and turf wicket, and the purchase of a roller and ride-on mower for the grounds at Jim Donald Parklands, Eastern Heights, as detailed in the report by the Community Development Project Officer dated 4 May 2018, subject to written confirmation that approval has been provided for the construction of the shed and turf wicket and endorsement of the donation by the Mayor.

Sarah Sheehy
COMMUNITY DEVELOPMENT PROJECT OFFICER

I concur with the recommendations contained in this report.

Abbey Richards
COMMUNITY ENGAGEMENT MANAGER

I concur with the recommendations contained in this report.

Caroline McMahon
CHIEF OPERATING OFFICER
(ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT)
MEMORANDUM

TO: CHIEF OPERATING OFFICER (ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT)

FROM: LIBRARY SERVICES MANAGER

RE: STRATEGIC DIRECTION OF LIBRARY SERVICES

INTRODUCTION:

This is a report by the Library Services Manager dated 14 May 2018 concerning the strategic direction of Library Services.

BACKGROUND – THE STRATEGY:

In March 2009, Council adopted the Ipswich City Council Library Strategy, *Coping with Growth 2008-2026* (refer Attachment A) as the basis on which forward planning for library facilities should occur.

This document summarised two mutually exclusive strategies for library facilities, with the projected 2026 position for each being:

1. Distributed Network model **(recommended)**: Three city-sized libraries in CBD, Springfield Central and Ripley, with a smaller library branch at Rosewood. These ‘anchor’ libraries to be supported by library kiosks across the city as required.

2. Hub and spoke model: One flagship city sized library in the CBD, with 15 branch libraries established to support population across the city

The *Coping with Growth 2008 – 2026* strategy was updated (with key principles remaining) and approved by Council in October 2010. Further updates (again, with key principles remaining) were then endorsed by the Library Working Group in February 2013 and July 2015. (Refer Attachment B: Library Facilities Strategy Summary.)

The implications of the approved Distributed Network model strategy (option 1, above) as detailed in the updated strategy in 2010, were:

- Closure/re-use of Redbank Plains Library (estimated timing 2013)
- Review of Redbank Plaza Library (following opening of the Springfield Central Library – estimated timing 2016)

Ipswich City Council’s Master Facilities Strategy 2007 (excerpt included in Attachment B) also detailed this approach.

The timeline and high level costings for delivery of Library Facilities and Services under the current strategy are detailed in Attachment D.

Redbank Plains Library – re-purposing

In June 2017, Council approved the transition of the Redbank Plains Library to
- A library collections logistics hub (approximately 50% of the library’s existing internal footprint) and
- A multi-purpose space for community use, to include formal and informal meeting spaces, PC access and library technology installations (containing a collection size of approximately 600 books).

The timing for this change was to facilitate cost efficiencies associated with the future opening of the library at Springfield Central.

At the time of this Council meeting, it was also negotiated that a small staff presence be maintained in the short term to help library customers transition to the use of self-service technology.

DEPARTURES FROM STRATEGY:

Springfield Central Library - The “Coping with Growth 2008-2026” strategy (CWG8-26) allowed for a city-sized library at Springfield Central to service the eastern suburbs population, however the lease facility currently being provisioned is closer in size to a District Level facility, under the current Local Government Infrastructure Plan 2016. For this reason, consideration may be given to maintaining additional services from existing local branch libraries to supplement the Springfield Central Library until a facility is built that is sufficient to service the entire catchment population for the Eastern Suburbs.

Redbank Plains Library - In the lead up to the transition of the Redbank Plains Library, there was a departure from approved outcomes, with the installation of a marketplace style of collection presentation, rather than self-service library technology. This increased the size of the collection to approximately 3,565 on-shelf across all formats (with a total allocation of 5,750 items – which represents both on-shelf and off-shelf items).
NOTICE OF MOTION RE REDBANK PLAINS LIBRARY:

At the Ordinary Council meeting on 23 April 2018, Councillor Sheila Ireland lodged a Notice of Motion for the May Council meeting that “Council immediately reinstates at least 25,000 books to the Redbank Plains Library”. (Refer to Attachment C.)

To recommission a full collection for Redbank Plains Library the following steps would be required:

- Identify and fit out an alternative location for a climate controlled Collections Logistics Hub and relocate stock, functions and staff (estimated operational and/or capital cost of $1,200,000 for a facility\(^1\), plus ongoing annual overhead costs of operation of approximately $86,500\(^2\));
- Purchase stock (three month lead time for profiled procurement, estimated cost of $600,000);
- Increase of 2.5 FTE to staff the re-commissioned library, at an annual operational cost of $212,500.

LIBRARIES STRATEGY TO 2026:

This is a pivotal juncture for strategic planning of city wide library facilities to ensure an adequate level of service is in place to meet the demand of Ipswich’s rapidly growing population. While the CWG8-26 mapped a facilities pathway to anticipate and plan for future demand, the delivery constraints of our current operating environment should inform the decision making process for the development and delivery timeframes of library facilities.

OPTIONS FOR LIBRARY SERVICES TO 2026:

Four options for the strategic direction of Library Services/Library Facilities have been identified (with estimated costings detailed in Attachment E):

1. Distributed Network Model
   The most cost efficient model for delivery of library services across the city, this model delivers directly on the intent of the model outlined in the Coping with Growth 2008-2026 strategy. This model includes:
   - CBD Library
   - Springfield Central Library (Lease on current premises with plan to build)
   - Rosewood Library (opening 2019/2020)
   - Ripley Library to be opened at a later date as population thresholds are met.
   - Library kiosks/pods throughout the city

---

\(^1\) While the current Logistics Hub fills a footprint of approximately 400m\(^2\), the longer term plan is to expand the existing footprint within the Redbank Plains Facility. If a new facility is required, Library Services would seek to secure an 800m\(^2\) footprint to allow for growth of services to 2026, at a projected cost of $1,200,000.

\(^2\) Operational costs include cleaning, maintenance and utilities expenses.
- Collections Logistics Hub expanded within Redbank Plains Facility to meet future growth requirements.

2. Distributed Network Model – Staged Progression

This is the model on which the current draft operational budget 2018/19 is based. While keeping the intent of the Coping with Growth 2008-2026 strategy in sight, it allows for a staged approach in line with the intent to build a larger, city-sized library in Springfield Central. This model includes:

- CBD Library
- Springfield Central Library (Lease on current premises with plan to build)
- Rosewood Library (opening 2019/2020)
- Redbank Plains facility re-branded as a community place, but retaining the existing marketplace style collection, public access pcs, and a small staff presence. (This community facility to be rationalised following the build of a new Library at Springfield Central)
- Redbank Plaza Library (to be rationalised following the build of a new Library at Springfield Central)
- Ripley Library to be opened at a later date as population thresholds are met.
- Mobile Library (to be reviewed following the opening of the Springfield Central Library)
- Library kiosks/pods throughout the city
- Collections Logistics Hub located at Redbank Plains to be expanded following the build of a new Library at Springfield Central.

2a Distributed Network Model – Staged Progression (with reinstatement of Redbank Plains Library)

This model departs slightly from the Coping with Growth 2008-2026 Strategy, with the reinstatement of the Redbank Plains Library, until a larger, city-sized library in Springfield Central is built. This model includes:

- CBD Library
- Springfield Central Library (Lease on current premises with plan to build)
- Rosewood Library (opening 2019/2020)
- Ripley Library to be opened at a later date as population thresholds are met.
- Redbank Plains Library reinstated with full collection size (approximately 27,000 items), public access PCs, and staff. (This library service to be rationalised following the build of a new Library at Springfield Central)
- Redbank Plaza Library (to be rationalised following the build of a new Library at Springfield Central)
- Mobile Library (to be reviewed following the opening of the Springfield Central Library)
- Library kiosks/pods throughout the city
- Collections Logistics Hub located at Redbank Plains to be re-located to a new site.
3 **Hub and Spoke Model**

This model departs completely from the Distributed Network model within the *Coping with Growth 2008-2026* Strategy, with the reinstatement of a ‘flagship’ style CBD Library concept and a number of smaller branch libraries opened as the population increases to meet local thresholds. This model includes:

- CBD ‘flagship’ Library
- Springfield Central Library (current leased premises an appropriate size to meet catchment requirements)
- Redbank Plains Library (reinstated)
- Redbank Plaza Library (requiring increase in size within 3 years)
- Five new branch libraries to be established within 2-4 years (Bellbird Park/Brookwater, Karalee, Brassall, East Ipswich/Raceview, Yamanto)
  (Note: This would bring the Library Service to a suitable service level for the current population)
- Rosewood Library (delayed until catchment reaches a population of 15,000 residents.
- An additional six branch libraries by 2032 as population thresholds are met.

**BENEFITS TO COMMUNITY AND CUSTOMERS:**

The benefits of active use of the library at an individual and community level add to the cultural fabric of the city of Ipswich, it helps to build a more cohesive, connected, literate and informed society.

However it should be noted that currently only 21% of the resident population is actively engaged in the library service, therefore in order to grow the core business of the library and maximise community outcomes, new and innovative approaches to service delivery and outreach will be required to ensure increased value for money and higher levels of participation in library use.

**CONCLUSION:**

The *Coping with Growth 2008 – 2026* strategy is a considered, well-informed strategy that has been notably accurate in its projections over the last decade. Due to a number of constraints, there has been a series of minor departures from the strategy, which has triggered a review of the strategic direction moving forward.

Ipswich’s population is predicted to more than double by 2032. With such rapid and significant growth, it is essential that the cost of delivery of library services be managed to ensure ongoing financial sustainability as well as service continuity for the city’s community.

On that basis, a distributed network model of service delivery is regarded as the most sustainable model for the future provision of library services. This would ultimately provide three city-sized libraries strategically located in Ipswich CBD, Springfield Central and Ripley, and a district-sized library in Rosewood, supported by a regional Logistics Hub with adequate space and stock to meet population needs.
The addition of self-service Library Kiosks or Pods of various size and configuration based on need and target audience located at principle high traffic locations across the city would offer an innovative and bespoke service to attract non-users to engage with library collections.

With unprecedented growth in the city’s eastern suburbs, it is important to ensure that Ipswich City Council continues to provide adequate services to meet the demands of a concentrated population. It is recommended, then, that a staged approach be adopted to progress the Distributed Network model of service delivery.

**ATTACHMENTS:**

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<tr>
<td>Attachment A - Ipswich Library and Information Service Coping with Growth 2008-2026</td>
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<td>Attachment B - Library Facilities Strategy Summary</td>
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**CONFIDENTIAL BACKGROUND PAPERS:**

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<td>Attachment D - Confidential attachment: Timeline and costings for delivery of Library Facilities and Services</td>
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<tr>
<td>Attachment E - Confidential attachment: Options Analysis – Library Service Facilities</td>
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**RECOMMENDATIONS:**

A. That Council not reinstate the collection at Redbank Plains Library.

B. That a staged approach to achieving the Distributed Network model for delivery of Library Service Facilities, as outlined in Option 2 of the report by the Library Services Manager dated 14 May 2018, be adopted.

C. That Council re-affirm the strategic direction contained within the *Coping with Growth 2008-2026* strategy.
D. That the *Coping with Growth 2008-2026* strategy be reviewed to include updated timelines and delivery details for presentation to a future Council meeting for adoption.

Sylvia Swalling  
**LIBRARY SERVICES MANAGER**

I concur with the recommendations contained in this report.

Caroline McMahon  
**CHIEF OPERATING OFFICER**  
(ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT)
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## Acknowledgement

## Appendix 1: Space Calculations for Springfield, Ripley Valley and CBD Libraries

## Appendix 2: Industry Trends and Relevant Case Studies
THE CONTEXT

[PLEASE NOTE THAT THE DATA AND INFORMATION IN THIS DOCUMENT REPRESENTS A SNAPSHOT IN TIME AND WILL BE REVIEWED AS REQUIRED AS CHANGES OF SIGNIFICANCE OCCUR]


The Ipswich Library and Information Service is an Ipswich City Council service that operates within Council’s corporate framework whilst also aligning with the public libraries framework under the leadership of the State Library of Queensland. The Library’s Vision as stated below has been informed by Ipswich City Council’s Corporate Plan 2008–2012, the Library and Archives Act 1995 and the State Library of Queensland strategy "Expanding Horizons."

THE LIBRARY VISION

The Ipswich Library and Information Service:

- Encourages exploration and the challenge of new futures;
- Promotes the joy of reading, the development of literacy and learning and activities critical to self-improvement and employability to develop lifelong learners;
- Provides an environment for the pursuit of knowledge for people of all ages and backgrounds, beginning with the very young; and
- Provides opportunities for lifelong learning and the development of a knowledge-based economy.

As a key community resource, the Library connects people to each other, to their community and to essential information and ideas.

The Library's rich resources provide the opportunity for everyone to treasure the past and to create an optimistic future.

The Library promotes and enriches the democratic, cultural, educational, recreational and economic life of our diverse and evolving city.

ALIGNMENT OF KEY LIBRARY PRIORITIES AND THE CORPORATE PLAN

The following key Library priorities contribute to Council’s Corporate Plan whilst progressing the realisation of the Library Vision:

Advocacy and Awareness

- to increase awareness, visibility and the community value of library services;
- to develop new library users and retain those who are already library users;
- members of the community have equitable access to a comprehensive range of education, learning, training and enrichment opportunities; and
• residents have ready access to a range of cultural facilities, programs and initiatives to express and develop their creativity and cultural values.

**Corporate Priorities and Goals**
*Community Spirit and Well-being: Identity and inclusion; Participation and community capacity.*

**Collections**
- Manage and maintain a vibrant and useful library collection in all formats;
- Ensure adequate storage, shelving and display space is available to safely house the collection;
- Ensure that the library collections map community needs; and
- All residents have access to the library collections including those with special needs.

**Corporate Priorities and Goals**
*Community Spirit and Well-being: Participation and Community capacity; A strong diverse economy: A knowledge-based economy.*

**Cultural Development and Cultural heritage**
- Contribute to the cultural framework of Ipswich;
- Provide access to and to encourage an appreciation of Ipswich’s rich history;
- Encourage and promote participation in the generation of new ideas and new thinking;
- Extend the library’s reach into the community to reflect the community diversity of Ipswich;
- Promote an appreciation of literature in all forms and for all ages; and
- Provide a program for young people that promotes and encourages reading, literacy and a love of libraries that creates a community of readers.

**Corporate Priorities and Goals**
*Community Spirit and Well-being: Sense of belonging and culture, participation and community capacity, The Ipswich identity.*

**Customer Service**
- Provide equitable access to relevant Library resources;
- Develop programs that empower the community to participate in community life;
- Empower customers to become confident, independent users of library collections and services;
- Develop and deliver customer-centric library services;
- Maximise value to constituents through the provision of efficient and effective product and service delivery; and
- Exploit innovative technologies to provide e-products and e-services to customers.
Corporate Priorities and Goals
Community Spirit and Well-being: Participation and community capacity, identity and inclusion,

Information and Knowledge Management
- Provide access to a range of information resources to meet the diverse learning needs of the Ipswich community;
- Provide community training in the use of the latest relevant technologies to ensure individuals have the skills and knowledge to participate in the information economy;
- Provide programs that develop the information literacy skills of all sectors of the community to ensure informed decision making on matters of community interest; and
- Develop and provide a range of literacy programs so that all sectors of the community can participate in the economic growth of the city.

Corporate Priorities and Goals
A Strong Diverse Economy: A knowledge based economy.

Resource Management - Facilities
- Effectively manage library infrastructure to ensure a safe environment for staff and customers;
- Provide an accessible and inviting library environment for all sectors of the Ipswich community;
- Provide library spaces that encourage community interaction and individual study;
- Communities have a central hub whereby they can conduct activities of recreation, socialising, shopping and accessing community services in an attractive, vibrant and safe environment; and
- Library facilities and services cater to all residents, including the specific needs of people with disabilities.

Corporate Priorities and Goals
Growth Management: A network of centres and unique communities.

Community Spirit and well-being: participation and community capacity.

Resource Management – Human
- Effectively manage Library volunteers through the development and implementation of a program of participation for volunteers and work experience in consultation with interested schools and community members;
- Manage and coordinate staff to ensure an effective and efficient delivery of library services;
- Develop staff capacity by developing and maintaining a library staff training framework relevant to the current and future skills required within the Library industry;
Monitor and manage staff performance in line with Council policy and procedures; and
Align people, processes and systems to meet current and future business needs.

**Corporate Priorities and Goals**

*Our Workforce: a capable, flexible, productive and committed workforce, learning and development.*

**Resource Management – Financial**

- Prepare, manage and forecast library budgetary requirements;
- Develop and implement a library fees and charges structure in line with relevant legislation and Council policies and procedures;
- Undertake a timely stock take of relevant resources including the library collection and portable and attractive items in line with Council policy and procedures; and
- Continuously seek out and access relevant alternative sources of funding.

**Corporate Priorities and Goals**

*Asset Management: Effective Asset Management.*

**Strategic and Business Management**

- Provide customer-centric service delivery utilising innovative and relevant technologies and virtual Services;
- Provide access to information resources and services relevant to the Ipswich community via physical and virtual service points;
- Develop and implement a community technology training program and an information literacy program that improves the information literacy skills of the community; and
- Routinely review performance against the goals and objectives.

**Corporate Priorities and Goals**

*Asset Management: Effective Asset Management.*

**THE LIBRARY STRATEGY AND THE IPSWICH CITY COUNCIL’S PRIORITY INFRASTRUCTURE PLAN**

In accordance with IPA Infrastructure guidelines Council’s Priority Infrastructure Plan has been developed based on the population assumptions of the *South East Queensland Regional Plan (2005–2026)*. The Priority Infrastructure Plan (PIP) details the standards of service for local community facilities including Libraries. Within the PIP Library Facilities are divided into 2 categories. The Citywide category is identified as “a Large Library (generally on a site of approximately 1 ha) located
within the CBD or Town Centres which can be stand-alone facilities or integrated with offices, auditoriums, café or a customer service centre. The District category is identified as “a Branch Library (generally on a site of approximately 5000sqm) located within the Major Centres of each district and the PIP stipulates that the district Library Facilities would be co-located with the District Multi-purpose centres. The nature of the services within the multi-purpose centre could include space for community organisations, community education and learning, individual and family support services.

According to the current Priority Infrastructure Plan the projected ultimate population for the City requires that 3 Citywide (central) Libraries and 15 District (Branch) Libraries be provided. The Library Strategy 2008–2026 focuses on the 3 Citywide Library facilities supplemented by facilities and points of presence as determined by established standards. The ultimate Library Service Delivery model will be based on future trends and development and a review of the Priority Infrastructure Plan.
LIBRARY STRATEGY – COPING WITH GROWTH

BACKGROUND

Since 1995 the following significant infrastructure changes have occurred with the Library and Information Services for Ipswich City.

Library facilities

In 1995 the amalgamation of Moreton Shire and Ipswich City brought together library facilities at Ipswich (IGIC library and Redbank Plaza Branch Library and a Mobile Library vehicle) and Moreton Shire (Redbank Plains Branch Library and a Mobile Library vehicle) into one (1) library service for the newly formed Ipswich area.

In 1998 the two (2) Mobile Library services including the two (2) existing vehicles, were rationalised. One mobile library vehicle was retained and the schedule of stops was adjusted from 35 to 14 stops per fortnight.

In early 2000 the Redbank Plaza Library Branch was re-located within the Redbank Plaza Shopping Centre and the space reduced by 150sqm.

In 2004 the Mobile Library stop previously allocated to Karana Downs was relocated to Rosewood when Brisbane City Council took over the Karana Downs service.

In 2008 Mobile Library hours previously allocated to Harrisville and Peak Crossing were re-allocated to Springfield after a state-wide boundary review.

Within this same time period, the population of Ipswich has increased from 119,425 to approximately 155,000. In addition, significant and unprecedented growth is predicted in the next 15–20 years with an anticipated population increase to between 317,000 and 412,000 in 2026.

[Source: PIFU population data 2008]

Such continued growth will require a planned approach to the delivery of library services and facilities as part of Councils services to the Ipswich community. The primary aim being to provide an innovative library service to meet the diverse need of the Ipswich community whilst providing best value and sustainability to Council and the ratepayers. As such, this review provides a framework within which such growth can be managed.

KEY OBJECTIVE

Great Cities deserve great libraries. The objective of this review is to develop a strategic approach to the delivery of library services in the Ipswich local government area through an update of the Ipswich Library Strategy prepared by Lunn Consulting in 2002. Research was undertaken on demographic trends and population projections, business performance of the library, the strategic operating environment and comparative
analysis of performance against selected LGAs as well as public library industry trends. An analysis of the potential relocation of the library to the CBD and relevant costs and benefits was also undertaken. A forward service delivery model for Ipswich Library Service to 2026 has been provided as part of this scope of works.

PROJECTED POPULATION AND STRATEGIC CONTEXT

A range of strategic framework documents have informed this review. The most significant factor impacting planning for library service delivery will be the level of population projected for the City over the next 20 years. There were 142,400 persons living in Ipswich in 2006, and according to PIFU projections, the population of Ipswich is expected to grow between 317,000 and 412,000 by 2026 with an ultimate population between 385,000 and 532,000.

[Source: PIFU population data 2008]

_Ipswich 2020 & Beyond_ provides a framework for the provision of community services and provides for communities to have a central hub where recreational, social, community services (including libraries) and shopping activities will occur. Ipswich 2020 & Beyond also envisages major centres located at the established Ipswich CBD, the Springfield Gateway CBD and the proposed Ripley Town Centre.

The _Ripley Valley: Australia’s Largest Master Planned Community_ provides a masterplan for the development of a town centre, several neighbourhood centres and schools (both primary and secondary) and multiple sports grounds in Ipswich City. The _Greater Springfield Masterplan_ provides for the development of the Springfield Central CBD, an education city, world knowledge centre, University of Southern Queensland campus and business/commercial space.

TRENDS

Globally, the world of information and communication is going through a period of exponential and accelerating change. The role of libraries is significantly changing, with a stronger focus emerging on playing a key role in lifelong learning and community development, as well as facilitating the creation of content and preserving and sharing the heritage and identity of communities. The needs for library service delivery have evolved considerably and there is an increasing desire for flexibility to meet some key challenges. Libraries need to position themselves for the impact of the baby boomers and an ageing population as well as being key players in the online environment and developing a range of literacies across all age groups. Mobile telephony and changes in content containers have also changed the whole concept of service delivery, particularly to younger people.
BUSINESS PERFORMANCE

Business levels at the Ipswich City Library and Information Services have increased from 1,158,875 loans in 2000 to 1,174,371 in 2006, representing a total increase of 1.3% or over 15,000 loans. In 2006/07 financial year, there were a total of 40,500 active borrowers, this represents an increase of 6.5% or 2,500 active membership when compared to the year ended 2005/06. Overall, the total number of ‘active’ members of ILIS has increased between 2003/04 and 2006/07, with total active borrowing increasing by an average annual rate of 0.1% over the period, or a total increase of 130 or 45 active borrowings per year.

The majority of the collection items are at Ipswich Global Information Centre (IGiC) (accounting for 64.7% of all loaned items). The Redbank Plaza Library accounts for 13.7% of loans and the Redbank Plains Library only 11.7% of loans, marginally higher than the Mobile Library which accounts for 9.9% of loans. The Redbank Plains Library recorded an average annual decline in loan issues of 2.5% (or 3,500 loans) between 2000 and 2006. The greatest decline in issues was recorded by the Mobile Library, which experienced a 20.9% decline (down 27,000 issues) in loans over the six year ended 2006.

The Ipswich Library and Information Service recorded a below average ratio of borrowers in the population (at 28.9% in 2006). Notably, this ratio has fallen over time in Ipswich and is comparatively lower than all of the benchmarked independent libraries. To be noted: this statistic needs to be qualified by the practice of Ipswich families joining the library as one library membership rather than individually so that a family are recognised as only one (1) borrower. Similarly, in comparison to similar libraries in other LGAs, Ipswich ranked below the benchmarked average, with only 8.1 loans made per head of population. Comparisons also show that Ipswich has below average levels of expenditure on library stock per capita and collection levels (at 1.77 items per capita) and falls well below the State Library standard of 2.50 items per capita.

The most significant findings from the Business Performance analysis is the need to provide adequate numbers of service points in growth centres as the population increases, particularly in the Ripley valley and Springfield areas, and to prove a funded asset management strategy for collections. There is also a need to review the Mobile Library Service as a matter of urgency and to rationalise service delivery on the eastern side of the City as the Springfield Centre grows.

PROPOSED SERVICE DELIVERY MODEL

Given the projected population figures, a distributed network model of service delivery is regarded as the most sustainable model for the future provision of library services. This would ultimately provide three large hub libraries strategically located in Ipswich CBD, Springfield and Ripley Valley, with adequate library space and stock to meet population needs. Space requirements, location criteria and suggested staging have been provided for these facilities in the body of this report, based on projected population and national standards for public libraries. Redbank Plains and Redbank Plaza Libraries should be reviewed once the Springfield hub library is open to ensure these services continue to meet the future needs of the community. It is strongly
recommended that the number of larger static service points remain at three or four only given the high labour and capital costs to provide additional service points.

These service points would be supported by Library Links or Kiosks as need and opportunities arise longer term. Successful models of Library Links can be found in the City of Sydney, where an unmanned service point (providing access to limited popular collections, Internet services and self-check technology) are provided in partnership with a coffee shop or other private or public provider. Overall, the success of these models is predicated on the development of effective strategic public and private partnerships. Dispensing kiosks for lending library stock are now a reality in Australia, with Pine Rivers Shire providing the first self-service library kiosk. Creative opportunities for service delivery such as Library Links should be further investigated for Rosewood, and opportunities to provide the Mobile Library on Sundays at Rosewood should also be pursued in the short term.

The service delivery model should also be underpinned by a strong interactive online presence and Virtual Library, and the migration to a self-help environment for customers to minimise labour costs as new Libraries are developed. Additionally, the decentralised network model should be based on minimum back of house activities at all points, with appropriate shelf ready provision of stock and supplier assisted selection, based on community needs.

The library should continue to focus on community engagement and lifelong learning. There is also the opportunity to develop hub libraries, particularly at Springfield and Ripley Valley as multipurpose spaces with the provision of integrated community meeting rooms and social space, as well as the provision of integrated Local Service Centres. The focus will also continue on customer service and continuous improvement with opportunities to use alternative delivery mechanisms pursued (such as bussing in older clients in partnership with community or service club providers, and the use of dispensing kiosks). Fee for service for direct delivery to clients should also be investigated.

RELOCATION OF THE IPSWICH CITY LIBRARY TO THE CBD

The Ipswich Regional Centre Strategy, a partnership project between Ipswich City Council and the Department of Infrastructure and Planning, has identified the CBD and surrounding precincts as key drivers in the economic and cultural development of the city. As such, a revitalisation program has been initiated to develop the CBD as a Principal Activity Centre incorporating employment and economic activity, commercial, retail and residential roles, Government services, educational, cultural, recreational and entertainment facilities and a multi-modal public transport.

Council is considering relocating the Central Library branch to a site within the town’s CBD. As part of the implementation of the Regional Centre Strategy. Whilst benefiting the revitalisation of the CBD the re-location of the City Library would also have the following benefits: increasing the library’s exposure, especially to residents not currently using the service; creating a focal point for the CBD whilst also providing library services,
meeting and exhibition spaces in the area; increasing the number of visitors to the CBD and consequently the volume of business conducted in the area; and using the vacated Central Library building to accommodate Council staff currently dispersed around other sites.

Community expectations are that any relocation of the Central Library will provide a library facility and service level that is of the same standard as is currently provided or higher. Several options have been tested, including: remaining in the current location (Option 1); leasing a building in the CBD (Option 2); buying a commercial building in the CBD (Option 3); and building a new library in the CBD (Option 4). From the analysis it is apparent that Option 3 offers the greatest net community benefit. This is the result of both the long-term savings that would be achieved in accommodation costs and the additional benefits that would accrue from the Central Library having a CBD location. However, this analysis is based on the assumption that such a property would be available. Initial research suggests this may not be the case, as not only would the property need to be the appropriate size its internal configuration would also need to be convertible to a format for a library. If there are significant issues in finding a suitable property it may be more practical to attempt to find appropriate vacant land and to construct a new library, although research also suggests this may not be easy and this option has higher risks.

It may seem that Option 1 is a cost neutral option, but that is not the case. Library Services occupying the building is a cost to Council, not only must it pay for the upkeep of the building it must also pay to lease additional office space to accommodate administrative staff. Relocating the Central Library would allow Council to use the existing building for this purpose. By no longer having to lease additional office space for administration staff and borrowing to fund the purchase of a new library, as well as the spin off benefits for the CBD, Options 3 and 4 would be expected to deliver a net community benefit with Option 3 providing the largest benefit. This information should now feed into the CBD Master Planning process currently underway.

**SUMMARY OF KEY STRATEGIES**

In summary, this review finds that there will need to be increased investment in Library Services over the next 15 to 20 years to ensure that the service meets the needs of the growing population.

**The key elements in the Library Strategy will be:**

1. Relocation of the Ipswich City Library to the Ipswich CBD in line with Council and community needs (current estimates indicate that this may occur within the next 3 years);

2. A medium-term review of the Mobile Library in 2009, with further evaluation of a Mobile Library service at Rosewood on Sundays in line with the development of the Library Strategy;
3. Development of a collection management plan detailing the budget requirements for the period 2008–2026 to provide adequate collections to meet population needs and state government standards;

4. Development of a workforce plan detailing staffing requirements and budget requirements to meet population needs for the period 2008–2026 to ensure that the service is capable of responding to the changing needs of the Ipswich community;

5. Development of a cost/benefit proposal for the implementation of self-service technology in all libraries and Library Links;

6. Development of a hub library at Springfield in accordance with established Library Standards and population growth (based on current projections this may be within the next 5 years);

7. Re-evaluations of the Redbank Plaza and Redbank Plains Branch facilities to ensure current facilities and services are efficient and effective and meeting future community needs;

8. Development of a hub library in the Ripley Valley in accordance with established Library Standards and population growth (based on current data this may be within the next 10–15 years);

9. Development of a library presence at Rosewood in accordance with established Library Standards and population growth and;

10. Provision of a Library Link or Library dispensing kiosks in partnership with an identified private or public provider as part of the adopted library service delivery model.
1. INTRODUCTION

1.1 PURPOSE OF THE REPORT

The objective of the study is to develop a strategic approach to the delivery of library services in the Ipswich local government area to cope with the potential population growth expected in the next 15–20 years. The objectives of the study were to:

- Provide a demographic analysis using recent population projections, particularly for the Ripley Valley;
- Provide a broad strategic planning context of trends in library service delivery with examples of best practice and relevant case studies;
- Provide a local strategic context including the CBD Plan, the Ripley Valley Plan and planning for Springfield and Rosewood;
- Provide the service delivery model based on demographic data and the strategic context;
- Provide an analysis of business performance of the Ipswich City Library Service;
- Provide a comparative analysis of performance against selected LGAs;
- Provide an analysis of the potential relocation of the library to the CBD and relevant costs and benefits;
- Identify space requirements for the libraries required based on State Library of Queensland Standards and the guidelines identified in People Places which has been identified as the National Standard for space allocation for public libraries; and
- Provide recommendations for the service delivery model.

1.2 METHODOLOGY

The Project was conducted in the following stages:

**Stage 1: Environmental Scan – Industry Trends**

This stage involved a review of existing and future trends in the delivery of library services and review of existing library services within Ipswich City. It also involved a review of existing documentation and strategic planning material relevant to the study.
Stage 2: Environmental Scan and Demographic Analysis

This stage involved a review of existing plans and strategic themes as well as a demographic profile of service. It also included a review of the Library profile and benchmarking of key indicators against other libraries of similar size and State averages to identify implications for Ipswich City Library.

Stage 3: Options and preferred service delivery model

This stage involved the determination of a preferred service delivery model and recommendations for distribution and size of facilities (as linked to current and projected growth of the Ipswich LGA).
2. **DEMOGRAPHIC SUMMARY**

The demographic profiling in this report will provide an overview of existing demographics of the Ipswich City of LGA based on ABS 2001 and 2006 Census.

2.1 **POPULATION PROJECTIONS**

The population of Ipswich is expected to grow from 142,400 in 2006 to between 200,000 and 230,000 persons in 2016 and between 317,000 and 412,000 persons by 2026.

(Source: PIFU population data 2008)

2.2 **DEMOGRAPHIC CHARACTERISTICS**

2.2.1 Population Trends

There were 142,400 persons living in Ipswich in 2006.

(Source: PIFU population data 2008)

2.2.2 Age Distribution

Ipswich has a relatively high proportion of persons aged 10 to 19 years (15.7%) in comparison to the Queensland average (14.1%). Between 2001 and 2006, there has been a decrease in the proportion of 0-4 year olds (8.00% in 2001 and 7.83% in 2006) in Ipswich and a decline in the proportion of 15–19 year olds, in line with Queensland trends. Ipswich experienced a decline in the proportion of 5–9 year olds (8.65% in 2001 and 7.93% in 2006), compared to the Queensland average (7.38% in 2001 and 6.86% in 2006).

Other changes in the age structure of population of Ipswich between 2001 and 2006 have generally been in line with that of the Queensland experience.

2.2.3 Country of Birth

The proportion of persons born in Australia in Ipswich (80.06% in 2001 and 78.25% in 2006) is in line with the Queensland average (77.75% in 2001 and 75.18% in 2006). The most common overseas birthplaces of residents in Ipswich are United Kingdom (4.86%), New Zealand (43.53%), Vietnam (0.67%), Netherlands (0.51%) and Germany (0.44%).

Between 2001 and 2006 there has been a decrease in the proportion of persons born in the United Kingdom in Ipswich (up from 5.37% in 2001 to 4.86% in 2006), declining at a greater rate than that of the Queensland average (5.05% in 2001 to 4.94% in 2006).
However, there has been an increase of New Zealand born residents in Ipswich (2.88% in 2001 to 3.53% in 2006) compared to Queensland average (3.62% in 2001 to 3.81% in 2006).

2.2.4 Language Spoken at Home

Households which spoke only English at home represented the highest proportion of households in both Ipswich (89.41% in 2001 and 87.99% in 2006) and Queensland (88.49% in 2001 and 86.35% in 2006).

The proportion of Ipswich households speaking Samoan (1.21% in 2001 and 1.49% in 2006) was substantially higher than the Queensland average (0.20% in 2001 and 0.24% in 2006). Generally the changes in data for Ipswich were in proportion to Queensland trends.

2.2.5 Family and Household Type

Couple families with no children in Ipswich (33.07%) were significantly lower than the Queensland average (39.13%) in 2006. This represents a significant shift from 2001 with 31.27% of families residing in Ipswich were couples without children and 25.06% of families in Queensland represented by couples without children.

In 2001 the percentage of families with children under 15 and dependent students without non-dependent children in Ipswich (4.55%) was notably lower than Queensland experience.

2.2.6 Labour Force Statistics

As at the time of preparation of the report, some 2006 Census data was not available for Labour Force Statistics. However, the following figures provide a snapshot of the data available. The proportion of persons in Ipswich in full time employment in 2006 (36.2%) is in line with Queensland (35.6%). Further, the labour force participation rate in Ipswich (60.2%) is in line with the Queensland (60.6%) experience. However, the proportion of persons in part-time employment in Ipswich (17.2%) is slightly below the Queensland average (18.4%)

2.2.7 Internet Connection

The number of households without Internet connection in Ipswich in 2006 (37.24%) was higher than that of Queensland (34.15%). The highest type of Internet connection in Ipswich in 2006 was broadband (38.80%). The highest proportion of residents using the Internet in Ipswich in 2001 was 0-9year olds (16.74%), followed by 35-44 years old (15.34%) and 25-34 years old (14.58%). Statistics were balanced for Ipswich and Queensland.
2.2.8 Computer and Internet Use

As at the time of preparation of the report, 2006 Census data was not available for computer and Internet use. In 2001, computer usage at home for persons in Ipswich is highest amongst residents aged 25–44 years (35.0%) and 0–14 years (26.0%). Further, computer usage rate in Ipswich (38.5%) is below the Queensland average (41.3%).

2.2.9 Qualifications

As at the time of preparation of the report, 2006 Census data was not available for level of qualification attained. However, based on 2001 data the proportion of persons aged 15 years and over with a Bachelor degree or higher in Ipswich (15.7%) is below the Queensland (25.1%) average. However, the proportion of persons with a certificate is higher in Ipswich (44.2%) in comparison to Queensland (37.2%).
3. STRATEGIC CONTEXT

In times past the coastal localities of the city of Brisbane, the Gold Coast and Maroochy Shire have been the fastest growing areas in South East Queensland (SEQ). However, since 2001 the inland areas including the cities of Ipswich and Toowoomba have shown significant increases in population growth rates.

With Ipswich facing a growing population set to double over the next 20 years, local and state government have prepared the strategic documents Ipswich 2020 & Beyond, the South East Queensland Regional Plan, Ripley Valley: Australia’s Largest Master Planned Community and the Greater Springfield Masterplan to effectively deliver infrastructure and services to the future communities in and around Ipswich.

The following is a brief outline of the key economic developments and provisions of these documents essential to the provision of library services:

3.1 IPSWICH 2020 & BEYOND

Ipswich 2020 & Beyond envisages vibrant communities bustling with activity, with major centres located at the established Ipswich CBD, the Springfield Gateway CBD (under construction) and proposed Ripley Town Centre. Regionally significant business and industrial land is also identified at:

- Ebenezer / Willowbank;
- Wulkuraka / Karrabin;
- Bundamba / Riverview;
- Redbank;
- Carole Park; and
- Swanbank / New Chum.

The document recognises the importance of an assessment of community needs to plan for the provision of community services with equitable access for all, and provides for communities to have a central hub where recreational, social, community services (including libraries) and shopping activities will occur.

Ipswich 2020 & Beyond highlights the following areas in the table below as key urban development areas:

<table>
<thead>
<tr>
<th>Community</th>
<th>Estimated Current Population</th>
<th>Potential Future Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Suburbs (Western Corridor)</td>
<td>6,500</td>
<td>19,000</td>
</tr>
<tr>
<td>Northern Suburbs</td>
<td>71,400</td>
<td>126,000</td>
</tr>
</tbody>
</table>

Table 3.1: Potential population for identified communities
### Community

<table>
<thead>
<tr>
<th>Community</th>
<th>Estimated Current Population</th>
<th>Potential Future Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Suburbs (Western Corridor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ripley Valley</td>
<td>2,100</td>
<td>110,000</td>
</tr>
<tr>
<td>Eastern Suburbs</td>
<td>39,000</td>
<td>116,000</td>
</tr>
<tr>
<td>Springfield</td>
<td>8,500</td>
<td>50,000</td>
</tr>
<tr>
<td>Western Suburbs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walloon</td>
<td>1,500</td>
<td>23,000</td>
</tr>
<tr>
<td>Thagoona</td>
<td>800</td>
<td>20,000</td>
</tr>
<tr>
<td>Rosewood</td>
<td>2,700</td>
<td>10,000</td>
</tr>
</tbody>
</table>

Source: Ipswich 2020 & Beyond.

### 3.2 SOUTH EAST QUEENSLAND REGIONAL PLAN

The South East Queensland Regional Plan (SEQRP) recognises the historic trend development of low-density residential development in SEQ, and provides for more compact, higher density residential development in order to effectively meet the needs of a growing population. The SEQRP also encourages development to progress west from the coast in order to protect the coast from over-development and marine resources; prudently recognising the vast expanse of land available for development inland.

The SEQRP envisages regional activity centres at Ipswich, Springfield and Ripley, and projects the population of the Western Corridor to 318,000 persons in 2026.

### 3.3 RIPLEY VALLEY MASTERPLAN

The Ripley Valley Masterplan envisages a town centre, several neighbourhood centres and schools (both primary and secondary) and multiple sports grounds. The Masterplan provides housing for up to 120,000 persons over the next 30 years. Notably, the Masterplan provides a vision within an integrated package for developers to follow in providing infrastructure whilst developing the land for residential purposes.

### 3.4 GREATER SPRINGFIELD MASTERPLAN

The Greater Springfield Masterplan (GSM) provides for the development of the currently under construction 320 hectare Springfield Central CBD. The CBD comprises over a dozen components including an education city, world knowledge centre, University of Southern Queensland campus and business/ commercial and other services space.

The GSM also plans for the accommodation of some 50,000 persons in several communities, also currently under construction.
3.5 **PIFU SLA PROJECTIONS**

The PIFU SLA 2006 projections also provide estimates of total population as at 2006, 2011, 2016, 2021 and 2026 in the SLAs.

**Table 3.2: PIFU SLA Projections**

<table>
<thead>
<tr>
<th>Statistical Local Area</th>
<th>2006</th>
<th>2011</th>
<th>2016</th>
<th>2021</th>
<th>2026</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ipswich (C) - Central</td>
<td>72904</td>
<td>86410</td>
<td>102958</td>
<td>140370</td>
<td>190443</td>
</tr>
<tr>
<td>Ipswich (C) - East</td>
<td>52498</td>
<td>71975</td>
<td>100506</td>
<td>116949</td>
<td>124774</td>
</tr>
<tr>
<td>Ipswich (C) - North</td>
<td>8222</td>
<td>9633</td>
<td>10369</td>
<td>11091</td>
<td>11855</td>
</tr>
<tr>
<td>Ipswich (C) - South-West</td>
<td>4394</td>
<td>4571</td>
<td>4741</td>
<td>4945</td>
<td>5204</td>
</tr>
<tr>
<td>Ipswich (C) - West</td>
<td>8507</td>
<td>9282</td>
<td>10604</td>
<td>12459</td>
<td>15178</td>
</tr>
</tbody>
</table>

Source: Ipswich City Council.
4. **EXISTING SERVICE DELIVERY**

4.1 **IPSWICH LIBRARY BUILDINGS**

4.1.1 **Ipswich Central Library**

The Ipswich Central Library is located at 40 South Street, Ipswich. (Corner East and South Streets). The library was purpose built with some 2,887 sq m provided, (excluding the Barry Jones Auditorium.) This service point serves as the central library and inter-usage data from branch libraries indicates that residents will travel to access specialised services or a wider range of material, in many cases in conjunction with a services or shopping visit to Ipswich central. This is certainly the busiest library, with over 781,000\(^1\) loans transacted annually.

4.1.2 **Redbank Plains Library**

The Redbank Plains Library is located in Moreton Avenue, Redbank Plains, and providing 850 sq m. of space. This library forms part of a Community Recreation precinct, and is readily accessible to the local school and pre-school.

The 2002 Survey identified the Redbank Plains Library as a destination point and a higher than average period of time spent in the library reading and browsing, as compared to the Plaza which was characterized by shorter visits allied with a shopping visit. Whilst the main reason for using the library overall is still to “borrow books“ there was a significant difference at Redbank Plains where the reasons for using the library are more diverse and reflect the “community” nature of the library.

The Library was recently renovated in 2001 to accommodate the Mobile Library service, which was re-located from Yamanto. Further minor renovations were completed recently to comply with Health and Safety requirements. Access to the library is limited by the distance from the nearest

\(^1\) As at 2006.
bus stop, however, survey data collected in 2002 identified private vehicle as the prevalent mode of travel to the library. The library currently lends over 126,000 items per annum.

4.1.3 Redbank Plaza Library

The Redbank Plaza Library is located in leased premises in Redbank Plaza Shopping Centre, 1 Collingwood Park Drive, Redbank. The library is currently occupying a smaller space than that previously leased in 2001, (currently 480 sq m) and ongoing negotiation will take place as lease agreements come up for renewal. Despite the space reduction, the library still lends over 161,000 items per annum.²

4.2 Mobile Library

The Mobile Library Service currently operates six days a week, Tuesday to Saturday with a two - week timetable (see Table 4.1 and 4.2 below). The Mobile Library circulates through and around the City of Ipswich visiting suburban and rural areas.

Table 4.1: Mobile Library Schedule – Week One

<table>
<thead>
<tr>
<th>Suburb</th>
<th>Location</th>
<th>Day /Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booval</td>
<td>Booval Fair Shopping Centre</td>
<td>Thu 9:15am - 12:30pm</td>
</tr>
<tr>
<td>Brassall</td>
<td>Shopping Centre</td>
<td>Tue 9:15am - 12:00pm</td>
</tr>
<tr>
<td>Camira</td>
<td>Camira Community Centre</td>
<td>Wed 2:00pm - 7:00pm</td>
</tr>
<tr>
<td></td>
<td>Cnr Old Logan Rd. &amp; Community Pl.</td>
<td></td>
</tr>
<tr>
<td>Flinders View</td>
<td>Ripley Road</td>
<td>Wed 9:15am - 12:00pm</td>
</tr>
<tr>
<td>Goodna</td>
<td>St Ives Shopping Centre</td>
<td>Fri 9:15am - 12:00pm</td>
</tr>
<tr>
<td>Harrisville</td>
<td>Queen Street</td>
<td>Thu 5:00pm - 7:00pm</td>
</tr>
<tr>
<td>Karalee</td>
<td>Shopping Centre</td>
<td>Sat 9:30am - 3:00pm</td>
</tr>
<tr>
<td>Peak Crossing</td>
<td>Peak Mountain View</td>
<td>Thu 2:00pm - 4:00pm</td>
</tr>
</tbody>
</table>

² Based on 2006 figures
### Table 4.2: Mobile Library Schedule – Week Two

<table>
<thead>
<tr>
<th>Suburb</th>
<th>Location</th>
<th>Day /Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booval</td>
<td>Booval Fair Shopping Centre</td>
<td>Thu 9:15am - 12:30pm</td>
</tr>
<tr>
<td>Brassall</td>
<td>Shopping Centre</td>
<td>Tue 9:15am - 12:00pm</td>
</tr>
<tr>
<td>Goodna</td>
<td>St Ives Shopping Centre</td>
<td>Fri 9:15am - 12:00pm</td>
</tr>
<tr>
<td>Grandchester</td>
<td>School Road</td>
<td>Thu 2:30pm - 4:00pm</td>
</tr>
<tr>
<td>Grandchester</td>
<td>Grandchester Hotel</td>
<td>Thu 5:00pm - 7:00pm</td>
</tr>
<tr>
<td>Karalee</td>
<td>Shopping Centre</td>
<td>Sat 9:30am - 3:00pm</td>
</tr>
<tr>
<td>Marburg</td>
<td>Edmond Street</td>
<td>Tue 2:00pm - 4:00pm</td>
</tr>
<tr>
<td>Rosewood</td>
<td>John Street</td>
<td>Wed 2:00pm - 7:00pm</td>
</tr>
<tr>
<td>Rosewood</td>
<td>John Street</td>
<td>Fri 2:00pm - 7:00pm</td>
</tr>
<tr>
<td>Walloon</td>
<td>Queen Street</td>
<td>Tue 5:00pm - 7:00pm</td>
</tr>
<tr>
<td>Winston Glades</td>
<td>Winston Glades Shopping Centre</td>
<td>Wed 9:15am - 12:00pm</td>
</tr>
</tbody>
</table>

The collection is stocked from the shelves of the Redbank Plains Library and totals 12,517. This figure is made up of 11,425 books, 1,072 non-books, and 20 items in the category of “other”. Internet access is available to patrons on the Mobile Library.

There is a need to review the Mobile Library schedule and to consider re-opening the Mobile on Sundays, where it could be used at locations such as Rosewood. A cost benefit analysis would need to be prepared identifying additional labour costs and service benefits.

### 4.3 INTER-USAGE OF FACILITIES

A survey conducted in 2002 as part of the Review of Library Services identified the high level of inter-use of libraries. It was found that 49% of Redbank Plains library users also use the Plaza library, and 46% of Plaza library users also use the Redbank Plains library. Additionally, 87% of users of the Redbank Plains library access the Plaza shopping centre, indicating they could potentially access the Plaza Library. The Redbank Plains group also rely more on car transport to get to the library than the other two library user groups, with some 94% coming by car to Redbank Plains compared to 79% at the Plaza (where some 18% come by bus).³

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5. BUSINESS PERFORMANCE

5.1 IPSWICH CITY LIBRARY BUSINESS PERFORMANCE

5.1.1 Loans

The Ipswich Global Information Centre (IGIC) accounted for 64.7% of all loaned items from Ipswich City Council Libraries between 2000 and 2006, significantly more than the Redbank Plaza Library (13.7%), Redbank Plains Library (11.7%) and the Mobile Library (9.9%). The total number of loans made by Ipswich Library and Information Services (ILIS) has increased between 2000 and 2006, with total lending increasing by 1.3% over the period, or over 15,000 loans. However, within the total there have been significant variations between the outputs from each of the branches.

Figure 4.1 shows the issues made by all libraries within the ILIS from 2000 to 2006. It is clear that IGIC dominates this group with over 781,000 issues in 2006. Between 2000 and 2006 the number of loans made by the IGIC increased by over 30,000 loans, or approximately 4,800 loans a year, an increase of over 3.9%.

The Redbank Plaza Library recorded a similar experience to IGIC, experiencing an average annual increase of 4.0% or 5,600 loans. The greatest decline in issues was recorded by the Mobile Library, which experienced a 20.9% decline (down 27,000 issues) in loans over the six year ended 2006. The Redbank Plains Library recorded an average annual decline in loan issues of 2.5% (or 3,500 loans) between 2000 and 2006.

Figure 4.1: Loans by Library
5.1.2 Ratio of Loans vs Collections by Category

The Ipswich Library and Information Services (ILIS) recorded 4.6 loans per collection item in 2006, an increase of 2.8% in 2006 compared to 2003. The ‘Multimedia’ collection improved the most significantly between 2003 and 2006, with loans per collection item growing 27.0% to 11.9 in 2006. In contrast, the ‘foreign’ (down 72.3%) collection experienced the most significant fall in performance in terms of loans per collection item in 2006 when compared to 2003 while the ‘young adult’ (down 6.1%) and ‘junior’ (down 4.2%) also performed worse during the three year period. The ILIS recorded faster growth in loans than collection, resulting in the ratios between loans and collection items increasing over the three-year period.

Figure 4.2: Collection Items by Category

![Graph showing Collection Items by Category]

Source: ILIS

5.1.3 'Active' Registered Members

Figure 4.3 shows the total number of ‘active’ registered members from 2003/04 to 2006/07. In 2006/07, there were a total of 80,879 registered library members in Ipswich. Of these, 40,500 members were active in 2006/2007, this represents an increase of 6.5% or 2,500 active membership when compared to the year ended 2005/06. Overall, the total number of ‘active’ members of ILIS has increased between 2003/04 and 2006/07, with total active borrowing increasing by an average annual rate of 0.1% over the period, or a total increase of 130 or 45 active borrowings per year. However, the ILIS recorded a decline in total active membership in 2005/06 when compared to 2004/05 (down 3.0% or 1,200 active membership).
Figure 4.3: Active Membership

N.B. ‘Active’ members are those registered members who have used their library card to borrow.

Source: ILIS

5.1.4 Visitors to the Virtual Library

In 2006/07 there were a total of 247,306 virtual visits to the ILIS Library Site. This was a decrease of approximately 5.0% or decline of over 13,034 virtual visits on the previous financial year (see Table 4.1). However, a significant factor is the loss of data logs by the Web Server at iTel so the 2006/2007 would be more than reported.

Table 4.1: Virtual Visits to ILIS Library Site

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total annual visits to Virtual Library Site</td>
<td>234,002</td>
<td>260,340</td>
<td>247,306</td>
</tr>
<tr>
<td>Annual Percentage Change</td>
<td>n.a.</td>
<td>11.25%</td>
<td>-5.0%</td>
</tr>
<tr>
<td>Annual Increase/Decline in Total Number of Visits</td>
<td>n.a.</td>
<td>26,338</td>
<td>-13,034</td>
</tr>
</tbody>
</table>

Source: ILIS
5.1.5 Displays

For the 2006/07 financial year, a total of 533 displays were held at the ILIS. This was an increase of 10.4% in the number of displays (or over 130) on the previous financial year.

Figure 4.5 and Table 4.2 illustrate the number of displays at the ILIS over the 2004/05 and 2006/07 period.

Table 4.2: Display Statistics

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Displays</td>
<td>402</td>
<td>483</td>
<td>533</td>
</tr>
<tr>
<td>Annual Percentage Change</td>
<td>n.a.</td>
<td>20.1%</td>
<td>10.4%</td>
</tr>
</tbody>
</table>

Source: ILIS

Figure 4.5: Displays, 2004/05 – 2006/07

Source: ILIS

5.1.6 Attendance at Community Events

In 2006/07 there were a total of 11,702 persons who attended community events across the ILIS. This was approximately 27.0% lower than the number recorded for the previous year. Table 4.3 and Figure 4.6 provides a graphical view of the number of persons attending community events from 2004/05 and 2006/07.

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4 Includes community, interdepartmental, government agencies and in-house.
5 Includes storytelling, school holiday activities, community awareness sessions etc.
Table 4.3: Attendance at community events

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Displays</td>
<td>13,206</td>
<td>16,032</td>
<td>11,702</td>
</tr>
<tr>
<td>Annual Percentage Change</td>
<td>n.a.</td>
<td>21.4%</td>
<td>-27.0%</td>
</tr>
</tbody>
</table>

Source: ILIS

Note: the bi-annual Children’s Festival of Literature held in 2005 has resulted in skewed figures for the 2005/2006 period. Whilst there is a slight decline in attendance between 2004/2005 and 2006/2007, it is not as significant as it first appears.

Figure 4.6: Attendance at Community Events, 2004/05 – 2006/07

Source: ILIS

5.1.7 Attendance at Information Literacy Sessions

In 2006/07 there were a total of 2,598 persons who attended information literacy sessions6 across the ILIS, representing a decrease of 13.2% from the previous financial year (see Table 4.4, Figure 4.7). This decrease accords with the increase in technical proficiency in the community with the uptake in technology.

Table 4.4: Attendance at Information Literacy Sessions

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Displays</td>
<td>2,347</td>
<td>2,656</td>
<td>2,598</td>
</tr>
<tr>
<td>Annual Percentage Change</td>
<td>n.a.</td>
<td>13.2%</td>
<td>-2.2%</td>
</tr>
</tbody>
</table>

Source: ILIS

---
6 Includes storytelling, school holiday activities, community awareness sessions etc.
5.2 COMPARATIVE PERFORMANCE

The "Statistical Bulletin – Public Libraries in Queensland" provided by the State Library of QLD contains statistical measures for public libraries in QLD. It provides an overview of QLD public library performance via the application of a range of library performance indicators such as income, expenditure, services and staffing and provides comparisons of libraries serving like populations.

The following section provides a benchmark of the Ipswich City Library and Information Services (ILIS) with a number of other libraries of a similar size (classified as Independent Libraries under the Australian Classification of Local Governments) for the 2002/03 and 2004/05 period\(^7\). The benchmarks provide comparisons of the ILIS and tracking of library performance measures with a selection of independent library statistics from outside Ipswich City – Caboolture, Caloundra, Cairns, Logan, Maroochy, Pine Rivers, Redland, Toowoomba and Townsville. It is recognised that some Councils have higher or lower levels of population, and this is accounted for in benchmarks that provide per capita comparisons. It should be noted that the most recently published data for comparative purposes is 2004/05, and this information should be used to identify trends rather than the current performance.

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\(^7\) It covers the period July 2004 to 30 June 2005.
5.2.1 Population

The population of Ipswich as at 2004/05 was reported to be 131,747. The Ipswich population had remained relatively stable, experiencing a population increase of 2.1% from 2002/03 to 2004/05. It is clear however, that the population will increase significantly in the mid to long-term.

Figure 4.8: Population

![Population Graph]

Source: State Library of Queensland

5.2.1.1 Population per staff member

This indicator shows the population served per staff member across benchmarked libraries over the three-year period. Ipswich recorded the second lowest population per staff member ratio in 2004/05 (2,662), lower than the three-year average (2,878). As can be seen in Figure 4.9, the population per staff member increased in Ipswich from 2003/04 to 2004/05 (up 360).

Figure 4.9: Population per staff member

![Population per Staff Member Graph]

Source: State Library of Queensland
N.B. It is important to note that multi-storey library facilities require a higher proportion of staff that single-storey facilities. The Main Branch at Ipswich is a 3 level facility and therefore requires more staff to operate.

5.2.2 Membership

5.2.2.1 Registered members

Ipswich had a total of 80,191 registered members for 2004/05 period, which compares well with all of the benchmarked independent libraries (see Figure 4.10). Between 2002/03 to 2004/05, the number of registered members in Ipswich has increased 10,800 at an average annual rate of 7.9%. Logan and Redland experienced a decline in registered members over the three-year period. Cairns recorded the strongest growth in membership numbers over the three-year period, averaging growth of 15.9% per annum, or over 18,000 members in total.

Figure 4.10: Registered Members

Source: State Library of Queensland

5.2.2.2 Borrowers as a percentage of the residential population

This indicator shows the number of people who borrowed books and other items during the year, expressed as a percentage of the resident population. It is important to note that many people use public libraries and do not necessarily become registered members.

Approximately 30.0% of residents in Ipswich are counted as borrowing from the libraries in 2004/05, representing a fall of 1.0% from 31% in the previous year. Furthermore, Ipswich recorded the lowest ratio of borrowers to resident population in comparison to the other benchmarked independent libraries, significantly below the three-year average (54.7%).
In line with total membership, Logan also experienced a fall in the percentage of borrowers within the resident population (down 9.0%) (see Figure 4.11). For the 2004/05 period, Toowoomba recorded the highest ratio of borrowers to resident population at 72.3% followed by Townsville (68.5%) and Caboolture (66.4%) while Maroochy and Redland fell below the average.

Significantly, the ratio of borrowers to population is impacted by the number of service points and issues such as access, particularly ease of parking. With only 3 service points Ipswich falls below the number of service points provided in benchmarked libraries.

**Figure 4.11: Ratio of Borrowers to Population**

![Bar chart showing the ratio of borrowers to population for various cities, including Ipswich, Toowoomba, Logan, Townsville, Caboolture, Cairns, Pine Rivers, Caloundra, Maroochy, and Redland. The three-year average is 54.7%.](image)

Source: State Library of Queensland

### 5.2.3 Staff

#### 5.2.3.1 Total qualified staff

This indicator reports the total number of staff who are eligible for professional membership of the Australian Library and Information Association (ALIA). Ipswich recorded 12.5 qualified staff in 2004/05. (see figure 4.12). Logan recorded the highest number of qualified staff at 18.6 followed by Maroochy (16.2) for the year ended 2004/05 while Caloundra (8.34) reported the lowest number of staff who are eligible for ALIA membership.
5.2.3.2 Population per qualified staff member

Ipswich recorded an average of 10,540 persons per qualified staff member in 2004/05, slightly below the three-year average (10,693). Meanwhile Cairns (13,000) reported the highest population served per qualified staff member, followed by Pine Rivers (11,148) and Caboolture (11,000), all with population per qualified staff member ratios above the three-year average (10,693). Maroochy recorded the lowest population per qualified staff member ratio (8,403) followed by Logan (9,209) (see Figure 4.13).

Source: State Library of Queensland
5.2.4 Expenditure

5.2.4.1 Expenditure on library materials per capita

For 2004/05 period, Ipswich recorded the fourth lowest level of library expenditure per capita ($4.8), comparatively lower than the benchmarked average ($5.8). Meanwhile, Redland recorded the highest per capita expenditure on library material ($9.1) followed by Logan ($8.1). The lowest expenditure on library material per capita for the 2004/05 period was recorded in Cairns at $3.50 (see Figure 4.14). The expenditure on library materials per capita in Toowoomba, Townsville and Cairns remained relatively stable over the two year ended 2004/05.

Figure 4.14: Expenditure on Library Materials per capita

Source: State Library of Queensland

5.2.5 Library Stock

5.2.5.1 Total Library Stock

Ipswich recorded just over 235,000 units of library stock in the 2004/05 period, slightly below the three-year average of 248,630 units (see Figure 4.15). Additionally, the Ipswich Library has experienced an annual decline of 5.4% in total library stock, deleting over 27,000 items since 2002/03. Logan (514,000) recorded the highest number of total stock for 2004/05, followed by Maroochy (310,000) while Caloundra recorded the lowest levels of stock (164,000).
Figure 4.15: Total Library Stock

Source: State Library of Queensland

5.2.5.2 **Library stock per capita**

Ipswich library (1.95) recorded comparatively lower levels of library stock per capita (3.34), than the independent benchmarked average (2.03) (Figure 4.16). In contrast, Cairns reported the highest per capita for the 2004/05 period at 3.00 items, followed by Caloundra (2.27) while Toowoomba recorded the lowest per capita ratio for the year ended 2004/05 (1.56). As at 2006, only 1.77 items of stock per capita were held.

Given the projected population increases, a whole of life asset management plan for collections will be required, identifying budget requirements over the next 15 years.

Figure 4.16: Library Stock per capita

Source: State Library of Queensland
5.2.5.3 *Circulation per capita*

For the 2004/05 period, Ipswich recorded the second lowest level of circulation per capita (8.05). The level of circulation per capita at Ipswich is also consistently below the benchmarked average (11.5) (see Figure 4.17). Caloundra recorded the highest circulation per capita at 18.4 items per head of population whilst Cairns recorded the lowest circulation per capita levels (7.21) in 2004/05.

**Figure 4.17: Library Stock Circulation per capita**

![Figure 4.17: Library Stock Circulation per capita](source)

Source: State Library of Queensland

5.2.5.4 *Circulation per staff member*

Ipswich recorded the lowest loans per staff member at approximately 21,500 for 2004/05 period, which is under the benchmarked average (33,654) (see Figure 4.18). Caloundra recorded the highest circulation per staff member with 51,000 items lent per staff member, followed by Logan (35,000 circulations per staff member).

**Figure 4.18: Circulation per staff member**

![Figure 4.18: Circulation per staff member](source)

Source: State Library of Queensland
5.2.5.5 **Turnover of Stock**

This indicator reports the level of stock turnover\(^8\) to provide indication of stock use across benchmarked independent libraries. For 2004/05 period, Ipswich recorded the third lowest issues per lending item (4.7), comparatively lower than the benchmarked average (6.2) (see Figure 4.19). Caloundra recorded the highest level of stock turnover at 9.93 issues per collection item, followed by Toowoomba and Pine Rivers (6.5 each respectively) while Logan experienced the lowest level of stock turnover at 3.7 loans per item of stock.

**Figure 4.19: Turnover of stock by independent library**

![Figure 4.19: Turnover of stock by independent library](image)

Source: State Library of Queensland

5.2.6 **Implications for planning and service delivery**

Approximately 30.0% of residents in Ipswich are counted as borrowing from the Ipswich libraries in 2004/05 (39,000 registered members in 2004/05), comparatively lower than all of the benchmarked independent libraries. This, however, needs to be qualified by the increase in the use of the virtual library and the fact that many people are visiting the library for a range of activities, access to the Internet and to use other resources, although they are not registered borrowers.

Ipswich Library recorded lower levels of expenditure per capita on library materials and are well below the standard in terms of library material per capita. As at 2006, only 1.77 items of stock per capita were held. This will be further exacerbated as the population grows unless adequate budgets are provided for collections. A whole of life asset management plan for collections will be required, identifying budget requirements over the next 15 years.

\(^8\) Turnover of stock is obtained by dividing the total circulation by the total library lending stock.
Ipswich Library also recorded the second lowest level of circulation per capita and lowest circulation per staff member for the year ended 2004/05. The library also recorded below average total turnover compared to many of the benchmarked libraries. Lower circulation levels can be linked to fewer branch libraries and limited parking access at ILIS. Additional service points will be required in strategic locations in accordance with population growth.
6. **SUMMARY OF TRENDS AND BEST PRACTICE**

Social and Industry trends were analysed as part of this research: (see Appendix 1). Models of excellence in the provision of library services which have focused on the promotion of social cohesion and partnering and the development of lifelong learning, and some examples of innovative work with young people in libraries have been favoured. Some examples of alternate methods of service delivery have also been noted. A section has also been provided detailing innovations in new library buildings.

In summary, survey of the library literature and case studies show that increased community engagement is a critical success factor in library service provision across a range of target groups. The development of innovative partnerships to support outreach and programming in several libraries has made a significant difference in communities. There has been a trend towards libraries becoming more involved in community development and in developing strategies to build more cohesive and inclusive communities. Brisbane City Library provides an exemplary model in its focus on strategic partnerships and programming and the strategic positioning of the library to play a broader role for Council in the community to deliver on Council’s outcomes. This same concept is expressed in Auckland City Libraries as the “Community Anchor” which is a key outcome area driving planning around community engagement, cohesion, outreach and programming.

Certainly, library trends and models that have been developed point to the need for the public library to become more flexible as a centre for community engagement and development, which can include the development of citizenship, strategies to break down isolation, engaging youth, focus on special needs in the community and bringing people together to celebrate and foster stronger identity and social cohesion.

Another key theme emerging is the increased focus on the development of lifelong learning and the building of learning communities. With the exponential pace of change and growth in information, there is a need to facilitate competencies in information gathering and navigation. Changes in the workplace mean that skills often rapidly become obsolete and individuals need to continue to learn in order to maintain their employability. Libraries are well positioned to play a key role in lifelong learning, particularly in partnership with learning providers. Models such as the *Hume Global Learning Village* in Broadmeadows, Victoria, the *Pathways Library* in Pine Rivers, Queensland and the Brisbane City Library *Learning Lounges* provide excellent examples of the development of learning partnerships. (Hume City has to date identified over 300 learning partners in its vision for a learning community.) The importance of early childhood learning is also driving an emphasis on early childhood literacy in many libraries.

Certainly, investment in formal education and non-formal learning has been proven to be the best means of combating poverty, increasing overall health, and
eliminating social exclusion. The Singapore Library strategy is also based on the precept that an investment in libraries as learning providers can bring an economic return to a community. There are several innovative partnership models that have provided sound outcomes for the community, such as increased literacy, including computer literacy, and the development of life skills. Several libraries, such as the Canadian Oaklands Library in Richmond, Vancouver, the Ideas Stores in the Docklands area of the UK, and the Pathways Library in Queensland have also partnered with learning providers to progress skills to work opportunities. Some formal partnerships have also been developed such as that between Education Queensland and the Pathways Library and the Department of Education in WA with Belmont City Library Service.

There are also several innovative models for the delivery of library services emerging. New technology facilitating easy self-check of materials by patrons has also been introduced in many libraries now, with some libraries reaching 97% of transactions by self-check, thus freeing library staff for more valuable customer assistance. The community lounge room model emerging is also of interest, whereby mini-tailored collections are provided to provide a point of presence to access and order materials in a lounge room environment. The most recent model has been opened by the City of Sydney in May 2005; a Library Link, providing just-in-time access to collections through ordering materials and having them delivered for collection in a lounge-room setting in less than 150 sq metres of space.

There have been some significant developments in providing built forms that facilitate innovative service delivery to meet the changing needs of the community.

Overall, there is recognition that it is not enough to build great libraries. What makes the difference is what happens when the library engages strategically in the community to assist in the delivery of Council outcomes. There is certainly increasing emphasis on the development of libraries as community hubs that foster social cohesion and engagement and that promote learning in the community. Key mechanisms are partnerships and strategic outreach and programming.

Generally, the research shows that the libraries that are attracting high levels of non-users are those that are stepping outside traditional modes of delivery. Most of the changes identified are those that enhance access for time poor residents or that meet specific needs. Internationally, public library networks, have prepared for their place of relevance in the Information Economy by pursuing the following frameworks for activities and decision-making:

- Innovation and investment in hard technology infrastructure and “soft” infrastructure related to new technologies.
- Provision of community space and community development programming.
- Service delivery based on customer focus aligned to identified needs (ongoing market research).
• Focus on broad educative role and Lifelong Learning in the information economy “smart society”.

• The research has highlighted the development of the “Community Lounge Room concept” or the “tailored library” with a focus on small library collections (tailored to identified community needs), access to technology and learning and a “just in time” philosophy of stock delivery rather than just in case. The Pine Rivers “Pathways” Library and the Adelaide City “tailored” libraries provide relevant models.

• “Library Links”, unmanned service points provided in partnership with other providers, such as coffee shops or video stores also provide opportunities for Ipswich and developing areas.
7. **UPDATED SERVICE DELIVERY MODEL**

7.1 **KEY ELEMENTS OF SERVICE DELIVERY MODEL**

In order to meet identified outcomes, the service delivery model should include the following elements:

*Focus on Community Engagement and Lifelong Learning*

- Needs for collections clearly identified through the development of Whole of Service and Branch Profiles using demographic and other planning data;
- Collection mix tailored to local needs and in accordance with usage patterns;
- Opportunities to refresh collections through processes such as floating or circulating collections as larger hub libraries are developed in accordance with population growth;
- Collection that is up-to-date meeting minimum of 1.50 items per capita;\(^9\)
- Stock levels maintained to retain standard of 1.50 items per capita;
- A whole of life asset management approach to collections and a five year asset replacement strategy clearly identifying forward budget requirements for collections to meet projected population and maintain standards;
- Effective use of Library Management System to analyse business performance and trends, particularly at the local level;
- Increased access to online content through online databases and weblinks and further development of a virtual library and access to online content;
- The use of retail merchandising and theming of selected collections (e.g. book shop formats)
- Provision of Special Needs services to meet increasing needs, and innovative means of meeting latent and projected Housebound Service needs; (such as use of couriers for delivery);
- Innovative means of getting older persons into service points including use of community / service club buses;
- The migration to a self help environment for customers using self-check technology, and the streamlining of processes such as pick-up of holds and circulation desk workflows in conjunction with self-check technology;
- The further development and maintenance of a customer focused environment, including staff training, policy and process review;
- Continued focus on lifelong learning and development of development of literacy, including information literacy for all ages;

\(^9\) As at 2006 items per capita were 1.77, well below the State Library standard of 2.50. Given the level of population growth projected it is assumed that the 2.50 standard cannot be met; however a target of 1.5 items has been identified for space projections longer term given the high population projections.
• Continued focus on facilitating community engagement, through adequate spaces for socialisation, meeting and learning together;

• Increased focus on internal and external partnerships including partnerships with community groups and collaborative action with neighbouring libraries;

• Provision of adequate space to meet population projections at strategically located service points in the City in close proximity to retail, public transport and with adequate parking; and

• An integrated marketing and branding strategy.

**Focus on Our People and their Learning and Growth**

• The continuing development of an integrated training plan based on competencies required for the future;

• The development of a workforce plan that ensures the Library service can respond to the changing needs of the Ipswich community through flexible work practices; and

• A workforce plan identifying staffing and budget requirements.

**Focus on Continuous Improvement**

• The development of best practice procurement including standard specifications for supply, collaborative tendering, shelf ready supply and supplier assisted selection;

• Increased focus on front of house activities with streamlining of back of house functions;

• Review to assess the benefits of decentralisation of selected processes such as ILLs and Housebound Services; and

• Development of a Technology Plan in consultation with IT.

**Focus on Good Governance**

• Development, continuing monitoring and review of 5 year Business Plans, annual Operational Plans, and Team and Project Plans;

• Effective and efficient reporting and financial management including identification of alternative sources of funding; and

• Ongoing compliance with relevant legislation and policy and effective risk management.

7.2 **PROPOSED SERVICE DELIVERY MODEL**

The service delivery model proposed to meet projected needs over the next 20 years is as follows:

• Working towards a decentralised network in 20 years comprising:
o 3 large hub libraries strategically located in Ipswich CBD, Springfield and Ripley Valley, with library space and stock to meet population needs;
o Review of the Redbank Plains and Redbank Plaza Branch facilities and services to ensure future community needs are met;
o Consideration of a Mobile Library Service operating 6 days per week, with consideration given to service provided at Rosewood on Sundays in the short term subject to business analysis;
o A series of Library Links and/or library dispensing kiosks at locations such as Rosewood and other areas based on established Library Standards and criteria; and
o A strong interactive online presence and Virtual Library.

- Migration to a self-help environment for customers;
- Minimum back of house activities at all points, with appropriate shelf ready provision of stock and supplier assisted selection according to Branch needs;
- Multipurpose approach in hub libraries with the provision of community meeting rooms and social space and provision of selected Council services;
- Support services for the network including Administration housed in the City Library or in City Administration offices;
- A continued and enhanced focus on community engagement and lifelong learning;
- The use of alternative delivery mechanisms for Housebound Services and inter-branch deliveries;
- Use of kiosks at selected venues longer term;
- Assessment and evaluation of bussing in of older clients in partnership with community or service club providers; and
- Development of fee for service for direct delivery of items ordered online.

It is recommended that the number of static service points remain at four only given the high labour and capital costs to provide additional service points. These service points would be expanded or developed in line with population increases.

These service points would be supported by Library Links or Kiosks as need and opportunities arise longer term. Successful models of Library Links can be found in the City of Sydney, where an unmanned service point (providing access to limited popular collections, Internet services and self-check technology are provided in partnership with a coffee shop). Overall, the success of these models are predicated on the development of effective strategic public and private partnerships. Dispensing kiosks for lending library stock are now a reality in Australia with Pine Rivers Shire providing the first self-service kiosk.

In summary, the distributed network model with hub libraries in retail centres, supported by the Mobile and the Virtual Library, as well as unmanned Library links
and kiosks, is regarded as the most sustainable model for the future provision of library services.

**Figure 7.1 Proposed Service Delivery Model**

**Partnerships**

- **Library Support Services for customer interface**
  - Information Services
  - Special Services
  - Collections Management
  - Administration

- **Strategic Partnerships supporting service delivery**

- **Internal**
  - Gallery
  - Community Services
  - Community Transport
  - Customer Services

- **External**
  - Learning Providers
  - Community Groups
  - Volunteers
  - Service Clubs (bussing in)
  - Adjoining retail

**Library Presence at Rosewood based on population growth and in line with Industry Standards**

**Library Link or Kiosk as population grows in Springfield**

**Library Link or Kiosk as population grows in the Ripley Valley**
7.3 **CRITERIA FOR LOCATION OF FACILITIES**

Research on key criteria for public libraries notes that our future public libraries must be buildings that:

- Provide a cultural hub and focal point for the community;
- Are functional and multi-purpose accommodating a range of activities and uses;
- Enable access to the latest in technology in a user-friendly manner;
- Attract a wide range of users providing areas for relaxation, research, leisure and learning;
- Are effective and efficient in the delivery of services;
- Develop from a co-operative approach between all stakeholders to ensure that the changing needs of the community are met.\(^\text{10}\)

According to the library guidelines presented in *People Places*, the desirable site characteristics for public library buildings include:

- Main street or shopping area location;
- High visibility from the street and shopping area;
- Street frontage for the ground floor of the library;
- High level of personal and property safety;
- Close to and/or accessible from educational facilities;
- Walking distance from public transport;
- Full accessibility for people with limited mobility;
- Potential for outdoor area;
- Access to convenient and safe car parking;
- Access to community buses, mobile libraries and deliveries;
- Potential for future expansion;
- In the hub of activity - main street or shopping area location;
- Accessible for deliveries;
- Safe and attractive pedestrian access, particularly for older residents, children and parents with prams; and
- Site able to accommodate future expansion of the library if required.

In designing public infrastructure, it is important to consider the changing social and demographic trends evident within the community and how these may affect the provision and delivery of services to the community. There is a trend towards consolidation of services in central, easily accessible sites with a just in time service delivery. There is also an increasing preference to locate libraries in busy shopping centres to capitalize on the pedestrian traffic and to maximize access for users.

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\(^\text{10}\) Nesbitt, Heather.  p.7
Christine Koontz’s research, *Library Facility Siting and Location Handbook (1996)* highlights that little has changed over the years with factors such as high visibility, location in a main shopping area and potential for expansion remaining as relevant today as they were in the late 1800’s. In many communities, private developers are often interested in accommodating a public library in a new shopping centre development as it attracts large volumes of visitors who may also shop after visiting the library.

Issues of population characteristics; population growth projections; shopping and recreation patterns; transport patterns; and future developments are key factors to be considered.

### 7.4 Spatial Assessment

The service based benchmark and the population benchmark are both utilised for the purposes of the study. The service-based benchmark is used to demonstrate the required size of the library based on collection size and type and range of services and core functions that a library should incorporate. In Ipswich’s case calculations are based on a number of assumptions:

- That the collection ultimately reaches a target of 1.5 items per capita for catchments served across the network;
- The City Branch Library would contain reference and some specialised collections and services; and
- Approximately 30% of the collection will be out at any one time.

Other items included in the calculations are:

- The number of current magazine titles held;
- The number of audio visual items held; and
- The number of computer terminals for public access

Six types of library space are defined in the service-based benchmark:

- Collection area;
- Reading and Study Areas;
- Resource areas (catalogues, photocopiers etc);
- Staff areas;
- Amenities and storage areas; and
- Additional service areas (storytelling, local and family history, meeting rooms).
Table 7.1: Projected Future Floor Area Requirements for Ipswich and Springfield Hub Libraries

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Central and North Catchment</td>
<td>3832</td>
<td>3064</td>
<td>4449</td>
<td>3931</td>
<td>5810</td>
<td>5213</td>
</tr>
<tr>
<td>(City Hub)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eastern Catchment</td>
<td>2532</td>
<td>2812</td>
<td>3254</td>
<td>3500</td>
<td>3729</td>
<td>4053</td>
</tr>
<tr>
<td>(Springfield Hub)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Based on PIFU SLA projections and assuming 1.5 items per capita. Gross floor areas include all usable space as well as unassignable space, including corridors, fire exits and stairs, foyers, toilets, plant rooms, lift cores and thickness of walls/partitions. People Places assumes gross floor area is 20% larger than the net floor area.

Source: People Places, AECgroup

It is estimated that the Ripley Valley will ultimately accommodate between 110,000 to 120,000 persons. Preliminary estimates indicate that some 3200 sq m of library space will be required to meet population needs in the catchment. As the population grows, a Library Link should be established in partnership with a retail provider and library space provided in accordance with the population growth.

7.5 Recommended Staging

The timing of the demand projections suggests the need for a staged approach to library expansion and investment by Council. The following staged service delivery models could be considered to meet projected needs within each library catchment.

N.B. This needs to be considered as a working model only and open to an annual review:

- **Ipswich City Library Catchment:**
  - 2008–09: Movement to the new procurement model and reduction in back of house space needs.
  - 2008–11: Potential relocation of the Library to the CBD dependent on business case

- **Redbank/Springfield Library Catchment:**
  - 2011–13: Provision of a hub library at Springfield;
  - Review of Redbank Plains and Redbank Plaza Branch facilities to ensure future community needs are met;
• **Ripley Valley Library Catchment:**
  o Provision of a Library Link in partnership with established service provider (public or private) as population grows, based on National Library Standards; and
  o Provision of a hub library in the Ripley Valley in accordance with population growth and Library Standards.

• **Rural/Remote Areas**
  o Review of Mobile Library service in 2008–2009;
  o Consideration of provision of Mobile Library service on Sunday at Rosewood;
  o Mobile Library Service delivery mapped to service needs;
  o Provision of *Library Links* and *Library Kiosks* in partnership with identified providers, with Rosewood as a prototype; and
  o Ongoing review of library service delivery model for Rosewood based on National Library Standards.

The service delivery model would need to be reviewed at regular intervals to ensure recommendations and on-the-ground delivery mirrored growth trends.
7.6 LOCATION OF LIBRARY HUBS 2008–2016 BASED ON POPULATION
8. CENTRAL LIBRARY OPTION ANALYSIS

The Ipswich Regional Centre Strategy developed in partnership with the State Government will be a significant development with the Ipswich CBD. The relocation of the Ipswich Library Branch functions to the CBD will be linked closely with the progress of the Centre Strategy.

The Ipswich Central Library building covers 2,887 sqm and as well as providing branch library services to its catchment population it also houses the central library functions including special collections, reference materials and an auditorium as well as library support staff. Inter-branch usage data indicates that residents are willing to travel to access the specialised services on offer and/or the wider range of material. In many cases residents make these trips in conjunction with a services or shopping visit to Ipswich.

Council is considering relocating the Central Library branch to a site within the town’s CBD. There are a variety of reasons for this including:

- Increasing the library’s exposure, especially to residents not currently using the service;
- Creating a focal point for the CBD whilst also providing library services, meeting and exhibition spaces in the area;
- Increasing the number of visitors to the CBD and consequently the volume of business conducted in the area; and
- Using the vacated Central Library building to accommodate Council staff currently dispersed around other sites.

Relocation to the CBD would entail significant costs including those associated with securing new premises in the CBD, preparing the new building for use as a library facility and the disruption to staff and services during the establishment and relocation phase.

In order to better understand the overall impact of the potential relocation it is necessary to determine the net community impact of the different options. There are four principal options under consideration; the first is to stay in the current location with the remaining three options assuming a move to a CBD location each under a different property tenure strategy:

**Option 1** – remain at the current site with no change to current operations;

**Option 2** – relocate the Central Library to a leased building in the CBD with a total floor space of 2,220 sqm. Library support functions would remain at the current location;
Option 3 – buy an existing building in the CBD and renovate it to accommodate the Central Library with a total floor space of 2,220 sqm. Library support functions would remain at the current location; and

Option 4 – buy a block of vacant land in the CBD and construct a new building to accommodate the Central Library with a total floor space of 2,220 sqm. Library support functions would remain at the current location.

8.1 Assumptions

The following analysis relies on a series of assumptions, which are based on the best available information at this time including:

- Under the relocation options the Central Library would cover 2,220 sqm, a reduction of 667 sqm on the current site, as a result of the separation of Central Library operations and Library Services support functions (provided to all branches)\(^{11}\);
- Under the relocation options, the new site would include a 50 seat meeting room and a kitchen area as well as the actual library space;
- There would be no change in current service levels;
- Lease costs in Ipswich CBD are estimated to be $300 per sqm per annum (excluding GST);
- Lease costs for the current Central Library building are estimated to be $250 per sqm per annum (excluding GST);
- Lease costs are estimated to increase by 3% per annum over the period covered;
- On costs for commercial lease arrangements are estimated at 15% (excluding GST);
- The median purchase price paid for office accommodation in Ipswich CBD in the last 12 months was $634 per sqm;
- Vacant urban land costs in Ipswich CBD are estimated to be $283 per sqm;
- Library construction costs are estimated to be $2,135 per sqm;
- Council would finance the capital costs of Options 3 and 4 by borrowing the funds at a rate of 7.00%, which is considered to be consistent with the long-term debt rate available to Council from Queensland Treasury Corporation;
- Under Options 3 and 4 all costs associated with the relocation are capitalised;
- Renovation and fit out costs for Options 2 and 3 are estimated to be $788,100 based on minor refurbishment costs of $355 per sqm (excluding GST)\(^ {12}\);
- Additional fit out costs for the three CBD options are estimated to be $60,000, this is based on requiring an additional 200 man hours to install specialist

\(^{11}\) There may also be scope to reduce the size of the library support function through the adoption of a new procurement model; further investigation would be required to determine the potential scale of these savings.

\(^{12}\) This includes internal fittings such as benches, cupboards, shelving racks, seats, counters, notice boards and signs.
equipment\textsuperscript{13} and assumes all materials e.g. books and equipment would be transferred from the existing library.

- Removal costs for the three CBD options are estimated as $20,000\textsuperscript{14}; and
- A contingency of 10\% of the total costs has been included to cover professional fees and charges, miscellaneous and unexpected expenses.

Information on market rates in the Ipswich CBD area was obtained from analysis of sales in the area over the last 12 months and discussions with a sample of Ipswich commercial real estate agents. It should be noted that whilst the agents were able to estimate an average value for commercial property and vacant land they could not recall any properties of sufficient size that were either currently on the market or had recently been on the market and this was confirmed by the sales data. A similar picture emerged for vacant land, although Option 4 would offer some additional flexibility as the building could be accommodated over multiple levels. It is important to recognise the current availability of suitable CBD sites when considering this analysis.

8.2 Cost/Benefit Analysis of Strategic Options

This section considers a high level financial and the wider social and economic implications of each option. This assessment will help Council to determine if the benefits of each option would outweigh the costs to the community as a whole. The accommodation costs are based on the costs of each option after 10 and twenty years.

8.2.1 Option 1 – Remain at current location

In order to establish a base case valuation against which to compare the costs of the relocation options, a value must be established for the current library premises. This valuation is only for the area that would be taken up by the Central Library branch (2,220sqm) and does not include space currently occupied by library support services, the cost of which should be allocated between all branches using an appropriate cost driver.

The valuation was calculated based on the estimated market value, as the current location is on the periphery of the CBD the lease costs are assumed to be $250 sqm, slightly lower than those anticipated for the CBD proper. This approach is consistent with full cost pricing principles under which Council is required to earn a commercial rate of return from its properties as well as recovering the depreciation and operating costs of the building. The value is estimated to be similar to the saving which Council would make by no longer having to lease the premises currently occupied by staff that would move into the current location if the Central Library was relocated. It is assumed that under this option operating costs would remain at current levels with annual growth in line with LGAQ’s Council Cost Index, currently 5.7\%.

\textsuperscript{13} Specialist equipment installation is in addition to the refurbishment costs and includes: installation of loose furniture, furnishings, curtains/blinds, audiovisual equipment, refrigerators and circulating fans.

\textsuperscript{14} Based on estimate from specialist library removal company
Table 7.1 shows the property costs of Option 1 over 10 and 20 years.

**Table 7.1: Resource Implications of Option 1 Over 10 and 20 Years**

<table>
<thead>
<tr>
<th></th>
<th>Premises Costs</th>
<th>Operational From</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10 yrs</td>
<td>20 yrs</td>
</tr>
<tr>
<td>Option 1</td>
<td>$7,316,821</td>
<td>$17,150,017</td>
</tr>
</tbody>
</table>

Sources: RP Data 2007, Discussion with a sample of Ipswich real estate agents and AEC Group databases

Option 1 is the second most expensive option reflecting the high cumulative cost of leasing commercial property over the medium-long term. Table 7.2 goes on to look at the other costs and benefits of adopting Option 1.

**Table 7.2: Option 1 Cost Benefit Summary**

<table>
<thead>
<tr>
<th>Cost</th>
<th>Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The Central Library currently occupies part of Council’s main administration building and Council must accommodate other staff at different sites around the city. It is thought that there may be potential efficiency savings from having these staff located in one building i.e. the space currently occupied by the Central Library.</td>
<td>• The Central Library is already operational at its current location and would continue to operate without a break in service or additional relocation/renovation costs.</td>
</tr>
<tr>
<td>• The existing site of the Central Library is on the periphery of the CBD and has few passing customers. Although the library is well used by existing customers, it does not attract as many casual users as would be anticipated if it had a more central location.</td>
<td>• The current site is already well established in the area and familiar to users.</td>
</tr>
<tr>
<td>• Although the current Central Library location is accessible by public transport it is not at a hub site, if it were located in the CBD, nearer to a public transport hub e.g. bus/rail interchange it would be anticipated that visitor numbers would increase.</td>
<td>• The existing Central Library was purpose built and includes full disabled access and internet facilities. No major refurbishment works are required in the immediate future.</td>
</tr>
</tbody>
</table>
The Central Library has the potential to become the focal point of the CBD, increasing visitor numbers to both the library and other CBD based businesses. This is not possible from the Central Library’s current location.

Car parking at the current location is in short supply as the available spaces service the Council building, the Central Library and the surrounding area.

Library staff and users are thought to be generally happy with the current location.

The current location is well served by public transport and public parking is available nearby.

The positive aspects of the current location of the Central Library centre is its familiarity to current users and the wide range of services provided. There are also significant costs associated with the current location, not all of which are immediately obvious or accrue directly to Library Services.

Overall whilst this option requires no immediate capital outlay it may not represent the optimum outcome from a longer-term prospective largely as a result of the opportunity costs of not moving.

8.2.2 Option 2 – Lease building in CBD

Option 2 has the highest premises costs over both ten and 20 years as a result of the cumulative costs of leasing over a long period, especially given the current competitive rental market conditions for commercial property in the CBD.

Under Option 2 operating costs would be expected to increase slightly from their current level due to some additional administrative costs associated with separating Central Library branch functions from the Library Services support functions. It is not anticipated that these would be significant.

Table 7.3: Resource Implications of Option 2 Over 10 and 20 Years

<table>
<thead>
<tr>
<th></th>
<th>Premises Costs</th>
<th>Operational From</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10 yrs</td>
<td>20 yrs</td>
</tr>
<tr>
<td>Option 2</td>
<td>$9,734,875</td>
<td>$21,534,710</td>
</tr>
</tbody>
</table>

Sources: RP Data 2007, Discussion with a sample of Ipswich real estate agents and AEC Group databases

Although leasing an existing building would require a much smaller initial investment, over the longer-term the cumulative lease payments are far higher than Council’s repayments would be if it funded the purchase of a property by borrowing. The accommodation cost of Option 2 is higher than Option 1 due to the
increased costs of leasing in the CBD proper and the initial removal and fit out costs associated with this option.

Option 2 would mean Council would not need to borrow to fund the purchase of a building/land although it is not anticipated that this would be a concern for Council. Although depreciation charges and maintenance expenditure would not need to be funded directly it would be anticipated that these costs would be factored into the lease charges and as such do not represent a net saving.

**Table 7.4: Option 2 Cost Benefit Summary**

<table>
<thead>
<tr>
<th>Cost</th>
<th>Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A small increase in operating costs would be anticipated compared</td>
<td>• Council could bring staff groups together in its main administrative</td>
</tr>
<tr>
<td>to current operations due to increased administration costs</td>
<td>building saving on current lease costs and improving efficiency.</td>
</tr>
<tr>
<td>associated with splitting the Central Library and Library Services</td>
<td>• The new site would increase the library’s exposure especially amongst</td>
</tr>
<tr>
<td>administration</td>
<td>non-traditional library users increasing visitor numbers to both the</td>
</tr>
<tr>
<td>• There is currently a shortage of commercial property of this size</td>
<td>library and to businesses in the CBD.</td>
</tr>
<tr>
<td>to lease/buy in the Ipswich CBD. If such a property were to become</td>
<td>• The new site would be nearer to public transport hubs e.g. bus/rail</td>
</tr>
<tr>
<td>available it is likely that Council would be in competition with</td>
<td>interchange, and it would be anticipated that this would help to</td>
</tr>
<tr>
<td>other potential lessees, which would be expected to increase prices</td>
<td>increase visitor numbers.</td>
</tr>
<tr>
<td>further and may drive away business from the CBD.</td>
<td>• The Central Library has the potential to become the focal point of the</td>
</tr>
<tr>
<td>• Although a CBD location may improve access by public transport,</td>
<td>CBD increasing visitor numbers to both the library and other CBD based</td>
</tr>
<tr>
<td>access to sufficient parking for visitors and staff traveling by</td>
<td>businesses.</td>
</tr>
<tr>
<td>car could be severely restricted.</td>
<td>• A new fit out would make it possible to design purpose built spaces</td>
</tr>
<tr>
<td>• Council would need to fit out and renovate the building for library</td>
<td>to accommodate new services.</td>
</tr>
<tr>
<td>usage which would require the owner’s consent and be an investment</td>
<td></td>
</tr>
<tr>
<td>in a building that Council do not own.</td>
<td></td>
</tr>
<tr>
<td>• Council would need to fund two buildings to maintain the current</td>
<td></td>
</tr>
<tr>
<td>service while the new building was being converted. This could take</td>
<td></td>
</tr>
<tr>
<td>up to six months.</td>
<td></td>
</tr>
</tbody>
</table>
### Cost

- If Council leases a property they would be making monthly rental payments with no future return on that expenditure.

### Benefit

- Under a lease agreement Council would transfer the risks of property ownership including maintenance costs and property market fluctuations to a third party.
- At a later date Council could renegotiate lease terms or move to another location if necessary, although there would be additional fit out and removal costs associated with such a move.

The arguments regarding the impacts of a CBD location are the same for Options 2, 3 and 4. A more prominent location in the CBD would be expected to increase visitor numbers, especially amongst those residents that are not currently accessing library services. The library would be easier to access by public transport and it would be anticipated that there would be a significant boost to businesses in the CBD which would not only help existing businesses but may also attract new businesses to the location. The CBD move would also allow Council to consolidate staff currently located elsewhere in one location in the vacated library.

The CBD location does have disadvantages. Customers who can only access the library by car may struggle to find parking spaces. There would also be some disruption to all Central Library services during the move although if well managed this should be short-term and offset by the advantages of the new location.

The crucial difference between the three CBD based options is the tenure strategy. Under Option 2 Council would have lower risks with the ability to break the lease at negotiated points without further penalty. However, unlike the purchase options they would not own an asset and any renovation and fit out costs would be forfeited if they were to move to another location. Although this option has advantages, especially as a short-term solution, its value as a viable long-term option is doubtful as evidenced by the much higher costs over the long run.

### 8.2.3 Option 3 – Buy a commercial building in CBD

Option 3 is the first to consider purchasing a property to house the library. Under this scenario Council would borrow the funds over twenty years at the appropriate QTC rate. As with Option 2, it is anticipated that there would be a slight increase in operating costs as a result of splitting support services from the Central Library branch but it is not expected that this increase would be significant.
Table 7.5: Resource Implications of Option 3 Over 10 and 20 Years

<table>
<thead>
<tr>
<th>Option 3</th>
<th>Premises Costs</th>
<th>Operational From</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10 yrs</td>
<td>20 yrs</td>
</tr>
<tr>
<td>Capital</td>
<td>$3,492,550</td>
<td>$3,498,329</td>
</tr>
<tr>
<td>Interest</td>
<td>$1,214,347</td>
<td>$2,789,619</td>
</tr>
<tr>
<td>Total</td>
<td>$4,706,897</td>
<td>$6,287,948</td>
</tr>
</tbody>
</table>

Sources: RP Data 2007, Discussion with a sample of Ipswich real estate agents and AEC Group databases.

Option 3 has the second highest initial cost, requiring an investment of around $3.4 million however; it is the lowest cost option over ten and 20 years. By borrowing the necessary funding Council would be able to spread the costs over a longer period, consistent with the principle of inter-generational equity.

Table 7.6: Option 3 Cost Benefit Summary

<table>
<thead>
<tr>
<th>Cost</th>
<th>Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There is currently a shortage of commercial property of this size for sale in the Ipswich CBD. If such a property were to become available Council would be likely to be in competition with the private sector, which would be expected to increase property prices further and may drive away business from the CBD.</td>
<td>• There would be a net saving on accommodation costs over ten and 20 years compared to the other options.</td>
</tr>
<tr>
<td>• The commercial property market is currently buoyant and Council may be forced to buy at the top of the market.</td>
<td>• Council could bring staff groups together in its main administrative building saving on current lease costs and improving efficiency.</td>
</tr>
<tr>
<td>• Although a CBD location may improve access by public transport, access to sufficient parking for visitors and staff traveling by car could be severely restricted.</td>
<td>• The Central Library has the potential to become the focal point of the CBD increasing visitor numbers to both the library and other CBD based businesses.</td>
</tr>
<tr>
<td>• Council would need to fund two buildings to maintain the current service while the new building was being converted. This could take up to a year.</td>
<td>• The new site would increase the library’s exposure especially amongst non-traditional library users increasing visitor numbers to both the library and to businesses in the CBD.</td>
</tr>
</tbody>
</table>
Cost
• Council would need to fund the purchase cost and the costs of converting the building to library usage including fit out.

Benefit
• The new site would be nearer to public transport hubs e.g. bus/rail interchange, and it would be anticipated that this would help to increase visitor numbers.
• A new fit out would make it possible design purpose built spaces to accommodate new services.
• Purchasing a commercial building in the CBD would be a relatively low risk investment for Council as the building could be sold or converted to another use at a later date if no longer required as a library.

Discussions with local property advisers and analysis of sales turnover indicate that there are very few commercial properties of sufficient size to accommodate the library in the Ipswich CBD. Only five office type buildings have been sold in central Ipswich in the last 12 months, none of which was larger than 1,700sqm.

This option has the same operational advantages and disadvantages associated with a CBD location as Option 2. In terms of the property and its tenure there are anticipated difficulties in securing a suitable building and the impact that Council’s purchase might have on commercial property prices in the area, which may deter other potential investors. However, it is not anticipated that property values in the CBD will fall in the foreseeable future or that there will be an increase in availability. Overall, it would be anticipated that such a building would prove to be a sound investment.

8.2.4 Option 4 – Build a new library in the CBD

Option 4 is the most complex of the four options requiring not only a land purchase but also the design and construction of a new building, however this does offer the opportunity to create a purpose built space. As with Option 3 it is assumed that Council would borrow to fund this development and that there would be a small increase in operating costs.

Table 7.7: Resource Implications of Option 4 Over 10 and 20 Years

<table>
<thead>
<tr>
<th>Option 4</th>
<th>Premises Costs</th>
<th>Operational From</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10 yrs</td>
<td>20 yrs</td>
</tr>
<tr>
<td>Capital</td>
<td>$5,850,788</td>
<td>$5,860,466</td>
</tr>
<tr>
<td>Interest</td>
<td>$2,034,295</td>
<td>$4,673,224</td>
</tr>
<tr>
<td>Total</td>
<td>$7,885,083</td>
<td>$10,533,690</td>
</tr>
</tbody>
</table>

Sources: RP Data 2007, Discussion with a sample of Ipswich real estate agents and AEC Group databases
Option 4 has the second lowest costs over ten and 20 years. Unlike under Options 2 and 3 there would be no renovation costs but relatively high construction costs meaning that Option 4 has the highest initial investment cost of $5,658,902. As with Option 3, Council would be expected to finance this by borrowing over a 20 year period. This makes Option 4 the second lowest cost option over ten and 20 years.

Table 7.8: Option 4 Cost Benefit Summary

<table>
<thead>
<tr>
<th>Cost</th>
<th>Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are currently very few suitable vacant sites within the CBD. Even if the new library were constructed over several floors the likelihood would be that Council would need to demolish an existing building/s to secure a large enough site.</td>
<td>Council could bring staff groups together in its main administrative building saving on current lease costs and improving efficiency.</td>
</tr>
<tr>
<td>Council would need to fund the initial purchase cost, the design cost and the construction costs of the building.</td>
<td>The Central Library has the potential to become the focal point of the CBD increasing visitor numbers to both the library and other CBD based businesses.</td>
</tr>
<tr>
<td>Council would need to fund two buildings to maintain the current service while the new building was under construction. This could take up to 18 months.</td>
<td>The new site would increase the library’s exposure especially amongst non-traditional library users increasing visitor numbers to both the library and to businesses in the CBD.</td>
</tr>
<tr>
<td>Although a CBD location may improve access by public transport, access to sufficient parking for visitors and staff traveling by car could be severely restricted.</td>
<td>The new site would be nearer to public transport hubs e.g. bus/rail interchange, and it would be anticipated that this would help to increase visitor numbers.</td>
</tr>
<tr>
<td>Construction costs in southeast Queensland are current very high and this would be reflected in the costs of the new building.</td>
<td>Within the available land constraints the new library could be purpose built to Council specifications.</td>
</tr>
<tr>
<td>A new fit out would make it possible design purpose built spaces to accommodate new services.</td>
<td>Central Library and Information Service Strategy: Coping with Growth</td>
</tr>
</tbody>
</table>
Cost | Benefit
---|---
| A commercial building in the CBD would be a low risk investment for Council as the building could be sold or converted to another use at a later date if no longer required as a library.

The arguments for and against the CBD locations are the same for Option 2, 3 and 4. Under Option 4 Council would be constructing an entirely new Central Library meaning that the library would be purpose built and represent best practice in library design tailored to the requirements of the Central Library. This building could become the focal point of the CBD and be designed to adapt to future changes in library service provision.

However, such a large investment carries significant risks. This option would require the longest time to complete and requires the largest investment. Construction costs are currently very high in the region and Council also run the risk of making the building too highly specialised, increasing the risk of obsolescence and difficulty in either selling the building or finding another use if required.

8.3 SUMMARY

Community expectations are that any relocation of the Central Library will provide a library facility and service level that is of the same standard as is currently provided or higher. From the analysis it is apparent that Option 3 offers the greatest net community benefit. This is the result of both the long-term savings that would be achieved in accommodation costs and the additional benefits that would accrue from the Central Library having a CBD location. However, this analysis is based on the assumption that such a property would be available, initial research suggests this may not be the case as not only would the property need to be the appropriate size its internal configuration would also need to be convertible to a format for a library. If there are significant issues find a suitable property it may be more practical to attempt to find appropriate vacant land and to construct a new library, although research also suggests this may not be easy and this option has higher risks.

It may seem that Option 1 is a cost neutral option but that is not the case. Library Services occupying the building is a cost to Council, not only must it pay for the upkeep of the building it must also pay to lease additional office space to accommodate administrative staff. Relocating the Central Library would allow Council to use the existing building for this purpose. By no longer having to lease additional office space for administration staff and borrowing to fund the purchase of a new library, as well as the spin off benefits for the CBD, Options 3 and 4 would be expected to deliver a net community benefit with Option 3 providing the largest benefit.
ACKNOWLEDGEMENT

The “Library Strategy: Coping with Growth 2008-2026 is a result of work undertaken by the AEC Group Consultant Ms Veronica Lunn completed in August 2007. It is an update on the original work undertaken by Ms Lunn in 2002.
APPENDIX 1: SPACE CALCULATIONS FOR SPRINGFIELD, RIPLEY VALLEY AND CBD LIBRARIES

SPACE CALCULATIONS: SPRINGFIELD

INSTRUCTIONS: APPLYING THE BENCHMARKS IN PEOPLE PLACES

This Microsoft Excel spreadsheet has been created to facilitate the use of the Service-Based and Population-Based Benchmarks described in Part 3 of the publication People places (Sydney: Library Council of New South Wales, 2000)

You can enter the data for your own library building project on this instruction sheet and the spreadsheet will automatically generate a total gross floor area using each benchmark. If you wish, you can then print out the entire workbook, showing calculations for both benchmarks.

SERVICE-BASED BENCHMARK

<table>
<thead>
<tr>
<th>Question</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many printed items will there be in the collection of your new library?</td>
<td>150800</td>
</tr>
<tr>
<td>What percentage of the total items is likely to be on loan at any one time?</td>
<td>30</td>
</tr>
<tr>
<td>How many audiovisual items will there be in the collection of your new library?</td>
<td>5000</td>
</tr>
<tr>
<td>What percentage of the total audiovisual items is likely to be on loan at any one time?</td>
<td>30</td>
</tr>
<tr>
<td>How many current periodical titles will you accommodate?</td>
<td>300</td>
</tr>
<tr>
<td>How many public computer terminals (excluding terminals solely used as OPACs) will there be?</td>
<td>20</td>
</tr>
</tbody>
</table>

With the next questions you should indicate how much emphasis is to be given to various functions or services. A quick area guide is provided as an indication of typical provision. Not all the services or functions may be applicable, and there is also space for additional functions to be added.

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Quick Area Guide</th>
<th>Omit % Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLECTION AREA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books and volumes on shelves, Periodicals, Non print material, Virtual and digital resources</td>
<td>100% (mandatory)</td>
<td>100</td>
</tr>
<tr>
<td>READING AND STUDY AREAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Areas</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Study Areas</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Browsing, Display, Information</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>RESOURCE AREAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catalogues, photocopiers etc</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Vending machines, telephones</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>STAFF AREAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Desk</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Staff Work Area</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Storage</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>AMENITIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foyer, Lobby, corridors etc</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Toilets, restrooms, storage etc</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>Plant equipment, maintenance</td>
<td>5%</td>
<td>5</td>
</tr>
</tbody>
</table>
## FUNCTIONAL AREA

### ADDITIONAL SERVICE AREAS

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Quick Area Guide</th>
<th>Omit % Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children’s Storytelling Area</td>
<td>5-10%</td>
<td>10</td>
</tr>
<tr>
<td>Young Adult Area</td>
<td>5-10%</td>
<td>10</td>
</tr>
<tr>
<td>Specialist Room, Local and Family History</td>
<td>10-15%</td>
<td>10</td>
</tr>
<tr>
<td>Multi-Purpose, Training, AV Room</td>
<td>20-25%</td>
<td>20</td>
</tr>
<tr>
<td>Bookshop, Coffee Shop</td>
<td>10-15%</td>
<td>15</td>
</tr>
<tr>
<td>Toy Library</td>
<td>10-20%</td>
<td></td>
</tr>
<tr>
<td>Community Services, Bank Services</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Mobile Library Services Area</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Central or Regional Work Area</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>Central or Regional Community Offices</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Home Library Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exchange</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children’s Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 20 YEAR MEDIUM POP PROJECTIONS

**POPULATION-BASED BENCHMARK**

- What is the ten-year population forecast for the local catchment of the proposed library? 77900
- How many people would you forecast to be in the non-resident workforce in that catchment in ten years time? 3000
- If it is a central library, what is the total ten-year projection for the population of the whole local government or regional area? 132500
- How many people would you forecast to be in the non-resident workforce in the local government or regional area in ten years time? 3000
- If central library functions are shared between libraries, show the number of libraries equally sharing these functions. Otherwise leave as "1" 1

### FLOOR AREA REQUIRED

- **Service-Based Benchmark** 3357 square metres gross
- **Population-Based Benchmark** 3692 square metres gross

### ENQUIRIES

Please contact Dr David J. Jones, Library Building Consultant and Principal, Building and Planning Advisory Service, Public Libraries Branch, State Library of New South Wales, Macquarie Street, Sydney 2000, with any questions about this spreadsheet.

Phone: (02) 9273 1572  Fax: (02) 9273 1244  Email: djones@sl.nsw.gov.au

Revised August 2004
### SERVICE: TARGET COLLECTION FACTOR (TCF)

<table>
<thead>
<tr>
<th>TARGET COLLECTION FACTOR (TCF)</th>
<th>SPACE STANDARD</th>
<th>YOUR FIGURES ARE IN THE HIGHLIGHTED CELLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volumes (assumes 30% on loan)</td>
<td>100 vols per sq m</td>
<td>Items</td>
</tr>
<tr>
<td>Non-book (number)</td>
<td>100 recordings per sq m</td>
<td>150800</td>
</tr>
<tr>
<td>Periodicals (titles)</td>
<td>10 titles per sq m</td>
<td>5000</td>
</tr>
<tr>
<td>Electronic resources (number of terminals)</td>
<td>1 terminal per 5 sq m</td>
<td>300</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

### FUNCTIONAL AREA

<table>
<thead>
<tr>
<th>COLLECTIVE AREA</th>
<th>QUICK AREA GUIDE</th>
<th>EXTENT APPLICABLE: YOUR ESTIMATE OF THE % APPLICABLE ARE IN THE HIGHLIGHTED CELLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection Area</td>
<td>Books and volumes on shelves, Periodicals, Non print material, Virtual and digital resources</td>
<td>100% (mandatory) 100</td>
</tr>
<tr>
<td>Reading and Study Areas</td>
<td>Meeting Areas</td>
<td>10% 10</td>
</tr>
<tr>
<td></td>
<td>Study Areas</td>
<td>15% 15</td>
</tr>
<tr>
<td></td>
<td>Browsing, Display, Information</td>
<td>5% 5</td>
</tr>
<tr>
<td>Resource Areas</td>
<td>Catalogues, photocopiers etc</td>
<td>10% 10</td>
</tr>
<tr>
<td></td>
<td>Vending machines, telephones</td>
<td>5% 5</td>
</tr>
<tr>
<td>Staff Areas</td>
<td>Service Desk</td>
<td>15% 15</td>
</tr>
<tr>
<td></td>
<td>Staff Work Area</td>
<td>15% 15</td>
</tr>
<tr>
<td></td>
<td>Storage</td>
<td>5% 5</td>
</tr>
<tr>
<td>Amenities</td>
<td>Foyer, Lobby, corridors etc</td>
<td>10% 10</td>
</tr>
<tr>
<td></td>
<td>Toilets, restrooms, storage etc</td>
<td>5% 5</td>
</tr>
<tr>
<td></td>
<td>Plant equipment, maintenance</td>
<td>5% 5</td>
</tr>
<tr>
<td>Additional Service Areas</td>
<td>Children’s Storytelling Area</td>
<td>5-10% 10</td>
</tr>
<tr>
<td></td>
<td>Young Adult Area</td>
<td>5-10% 10</td>
</tr>
<tr>
<td></td>
<td>Specialist Room, Local and Family History</td>
<td>10-15% 10</td>
</tr>
<tr>
<td></td>
<td>Multi-Purpose, Training, AV Room</td>
<td>20-25% 20</td>
</tr>
<tr>
<td></td>
<td>Bookshop, Coffee Shop</td>
<td>10-15% 15</td>
</tr>
<tr>
<td></td>
<td>Toy Library</td>
<td>10-20% 20</td>
</tr>
</tbody>
</table>
## Ipswich Library and Information Service Strategy: Coping with Growth

**Version 3.0 FINAL – 26 November 2008**

### Functional Area

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Quick Area Guide</th>
<th>Extent Applicable: Your estimate of the % applicable are in the highlighted cells</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Services, Bank Services</td>
<td>5%</td>
<td>0</td>
</tr>
<tr>
<td>Mobile Library Services Area</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Central or Regional Work Area</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>Central or Regional Community Offices</td>
<td>5%</td>
<td>0</td>
</tr>
<tr>
<td>Home Library Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exchange</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children’s Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

### 20 Year Medium POP Projections

| Relative Area Factor (RAF)                           | 275              |

### Gross Floor Area

| (Total Collection Factor x Relative Area Factor / 100) | 3357             |
**Population: Floor Area Calculation, Population Based Benchmark:**

<table>
<thead>
<tr>
<th>Projected Population Served</th>
<th>Sq M per 1,000</th>
<th>Local Catchment</th>
<th>Local Catchment Non-Resident Workforce</th>
<th>Local Catchment Subtotal (Including Non-Resident Workforce)</th>
<th>Local Area Factor</th>
<th>Total LGA or Regional Population</th>
<th>Total LGA or Regional Non-Resident Workforce</th>
<th>Whole LGA Subtotal (Including Non-Resident Workforce)</th>
<th>Central Area Factor</th>
<th>Circulation (20%)</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>less than 20,000</td>
<td>42</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>20,001-35,000</td>
<td>39</td>
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<td>35,001-65,000</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>65,001-100,000</td>
<td>31</td>
<td>77900</td>
<td>3000</td>
<td>80900</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>502</td>
<td>3009</td>
</tr>
<tr>
<td>more than 100,000</td>
<td>28</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>132500</td>
<td>3000</td>
<td>135500</td>
<td>569</td>
<td>114</td>
<td>683</td>
</tr>
</tbody>
</table>

**Gross Floor Area**

3692
**SPACE CALCULATIONS: RIPLEY VALLEY**

**INSTRUCTIONS: APPLYING THE BENCHMARKS IN PEOPLE PLACES**

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**SERVICE-BASED BENCHMARK**

How many printed items will there be in the collection of your new library? 194700
What percentage of the total items is likely to be on loan at any one time? 30
How many audiovisual items will there be in the collection of your new library? 5000
What percentage of the total audiovisual items is likely to be on loan at any one time? 30
How many current periodical titles will you accommodate? 300
How many public computer terminals (excluding terminals solely used as OPACs) will there be? 20

With the next questions you should indicate how much emphasis is to be given to various functions or services. A quick area guide is provided as an indication of typical provision. Not all the services or functions may be applicable, and there is also space for additional functions to be added.

<table>
<thead>
<tr>
<th>FUNCTIONAL AREA</th>
<th>QUICK AREA GUIDE</th>
<th>OMIT % SIGN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COLLECTION AREA</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books and volumes on shelves, Periodicals, Non print material, Virtual and digital resources</td>
<td>100% (mandatory)</td>
<td>100</td>
</tr>
<tr>
<td><strong>READING AND STUDY AREAS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Areas</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Study Areas</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Browsing, Display, Information</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td><strong>RESOURCE AREAS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catalogues, photocopiers etc</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Vending machines, telephones</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td><strong>STAFF AREAS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Desk</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Staff Work Area</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Storage</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td><strong>AMENITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foyer, Lobby, corridors etc</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Toilets, restrooms, storage etc</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>Plant equipment, maintenance</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td><strong>ADDITIONAL SERVICE AREAS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children’s Storytelling Area</td>
<td>5-10%</td>
<td>10</td>
</tr>
<tr>
<td>Young Adult Area</td>
<td>5-10%</td>
<td>10</td>
</tr>
<tr>
<td>Specialist Room, Local and Family History</td>
<td>10-15%</td>
<td>10</td>
</tr>
<tr>
<td>Multi-Purpose, Training, AV Room</td>
<td>20-25%</td>
<td>20</td>
</tr>
<tr>
<td>FUNCTIONAL AREA</td>
<td>QUICK AREA GUIDE</td>
<td>OMIT % SIGN</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Bookshop, Coffee Shop</td>
<td>10-15%</td>
<td>15</td>
</tr>
<tr>
<td>Toy Library</td>
<td>10-20%</td>
<td></td>
</tr>
<tr>
<td>Community Services, Bank Services</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Mobile Library Services Area</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Central or Regional Work Area</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>Central or Regional Community Offices</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Home Library Service</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Exchange</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children’s Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LONG TERM POP PROJECTION

POPULATION-BASED BENCHMARK

What is the ten-year population forecast for the local catchment of the proposed library?  
110000

How many people would you forecast to be in the non-resident workforce in that catchment in ten years time?  
0

If it is a central library, what is the total ten-year projection for the population of the whole local government or regional area?  
0

How many people would you forecast to be in the non-resident workforce in the local government or regional area in ten years time?  
0

If central library functions are shared between libraries, show the number of libraries equally sharing these functions. Otherwise leave as "1"  
1

FLOOR AREA REQUIRED

Service-Based Benchmark  
4202 square metres gross

Population-Based Benchmark  
3696 square metres gross

ENQUIRIES

Please contact Dr David J. Jones, Library Building Consultant and Principal, Building and Planning Advisory Service, Public Libraries Branch, State Library of New South Wales, Macquarie Street, Sydney 2000, with any questions about this spreadsheet.

Phone: (02) 9273 1572 Fax: (02) 9273 1244 Email: djones@sl.nsw.gov.au

Revised August 2004
## SERVICE: TARGET COLLECTION FACTOR (TCF)

<table>
<thead>
<tr>
<th>TARGET COLLECTION FACTOR (TCF)</th>
<th>SPACE STANDARD</th>
<th>YOUR FIGURES ARE IN THE HIGHLIGHTED CELLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volumes (assumes 30% on loan)</td>
<td>100 vols per sq m</td>
<td></td>
</tr>
<tr>
<td>Non-book (number)</td>
<td>100 recordings per sq m</td>
<td>194700</td>
</tr>
<tr>
<td>Periodicals (titles)</td>
<td>10 titles per sq m</td>
<td>300</td>
</tr>
<tr>
<td>Electronic resources (number of terminals)</td>
<td>1 terminal per 5 sq m</td>
<td>20</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>1528</strong></td>
</tr>
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### FUNCTIONAL AREA

<table>
<thead>
<tr>
<th>COLLECTION AREA</th>
<th>QUICK AREA GUIDE</th>
<th>EXTENT APPLICABLE: YOUR ESTIMATE OF THE % APPLICABLE ARE IN THE HIGHLIGHTED CELLS</th>
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</thead>
<tbody>
<tr>
<td>Books and volumes on shelves, Periodicals, Non print material, Virtual and digital resources</td>
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<td>100</td>
</tr>
<tr>
<td><strong>READING AND STUDY AREAS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Areas</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Study Areas</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Browsing, Display, Information</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td><strong>RESOURCE AREAS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catalogues, photocopiers etc</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Vending machines, telephones</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td><strong>STAFF AREAS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Desk</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Staff Work Area</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Storage</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td><strong>AMENITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>10</td>
</tr>
<tr>
<td>Toilets, restrooms, storage etc</td>
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<td>5</td>
</tr>
<tr>
<td>Plant equipment, maintenance</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td><strong>ADDITIONAL SERVICE AREAS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children’s Storytelling Area</td>
<td>5-10%</td>
<td>10</td>
</tr>
<tr>
<td>Young Adult Area</td>
<td>5-10%</td>
<td>10</td>
</tr>
<tr>
<td>Specialist Room, Local and Family History</td>
<td>10-15%</td>
<td>10</td>
</tr>
<tr>
<td>Multi-Purpose, Training, AV Room</td>
<td>20-25%</td>
<td>20</td>
</tr>
<tr>
<td>Bookshop, Coffee Shop</td>
<td>10-15%</td>
<td>15</td>
</tr>
<tr>
<td>Toy Library</td>
<td>10-20%</td>
<td>10</td>
</tr>
<tr>
<td>Community Services, Bank Services</td>
<td>5%</td>
<td>0</td>
</tr>
<tr>
<td>Mobile Library Services Area</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>Central or Regional Work Area</td>
<td>5%</td>
<td>5</td>
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<tr>
<td>Central or Regional Community Offices</td>
<td>5%</td>
<td>0</td>
</tr>
<tr>
<td>Home Library Service</td>
<td>5%</td>
<td>5</td>
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</tbody>
</table>
## Ipswich Library and Information Service Strategy: Coping with Growth

**Version 3.0 FINAL – 26 November 2008**

### Functional Area

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Quick Area Guide</th>
<th>Extent Applicable: Your estimate of the % applicable are in the highlighted cells</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exchange</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children’s Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
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<td></td>
</tr>
<tr>
<td>Long Term Pop Projection</td>
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<tr>
<td><strong>Relative Area Factor (RAF)</strong></td>
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<td><strong>Gross Floor Area (Total Collection Factor X Relative Area Factor/100)</strong></td>
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## Populations: Floor Area Calculation, Population Based Benchmark

<table>
<thead>
<tr>
<th>Projected Population Served</th>
<th>SQ M Per 1,000</th>
<th>Local Catchment</th>
<th>Local Catchment Non-Resident Workforce</th>
<th>Local Catchment Subtotal (Including Non-Resident Workforce)</th>
<th>Local Area Factor</th>
<th>Total LGA or Regional Population</th>
<th>Total LGA or Regional Non-Resident Workforce</th>
<th>Whole LGA Subtotal (Including Non-Resident Workforce)</th>
<th>Central Area Factor</th>
<th>Circulation (20%)</th>
<th>Totals</th>
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</thead>
<tbody>
<tr>
<td>less than 20,000</td>
<td>42</td>
<td>0</td>
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<td>65,001-100,000</td>
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<td>0</td>
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<tr>
<td>more than 100,000</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>616</td>
<td>3696</td>
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</table>

**Gross Floor Area**

- **3696**
SPACE CALCULATIONS: CBD LIBRARY
2006 – CITY SERVICE-BASED BENCHMARK

INSTRUCTIONS: APPLYING THE BENCHMARKS IN PEOPLE PLACES
This Microsoft Excel spreadsheet has been created to facilitate the use of the Service-Based and Population-Based Benchmarks described in Part 3 of the publication People Places (Sydney: Library Council of New South Wales, 2000)
You can enter the data for your own library building project on this instruction sheet and the spreadsheet will automatically generate a total gross floor area using each benchmark. If you wish, you can then print out the entire workbook, showing calculations for both benchmarks.

SERVICE-BASED BENCHMARK
How many printed items will there be in the collection of your new library? 111489
What percentage of the total items is likely to be on loan at any one time? 30
How many audiovisual items will there be in the collection of your new library? 10000
What percentage of the total audiovisual items is likely to be on loan at any one time? 30
How many current periodical titles will you accommodate? 200
How many public computer terminals (excluding terminals solely used as OPACs) will there be? 20

With the next questions you should indicate how much emphasis is to be given to various functions or services. A quick area guide is provided as an indication of typical provision. Not all the services or functions may be applicable, and there is also space for additional functions to be added.

<table>
<thead>
<tr>
<th>FUNCTIONAL AREA</th>
<th>QUICK AREA GUIDE</th>
<th>OMIT % SIGN</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLECTION AREA</td>
<td>100% (mandatory)</td>
<td>100</td>
</tr>
<tr>
<td>Non print material, Virtual and digital resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>READING AND STUDY AREAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Areas</td>
<td>10%</td>
<td>20</td>
</tr>
<tr>
<td>Study Areas</td>
<td>15%</td>
<td>20</td>
</tr>
<tr>
<td>Browsing, Display, Information</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>RESOURCE AREAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catalogues, photocopiers etc</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Vending machines, telephones</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>STAFF AREAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Desk</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Staff Work Area</td>
<td>15%</td>
<td>20</td>
</tr>
<tr>
<td>Storage</td>
<td>5%</td>
<td>10</td>
</tr>
<tr>
<td>AMENITIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foyer, Lobby, corridors etc</td>
<td>10%</td>
<td>10</td>
</tr>
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<td>Plant equipment, maintenance</td>
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</tr>
<tr>
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<td>5-10%</td>
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</tr>
<tr>
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</tr>
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<td>Specialist Room, Local and Family History</td>
<td>10-15%</td>
<td>20</td>
</tr>
</tbody>
</table>
**FUNCTIONAL AREA**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Multi-Purpose, Training, AV Room</td>
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<td></td>
</tr>
<tr>
<td>Exchange</td>
<td></td>
</tr>
<tr>
<td>Children's Services</td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

**BASED ON 1.5 ITEMS OF STOCK**

**POPULATION-BASED BENCHMARK**

What is the ten-year population forecast for the local catchment of the proposed library?

How many people would you forecast to be in the non-resident workforce in that catchment in ten years time?

If it is a central library, what is the total ten-year projection for the population of the whole local government or regional area?

How many people would you forecast to be in the non-resident workforce in the local government or regional area in ten years time?

If central library functions are shared between libraries, show the number of libraries equally sharing these functions. **Otherwise leave as “1”**

**FLOOR AREA REQUIRED**

<table>
<thead>
<tr>
<th>Service-Based Benchmark</th>
<th>Population-Based Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>3299</td>
<td>3152</td>
</tr>
</tbody>
</table>

**ENQUIRIES**

Please contact Dr David J. Jones, Library Building Consultant and Principal, Building and Planning Advisory Service, Public Libraries Branch, State Library of New South Wales, Macquarie Street, Sydney 2000, with any questions about this spreadsheet.

Phone: (02) 9273 1572 Fax: (02) 9273 1244 Email: djones@sl.nsw.gov.au

*Revised August 2004*
### 2006 – City Service-Based Benchmark

#### Service: Target Collection Factor (TCF)

<table>
<thead>
<tr>
<th>Target Collection Factor (TCF)</th>
<th>Space Standard</th>
<th>Your figures are in the highlighted cells</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volumes (assumes 30% on loan)</td>
<td>100 vols per sq m</td>
<td>Items</td>
</tr>
<tr>
<td>Non-book (number)</td>
<td>100 recordings per sq m</td>
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</tr>
<tr>
<td>Periodicals (titles)</td>
<td>10 titles per sq m</td>
<td>10000</td>
</tr>
<tr>
<td>Electronic resources (number of terminals)</td>
<td>1 terminal per 5 sq m</td>
<td>200</td>
</tr>
</tbody>
</table>

#### Target Collection Factor (TCF)

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Quick Area Guide</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Collection Area</td>
<td>100% (mandatory)</td>
<td></td>
</tr>
<tr>
<td>Reading and Study Areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Areas</td>
<td>10%</td>
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</tr>
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<td>FUNCTIONAL AREA</td>
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<td>------------------</td>
<td>---------------------------------------------------------------------------------</td>
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<tr>
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<td>Home Library Service</td>
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<tr>
<td>Exchange</td>
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<td>Children’s Services</td>
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<tr>
<td>BASED ON 1.5 ITEMS OF STOCK</td>
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<tr>
<td>RELATIVE AREA FACTOR (RAF)</td>
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<tr>
<td>GROSS FLOOR AREA</td>
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### 2006 – City Service-Based Benchmark

**Population: Floor Area Calculation, Population Based Benchmark**

<table>
<thead>
<tr>
<th>Projected Population Served</th>
<th>SQ M per 1,000</th>
<th>Local Catchment</th>
<th>Local Catchment Non-Resident Workforce</th>
<th>Local Catchment Subtotal (including Non-Resident Workforce)</th>
<th>Local Area Factor</th>
<th>Total LGA or Regional Population</th>
<th>Total LGA or Regional Non-Resident Workforce</th>
<th>Whole LGA Subtotal (including Non-Resident Workforce)</th>
<th>Central Area Factor</th>
<th>Circulation (20%)</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 20,000</td>
<td>42</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3000</td>
<td>3000</td>
<td>19</td>
<td>4</td>
<td>23</td>
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</tr>
<tr>
<td>20,001-35,000</td>
<td>39</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>35,001-65,000</td>
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<td>0</td>
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<td>0</td>
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</tr>
<tr>
<td>65,001-100,000</td>
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<td>81126</td>
<td>3000</td>
<td>84126</td>
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<td>522</td>
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<tr>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Gross Floor Area</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>3152</td>
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<td></td>
</tr>
</tbody>
</table>

**Gross Floor Area**: 3152
### 2011 – City Serviced-Based Benchmark

**Instructions: Applying the Benchmarks in People Places**

This Microsoft Excel spreadsheet has been created to facilitate the use of the Service-Based and Population-Based Benchmarks described in Part 3 of the publication *People Places* (Sydney: Library Council of New South Wales, 2000).

You can enter the data for your own library building project on this instruction sheet and the spreadsheet will automatically generate a total gross floor area using each benchmark. If you wish, you can then print out the entire workbook, showing calculations for both benchmarks.

**Service-Based Benchmark**

- How many printed items will there be in the collection of your new library? 133864
- What percentage of the total items is likely to be on loan at any one time? 30%
- How many audiovisual items will there be in the collection of your new library? 10000
- What percentage of the total audiovisual items is likely to be on loan at any one time? 30%
- How many current periodical titles will you accommodate? 200
- How many public computer terminals (excluding terminals solely used as OPACs) will there be? 20

With the next questions you should indicate how much emphasis is to be given to various functions or services. A quick area guide is provided as an indication of typical provision. Not all the services or functions may be applicable, and there is also space for additional functions to be added.

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Quick Area Guide</th>
<th>Omit % Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Collection Area</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books and volumes on shelves, Periodicals, Non print material, Virtual and digital resources</td>
<td>100% (mandatory)</td>
<td>100</td>
</tr>
<tr>
<td><strong>Reading and Study Areas</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Areas</td>
<td>10%</td>
<td>20</td>
</tr>
<tr>
<td>Study Areas</td>
<td>15%</td>
<td>20</td>
</tr>
<tr>
<td>Browsing, Display, Information</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td><strong>Resource Areas</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catalogues, photocopiers etc</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Vending machines, telephones</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td><strong>Staff Areas</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Desk</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Staff Work Area</td>
<td>15%</td>
<td>20</td>
</tr>
<tr>
<td>Storage</td>
<td>5%</td>
<td>10</td>
</tr>
<tr>
<td><strong>Amenities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foyer, Lobby, corridors etc</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Toilets, restrooms, storage etc</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>Plant equipment, maintenance</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td><strong>Additional Service Areas</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children’s Storytelling Area</td>
<td>5-10%</td>
<td>15</td>
</tr>
<tr>
<td>Young Adult Area</td>
<td>5-10%</td>
<td>15</td>
</tr>
<tr>
<td>Specialist Room, Local and Family History</td>
<td>10-15%</td>
<td>20</td>
</tr>
<tr>
<td>Multi-Purpose, Training, AV Room</td>
<td>20-25%</td>
<td>25</td>
</tr>
</tbody>
</table>
### Functional Area

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Quick Area Guide</th>
<th>Omit % Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookshop, Coffee Shop</td>
<td>10-15%</td>
<td>15</td>
</tr>
<tr>
<td>Toy Library</td>
<td>10-20%</td>
<td>10</td>
</tr>
<tr>
<td>Community Services, Bank Services</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Mobile Library Services Area</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Central or Regional Work Area</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Central or Regional Community Offices</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Home Library Service</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Exchange</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Children’s Services</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Population-Based Benchmark

What is the ten-year population forecast for the local catchment of the proposed library? 96043

How many people would you forecast to be in the non-resident workforce in that catchment in ten years time? 3000

If it is a central library, what is the total ten-year projection for the population of the whole local government or regional area? 0

How many people would you forecast to be in the non-resident workforce in the local government or regional area in ten years time? 3000

If central library functions are shared between libraries, show the number of libraries equally sharing these functions. Otherwise leave as "1"

1

#### Floor Area Required

<table>
<thead>
<tr>
<th>Benchmark Type</th>
<th>Area (Square Metres)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service-Based Benchmark</td>
<td>3832</td>
</tr>
<tr>
<td>Population-Based Benchmark</td>
<td>3707</td>
</tr>
</tbody>
</table>

#### Enquiries

Please contact Dr David J. Jones, Library Building Consultant and Principal, Building and Planning Advisory Service, Public Libraries Branch, State Library of New South Wales, Macquarie Street, Sydney 2000, with any questions about this spreadsheet.

Phone: (02) 9273 1572  Fax: (02) 9273 1244  Email: djones@sl.nsw.gov.au

Revised August 2004
### 2011 – CITY SERVICED-BASED BENCHMARK

#### SERVICE: TARGET COLLECTION FACTOR (TCF)

<table>
<thead>
<tr>
<th>TARGET COLLECTION FACTOR (TCF)</th>
<th>SPACE STANDARD</th>
<th>YOUR FIGURES ARE IN THE HIGHLIGHTED CELLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volumes (assumes 30% on loan)</td>
<td>100 vols per sq m</td>
<td>Items % on loan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>133864</td>
</tr>
<tr>
<td>Non-book (number)</td>
<td>100 recordings per sq m</td>
<td>10000</td>
</tr>
<tr>
<td>Periodicals (titles)</td>
<td>10 titles per sq m</td>
<td>200</td>
</tr>
<tr>
<td>Electronic resources (number of terminals)</td>
<td>1 terminal per 5 sq m</td>
<td>20</td>
</tr>
</tbody>
</table>

**Target Collection Factor (TCF)**

**FUNCTIONAL AREA**

<table>
<thead>
<tr>
<th>COLLECTION AREA</th>
<th>QUICK AREA GUIDE</th>
<th>EXTENT APPLICABLE: YOUR ESTIMATE OF THE % APPLICABLE ARE IN THE HIGHLIGHTED CELLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and volumes on shelves, Periodicals, Non print material, Virtual and digital resources</td>
<td>100% (mandatory)</td>
<td>100</td>
</tr>
</tbody>
</table>

**READING AND STUDY AREAS**

<table>
<thead>
<tr>
<th>Staff Areas</th>
<th>QUICK AREA GUIDE</th>
<th>AMENITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Desk</td>
<td>15%</td>
<td>10%</td>
</tr>
<tr>
<td>Staff Work Area</td>
<td>15%</td>
<td>5%</td>
</tr>
<tr>
<td>Storage</td>
<td>5%</td>
<td>5%</td>
</tr>
</tbody>
</table>

**ADDITIONAL SERVICE AREAS**

<table>
<thead>
<tr>
<th>Staff Areas</th>
<th>QUICK AREA GUIDE</th>
<th>AMENITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children’s Storytelling Area</td>
<td>5-10%</td>
<td>10%</td>
</tr>
<tr>
<td>Young Adult Area</td>
<td>5-10%</td>
<td>10-15%</td>
</tr>
<tr>
<td>Specialist Room, Local and Family History</td>
<td>10-15%</td>
<td>20</td>
</tr>
<tr>
<td>Multi-Purpose, Training, AV Room</td>
<td>20-25%</td>
<td>25</td>
</tr>
<tr>
<td>Bookshop, Coffee Shop</td>
<td>10-15%</td>
<td>15</td>
</tr>
<tr>
<td>Toy Library</td>
<td>10-20%</td>
<td>10</td>
</tr>
<tr>
<td>Community Services, Bank Services</td>
<td>5%</td>
<td>0</td>
</tr>
<tr>
<td>Mobile Library Services Area</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>Central or Regional Community Offices</td>
<td>5%</td>
<td>0</td>
</tr>
<tr>
<td>FUNCTIONAL AREA</td>
<td>QUICK AREA GUIDE</td>
<td>EXTENT APPLICABLE: YOUR ESTIMATE OF THE % APPLICABLE ARE IN THE HIGHLIGHTED CELLS</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Home Library Service</td>
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<td>Exchange</td>
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<td>Children’s Services</td>
<td></td>
<td>0</td>
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<tr>
<td>Other (please specify)</td>
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<tr>
<td><strong>BASED ON 1.5 ITEMS OF STOCK</strong></td>
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</tr>
<tr>
<td><strong>RELATIVE AREA FACTOR (RAF)</strong></td>
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<tr>
<td><strong>GROSS FLOOR AREA</strong></td>
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</tr>
<tr>
<td>(TOTAL COLLECTION FACTOR X RELATIVE AREA FACTOR / 100)</td>
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</table>
### 2011 – City Serviced-Based Benchmark

**Population: Floor Area Calculation, Population Based Benchmark**

<table>
<thead>
<tr>
<th>Projected Population Served</th>
<th>SQ M per 1,000</th>
<th>Local Catchment</th>
<th>Local Catchment Non-Resident Workforce</th>
<th>Local Catchment Subtotal (Including Non-Resident Workforce)</th>
<th>Local Area Factor</th>
<th>Total LGA or Regional Population</th>
<th>Total LGA or Regional Non-Resident Workforce</th>
<th>Whole LGA Subtotal (Including Non-Resident Workforce)</th>
<th>Central Area Factor</th>
<th>Circulation (20%)</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>less than 20,000</td>
<td>42</td>
<td>0</td>
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<td>0</td>
<td>3000</td>
<td>3000</td>
<td>19</td>
<td>4</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>20,001-35,000</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>35,001-65,000</td>
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<td>65,001-100,000</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td><strong>Gross Floor Area</strong></td>
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<td></td>
<td></td>
<td>3707</td>
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</tr>
</tbody>
</table>

Version 3.0 FINAL – 26 November 2008
2016 – CITY SERVICE-BASED BENCHMARK

INSTRUCTIONS: APPLYING THE BENCHMARKS IN PEOPLE PLACES

This Microsoft Excel spreadsheet has been created to facilitate the use of the Service-Based and Population-Based Benchmarks described in Part 3 of the publication People places (Sydney: Library Council of New South Wales, 2000)

You can enter the data for your own library building project on this instruction sheet and the spreadsheet will automatically generate a total gross floor area using each benchmark. If you wish, you can then print out the entire workbook, showing calculations for both benchmarks.

SERVICE-BASED BENCHMARK

<table>
<thead>
<tr>
<th>Question</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many printed items will there be in the collection of your new library?</td>
<td>159790</td>
</tr>
<tr>
<td>What percentage of the total items is likely to be on loan at any one time?</td>
<td>30%</td>
</tr>
<tr>
<td>How many audiovisual items will there be in the collection of your new library?</td>
<td>10000</td>
</tr>
<tr>
<td>What percentage of the total audiovisual items is likely to be on loan at any one time?</td>
<td>30%</td>
</tr>
<tr>
<td>How many current periodical titles will you accommodate?</td>
<td>200</td>
</tr>
<tr>
<td>How many public computer terminals (excluding terminals solely used as OPACs) will there be?</td>
<td>20</td>
</tr>
</tbody>
</table>

With the next questions you should indicate how much emphasis is to be given to various functions or services. A quick area guide is provided as an indication of typical provision. Not all the services or functions may be applicable, and there is also space for additional functions to be added.

<table>
<thead>
<tr>
<th>FUNCTIONAL AREA</th>
<th>QUICK AREA GUIDE</th>
<th>Omit % sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLECTION AREA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books and volumes on shelves, Periodicals, Non print material, Virtual and digital resources</td>
<td>100% (mandatory)</td>
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<td></td>
<td></td>
</tr>
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<td>Meeting Areas</td>
<td>10%</td>
<td>20</td>
</tr>
<tr>
<td>Study Areas</td>
<td>15%</td>
<td>20</td>
</tr>
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<td>Browsing, Display, Information</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>RESOURCE AREAS</td>
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<td></td>
</tr>
<tr>
<td>Catalogues, photocopiers etc</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Vending machines, telephones</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>STAFF AREAS</td>
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<td></td>
</tr>
<tr>
<td>Service Desk</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Staff Work Area</td>
<td>15%</td>
<td>20</td>
</tr>
<tr>
<td>Storage</td>
<td>5%</td>
<td>10</td>
</tr>
<tr>
<td>AMENITIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foyer, Lobby, corridors etc</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Toilets, restrooms, storage etc</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>Plant equipment, maintenance</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>ADDITIONAL SERVICE AREAS</td>
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<tr>
<td>Children’s Storytelling Area</td>
<td>5-10%</td>
<td>15</td>
</tr>
<tr>
<td>Young Adult Area</td>
<td>5-10%</td>
<td>15</td>
</tr>
<tr>
<td>Specialist Room, Local and Family History</td>
<td>10-15%</td>
<td>20</td>
</tr>
<tr>
<td>Multi-Purpose, Training, AV Room</td>
<td>20-25%</td>
<td>25</td>
</tr>
</tbody>
</table>
### Functional Area

<table>
<thead>
<tr>
<th>Service</th>
<th>Quick Area Guide</th>
<th>Omit % Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookshop, Coffee Shop</td>
<td>10-15%</td>
<td>15</td>
</tr>
<tr>
<td>Toy Library</td>
<td>10-20%</td>
<td>10</td>
</tr>
<tr>
<td>Community Services, Bank Services</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Mobile Library Services Area</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Central or Regional Work Area</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Central or Regional Community Offices</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Home Library Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exchange</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Children’s Services</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Based on 1.5 items per head of pop**

### Population-Based Benchmark

- What is the ten-year population forecast for the local catchment of the proposed library? **113327**
- How many people would you forecast to be in the non-resident workforce in that catchment in ten years time? **3000**
- If it is a central library, what is the total ten-year projection for the population of the whole local government or regional area? **0**
- How many people would you forecast to be in the non-resident workforce in the local government or regional area in ten years time? **3000**
- If central library functions are shared between libraries, show the number of libraries equally sharing these functions. **Otherwise leave as "1"** **1**

### Floor Area Required

- **Service-Based Benchmark**: 4449 square metres gross
- **Population-Based Benchmark**: 3931 square metres gross

### Enquiries

Please contact Dr David J. Jones, Library Building Consultant and Principal, Building and Planning Advisory Service, Public Libraries Branch, State Library of New South Wales, Macquarie Street, Sydney 2000, with any questions about this spreadsheet.

Phone: (02) 9273 1572  Fax: (02) 9273 1244  Email: djones@sl.nsw.gov.au

*Revised August 2004*
### 2016 – City Service-based Benchmark

**Service: Target Collection Factor (TCF)**

<table>
<thead>
<tr>
<th>Target Collection Factor (TCF)</th>
<th>Space Standard</th>
<th><strong>Your figures are in the highlighted cells</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Volumes (assumes 30% on loan)</td>
<td>100 vols per sq m</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Items</td>
</tr>
<tr>
<td></td>
<td></td>
<td>159790</td>
</tr>
<tr>
<td>Non-book (number)</td>
<td>100 recordings per sq m</td>
<td>10000</td>
</tr>
<tr>
<td>Periodicals (titles)</td>
<td>10 titles per sq m</td>
<td>200</td>
</tr>
<tr>
<td>Electronic resources (number of terminals)</td>
<td>1 terminal per 5 sq m</td>
<td>20</td>
</tr>
</tbody>
</table>

### Target Collection Factor (TCF)

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Quick Area Guide</th>
<th><strong>Extent applicable: Your estimate of the % applicable are in the highlighted cells</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Collection Area</strong></td>
<td></td>
<td>100% (mandatory) 100</td>
</tr>
<tr>
<td>Books and volumes on shelves, Periodicals, Non print material, Virtual and digital resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reading and Study Areas</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Areas</td>
<td>10%</td>
<td>20</td>
</tr>
<tr>
<td>Study Areas</td>
<td>15%</td>
<td>20</td>
</tr>
<tr>
<td>Browsing, Display, Information</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td><strong>Resource Areas</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catalogues, photocopiers etc</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Vending machines, telephones</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td><strong>Staff Areas</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Desk</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Staff Work Area</td>
<td>15%</td>
<td>20</td>
</tr>
<tr>
<td>Storage</td>
<td>5%</td>
<td>10</td>
</tr>
<tr>
<td><strong>Amenities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foyer, Lobby, corridors etc</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Toilets, restrooms, storage etc</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>Plant equipment, maintenance</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td><strong>Additional Service Areas</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children’s Storytelling Area</td>
<td>5-10%</td>
<td>15</td>
</tr>
<tr>
<td>Young Adult Area</td>
<td>5-10%</td>
<td>15</td>
</tr>
<tr>
<td>Specialist Room, Local and Family History</td>
<td>10-15%</td>
<td>20</td>
</tr>
<tr>
<td>Multi-Purpose, Training, AV Room</td>
<td>20-25%</td>
<td>25</td>
</tr>
<tr>
<td>Bookshop, Coffee Shop</td>
<td>10-15%</td>
<td>15</td>
</tr>
<tr>
<td>Toy Library</td>
<td>10-20%</td>
<td>10</td>
</tr>
<tr>
<td>Community Services, Bank Services</td>
<td>5%</td>
<td>0</td>
</tr>
<tr>
<td>Mobile Library Services Area</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Central or Regional Work Area</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>Central or Regional Community Offices</td>
<td>5%</td>
<td>0</td>
</tr>
</tbody>
</table>
### Ipswich Library and Information Service Strategy: Coping with Growth

**Version 3.0 FINAL – 26 November 2008**

<table>
<thead>
<tr>
<th>FUNCTIONAL AREA</th>
<th>QUICK AREA GUIDE</th>
<th>EXTENT APPLICABLE: YOUR ESTIMATE OF THE % APPLICABLE ARE IN THE HIGHLIGHTED CELLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Library Service</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Exchange</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Children’s Services</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**BASED ON 1.5 ITEMS PER HEAD OF POP**

| RELATIVE AREA FACTOR (RAF)       | 340              |                                                                                  |

| GROSS FLOOR AREA                 | 4449             |                                                                                  |
| (TOTAL COLLECTION FACTOR X RELATIVE AREA FACTOR / 100) |                  |                                                                                  |
## 2016 – City Service-Based Benchmark

### Population: Floor Area Calculation, Population Based Benchmark

<table>
<thead>
<tr>
<th>Projected Population Served</th>
<th>Sq M per 1,000</th>
<th>Local Catchment</th>
<th>Local Catchment Non-Resident Workforce</th>
<th>Local Catchment Subtotal (Including Non-Resident Workforce)</th>
<th>Local Area Factor</th>
<th>Total LGA or Regional Population</th>
<th>Total LGA or Regional Non-Resident Workforce</th>
<th>Whole LGA Subtotal (Including Non-Resident Workforce)</th>
<th>Central Area Factor</th>
<th>Circulation (20%)</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>less than 20,000</td>
<td>42</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3000</td>
<td>3000</td>
<td>19</td>
<td>4</td>
<td></td>
<td>23</td>
</tr>
<tr>
<td>20,001-35,000</td>
<td>39</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td>0</td>
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<tr>
<td>35,001-65,000</td>
<td>35</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>65,001-100,000</td>
<td>31</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>more than 100,000</td>
<td>28</td>
<td>113327</td>
<td>3000</td>
<td>116327</td>
<td>3257</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>651</td>
<td></td>
<td>3909</td>
</tr>
</tbody>
</table>

**Gross Floor Area**: 3931
### 2021 – CITY SERVICE-BASED BENCHMARK

**INSTRUCTIONS: APPLYING THE BENCHMARKS IN PEOPLE PLACES**

This Microsoft Excel spreadsheet has been created to facilitate the use of the Service-Based and Population-Based Benchmarks described in Part 3 of the publication *People places* (Sydney: Library Council of New South Wales, 2000)

You can enter the data for your own library building project on this instruction sheet and the spreadsheet will automatically generate a total gross floor area using each benchmark. If you wish, you can then print out the entire workbook, showing calculations for both benchmarks.

**SERVICE-BASED BENCHMARK**

<table>
<thead>
<tr>
<th>Question</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many printed items will there be in the collection of your new library?</td>
<td>159790</td>
</tr>
<tr>
<td>What percentage of the total items is likely to be on loan at any one time?</td>
<td>30%</td>
</tr>
<tr>
<td>How many audiovisual items will there be in the collection of your new library?</td>
<td>10000</td>
</tr>
<tr>
<td>What percentage of the total audiovisual items is likely to be on loan at any one time?</td>
<td>30%</td>
</tr>
<tr>
<td>How many current periodical titles will you accommodate?</td>
<td>200</td>
</tr>
<tr>
<td>How many public computer terminals (excluding terminals solely used as OPACs) will there be?</td>
<td>20</td>
</tr>
</tbody>
</table>

With the next questions you should indicate how much emphasis is to be given to various functions or services. A quick area guide is provided as an indication of typical provision. Not all the services or functions may be applicable, and there is also space for additional functions to be added.

<table>
<thead>
<tr>
<th>FUNCTIONAL AREA</th>
<th>QUICK AREA GUIDE</th>
<th>Omit % sign</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COLLECTION AREA</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books and volumes on shelves, Periodicals, Non print material, Virtual and digital resources</td>
<td>100% (mandatory)</td>
<td>100</td>
</tr>
<tr>
<td><strong>READING AND STUDY AREAS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Areas</td>
<td>10%</td>
<td>20</td>
</tr>
<tr>
<td>Study Areas</td>
<td>15%</td>
<td>20</td>
</tr>
<tr>
<td>Browsing, Display, Information</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td><strong>RESOURCE AREAS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catalogues, photocopiers etc</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Vending machines, telephones</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td><strong>STAFF AREAS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Desk</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Staff Work Area</td>
<td>15%</td>
<td>20</td>
</tr>
<tr>
<td>Storage</td>
<td>5%</td>
<td>10</td>
</tr>
<tr>
<td><strong>AMENITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foyer, Lobby, corridors etc</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Toilets, restrooms, storage etc</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>Plant equipment, maintenance</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td><strong>ADDITIONAL SERVICE AREAS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children’s Storytelling Area</td>
<td>5-10%</td>
<td>15</td>
</tr>
<tr>
<td>Young Adult Area</td>
<td>5-10%</td>
<td>15</td>
</tr>
<tr>
<td>Specialist Room, Local and Family History</td>
<td>10-15%</td>
<td>20</td>
</tr>
</tbody>
</table>
### Functional Area

| Multi-Purpose, Training, AV Room | 20-25% | 25 |
| Bookshop, Coffee Shop            | 10-15% | 15 |
| Toy Library                      | 10-20% | 10 |
| Community Services, Bank Services| 5%     |    |
| Mobile Library Services Area     | 5%     |    |
| Central or Regional Work Area    | 5%     |    |
| Central or Regional Community Offices | 5%   |    |
| Home Library Service             | 5%     |    |
| Exchange                         |        |    |
| Children’s Services              |        |    |
| Other (please specify)           |        |    |

**Based on 1.5 Items per Head of Pop**

### Population-Based Benchmark

- What is the ten-year population forecast for the local catchment of the proposed library?  
  - 113327
- How many people would you forecast to be in the non-resident workforce in that catchment in ten years time?  
  - 3000
- If it is a central library, what is the total ten-year projection for the population of the whole local government or regional area?  
  - 0
- How many people would you forecast to be in the non-resident workforce in the local government or regional area in ten years time?  
  - 3000
- If central library functions are shared between libraries, show the number of libraries equally sharing these functions. **Otherwise leave as "1"**  
  - 1

### Floor Area Required

| Service-Based Benchmark | 4449 square metres gross |  |
| Population-Based Benchmark | 3931 square metres gross |  |

### Enquiries

Please contact Dr David J. Jones, Library Building Consultant and Principal, Building and Planning Advisory Service, Public Libraries Branch, State Library of New South Wales, Macquarie Street, Sydney 2000, with any questions about this spreadsheet.

Phone: (02) 9273 1572 Fax: (02) 9273 1244 Email: djones@sl.nsw.gov.au

*Revised August 2004*
### 2021 – CITY SERVICE-BASED BENCHMARK

#### SERVICE: TARGET COLLECTION FACTOR (TCF)

<table>
<thead>
<tr>
<th>TARGET COLLECTION FACTOR (TCF)</th>
<th>SPACE STANDARD</th>
<th>YOUR FIGURES ARE IN THE HIGHLIGHTED CELLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volumes (assumes 30% on loan)</td>
<td>100 vols per sq m</td>
<td>Items % on loan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>159790</td>
</tr>
<tr>
<td>Non-book (number)</td>
<td>100 recordings per sq m</td>
<td>10000</td>
</tr>
<tr>
<td>Periodicals (titles)</td>
<td>10 titles per sq m</td>
<td>200</td>
</tr>
<tr>
<td>Electronic resources (number of terminals)</td>
<td>1 terminal per 5 sq m</td>
<td>20</td>
</tr>
</tbody>
</table>

#### FUNCTIONAL AREA

<table>
<thead>
<tr>
<th>COLLECTION AREA</th>
<th>SPACE STANDARD</th>
<th>YOUR FIGURES ARE IN THE HIGHLIGHTED CELLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% (mandatory)</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>READING AND STUDY AREAS</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Meeting Areas</td>
<td>10%</td>
<td>20</td>
</tr>
<tr>
<td>Study Areas</td>
<td>15%</td>
<td>20</td>
</tr>
<tr>
<td>Browsing, Display, Information</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>RESOURCE AREAS</td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td>Catalogues, photocopiers etc</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Vending machines, telephones</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>STAFF AREAS</td>
<td></td>
<td>15%</td>
</tr>
<tr>
<td>Service Desk</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Staff Work Area</td>
<td>15%</td>
<td>20</td>
</tr>
<tr>
<td>Storage</td>
<td>5%</td>
<td>10</td>
</tr>
<tr>
<td>AMENITIES</td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td>Foyer, Lobby, corridors etc</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Toilets, restrooms, storage etc</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>Plant equipment, maintenance</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>ADDITIONAL SERVICE AREAS</td>
<td></td>
<td>15%</td>
</tr>
<tr>
<td>Children’s Storytelling Area</td>
<td>5-10%</td>
<td>15</td>
</tr>
<tr>
<td>Young Adult Area</td>
<td>5-10%</td>
<td>15</td>
</tr>
<tr>
<td>Specialist Room, Local and Family History</td>
<td>10-15%</td>
<td>20</td>
</tr>
<tr>
<td>Multi-Purpose, Training, AV Room</td>
<td>20-25%</td>
<td>25</td>
</tr>
<tr>
<td>Bookshop, Coffee Shop</td>
<td>10-15%</td>
<td>15</td>
</tr>
<tr>
<td>Toy Library</td>
<td>10-20%</td>
<td>10</td>
</tr>
<tr>
<td>Community Services, Bank Services</td>
<td>5%</td>
<td>0</td>
</tr>
<tr>
<td>FUNCTIONAL AREA</td>
<td>QUICK AREA GUIDE</td>
<td>EXTENT APPLICABLE: YOUR ESTIMATE OF THE % APPLICABLE ARE IN THE HIGHLIGHTED CELLS</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mobile Library Services Area</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Central or Regional Work Area</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>Central or Regional Community Offices</td>
<td>5%</td>
<td>0</td>
</tr>
<tr>
<td>Home Library Service</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Exchange</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children’s Services</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>BASED ON 1.5 ITEMS PER HEAD OF POP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RELATIVE AREA FACTOR (RAF)</td>
<td></td>
<td>340</td>
</tr>
<tr>
<td>GROSS FLOOR AREA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(TOTAL COLLECTION FACTOR X RELATIVE AREA FACTOR / 100)</td>
<td></td>
<td>4449</td>
</tr>
</tbody>
</table>
### 2021 – City Service-based Benchmark

**Population: Floor Area Calculation, Population Based Benchmark**

<table>
<thead>
<tr>
<th>Projected Population Served</th>
<th>SQM Per 1,000</th>
<th>Local Catchment</th>
<th>Local Catchment Non-Resident Workforce</th>
<th>Local Catchment Subtotal (Including Non-Resident Workforce)</th>
<th>Local Area Factor</th>
<th>Total LGA or Regional Population</th>
<th>Total LGA or Regional Non-Resident Workforce</th>
<th>Whole LGA Subtotal (Including Non-Resident Workforce)</th>
<th>Central Area Factor</th>
<th>Circulation (20%)</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>less than 20,000</td>
<td>42</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3000</td>
<td>3000</td>
<td>19</td>
<td>4</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>20,001-35,000</td>
<td>39</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<td>35,001-65,000</td>
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<td>0</td>
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<td>0</td>
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<td>65,001-100,000</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>651</td>
<td>3909</td>
<td></td>
</tr>
<tr>
<td><strong>Gross Floor Area</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3931</td>
</tr>
</tbody>
</table>

**Gross Floor Area: 3931**
2026 – CITY SERVICE-BASED BENCHMARK

INSTRUCTIONS: APPLYING THE BENCHMARKS IN PEOPLE PLACES

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SERVICE-BASED BENCHMARK

How many printed items will there be in the collection of your new library?  
30,3447

What percentage of the total items is likely to be on loan at any one time?  
30

How many audiovisual items will there be in the collection of your new library?  
10,000

What percentage of the total audiovisual items is likely to be on loan at any one time?  
30

How many current periodical titles will you accommodate?  
200

How many public computer terminals (excluding terminals solely used as OPACs) will there be?  
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<table>
<thead>
<tr>
<th>FUNCTIONAL AREA</th>
<th>QUICK AREA GUIDE</th>
<th>Omit % sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLECTION AREA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books and volumes on shelves, Periodicals,</td>
<td>100% (mandatory)</td>
<td>100</td>
</tr>
<tr>
<td>Non print material, Virtual and digital resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>READING AND STUDY AREAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Areas</td>
<td>10%</td>
<td>20</td>
</tr>
<tr>
<td>Study Areas</td>
<td>15%</td>
<td>20</td>
</tr>
<tr>
<td>Browsing, Display, Information</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>RESOURCE AREAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catalogues, photocopiers etc</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Vending machines, telephones</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>STAFF AREAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Desk</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Staff Work Area</td>
<td>15%</td>
<td>20</td>
</tr>
<tr>
<td>Storage</td>
<td>5%</td>
<td>10</td>
</tr>
<tr>
<td>AMENITIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foyer, Lobby, corridors etc</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Toilets, restrooms, storage etc</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>Plant equipment, maintenance</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>ADDITIONAL SERVICE AREAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children’s Storytelling Area</td>
<td>5-10%</td>
<td>15</td>
</tr>
<tr>
<td>Young Adult Area</td>
<td>5-10%</td>
<td>15</td>
</tr>
<tr>
<td>Specialist Room, Local and Family History</td>
<td>10-15%</td>
<td>20</td>
</tr>
</tbody>
</table>
## Ipswich Library and Information Service Strategy: Coping with Growth

### FUNCTIONAL AREA

<table>
<thead>
<tr>
<th>Quick Area Guide</th>
<th>Omit % sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-Purpose, Training, AV Room</td>
<td>20-25%</td>
</tr>
<tr>
<td>Bookshop, Coffee Shop</td>
<td>10-15%</td>
</tr>
<tr>
<td>Toy Library</td>
<td>10-20%</td>
</tr>
<tr>
<td>Community Services, Bank Services</td>
<td>5%</td>
</tr>
<tr>
<td>Mobile Library Services Area</td>
<td>5%</td>
</tr>
<tr>
<td>Central or Regional Work Area</td>
<td>5%</td>
</tr>
<tr>
<td>Central or Regional Community Offices</td>
<td>5%</td>
</tr>
<tr>
<td>Home Library Service</td>
<td></td>
</tr>
<tr>
<td>Exchange</td>
<td></td>
</tr>
<tr>
<td>Children’s Services</td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

**BASED ON 1.5 ITEMS PER HEAD OF POP**

### POPULATION-BASED BENCHMARK

- What is the ten-year population forecast for the local catchment of the proposed library? 20,2298
- How many people would you forecast to be in the non-resident workforce in that catchment in ten years time? 3000
- If it is a central library, what is the total ten-year projection for the population of the whole local government or regional area? 0
- How many people would you forecast to be in the non-resident workforce in the local government or regional area in ten years time? 3000
- If central library functions are shared between libraries, show the number of libraries equally sharing these functions. **Otherwise leave as "1"** 1

### FLOOR AREA REQUIRED

- **Service-Based Benchmark**
  - 7868 square metres gross
- **Population-Based Benchmark**
  - 6921 square metres gross

### ENQUIRIES

Please contact Dr David J. Jones, Library Building Consultant and Principal, Building and Planning Advisory Service, Public Libraries Branch, State Library of New South Wales, Macquarie Street, Sydney 2000, with any questions about this spreadsheet.

**Phone** (02) 9273 1572 **Fax** (02) 9273 1244 **Email** djones@sl.nsw.gov.au

**Revised August 2004**
### 2026 – CITY SERVICE-BASED BENCHMARK

#### SERVICES: TARGET COLLECTION FACTOR (TCF)

<table>
<thead>
<tr>
<th>TARGET COLLECTION FACTOR (TCF)</th>
<th>SPACE STANDARD</th>
<th>YOUR FIGURES ARE IN THE HIGHLIGHTED CELLS</th>
</tr>
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<tbody>
<tr>
<td>Volumes (assumes 30% on loan)</td>
<td>100 vols per sq m</td>
<td>Items</td>
</tr>
<tr>
<td>Non-book (number)</td>
<td>100 recordings per sq m</td>
<td>10000</td>
</tr>
<tr>
<td>Periodicals (titles)</td>
<td>10 titles per sq m</td>
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</tr>
<tr>
<td>Electronic resources (number of terminals)</td>
<td>1 terminal per 5 sq m</td>
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#### FUNCTIONAL AREA

<table>
<thead>
<tr>
<th>EXTENT APPLICABLE: YOUR ESTIMATE OF THE % APPLICABLE ARE IN THE HIGHLIGHTED CELLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLECTION AREA</td>
</tr>
<tr>
<td>Books and volumes on shelves, Periodicals, Non print material, Virtual and digital resources</td>
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<td>READING AND STUDY AREAS</td>
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</tr>
<tr>
<td>Toy Library</td>
</tr>
<tr>
<td>Community Services, Bank Services</td>
</tr>
<tr>
<td>Mobile Library Services Area</td>
</tr>
</tbody>
</table>
### Ipswich Library and Information Service Strategy: Coping with Growth

**Version 3.0 FINAL – 26 November 2008**

**FUNCTIONAL AREA** | **QUICK AREA GUIDE** | **EXTENT APPLICABLE:**
---|---|---
Central or Regional Work Area | 5% | YOUR ESTIMATE OF THE % APPLICABLE ARE IN THE HIGHLIGHTED CELLS
Central or Regional Community Offices | 5% | 5
Home Library Service | 5% | 0
Exchange | 5% |
Children's Services | 5% |
Other (please specify) | 5% |
**BASED ON 1.5 ITEMS PER HEAD OF POP** | 0% | 0
**RELATIVE AREA FACTOR (RAF)** | 340 |
**GROSS FLOOR AREA**
*(TOTAL COLLECTION FACTOR X RELATIVE AREA FACTOR / 100)* | 7868 |
## 2026 – City Service-Based Benchmark

**Population: Floor Area Calculation, Population Based Benchmark**

<table>
<thead>
<tr>
<th>Projected Population Served</th>
<th>SQ M per 1,000</th>
<th>Local Catchment</th>
<th>Local Catchment Non-Resident Workforce</th>
<th>Local Catchment Subtotal (Including Non-Resident Workforce)</th>
<th>Local Area Factor</th>
<th>Total LGA or Regional Population</th>
<th>Total LGA or Regional Non-Resident Workforce</th>
<th>Whole LGA Subtotal (Including Non-Resident Workforce)</th>
<th>Central Area Circulation (20%)</th>
<th>Totals</th>
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</thead>
<tbody>
<tr>
<td>less than 20,000</td>
<td>42</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3000</td>
<td>3000</td>
<td>19</td>
<td>4</td>
<td>23</td>
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<tr>
<td>20,001-35,000</td>
<td>39</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>35,001-65,000</td>
<td>35</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>65,001-100,000</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>more than 100,000</td>
<td>28</td>
<td>202298</td>
<td>3000</td>
<td>205298</td>
<td>5748</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1150</td>
<td>6898</td>
</tr>
<tr>
<td><strong>Gross Floor Area</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6921</td>
<td></td>
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</tr>
</tbody>
</table>

Version 3.0 FINAL – 26 November 2008
APPENDIX 2: INDUSTRY TRENDS AND RELEVANT CASE STUDIES

Please refer to the attached PDF document for the details of Appendix 2.

APPENDIX 3: PROPOSED LIBRARY HUB LOCATIONS

Please refer to the attached PDF document for the details of Appendix 3.
The Ipswich Library Strategy was adopted by Council on Tuesday 24th March 2009.
Ipswich City Library Strategy

Appendix 2

Industry Trends and Relevant Case Studies

May 2007
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   - COLLECTIONS SELECTION, ACQUISITION AND PROCESSING ..................................25
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1. Appendix 1: Trends and relevant models

This Appendix provides selected examples of practice in public libraries in Australia and overseas. It is by no means meant to be an exhaustive list and models have been chosen based on their potential application to Ipswich City Library in the future delivery of library services.

Models of excellence in the provision of library services which have focused on the promotion of social cohesion and partnering and the development of lifelong learning. Some examples of alternate methods of service delivery have also been noted. A section has also been provided briefly detailing innovations in new library buildings.

In summary, survey of the library literature and case studies show that increased community engagement is a critical success factor in library service provision across a range of target groups. The development of innovative partnerships to support outreach and programming in several libraries has made a significant difference in communities. There has been a trend towards libraries becoming more involved in community development and in developing strategies to build more cohesive and inclusive communities. Brisbane City Library provides an exemplary model in its focus on strategic partnerships and programming and the strategic positioning of the library to play a broader role for Council in the community to deliver on Council’s outcomes. This same concept is expressed in Auckland City Libraries as the “Community Anchor” which is a key outcome area driving planning around community engagement, cohesion, outreach and programming. Certainly, library trends and models that have been developed point to the need for the public library to become more flexible as a centre for community engagement and development, which can include the development of citizenship, strategies to break down isolation, engaging youth, focus on special needs in the community and bringing people together to celebrate and foster stronger identity and social cohesion.

Another key theme emerging is the increased focus on the development of lifelong learning and the building of learning communities. With the exponential pace of change and growth in information, there is a need to facilitate competencies in information gathering and navigation. Changes in the workplace mean that skills often rapidly become obsolete and individuals need to continue to learn in order to maintain their employability. Libraries are well positioned to play a key role in lifelong learning, particularly in partnership with learning providers. Models such as the Hume Global Learning Village in Broadmeadows, Victoria, the Pathways Library in Pine Rivers, Queensland and the Brisbane City Library Learning Lounges provide excellent examples of the development of learning partnerships. (Hume City has to date identified over 300 learning partners in its vision for a learning community.)

Certainly, investment in formal education and non-formal learning has been proven to be the best means of combating poverty, increasing overall health, and eliminating social exclusion. The Singapore Library strategy is also based on the precept that an investment in libraries as learning providers can bring an economic return to a community. There are several innovative partnership models that have provided sound outcomes for the community, such as increased literacy, including computer literacy, and the development of lifeskills. Several libraries, such as the Canadian Oaklands Library in Richmond, Vancouver, the Ideas Stores in the Docklands area of the UK, and the Pathways Library in Queensland have also partnered with learning providers to progress skills to work opportunities. Some formal partnerships have also been developed such as that between Education Queensland and the Pathways Library and the Department of Education in WA with Belmont City Library Service.

There are also several innovative models for the delivery of library services emerging. New technology facilitating easy self-check of materials by patrons has also been introduced in many libraries now, with some libraries reaching 97% of transactions by self-check, thus freeing library staff for more valuable customer assistance. Libraries such as Brisbane City Library and libraries in Denmark are also obtaining high levels of self-check using barcodes.
The community lounge room model emerging is also of interest, whereby mini-tailored collections in small spaces provide a point of presence to access and order materials in a lounge room environment. The most recent model has been opened by the City of Sydney in May 2005; a Library Link, providing just-in-time access to collections through ordering materials and having them delivered for collection in a lounge-room setting in less than 150 sq metres of space. The Library is not staffed and is operated using RFID technology and in co-location with a Café.

There have been some significant developments in providing built forms that facilitate innovative service delivery to meet the changing needs of the community.

Overall, there is recognition that it is not enough to build great libraries. What makes the difference is what happens when the library engages strategically in the community to assist in the delivery of Council outcomes. There is certainly increasing emphasis on the development of libraries as community hubs that foster social cohesion and engagement and that promote learning in the community. Key mechanisms are partnerships and strategic outreach and programming.

**Trends**

- Significant evolution in household make-up and what constitutes the family
- Increase in number of single parent families and double income families
- Moving towards doubling of the aged share of the population
- Changes in working hours (to both longer and shorter working hours)
- Breakdown in social cohesion
- Increase in single person households
- Australia is in the midst of the information age with a wealth of unmediated information widely available through traditional and electronic media
- Proliferation of community publishing on the web
- Increase in local content production
- People are seeking credible information on matters that impact on their daily home and work lives
- Access to information, and particularly electronic information remains inequitable
- While Australians readily embrace technology there are vast gaps in access between rich and poor and country and city
- Increased expectations of *just in time* and *have it now* service delivery; younger people in particular do not like to wait
- Decreasing use of traditional libraries that have not made significant changes to their service delivery model
- Increased access to information through the Internet and use of the medium
- Libraries recognised as adding to social capital in communities and as economic development catalysts particularly in relation to lifelong learning and skills to work initiatives
- Libraries increasingly co-located with other service providers
- Sea Change and Forest Change
- Libraries moving from passive information keepers to playing a more active role in the community. Inward focus on provision of books and adherence to traditional policies is changing to an outwards focus on connecting with community needs across the spectrum of information, education, leisure and social interaction
- Libraries are becoming destinations. Facilities are becoming bigger and busier than ever, with the provision of spaces for the community to gather
• More space is being devoted to leisure, training and cultural activities, including meeting and exhibition spaces, training rooms, storytelling rooms and spaces for target groups, such as youth and seniors.
• Lounges and cafes are becoming part of the library landscape
• Libraries provide a range of activities for community enrichment and well-being from literacy development to training in Internet/Email as well as seminars, author events, exhibitions, homework help and book clubs
• Services are increasingly being delivered beyond the walls of the library, such as storytelling on site at preschools, childcare centres and local communities
• Navigating and packaging information has become vital in an age of information overload as well as preserving resources of value so they are available to future generations
• Demand for instantaneous services has influenced the development of electronic services and resources, such as electronic requests and eBooks and there is a trend to downloading resources such as audio books, and DVDs directly onto the PC at home
• Technology is being used to harness customer power and streamline procedures, such as self-check, RFID and PC/print management systems
• Rapid changes in the job market and work related technologies necessitate increased training (or retraining)
• Increased publishing in digital format and increasing amount of material only published in digital format
• A large number of the 4.3 million baby boomers are retiring but many are ill prepared both financially and emotionally. Retirement costs and health expenditures have risen and impacted upon people in the workforce
• Interest in health and well-being is of intense and increasing interest
• Information resources continue to grow, and a high demand for assistance in accessing reputable information sources
• Libraries are expanding towards a community development role and supporting an informed citizenry emerging as community focal point with decline of other traditional community
• Increased interest in reading and reading clubs
• Stronger focus by libraries on programming for a wide range of target groups

**Relevant Models**

**Libraries fostering Community Cohesion and Development**

**Brisbane City – Community Connections**

Brisbane City Library plays a significant role for Council in the community to deliver on Council’s social planning outcomes. The aims are:

• Community cohesion
• Better community relations
• Creative reinvigoration of public suburban infrastructure
• The development of high quality and popular suburban public places, and
• Responsive facilities development program for libraries as community hubs.

Libraries have been recognised by Council as key enablers for community cohesion and a strategy has been built around this understanding. Council saw the library as a place that does not have an agenda, where there is neutrality, no stigma and everyone is welcome. It was seen that libraries also have a much stronger profile than any other community space and would provide the best leverage.
The Brisbane City Library has now structured their entire planning process around key outcomes which include (among others) community connectivity and lifelong learning (which also includes an e-strategy for the community that links into the e-Brisbane overall strategy) Specific strategies are included in the Library Business Plan to facilitate people coming together for a range of reasons (and not just in library or physical spaces). Discussion is also underway as to what services should be integrated or co-located with libraries to gain maximum leverage. The premise is that there is a greater synergy and better outcomes through this coming together of community development providers and that much more can be gained through this strategy than through their single or “silo” model of service delivery. The fundamental premise was a focus on the positive rather than deficits of a community.

The strategy is to further position the library as a centre for engagement, community learning, creativity, and information and target areas that have particular community challenges or opportunities. It is also intended to identify community learners, and opportunities for engagement around shared interests and learning (Choir, gardens, dancing, walking, renovating, ageing and lifestyle.)

Programming at Brisbane City Library

Brisbane City Library has developed strategic programming around key outcomes sought for the community, including lifelong learning and community cohesion. Partnerships underpin the success of all of the programming undertaken. One example was their April 2005 programme entitled “Growing Brisbane.” This program was completed in partnership with the Brisbane Botanic Garden, and included talks and presentations by well-known gardening show hosts, experts in various fields, displays, visits to community gardens, floral arrangement demonstrations, floral embroidery exhibitions, film screenings, organic gardening workshops, environmental forums and sessions on Indigenous bush tucker. Sessions were held at libraries throughout the City and involved all age groups.

Auckland City Library - Community Anchor

Auckland City Libraries have embedded within their Planning Model a key role entitled “The Community Anchor.” The keywords for this role are: People, Place, and Participation. The Community Anchor supports people feeling they belong to and are in touch with their local community. It is a meeting place and focal point for community participation, relaxation, fun and engagement. The community anchor is a neutral environment that crosses over gender, age, ethnic, cultural, and economic boundaries. It encourages recognition and celebration of diversity.

The community anchor is seen as non-judgmental and is trusted for its acceptance of diversity. It is a landmark in the community, providing a sense of place. The Community Anchor is accessible for everyone, accepting of diversity, and treats all with respect and without judgement.

The Hybrid Library

Library literature refers frequently to the hybrid library. Denmark libraries are at the forefront of this move. The hybrid library encourages information, education and cultural activity and most particularly supports community development in a much more versatile way than the traditional library could. The librarian’s role has developed more into one of community development, where the emphasis is on developing services and regular programmes. The model implies that the library looks towards a more conscious role as community bridge-builder and integrator. This means a more proactive strategy in relation to various target groups, stronger networking with related institutions and associations, and staff development to prepare them for new roles. The literature all points to the need for the public library to become more flexible as a centre for community engagement, information, learning and culture.
The Community Lounge Room concept

The concept of the Community Lounge Room is based on the premise that libraries can add significant value through the provision of opportunities for interaction in smaller spaces providing a point of presence and just-time service delivery. The key elements are: popular library and magazine collections targeted to specific groups, themed collections similar to bookshop format, lounge areas and meeting spaces, compact exhibition space and access to technology and proximity to café spaces.

The concept of the lounge room is strongly underpinned by the belief that opportunities for interaction promote social cohesion and that partnering will provide the best opportunity to provide residents with a range of access opportunities. The model is not a silo concept of library service delivery only, but could be done in partnership with a private provider (e.g. video, newsagent, Internet Café, Café, Bookshop, or Community Centre). The concept is an integrated facility that maximises community inter-action. Most importantly, this model provides a movement away from the repository model of service delivery to a community based facility that serve a wider range of purposes than just the narrow library service delivery.

The library space is designed to promote social interaction. Text material is primarily recreational with an orientation to health, well-being, parenting and learning with a “just in time” approach to broader collections. To promote inter-generational connections, there could be a strong focus on early childhood and parenting and learning through play facilities, and the provision of children's spaces, collections and programs. Opportunities to engage older members of the community in storytelling and assisted learning for literacy could also be investigated with a view to promoting inter-generational support. Programming with other agencies and access to materials in other locations rather than a traditional repository would be the key to a successful community lounge room.

Models of inclusiveness and community support

Caloundra City Library – Wheels within Wheels

Caloundra City Library has a staff member responsible for the development of Indigenous services and programs. Through the 2001/2003 Library Innovation Program “Wheels within Wheels” the library examined the role libraries play in acting as an interface to social change in communities. This involved working with local Indigenous people and the local ASPA committees. Outcomes included provision of specific search training to local Indigenous people, a bus trip to JOL, a performance in Felicity Park (a highly visible public park in the Caloundra CBD) and an examination of how Indigenous people felt about the local library. The bus trip to Brisbane's Southbank precinct involving fifty Indigenous people of all ages, providing a tour of the JOL and the Family History Unit, Indigenous Library Services. The tour also included the Queensland Art Gallery, Performing Arts Centre, and the Queensland Museum.

Deadly Day was a day of Indigenous celebration in Felicity Park. This featured performances by the local young Indigenous dance troupe, workshops in Indigenous arts, emu egg carving, and didgeridoo playing. Information and displays were hosted by Indigenous health services, education services and support was offered through the University of the Sunshine Coast. Local schools attended including ASPA students. This day was well supported by the local Indigenous people. The Indigenous collection was developed with the assistance of Indigenous people through mini Expo of Indigenous publications in conjunction with deadly day. Booksellers and publishers were invited to attend and display their stock. Librarians, teacher librarians were invited to select from stock supplied. Indigenous people of all ages were then asked to look over the collection and mark material, and this formed the basis of the Caloundra collection. On the request of Indigenous people, all stock has been labelled with the Aboriginal flag, to make selection/identification of stock easier for those browsing shelves.

Other programs have included an Indigenous family history day in Felicity Park, also attended by ILS staff, the creation of a major artwork created by local Indigenous artists as an entrance statement of Caloundra Central Library, and presentation of computer literacy programs for Indigenous people in collaboration with local ASPA groups and associated families. Development of appropriate family literacy programs, with
Indigenous input and tutors, is also underway in collaboration with a local primary schools and ASPA committee.

**State Library of Queensland - Indigenous Knowledge Centres**

International Best Practice in Indigenous Library Service delivery was scanned as part of this evaluation. The major outcome of this analysis was that there is an enormous amount of rhetoric happening internationally, but with a few exceptions in New Zealand and Canada, a lack of good practical example of outcomes on the ground. There is certainly the potential to be demonstrating Best Practice more domestically. In Queensland, there is already a strong commitment from the State Government to Indigenous service delivery, with the establishment of the Indigenous Library Service (ILS) and the Indigenous Library Strategy.

Indigenous Knowledge Centres (IKC’s) were established in the Cape York and Torres Strait Regions in 2002 following an announced from the then Minister for Employment, Training, Youth and the Minister for Arts, the Hon Matt Foley.

There are currently eight IKC’s established throughout the Cape York and Torres Strait Region. These include Wujal Wujal, Lockhart River, New Mapoon, Arukun, Erub (Darnley Island), Mabulag Island, Pormpuraaw and Poruma (Coconut Island). IKCs in Woorabinda, Dauan, and Injinoo are currently in the planning process. The longer-term intention is to establish IKCs in each of the 31 Aboriginal and Torres Strait Islander Communities.

The IKC model enables each community to shape its Centre to meet particular knowledge needs. The IKCs operate as a partnership between the Queensland Government and the local Community Council and offer free community wide access to resources of a traditional public library. In addition, the IKC provides further capacity building opportunities by embracing cultural revitalisation and economic development roles. The extent to which these supplementary roles are developed is strongly guided by each community and seeks to align with the strategic priorities of the respective communities.

The model while still in its infancy has resulted in some significant successes with some communities recording significant levels of active membership. The model has also provided opportunities for greater interaction amongst families through the provision of safe, accessible and attractive space. Children in particular are supported, with homework help, technology resources, access to cultural history and culturally relevant resources, activities and entertainment. For older generations the model provides the opportunity to pass on the traditions and cultural stories as well as access to essential services. The model is presented graphically below:
Townsville City Library – Indigenous Library Resource Centre

Townsville also have a dedicated staff member to develop Indigenous services and programs. The main responsibility of the Indigenous Library Resource Officer is as custodian of the Norman Tindale Genealogy Collection (Queensland.), and researching family history for the community. An Indigenous Resource Centre has been built up in the library with books, video’s, CD’s, magazines and other materials for the community. The primary goal currently has been to build up the number of Indigenous borrowers in the library and to encourage more people to come into the library. There is ongoing liaison with local Indigenous people to exchange information and to encourage them to use the library services. There have also been various displays at the library such as NAIDOC, Indigenous Toy Display, Reconciliation Week, Mabo, Black Diggers, and Book displays, PoArtry In Motion and the Gift of Presence and the Spirit of Reconciliation Exhibition. The library has also been involved in the community with book displays at various functions such as NAIDOC and the National Indigenous Education Conference that went for three days at Jupiter’s Casino in Townsville.

Work is also done through this unit to develop cross-cultural awareness with the Library Staff, making them aware of Indigenous issues and the culture and history of Indigenous people. Research for special projects is also conducted, such as the Indigenous aspect of the Heritage Trail Exhibition that will be housed in the new City Library in the near future. This will be a hands on exhibition with touch screens information regarding the history of Townsville and its people, including Indigenous history and culture. Work is currently being programmed to work more closely with communities and to identify specific needs in the Indigenous community. Plans are also underway for Indigenous Story Telling with Elders in the community, and a program involving youth is to be developed, which will link both with homework or study sessions and Internet access but also provide a comfortable place for students to come and relax.
Lifelong Learning and Learning Partnerships

It is daily more evident that Australia has moved into a new era that is marked by radical changes in the economy, in technology, and in society. One of the key dimensions of the new era is the exponential pace of change so that skills often rapidly become obsolete and individuals need to continue to learn in order to maintain their employability. This brings an imperative need that everyone should have a capability for lifelong learning. Investment in formal education and non-formal learning has been proven to be the best means of combating poverty, increasing overall health, and eliminating social exclusion. Good examples of libraries that have responded to these new imperatives are:

Brisbane City Library – Learning Lounges

Brisbane City Library has over the past 2 years been developing the concept of the learning lounge. The strategy progresses the Brisbane City social planning agenda and its focus on developing lifelong learning for its community. This was based on an understanding that residents and businesses need to develop IT skills to use and benefit from the opportunities offered by the e-world. It was seen that a smart and creative city needs to foster a culture of innovation and learning for life. Brisbane City Council recognized its role in providing access to facilities and content that enable people to learn to use technology. It was seen that bridging the Digital Divide isn’t only about providing access to computers: it is also about having valid and reliable information and having the skills to locate and apply the information.

The pilot learning lounge is at the Garden City Library, which is in the Garden City Shopping Centre. While the learning lounge is primarily an online learning facility, the Council has recognized that most people learn using a range of channels and methods. The library underpins online learning with a range of videos and print material from its collection. It also supports and builds partnerships with local community mentors who can provide one to one training and maximize its existing facilities such as study rooms, meeting rooms and reading lounges to provide a very flexible and effective learning environment. Learning resources include:

- Access to an extensive range of popular computer tutorials through Monash LearningFast. This includes ICT Skills Benchmark and TeachMe interactive learning tools. (Brisbane City Council is the first library service to make these resources available on a large scale.)
- Access to the Internet, Microsoft Office, Word Perfect Office, FrontPage, Dream Weaver and Adobe Photoshop
- 16 online full-text databases covering a broad range of topics including health, science and literature

The Hume Global Learning Village – Hume, Vic

The Hume Global Learning Village (HGLV) provides an excellent example of the development of learning partnerships. HGLV is a partnership engaging learning providers and facilitators in the City of Hume in Victoria. It is the catalyst, leader, facilitator and driver of the Hume City Council’s vision for Hume as a learning community. The partnership is aimed at empowering people to embrace learning as a way of life in homes, community settings,
educational institutions and the businesses of Hume.

Supported by the Hume City Council, the Village comprises approximately 200 members-actively interested individuals, educators, businesses and industries and community and interest groups. It involves key business leaders and core groups (such as the Police) in the community. Council developed its flagship learning facilities, the Hume Global Learning Centre in Broadmeadows.

The Centre is a computer, Internet and training centre with state of the art multimedia equipment, an e-play and Internet café, training facilities, exhibition space and community training and meeting rooms. It also includes Broadmeadow's first public library. As the Global Village grew out of Hume's Social Justice Charter, the Village looks for programs that assist with the Social Charter and specific groups are targeted. One very successful program was the “Employability for Life” program which was developed in partnership with Ford aimed at Indigenous young people. 24 of the 28 that started the course completed and the majority ended up with jobs.

The “Pathways Library” North Lakes, Pine Rivers, Qld.

Since 2001 the Hornery Institute\(^1\) has been working with Pine Rivers Council, Lensworth and Lend Lease to design and deliver a facility known as the "Pathways Centre." The delivery partners who have been involved in the evolution of the concept include Education Queensland, the Department of Employment and Training, the regional office of the Department of State Development, ANTA, East Coast Employment and Training, and Career Solutions.

The project was driven by a growing recognition that levels of skill and information literacy will be the key variables in distinguishing between successful and failing communities as the knowledge economy becomes more firmly established. There is also an emerging recognition that skilling and information literacy enables greater participation in society and reduces the burden of crime, poor health, and social payments.

The Foundation Building comprises three key and inter-related elements:

- The Skills Suite and Job Spot
- Knowledge, education and information services - The Pathways Library
- Networking and social cohesion -‘The Living Room’ and ‘Intranet’

The final design and delivery model for the Library has been described as a move from “repository to product” and “institution to experience”: positioning the library as a proactive force for change and development that engages with the needs of the whole community rather than a passive lending agency that caters to a select audience of loyal users.

Singapore

The Singapore National Library effectively re-invented itself over a period of five years and is today regarded as one of the most innovative library services in the world. This model provides a good example of how

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\(^1\) The Hornery Institute is a not for profit organisation incorporated in February 2001 and founded by Stuart Hornery the former Chairman of the Lend Lease Corporation and Current Chairman of ANTA. The Institute has a focus on community development, engagement and capacity building. The North Lakes Centre was its inaugural development project and has been underway since March 2001.
partnerships and innovative programming can increase loans substantially. The intention of the investment made in the library strategy was to position Singapore as an international information hub, preserving and promoting Singapore's cultural heritage, providing for education, knowledge and research, and promoting a well-read and well-informed society. The impact of this strategy has had a phenomenal impact on the use of public library services nationally. Loans increased from 9.1 million to 24.7 million in the first six years, and since 2000 have been increasing steadily as new branches have been added to the system. Collections rose from 3.2 million to 6.8 million with a strong focus on electronic access to resources and partnering with public and private bodies. In Singapore they identified the required paradigm shift as follows:

<table>
<thead>
<tr>
<th>Similar libraries</th>
<th>Tailored Libraries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodian of Books</td>
<td>Service Oriented Provider</td>
</tr>
<tr>
<td>One Media (print)</td>
<td>Multimedia</td>
</tr>
<tr>
<td>Own Collection</td>
<td>Library without Walls</td>
</tr>
<tr>
<td>Go to Library</td>
<td>Library comes to you</td>
</tr>
<tr>
<td>In Good time</td>
<td>Just-in-time</td>
</tr>
<tr>
<td>Local Reach</td>
<td>Global Reach</td>
</tr>
<tr>
<td>Free Basic Service</td>
<td>+ Value-Added Services</td>
</tr>
</tbody>
</table>

The library entered into a partnership with Starbucks and every branch library now has a Starbucks’ café outlet. They also negotiated deals with technology and multimedia companies, and music outlets to provide their equipment, products, software and services on site in the library. The library also has an intensive program of community partnerships, which provides for strategic programming in all the branches with a high level of input from local communities.

**Ironwood Library, Richmond Library System, Vancouver, Canada**

Located in Vancouver, the Richmond Library has opened the Ironwood Branch, which is based on retail and marketing principles and strong partnerships. It incorporates into the design of the building the concepts of social space, as reflected in a space they have called “the living room”, which is complete with fireplace, comfortable chairs and lamps.

It caters for a 20% Chinese population, which was engaged in the design of parts of the building and developing the collection. The library has also developed a partnership with retailers, particularly the coffee shop at the entrance to the library. The library also completes transactions for the City, many of these are done electronically from a “Kiosk.” These transactions include: immediate and easy electronic access to City of Richmond services, payment of taxes and utility payments, purchase of garbage tags, payment of parking tickets, registration for Library programs, or booking time on Internet or PC stations at all branches.

The library has a strong focus on the learning community and has entered into partnerships with public and private learning providers to provide courses from a dedicated learning space in the library, well equipped with technology. There is a strong focus on vocational education.

**Moonee Valley Library Service, Victoria - Partnership to promote computer literacy**

A good example of a partnership adding significant value to the community can be found at Flemington, which has a high percentage of persons from a culturally and linguistically diverse background and varying degrees of language and literacy proficiency. The

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2 Visitation also rose from 5 million to 19.7 million in the first six years of the strategy
The Flemington Library and the Flemington Reading and Writing Program (FRWP), a not-for-profit community based provider of community education, are working in partnership to address some special learning needs in the community. FRWP has provided training to library staff in Word and EXCEL software packages. The Library staff also has access to the computer lab and has conducted Internet classes for patrons of the Flemington Library.

The program has developed from teaching literacy to promoting computer literacy. Classes have been very successful and are now conducted daily at both the Flemington Neighbourhood House and the Flemington Library 5 days a week. High retention rates of students have been registered and it is clear that the classes also meet social cohesion outcomes as well as learning needs. With grant funding from the Victorian Government a ‘Learning Shopfront’ is planned to be set up next to the Flemington Library as a classroom for young people. This facility will be used by the FRWP as part of the Victorian Certificate of Applied Learning (VCAL) ‘Learning on Track’ program.

Learning Community Partnership - Upper Skeena, Canada

The example is useful in that it involves a strong partnering and programming component as well as a high level of community engagement. The Upper Skeena, centered on the Hazeltons, has forged a Learning Community Partnership with the library. A number of initiatives been developed including:

- A Books for Babies project to promote new parenting and basic literacy skills;
- Several service-learning projects for school as well as out-of-school youth (17-25), particularly those at-risk; and
- A Learning Shop that is hosting learning events such as Gitxsan Evenings of language and literacy; musical jam sessions for youth; and new parent programs.

Future projects will develop outcomes-based community competencies to enable recognition of knowledge and skill acquisition and Prior Learning Assessment. The use of learning technologies in Community Access sites and the Learning Shop has added value to this community-based civic and new literacy initiative.

With approval of the 3-year pilot project a Learning Shop opened its storefront doors in the central village of Hazelton. The Shop focuses on providing non-formal experiential learning opportunities - some of which have served as links or pathways to the formal education system. Since November last several hundred learners have engaged in a non formal learning opportunities including:

- Storytelling
- Music Jam Sessions
- Teenage Search and Rescue
- Mother Goose - learn songs and games to promote healthy language development
- Tech Café - youth critique videocassettes, play educational games, and socialize as part of larger community
- Gathering information about community events and resources,
- Facilitating connections between individuals and groups, and
- Highlighting opportunities for social and economic development.

3 Sculpting a learning community on its own terms: the Upper Skeena by Ron Faris Ph. D. July 13, 2001 (http://members.shaw.ca/rfaris/docs/Skeena.PDF)
• Prior Learning Services - provided to people applying for prior learning assessment and credit at formal education institutions.

**Ideas Stores, Docklands, UK**

Several innovative partnerships and models of delivery have also been developed in the United Kingdom. Of particular interest are the “Idea Stores”, London's new libraries in Tower Hamlets, a disadvantaged inner borough comprising most of London’s East End.

The “Stores” combine traditional library services with adult education, performance space and day-care. The buildings are carefully positioned in high-density shopping areas and marketed as “street corner universities.” They aim to integrate library service with a community that has traditionally shied away from them. (70% did not use the libraries). The new concept is very much back to public library roots - providing opportunities for learning and recreation. The Stores offer credit and non-credit courses, become involved in Web-based instruction and serve as feeders for area colleges and more advanced vocational training programs. They will also bring public librarians into closer working relationships with teachers. Efforts to keep the community involved also include a touring road show using video and computer technologies and a hotline for citizens’ questions and comments.4

**Moreland City Libraries, Vic. - Encouraging the community to 'read more’**

The Moreland Reading Project (MRP) was awarded the 2000 Australian Libraries and Information Association (ALIA) Award for Innovation in Public Libraries. It is of relevance in the creative approach to fostering a reading community through innovative programming. These include talks, demonstrations and workshops on many topics as well as book launches in English and other languages, walks around Moreland landmarks, theatre performances and colourful cultural activities.

**Specific examples of programming activities include:**

- A demonstration in the Brunswick Library by the local bocce club.
- A BookStart Kit distributed to every newborn baby in Moreland in cooperation with the Maternal and Child Health Centres.
- A walking tour of the Fawkner Cemetery.
- A local bonsai expert speaking about bonsai gardening.
- A talk by a nurse from Glenroy on her time spent in East Timor as an aid worker.
- An annual concert in the library featuring a range of Moreland based bands.
- Regular talks to new parents groups and rhyme time sessions for babies under 18 months.

4 http://www.ideastore.co.uk/story/
• A dance and music demonstration by the local Singhalese community.
• A panel of residents from varied cultural backgrounds and ages speaking about their lives and experiences of first coming to Australia.
• Book groups for primary aged children, youth and adults, bibliotherapies, reader-to-reader book review systems, and reading and writing competitions with themes such as “Books that changed my life”.
• Speakers are drawn from the Moreland community and an annual "Made in Moreland" theme showcasing individuals in the community.

Once again, partnerships are important. Neighbourhood Houses, theatre groups, local historical societies, Moreland’s Adult Education Centre and other Council Departments are some of the groups who have linked to the Project.

The Fraser Valley Regional Library, Chilliwack, Canada – Family Literacy

The Fraser Valley Regional Library is one of a number of partners sponsoring a self-sufficient community literacy program aimed at families. The Families in Motion program promotes literacy for all family members.

The program, supported by the learning partners, commences with a buffet breakfast for the children and parents. The children then go to their pre-school program while the adults focus on learning skills, computer literacy, and a parenting program, demonstrating that learning is a lifelong venture.

Homework Programs at Yarra-Melbourne Regional Library Corp., Vic.

There are a range of Homework Help models, which are relevant to this study. Yarra Melbourne Regional Library Corporation (YMRLC) runs a number of homework programs for young people at its libraries in partnership with other agencies. It is of particular interest given its focus on providing services for emerging communities. For example, Carlton Library has been running a Youthlink Homework Program for four years, aimed at providing homework help for the 12-18 year age group, specifically targeted to disadvantaged young people. The program (among other subjects) covers maths, science, English, Studies of Society and Environment (SOSE). Demand for the service is high from VCE students, including a group of students recently arrived from Horn of Africa countries. The 2004 program was run in partnership with Carlton and Parkville Youth Services.

The Brotherhood of St Laurence is very active. They run (in partnership with the library) a Homework Centre, which is based, in the Fitzroy Library. It provides free academic and personal support to secondary school students, and those who lack space or resources at home. Students can receive assistance in all VCE subjects and work independently or in small groups. The library offers a relaxed and supportive environment, which is well resourced with computers, printers and photocopiers. Good co-ordination and maximising partnerships have been identified as critical success factors in these programs.

Belmont City Library and Education and Training Partnership, WA

An innovative partnership has been developed between the Department of Education and Training and the Belmont City Library in Western Australia, highlighting the importance of lifelong learning particularly for at risk youth. Twenty-two public libraries in association with their local high school will deliver programs in the first term in 2005. Pilot programs (Finding MY Place) conducted showed that participants were retained in either education training or employment, with the highest numbers opting to stay in school and complete Year 12.

The Program works on providing positive futures for young people through courses, motivational speakers, mentoring and support. Funded by the WA Department of Education Training the program has been acclaimed as a great success with measurable outcomes demonstrating that early intervention with young people can dramatically change their lives. The Partnership has been in place since 2003 and was based on a
mutual commitment to assist disadvantaged youth by helping them find a place in a learning environment (whether school, industry, private provider or TAFE). Many South Australian libraries, including Mount Gambier, have since adopted this model.

Emerging models and innovation

Self Processing - RFID Technology

It is clear that there is a trend towards Radio Frequency Identification (RFID) technology which, given its minimal error rate and ease of use, allows patrons to process their own loans and releases staff from circulation transactions to more value adding activities at the customer interface. Excellent examples of this can be seen in Singapore (100% self-check) Richmond Library, Vancouver (80% self-check) and Brisbane City (80% self-check in the pilot branches). Baulkham Hills Shire Library, NSW have been most successful with some 97% of transactions now completed by self-check.

User Pays Home Delivery Service - Bayside Library Service (Victoria) and Manly Library Service (NSW).

Bayside Library offers a user pays home delivery system. Items are requested via the library’s website and the home delivery option is selected. Requests are checked daily by staff and a council courier delivers the items for a cost of $5.50 to the customer. Manly Library received a grant from the State Library of NSW to carry out a survey to determine the feasibility of offering a user pays home delivery service to residents. The project targeted non-users and a home delivery pilot program was implemented. As the service is in its infancy stage and has not been heavily promoted it is not as yet heavily utilised. The survey conducted indicated that there was a viable market for such a service.

Fingertip Library - Christchurch Public Library, New Zealand

Christchurch Public Library set up the Library’s equivalent of a call centre. This was called the “The Fingertip Library” – ie your library at your fingertips. People can access services, including having reference questions answered, by phoning, email or faxing. This is the basis for the virtual library delivering services to the customer where they were – at home, at work, or at school. A lot of planning went into this service and the project group identified early on that the right person to run the centre would be crucial. They wanted to make use of the technology available for running call centres which gives good management information and wanted the service from this centre to be top class – managed hand on, on-selling of services, etc. A recent report from the Fingertip Library highlighted the fact that 90% of the reference questions they received were able to be answered predominantly from electronic resources, including the Internet, which raises all sorts of questions about the type of questions being asked, implications for the walk-in service in relation to reference queries.

Library Rail Express, Caboolture Shire Council, Qld

Caboolture Shire Library initiated the Library Express, which provides a library service stop at the Caboolture Railway Station from 5.30am – 8am once a week. A mobile loans and display counter which can be folded away into a carry bag is used. The counter is purpose built and looks very professional. The counter can be folded up and carried by a shoulder strap and can display about 400 items which are changed weekly. (There are 14000 items in the collection; all paperback and they don’t offer magazines as it would interfere with the newsagent on the station.) This has been a roaring success and customers recorded a high satisfaction rate. There have been 80 new members in a few
Information Gas Station – Finland

A technology-based project of interest is the ‘Information Gas Station’ (iGS) in Helsinki, Finland. Created with money from a Bill and Melinda Gates Foundation Access to Learning Award, the iGS is a mobile information service point where users can access help from a library staff member. The iGS is onsite but also accessible via mobile phone text messaging, by landline phones, by e-mail, and by fax. While iGS has no books and most of the answers to users’ questions are found via the web, staff also use the print resources of the Helsinki Public Library (HPL) whenever necessary. Maija Berndtson, director of HPL, who is forward-thinking when it comes to managing tomorrow’s library,’ says iGS is a creative example of the concept of a ‘hybrid library.’

Sports Library, Caboolture Shire Council, Qld

A Sports Equipment Library at Caboolture Shire Library was funded by a grant from the local Rotary Club ($12,000). The library is at the Burpengary branch of the Shire and provides the loan of a wide range of sporting equipment and items used for health and well being to the community. Library resources are allied with the sports equipment in the loan. The collection has some 600 items ranging from ball sports to well being equipment, such as fitness balls. The library also engages local sports identities in talks and keeps an ongoing watch on what is happening in the community. Leverage is also gained from State, National and International events.

The Tailored Library

Sydney City Council has recently adopted a model whereby users and non-users were surveyed to identify their needs. It was determined that whilst there were core needs for resources, that there were communities of interest with needs for specifically tailored collections. Branch library collections have now been re-configured to meet these needs and the library will be working closely with community centres. Adelaide City have also adopted a similar model with themed collections in small spaces and new décor in place to support these themes. Adelaide City have also badged facilities as Library and Community Centres.
Getting Youth into the Library

Youth Space

There are several good examples of libraries set up specifically to meet the needs of youth. A particularly good website that has identified a range of best practice in meeting the needs of young people is www.yspace.net which is the International Youth and Public Space Network. There is a range of ideas for making public space more inclusive of young people.

There are several good examples of youth specific high-tech library facilities being established. Dresden Public Library in Germany needed to serve young technology-hungry clientele and created ‘median@age’ in an industrial building in a busy shopping district of the city. This library has a bright, inviting, and open ‘high-tech’ look and is filled with people in their late teens and early 20s using computers and the latest in new media.

The National Library Board of Singapore has a similar project, 'Library@Orchard', which is a dynamic space designed to attract youth. Set in a high-end shopping mall on Singapore's Orchard Road, the collection features books on travel, fashion, computers, music, and art. A coffee shop that doubles as a programming space is also provided. Programming plays an important part of operations, and is oriented to music (bands) and multimedia (film and visual arts) and events that can be allied in the café, such as demonstrations and talks.

In 1993, the Santa Cruz City-County Library System switched the primary service focus of a small neighborhood library to young people, and it began exploring ways to meet their needs. With the help of a funding grant, the Library established ‘A Place of Our Own’, a branch library with an electronic homework centre,

The Brighton Library in Christchurch, New Zealand also has a strong focus on young people, and is widely used by young people from around Christchurch, and especially by young men. New Brighton Library has implemented a pilot project that involves hiring a youth worker on the weekends to work with young people accessing the library space.

Youth and Technology

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5 http://library.christchurch.org.nz/NewBrighton/
Library 10 won the first annual Bill Gates Access to Learning Award for its outstanding practices in increasing access for all people to computers and the Internet. This award included a $1 million grant.

The library focuses on the needs of young people with cutting edge technology and media as well as opportunities for young people to create in their preferred media with sound and image editing facilities. The staff are young and dress like their younger clients and there is a strong focus on music in the library. Band recitals and theatre are commonplace in the Library. The library is also arranged by themed collections rather than traditional arrangements.

**Teen Library Club - Yarra Melbourne Regional Library Corporation**

Engaging (or indeed retaining young people) from the start of high school is an issue for Mount Gambier Library as with most Australian public libraries. Yarra Melbourne Regional Library has been working on this issue for the last four years by involving young people in the selection of materials for the young adult collection through its Teen Library Club (TLC), a book group for 12-16 year olds. This group grew out of the need to retain young people using libraries after they hit their teens and to maintain the habit of library usage and reading. The TLC provides teenagers with a venue to talk enthusiastically about books with others who love reading. Members of the group also act in an advisory capacity for library youth programming and have contributed to the design of the web page.

**Career Link at the Hawthorn Library, City of Boroondara Library Service, Vic**

Another relevant model, which involves partnering, can be found in the work done between the Hawthorn Community House and Hawthorn Library who are working together to provide a career information program, ‘Career Link’, for local residents. A counsellor from the Hawthorn Community House works out of the library providing advice to residents who book in through the library. Attendees also access the career and course planning resources at the library. Targeted Internet demonstrations and library tours are also offered and speakers have presented on issues such as choosing a career. The program is effectively marketed in the media and supported by booklist and career kits. Certainly, collaboration with the Community House on Career Link has helped to identify other ways in which the two organisations can work together on other projects.

**Children’s computer areas**

New libraries are increasingly providing separate children’s computer areas. There are several excellent examples in South Australia.

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*Children’s computers, Playford Munno Parro Library, SA*
Ipswich Library Strategy – Appendix 1: Industry Trends and Relevant Case Studies

Planning and Design of New Library Buildings

People Places- Public Library Buildings for the Future

People Places: a guide for library buildings in New South Wales⁶ is an example of qualitative research of spacing requirements for public library buildings. It describes a complete methodology for local authorities planning new or extended library facilities and draws upon recent case studies of public library planning in Australia in reformulating guidelines for public library buildings.

This guide is a result of extensive community consultation and collaborative planning containing guidelines for public space needed to meet community needs as well as practical advice on assessing these needs. The needs assessment planning method utilises four tools based firmly on an understanding of community needs- identified needs, normative needs, comparative needs and benchmark based needs.

People Places provides guidance on a range of ‘key design factors’ with prominence given to spacing requirements. Special emphasis is on people and how people perceive and use buildings, how accessible the buildings are for people of varying mobility and the impact of safety and security issues. In addition to these factors, the design and planning of furniture and shelving must consider and respect user needs and characteristics.

The planning process in People Places begins with consultation with communities in the context of major societal trends and results in designs and plans that reflect community needs and desires. The key areas in the collaborative planning process necessary to ensure successful library building and design are summarised in the guide as: needs (identifying community needs), process (setting the criteria), planning (set up working group), and design (key design criteria). Reference is also given to spacing requirements for people with a disability and the elderly people. Issues addressed include proper clearances, lift and stair design, furniture and equipment selection and floor space designed to cater for this group of users. The needs of young adults, children and significant cultural groups are also assessed under these guidelines when planning or designing a new library.

Increasingly the libraries of the new millennium are no longer simply repositories for books but serve as a civic gathering place and stimulus for neighbourhood and community revival. Public libraries are being designed as part of larger public spaces making the library space more open to opportunities for sociability. The implications for the design of new libraries are significant and the changes can be represented as follows⁷:

Jubilee Library, United Kingdom

In Brighton, United Kingdom, the design of the new Jubilee Library provides a good example of a library incorporating family-friendly design. The new library has an emphasis on early learning materials with a separate children’s area incorporating a children’s nursery.

Children’s activities such as story telling and free music and rhyme sessions are offered for pre-school children and their parents and carers. The Jubilee Library is carefully planned inside, with the children’s area being bright and inviting, so that very different

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⁷ Better Public Libraries, London: Commission for the Architecture and the Built Environment (CABE) and Resource (MLA), 2003
activities such as story-telling and studying can co-exist without conflict. The library offers free Internet access and a range of equipment to support visually or hearing impaired customers.

Gosport Library, United Kingdom – The Discovery Centre

The newly redeveloped Gosport Library in the United Kingdom represents a good example of an image-conscious library incorporating public artwork to establish a visual identity. On arrival, library visitors are greeted by an impressive coloured glass entrance by artist Martin Donlon and a ‘Geostationary Plasma Screen’ by Stephen Pippin.

This site-specific artwork is seen as an integral element of the new library building.

The ‘Geostationary Plasma Screen’ uses a television as a central element and focus to the work. The bold effect of the plasma screen is re-established with a feeling that the centre of the solar system is now the television as the design allows the screen to move freely and circumnavigate the sphere of the earth. The new library houses four floors of books with access and facilities for disabled visitors. The children’s section is particularly successful as are the comfortable seating areas for reading or relaxing. In addition to the library, there is a performance area, The Studio, where dance, music, theatre and literary events are hosted on a regular basis and a coffee shop which services all users of the building. The design has had a major impact on attendance, with the new library exceeding its attendance figures by between three and five times higher than in the old building, with loans increasing about 12%.

Botany Library, Auckland

The Botany Library, located in Botany Town Centre in New Zealand provides an excellent example of a library arranged along retail lines in a series of flexible spaces dedicated to serving the diverse and changing needs of customers. The new library was designed to be a focus for the whole community and houses a number of community-based activities.

The Peaceful Place is an acoustically controlled place that ensures quiet space for the customer wanting a more reflective and study-oriented experience. Much attention has also been paid to the Learning Centre where there is a selection of multi-purpose computers with Internet access, electronic databases and word processing. The Focus Rooms for meetings and study groups are particularly successful, as are the Leisure Lounge with its comfortable seating and DVD theatrette. In addition, there is the Retail Zone which brings together the library’s rental collections with the latest DVDs and CDs.

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*www.books.guardian.co.uk/news/articles/0,6109,1468476,00.html*
Castle Hill Library, NSW

The Castle Hill Library in NSW was the first library in Australia to install self-check facilities and to employ themed collections integrated with branding and retail merchandising. It was part of a commercial development by Council, which provided for a community centre on the first floor, a 1900sq m library on the 2nd floor and 8 levels of residential apartments above. The Council was the developer and it was project managed internally. Loans have increased 87% since the opening of the facility.

The library has an indoor and outdoor café fully integrated with the functions of the library, which is very well patronised.

The Parklands Library, Christchurch, New Zealand – adaptive space

A useful model using innovative methods to adapt space can be found in the new Parklands library: a 500 square metre library building located alongside the retail community. Given the space constraint, and the diverse need in the community a creative way of accommodating the needs of different ages groups was identified. This was to provide flexible and creative use of space to ensure the best use of all of the resources. Books, furniture and computers will be displayed and grouped to meet the needs of different groups of customers at different times of the day and week.

Several times a week the focus is on pre school children. The environment changes by pulling down colourful screens, exchanging adult chairs for beanbags, cushions and little chairs, altering the lighting, and turning round the shelves and pulling out the picture book bins. Story reading, rhyme, music and movement will be part of the experience. After school the space is transformed into study zone with the staff focusing expressly on helping with information retrieval using all available resources. Using colourful wall blinds, headphones, video wall, beanbags and laptop computers the space will be transformed once again. Parklands Library is a dynamic environment designed to meet the diverse needs of the Parklands community.

Brisbane Square Library

The Brisbane Square Library brings together world best practice in innovative and environmentally sustainable design. Service delivery has been designed to accord with the diverse needs of the clientele. Opened in November 2006, the dynamic public space integrates Council Customer services
and Library services in a way that “makes sense to the customer.”

For example, the ground floor is dedicated to fast turnaround transactions or “grab it and go”. Holds that clients have placed online are available on open access for collection and can be checked out by the client from the 6 shelf check units available on the ground floor. All loans are channeled through the self-check units with a deliberate strategy in place of minimizing the size of desks and complemented by an education program for clients in how to use the self check equipment. The proportion of self-check loans has now reached 80% using traditional barcodes.

All payments and enquiries that can be transacted easily are also conducted from the ground floor, such as rates, traffic fines, library overdues and the provision of information relating to Council services, including transport information. Kiosks are also provided for quick Council transactions and a concierge is also provided on the ground floor to facilitate way-finding.

The second floor of the facility incorporates space for more complex Council Customer Service enquiries and provides extensive access to technology including wireless, children’s facilities and a learning lounge. The Zoo provides a space aimed at bringing young men into the library with a focus on gaming and access to sport and music plasma screens.

Print on demand newspapers are provided, and state of the art technology has been installed in the meeting rooms throughout the building. A Qantas style business lounge has also been provided to facilitate development applications and liaison with developers and the community.
2. Appendix 2: Trends in Procurement

Shelf ready procurement and Supplier partnership model

Full Shelf-Ready Opportunity

There are significant cost savings to be made by the transition to a full shelf ready model for procurement. Analysis of Best Practice in processing of stock has identified the industry trend to full shelf-ready provision. Full shelf ready means that an item can be procured by the nominated supplier/suppliers and processed to the specification of the library, and delivered directly to the branch library, rather than being processed internally. Records are also downloaded directly into the library catalogue. Shelf Ready costs vary but are calculated from 12% to 15% of the cost of the item. Larger and more efficient suppliers are now providing a full shelf ready service and costs are coming down. It is clear that suppliers that do not offer this service will become increasingly less competitive.

In the UK, PKF Consultants have completed their in-depth national stock procurement and funding review to find the best and most cost-effective way to operate the book supply chain, and to look at budget issues and efficiency in public library services.

Recommendations from the report included:
- Supplier selection
- Standardised processing
- Flat management structure within Library Services - more staff for customer facing roles
- Libraries purchasing books together

Brisbane City has now been operating with full shelf ready for five years and Yarra Plenty adopted the model in 2005. It is certainly a trend in libraries with bookvotes over $100,000. The chart on the next page, prepared by A.T. Kearney in its Procurement Audit of Brisbane City Council, depicts the ability of Brisbane City Library to secure the item on the shelf in the branch with a guaranteed delivery time of 5 days from the provision of the item from the publisher to the supplier. (This was identified by A.T. Kearney as world’s best practice.)

Another pre-requisite identified by Brisbane City in its specifications is that popular items need to be on the library shelves before they hit the local booksellers. This is audited with very popular titles (such as the Harry Potter series) and there is a high level of compliance. As noted in the chart following, suppliers select and supply material according to specifications provided direct to the branch. Records are loaded electronically and conformance to specifications is managed at the branch by random checks of supplies. The partnership is lucrative to selected suppliers and they do not take the risk of losing large contracts by failing to deliver on specifications.
UK typical model

Libraries select & order from Library Suppliers. Pre or at release.

Release

Publisher/Warehouse delivers to Library Supplier

Library supplier services (covers & labels). Competitive market, servicing may be less than cost. E.g £0.33 (AU$0.77) Some to NAG standard. Publisher discounts given.

Delivery to Library Service

Library catalogues + any further servicing. Costs: building, staffing, cataloguing

Delivery to branches

On shelf for customer

Book cost: RRP less 14-25% publishers discounts, Plus servicing Plus library overheads for selecting, cataloguing, extra servicing (e.g., more than cost of book), staffing, building.

Australian typical model

Libraries select & order from Library Suppliers. Pre (20%) or at release (80%).

Release

Publisher/Warehouse delivers to Library Supplier

Library supplier may:
- Simply supply book
- Process (service) to agreed costs
- Catalogue to agreed cost
Publisher discounts 0-30%

Delivery to Library Service

Library catalogues + any servicing. Costs: building, staffing, cataloguing

Delivery to branches

May also go through Bindery

On shelf for customer

Book cost: RRP less 0-30% publishers discounts, Plus processing Plus library overheads for selecting, cataloguing, staffing, building.

Brisbane model

Library suppliers select & order according to specs at pre-release. Order record on catalogue

Release

Publisher/Warehouse delivers to Library Supplier

Library supplier processes and catalogues on site and direct into library catalogue. Publisher discounts 10-30%

Delivery to Library branches

On shelf for customer

Book cost: RRP less 10-30% publishers discounts, Plus cataloguing & processing
Zero library overheads for selecting, staffing, building. Economies of scale achieved
The major impact of this change for Brisbane was in labour saving on selection, ordering and processing. Labour was redirected to areas of high need across the service as it was opening 2 new libraries.\textsuperscript{10} An additional benefit was the saving in processing space. The Technical Services and Administration area (which was a function built facility) could be reduced from 4,000 sq m of space to some 300 sq m of administration space for a library network of some 33 libraries.\textsuperscript{11} A staff of over 16 persons was reduced to 1.5 contract management staff.

**Content Management**

The movement in the industry is now towards full shelf ready and the development of profiles for stock selection as well as supplier-assisted selection. There is an opportunity in Ipswich Library to move from the existing traditional model of Technical Services to a content management model

Key elements of content management will be:

- 90% profile ordering through supplier partnerships
- Branch staff assist in developing profiles
- Material shipped direct to the branch through pre-allocation and full shelf ready
- Streamline acquisitions and receiving processes
- Limited number of suppliers under strict specifications
- Effective use of statistical information to identify content use and trends
- Whole of life asset management of collections

**Collections Selection, Acquisition and Processing**

**Selection and Ordering**

The experience of other large libraries validates the cost efficiency of limiting the number of suppliers, particularly through a formal tender process. Increased numbers of vendors adds to the level of variation in the process. The formal tender process provides the opportunity to negotiate delivery on tight specifications and also opens up the opportunity for joint tendering with other libraries to attain cost efficiencies around common specifications. Significant opportunity exists for some consortia purchasing in partnership with other libraries. These partners do not necessarily need to be neighbours; it is about maximizing the buy for the dollar expended by willing partners purchasing together.

\textsuperscript{10} Yarra Plenty chose to redirect the labour saving of $300,000 into the service to offset the cost of RFID which could then further drive labour savings

\textsuperscript{11} Recent reports from the UK further validate this procurement model: [http://www.mla.gov.uk/website/programmes/framework/framework_programmes/stock_procurement](http://www.mla.gov.uk/website/programmes/framework/framework_programmes/stock_procurement)
Library Facilities Strategy Summary

EXECUTIVE SUMMARY

The purpose of this summary is to provide a high level overview of the strategic direction that Council has committed to in its forward planning for library infrastructure for the City of Ipswich since 2007. This has come about as part of the review of the alignment of the Ipswich Library and Information Service Coping with Growth 2008 – 2026 plan. The service delivery model outlined in the strategy required Ipswich Libraries to transition from a Hub and Spoke model with a central headquarters branch surrounded by multiple local level branches (growth estimate of 15 branches required by 2026), to a Distributed network model with service provided by three large hub (city size) libraries and later a district library located to service large catchment populations. This service transition is now at a tipping point between the two operating models.

Table 1 – Strategic direction outline

<table>
<thead>
<tr>
<th>File Note</th>
<th>Meeting Type/ Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Facilities Strategy</td>
<td>May 2007</td>
</tr>
<tr>
<td>(Page 10) Branch Library Facilities A branch library should be established within each of the centres of population growth identified in “Ipswich 2020”. This will require provision of new facilities in each centre except the Eastern Suburbs, and a rationalisation of the 2 existing Eastern Suburbs facilities.</td>
<td></td>
</tr>
</tbody>
</table>

LIBRARY STRATEGY – COPING WITH GROWTH 2008–2026

With reference to a report by the Library Services Manager dated 2 March 2009 concerning the Ipswich City Council’s Library Strategy: Coping with Growth 2008–2026.

RECOMMENDATION

A. That the report be received and the contents noted.

B. That the key elements of the Library Strategy - Coping with Growth 2008–2026, as detailed in the report by the Library Services Manager dated 2 March 2009, be adopted and used for planning purposes.

C. That the Library Services Manager review the Library Strategy - Coping with Growth 2008-2026 at least annually, to ensure it aligns with the changing needs of the community.

D. That the Library Services Manager, in consultation with the Chairperson of the Tourism and Libraries Committee, be authorised to promote the positive aspects of the proposed Library Strategy: Coping with Growth 2008–2026.

Ipswich Library & Information Service Library Strategy: Coping with Growth 2008-2026 Implementation Plan updated Sept 2010
1. Excerpt summary of Timings and Cost Estimates for Major Activities

- Relocation of Ipswich Library to CBD – Lease option 2013
- Closure/re-use Redbank Plains Library 2013
- Review Redbank Plaza Library 2016
- Ripley Library Hub 2018 TBA

Report: Library Strategy: Coping with Growth 2008-2026 – Progress To Date

1. Excerpt

The model of service delivery is a distributed network with hub libraries in retail centres, supported by mobile library services, the online virtual library service and unmanned library links and kiosks. The strategy recommends that the ultimate number of large hub libraries remain at four only given the high labour and capital costs to provide additional service points. These service points would be expanded or developed in line with population increases and supported by Library Links or Kiosks as needed and opportunities arise longer term.

2. Excerpt from Financial Implications:

The Library Strategy will have considerable funding implications over the next 10–15 years and estimates have been included in Council’s Capital forecast budget for this period. Timing and costs will continue to be reviewed as part of the annual planning and budget cycle.

Report Recommendation:

A. That the report be received and the contents noted.
B. That the Library Services Manager review the Library Strategy: Coping with Growth 2008–2026 at least annually to ensure it aligns with the changing needs of the community.
C. That the Library Services Manager, in consultation with the Mayor and the Chairperson of the Tourism and Libraries Committee, be authorised to promote the positive aspects of the proposed Library Strategy: Coping with Growth 2008–2026.

Presentation Library Working Group: Library Strategy Workshop

Excerpt “Library Strategy: Coping with Growth 2008-2026” was adopted by Council in March 2009.

- Static Locations: 4 large hubs
- Rationalisation of Redbank Plains and Redbank Plaza Library facilities
- Static locations supported by Mobile Library Service to remote and rural areas and self-service kiosks at key locations Virtual/online service delivery to supplement physical delivery.
- Redbank Plains and Redbank Plaza facilities rationalisation when Springfield online
- Mobile Library Review - annual

Presentation Library Working Group: Library Strategy Update

Excerpt “Library Strategy: Coping with Growth 2008-2026” was adopted by Council in March 2009. 6 Years on and the fundamental framework of the model is still valid:
- Static Locations: 4 Hubs (Springfield Central detailed design 2015-16 / Ripley town centre / Ipswich CBD relocation of the Ipswich Central Library - Branch and HQ functions / Rosewood land acquired Cnr. John St and Railway St)

- **Rationalisation of Redbank Plains and Redbank Plaza Library facilities**
  - Static locations supported by Mobile Library Service to remote and rural areas
  - Virtual/online service delivery to supplement physical, including e-collections, databases, plus self-service where possible

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### Library Working Group Meeting

**Ipwich Libraries Operating Model Options Analysis for Redbank Plains and Redbank Plaza – 4 options provided**

**Report to City Management, Finance and Community Engagement Board – Future of the Redbank Plains and Redbank Plaza Libraries.**

**RECOMMENDATION:**

A. That Council approve the following outcome of the working group meeting held on 29 May 2017;
   - i. That the Redbank Plains Library be transitioned to form a collections logistics hub (approximately 50% of the existing internal footprint) and a multi-purpose space for community use, to include formal and informal meeting spaces, PC access and library technology installations (including Smart Lockers).

B. That Council note the following outcomes of the working group meeting held on 29 May 2017;
   - i. That the timing for transition of the Redbank Plains Library be extended for as long as possible, while still facilitating cost efficiencies associated with the future opening of a Library at Springfield Central.
   - ii. That a report be submitted to a future meeting of the City Management, Finance and Community Engagement Board, detailing the costings of proposed options for Ipswich Libraries’ operations.

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### Libraries and Tourism Committee – Redbank Plains Library Repurpose and Establishment of Logistics Hub

**RECOMMENDATION:**

Amended at LT Ctee No. 2018(02) of 19.02.18

A. That the report be received and the contents noted.

B. That the Library service at Redbank Plains Library be reviewed twelve (12) months from the completion of Stage 2 building works, as detailed in the report by the Library Services Manager dated 31 January 2018.

---

3
23 April 2018

To: Chief Executive Officer

NOTICE OF MOTION FOR NEXT COUNCIL MEETING.

In accordance with Section 8 of Council’s Subordinate Local Law No. 2.1 (Council Meetings) I hereby give notice of my intention to move the following motion at Council’s Ordinary Meeting of Tuesday, 22nd May 2018.

“That Council immediately reinstate at least 25,000 books to the Redbank Plains Library.”

Signed:

Councillor Sheila Ireland
(Councillor For Division 9)
8 May 2018

MEMORANDUM

TO: ACTING CHIEF FINANCIAL OFFICER

FROM: CORPORATE SERVICES AND RISK MANAGER

RE: COUNCILLOR TRAVEL AND TRAINING REQUESTS

INTRODUCTION:

This is a report by the Corporate Services and Risk Manager dated 8 May 2018 concerning councillor travel and training requests.

BACKGROUND:

The Ipswich City Council expenses Reimbursement Policy (the policy) states that councillors are required to attend approved conferences/workshops to either deliver a paper or as a delegate or representative of Council. Such attendances are to be approved by Council resolution or, for matters that require out of session approval, approved by the Chief Executive Officer and as per the Ipswich City Council Councillor Expenses Reimbursement and Administrative Support Procedure, reported by the Chief Executive Officer at the next Council meeting.

The attachment contains training, conference and workshop travel details approved by the Chief Executive Officer out of session to be noted.

ATTACHMENT:

<table>
<thead>
<tr>
<th>Name of Attachment</th>
<th>Attachment</th>
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<tbody>
<tr>
<td>Training, conference and workshop travel approved by the Chief Executive Officer out of session to be noted.</td>
<td>Attachment A</td>
</tr>
</tbody>
</table>

RECOMMENDATION:

That Council, in accordance with the "Ipswich City Council Expenses Reimbursement" Policy, note the training/conference/workshop travel details approved by the Chief Executive Officer as detailed in Attachment A to the report by the Corporate Services and Risk Manager dated 8 May 2018.

Laura Nicholls
CORPORATE SERVICES AND RISK MANAGER
I concur with the recommendation/s contained in this report.

Jeff Keech
ACTING CHIEF FINANCIAL OFFICER
## Councillor Workshop and Conference Travel Approved by the CEO Out of Session

In accordance with the expenses reimbursement policy.

<table>
<thead>
<tr>
<th>Date Approved by CEO</th>
<th>Traveller</th>
<th>Details of Travel</th>
<th>Event Location</th>
<th>Travel Start Date</th>
<th>Conference Registration Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 April 2018</td>
<td>Cr Paul Tully</td>
<td>CPE Migration Seminar</td>
<td>Sydney</td>
<td>17 May 2018</td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: MAYOR AND MEMBERS OF CITY MANAGEMENT, FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE

FROM: ACTING CHIEF EXECUTIVE OFFICER

RE: ASSESSMENT ON IPSWICH CITY COUNCIL’S (ICC) PROGRESS TOWARDS IMPLEMENTING THE ANNUAL OPERATIONAL PLAN

INTRODUCTION:

This is a report by the Acting Chief Executive Officer dated 4 May 2018 concerning an assessment of Ipswich City Council’s progress towards implementing the 2017-2018 Operational Plan.

BACKGROUND:

The Ipswich City Council 2017-2018 Operational Plan (the Plan) was formally adopted by Council on 20 June 2016. Section 174 of the Local Government Regulation 2012 states the Chief Executive Officer must present a written assessment of progress towards implementing the Plan at quarterly intervals to the local government.

An assessment of each Department’s progress towards implementing the Plan has been prepared for the period 1 January 2018 to 30 April 2018 and is contained in Attachment A, with a Financial and Key Performance Indicators Report to support the assessments - refer Attachment B.
ATTACHMENTS:

<table>
<thead>
<tr>
<th>Name of Attachment</th>
<th>Attachment</th>
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<tbody>
<tr>
<td>2017-2018 Operational Plan Assessment – 3rd Quarter 1 January 2018 – 31 March 2018</td>
<td>Attachment A</td>
</tr>
<tr>
<td>Financial and Key Performance Indicators Report for the period 1 January 2018 – 31 March 2018</td>
<td>Attachment B</td>
</tr>
</tbody>
</table>

RECOMMENDATION:

That the report be received and the contents noted.

Gary Kellar

ACTING CHIEF EXECUTIVE OFFICER
2017 - 2018
Operational Plan
3rd Quarter Report
STRENGTHENING OUR LOCAL ECONOMY AND BUILDING PROSPERITY (JOBS)

Goal 1: Use the competitive advantages of the Ipswich economy to provide jobs for the growing population and prosperity for the city through business diversification, adapting and responding to technological advances and creating an attractive economic environment for business investment.

Strategy 1: Build partnerships and develop programs to widely promote investment opportunities and support business development and activity in the city

<table>
<thead>
<tr>
<th>Key Actions</th>
<th>Responsibility</th>
<th>Key Outcome</th>
<th>Deliverables</th>
<th>Progress Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Promote a major investment pathway within Council that supports investment attraction in key sectors. (9.2/1.1)</td>
<td>Economic Development and Marketing</td>
<td>1.1.1 Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export.</td>
<td>1.1.1.1 Implement and continually evolve the Advance Ipswich Economic Development Plan 2016-2018 and the Destination Marketing Management and Events Plan 2015-2018</td>
<td>Initiate an audit of key industries and businesses aligned to current and potential export markets. Initiate key industry committees providing leadership, collaboration and coordination of effort. Draft a relevant program of regular business development events. Provide strong representation of key industries to government trade and investment agencies. Initiate opportunities for cooperative and co-funded activity. Provide proactive and reactive contact to local businesses for general enquiries.</td>
</tr>
<tr>
<td>1.2 Develop trade and export links to support long-term competitiveness in the Ipswich economy. (9.2/1.2)</td>
<td>Economic Development and Marketing</td>
<td>1.2.1 Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export.</td>
<td>1.2.1.1 Implement and continually evolve the Advance Ipswich Economic Development Plan 2016-2018 and the Destination Marketing Management and Events Plan 2015-2018</td>
<td>Initiate an audit of key industries and businesses aligned to current and potential export markets. Initiate key industry committees providing leadership, collaboration and coordination of effort. Draft a relevant program of regular business development events. Provide strong representation of key industries to government trade and investment agencies. Initiate opportunities for cooperative and co-funded activity.</td>
</tr>
<tr>
<td>1.3 Work with adjoining local governments to support shared and complementary economic growth priorities. (9.2/1.3)</td>
<td>Economic Development and Marketing</td>
<td>1.3.1 Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export.</td>
<td>1.3.1.1 Implement and continually evolve the Advance Ipswich Economic Development Plan 2016-2018 and the Destination Marketing Management and Events Plan 2015-2018.</td>
<td>Initiate an audit of key industries and businesses aligned to current and potential export markets. Initiate key industry committees providing leadership, collaboration and coordination of effort. Draft a relevant program of regular business development events. Provide strong representation of key industries to government trade and investment agencies. Initiate opportunities for cooperative and co-funded activity. Provide proactive and reactive contact to local businesses for general enquiries.</td>
</tr>
<tr>
<td>1.4 Utilise the city’s increasing multiculturalism to diversify economic opportunity in service provision, business development and employment. (9.2/1.4)</td>
<td>Economic Development and Marketing</td>
<td>1.4.1 Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export.</td>
<td>1.4.1.1 Implement and continually evolve the Advance Ipswich Economic Development Plan 2016-2018 and the Destination Marketing Management and Events Plan 2015-2018.</td>
<td>Initiate an audit of key industries and businesses aligned to current and potential export markets. Initiate key industry committees providing leadership, collaboration and coordination of effort. Draft a relevant program of regular business development events. Provide strong representation of key industries to government trade and investment agencies. Initiate opportunities for cooperative and co-funded activity. Provide proactive and reactive contact to local businesses for general enquiries.</td>
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</table>

Council continued to support the...
<table>
<thead>
<tr>
<th>and Community Engagement</th>
<th>multicultural communities in capability building programs</th>
<th>multicultural community outreach is included in the development of assisted programs from employment and enterprise support.</th>
<th>Breaking the Cycle Program in Redbank Plains. Discussions are taking place with PCYC to determine if the program can continue in 2018 at Redbank Plains and to ensure the program remains sustainable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.4.2.2 Deliver inclusive community learning and information technology programs through Library Services</td>
<td>On track: The Celebrate First Nations event showcased Aboriginal and Torres Strait Islander cultures through performance, art and traditional food. The program was developed in consultation with Kambu Health and included a performance by Indigenous students from Goodna State School organised by the school's Indigenous Liaison Officer.</td>
<td>Council continued to support the Breaking the Cycle Program in Redbank Plains. Discussions are taking place with PCYC to determine if the program can continue in 2018 at Redbank Plains and to ensure the program remains sustainable. Ongoing assistance is provided to community groups, to develop grant applications for funding which responds to community needs.</td>
<td></td>
</tr>
<tr>
<td>1.4.2.3 Provide support to service providers and community groups.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1.4.2.4 Understand the capability building needs of the multicultural community, identify and address gaps in local social services provision.</td>
<td>Ongoing. Ongoing assistance is provided to community groups, to develop grant applications for funding which responds to community needs. State Government funding has been approved for a Photovoice Program in Redbank Plains. Photovoice is a creative concept in which people from diverse backgrounds use video and/or</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Photovoice is a creative concept in which people from diverse backgrounds use video and/or
Strategy 2: Provide a full spectrum of life-long learning opportunities, from early learning through schooling to vocational training and tertiary education that aligns skills and education with emerging employment opportunities

<table>
<thead>
<tr>
<th>Key Actions</th>
<th>Responsibility</th>
<th>Key Outcome</th>
<th>Deliverables</th>
<th>Progress Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5 Promote whole-of-life learning opportunities, particularly early learning and adult learning. (9.2/2.1)</td>
<td>Arts, Social Development and Community Engagement</td>
<td>1.5.1 Increased participation in learning opportunities across targeted community groups.</td>
<td>1.5.1.1 Identify indicators for learning outcomes (early learners and adult learners) to enable information sharing and advocacy, when required.</td>
<td>On track: The 2017 report for Ipswich Libraries First 5 Forever program was submitted to State Library of Qld in accordance with the agreement for this Qld Government funded initiative. This will be collated with data from other libraries across Qld to produce a summary report which will serve as a valuable tool for information sharing and advocacy for family and early literacy at state-wide level.</td>
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<td></td>
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<td></td>
<td>1.5.1.2 Identify opportunities to Partner with external organisations (e.g. research, service provisions).</td>
<td>On track: An informal partnership has been developed with Qld Museum - The Workshops Rail Museum to further promote and enhance the learning experiences offered by both parties. This will include storytelling sessions delivered by Library staff at the Workshops Rail Museum and the loan of Qld Museum items to Ipswich Libraries.</td>
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<td></td>
<td></td>
<td></td>
<td>1.5.1.3 Provide a range of life-long</td>
<td>On track: Learning programs are</td>
</tr>
</tbody>
</table>

Project put on hold pending social data analysis.
Learning programs and experiences offered across all ages and life stages (Library Services).

| 1.5.1.4 Introduction of library based facilitated play-group. | Achieved: Ipswich Central Library Playgroup continues to be held weekly (excluding school holidays) with an average attendance of 18 children and 12 parents/carers. Storytelling by the First 5 Forever team is a regular program feature. |
| 1.5.1.5 Target year 7 students for library awareness and technology orientation. | On track: Library staff delivered sessions on Assignment & Research Skills and Robotics to Year 7 students from Faith Distance Education and West Moreton Anglican College. |
| 1.5.1.6 Provide experiential learning opportunities and engagement through the Library Maker Space. | On track: The Ipswich Central Library STEAM Powered Makerspace, has proven to be successful in offering emerging technology in an exciting and hands-on environment, allowing a modern learning experience for all demographics in a fun setting. Due to this, the creation of the Springfield Central Makerspace will see this evolve to supply a more up-to-date, improved and rewarding experience for the public. |
| 1.5.1.7 Provide self-paced learning | On track: Ipswich Libraries offers ... |
opportunities with online tutorials available from the Virtual Library Branch.

the highly successful Lynda.com range of self-paced tutorials and the Virtual Branch planning includes curated tutorial listings to suit a variety of learning and vocational requirements. These persona-informed curated selections should provide more ease of discovery for users new to the online Library experience.

1.5.1.8 As required, assist service providers in the delivery of their learning programs and enhance program outcomes.

On track: A Sensory Sessions program targeting the disability sector and focussing on inclusive storytelling, arts, digital literacy and emergent technology was piloted with Multicap Limestone. Clients from two other disability agencies, House with No Steps and Centacare Ipswich participated in the Learn, Digital Arts and CreatorSpace programs. Library staff delivered VR and a simulated driving experience to residents of Cascade Gardens.

1.6 Implement the skilling Ipswich Program which covers community skilling, industry sector skills strategies and Indigenous employment and expands the education and training sector in the city. (9.2/2.2)

Economic Development and Marketing

1.6.1 Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export.


Continued leadership of the Ipswich Regional Education Consortium. Support increased STEM skills programs and pathways in all Ipswich schools.

1.7 Ensure state, private and tertiary education facilities match population growth and provide adequate skills and knowledge to support local economy and assist people to have rewarding careers. (9.2/2.3)

Economic Development and Marketing

1.7.1 Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export.


Continued leadership of the Ipswich Regional Education Consortium. Support increased STEM skills programs and pathways in all Ipswich schools.

Strategy 3: Develop the Ipswich City Centre as the regional capital of the Western Corridor of DEQ and as an important regional employment centre

<table>
<thead>
<tr>
<th>Key Actions</th>
<th>Responsibility</th>
<th>Key Outcome</th>
<th>Deliverables</th>
<th>Progress Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.8 Maintain a strong Council presence within the Ipswich CBD</td>
<td>Works, Parks and</td>
<td>1.8.1 Planned relocation of</td>
<td>1.8.1.1 Building Design due for</td>
<td>Design plans finalised and</td>
</tr>
<tr>
<td>Recreational Services and Hub Library to new development in Ipswich CBD by 2018/19.</td>
<td>1.8.1.2 Relocation and Occupation due for completion by 31 December 2019</td>
<td>Relocation remains on track for completion by 31/12/2019.</td>
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<tr>
<td>Recreation complete Council Administrative Services to new development in Ipswich CBD by 2018/19.</td>
<td>1.9.1.1 Deliver through Development Assessment</td>
<td>These outcomes are implemented through detailed consideration and assessment of relevant development applications.</td>
<td></td>
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</tr>
<tr>
<td>1.9.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and are delivered through appropriate development outcomes.</td>
<td>1.9.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary.</td>
<td>Comprehensive provisions are contained within the current planning scheme.</td>
<td></td>
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<tr>
<td>1.9 Facilitate the development of Ipswich City Centre with a vibrant mix of land uses including government offices and services, commercial premises, retail, key community facilities, food and beverage outlets and higher density inner city living. (9.2/3.3)</td>
<td>1.10.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and the Local Government Infrastructure Plan and are delivered through appropriate development outcomes.</td>
<td>These outcomes are implemented through detailed consideration and assessment of relevant development applications.</td>
<td></td>
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</tr>
<tr>
<td>Planning and Development</td>
<td>1.10.1.1 Deliver through Development Assessment</td>
<td>These outcomes are implemented through detailed consideration and assessment of relevant development applications.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.10 Ensure the Ipswich City Centre is well served with appropriate infrastructure, including digital infrastructure, transport, parklands and public spaces. (9.2/3.6)</td>
<td>1.10.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary</td>
<td>Comprehensive provisions are contained within the current planning scheme.</td>
<td></td>
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</tr>
<tr>
<td>Planning and Development</td>
<td>1.10.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and the Local Government Infrastructure Plan and are delivered through appropriate development outcomes.</td>
<td></td>
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</tr>
<tr>
<td>Strategy 4: Strengthen the local digital economy</td>
<td>Key Actions</td>
<td>Responsibility</td>
<td>Key Outcome</td>
<td>Deliverables</td>
</tr>
<tr>
<td>1.11 Review critical success factors and develop a plan, including a digital infrastructure plan, to support the development of a vibrant local digital economy. (9.2/4.1)</td>
<td>Economic Development and Marketing</td>
<td>1.11.1 Prioritisation and broad integration of the Ipswich Smart City Program.</td>
<td>1.11.1.1 Implement and continually evolve the Ipswich Smart City Program.</td>
<td>Provide a strong representation of the smart city program to government and private sector. Continued roll-out of a large scale high capacity sensor network to facilitate IoT testing and deployment. Deliver easy access to large scale high quality open city data to enable smart solutions. Deliver an innovation program to</td>
</tr>
</tbody>
</table>
### Strategy 5: Support the growth and operation of RAAF Base Amberley and associated aerospace and defence support industries

<table>
<thead>
<tr>
<th>Key Actions</th>
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<th>Key Outcome</th>
<th>Deliverables</th>
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</thead>
<tbody>
<tr>
<td>1.12 Protect RAAF Base Amberley from land uses and activities that would impact on its operational integrity. (9.2/5.1)</td>
<td>Planning and Development</td>
<td>1.12.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and are delivered through appropriate development outcomes.</td>
<td>1.12.1.1 Deliver through Development Assessment</td>
<td>These outcomes are implemented through detailed consideration and assessment of relevant development applications.</td>
</tr>
</tbody>
</table>

1.12.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary

Comprehensive provisions are contained within the current planning scheme.

1.12.1.3 Monitor effective deliverables through Development Assessment and planning scheme amendments

Report sent to State government. This has now been completed

### Strategy 6: Diversify the local economy

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<thead>
<tr>
<th>Key Actions</th>
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</thead>
<tbody>
<tr>
<td>1.13 Support the development of education and research facilities and technology and knowledge-based industries. (9.2/6.1)</td>
<td>Economic Development and Marketing</td>
<td>1.13.1 Prioritisation and broad integration of the Ipswich Smart City Program.</td>
<td>1.13.1.1 Implement and continually evolve the Advance Ipswich Economic Development Plan 2016-2018 and the Destination Marketing, Management and Events Plan 2015-2018.</td>
<td>Deliver an innovation program to increase digital technology and skills capability. Deliver a clear and consistent destination marketing plan to increase visitation. Deliver the Tourism Infrastructure Investment Opportunities Plan. Support the attraction and maximisation of a portfolio of major events across the city. Support businesses who are actively exporting or representing the city in target markets. Provide assistance and advocacy.</td>
</tr>
<tr>
<td>1.14</td>
<td>Support economic activity based on retail and hospitality in the existing and proposed centres. (9.2/6.3)</td>
<td>Economic Development and Marketing</td>
<td>1.14.1</td>
<td>Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export.</td>
</tr>
<tr>
<td>1.15</td>
<td>Support tourism opportunities based on heritage assets, events, motor and adventure sports, eco-tourism and nature-based recreation, rural areas and farm-based tourism. (9.2/6.4)</td>
<td>Economic Development and Marketing</td>
<td>1.15.1</td>
<td>Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export.</td>
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</table>
1.16 Support transport, logistics, and manufacturing industries, particularly where local SEQ Western Corridor products and agriculture are used. (9.2/6.5)

<table>
<thead>
<tr>
<th>1.16 Economic Development and Marketing</th>
<th>1.16.1 Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.16.1.1 Implement and continually evolve the Advance Ipswich Economic Development Plan 2016-2018.</td>
<td>Deliver an innovation program to increase digital technology and skills capability. Deliver a clear and consistent destination marketing plan to increase visitation. Deliver the Tourism Infrastructure Investment Opportunities Plan. Provide an enhanced visitor experience through services, information and facilities. Support the attraction and maximisation of a portfolio of major events across the city. Support businesses who are actively exporting or representing the city in target markets. Provide assistance and advocacy for key industries including trends, opportunities and matters of planning and land use.</td>
</tr>
<tr>
<td>1.17 Support traditional agricultural production and rural activities. (9.2/6.6)</td>
<td>Economic Development and Marketing</td>
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<tr>
<td>1.18 Support emerging and niche agricultural enterprises in rural areas. (9.2/6.7)</td>
<td>Economic Development and Marketing</td>
</tr>
<tr>
<td>1.19 Research, monitor and review market and investment trends to identify opportunities for new business activities. (9.2/6.8)</td>
<td>Economic Development and Marketing</td>
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</table>
1.20 Retain flexibility in planning scheme provisions to accommodate emerging business activities and economic opportunities. (9.2/6.9)

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<tbody>
<tr>
<td>2.1 Limit urban development to a defined urban footprint thereby protecting important natural environmental areas, waterways, rural areas and scenic landscapes (9.3/1.1)</td>
<td>Planning and Development</td>
<td>2.1.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and are delivered through appropriate development outcomes.</td>
<td>2.1.1.1 Deliver through Development Assessment.</td>
<td>These outcomes are implemented through detailed consideration and assessment of relevant development applications.</td>
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<td></td>
<td>2.1.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary.</td>
</tr>
<tr>
<td>2.2 Encourage a diversity of housing types, styles and densities that meet community housing needs. (9.3/1.2)</td>
<td>Planning and Development</td>
<td>2.2.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and are delivered through appropriate development outcomes.</td>
<td>2.2.1.1 Deliver through Development Assessment.</td>
<td>These outcomes are implemented through detailed consideration and assessment of relevant development applications.</td>
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<td></td>
<td>2.2.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary.</td>
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**MANAGING GROWTH AND DELIVERING KEY INFRASTRUCTURE**

Goal 2: Plan and develop a vibrant and sustainable city that accommodates the needs of a diverse and growing population and economy.

Strategy 1: Develop a compact, sustainable, mixed use urban form that supports community and economy development

<table>
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<tbody>
<tr>
<td>2.2.2 Social housing strategy that</td>
<td>Arts, Social Development</td>
<td>2.2.2.1 Develop Social Housing</td>
<td>To be incorporated with work on 2.1.2, 2.2.2</td>
<td></td>
</tr>
<tr>
<td>2.2.2.2 Commence development of a Social Housing Strategy.</td>
<td>To be incorporated with work on Liveability including cross departmental work (P&amp;D and others) work to occur later this year and continue into 2018/19.</td>
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<tr>
<td>2.2.2.3 Commence Stakeholder Engagement Strategy to facilitate the delivery of improved social housing outcomes.</td>
<td>Report was released and additional forum held by Dept of Housing and Public Works. Development of priorities and work going forwards has been outlined. Development of an Affordable Living Advisory Panel occurring.</td>
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<tr>
<td>2.2.2.4 Identify pathway for the development of an affordable housing policy and strategy.</td>
<td>To be incorporated with work on Liveability including cross departmental work (P&amp;D and others) work to occur later this year and continue into 2018/19.</td>
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| 2.3 Encourage higher density development around major centres and transport nodes and corridors including sensitive infill development that conserves and responds appropriately to places of heritage character significance. (9.3/1.3) | Planning and Development |
| 2.3.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and are delivered through appropriate development outcomes. | 2.3.1.1 Deliver through Development Assessment. |
| These outcomes are implemented through detailed consideration and assessment of relevant development applications. | 2.3.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary. |
| Comprehensive provisions are contained within the current planning scheme. | |

<p>| 2.4 Develop a strong network of centres to support community connectedness and identity and accessibility to services and facilities that contribute to both social and economic outcomes. (9.3/1.4) | Arts, Social Development and Community Engagement |
| 2.4.1 Delivery of Council owned social infrastructure aligned to the Social Infrastructure Plan. | 2.4.1.1 Provide accessible and flexible public spaces in Ipswich Libraries. |
| Achieved: Continued emphasis has been placed on creating areas such as flexible meeting booths, social/interactive gaming spaces, makerpaces and marketplaces within library facilities. This provides opportunities for social connection and helps to reduce |</p>
<table>
<thead>
<tr>
<th>2.4.1.2 Commence development of a Social Infrastructure Strategy (including investment prioritisation framework).</th>
<th>Postponed until 2018-19</th>
</tr>
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<tbody>
<tr>
<td>2.4.1.3 Develop consistent Operating Model for Council Owned Community Centres.</td>
<td>Community Centre Operating Model Policy adopted by Council in February 2018. Accordingly, this line item has been delivered upon and completed.</td>
</tr>
<tr>
<td>2.4.1.4 Create register of non-Council owned community infrastructure in Ipswich. Develop business process to maintain integrity of data.</td>
<td>Postponed until 2018/19</td>
</tr>
<tr>
<td>2.4.1.5 Develop strategy to facilitate increased community access to non-Council owned infrastructure.</td>
<td>Postponed until 2018/20</td>
</tr>
<tr>
<td>2.4.1.6 Partner to provide social services outreach (e.g. in community centres, schools etc.).</td>
<td>Ongoing. Staff attend interagency meetings and have strong working relationships with many of the Ipswich schools. Staff play an active role in linking service providers, State and Federal agencies to deliver appropriate services which meet current student and community needs direct to schools or through community centres owned by council or the State Government. Council has recently partnered with Multicultural Development Australia to manage the newly constructed Redbank Plains Community Centre and deliver social outcomes for the local community.</td>
</tr>
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<thead>
<tr>
<th>2.5 Establish a network of regionally significant and local business and industry activity nodes. (9.3/1.5)</th>
<th>Economic Development and Marketing</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.5.1.1 Implement and continually evolve the Advance Ipswich</td>
<td>Provide strong representation of key industries to government,</td>
</tr>
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</table>
opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export.

2.6 Incorporate relevant provisions and programs to support responsible pet ownership. (9.3/1.7)

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</thead>
<tbody>
<tr>
<td>2.7 Planning scheme provisions to provide an adequate supply of serviced land to accommodate demand for business and employment growth and to meet community housing needs. (9.3/2.1)</td>
<td>Planning and Development</td>
<td>2.7.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and are delivered through appropriate development outcomes.</td>
<td>2.7.1.1 Deliver through Development Assessment.</td>
<td>These outcomes are implemented through detailed consideration and assessment of relevant development applications.</td>
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<td></td>
<td>2.7.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary.</td>
<td>Comprehensive provisions are contained within the current planning scheme.</td>
</tr>
<tr>
<td>2.8 Facilitate infrastructure planning and delivery arrangements with developers, government agencies and utility providers to ensure infrastructure is delivered in a timely and efficient manner to support both community and economic development. (9.3/2.2)</td>
<td>Planning and Development</td>
<td>2.8.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and the Local Government Infrastructure Plan and are delivered through appropriate development outcomes.</td>
<td>2.8.1.1 Deliver through Development Assessment.</td>
<td>These outcomes are implemented through detailed consideration and assessment of relevant development applications.</td>
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<td></td>
<td>2.8.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary.</td>
<td>The current planning scheme includes a Priority Infrastructure Plan (PIP). An updated and revised Local Government Infrastructure Plan (LGIP) has been prepared and is due to come into force in April 2018.</td>
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</table>

Strategy 3: Provide a transport system that supports the safe, reliable and sustainable movement of people and goods for all travel modes
<table>
<thead>
<tr>
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<tr>
<td>2.9 Develop and implement an integrated transport plan that provides a platform for enabling sustainable travel choices through the city being well connected for business, freight and visitors; a convenient and competitive public transport system; and more compact and mixed land uses to reduce trip lengths and make public transport, walking and cycling more viable. (9.3/3.1)</td>
<td>Infrastructure Services</td>
<td>2.9.1 Ensure delivery of actions and outcomes in the Ipswich City Council Transport Plan (iGo) are achieved.</td>
<td>2.9.1.1 Transport Infrastructure Projects. Forward Design. Construction</td>
<td>Transport infrastructure continues to be delivered in accordance with the plan. For example: Blackstone Rd/South Station Rd - Design complete and service relocations nearing completion. Old Toowoomba Rd - Design complete and property acquisitions nearing completion. Brisbane St - Design complete, property acquisitions nearing completion, and major service relocations have commenced. Goodna Creek Bikeway - Construction of Stage 3 nearing completion. Marsden Pde - Design and property acquisitions have commenced.</td>
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<tr>
<td></td>
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<td></td>
<td>2.9.1.2 Business Case: Norman Street Bridge</td>
<td>Business Case development, following State Government’s Building Queensland guidelines, is progressing. Strategic Business Case complete and endorsed. Preliminary Business Case has commenced.</td>
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<td></td>
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<td>2.9.1.3 iGo Action Plans and Strategies Development</td>
<td>Progress continuing with development of various iGo Action Plans and Strategies. For example: iGO Public Transport Advocacy and Action Plan - Draft actions and priorities have been developed. Active Transport Wayfinding Strategy - Draft Strategy and design manual have been developed. iGO Intelligent Transport System Strategy - Project has commenced.</td>
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<td></td>
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<td>2.9.1.4 10 year Infrastructure Investment Plan review</td>
<td>18/19 budget deliberations continuing. Therefore, latest</td>
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</table>
2.9.1.5 Planning Studies and Data Analysis

Results summary of the 2017 Strategic Traffic Count Program was presented and noted by Council. In addition, Corridor Studies continue to be delivered. For example: Springfield Parkway has commenced. Deebing Creek Bikeway has commenced.

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<tbody>
<tr>
<td>2.10 Places and items of cultural heritage significance are identified, protected and used appropriately. (9.3/4.1)</td>
<td>Planning and Development</td>
<td>2.10.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and are delivered through appropriate development outcomes</td>
<td>2.10.1.1 Deliver through Development Assessment.</td>
<td>These outcomes are implemented through detailed consideration and assessment of relevant development applications.</td>
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<td></td>
<td>2.10.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary.</td>
<td>Comprehensive provisions are contained within the current planning scheme.</td>
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<tr>
<td></td>
<td>Arts, Social Development and Community Engagement</td>
<td>2.10.2 Preservation and accessibility of digital heritage resources.</td>
<td>2.10.2.1 Ensure accessibility and ease of access to the Library Services’ Picture Ipswich Collection.</td>
<td>On track: The Picture Ipswich website continues to allow ease of access to the collection through Ipswich Libraries and through partnership with Trove (NLA). The Picture Ipswich website in currently in transition with all stock now available through the library catalogue and a new web presence being developed as part of the build for the new Virtual Library.</td>
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<td>2.10.2.2 Curate and promote heritage resources through Library Services.</td>
<td>On track: During the period January - March no records were added to the Picture website as preparation was made to move</td>
<td></td>
</tr>
<tr>
<td>Arts, Social Development and Community Engagement</td>
<td>2.10.3 Preservation and accessibility of primary cultural heritage material.</td>
<td>On track: During the period January - March there have been no external programs while the transition project was in progress however Donors continue to donate items to the collection which will be added in the next quarter.</td>
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<tr>
<td>Planning and Development</td>
<td>2.11.1 These initiatives continue to be delivered through the Ipswich Heritage Program.</td>
<td>2.11.1.1 Continue to provide free Heritage Advisor Service</td>
<td>Council continues to provide a free Heritage Adviser Service, with bookings arranged through the Planning and Development Department.</td>
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Strategy 5: Provide an integrated open space network that is accessible and meets the recreational needs of residents and visitors
### Key Actions

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</thead>
<tbody>
<tr>
<td>2.12 Provide access to major waterways through waterside parks and linear open space. (9.3/5.2)</td>
<td>Works, Parks and Recreation</td>
<td>2.12.1 Ongoing planning and delivery of shared pedestrian / cycle pathways through Ipswich’s vast linear open space corridors.</td>
<td>2.12.1.1 Incorporate recommendations from Water-Based Recreation facilities Plan into development of Council’s future capital works program</td>
<td>Completed.</td>
</tr>
<tr>
<td></td>
<td>Works, Parks and Recreation</td>
<td>2.12.2 Ongoing planning and delivery of open space infrastructure which facilitates community access to the Bremer and Brisbane Rivers, and local creeks.</td>
<td>2.12.2.1 Continue partnering with development industry to ensure quality open space outcomes</td>
<td>Completed.</td>
</tr>
</tbody>
</table>

### CARING FOR OUR COMMUNITY

**Goal 3:** Create a city that values its past and embraces opportunities to work together for the betterment of the community.

**Strategy 1:** Inform, educate and celebrate with the community those elements of our history that have shaped our identity

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<tbody>
<tr>
<td>3.1 Develop a clear understanding of what unites us and forms the city’s identify. (9.4/1.1)</td>
<td>Economic Development and Marketing</td>
<td>3.1.1 Active citizen and stakeholder engagement informing strategic marketing and communications.</td>
<td>3.1.1.1 Implement and continually evolve a City of Ipswich perception and positioning framework.</td>
<td>Research a contemporary, clear and consistent positioning and narrative representing the city. Provide all businesses with free access to high quality Ipswich video, image and copy assets. Support a citywide business awards program which recognises local business success. Plan targeted intrastate, interstate and international campaigns to represent the city.</td>
</tr>
<tr>
<td></td>
<td>Arts, Social Development and Community Engagement</td>
<td>3.1.2 Celebration of the contribution of diverse communities.</td>
<td>3.1.2.1 Partner with C&amp;K to deliver the Celebrate Series (Library Services).</td>
<td>Achieved: The 2018 Celebrate Series commenced with the Celebrate First Nations event at Ipswich Central Library on 21/02/2018 which was once again delivered in partnership with C&amp;K.</td>
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<td></td>
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<td>3.1.2.2 Host the Cultural Train (touring musical tour group) performance in partnership with</td>
<td></td>
<td>On track: An Expression of Interest has been made for Ipswich Central Library to be</td>
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<table>
<thead>
<tr>
<th>3.2 Strengthen Council's branding of Ipswich to align with our identity and changing communities. (9.4/1.3)</th>
<th>Economic Development and Marketing</th>
<th>3.2.1 Active citizen and stakeholder engagement informing strategic marketing and communications.</th>
<th>3.2.1.1 Implement and continually evolve a City of Ipswich perception and positioning framework.</th>
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<td></td>
<td>Research a contemporary, clear and consistent positioning and narrative representing the city. Provide all businesses with free access to high quality Ipswich video, image and copy assets. Support a citywide business awards program which recognises local business success. Plan targeted intrastate, interstate and international campaigns to represent the city.</td>
</tr>
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<thead>
<tr>
<th>3.3 Implement a regular program of community opinion surveys to track changes in the values that impact Council's policy development and service delivery. (9.4/1.4)</th>
<th>Arts, Social Development and Community Engagement</th>
<th>3.3.1 Decision making informed by community needs.</th>
<th>3.3.1.1 Develop Community Research Strategy (that facilitates regular measurement of community values).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Community Research and Engagement Team has now been recruited. The team's strategic framework and approach to community research has been</td>
</tr>
</tbody>
</table>
operationalised and is consistently implemented into work plans and projects. *Note that the "Strategy" in the deliverable should not be capitalised and refers to an approach as opposed to the development of a strategy document.

3.3.1.2 Conduct community survey that provides a baseline assessment of community values (to inform policy and service delivery decision making).
Community survey will be developed in 2018 and conducted in the 19/20 financial year

3.3.1.3 Commence implementation of knowledge management methodologies to facilitate sharing of research outcomes across Council.
Postponed until 2018/2019

3.3.1.4 Commence development of social policy framework that reflects community values.
Scoping of local government and other example occurring including liveability and affordable housing work. Targeted social policy development and framework development to occur in 2018/19.

Strategy 2: Invest in data collection, analysis and targeted research to provide the evidence base for development of strategy and resource

<table>
<thead>
<tr>
<th>Key Actions</th>
<th>Responsibility</th>
<th>Key Outcome</th>
<th>Deliverables</th>
<th>Progress Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.4 Develop greater understanding of community needs through community engagement, research and analysis to inform program, service and facility planning and delivery. (9.4/2.1)</td>
<td>Arts, Social Development and Community Engagement</td>
<td>3.4.1 Greater connectedness between data/information and decision making.</td>
<td>3.4.1.1 Conduct annual Library customer satisfaction survey.</td>
<td>On track: Results are currently being benchmarked against the 2016 Census survey. Results of the Census survey were only recently released.</td>
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<td></td>
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<td></td>
<td>3.4.1.2 Develop Community Engagement Strategy that identifies approach to community research (that identifies the current and future needs of the City’s diverse and rapidly growing community)</td>
<td>Social priorities of the Community Engagement Branch identified as part of strategic planning process in 2nd quarter of 17/18 financial year with key outcomes to be reported periodically. Accordingly, this line</td>
</tr>
<tr>
<td>3.4.1.3 Commence implementation of knowledge management methodologies to facilitate sharing of research outcomes across Council.</td>
<td>Item has been completed.</td>
<td>Postponed until 2018/2019</td>
<td></td>
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</tr>
<tr>
<td>3.4.1.4 Use of library systems metrics, social media input and customer surveys to inform planning and delivery of library services and outreach programs.</td>
<td>On track: Metrics have been developed and refined to assist in the planning for the new physical libraries and the Virtual Branch. Data includes circulation and membership as well as foot traffic at libraries and visits to our online areas.</td>
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</table>

| 3.5 Develop a comprehensive set of indicators to inform the community on the direction of socioeconomic change and progress in achieving desired social and economic outcomes. (9.4/2.2) | Arts, Social Development and Community Engagement | 3.5.1 Community informed and engaged through planned communication. | 3.5.1.1 Develop Community Engagement Strategy / Communication Plan that includes a transparent approach to reporting direction and progress of social change. | Assessment tool finalised and submitted to EDQ for review with provisional endorsement received while EDQ reviews its guidelines. Provisional framework being piloted with Amex and Ecco using to develop implementation plans. Workshops and individual support sessions held with CD worker in this areas. |
| 3.5.1.2 Deliver a series of community information sessions to communicate: results and other information relating to 2016 Census and planned Council response to emerging social issues. | | | ABS information has been shared via divisional reports with all Councillors, Citywide report has been developed and with marketing for publishing. Individual catch ups with Councillors occurred to discuss use and data specific to the divisions. ABS and id profile sessions being planned for external stakeholders. |

<p>| 3.6 Develop a research policy to maximise the benefits of collaboration with education and research institutes. (9.4/2.3) | Arts, Social Development and Community Engagement | 3.6.1 Realised benefits to the community as a direct result of research partnerships. | 3.6.1.1 Implement consistent use of Council’s Research Assessment Tool which assesses the design and objectives of incoming research proposals. | Assessment tool being used for proposed studies in line with priority areas and targeted focus. |</p>
<table>
<thead>
<tr>
<th>3.6.1.2 Develop a Social Research Partnerships Policy and/or Strategy.</th>
<th>Review of process and need for strategy to occur in 2018/19.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.6.1.3 Pro-actively investigate opportunities for social research investment or partnerships.</td>
<td>To occur in line with strategy development above and as per opportunities as they arise.</td>
</tr>
<tr>
<td>3.7 Establish collaborative agreements for the co-operative development and sharing of socioeconomic data across the region. (9.4/2.4)</td>
<td>Arts, Social Development and Community Engagement</td>
</tr>
<tr>
<td>3.7.1 Ability to benchmark performance across a range of metrics.</td>
<td>3.7.1.1 Develop data sharing protocols to inform formal Agreements on how shared data can be used.</td>
</tr>
<tr>
<td>A review of Council’s current policy and procedures in relation to data sharing and benchmarking against other LGA’s in Australia will be undertaken during 2018.</td>
<td>3.7.1.2 Establish partnerships with government agencies (e.g. QPS, Queensland Health) to share and/or build a variety of social datasets.</td>
</tr>
<tr>
<td>In progress and on-going across multiple branches.</td>
<td>3.8 Increase the use of on-line and digital communications to deliver and promote services and information to the community. (9.4/2.5)</td>
</tr>
<tr>
<td>Economic Development and Marketing</td>
<td>3.8.1 Prioritisation and broad integration of the Ipswich Smart City Program.</td>
</tr>
<tr>
<td>3.8.1.1 Implement and continually evolve the Ipswich Smart City Program.</td>
<td>Research a contemporary, clear and consistent positioning and narrative representing the city. Provide all businesses with free access to high quality Ipswich video, image and copy assets. Support a citywide business awards program which recognises local business success. Plan targeted intrastate, interstate and international campaigns to represent the city.</td>
</tr>
<tr>
<td>Arts, Social Development and Community Engagement</td>
<td>3.8.2 Increased digital engagement of communities.</td>
</tr>
<tr>
<td>3.8.2.1 Strategic use of library systems and digital marketing channels to promote engagement and use of resources, events and programs.</td>
<td>On track: Library systems are being transitioned with a new Business Intelligence module being commissioned as part of the Library Management System project. Facebook continues to be the most efficient and timely social media tool to communicate with our members.</td>
</tr>
<tr>
<td>3.8.2.2 Determine the community’s needs.</td>
<td>Postponed until 2018/2019</td>
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<tr>
<td>Key Actions</td>
<td>Responsibility</td>
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<tr>
<td>3.9 Develop a community development plan for our communities of place and interest. (9.4/3.1)</td>
<td>Arts, Social Development and Community Engagement</td>
</tr>
<tr>
<td>3.10 Facilitate capacity building through a comprehensive community development training program. (9.4/3.2)</td>
<td>Arts, Social Development and Community Engagement</td>
</tr>
</tbody>
</table>

Strategy 3: Adopt and deliver an explicit Community Development framework tailored to the needs of the varied communities
<table>
<thead>
<tr>
<th>3.10.1.3 Advocate with external agencies and service providers for the development of a suite of capacity building initiatives that meet diverse community needs.</th>
<th>As above, the delivery of a capacity-building program for Ipswich's community organisations postponed until 2018/2019. The Community Engagement Branch has embarked on a program of capacity-building for local Indigenous businesses to further strengthen and develop their businesses and empower their economic independence. This program will run over the course of approximately 2 years.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.10.1.4 Develop and implement capacity building program of work.</td>
<td>As above, the delivery of a capacity-building program for Ipswich's community organisations postponed until 2018/2019. The Community Engagement Branch has embarked on a program of capacity-building for local Indigenous businesses to further strengthen and develop their businesses and empower their economic independence. This program will run over the course of approximately 2 years.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>3.11 Enhance the capacity of the city's community facilities to link community needs with appropriate services. (9.4/3.3)</th>
<th>Works, Parks and Recreation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.11.1 Planning and design of three (3) new community facilities being Redbank Plains South Local Community Centre, Springfield Central Hub Library and Rosewood Library.</td>
<td>3.11.1.1 The Redbank Plains South Local Community Centre and Springfield Central Hub Library to be delivered in 2017/18</td>
</tr>
<tr>
<td>Redbank Plains Community Centre reached practical completion with official opening March 2018. Springfield Central Library works continuing both internally and externally to the building. Rosewood Library design continuing.</td>
<td>Arts, Social Development and Community Engagement</td>
</tr>
<tr>
<td>3.11.2 Plans for, and design of, community facilities are informed by community needs.</td>
<td>3.11.2.1 Update service mapping data to get a current overview or clustering of services by geographic location.</td>
</tr>
<tr>
<td>Scoping for the work is being undertaken with full audit and link to other priorities incorporated into 2018/19</td>
<td></td>
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<tr>
<td>3.11.2.2 Develop functional purpose information for new community facilities that ensures that design meets social needs.</td>
<td>Ongoing. Functional purpose information has been developed for the construction of the School Road Community Centre at Redbank Plains and for the proposed Springfield State School Community Centre. However functional purpose will always be unique dependent on local community’s current and future needs.</td>
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</table>
| 3.12 Ensure the needs of the city’s growing child and youth population are incorporated through the adoption of a child and youth friendly community policy. (9.4/3.4) | 3.12.1 Closer alignment to child friendly city principles.  
3.12.1.1 Develop indicators and/or framework for a child friendly community.  
Postponed until 2018-19  
3.12.1.2 Develop policy framework to ensure that the City’s design and service delivery meets the requirements of a child friendly city.  
Postponed until 2018-19  
3.12.1.3 Align the State of the Children’s Report to child friendly principles.  
Postponed until 2018-19 |
| 3.13 Build productive relationships with the city’s schools to maximise their positive impact on the community. (9.4/3.5) | 3.13.1 Greater engagement with targeted communities.  
3.13.1.1 Develop and maintain strong relationships between Library Services and education providers through targeted programs, events and outreach visits.  
On track: Sixteen year 12 students and 4 teaching staff from across 4 secondary schools in the Division 9 region attended VR sessions at Ipswich Central Library for Cr Ireland’s Leaders’ Day.  
3.13.2 Increased community use of schools.  
3.13.2.1 Develop collaborative engagement network with school representatives.  
Ongoing. Staff have strong working relationships with many of the Ipswich schools and work in partnership to promote the value of education and school facilities to students, their families and the wider community. The commencement of 5 Community Hubs for the 2018 school year |
will help these school communities gain better access to align educational and social services.

3.13.2.2 Partner with schools to develop and deliver targeted programs such as Protégé Master Classes, School Holiday Programs, Baby Rhyme Time, SEED, immunisation etc.

On track: A prize for school participation was introduced into this year's Summer Reading Program to further encourage schools to partner with the Library in encouraging and promoting reading over the summer holiday break.

Arts, Social Development and Community Engagement

3.13.3 Increased community access to learning

3.13.3.1 Provide reference assistance, support and resources as identified through Library Services.

On track: This quarter saw a continued large increase in the usage of the online tutor service - Studiosity. Each month the statistics have been extremely favourable compared to the same period last year. In the Qtr 3 period 2016.17 students accessed 198 sessions (3960 minutes) compared to 461 sessions (11,771 minutes) used in this quarter 2017.18. The users were almost entirely school students. While most usage occurred at home, Redbank Plaza Branch had the highest amount of in-house usage.

3.13.3.2 Provide professional development for coding and robotics.

On track: The Kids Code Club continues to attract a strong attendance from 8 - 12 years age range. The Adult Code Club program attracts new and continuing participants mostly in the 40+. The Tech Savvy Seniors grant program funded by Telstra and the Qld Govt through the State Library of Qld (SLQ) included a Steam Bot session aimed at introducing basic robotics to the senior community.
### Strategy 4: Foster collaboration, partnerships and use of evidence to shape service planning and delivery for the benefit of our communities

<table>
<thead>
<tr>
<th>Key Actions</th>
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<th>Progress Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.14 Facilitate service planning and delivery arrangements with government and non-government agencies utilising Council’s evidence base to ensure services are delivered in an equitable, timely and efficient manner to meet community needs. (9.4/4.1)</td>
<td>Arts, Social Development and Community Engagement</td>
<td>3.14.1 Coordinated social service delivery informed by social data.</td>
<td>3.14.1.1 Establish strategic engagement networks with Government and Non-Government Agencies to; share social data and ensure appropriate decision making in the delivery of services.</td>
<td>In progress and ongoing across multiple branches and projects.</td>
</tr>
<tr>
<td>3.15 Support local community service agencies to improve their effectiveness through local interagency collaborations and partnerships. (9.4/4.2)</td>
<td>Arts, Social Development and Community Engagement</td>
<td>3.15.1 Optimised social service delivery</td>
<td>3.15.1.1 Establish strategic engagement networks with Government and Non-Government Agencies to; share social data and ensure appropriate decision making in the delivery of services.</td>
<td>In progress and ongoing across multiple branches and projects.</td>
</tr>
</tbody>
</table>

### Strategy 5: Foster a diverse range of activities to promote sustainable, healthy lifestyles and community well-being

<table>
<thead>
<tr>
<th>Key Actions</th>
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<th>Progress Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.16 Implement a Community Events program across the city that includes community and family activities. (9.4/5.1)</td>
<td>Arts, Social Development and Community Engagement</td>
<td>3.16.1 Greater family participation in public programs.</td>
<td>3.16.1.1 Develop and deliver an annual events program that promotes and encourages family participation.</td>
<td>Ipswich Art Gallery continues to provide a rich program of family exhibition and events, promoting cross-generational dialogue and shared opportunities for learning and creativity. Highlight of the third quarter included the Built for Speed summer holiday exhibition and the Scale-Free Network art and science workshops. The Community Development Team delivers a number of key events throughout the year to encourage all sectors of the community to celebrate key national remembrance days or community achievements. These</td>
</tr>
<tr>
<td>3.16.1.2 Develop and implement a communication strategy to maximise access to and knowledge of the calendar of events.</td>
<td>Understand that this is being delivered (or has been delivered) by the Marketing Branch. The Community Engagement Branch will continue to work with the Marketing Branch to ensure events are proactively promoted throughout Council channels.</td>
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| 3.17 Develop awareness and education programs relating to health care intervention and prevention, healthy eating, healthy lifestyles and well-being. (9.4/5.2) | Arts, Social Development and Community Engagement |
| 3.17.1 Increased engagement of community members in their own health outcomes. | 3.17.1.1 Promote Words for Wellness initiative and resources. On track: The Words for Wellbeing collection is performing so well that a new batch of books has been requested on order. |
| 3.17.1.2 Maintain and develop Words for Wellness MOU with associated Partners. On track: Ipswich Libraries continues to support the Words for Wellbeing initiative and we have assisted them by finalising an updated version of their brochure. |
| 3.17.1.3 Develop and deliver a program of health awareness and education programs relevant to the high risk health needs of Ipswich residents. On track: Ipswich Central Library hosted a Community Health Check Expo which was organised in consultation with Australian Hearing and supported by other local service providers including Vision Australia, USQ Nursing, National Bowel Screening Qld, Ipswich Hospital Foundation and Access Community Services. |

| 3.18 Utilise Planning Scheme provisions to encourage active recreation, the use of active transport and the development of walkable, mixed use neighbourhoods. (9.4/5.3) | Planning and Development |
| 3.18.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and the Local Development Assessment. 3.18.1.1 Deliver through Development Assessment. These outcomes are implemented through detailed consideration and assessment of... |
### 3.18.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary.

Comprehensive provisions are contained within the current planning scheme.

<table>
<thead>
<tr>
<th>3.19 Acknowledge, promote and support the success and participation of Ipswich residents and teams in local, regional, national and international sporting events. (9.4/5.4)</th>
<th>Works, Parks and Recreation</th>
<th>3.19.1 Continue to support and provide Council’s sporting Event Sponsorship Program.</th>
<th>3.19.1.1 Sport and Recreation Officers’ continued promotion of the program through liaison with local clubs to host local, district, regional, state, national and international sporting events within the boundaries of the city.</th>
<th>3 events supported in the last quarter.</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>3.19.1.2 Sport and Recreation Officers’ continued promotion of the program through partnerships with local, state and national sporting organisations.</td>
<td>Partnerships are being developed with Netball QLD, QLD Cricket and BMX QLD to bringing events to the City. The 2018 Netball State Age Championships is locked in and talks are occurring for other events from these partners in the future (2019 and beyond)</td>
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<tr>
<td>3.19.1.3 Continued efforts to develop local club development plans to pro-actively seek infrastructure funding opportunities to meet event hosting facility requirements</td>
<td>Introduction of Sport Facility Improvement Request process with all sporting clubs for improved efficiency and planning. A new online Sport and Recreation Grants program is currently being developed for implementation from 1 July 2018</td>
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### 3.20 Plan and deliver a diverse range of cultural programs to engage the Ipswich community, celebrate Ipswich’s cultural heritage and foster cultural development. (9.4/*)

<table>
<thead>
<tr>
<th>Arts, Social Development and Community Engagement</th>
<th>3.20.1 Broad community participation in the arts.</th>
<th>3.20.1.1 Develop Ipswich’s Arts and Cultural Strategy and governance framework for public art.</th>
<th>Draft Arts and Cultural Strategy completed and presented to the community for comment on Friday 20 April 2018. Finalise version of the Arts and Cultural Strategy to be presented to Council in May for adoption.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.20.1.2 Deliver a broad range of cultural programs as part of the Library Services programming.</td>
<td>Ongoing. Cultural inclusion is a regular focus of library programs. Examples include the Celebrate</td>
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<tr>
<td>Arts, Social Development and Community Engagement</td>
<td>3.20.2 Increased cultural tourism.</td>
<td>3.20.2.1 Facilitate delivery of Ipswich Poetry Feast.</td>
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<td></td>
<td>On track: The Official Launch of the 16th annual Ipswich Poetry Feast was held at Bicentennial Park Walloon on 25 March 2018. The event was attended by almost 100 guests and included the opening of the poetry writing competition and Poets’ Breakfast.</td>
<td>On track: Ipswich Central Library was the venue for two Book Week publication workshops which Library staff attended. Money received from the sales and copyright of this publication are used to fund the biennial StoryArts Festival.</td>
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<tr>
<td></td>
<td>3.20.2.2 Support the Story Arts Festival.</td>
<td>3.20.2.3 Develop and deliver a diverse range of high quality exhibitions and activities at the Ipswich Art Gallery.</td>
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<td></td>
<td>Ongoing, with exhibition attendance figures continuing to increase.</td>
<td>Ongoing. Quarterly artist network meetings are held which allow for networking and professional development. It should be noted that with adoption of an Arts and Cultural Policy the format of these meetings may be changed to align with the policy's outcomes in relation to capacity and capability building for local artists. As above, the Draft Arts and Cultural Strategy has been</td>
<td></td>
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</table>
completed and presented to the community for comment on Friday 20 April 2018. Finalise version of the Arts and Cultural Strategy to be presented to Council in May for adoption. It is anticipated that the Arts and Cultural Strategy will include action items relevant to building the capacity and capability of local artists.

3.20.2.5 Actively support, develop and engage with the local performing arts community ensuring a balanced program is delivered celebrating and enriching the cultural diversity of the City. Ongoing

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</thead>
<tbody>
<tr>
<td>3.21 Develop a set of community safety indicators to track our progress on</td>
<td>Arts, Social Development and Community Engagement</td>
<td>3.21.1 Community safety expectations are formed on the basis of an agreed set</td>
<td>3.21.1.1 Develop a suite of Community Safety Performance Indicators.</td>
<td>Currently on hold. For review in 2018/2019</td>
</tr>
<tr>
<td>meeting community expectations. (9.4/6.1)</td>
<td></td>
<td>of performance indicators.</td>
<td></td>
<td></td>
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<tr>
<td>3.21.2 Work program aligned to deliver improvement measured by agreed key</td>
<td></td>
<td>3.21.2.1 Programs relating to addressing community safety and perception of</td>
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<tr>
<td>3.21.1.1 Develop a suite of Community Safety Performance Indicators.</td>
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<tr>
<td>3.21.2.1 Programs relating to addressing community safety and perception of</td>
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<td>personal safety measured by performance indicators.</td>
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<tr>
<td>3.24 Delivery of the Safe City program aligned to crime prevention and</td>
<td>Health Security and Regulatory Services</td>
<td>3.24.1 The Safe City network and program is incorporated in projects and</td>
<td>3.24.1.1 Safe City program is listed as a stakeholder in various Council</td>
<td>The Safe City program is delivered in line with policies, procedures and actions</td>
</tr>
<tr>
<td>community safety plans. (9.4/6.4)</td>
<td></td>
<td>plans to realise a reduction in crime in public places and an increased</td>
<td>strategies and programs (e.g. Crime Prevention Plan; Smart City Strategy</td>
<td>within project plans for the financial year. All are being delivered within</td>
</tr>
<tr>
<td>3.25 Facilitate programs, education and awareness on reducing public health</td>
<td>Health Security and Regulatory Services</td>
<td>3.25.1 Ensure delivery of actions and outcomes in the Ipswich City Council</td>
<td>3.25.1.1 Actions are listed in the Health and Amenity Plan under various</td>
<td>All HAP actions and related projects are being progressed. An End of Year report</td>
</tr>
<tr>
<td>risks in the community. (9.4/6.6)</td>
<td></td>
<td>Health and Amenity Plan under various priorities and include outputs and</td>
<td>priorities and include outputs and outcomes that will be achieved within the</td>
<td>will be made available on Council’s webstie in July/Aug 2018</td>
</tr>
<tr>
<td></td>
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<td>outcomes that will be achieved within the financial year.</td>
<td>financial year.</td>
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Strategy 7: Invest in social infrastructure to build a distinctive Ipswich identity and to maximise economic and social outcomes

<table>
<thead>
<tr>
<th>Key Actions</th>
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</tr>
</thead>
<tbody>
<tr>
<td>3.26 Develop and implement an Arts and Culture Strategy to reflect the current and future needs of the city. (9.4/7.1)</td>
<td>Arts, Social Development and Community Engagement</td>
<td>3.26.1 Approved strategy becomes the baseline for consistent and goal oriented decision making.</td>
<td>3.26.1.1 Development of an evidence-based Needs Analysis and Business Plan to support future funding opportunities.</td>
<td>Draft Arts and Cultural Strategy completed and presented to the community for comment on Friday 20 April 2018. Finalise version of the Arts and Cultural Strategy to be presented to Council in May for adoption.</td>
</tr>
<tr>
<td>3.27 Develop a new Regional Performing Arts Centre in the Ipswich CBD. (9.4/7.1)</td>
<td>Arts, Social Development and Community Engagement</td>
<td>3.27.1 Obtain ‘in-principle’ State and Federal Government support.</td>
<td>3.27.1.1 Updating of the State Government “Maturing the Infrastructure Pipeline Project” completed through submission of above Needs Analysis and Business Case.</td>
<td>Status remains unchanged from previous quarter outcome</td>
</tr>
<tr>
<td>3.29 Ensure the library services strategy is responsive to the emerging need for a digital approach. (9.4/7.4)</td>
<td>Arts, Social Development and Community Engagement</td>
<td>3.29.1 That the Library’s digital strategy aligns to community expectation and Council’s digital aspiration.</td>
<td>3.29.1.1 Develop Library Strategy 2017-2022.</td>
<td>On track: A review of the Coping with Growth 2008 - 2022 document has been completed with alignment to the new Corporate Plan (Advance Ipswich) included in the review update document. From this a five year strategy has been developed with costing to inform the infrastructure milestones currently being finalised. The Library Strategy including the operating model and infrastructure plan are being reviewed by the Library Working Group.</td>
</tr>
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</table>

3.29.1.2 Deliver key requirements Achieved: eSmart status has
to achieve eSmart Library Service status. 

<table>
<thead>
<tr>
<th>Key Actions</th>
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<th>Key Outcome</th>
<th>Deliverables</th>
<th>Progress Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.29.1.3 Deliver Virtual Library Branch.</td>
<td></td>
<td></td>
<td>On track: The Virtual Branch RFQ process has been successfully executed and the successful vendor appointed. A series of workshops has started and a phased rollout scheduled over the next 3 months has been developed. The first phase will see a launch in July with more extended features planned for late August/early September.</td>
<td></td>
</tr>
<tr>
<td>3.29.1.4 Deliver high performing eResource collections.</td>
<td></td>
<td></td>
<td>On track: Our pay-per-use eAudio download books continue to increase in popularity and member signups to our Cloud Library eBook offering continue to grow. The Virtual Branch first phase will see the full integration of our eResources with the Virtual Branch, with article-level discovery available in the OPAC and additional discovery options enhanced through the assisted-use “Walk Me” platform.</td>
<td></td>
</tr>
<tr>
<td>3.29.1.5 Provide digital literacy programming across all age ranges.</td>
<td></td>
<td></td>
<td>On track: The Teck Trek grant project funded by SLQ, has provided secondary schools, community groups and aged care facilities with hands on Virtual Reality experiences to explore world locations, history, outer space and anatomy. Sessions delivered as part of the Tech Savvy Seniors program have included VR, digital painting, gaming and 3D printing.</td>
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</tbody>
</table>

Strategy 8: Develop greater community resilience and readiness

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<tr>
<th>Key Actions</th>
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<th>Key Outcome</th>
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<th>Progress Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.30 Work in partnership with other levels of government and</td>
<td>Works, Parks and</td>
<td>3.30.1 An approved and endorsed</td>
<td>3.30.1.1 Submit to Council and</td>
<td>Completed.</td>
</tr>
<tr>
<td>Action</td>
<td>Recipient</td>
<td>Description</td>
<td>Status</td>
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</tr>
<tr>
<td>3.30.1.2 Conduct a gap analysis of released state planning instruments</td>
<td>LDMG for endorsed</td>
<td>This action is currently in progress with the release of State Guidelines on 19 January 2018. 5 Sub plans redrafted and submitted for April Committee Round. Work on the other sub plans is continuing with completion on track for end of financial year.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.30.1.3 Develop draft LDMP</td>
<td>LDMG for endorsed</td>
<td>This action is currently in progress with the release of the State Guidelines on 19 January 2018. This action may be slightly delayed as the updated State Disaster Management Plan has not yet been released.</td>
<td></td>
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</tr>
<tr>
<td>3.30.1.4 Undertake stakeholder consultation on draft plan</td>
<td>Recreational</td>
<td>Not able to be commenced until 3.30.1.3 is completed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.30.1.5 Undertake stakeholder consultation</td>
<td>Recreational</td>
<td>Not able to be commenced until 3.30.1.3 is completed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.31.1 Emergency Management Strategy to be developed to provide a framework for public information.</td>
<td>Works, Parks and Recreation</td>
<td>Identified and draft strategies have been prepared and on track.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.31.1.1 Identify strategies for progression of emergency management framework</td>
<td>Works, Parks and Recreation</td>
<td>Draft Strategy document has been prepared and yet to be reviewed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.31.1.2 Develop draft strategy</td>
<td>Works, Parks and Recreation</td>
<td>Delayed due to program of commitments related to re-craft of State Disaster Management Guidelines - requiring all planning documents to be completed. Likely to be held over to the next financial year.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.31.1.3 Undertake stakeholder consultation on draft plan</td>
<td>Works, Parks and Recreation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.31.1.4 Submit to Council</td>
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<tr>
<td>Delayed due to program of commitments related to re-craft of State Disaster Management Guidelines - requiring all planning documents to be completed. Likely to be held over to the next financial year.</td>
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</table>

| 3.32 Facilitate capacity building and leadership to enhance resilience in the community. (9.4/8.3) |
| Works, Parks and Recreation |
| 3.32.1 Development of a communication strategy as part of the overall Emergency Management Strategy. |
| 3.32.1.1 Identify strategies for progression of emergency management framework, this must include a communications element. |
| Identified and draft strategies have been prepared and on track. |
| 3.32.1.2 Develop draft strategy |
| Draft Strategy document has been prepared and yet to be reviewed. |
| 3.32.1.3 Undertake stakeholder consultation on draft plan |
| Delayed due to program of commitments related to re-craft of State Disaster Management Guidelines - requiring all planning documents to be completed. Likely to be held over to the next financial year. |
| 3.32.1.4 Submit to Council |
| Delayed due to program of commitments related to re-craft of State Disaster Management Guidelines - requiring all planning documents to be completed. Likely to be held over to the next financial year. |

| 3.33 Use Planning Scheme provisions to appropriately manage the risks arising from natural and other hazards. (9.4/8.4) |
| Planning and Development |
| 3.33.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and are delivered through appropriate development outcomes. |
| 3.33.1.1 Deliver through Development Assessment |
| These outcomes are implemented through detailed consideration and assessment of relevant development applications. |
| 3.33.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary |
| Comprehensive provisions are contained within the current planning scheme. |
CARING FOR OUR ENVIRONMENT

Goal 4: Important areas of native habitat are conserved, the city’s important waterways are protected and their water quality enhanced, and the city responds appropriately to climate change and uses resources prudently.

Strategy 1: Develop and implement an integrated approach to the planning and management of nature conservation matters in partnership with the community, private land owners and government agencies

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<thead>
<tr>
<th>Key Actions</th>
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<tbody>
<tr>
<td>4.1 Review the Conservation Partnerships Program and implement changes. (9.5/2.1)</td>
<td>Works, Parks and Recreation</td>
<td>4.1.1 Highly effective partnership program with financial and technical incentives to support conservation and waterway health improvement on private land.</td>
<td>Begun implementation of key components including fauna infrastructure and release mapping.</td>
<td></td>
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<tr>
<td>4.2 Provide strategic delivery of environmental offsets across the city. (9.5/2.2)</td>
<td>Works, Parks and Recreation</td>
<td>4.2.1 Work in partnership with offset brokers / organisations in the strategic delivery of environmental offsets in alignment with the Nature Conservation Strategy and Koala Habitat Management Plan.</td>
<td>Koala Habitat Plan completed; education material developed and printed. Brush-tailed Rock Wallaby plan in development.</td>
<td></td>
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</table>

Works, Parks and Recreation | 4.2.2 Delivery of the iconic species programs (Koala, Brush-tailed Rock Wallaby, Platypus, Melaleuca Irbyana, Cooneana Olive). | 4.2.2.1 Protected and significant plant program to be developed | Currently on hold. |

Strategy 2: Waterways are protected and managed to achieve enhanced environmental, ecological and water quality outcomes

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<tr>
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</thead>
<tbody>
<tr>
<td>4.3 Work in partnership with property owners, community groups and government agencies to protect and better manage important waterways, wetlands and groundwater resources. (9.5/3.1)</td>
<td>Works, Parks and Recreation</td>
<td>4.3.1 Improved waterway and wetland health.</td>
<td>4.3.1.1 Deliver Habitat Connections program in alignment with Beautiful Ipswich</td>
<td>On-going. Opportunities to combine Habitat Connections with Beautiful Ipswich are being explored.</td>
</tr>
<tr>
<td>Works, Parks and Recreation</td>
<td>4.3.2 Improve aquatic habitat diversity.</td>
<td>4.3.2.1 Deliver Habitat Connections program in alignment with Beautiful Ipswich</td>
<td>On-going. Opportunities to combine Habitat Connections with Beautiful Ipswich are being explored.</td>
<td></td>
</tr>
<tr>
<td>Works, Parks and</td>
<td>4.3.3 Improved riparian condition</td>
<td>4.3.3.1 Deliver Habitat Connections</td>
<td>On-going. Opportunities to</td>
<td></td>
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</table>
### Strategy 3: Enhance urban greening

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<th>Key Actions</th>
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<tbody>
<tr>
<td>4.7 Undertake street tree planting and landscaping and protect significant vegetation within road reserves. (9.5/4.2)</td>
<td>Works, Parks and Recreation</td>
<td>4.7.1 Planning, design and implementation of stage 1 “My Suburb, My City” Beautification program for Collingwood Park and Riverview.</td>
<td>4.7.1.1 Street trees planted along key major thoroughfares including Collingwood Drive, Namatjira Drive, Lawrie Drive, Collingwood Park and Old Ipswich Road, Riverview.</td>
<td>Preferred contractor has signed contract for landscape works for Collingwood Drive centre median. Contractor anticipated to commence onsite early April,</td>
</tr>
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</table>
A further nominated suburb list for roll-out in 18/19 of further street tree planting on major thoroughfares to be finalised following discussions with relevant divisional Councillors.

Weather pending.

Revised commencement of street tree planting Division 1 (Camira) - Division 4 (Various) - Division 5 (Basin Pocket).

| Works, Parks and Recreation | 4.7.2 Conduct Street Tree Asset capture and Assessment. | 4.7.2.1 Identified Resource requirement and currently undertaking asset capture (Several suburbs completed) | On track for completion. |
| Works, Parks and Recreation | 4.7.3 Complete footpath garden Asset capture and mapping. | 4.7.3.1 Identified Resource requirement and currently undertaking asset capture (Several suburbs completed) | In progress and on track. |
| Works, Parks and Recreation | 4.7.4 Complete condition assessment of existing gardens to identify a possible refurbishment program. | 4.7.4.1 Incorporate with Beautiful Ipswich program. (Stage one currently reviewing) | Challenge employment and Skills Alliance currently engaged to undertake “Point of Interest” works in parks within Collingwood Park and Riverview. |
| Works, Parks and Recreation | 4.7.5 Strategic plan identifying possible Street Tree planting opportunities (where are their gaps) and develop a Street Tree planting program. | 4.7.5.1 Incorporate with Beautiful Ipswich program. (Stage one currently reviewing) | Revised commencement of street tree planting Division 1 (Camira) Division 4 (Various) Division 5 (Basin Pocket) |
| Works, Parks and Recreation | 4.7.6 Strategic plan identifying possible Footpath garden capital opportunities (New) and develop a Footpath garden capital program. | 4.7.6.1 Incorporate with Beautiful Ipswich program. (Stage one currently reviewing) | To be considered as future works, subject to available funding. |
| Works, Parks and Recreation | 4.7.7 Review current maintenance program, including Street Trees and Footpath gardens | 4.7.7.1 Draft a resource plan for the 17/18 Maintenance Program. | Ongoing. Completion of tree/garden asset data will assist. |

**Strategy 4: Use resources efficiently and sustainably**

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<thead>
<tr>
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<tbody>
<tr>
<td>4.8 Waste is treated as a resource and is minimised through reducing, reusing and recycling. (9.5/5.1)</td>
<td>Works, Parks and Recreation</td>
<td>4.8.1 Maximise diversion of waste from landfilling through kerbside recycling &amp; green waste services and public transfer</td>
<td>4.8.1.1 Promote the waste diversion services provided by Council to the local community</td>
<td>Material diverted from Landfill in the Mar-18 quarter Kerbside recycling service = 3972 tonnes</td>
</tr>
<tr>
<td>Works, Parks and Recreation</td>
<td>4.8.2 Develop and implement the Resource Optimisation Plan.</td>
<td>4.8.2.1 Approve and implement the Materials Recovery Plan</td>
<td>Completed.</td>
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<tr>
<td>4.9 Water is treated as a precious resource within a total water cycle management framework. (9.5/5.3)</td>
<td>Works, Parks and Recreation</td>
<td>4.9.1 Review and implement the Integrated Water Strategy.</td>
<td>4.9.1.1 Develop business cases for further conversion to river supply for irrigation purposes at Council sporting fields where feasible and cost effective.</td>
<td>Commenced and ongoing.</td>
</tr>
<tr>
<td>Works, Parks and Recreation</td>
<td>4.9.2 Identify and deliver water saving projects, including the use of technology for minimising water use in Council facilities and sports fields.</td>
<td>4.9.2.1 Finalise conversion of irrigation supply from town to river supply at the Tivoli Sporting Complex</td>
<td>Completed.</td>
<td></td>
</tr>
<tr>
<td>Works, Parks and Recreation</td>
<td>4.9.4 Delivery of stormwater improvement projects, including</td>
<td>4.9.4.1 Finalise the implementation of the Redbank Plains Recreation</td>
<td>Completed</td>
<td></td>
</tr>
</tbody>
</table>

| 4.8.1.2 Investigate how Council will implement the Container Refund Scheme to provide the greatest benefits for Ipswich residents | Delay in commencement of scheme until 1/11/18. Still waiting on detail from State Government to provide Council with an understanding on its potential role in the scheme. |
| 4.8.1.3 Participate in the Council of Mayors working groups on diversion of specific waste materials from landfilling | Working group currently not active |
| 4.8.1.4 Support businesses that manufacture products using recycled content | Material Recovery Plan Developed (formerly called Waste Management Strategy) and action plan under development |
| 4.8.1.5 Investigate measures to divert priority waste materials from landfilling such as glass, concrete and tyres | Material Recovery Plan Developed (formerly called Waste Management Strategy) and action plan under development |

| Kerbside green waste service = 1,743 tonnes | Recycling & Refuse Centres = 4,459 tonnes |

| 4.8.2 Develop and implement the Resource Optimisation Plan. | 4.8.2.1 Approve and implement the Materials Recovery Plan | Completed. |
### Strategy 5: Improve environmental awareness, education and compliance

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<tr>
<th>Key Actions</th>
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</thead>
<tbody>
<tr>
<td>4.10 Ensure appropriate compliance is undertaken in relation to littering, dumping and air and water pollution. (9.5/6.2)</td>
<td>Health Security and Regulatory Services</td>
<td>4.10.1 Ensure delivery of actions and outcomes in the Ipswich City Council Health and Amenity Plan are achieved.</td>
<td>4.10.1.1 Actions are listed in the Health and Amenity Plan under various priorities and include outputs and outcomes that will be achieved within the financial year</td>
<td>All HAP actions and related projects are being progressed. An End of Year report will be made available on Council's webstie in July/Aug 2018 detailing the finalisation of actions and projects.</td>
</tr>
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</table>

### LISTENING, LEADING AND FINANCIAL MANAGEMENT

**Goal 5:** Visionary and accessible leadership is provided that consults and communicates on key decisions and delivers sound financial management and good governance outcomes.

**Strategy 1:** The Mayor and Councillors represent the Ipswich community and provide strong and visionary leadership

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<tr>
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<tbody>
<tr>
<td>5.1 The accessibility to and the visibility of the Mayor and Councillors are maintained. (9.6/1.1)</td>
<td>Finance and Corporate Services</td>
<td>5.1.1 Maintain the accessibility of mayor and elected members in public and media platforms.</td>
<td>5.1.1.1 Conduct media enquiries and requests for Councillors in accordance with policy and guidelines</td>
<td>Media enquiries and requests are managed through Economic Development and Marketing in accordance with policies and guidelines. Corporate Services assist Media branch with any information required in the preparation of responses to media enquiries in a timely fashion.</td>
</tr>
</tbody>
</table>

5.1.1.2 Conduct advertising and promotional activities in accordance with policy and guidelines | Processes and systems established to assist with overseeing advertisements and promotional activities created by the Electorate Office continue to ensure timely actioning.
<table>
<thead>
<tr>
<th>5.1.1.3 Provide electorate offices with up-to-date and current information about Council activities and initiatives</th>
<th>Processes and systems established to assist with overseeing advertisements and promotional activities created by the Electorate Office continue to ensure timely actioning.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1.1.4 Development and Implementation of Line of Sight Program.</td>
<td>Project initiatives are continuing as per project plan. Decision to integrate CBD relocation change management into Line of Sight Program will entail revision of some project scope in next quarter.</td>
</tr>
</tbody>
</table>

**Finance and Corporate Services**

<table>
<thead>
<tr>
<th>5.1.2 Mayor’s office and electorate offices have capacity, resources and visibility within the community.</th>
<th>5.1.2.1 Support electorate offices with appropriate resources and capacity to deliver high standards of service</th>
<th>Support and resources continue to be provided in accordance with established policies and procedures and based on service requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1.2.2 Electorate officers are provided with training and development opportunities</td>
<td>Training calendar continues to be populated with training and development opportunities for electorate officers.</td>
<td></td>
</tr>
<tr>
<td>5.1.2.3 Ensure electorate offices are visible and accessible to the community</td>
<td>Divisional office contact details feature on intranet and Council website, advertisements included in the local publications on question time, office hours etc.</td>
<td></td>
</tr>
<tr>
<td>5.2 The Mayor and Councillors continue to promote and advocate on behalf of the city and the community. (9.6/1.2)</td>
<td>Finance and Corporate Services</td>
<td>5.2.1 Elected members undertake roles and responsibilities to a high standard.</td>
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<tr>
<td>5.2.1.1 Provide advocacy role on behalf of community or individuals where required</td>
<td>5.2.1.2 Respond effectively to issues impacting on the City and community</td>
<td>ICC Councillors are active in the region and have fulfilled duties in accordance with requirements of the Act.</td>
</tr>
<tr>
<td>5.2.1.3 Ensure effective and responsible policy and decision making</td>
<td>Council has established policies and procedures in relation to decision making, reviewed on an annual basis. Council policies continue to be published on Council's website.</td>
<td></td>
</tr>
<tr>
<td>5.2.1.4 Maintain a high standard of ethical conduct and transparent decision making</td>
<td>Councillors Code of Conduct has been finalised and adopted by Council on 24 March 2018.</td>
<td></td>
</tr>
<tr>
<td>5.2.2 Monitor and review Council's performance, strategic and operational reporting.</td>
<td>5.2.2.1 Reporting and monitoring is reviewed for effectiveness and performance outcomes</td>
<td>Council's performance is monitored and reported on through branch activity reports, financial budgetary performance and quarterly operational reporting with alignment to strategic and operational activities in accordance with the Act.</td>
</tr>
<tr>
<td>Finance and Corporate Services</td>
<td>5.2.2.2 Ensure reporting to Council is timely and accurate</td>
<td>Council's performance is monitored and reported on through branch activity reports, financial budgetary performance and quarterly operational reporting with alignment to strategic and operational activities in accordance with the Act.</td>
</tr>
</tbody>
</table>
5.2.2.3 Exception reporting is provided to Council where required

Council's performance is monitored and reported on through branch activity reports, financial budgetary performance and quarterly operational reporting with alignment to strategic and operational activities in accordance with the Act.

**Strategy 2: Provide comprehensive and meaningful community engagement to inform Council decision making**

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<tr>
<th>Key Actions</th>
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</thead>
<tbody>
<tr>
<td>5.3 Council decisions are better informed through meaningful engagement with the community. (9.6/2.1)</td>
<td>Arts, Social Development and Community Engagement</td>
<td>5.3.1 Data and information provided to Council reflects community needs.</td>
<td>5.3.1.1 Develop Community Research Strategy.</td>
<td>Community Research and Engagement Team has now been recruited. The team's strategic framework and approach to community research has been operationalised and is consistently implemented into work plans and projects. <em>Note that the &quot;Strategy&quot; in the deliverable should not be capitalised and refers to an approach as opposed to the development of a strategy document.</em></td>
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<td></td>
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<td></td>
<td>5.3.1.2 Conduct community survey that provides a baseline assessment of community values, needs and feedback (to inform decision making).</td>
<td>Community survey will be developed in 2018 and conducted in the 19/20 financial year</td>
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<td></td>
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<td>5.3.1.3 Commence implementation of knowledge management methodologies to facilitate sharing of research outcomes across Council.</td>
<td>Postponed until 2018/2019</td>
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</table>
| | | | 5.3.1.4 Link the statistical data with community engagement findings in order to strengthen the design and delivery of good community | Ongoing. Various community engagement projects have/are implementing a comprehensive approach to the utilisation of
<table>
<thead>
<tr>
<th>5.4 Community engagement is tailored to the needs of the community and the project. (9.6/2.2)</th>
<th>Arts, Social Development and Community Engagement</th>
<th>5.4.1 Efficient and outcome-focused community engagement</th>
<th>5.4.1.1 Develop project specific Community Engagement Plans, as appropriate, that customises engagement strategy to target community.</th>
<th>Ongoing. Community engagement plans are developed utilising various methodology in order to enhance engagement/uptake from target communities. For example, surveys are utilised to undertake widespread community engagement, while methods such as community conversations, door knocking and community forums are utilised for more specific engagement with particular cohorts or populations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.5 Council maintains a key focus on customer service and meeting the needs of the community. (9.6/2.3)</td>
<td>Finance and Corporate Services</td>
<td>5.5.1 Meet or exceed corporate targets for customer service standards.</td>
<td>5.5.1.1 Achieve first-point-of-contact resolution when answering customer enquiries</td>
<td>Achieved 90% vs Target of 52%</td>
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<td>5.5.1.2 Answer incoming customer calls directly in a timely manner</td>
<td>Achieved 89% vs Target of 85% (80% = Satisfactory)</td>
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<td>Key Actions</td>
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<td>Key Outcome</td>
<td>Deliverables</td>
<td>Progress Comments</td>
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<tr>
<td>Strategy 3: Implement initiatives that strengthen governance skills and knowledge.</td>
<td>5.6 Councillors and staff are provided with the necessary skills, training and resources to make informed, effective, efficient, impartial and timely decisions. (9.6/3.1)</td>
<td>5.6.1 Council continues to provide training, development and resources to Councillors and staff to enable and support, effective, informed, timely and impartial decision making.</td>
<td>5.6.1.1 Deliver training and development aligned to performance appraisal development plans</td>
<td>Training sessions deferred for delivery until May-July to support business in undertaking effective performance appraisals.</td>
</tr>
<tr>
<td></td>
<td>Finance and Corporate Services</td>
<td>5.6.1.2 Corporate training and development opportunities are available for all employees</td>
<td>Review being undertaken by Learning Development Advisor of current offerings and opportunities to more effectively provide skills training and resources to make informed, effective efficient impartial and timely decisions. Changes will be implemented in 18-19 financial year.</td>
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<tr>
<td></td>
<td></td>
<td>5.6.1.3 Councillors are provided with appropriate training</td>
<td>Various training sessions offered and undertaken by Councillors</td>
<td></td>
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</tbody>
</table>
5.7 Council information is accurate and managed effectively to ensure appropriate access, confidentiality and security. (9.6/3.2)

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<thead>
<tr>
<th>Finance and Corporate Services</th>
<th>5.7.1 Maintain an open and transparent approach to information.</th>
<th>5.7.1.1 Provide policies and procedures that are up-to-date and will continue to be provided in the 2017/2018 year.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5.7.1.2 Maintain privacy principles and provide access to information where required</td>
<td>Established processes/procedures are in place to ensure regular Departmental reviews are undertaken on policies and procedures.</td>
</tr>
<tr>
<td></td>
<td>5.7.1.3 Effectively manage and resolve administrative action complaints</td>
<td>Information continues to be managed in accordance with legislative obligations. Release of information is managed through established processes and procedures.</td>
</tr>
<tr>
<td></td>
<td>5.7.1.4 Review and maintain a strategic approach to information and retention</td>
<td>Administrative Action Complaints policies and procedures established and reviewed to ensure currency and best practice. Twelve (12) Administrative Action Complaints received and processed within legislative timeframes in the last quarter.</td>
</tr>
<tr>
<td></td>
<td>5.7.1.5 Development and Implementation of Line of Sight Program.</td>
<td>Discussions with the Acting CEO continuing to agree the best way forward regarding structure and resourcing to improve the management and retention of information and records across the organisation. Record management policy for Councillors agreed and published.</td>
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</tbody>
</table>

Finance and Corporate Services 5.7.2 Review and maintain 5.7.2.1 Update the Enterprise Risk Management

<table>
<thead>
<tr>
<th>Finance and Corporate Services</th>
<th>5.7.2 Review and maintain</th>
<th>5.7.2.1 Update the Enterprise Risk Management</th>
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<tbody>
<tr>
<td></td>
<td>The Enterprise Risk Management</td>
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</table>

Project initiatives are continuing as per project plan. Decision to integrate CBD relocation change management into Line of Sight Program will entail revision of some project scope in next quarter.
5.7.2.2 Report to Executive Management on corporate exposures
Risk Management reporting is provided to the Executive Management and Audit & Risk Management Committee and will continue to be development.

5.7.2.3 Regular monitoring of risks and opportunities
Risk registers are being finalised through consultation with key stakeholders and will be regularly monitored going forward.

5.7.2.4 Monitor insurance exposures and risks to control premiums
Insurance portfolio/program will continue to be monitored as part of yearly renewal processes.

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**Strategy 4: Maintain a financially sustainable and resilient approach to budgeting**

<table>
<thead>
<tr>
<th>Key Actions</th>
<th>Responsibility</th>
<th>Key Outcome</th>
<th>Deliverables</th>
<th>Progress Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.8 Aim to operate Council’s finances with a modest surplus. (9.6/4.1)</td>
<td>Finance and Corporate Services</td>
<td>5.8.1 Ensure sound budgeting principles consistent with long-term financial targets.</td>
<td>5.8.1.1 Regularly update and review Council’s long term financial plan (LTFP).</td>
<td>Current LTFF was for the commencement of the budget process went to City Management, Finance and Community Engagement Committee on 23/1/18. The LTFF continues to be revised as the development of the 2018-2019 budget progresses and submitted to Committee/Council for review prior to adoption as of the 2018-2019 budget.</td>
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<td>5.8.1.2 Review input assumptions and financial sustainability targets as part of preparation of the LTFP.</td>
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</table>

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Services Council’s enterprise risk management framework Management Framework Framework has been reviewed and updated. A risk management program is currently being implemented throughout Council.
Finance officers and preliminary discussion have occurred with both Councillors and ET members.  

| 5.8.1.3 Prepare Council’s annual budget in line with financial targets set out in the LTFP. | Council’s annual budget is progressing and capital submissions have been received and reviewed against sustainability target. The timeline for the budget process has been presented to Exec Team. Further budget consultation is scheduled for early May. |
| 5.8.1.4 Monitor and report Council’s performance compared to budget. | Monthly performance reports comparing actual to budget are prepared and tabled at committee |

5.9 Manage and reduce the city's debt on the basis of 'don't spend more than you earn, and borrow for assets only'. (9.6/4.2)  

| 5.9.1 Effectively manage revenue sources relative to debt and service levels. | Ongoing - will be reviewed as part of budget and update of LTFF, including considered of funding needs for the CBD redevelopment. |
| 5.9.1.1 Manage Council’s debt in accordance with Council’s debt policy. | Council has reviewed and submitted its LTFP to QTC as part of the annual borrowing program and requirements and discussions with Councillors will be held as part of the commencement of 18/19 annual budget process. It is intended to provide QTC with a revised LTFF as part of the 2017-2018 Credit review process which will include updates to the forecast capital program related to the CBD redevelopment. |
| Finance and Corporate Services | |
5.9.1.3 Monitor and review Council’s financial performance ratios and targets. Monthly performance reports is undertaken and submitted to Committee and ratio targets are monitored as part of LTFF preparation and review.

Strategy 5: Good neighbourly relations are maintained through effective dispute resolution, community education and compliance.

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<tr>
<th>Key Actions</th>
<th>Responsibility</th>
<th>Key Outcome</th>
<th>Deliverables</th>
<th>Progress Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10 The community is provided with information, education and tools to minimise and, if necessary, resolve neighbourhood disputes and to be aware of their obligations under laws and regulations. (9.6/5.1)</td>
<td>Health Security and Regulatory Services</td>
<td>5.10.1 Ensure delivery of actions and outcomes in the Ipswich City Council Health and Amenity Plan are achieved.</td>
<td>5.10.1.1 Actions are listed in the Health and Amenity Plan under Customer Centric priorities and include outputs and outcomes that will be achieved within the financial year</td>
<td>All HAP actions and related projects are being progressed. An End of Year report will be made available on Council’s website in July/Aug 2018 detailing the finalisation of actions and projects.</td>
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<tr>
<td>5.11 Council undertakes inspections and appropriate compliance action in respect to nuisance activities. (9.6/5.2)</td>
<td>Health Security and Regulatory Services</td>
<td>5.11.1 Ensure delivery of actions and outcomes in the Ipswich City Council Health and Amenity Plan are achieved.</td>
<td>5.11.1.1 Actions are listed in the Health and Amenity Plan under various priorities and include outputs and outcomes that will be achieved within the financial year</td>
<td>All HAP actions and related projects are being progressed. An End of Year report will be made available on Council’s website in July/Aug 2018 detailing the finalisation of actions and projects.</td>
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Strategy 6: Maintain a consistent and efficient approach to laws and compliance activities across the city.

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<th>Responsibility</th>
<th>Key Outcome</th>
<th>Deliverables</th>
<th>Progress Comments</th>
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<tbody>
<tr>
<td>5.12 The community is provided with information and access on how to apply for and comply with licences and permit conditions, and obligations under local laws and legislation. (9.6/6.1)</td>
<td>Health Security and Regulatory Services</td>
<td>5.12.1 Ensure delivery of actions and outcomes in the Ipswich City Council Health and Amenity Plan are achieved.</td>
<td>5.12.1.1 Actions are listed in the Health and Amenity Plan under various priorities and include outputs and outcomes that will be achieved within the financial year</td>
<td>All HAP actions and related projects are being progressed. An End of Year report will be made available on Council’s website in July/Aug 2018 detailing the finalisation of actions and projects.</td>
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<tr>
<td>5.13 Council will undertake programmed inspections and</td>
<td>Health Security and</td>
<td>5.13.1 Ensure delivery of actions</td>
<td>5.13.1.1 Actions are listed in the</td>
<td>All HAP actions and related</td>
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| 5.14 Council has local laws that are contemporary, sustainable and efficient for the good governance of the Local Government Area. (9.6/6.3) | Health Security and Regulatory Services | 5.14.1 The local laws provide clear and consistent outcomes for Council and the community in resolving compliance matters and are reviewed regularly. | 5.14.1.1 A policy will be developed to provide a framework for how and when local laws will be reviewed to ensure they contain no redundant provisions and are contemporary regulatory tools. | Council’s Local Law Making Process Policy was adopted in March. Council also resolved to start the local law making process for Entertainment Venues.
Ipswich City Council

FINANCIAL AND CORPORATE
KEY PERFORMANCE INDICATORS
OF THE IMPLEMENTATION OF THE
2017-2018 OPERATIONAL PLAN

March 2018
March 2018

**Departmental Breakdown**

Trend of year to date results as at 31 March 2018:

**Revenue and Expense:**
- `<1% or $50k worse than budget whichever is greater;`<br>
- `<5% or $125k worse than budget whichever is greater;`<br>
- `≥5% or $125k worse than budget whichever is greater.`

**Capital: Within 5% or $50k +/- budget whichever is greater; within 10% or $250k +/- budget whichever is greater; within more than 10% or $250k +/- budget whichever is greater.**

### Departmental Controlled:

#### Arts, Social Development and Community Engagement

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Satisfactory results for revenue and expenses.
Capital expenditure under budget by $205k or 46.7%.

#### Economic Development and Marketing

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Satisfactory results for revenue and other expenses categories.
Employee Expenses is over budget $103k or 2.92%.

#### Infrastructure Services Department

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Satisfactory results for revenue and expenses.
Capital expenditure under budget for infrastructure program $11.055m or 20.14%.

#### Finance and Corporate Services Department

<table>
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<tr>
<th>Revenue</th>
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Satisfactory results for revenue and expenses.
Capital expenditure under budget by $6.98m or 37.9%.

* Employee expenses including Labour Contracts
** Operational Expense excluding the above
## Departmental Breakdown

### Trend of year to date results as at 31 March 2018:

**Departmental Controlled:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Jul</th>
<th>Aug</th>
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<tbody>
<tr>
<td><strong>Works, Parks and Recreation Department</strong></td>
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Satisfactory results for revenue and other expenses. Employee expenses is over budget $407k or 1.54%.

Capital expenditure under budget for Infrastructure Program $4.578m or 22.1%. Capital expenditure for fleet and equipment purchase under budget $2.1m or 27.8%.

Capital expenditure for IWS over budget $9k or 1.2%.

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<tr>
<th>Department</th>
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<tr>
<td><strong>Health, Security and Regulatory Services Department</strong></td>
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Satisfactory results other expense categories. Revenue is under budget $226k or 9.83%. Employee expenses over budget $191k or 3.68%.

Capital expenditure under budget $411k or 47.8%.

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<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Satisfactory results for overall.

### Corporate Controlled:

<table>
<thead>
<tr>
<th>Department</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Corporate Items</strong></td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td></td>
</tr>
<tr>
<td>Expenses</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td>![Graph]</td>
<td></td>
</tr>
<tr>
<td>Capital</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
</tbody>
</table>

Revenue under budget $1.552m or 0.8%. Expenses over budget by $257k or 0.4%.

Capital expenditure for donated assets over budget $2.219m or 5.1%.

---

* Employee expenses including Labour Contracts

** Operational Expense excluding the above
March 2018

Rate Arrears as at 31 March 2018:

Rate Arrears as % of Rates Levy (Rolling 12 months)

<table>
<thead>
<tr>
<th>Quarter Ending</th>
<th>Rate Arrears %</th>
<th>Target %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun-16</td>
<td>1.6</td>
<td>2.70</td>
</tr>
<tr>
<td>Sep-16</td>
<td>1.7</td>
<td>2.70</td>
</tr>
<tr>
<td>Dec-16</td>
<td>1.65</td>
<td>2.70</td>
</tr>
<tr>
<td>Mar-17</td>
<td>1.78</td>
<td>2.70</td>
</tr>
<tr>
<td>Jun-17</td>
<td>1.79</td>
<td>2.70</td>
</tr>
<tr>
<td>Sep-17</td>
<td>1.84</td>
<td>2.70</td>
</tr>
<tr>
<td>Dec-17</td>
<td>1.98</td>
<td>2.00</td>
</tr>
<tr>
<td>Mar-18</td>
<td>2.12</td>
<td>2.00</td>
</tr>
</tbody>
</table>

* Rolling 12 month average

Value of Rate Arrears:

<table>
<thead>
<tr>
<th>Quarter Ending</th>
<th>Value of Rate Arrears</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun-16</td>
<td>$3,034</td>
</tr>
<tr>
<td>Sep-16</td>
<td>$3,281</td>
</tr>
<tr>
<td>Dec-16</td>
<td>$3,242</td>
</tr>
<tr>
<td>Mar-17</td>
<td>$3,568</td>
</tr>
<tr>
<td>Jun-17</td>
<td>$3,680</td>
</tr>
<tr>
<td>Sep-17</td>
<td>$3,844</td>
</tr>
<tr>
<td>Dec-17</td>
<td>$4,207</td>
</tr>
<tr>
<td>Mar-18</td>
<td>$4,579</td>
</tr>
</tbody>
</table>
March 2018

Full Time Equivalents:

**Whole of Council**

<table>
<thead>
<tr>
<th>Month</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTEs</td>
<td>679.0</td>
<td>675.8</td>
<td>681.0</td>
<td>678.1</td>
<td>681.7</td>
<td>688.0</td>
<td>687.8</td>
<td>691.4</td>
<td>692.4</td>
<td>688.9</td>
<td>682.3</td>
<td>690.9</td>
</tr>
<tr>
<td>White</td>
<td>379.5</td>
<td>385.0</td>
<td>378.7</td>
<td>375.0</td>
<td>371.5</td>
<td>367.5</td>
<td>373.8</td>
<td>381.2</td>
<td>379.0</td>
<td>381.1</td>
<td>378.7</td>
<td>389.2</td>
</tr>
<tr>
<td>Blue</td>
<td>300.5</td>
<td>300.0</td>
<td>302.3</td>
<td>303.1</td>
<td>306.5</td>
<td>310.5</td>
<td>314.2</td>
<td>312.2</td>
<td>310.9</td>
<td>310.1</td>
<td>311.6</td>
<td>311.8</td>
</tr>
<tr>
<td>Total</td>
<td>1,058.5</td>
<td>1,060.9</td>
<td>1,059.7</td>
<td>1,053.1</td>
<td>1,053.2</td>
<td>1,055.5</td>
<td>1,061.7</td>
<td>1,072.5</td>
<td>1,068.3</td>
<td>1,069.9</td>
<td>1,061.0</td>
<td>1,090.8</td>
</tr>
</tbody>
</table>

**Movement prior month (white collar)**

<table>
<thead>
<tr>
<th></th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>11.3</td>
<td>1.2</td>
<td>5.1</td>
<td>(2.8)</td>
<td>3.6</td>
<td>0.3</td>
<td>(0.1)</td>
<td>3.5</td>
<td>1.0</td>
<td>(3.5)</td>
<td>(6.6)</td>
<td>8.4</td>
</tr>
</tbody>
</table>

**Movement prior month (blue collar)**

<table>
<thead>
<tr>
<th></th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>(2.3)</td>
<td>5.3</td>
<td>(6.3)</td>
<td>(5.7)</td>
<td>(3.5)</td>
<td>(4.8)</td>
<td>6.3</td>
<td>7.3</td>
<td>(5.2)</td>
<td>5.1</td>
<td>(2.4)</td>
<td>(8.8)</td>
</tr>
</tbody>
</table>

**Blue collar staff last year**

<table>
<thead>
<tr>
<th></th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>664.4</td>
<td>674.9</td>
<td>653.4</td>
<td>662.5</td>
<td>641.3</td>
<td>642.4</td>
<td>648.5</td>
<td>630.9</td>
<td>638.0</td>
<td>622.4</td>
<td>688.1</td>
<td>687.7</td>
</tr>
</tbody>
</table>

**White collar staff last year**

<table>
<thead>
<tr>
<th></th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>381.8</td>
<td>379.0</td>
<td>378.2</td>
<td>377.9</td>
<td>376.9</td>
<td>374.2</td>
<td>372.9</td>
<td>371.3</td>
<td>375.8</td>
<td>365.3</td>
<td>376.5</td>
<td>382.0</td>
</tr>
</tbody>
</table>

Total FTEs last year

<table>
<thead>
<tr>
<th></th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>1,026.2</td>
<td>1,026.9</td>
<td>1,031.6</td>
<td>1,023.4</td>
<td>1,018.1</td>
<td>1,016.6</td>
<td>1,021.4</td>
<td>1,025.9</td>
<td>1,033.8</td>
<td>1,044.6</td>
<td>1,049.7</td>
<td>1,049.7</td>
</tr>
</tbody>
</table>

Sick Leave:

**Whole of Council**

<table>
<thead>
<tr>
<th>Month</th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>64.96</td>
<td>65.32</td>
<td>63.13</td>
<td>63.30</td>
<td>65.46</td>
<td>65.08</td>
<td>66.31</td>
<td>67.90</td>
<td>67.56</td>
<td>67.54</td>
<td>68.73</td>
<td>68.40</td>
<td></td>
</tr>
<tr>
<td>Blue</td>
<td>86.73</td>
<td>85.38</td>
<td>82.91</td>
<td>82.16</td>
<td>81.17</td>
<td>83.05</td>
<td>82.61</td>
<td>82.54</td>
<td>81.80</td>
<td>82.41</td>
<td>84.75</td>
<td>86.70</td>
<td>89.06</td>
</tr>
<tr>
<td>White</td>
<td>73.86</td>
<td>71.41</td>
<td>70.44</td>
<td>69.91</td>
<td>69.87</td>
<td>71.57</td>
<td>71.21</td>
<td>72.22</td>
<td>72.90</td>
<td>73.71</td>
<td>74.90</td>
<td>75.46</td>
<td></td>
</tr>
</tbody>
</table>

* Rolling 12 month average

Over the quarter sick leave has deteriorated by 6.65 hours for blue collar staff and 0.44 hours for white collar staff.
### Annual Leave:

**Annual Leave Balances as at pay period ended 26 March 2018:**

#### Whole of Council

<table>
<thead>
<tr>
<th></th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>No of people with 0-4 weeks</td>
<td>801</td>
<td>836</td>
<td>822</td>
<td>807</td>
<td>794</td>
<td>786</td>
<td>775</td>
<td>766</td>
<td>755</td>
<td>745</td>
<td>736</td>
<td>727</td>
<td>715</td>
</tr>
<tr>
<td>No of people with 4-8 weeks</td>
<td>275</td>
<td>275</td>
<td>264</td>
<td>265</td>
<td>261</td>
<td>264</td>
<td>264</td>
<td>266</td>
<td>263</td>
<td>261</td>
<td>258</td>
<td>254</td>
<td>254</td>
</tr>
<tr>
<td>No of people with 8+ weeks</td>
<td>8</td>
<td>12</td>
<td>11</td>
<td>9</td>
<td>15</td>
<td>14</td>
<td>8</td>
<td>9</td>
<td>9</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

Of the 10 people with balances over 8+ weeks, the highest balance is 13.54 weeks, which relates to an employee whose assigned hours are 10.6 per week.

---

### Lost Time Injury Frequency Rates:

#### Whole of Council

<table>
<thead>
<tr>
<th></th>
<th>Feb-17</th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTI’s</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>LTIFR</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>LTIFR Rolling 12 months</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Cumulative Days lost 12 months</td>
<td>19</td>
<td>85</td>
<td>188</td>
<td>193</td>
<td>193</td>
<td>111</td>
<td>111</td>
<td>111</td>
<td>138</td>
<td>138</td>
<td>138</td>
<td>138</td>
<td>138</td>
</tr>
<tr>
<td>LTISR Rolling 12 months</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>

* March figures for LTIFR will be available in June Quarter Financial Report of the 2017-18 Operational Plan.
Capital Expenditure

Results as at 31 March 2018:

<table>
<thead>
<tr>
<th></th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F'cast</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>% Achieved</td>
</tr>
<tr>
<td>Department Controlled</td>
<td>78,415</td>
<td>103,818</td>
<td>25,403</td>
<td>162,188</td>
<td>48%</td>
</tr>
<tr>
<td>Corporate Controlled</td>
<td>45,744</td>
<td>43,525</td>
<td>(2,219)</td>
<td>58,044</td>
<td>79%</td>
</tr>
<tr>
<td></td>
<td>124,159</td>
<td>147,343</td>
<td>23,184</td>
<td>220,232</td>
<td>56%</td>
</tr>
</tbody>
</table>

Department controlled actuals behind budget as some capital projects are running behind schedule. Corporate controlled actuals are over budget due to a higher than anticipated level of donated assets received by Council.

Customer Engagement System

All Council:

<table>
<thead>
<tr>
<th></th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Requests</td>
<td>96</td>
<td>96</td>
<td>96</td>
<td>96</td>
<td>96</td>
<td>97</td>
<td>96</td>
<td>97</td>
<td>97</td>
<td>96</td>
<td>95</td>
<td></td>
</tr>
<tr>
<td>Baseline</td>
<td>85</td>
<td>85</td>
<td>85</td>
<td>85</td>
<td>85</td>
<td>85</td>
<td>85</td>
<td>85</td>
<td>85</td>
<td>85</td>
<td>85</td>
<td></td>
</tr>
<tr>
<td>Total Service Requests</td>
<td>4,374</td>
<td>5,020</td>
<td>4,758</td>
<td>5,140</td>
<td>4,612</td>
<td>5,095</td>
<td>5,124</td>
<td>4,620</td>
<td>6,062</td>
<td>5,391</td>
<td>6,261</td>
<td></td>
</tr>
</tbody>
</table>

Service Requests Completed on Time

[Bar chart showing the percentage of service requests completed on time for each month from April to March.]

Total Service Requests

Service Requests - Completed on time (%) | Baseline - Completed on time (%)

[Data table showing the percentage of service requests completed on time for each month from April to March.]
MEMORANDUM

TO: MAYOR AND MEMBERS OF CITY MANAGEMENT, FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE

FROM: ACTING CHIEF EXECUTIVE OFFICER

RE: EXECUTIVE SECRETARIAT UPDATE

INTRODUCTION:

This is a report by the Acting Chief Executive Officer providing an update on the Office of the Chief Executive Officer for the month of April 2018.

BACKGROUND:

The Executive Secretariat consists of the Executive Office, Mayoral Office, Executive Research, Internal Audit and Legal Services.

Following is a summary of activities for each area:

Executive Office

Governance Review

With the submission of the draft policies to the current round of Committees the original nineteen (19) recommendations have been finalised. An additional seven (7) matters were subsequently identified for action of which one has been completed. Attached is an update of progress to each of the action areas (refer Attachment A).

Representative Duties

The role of the Chief Executive Officer (CEO) at Ipswich City Council contains significant responsibilities in terms of representative duties on numerous bodies, companies, steering committees and forums both for the purposes of direct input into the decision making and to obtain understanding through an observation role of matters pertinent to the Council. The CEO attended the following meetings, forums and deputations April 2018:

- Interviews for the Chief Executive Officer
• Budget Consultation Meetings
• Committee Meetings
• Commercial Board Meetings
• Council Ordinary Meeting
• CBD PCG Meetings
• Local Government CEO Forum
• Meeting with Leda Holdings Pty Ltd

The CEO also attended catch-up meetings with direct reports to discuss operational issues in areas.

During March the CEO exercised financial delegations as per Council resolutions listed in Attachment B.

**Emerging Issues**

*Review Governance arrangements of Controlled Entities*

The winding up of the controlled entities is progressing. The Shareholder’s Representative has effected some changes to Directorships to ensure the Boards can maintain a quorum for meetings.

*HR Manager Recruitment*

An external recruitment agency has been engaged to assist with the recruitment of the HR Manager. The position description is being reviewed and advertising will commence shortly.

*Show Cause Notice*

The Minister’s Show Cause Notice was received and Council’s response has been prepared.

*Executive Research*

For the month of April 2018, the Executive Research Office handled 47 new requests for assistance with 45 matters resolved and 26 still ongoing. Trending topics for the month of April 2018 consisted mainly of capital works enquiries, speeding, illegal parking, rates and infringements.

Work is still progressing in preparation for the Divisional boundary review and a working group has been established. As of the March 2018 update, the current figures for the divisions are represented in the below table.

<table>
<thead>
<tr>
<th>Council</th>
<th>Div No.</th>
<th>Voters</th>
<th>Councillors</th>
<th>Average</th>
<th>Low</th>
<th>High</th>
<th>In/Out</th>
<th>Quota</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>March 2018</td>
<td></td>
<td>Enrollment</td>
<td>Quota</td>
<td></td>
<td>Quota</td>
<td>Current</td>
<td>Percent (%)</td>
</tr>
<tr>
<td>Ipswich</td>
<td>1</td>
<td>11,785</td>
<td>1</td>
<td>12,455</td>
<td>11,210</td>
<td>13,701</td>
<td>IN</td>
<td>-5.38%</td>
</tr>
<tr>
<td>Ipswich</td>
<td>2</td>
<td>13,445</td>
<td>1</td>
<td>12,455</td>
<td>11,210</td>
<td>13,701</td>
<td>IN</td>
<td>7.95%</td>
</tr>
<tr>
<td>Ipswich</td>
<td>3</td>
<td>12,746</td>
<td>1</td>
<td>12,455</td>
<td>11,210</td>
<td>13,701</td>
<td>IN</td>
<td>2.33%</td>
</tr>
<tr>
<td>Ipswich</td>
<td>4</td>
<td>12,118</td>
<td>1</td>
<td>12,455</td>
<td>11,210</td>
<td>13,701</td>
<td>IN</td>
<td>-2.71%</td>
</tr>
<tr>
<td>Ipswich</td>
<td>5</td>
<td>11,516</td>
<td>1</td>
<td>12,455</td>
<td>11,210</td>
<td>13,701</td>
<td>IN</td>
<td>-7.54%</td>
</tr>
<tr>
<td>Ipswich</td>
<td>6</td>
<td>11,594</td>
<td>1</td>
<td>12,455</td>
<td>11,210</td>
<td>13,701</td>
<td>IN</td>
<td>-6.92%</td>
</tr>
</tbody>
</table>
The simplified Red Box Structures are now being implemented following further consultation with the Councillors and Executive Team. Some guidelines and training material is being developed to assist Councillors and staff alike and guide their interaction in the best interest of the community.

Internal Audit

Current issues for mentioning:

The following internal audits are in progress:
- Arboriculture – issued final report.
- Security and Safety Cameras – Still on hold due to investigations work load.
- Design Certification – In progress.
- Line Marking and Signs – In progress.
- Construction Quality Verification – In progress.
- Community Lease Agreements – In progress.
- Environmental Plan Levy – In progress.

Continued internal audit observer involvement in the following groups:
- Information and Communications Technology Collaborative Group.
- Human Resources Information Systems Project.

Internal Investigations
- Internal investigations are ongoing including outsourcing to external providers where additional probity is deemed necessary.

Internal Audit Plans for 2018/19:
- Completed the draft Internal Audit Plans through consultation with the executive team in preparation for the 16 May 2018 Audit and Risk Management Committee meeting.

Prepared a draft policy for dealing with Complaints Involving the Chief Executive Officer Policy to comply with Section 48A of the Crime and Corruption Act 2001.

Internal Audit Recommendation System – finalised a new report format for the Audit and Risk Management Committee to provide a summary report with a suggested way forward for overdue recommendations.

Prepared and sent induction material to the new member of the Audit and Risk Management Committee with a discussion to be held at a later stage.
Legal Services

Legal Requests for April 2018:
- File numbers for the period 1 July 2017 – 30 April 2018 is 311.
- From 1 April – 30 April 2018 the legal branch received 33 additional Legal Requests, two (2) of which were outsourced.
- Eight (8) of those matters were High priority, thirteen (13) were Medium priority, seven (7) were Low priority and the remaining 5 are Ongoing.
- Of the Legal Requests received since 1 April 2018; 3% were received from EDM, 3% from IS, 6% from HSRS, 9% from ASDCE, 9% from EX, 12% from PD, 21% from WPR and 36% from FCS.

New prosecution/litigation matters:
- No new Planning and Environment Court matters. However, Council’s refusal of the Eugene St Bellbird Park development may be appealed.

Ongoing projects and litigation:
- There are currently 12 ongoing prosecution matters regarding matters of unlawful development, traffic and animal related offences.
- There are currently fewer than ten ongoing Planning & Environment Court and Court of Appeal planning matters. In short these relate to Lipoma/LEDA, Cherish, permissible change applications, conditions appeals and appeals against refusals.
- CCC investigations.
- Advice and review of agreements concerning V8 Supercars.
- CBD re-development.
- Urgent and ongoing advice in relation to the contractual obligations and strategy about the Waste Recycling issue.

Staff:
- The General Counsel and City Solicitor has been on extended sick leave since 6 April, and at this stage will not return for at least another month.
- The Deputy City Solicitor is acting in his place.
- The contracted Solicitor whose contract is due to finalise on 13 May 2018 has been extended to 20 November 2018, when the Solicitor currently on maternity leave is expected to return.
- The A/CEO has approved the appointment of an additional solicitor, this will be advertised in coming weeks.

Training:
- Property issues related to Local Governments - law firm Colin, Biggers & Paisley (CBP) occurred on 19 April and materials were provided to all attendees. This was well received and Property Services appreciated Legal Services organising this with them.
- How to apply the new decision rules under the Planning Act 2016 when assessing a development application – presentation by law firm Colin, Biggers & Paisley (CBP) is tentatively booked for 29 May 2018.
- Nikki Parker will be attending the Queensland Environmental Law Association conference late May 2018.
Attachments

<table>
<thead>
<tr>
<th>Name of Attachment</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment A – Implementation of the Corporate Governance Review Recommendations status report</td>
<td>Attachment A</td>
</tr>
<tr>
<td>Attachment B – CEO delegations exercised under Council resolution</td>
<td>Attachment B</td>
</tr>
</tbody>
</table>

RECOMMENDATION:

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

Gary Kellar

ACTING CHIEF EXECUTIVE OFFICER
<table>
<thead>
<tr>
<th>#</th>
<th>RECOMMENDATION</th>
<th>STATUS</th>
<th>PROGRESS COMMENTS - MARCH 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Council consider the re-introduction of a Code of Conduct for Councillors as a public expression of its commitment to ethical governance.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>The CEO consult with the executive team to review the extent of councillor/staff contact contained in the &quot;red box&quot; lists to ensure nominated contacts within the organisation have sufficient level of responsibility and accountability to advise and inform Councillors accurately and reliably in a manner consistent with management policy. Following the review the CEO advise Council on changes desirable to the Reasonable Requests Guidelines.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>The CEO ensure that effective guidelines are promulgated to Councillors and employees (including relevant training) outlining their respective responsibilities in recognising, avoiding and responding to inappropriate approaches under the Reasonable Request Policy.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>The CEO take action to achieve more effective compliance with Section 295 of the Local Government Regulation 2012 by publishing identifiable and consolidated Register of Interests for Councillors with clear links from the Councillor information page of the Council’s website.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>The CEO instruct Minutes Clerks when recording Councillors’ declaration of conflicts of interest to record the Committee Report Item number and the topic or subject heading to fairly identify the context of the declared conflict of interest</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>5b</td>
<td>Council partition the Committee agenda into matters to be dealt with in option session and matters to be dealt with in closed session, subject to listing the topic headings in the publicly available Committee agenda.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>5c</td>
<td>When reaching the items on the Committee agenda that are to be dealt with in closed session, a motion should be moved that the Committee move into closed session to consider the nominated items on the agenda.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>5d</td>
<td>Having returned from Closed session a motion should be moved specifying the actual recommendations from the closed session in respect of each matter considered and for those recommendations to be voted on, individually or collectively.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>6e</td>
<td>The motions, recommending those recommendations to the Council, having been carried, the reports considered in Closed session should be committed to the public record of the Committee meeting for public disclosure, except in circumstances where the Committee recommends the report be deemed confidential in keeping with the definitions in Section 275 of the Local Government Act 2009</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>RECOMMENDATION</td>
<td>STATUS</td>
<td>PROGRESS COMMENTS - MARCH 2018</td>
</tr>
<tr>
<td>----</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>6f</td>
<td>This procedure for dealing with matters in closed session be also applied to the Council’s other Committees as and when required.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Council adopt the practice of publishing on its website all reports considered by Committees and all Committee reports submitted to Council including officers’ recommendations, Committee recommendations as well as Council’s formal resolutions, in order to provide full transparency of its decision making</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Council improve public information on its website by incorporating a page containing a list of all adopted and current policies together with links to the actual documents for accessible inspection by inquirer</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>9a</td>
<td>The CEO review the conditions of the delegated power to decide applications under the Planning Act to avoid any risk of consultation with Councillors being interpreted as directing employees or exercising undue influence.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>9b</td>
<td>The CEO prepare a program to incorporate in Council induction and CPD programs including awareness training in relation to workplace behaviour including preventing undue influence of delegated authority decisions, bullying and harassment.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Council revisit the recommendations of the QAO and Internal Audit in relation to the Procurement function and reconcile those recommendations with the implementation plan for the new Procurement Framework.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>The Audit Plan element for examination of the Council’s Procurement function be retained in the 3 year plan and continue to monitor the implementation of the new Procurement Framework, to provide ongoing review of its effectiveness.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>The CEO review the Claim Form for use by Councillors in submitting expenditure for reimbursement to include declarations as to the compliance of the claim with Council policy and to provide for notations concerning the deduction of disallowed items.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Council review its arrangements for the City Wide and Divisional Allocations particularly in relation to funding for community purposes to align more closely with the transparency and accountability requirements of Section 109 of the Local Government Act 2009 and Section 202 of the Local Government Regulation 2012.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>The CEO extract relevant matters from this report to include in the executive office risk register and develop appropriate risk mitigation strategies to deal with them.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>RECOMMENDATION</td>
<td>STATUS</td>
<td>PROGRESS COMMENTS - MARCH 2018</td>
</tr>
<tr>
<td>---</td>
<td>----------------</td>
<td>--------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>15</td>
<td>The CEO formulate guidelines for the assessment of correspondence likely to be regarded as a public record and provide Councillors and their administrative assistants with a convenient process to enable a capture of relevant material.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Council proceed to implement the recommendations of the Internal Audit unit in relation to controlled entities.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>The charter of Council’s Audit Committee be expanded to include risk management and the committee’s name be altered to the Audit and Risk Management Committee.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>The CEO arrange for procedures concerning the reception of the Observation Report to include a procedure for the Mayor to present the report to the next ordinary meeting of the local government after being received and the staff of the Mayor’s office be alerted to this requirement.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>The CEO consult with the Mayor to convene working parties to develop the approved implementation plan for any changes endorsed from this review and a formal project plan be compiled to manage the implementation.</td>
<td>Completed</td>
<td></td>
</tr>
</tbody>
</table>

**ADDITIONAL ITEMS ARISING FROM GOVERNANCE INITIATIVES**

<table>
<thead>
<tr>
<th>#</th>
<th>RECOMMENDATION</th>
<th>STATUS</th>
<th>PROGRESS COMMENTS - MARCH 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Review of Local Law &amp; Sub-ordinate Local Law &amp; Procedures for conduct of Council/Committee meetings</td>
<td>On hold</td>
<td>Defer pending LGA Amendment Bill. Longer term project.</td>
</tr>
<tr>
<td>21</td>
<td>Review of formatting of reports to Committee &amp; Council</td>
<td>In progress</td>
<td>New format reports circulated and being incorporated into Committee &amp; Council process.</td>
</tr>
<tr>
<td>22</td>
<td>Review all Policies for currency and accuracy and accessible publication on website</td>
<td>Completed</td>
<td>Continuous review process as part of operational activities.</td>
</tr>
<tr>
<td>23</td>
<td>Review of Delegations</td>
<td>On hold</td>
<td>Several resources possibly required for this task including legal knowledge. Longer term project.</td>
</tr>
<tr>
<td>24</td>
<td>Performance Management System</td>
<td>In progress</td>
<td>HR drafting an Executive Framework in consultation with ACEO.</td>
</tr>
<tr>
<td>25</td>
<td>Review of Complaints Management System/Framework</td>
<td>On hold</td>
<td>Complaints Management Framework identified. Longer term implementation project</td>
</tr>
<tr>
<td>26</td>
<td>Review of Councillor Expense Reimbursement &amp; Administration Support Procedure, specifically relating to travel</td>
<td>On hold</td>
<td>CFO to review policy and procedure in relation to the approval process for travel and provide an update to CEO.</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Scheduled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>-----------</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>In Progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>On Hold</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monitoring Implementation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TBA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Council Meeting Date</td>
<td>Resolution No. and Title</td>
<td>Resolution</td>
<td>Comments</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------</td>
<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td>11/14/2017</td>
<td>9. 10422 – MATERIAL RECOVERY SERVICES CONTRACT AWARD</td>
<td>A. That Council enter a preferred supplier arrangement for the supply of Material Resource Services with the following suppliers: Polytrade Pty Ltd, Orora Limited Trading as Orora Recycling Australia, Shellhurst Pty Ltd, Sims Metals Pty Ltd, S &amp; J Australian Scrap Tyre Disposals. B. That Council is satisfied that the preferred supplier arrangement has been made in compliance with section 233(3) to (8) of the Local Government Regulation 2012. C. That Council is satisfied that it will receive better value if the preferred supplier arrangement is for a period of more than two years and that the period of the preferred supplier arrangement be two (2) years, plus two (2) x twelve (12) month options. D. That Council is satisfied that it will receive better value for the preferred supplier arrangement for Commingled Recyclables only, is for a period of more than two years and that the preferred supplier arrangement be seven (7) years plus two (2) x up to twelve (12) months options. E. That Council enter into a contract with those suppliers referred to in Recommendation A setting out the terms of the preferred supplier arrangement. F. That the Chief Executive Officer be authorised to negotiate and finalise the term of the contract to be executed by Council and to do any other acts necessary to implement Council’s decision in accordance with section 13(3) of the Local Government Act 2009.</td>
<td>CEO Signed Contract with Orora on 04.04.2018.</td>
</tr>
<tr>
<td>1/30/2018</td>
<td>B. CONSENT OF EASEMENTS OVER LAND, CENTRAL SEQ DISTRIBUTOR-RETAILER AUTHORITY, PROPOSED EASEMENT AH IN LOT 502 ON SP275522 - DIVISION S</td>
<td>A. That Council resolve pursuant to section 236(2) of the Local Government Regulation 2012 (the Regulation) that the exemption referred to in section 236 (1)(b)(i) of the Regulation applies to Council for the disposal of the easement interest in Lot 502 on SP275522 (“the land”), by way of a new easement arrangement between Council and Central SEQ Distributor-Retailer Authority. B. That Council agree to grant Easement AH, as detailed in the report by the Senior Property Officer dated 29 November 2017, to Central SEQ Distributor-Retailer Authority for water supply purposes over part of Lot 502 on SP275522 located at Lot 502 Unnamed Road, Karalee. C. That Council agree to the compensation amount of $1.00, payable to Council, as proposed by Central SEQ Distributor-Retailer Authority, for Council granting to Central SEQ Distributor-Retailer Authority, Easement AH for water supply purposes, over part of Lot 502 on SP275522, located at Lot 502 Unnamed Road, Karalee, as detailed in the report by the Senior Property Officer dated 29 November 2017. D. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the proposed Easement as detailed in Recommendations B and C of the report by the Senior Property Officer dated 29 November 2017, and do any other acts necessary to implement Council’s decision in accordance with section 13(3) of the Local Government Act 2009.</td>
<td>The variation proposal for customer contract signed by CEO on 10.04.2018</td>
</tr>
<tr>
<td>5/30/2017</td>
<td>12.PREVISION OF HUMAN RESOURCES INFORMATION SYSTEM TENDER NO. 15-16-211</td>
<td>A. That Tender No. 15-16-211 for the Human Resources Information Systems contract be awarded to Presence of IT Pty Ltd. B. That Council enter into a contract with Presence of IT Pty Limited for Human Resource Information Systems for a period of five (5) years, consisting of an initial contract term of three (3) years, with two (2), one (1) year extension options. C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the contracts to be executed by Council and to do any other acts necessary to implement Council’s decision in accordance with section 13(3) of the Local Government Act 2009.</td>
<td>16.04.2018 - CEO signed pool management agreement - Australian Crawl</td>
</tr>
</tbody>
</table>
A. That Council (as Trustee) accept the offer by David Urquart Swim School Pty Ltd, A.C.N 010235426 ("the Lessee") to surrender their leased interest in the land, located at Leichhardt Swim Centre, Lot 39 Toongarra Road, Leichhardt, Queensland, described as Lot 39 on CP902321 ("land"). The Lessee agrees to surrender their interest in registered Lease (no 712923697) on the 31 March 2018.

B. That Council (as Trustee) accept the offer by David Urquart Swim School Pty Ltd, A.C.N 010235426 ("the Lessee") to surrender their leased interest in the land, located at Bundamba Swim Centre, Lot 256 Brisbane Road, Bundamba, Queensland, described as Lot 475 on CP SL 6792 ("land"). The Lessee has agreed to surrender their interest in registered Lease (no 712923690) on the 31 March 2018.

C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the surrender of the leases for the Bundamba Swim Centre and the Leichhardt Swim Centre, as detailed in recommendations A and B of the report by the Principal Officer (Technical Support) dated 20 March 2017, and do any other acts necessary to implement Council’s decision in accordance with section 13(3) of the Local Government Act 2009.

D. That all the proposed capital project works in 2016-2017 and 2017-2018 be delivered and scheduled after the Easter School Holidays in 2018.

E. That upon the current Lessee surrendering the leases for the Bundamba and Leichhardt Swim Centres, as detailed in recommendations A and B of the report by the Principal Officer (Technical Support) dated 20 March 2017, Council invite written tenders for prospective lessees for the Bundamba Swim Centre and the Leichhardt Swim Centre, on terms and conditions suitable to Council.

F. That a further report be presented to a future City Works, Parks, Sport and Environment Committee outlining the outcomes of the review of the proposed scope of works to be undertaken at the Bundamba Swim Centre.

CEO signed contract 23/04/2018.

A. That Council resolve it is satisfied pursuant to section 235(a) of the Local Government Regulation 2012 (the Regulation) that the exemption under s235(a) of the Regulation applies and that Australian Parking and Revenue Control Pty Ltd, is the only supplier reasonably available to it to provide the maintenance of Council’s existing parking machines for the following reason:

• The Parkeon Strada parking network is serviced under a licence arrangement between the Manufacturer and Australian Parking and Revenue Control Pty Ltd which has established a sole supplier arrangement for the supply and maintenance of the parking network.

B. That Council enter into a contract with Australian Parking and Revenue Control Pty Ltd for the maintenance of Council’s existing parking meters for the sum of $720,000.00, for a period of three years, being one year initially, with 2 one year extensions, at the option of Council.

C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the contract to be executed by Council and to do any other act necessary to implement Council’s decision in accordance with section 13(3) of the Local Government Act 2009.

MEMORANDUM

TO: ACTING CHIEF FINANCIAL OFFICER

FROM: STRATEGIC CLIENT OFFICE MANAGER

RE: CUSTOMER SERVICE ACTIVITIES STATUS REPORT – APRIL 2018

---

INTRODUCTION:

This is a report by the Strategic Client Office Manager dated 9 May 2018 concerning customer service delivery activities for the period 1 April 2018 to 30 April 2018.

SERVICE LEVELS:

The following table describes the contracted service level targets.

<table>
<thead>
<tr>
<th>City Management, Finance and Community Engagement Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mtg Date: 22.05.18 OAR: YES</td>
</tr>
<tr>
<td>Authorisation: Jeff Keech</td>
</tr>
</tbody>
</table>

9 May 2018
The service outcomes shaded in grey highlight bonus service level not achieved.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Minimum Service Level</th>
<th>Bonus Service Level</th>
<th>Mar 18 Service Level Achieved</th>
<th>April 18 Service Level Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Point of Contact Resolution (FPOCR)</td>
<td>The percentage of customer enquiries that are resolved at the first point of contact, regardless of channel used (phone, counter, email, internet, etc.)</td>
<td>75%</td>
<td>80%</td>
<td>89%</td>
<td>91%</td>
</tr>
<tr>
<td>Grade of Service - Phone (GoS)</td>
<td>The percentage of customer calls that are answered within 20 seconds.</td>
<td>80%</td>
<td>(Level 1) 83%</td>
<td>86%</td>
<td>88%</td>
</tr>
<tr>
<td>Grade of Service - Phone (GoS)</td>
<td>The percentage of customer calls that are answered within 60 seconds.</td>
<td>90%</td>
<td>92%</td>
<td>95%</td>
<td>95%</td>
</tr>
<tr>
<td>Rates Arrears</td>
<td>The percentage of rates notices that are not in arrears compared to total rates notices produced.</td>
<td>98%</td>
<td>98.15%</td>
<td>97.88%</td>
<td>97.88%</td>
</tr>
<tr>
<td>Processing time for customer requests</td>
<td>The time to process a customer request from receiving a CES CRM service request compared to Council corporate standard time frames. % Requests completed within corporate standard timeframes.</td>
<td>80%</td>
<td>95%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Processing of all incoming mail</td>
<td>The percentage of applicable and relevant daily incoming mail that is scanned registered and tasked within the first Business Day of receipt.</td>
<td>80%</td>
<td>98%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Processing of incoming emails</td>
<td>The percentage of incoming emails received that are registered and tasked, responded to, or identified as junk by midnight of the first business day of receipt.</td>
<td>80%</td>
<td>98%</td>
<td>100%</td>
<td>99%</td>
</tr>
<tr>
<td>Lodgement of P&amp;D applications</td>
<td>The percentage of P&amp;D applications that are lodged, registered, payments assessed and receipted and prepared as a digital file for planning assessment within 24 hours of receipt (business days).</td>
<td>To be determined in period to 31 March 2018</td>
<td>To be determined in period to 31 March 2018</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>
SERVICE LEVELS – COMMENTARY:

The trend for lower than historical call volumes evident since September appears to have plateaued around levels consistent with previous April months. See graph below.

Service Levels for Rate Arrears are measured quarterly and did not achieve the Minimum Service Level for the March quarter. The quarterly Rate Arrears report previously submitted to Council described the impact of several large rate arrears properties on the overall rate arrears results.

![Monthly Call Volumes Graph]

Out of Hours Call Centre Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Minimum Service Level</th>
<th>Mar 18</th>
<th>Apr 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade of Service</td>
<td>The percentage of customer calls that are answered within 30 seconds.</td>
<td>80%</td>
<td>89%</td>
<td>87%</td>
</tr>
</tbody>
</table>

There is no bonus service level applicable to out of hours.

NEW INITIATIVES:

The Customer Service Ipswich Team continues the annual promotion of eNotices, rate notices delivered by email. This promotion consists of a personalised prepopulated email that makes it very simple to register.
Council continues to offer the BpayView service as a choice for customers that prefer to have their eNotices delivered to their preferred internet banker.

The latest email campaign for eNotices attracted over 1,500 new customers. The campaign is only activated once per year as previous experiences indicated that more frequent contact was perceived as annoying to Ipswich property owners.

The growth in eNotice and BpayView customers over the last year was 25.6%, comprised of:

<table>
<thead>
<tr>
<th></th>
<th>May 2017</th>
<th>May 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>eNotices (by email)</td>
<td>13,351</td>
<td>17,626</td>
</tr>
<tr>
<td>BpayView</td>
<td>4,194</td>
<td>5,792</td>
</tr>
<tr>
<td>MyPost Digital Mailbox</td>
<td>1,099</td>
<td>Nil (service ceased)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>18,644</td>
<td>23,418</td>
</tr>
</tbody>
</table>

Ipswich issued 82,518 rate notices for the June Quarter, 23,418 or 28.4% are now registered to be delivered as eNotices.

An eNotice saves Council approximately $1.00 in postage, paper, envelopes and has been the primary response to containing postage costs in an environment of steeply rising costs. Assuming continuing further growth in eNotice registration during 2018-2019, savings of $100,000 are expected over the course of the next year. These are included in the Budget.

Council’s outgoing mail volumes from the Mail Room have also declined by around 100,000 per financial year, from 250,000 to 150,000 items, over the last 5 years as our customers increasingly prefer email or internet communication rather than mail by post.

**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this report.

**RECOMMENDATION:**

That the report be received and the contents noted.

Richard Bennett
STRATEGIC CLIENT OFFICE MANAGER

I concur with the recommendation contained in this report.

Jeff Keech
ACTING CHIEF FINANCIAL OFFICER
10 May 2018

MEMORANDUM

TO: ACTING CHIEF FINANCIAL OFFICER
FROM: TREASURY ACCOUNTING MANAGER
RE: FEES AND CHARGES 2018-2019

INTRODUCTION:

This is a report by the Treasury Accounting Manager dated 10 May 2018 concerning the fees and charges to be applied to Council products and services for the financial year commencing 1 July 2018.

BACKGROUND:

A review of all fees and charges is undertaken annually as part of the budget development process. The annual review is coordinated by the Finance Branch, with the Council Departments, that administer the respective services, providing recommendations for consideration by Council regarding any proposed changes.

The proposed Fees and Charges for 2018-2019 are listed in Attachment A. A comparison of the current Fees and Charges for 2017-2018 and the proposed Fees and Charges for 2018-2019, including details of new or deleted fees and charges, are listed in Attachment B.

In reviewing fees and charges, the Departments consider increases in the underlying costs of service delivery, consistency of the fees with Council policy and objectives, financial impact analysis and benchmarking of charges. Departments are also requested to conduct consultation with Councillors and other stakeholders, where appropriate.
Local Governments are permitted under section 97 of the Local Government Act 2009 (the LGA) to set cost-recovery fees for services such as:

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

The LGA requires that the cost-recovery fees for such services be no more than the cost to the local government of taking the action for which the fee is charged.

In addition to cost-recovery fees, “commercial” fees and charges are adopted for other services that are provided by Council.

The fees and charges administered by the Health, Security and Regulatory Services Department (HSRS) and Extractive Industry Permit fees were tabled for consideration at the April meeting of the City Management, Finance and Community Engagement Committee and were subsequently adopted at the Council meeting of 24 April 2018. This report does not seek to amend any of these fees and charges and they are included in the attachments only for completeness.

Following their adoption, the Fees and Charges for 2018-2019 may be subsequently amended at any time by a resolution of Council.

**PROPOSED FEES AND CHARGES 2018-2019:**

A standardised increase of 3% has been applied to the majority of fees and charges in Council’s register, reflecting the escalation in underlying costs across service delivery. Fees and charges are then rounded in accordance with Council’s rounding guidelines. Departments have reviewed the calculated prices and adjusted the fees and charges where considered appropriate.

Fees and Charges for 2018-2019, excluding developer contributions and recoverable works, are estimated to provide approximately $29.5 million in revenue.

**Planning and Development Department**

**Building Certification**

Building certification fees in general have been subject to small increases for 2018-2019, reflecting modest underlying cost increases and industry benchmarks.

A new assessment fee of $480.00 is proposed for Class 1A, Class 1B, Class 2 and Class 4 building roof replacements, following advice from the Queensland Building & Construction Commission (QBCC) that states re-roofing will trigger the requirement for a building approval in some cases (Attachment B – page 24).
Energy efficiency compliance checking services have been streamlined to reflect the ready availability in the market of privately provided compliance certificates, which are now supplied as a certificate as part of the building certification application, and computer modelled assessment services (Attachment B – page 25).

For Class 10 Buildings/Structures, it is proposed that the separate footing or slab, temporary pool fence, and final inspection fees be consolidated into a single inspection fee. This reflects the generic nature of most inspections, and the fact that most inspections of this nature are undertaken in the same site visit. The proposed new inspection fee is $230.00, which represents a saving of around 40% for properties who would otherwise have required the three services separately (Attachment B – page 26).

For Class 3 and Class 5 to Class 9 Buildings and under 2,000m² or less than 4 storeys, the assessment fee for fitting out of a shop up to 60m² in floor area is proposed to increase from $320.00 to $470.00 to make the fee consistent with class 1 buildings and reflects current building industry activity and service delivery costs (Attachment B – page 28).

A new fee of $490.00 is proposed for Class 3 and Class 5 to Class 9 Buildings (greater than 2,000m² or higher than three storeys) for the preparation of quotes in relation to fitting out of a shop or new building works. This fee is to cover the cost to Council of providing this service when requested, and provide a deterrent to those using the Council service as a free benchmark quote for applicants to shop around to private certifiers (Attachment B – page 29).

The fee for Determination of Site Securities (removal) and Amenity Aesthetics Decision (demolition/removal) has been increased from $200.00 to $300.00 in line with market rates for private building certification services as required under the competitive code of conduct (Attachment B – page 33).

**Plumbing and Drainage Fees**
Where applicable, plumbing and drainage service fees have been subject to a small annual escalation in line with increases to Council’s cost of delivery (Attachment B – page 35).

**Development Planning Application Fees**
A new fee of $590.00 is proposed for Material Change of Use applications to Single Residential lots subject to development constraints overlay (mining) with supporting geotechnical reports (Attachment B – page 42).

A new fee of the same value has also been proposed for requests for Minor Alterations (setback and siting for single residential properties) on the same basis (Attachment B – page 53).

For legal documentation in relation to subdivision plans, provision has been made for more complex legal matters to be undertaken by quote, where required (Attachment B – page 55). This is reflective of an increase in the number of non-standard cases where the standard fee is insufficient relative to costs.
A new suite of fees is also proposed to obtain a complete set of approved plans and documents for a property, reflecting the complexity of the search process (Attachment B – page 58).

Most existing fees are still retained to allow customers to obtain individual documents where appropriate.

**Engineering and Environment Fees**

New fees are proposed for inspections and compliance assessments of construction works, allowing for incremental payment for services as required during the development process. Allowing for payments to be staggered through the progress of development is expected to better reflect the requirements of multi-stage developments, particularly with Ripley Valley fees soon to be transferred from Economic Development Queensland to Council (Attachment B – page 70).

**Developer Contributions**

Developer contribution fees have been subject to a small annual escalation in line with increases to Council’s cost of delivery (Attachment B – page 80).

**Health, Security and Regulatory Services Department**

Fees and charges relating to the Health, Security and Regulatory Services Department were previously adopted at the Council meeting of 24 April 2018 and are included in Attachments A and B only for completeness (Attachment B – pages 82 to 118).

**Works, Parks and Recreation Department**

**Parks, Sporting Grounds and Facilities Hire**

Existing fees and bond charges in place for the commercial use of parks, facilities such as the Briggs Road Function Room, and the use of sporting grounds and clubhouses have been increased by a small percentage in line with increases in Councils operating costs (Attachment B – page 119).

**Camping Fees**

Camping fees have not been increased, remaining at $12.00 for an unpowered site, and $15.00 for a powered site (Rosewood showgrounds only), in order to remain competitive within the region and to be classified as “RV Friendly” by the Caravan and Camping Association (Attachment B – page 121).

**Regulated Parking**

On-street parking meter charges are proposed to increase by $0.20 per hour. This is first increase in four years (Attachment B – page 128). The standard hourly rates are outlined in Table 1:

---

4
Table 1: Regulated Parking Meter Charges 2018-2019

<table>
<thead>
<tr>
<th>Time restriction</th>
<th>Fee (incl. GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>½ Hour</td>
<td>$0.70</td>
</tr>
<tr>
<td>1 Hour</td>
<td>$1.40</td>
</tr>
<tr>
<td>2 Hour</td>
<td>$2.80</td>
</tr>
<tr>
<td>3 Hour</td>
<td>$4.20</td>
</tr>
<tr>
<td>4 Hour</td>
<td>$5.60</td>
</tr>
<tr>
<td>9 Hour</td>
<td>$7.00</td>
</tr>
</tbody>
</table>

The fee for closure of a metered parking space has also been increased (Attachment B - page 127).

**Waste Collection Services - Domestic**

Charges for the disposal of tyres are proposed to increase by fifty cents per tyre, or one dollar per tyre where this includes the rim (Attachment B – page 131).

The general waste fee (gate fee) for domestic users at the Riverview Recycling and Refuse Centre and the Rosewood Recycling and Refuse Centre have not been increased and are proposed to remain at $12.00 (Attachment B – page 132).

Green Waste Services available to residential tenants (rental properties) utilising 360 litre and 240 litre bins are proposed to remain at the flat fee of $38.00 per six months, or $75.00 per annum and remains consistent with the utility charges for owner-occupied properties (Attachment B – page 135).

**Infrastructure Services Department**

The Infrastructure Services Department has only a small number of charges, all of which relate to the provisions of Maps, Data and Plans. These charges are subject to standard annual escalation (Attachment B – page 138).

**Arts, Social Development and Community Engagement Department**

**Home Assist**

The user contribution for Home Assist services is proposed to remain at $60.00 for a third year. Maintaining the charge at its current rate is considered appropriate in the context of steady delivery costs and limited capacity of clients to pay increased service costs (Attachment B – page 138).

**Venue Hire and Associated Services**

Ipswich Civic Centre’s commercial fees and charges have been subject to minor increases linked to CPI where applicable to ensure services remain competitively priced within the market (Attachment B – page 139).

Other venue hire charges, including office and meeting room rentals at the W. G. Hayden Humanities Building, are proposed to remain unchanged for a further year. These venues are predominantly used by community organisations (Attachment B – page 138).
New half day hire fees have been proposed to provide customers with more flexible options for the North Ipswich Reserve Corporate Centre booking charges (Attachment B – page 149).

**Library Services**
The range of library services were reviewed in detail in 2016, with the objective of increasing community patronage, this strategy has proved effective and as such no material changes are proposed for 2018-2019 (Attachment B – page 151). Fees are proposed to be consistently applied across all Ipswich Libraries, including the new Springfield Central Library.

Library training fees have been simplified, with a single hourly fee inclusive of use of PCs within the rooms (Attachment B – page 156). The additional charges per PC are proposed to be discontinued.

Library School holiday movie ticket fees have been discontinued, as the service is no longer provided, noting that the School holiday programs are generally provided by the Library free of charge (Attachment B – page 158).

**Art Gallery**
The Community Gallery hire fee is proposed to remain unchanged at $110.00 per week for a fourth year (Attachment B – page 160).

**Economic Development and Marketing**

**Tourism**
ITON participation fees for tourism business operators are proposed to be discontinued for 2018-2019 (Attachment B – page 161). This nominal charge has been in place for a number of years and upon review has been identified as a potential disincentive to tourism operators joining. In addition, increased efficiencies in managing the network as it has matured has resulted in lower costs, allowing for discontinuation of the fee.

A new fee of $150.00 is proposed for tourism operators outside Ipswich City boundaries, allowing businesses from surrounding regions to access promotional services, such as pamphlet distribution at the Ipswich Visitor Information Centre, this is in keeping with the intent of ITON to promote tourism within Ipswich and the surrounding regions (Attachment B – page 161).

Tourism fees are otherwise proposed to remain unchanged to encourage engagement of industry (Attachment B – page 161).

**Marketing**
Marketing services, such as supporting international delegations and the use of street banners for advertising, have nominal increases however revenue from these services is limited, with ad-hoc demand (Attachment B – page 161).

Marketing fees for rates notice inserts have been transferred to Finance and Corporate Services.
**Fire Station 101 (Co-working space and technology incubator)**

Fees and Charges for Fire Station 101 (FS101) are subject to Council approving the transfer of the business functions of FS101 from Ipswich City Enterprises Pty Ltd to Council.

The current range of services include membership plans for technology start-ups, venue hire, mentoring and event facilitation (Attachment B – page 163) and are consistent with prices charged by FS101 in 2017-2018.

Several new service fees, such as mentoring/facilitation charges for non-members, key deposits and event setup charges, which are expected to be required to support the existing operations have been incorporated and are proposed at levels consistent with comparable services within Council (Attachment B – page 164).

**Finance and Corporate Services Department**

**Financial Services**

Rates transaction searches are now available to ratepayers free of charge via online self-service options (Attachment B – page 167).

The existing fees of $7.40 per 15 minutes for land records searches and inspections are proposed to be discontinued, as these services are rarely utilised (Attachment B – page 167).

Duplicate rates notices for the current year are to continue to be available at no charge in order to encourage timely payment of rates. Copies of rates notices from a prior year are to increase from $7.40 per quarter to $8 per quarter (Attachment B – page 168).

**Change of Ownership**

The change of ownership fee is proposed to remain unchanged. At $95.00, this service is still considered to be appropriately reflective of the cost of delivery (Attachment B – page 168).

**Right to Information and Information Privacy**

The Right to Information fees are set under regulation by the Queensland Department of Justice and Attorney-General on an annual basis. The charges to apply for the forthcoming financial year have yet to be advised. As a result, the draft report reflects the current charges, which will be updated upon release of the regulatory charge (Attachment B – page 170).

**Marketing and Print Charges**

A fee for the production and inclusion of double sided marketing brochures into quarterly rates notice mail outs has been transferred to Finance and Corporate Services Department (Attachment B – page 171).

**GIS mapping products**

The hourly rates for GIS mapping production (consultant and operator charges) have been discontinued, as the service has not been utilised for some time (Attachment B – page 172).
Provision has been made for GIS services to be delivered on the basis of quote if required (Attachment B – page 172).

Hardcopy GIS map products have been subject to a small increase against 2017-2018 (Attachment B – page 172).

**Property Branch**

Property searches at $110.00 (Attachment B – page 168), can now be found under the Rates Records section.

The charge for flood level requests of $135.00 is now included in Planning and Development in section 4.7 Other Fees (Attachment B – page 61).

**ATTACHMENTS:**

<table>
<thead>
<tr>
<th>Name of Attachment</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019 Register of Fees and Charges</td>
<td>Attachment A</td>
</tr>
<tr>
<td>Proposed amendments to fees and charges</td>
<td>Attachment B</td>
</tr>
</tbody>
</table>

**RECOMMENDATION:**

A. That the proposed 2018-2019 Fees and Charges, as detailed in Attachment A to the report by the Treasury Accounting Manager dated 10 May 2018, excluding pages 53 to 80, be adopted with an effective date of 1 July 2018.

B. That the amendments to Fees and Charges for 2018-2019, as detailed in Attachment B to the report by the Treasury Accounting Manager dated 10 May 2018, be received and noted.

Paul Mollenhauer  
**TREASURY ACCOUNTING MANAGER**

I concur with the recommendations contained in this report.

Jeff Keech  
**ACTING CHIEF FINANCIAL OFFICER**
Register of Fees and Charges

2018-2019
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 of 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.
PLANNING AND DEVELOPMENT DEPARTMENT

1. Fee Policies

1.1 Goods and Services Tax (GST)

1.2 Fee for Works Constructed without Council Approval

1.3 Reducing Development Application Fees

1.4 Application Fee Cap

1.5 Discount of Development Application Fees – Bona Fide Charitable or Community Organisations

1.6 Refund of Fees – Prior to the determination of an application

1.7 Refund of Fees – After the determination of an application

1.8 Not properly made applications returned to the applicant

1.9 Applications involving more than one type of Development

1.10 Development Applications involving Multiple Components

1.11 Preliminary Approval (Section 49 (2) of the Planning Act 2016)

1.12 Resubmission of an Application/Approval

1.13 Review of Specialist Studies

1.14 Consultant’s Fees

1.15 Other Fees and Charges not listed below

1.16 Infrastructure Agreements

1.17 Electronically Submitted Applications

1.18 Operational Works Application

1.19 Build Over Relevant Infrastructure

1.20 Determination of Levels of Assessment

1.21 Performance Security for reinstatement of a building (section 2.2.2)

2. Building Services

2.1 Building Certification Fees

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2.1.2 Class 10 Buildings/Structures

2.1.3 Class 3 and Class 5 to Class 9 Buildings

2.1.4 Removal or demolition of a building

2.1.5 Change of classification of a building

2.1.6 Assessment of Reports and Alternative Solutions

2.2 Building Work – Regulatory Services

2.2.1 Advertising and Signage

2.2.2 Demolition, Removal, Reinstatement of a building

2.2.3 Concurrence Agency Fees

2.2.4 Other Building Fees

2.3 Private Certification Lodgement Fee

3. Plumbing and Drainage Fees

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2.4.4 Piano

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2.8 Lockyer Room

2.9 Logan Room

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3.1 Facilities Hire

3.1.1 Community

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4.2.3 Library Study Rooms

4.2.4 Training Room Hire

4.3 Other Library Charges

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Ipswich City Council

PLANNING AND DEVELOPMENT DEPARTMENT

1. Fee Policies

1.1 Goods and Services Tax (GST)

Bond figures quoted below are out of scope for GST purposes and therefore GST is not payable. Should Council be required to call up / draw down on the security bond for the nature of compensation, this does not represent a taxable supply and therefore is out of scope.

1.2 Fee for Works Constructed without Council Approval

An additional fee of 25% of the relevant application fee, with a minimum fee of $370.00 shall be imposed on all Building (including Signs) and Plumbing applications where works have been constructed or a use has commenced without first obtaining the necessary Council approvals.

1.3 Reducing Development Application Fees

Upon receipt of a written request by the applicant, the City Planner, relevant Branch Manager or Team Coordinator has the authority to determine to wholly or partially reduce a Development Application Fee where a strict application of the scheduled fee in their opinion is unfair or unreasonable.

For example:

1. Where an application is withdrawn and a similar proposal is lodged as a new application, a new fee is to be determined based on the additional assessment to be undertaken and having regard to any refund granted for the original application.

2. Where the strict application of a per meter squared or hectare fee results in an unreasonable amount that exceeds Council’s costs in assessing the development, the fee is to be reduced to reflect Council’s assessment costs.

3. Where assessing single residential uses in association with reconfiguring a lot the fee is to be determined on a lot/dwelling type basis rather than per lot.

1.4 Application Fee Cap

Upon receipt of a written request by the applicant, the City Planner or Development Planning Manager has the authority to apply an application fee cap to Material Change of Use Applications, Reconfiguring a Lot Development Applications, Variation Requests or combinations thereof. This cap applies when:

• An application is for other than residential development;

• An application is for development consistent with the Planning Scheme or its overall strategic framework; and

• The scheduled fee is greater than $250,000.00 (if calculated in accordance with the adopted fees and charges).

The cap does not extend to:

• An application is for residential development;

• An application is for development inconsistent with the Planning Scheme, unless it is considered to be consistent with the overall strategic framework;

• Developments where a fee has been specifically quoted by Council officers which is greater than $250,000.00 (if calculated in accordance with the adopted fees and charges), in which case the quoted fee applies; and

• Specialist review of application material, to which section 1.13 of the adopted fees and charges applies in all instances.
1.5 Discount of Development Application Fees – Bona Fide Charitable or Community Organisations

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

- Upon proof of status as a bona fide charitable or not-for-profit organisation; or
- Acceptance by the City Planner, relevant Branch Manager or Team Coordinator that the applicant is a bona fide charitable or community organisation.

This does not apply to private clubs (with the exception of Senior Citizens Clubs) or to applications for commercial uses, lot reconfigurations or similar developments where such developments do not fulfil a significant community role and which are not considered to be ‘not-for-profit’ developments.

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

- Upon proof of status as a bona fide charitable or not-for-profit organisation; or
- Acceptance by the City Planner, relevant Branch Manager or Team Coordinator that the applicant is a bona fide charitable or community organisation.

This does not apply to private clubs (with the exception of Senior Citizens Clubs) or to applications for commercial uses, lot reconfigurations or similar developments where such developments do not fulfil a significant community role and which are not considered to be ‘not-for-profit’ developments.

1.6 Refund of Fees – Prior to the determination of an application

If an application (including a Local Law or plumbing application) is withdrawn prior to its determination a refund is applicable as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>During application stage (up to and including issue of Confirmation Notice – where applicable)</td>
<td>80% of assessment fee (incl GST where applicable)</td>
<td>-</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Plumbing applications</td>
<td>95% of permit fee (incl GST where applicable)</td>
<td>-</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Information and referral stage (prior to submission of Information Request response)</td>
<td>60% of assessment fee (incl GST where applicable)</td>
<td>-</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Plumbing applications</td>
<td>90% of permit fee (incl GST where applicable)</td>
<td>-</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>During Public Notification stage (where applicable)</td>
<td>60% of assessment fee (incl GST where applicable)</td>
<td>-</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Decision stage (prior to Council decision)</td>
<td>20% of assessment fee (incl GST where applicable)</td>
<td>-</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Inspection fees (Building applications only where no inspection has been carried out)</td>
<td>100% of inspection fee (incl GST where applicable)</td>
<td>-</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Lapsed</td>
<td>No refund</td>
<td>-</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>All other instances</td>
<td>To be determined by the Responsible Officer</td>
<td>-</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

Price list effective 1 July 2018. # Indicates 10% GST included.
1.7 Refund of Fees – After the determination of an application

If after an application has been determined (including a Local Law or plumbing application) it is cancelled or lapses a refund is applicable as follows:

<table>
<thead>
<tr>
<th>Cancellation Type</th>
<th>Fee Details</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancelled: Building approvals</td>
<td>95% of inspection fee where no inspections have been carried out OR 25% reduction of the inspection fee for each inspection carried out (incl GST where applicable)</td>
<td>-</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Cancelled: Plumbing approvals – Class 1 &amp; 10 buildings</td>
<td>85% of permit fee where no inspections have been carried out OR 25% reduction of the permit fee for each inspection carried out (incl GST where applicable)</td>
<td>-</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Cancelled: Plumbing approvals – Class 2 to 9 buildings</td>
<td>To be determined by Responsible Officer</td>
<td>-</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Cancelled: Operational Works approvals (where no inspection has been carried out)</td>
<td>15% of the assessment fee (incl GST where applicable)</td>
<td>-</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Cancelled: All other approvals</td>
<td>No refund</td>
<td>-</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Lapsed</td>
<td>No refund</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

1.8 Not properly made applications returned to the applicant

Not properly made applications returned to the applicant Full fees are applicable for the resubmission of an application which was cancelled as being not properly made. Planning Act 2016 s51 (a)

1.9 Applications involving more than one type of Development

Fees for the application shall be the sum of those fees that would have been paid in the event of a separate application being lodged for each type.

1.10 Development Applications involving Multiple Components

The fees for a Development Permit Application, which involves assessment under Council’s Planning Scheme and the Building Code of Australia will be calculated as the sum of the fees applicable to the Building Work, Plumbing and Drainage, Reconfiguring a Lot and Material Change of Use of Premises Sections.

1.11 Preliminary Approval (Section 49 (2) of the Planning Act 2016)

Except where specifically indicated otherwise, application fees shall be the same for a preliminary approval (other than a preliminary approval in accordance with section 61 of the Planning Act 2016 as for a Development Permit. Where a Development Permit is subsequently sought for the same proposal a fee of 50% of the current fee is applicable.

1.12 Resubmission of an Application/Approval

The fee payable for a development application where an application/approval for the same proposal lapsed within the previous 12 months 35% of the relevant current assessment fee with a minimum fee of $1,070.00 at the time of relodgement of the application. Planning Act 2016 s51 (a)

NOTE: The reduced resubmission fee is applicable regardless of whether the landowner was the original applicant or not.
1.13 **Review of Specialist Studies**

Where a development application is made to Council and a specialist study (e.g. Economic Impact Assessment, Flood Report, Traffic Report, Geotechnical Report, etc.) is required to be submitted and Council elects to have that study independently assessed by a second consultant, the applicant shall pay an additional fee. Such fee shall be the actual cost charged to Council for the review of the study by a specialist consultant but shall not include the time of any Council officer in organising for such review to be undertaken. Any additional fee shall be paid prior to the determination of the application.

1.14 **Consultant's Fees**

Where a development application is referred to an external consultant for processing, any additional cost of such external processing, above the level of the scheduled fee, is to be paid by the applicant prior to determination of the application, to the value that the external consultant's charge is greater than the scheduled fee.

1.15 **Other Fees and Charges not listed below**

Fees and Charges for other uses not mentioned below will be determined by the Responsible Officer upon request.

1.16 **Infrastructure Agreements**

<table>
<thead>
<tr>
<th>Infrastructure Agreement</th>
<th>By Quote</th>
<th>Local Government Act s262(3)(c)</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Where an application is made to Council and an Infrastructure Agreement is required the applicant shall pay all costs associated with the preparation and on-going management of the Infrastructure Agreement, as quoted by the Responsible Officer upon request.

1.17 **Electronically Submitted Applications**

Where a Building or Plumbing Application or a private certifier lodgement is completely submitted electronically and is capable of being assessed and returned completely electronically the electronic lodgement fee will apply.

The email address for all interested parties (including owners and applicants) must be provided.

1.18 **Operational Works Application**

Where an Operational Works application is made by an accredited consultant in conjunction with the Decision Ready program, a 20% discount on the respective assessment fee will apply.

1.19 **Build Over Relevant Infrastructure**

From the 1 November 2013, building work over or near relevant infrastructure must be assessed against Queensland Development Code Mandatory Part 1.4 (MP 1.4) ‘Building over or near relevant infrastructure’. Section 54 of the Planning Act 2016 prescribes relevant service providers as a concurrence agency for the purpose of referrals for MP 1.4 when the proposed work does not comply with the acceptable solutions of the code or is for an applicable class 2-9 building.

Queensland Urban Utilities is the concurrence agency for water and sewer infrastructure. Ipswich City Council is the concurrence agency for stormwater infrastructure. For fees refer to Section 5 Engineering & Environment Fees.

1.20 **Determination of Levels of Assessment**

Where the applicant seeks a clarification from Council on the level of assessment for a certain development proposal, the applicant will be required to pay 25% of the current relevant development application fee. If an application is subsequently lodged consistent with the description provided in the request, the applicable fee for that application will be discounted by the amount previously paid.

**NOTE:** Acceptance of cheque payments, developer infrastructure contributions and bank guarantees are to be in accordance with Council's Credit Risk Policy.

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**Price list effective 1 July 2018.**  
# Indicates 10% GST included.  
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1.21 Performance Security for reinstatement of a building (section 2.2.2)

A reduction in the performance security may be allowed where extenuating circumstances exist such as where the proposed building is in immaculate condition or where an applicant can provide written quotes from licensed trades persons for the complete reinstatement and these quotes amount to less than the adopted security amount.

Furthermore where a cash performance security has been paid a request can be made, during the reinstatement process, for incremental returns of the security bond after completion of certain stages of the reinstatement process. Any such return will be subject to a satisfactory inspection by Council, however the performance security will not be reduced below the value of any remaining works required to be undertaken.

2. Building Services

Throughout this section of the fee schedule, different classifications of buildings are referred to. The classes detailed are as per the Australian Building Code, and are as follows:

Class 1a – Single or Detached Dwelling
Class 2 – Building containing 2 or more sole-occupancy units each being a separate dwelling
Class 3 – Residential building, other than Class 1 or 2 building, which is a common place of long-term or transient living for a number of unrelated persons
Class 4 – Dwelling in a building that is Class 5 to 9 if it is the only dwelling in the building
Class 5 – Office Building, used for professional or commercial purposes, excluding Class 6, 7, 8 or 9 buildings
Class 6 – Shop or other building for the sale of goods by retail or the supply of services direct to the public
Class 7a – Carpark
Class 7b – Building for storage or display of goods or produce for sale by wholesale
Class 8 – Laboratory, or a building in which a handicraft or process for the production, assembling, altering, repairing, packing, finishing or cleaning of goods or produce is carried on for trade, sale or gain
Class 9a – Health-care building, including those parts of the building set aside as a laboratory
Class 9b – Assembly building, including a trade workshop, laboratory or the like in a primary or secondary school, but excluding any other parts of the building that are of another class.
Class 9c – Aged Care building
Class 10a – Non-habitable building such as private garage, carport, shed or the like
Class 10b – Structure being a fence, mast, antenna, retaining or free-standing wall, swimming pool or the like
Class 10c – A private bushfire shelter

NOTE 1: The fees detailed in this section (Section 2) in respect to a particular function do not necessarily include all fees that may apply to that application. Due to the nature of an application, other appropriate application fees may be required (e.g. Siting Variations, Material Change of Use application, Plumbing application). These fees can be found in the appropriate section of this schedule, or can be quoted when the application is being submitted.

NOTE 2: Fees may also be applied by the Health, Security and Regulatory Services Department for the inspection of environmental health issues associated with an application.

2.1 Building Certification Fees

2.1.1 Class 1A, Class 1B, Class 2 and Class 4

NOTE: Class 1B and Class 2 buildings are to be dealt with as if each unit is a separate dwelling and the fees charged accordingly.

(a) Lodgement Fee

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardcopy lodgement</td>
<td>$240.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td>#</td>
</tr>
<tr>
<td>Electronic lodgement</td>
<td>$195.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td>#</td>
</tr>
</tbody>
</table>

(Refer to Fee Policies s1.17 above)
### (b) Assessment Fee

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST / LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 60m² in floor area</td>
<td>$470.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Between 60m² and 350m²</td>
<td>$770.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Over 350m²</td>
<td>$950.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Underpinning or restumping</td>
<td>$480.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Roof replacement</td>
<td>$480.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

### (c) Inspection Fee

#### i Standard Inspections

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST / LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per inspection (footing, slab, frame, final)</td>
<td>$225.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Re-inspection fee</td>
<td>$165.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

#### ii Request for an assessment of a building application, including an inspection, for which a development permit was issued and more than 2 years has lapsed from the development permit approval date.

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST / LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>For an application issued prior to 1 April 1998</td>
<td>$440.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>For an application issued after 1 April 1998</td>
<td>$320.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

#### iii After hours inspection by prior arrangement – an additional fee shall apply

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST / LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 6.30am and after 5.30pm Mon-Fri (up to 3 hours)</td>
<td>$660.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Any other time (up to 3 hours)</td>
<td>$865.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Per hour in excess of 3 hours</td>
<td>$205.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

### (d) Energy Efficiency compliance checking

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST / LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant requests a ‘deemed to satisfy’ assessment</td>
<td>$220.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

### 2.1.2 Class 10 Buildings/Structures

#### (a) Lodgement Fee

Payable for all applications for Class 10 building work

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST / LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardcopy lodgement</td>
<td>$240.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Electronic lodgement</td>
<td>$195.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

(Refer to Fee Policies s1.17 above)
## (b) Assessment Fee

### Class 10A Buildings

#### i. Class 10A Buildings

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 60m² in floor area</td>
<td>$475.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Over 60m²</td>
<td>$540.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

#### ii. Class 10B Structures

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retaining Wall/Fence (excluding Swimming Pool fencing)</td>
<td>$475.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Swimming Pools/Spas/Swimming Pool Fencing/Advertising Device</td>
<td>$560.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Antenna, Mast and any other Class 10 structure not previously listed</td>
<td>$480.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

## (c) Inspection Fee

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection fee</td>
<td>$230.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Re-inspection fee</td>
<td>$165.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

### i. Request for an assessment of a building application, including an inspection, for which a development permit was issued and more than 2 years has lapsed from the development permit approval date

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>For an application issued prior to 1 April 1998</td>
<td>$440.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>For an application issued after 1 April 1998</td>
<td>$320.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

### ii. After hours inspection by prior arrangement (an additional fee shall apply)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 6.30am and after 5.30pm Mon-Fri (up to 3 hours)</td>
<td>$660.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Any other time (up to 3 hours)</td>
<td>$865.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Per hour in excess of 3 hours</td>
<td>$205.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

## 2.1.3 Class 3 and Class 5 to Class 9 Buildings

### (a) Lodgement Fee

Payable for all applications for Commercial/Industrial building work

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardcopy lodgement</td>
<td>$240.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Electronic lodgement</td>
<td>$195.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

(Refer to Fee Policies s1.17 above)
**Assessment Fee**

---

### i. Fitting out of a Shop:

#### a. Buildings under 2,000m² or less than 4 storeys

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 60m² in floor area</td>
<td>$470.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>and for each additional 10m² or part thereof up to 150m²</td>
<td>$75.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Between 151m² and 300m²</td>
<td>$1,000.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Between 301m² and 500m²</td>
<td>$1,740.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Between 501m² and 1,000m²</td>
<td>$1,760.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>and for each additional m² or part thereof over 500m²</td>
<td>$3.50</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Between 1,001m² and 2,000m²</td>
<td>$3,700.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>and for each additional m² or part thereof over 1,000m²</td>
<td>$1.85</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

---

### b. Buildings greater than 2,000m² or higher than 3 storeys

- Fee for preparation of quote: $490.00
- Fee for building certification: By Quote

---

### ii. New Building Work:

#### a. Buildings under 2,000m² or less than 4 storeys

1. **Buildings up to 500m²**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>For assessment of buildings up to 500m² in area – Up to 150m² in floor area</td>
<td>$980.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>For assessment of buildings up to 500m² in area – Between 151m² and 300m²</td>
<td>$1,200.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>For assessment of buildings up to 500m² in area – Between 301m² and 500m²</td>
<td>$2,000.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

2. **Buildings over 500m²**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>For assessment of buildings over 500m² in area – Between 501m² and 1,000m²</td>
<td>$2,100.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>and for each additional m² or part thereof over 500m²</td>
<td>$3.95</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>For assessment of buildings over 500m² in area – Between 1,001m² and 2,000m²</td>
<td>$4,000.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>and for each additional m² or part thereof over 1,000m²</td>
<td>$1.85</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>
b. **Buildings greater than 2,000m² or higher than 3 storeys**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST / LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee for preparation of Quote</td>
<td>$490.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Fee for building certification</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

**c) Inspection Fee**

NOTE: Additional or re-inspection fees may apply and may be charged at a rate proportionate to this fee

i **Standard Inspection**

<table>
<thead>
<tr>
<th>Floor Area</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST / LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 500m² in floor area (per inspection)</td>
<td>$295.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Between 501m² and 2000m² (per inspection)</td>
<td>$425.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

ii **Request for an assessment of a building application, including an inspection, for which a development permit was issued and more than 2 years has lapsed from the development permit approval date**

<table>
<thead>
<tr>
<th>Application Date</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST / LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>For an application issued prior to 1 April 1998</td>
<td>$590.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>For an application issued after 1 April 1998</td>
<td>$455.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

iii **After hours inspection by prior arrangement – an additional fee shall apply**

<table>
<thead>
<tr>
<th>Time</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST / LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 6.30am and after 5.30pm Mon-Fri (up to 3 hours)</td>
<td>$660.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Any other time (up to 3 hours)</td>
<td>$865.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Per hour in excess of 3 hours</td>
<td>$205.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

2.1.4 **Removal or demolition of a building**

These fees are payable when Council is engaged as the Building Certifier

(a) **Lodgement Fee**

Payable for all applications that involve building work

<table>
<thead>
<tr>
<th>Lodgement Method</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST / LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardcopy lodgement</td>
<td>$240.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Electronic lodgement</td>
<td>$195.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

(Refer to Fee Policies s1.17 above)
### (b) Assessment Fee

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All classes of building work involving removal or demolition</td>
<td>$330.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

Refer to Section 3 for Plumbing and Drainage Fees. Refer to 'Demolition/Removal of a Heritage Place' in section 4.1.7 where application refers to a heritage listed site. For Security fees associated with Demolition, Removal or Reinstatement of a building refer Section 2.2.2. For Concurrency Agency fees associated with Demolition, Removal or Reinstatement of a building refer Section 2.2.3.

Site Visit fee

| Site Visit fee | $165.00 | Local Government Act s262(3)(c) | #     |

### 2.1.5 Change of classification of a building

**(a) Lodgement Fee**

Payable for all applications that involve building work

<table>
<thead>
<tr>
<th>Lodgement Type</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardcopy lodgement</td>
<td>$240.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Electronic lodgement</td>
<td>$195.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

(Refer to Fee Policies s1.17 above)

### (b) Assessment Fee

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change of classification to a Class 1 building</td>
<td>$770.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Change of classification from any class to Class 2 to 9 building</td>
<td>Refer to Item 2.1.3b</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Temporary building</td>
<td>Fees as per new building works</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

### (c) Inspection Fee

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection fee</td>
<td>Fees as per new building works applicable to the classification. E.g. residential/commercial</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

### 2.1.6 Assessment of Reports and Alternative Solutions

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment of Fire Engineering Reports, Queensland Development Code (QDC) compliance reports and alternative solutions</td>
<td>$950.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

### 2.2 Building Work – Regulatory Services

#### 2.2.1 Advertising and Signage

Refer to item 2.1.3 for building application fees
2.2.2 Demolition, Removal, Reinstatement of a building

(a) Security

Payment of the following securities shall apply, for each component listed

<table>
<thead>
<tr>
<th>Security for siteworks</th>
<th>$1,080.00</th>
<th>Planning Regulation 2017 Schedule 9 (a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted performance security for reinstatement of the removal building (any variation to be determined by the Responsible Officer. Refer Fee Policy 1.21)</td>
<td>$85,000.00</td>
<td>Planning Regulation 2017 Schedule 9 (a)</td>
</tr>
<tr>
<td>Administrative fee, to accompany performance security for release and/or reduction of performance security (including inspections)</td>
<td>$390.00</td>
<td>Planning Regulation 2017 Schedule 9 # (a)</td>
</tr>
</tbody>
</table>

2.2.3 Concurrence Agency Fees

(a) Demolition, Removal, Reinstatement of a building

i. Determination of Performance Security and Amenity Aesthetics Decision in respect to Reinstatement of Buildings, including onsite inspection before removal

<table>
<thead>
<tr>
<th>Location</th>
<th>Fee</th>
<th>Legislative Provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Located inside Ipswich City boundaries</td>
<td>$730.00</td>
<td>Planning Regulation 2017 Schedule 9 (a)</td>
</tr>
<tr>
<td>Located outside Ipswich City boundaries (within 50km of Ipswich City boundary)</td>
<td>$940.00</td>
<td>Planning Regulation 2017 Schedule 9 (a)</td>
</tr>
<tr>
<td>Located outside Ipswich City boundaries (more than 50km of Ipswich City boundary)</td>
<td>$1,080.00 plus $2.20 per km for every km beyond 50 km from the Ipswich City Boundary</td>
<td>Planning Regulation 2017 Schedule 9 (a)</td>
</tr>
<tr>
<td>Determination of Site Securities (removal) and Amenity Aesthetics Decision (demolition/removal)</td>
<td>$300.00</td>
<td>Planning Regulation 2017 Schedule 9 (a)</td>
</tr>
</tbody>
</table>

(b) Siting Variations

| Application for Siting Variation under the Planning Regulation 2017 and Ipswich City Council Planning Scheme or amendment to Building Setback Plan | $590.00 | Planning Regulation 2017 Schedule 9 (a) |

(c) Amenity and Aesthetics

For each of the items listed below requiring Amenity and Aesthetics Determination under the Planning Regulation 2017 and Ipswich City Council Planning Scheme, the fee per item shall be:

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
<th>Legislative Provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping containers, railway carriages (including transportable buildings, site shed), carports (more than 1, either existing or proposed, located within 6.0m road boundary setback)</td>
<td>$590.00</td>
<td>Planning Regulation 2017 Schedule 9 (a)</td>
</tr>
<tr>
<td>Class 10 building exceeding more than one storey, having a wall height greater than 3.6m at the pitching line or erected on vacant land (not containing a dwelling)</td>
<td>$590.00</td>
<td>Planning Regulation 2017 Schedule 9 (a)</td>
</tr>
<tr>
<td>Steel 'kit' garages, prefab kit buildings, or transportable site sheds or the like used as a Class 1 building</td>
<td>$590.00</td>
<td>Planning Regulation 2017 Schedule 9 (a)</td>
</tr>
</tbody>
</table>
### (d) Other fees

<table>
<thead>
<tr>
<th>Application</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications for more than 1 item mentioned in Schedule 9 of the Planning Regulation 2017</td>
<td>$900.00</td>
<td>Planning Regulation 2017 Schedule 9</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Application for Building work for a Class 1 buildings on premises with onsite wastewater management system</td>
<td>$565.00</td>
<td>Planning Regulation 2017 Schedule 9</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Any other LG referral agency items listed in Schedule 9 of the Planning Regulation 2017</td>
<td>$565.00</td>
<td>Planning Regulation 2017 Schedule 9</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>

### 2.2.4 Other Building Fees

#### (a) Swimming Pool

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pool Safety inspection</td>
<td>$525.00</td>
<td>Building Act 1975 s246AH</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Application for exemption</td>
<td>$680.00</td>
<td>Building Act 1975 s235</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Re-inspection</td>
<td>$165.00</td>
<td>Building Act 1975 s246AH</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>

#### (b) Change of builder on approval documentation

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change of builder on approval documentation</td>
<td>$100.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

#### (c) Extension of time (relevant period)

<table>
<thead>
<tr>
<th>Class</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 1 and 10 (not subject to planning approvals)</td>
<td>$185.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Class 1 subject to planning approvals</td>
<td>$310.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Class 2 to 9</td>
<td>$440.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

#### (d) Amendments to plans

<table>
<thead>
<tr>
<th>Class</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 1, Class 2, Class 4 and Class 10 buildings – minor amendment</td>
<td>$230.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Class 1, Class 2, Class 4 and Class 10 buildings – major amendment</td>
<td>$645.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Class 3, Class 5 to Class 9 buildings – minor amendment</td>
<td>$690.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Class 3, Class 5 to Class 9 buildings – major amendment</td>
<td>$1,450.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

#### (e) Private Certifier Information Requests

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Information – per item per property</td>
<td>$64.00</td>
<td>Planning Regulation 2017 Schedule 24</td>
<td>(c)</td>
<td></td>
</tr>
</tbody>
</table>
## 2.3 Private Certification Lodgement Fee

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic lodgement – All Classes</td>
<td>$195.00</td>
<td>Building Act 1975 s86(1)(c)</td>
</tr>
<tr>
<td>Must be accompanied by payment and in the manner approved by Council</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hardcopy lodgement – All Classes</td>
<td>$240.00</td>
<td>Building Act 1975 s86(1)(c)</td>
</tr>
<tr>
<td>Amended decision notice lodgement fee</td>
<td>$32.00</td>
<td>Building Act 1975 s86(1)(c)</td>
</tr>
</tbody>
</table>

## 3. Plumbing and Drainage Fees

(OTHER: Where a licensed person chooses to request a compliance permit for Notifiable Work, fees in accordance with sections 3.1 and 3.2, as applicable will apply)

### 3.1 Lodgement

(OTHER) Lodgement Fee

<table>
<thead>
<tr>
<th>Lodgement Type</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardcopy lodgement</td>
<td>$240.00</td>
<td>Local Government Act s262(3)(c) #</td>
</tr>
<tr>
<td>Electronic lodgement</td>
<td>$195.00</td>
<td>Local Government Act s262(3)(c) #</td>
</tr>
</tbody>
</table>

(Refer to Fee Policies s1.17 above)

### 3.2 Permit Fees

(OTHER) Fee includes issuing of the Permit and inspections during construction. Applicable to all plumbing applications and amended plans that contain additional fixtures.
### 3.2.1 Building Classes 1 and 10 Permit Fee (per fixture)

<table>
<thead>
<tr>
<th>Fixtures Range</th>
<th>Fee (per fixture)</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 50 fixtures</td>
<td>$119.00</td>
<td>Plumbing and Drainage Act 2002 s85(2)(c)</td>
</tr>
<tr>
<td>51 to 100 fixtures</td>
<td>$111.00</td>
<td>Plumbing and Drainage Act 2002 s85(2)(c)</td>
</tr>
<tr>
<td>101 to 200 fixtures</td>
<td>$96.00</td>
<td>Plumbing and Drainage Act 2002 s85(2)(c)</td>
</tr>
<tr>
<td>Over 200 fixtures</td>
<td>$86.00</td>
<td>Plumbing and Drainage Act 2002 s85(2)(c)</td>
</tr>
</tbody>
</table>

### 3.2.2 Building Class 2 to 9 Permit Fee (per fixture) (Includes Shopping Centres, Caravan Parks, Strata Title High Rise, Tenancy Fit Outs)

<table>
<thead>
<tr>
<th>Fixtures Range</th>
<th>Fee (per fixture)</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 50 fixtures</td>
<td>$130.00</td>
<td>Plumbing and Drainage Act 2002 s85(2)(c)</td>
</tr>
<tr>
<td>51 to 100 fixtures</td>
<td>$122.00</td>
<td>Plumbing and Drainage Act 2002 s85(2)(c)</td>
</tr>
<tr>
<td>101 to 200 fixtures</td>
<td>$114.00</td>
<td>Plumbing and Drainage Act 2002 s85(2)(c)</td>
</tr>
<tr>
<td>201 to 300 fixtures</td>
<td>$100.00</td>
<td>Plumbing and Drainage Act 2002 s85(2)(c)</td>
</tr>
<tr>
<td>301 to 500 fixtures</td>
<td>$77.00</td>
<td>Plumbing and Drainage Act 2002 s85(2)(c)</td>
</tr>
<tr>
<td>Over 500 fixtures</td>
<td>$46.00</td>
<td>Plumbing and Drainage Act 2002 s85(2)(c)</td>
</tr>
</tbody>
</table>

### 3.3 Services not Associated with Fixtures (e.g. Water ring mains)

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>$370.00</td>
<td>Plumbing and Drainage Act 2002 s85(2)(c)</td>
</tr>
<tr>
<td>Inspection (per inspection)</td>
<td>$165.00</td>
<td>Plumbing and Drainage Act 2002 s86(2)(c)</td>
</tr>
</tbody>
</table>

### 3.4 Project Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance Assessment for public sector entities (e.g. State Government)</td>
<td>By Quote</td>
<td>Plumbing and Drainage Act 2002 s86(2)(c)</td>
</tr>
</tbody>
</table>
### 3.5 Registration and Annual Testing of Testable Backflow Prevention Devices

NOTE: Responsibility for payment of Registration and Annual Testing of testable Backflow Prevention Devices – The Owner of a testable backflow prevention device is responsible for the payment of the Registration and Annual Testing of testable Backflow Prevention Devices fee levied in accordance with section 97(2)(e) of the Local Government Act 2009 as adopted in Council’s Fees and Charges.

(a) **Class 1 & 10 Buildings (Initial Registration or Annual Renewal)**

| Per device | $65.00 | Standard Plumbing and Drainage Regulation 2003 s38(3)(a) |

(b) **Class 2 to 9 Buildings (Initial Registration or Annual Renewal)**

| First device | $121.00 | Standard Plumbing and Drainage Regulation 2003 s38(3)(a) |
| 2 to 10 devices | $31.00 per device between 2 and 10 plus | Standard Plumbing and Drainage Regulation 2003 s38(3)(a) |
| 11 to 20 devices | $19.00 per device between 11 and 20 plus | Standard Plumbing and Drainage Regulation 2003 s38(3)(a) |
| Over 20 devices | $14.00 per device over 20 | Standard Plumbing and Drainage Regulation 2003 s38(3)(a) |

### 3.6 Special Inspections

#### i Inspection

| Re-inspection fee (per inspection) | $165.00 | Plumbing and Drainage Act 2002 s86(2)(c) |
| Notifiable Works fee (per inspection) | $165.00 | Plumbing and Drainage Regulation 2003 s29A |
| Demountable/Prefabricated buildings – Inspection fee (per inspection) | $165.00 | Plumbing and Drainage Act 2002 s86(2)(c) |

#### ii Request for an assessment of a plumbing application

| Request for an assessment of a plumbing application, including an inspection, for which a compliance permit was issued and an inspection has been carried out and more than 2 years has passed from the date of the last inspection. | $225.00 | Plumbing and Drainage Act 2002 s86(2)(c) |

Price list effective 1 July 2018. # Indicates 10% GST included. 18191 | Page 27 of 113
### iii After hours inspection by prior arrangement – an additional fee shall apply

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 6.30am and after 5.30pm Mon-Fri (up to 3 hours)</td>
<td>$660.00</td>
<td>Plumbing and Drainage Act 2002 s86(2)(c) (a)</td>
</tr>
<tr>
<td>Any other time (up to 3 hours)</td>
<td>$865.00</td>
<td>Plumbing and Drainage Act 2002 s86(2)(c) (a)</td>
</tr>
<tr>
<td>Per hour in excess of 3 hours</td>
<td>$205.00</td>
<td>Plumbing and Drainage Act 2002 s86(2)(c) (a)</td>
</tr>
</tbody>
</table>

### 3.7 Re/Connection to Sewerage/Septic Facility to Treatment Plant/Replacement of Treatment Plant or Disposal Area/Removal of Septic or Treatment Plant

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment fee</td>
<td>$165.00</td>
<td>Plumbing and Drainage Act 2002 s85(2)(c) (a)</td>
</tr>
<tr>
<td>Inspection fee (per inspection)</td>
<td>$165.00</td>
<td>Plumbing and Drainage Act 2002 s86(2)(c) (a)</td>
</tr>
</tbody>
</table>

### 3.8 Installation of a New On-Site Sewerage Facility (additional to Permit Fee section 3.2.1)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval and registration fee</td>
<td>$230.00</td>
<td>Plumbing and Drainage Act 2002 s85(2)(c) (a)</td>
</tr>
</tbody>
</table>

### 3.9 Greywater Facilities Applications

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment fee</td>
<td>$130.00</td>
<td>Plumbing and Drainage Act 2002 s85(2)(c) (a)</td>
</tr>
<tr>
<td>Inspection fee</td>
<td>$165.00</td>
<td>Plumbing and Drainage Act 2002 s86(2)(c) (a)</td>
</tr>
</tbody>
</table>

### 3.10 Extension of Compliance Request Period

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for extension of time during information request period</td>
<td>$185.00</td>
<td>Plumbing and Drainage Act 2002 s85(11)(b) (a)</td>
</tr>
</tbody>
</table>

### 3.11 Assessment of Alternative Solutions

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment of Alternative Solutions</td>
<td>$950.00</td>
<td>Local Government Act s262(3)(c) #</td>
</tr>
</tbody>
</table>
4. Development Planning Application Fees

4.1 Material Change of Use of Premises

Council requires an applicant, as part of their submission, to state whether the development application being made is Code, Impact (Consistent Use) or Impact (Inconsistent Use) in accordance with the Planning Scheme. Receipting of fees upon lodgement shall be on the basis of this statement and will be subject to adjustment should it be determined that the statement is not correct.

NOTES: The following “Schedule of Uses – Material Change of Use” table should be referred to for the Material Change of Use Development Application Fees to follow.

If a proposed development includes areas outside of a building used for storage or operations (other than for the parking and manoeuvring of vehicles), then the calculated fee shall be the greater of that calculated for the use based on the GFA of all buildings or the total outdoor use area.

| Minor development matter as determined by the Responsible Officer (e.g. use of existing building, use of land only, minor extensions for some uses up to 100m² etc.) | $1,280.00 | Planning Act 2016 s51 (a) |

Schedule of Uses – Material Change of Use

<table>
<thead>
<tr>
<th>Type 1 Development</th>
<th>Type 2 Development</th>
<th>Type 3 Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>Residential</td>
<td>Residential</td>
</tr>
<tr>
<td>Caretaker Residential</td>
<td>Institutional Residential - up to 50 beds</td>
<td>Institutional Residential - over 50 beds</td>
</tr>
<tr>
<td>Display Housing</td>
<td>Multiple Residential - up to 50 dwellings</td>
<td>Multiple Residential - over 50 dwellings</td>
</tr>
<tr>
<td>Dual Occupancy</td>
<td>Temporary Accommodation - up to 50 units/sites</td>
<td>Temporary Accommodation - over 50 units/sites</td>
</tr>
<tr>
<td>Home Based Activity</td>
<td>Commercial/Industrial</td>
<td>Commercial/Industrial</td>
</tr>
<tr>
<td>Single Residential</td>
<td>Business Use up to 200m²</td>
<td>Business Use over 200m²</td>
</tr>
<tr>
<td>Commercial/Industrial</td>
<td>General Industry up to 200m²</td>
<td>General Industry over 200m²</td>
</tr>
<tr>
<td>Services/Trades Use up to 200m²</td>
<td>Shopping Centre up to 200m²</td>
<td>Shopping Centre over 200m²</td>
</tr>
<tr>
<td>Special Industry up to 200m²</td>
<td>Special Industry up to 200m²</td>
<td>Special Industry over 200m²</td>
</tr>
<tr>
<td>General Store</td>
<td>Extractive Industry up to 7500m²</td>
<td>Extractive Industry greater than 7500m²</td>
</tr>
<tr>
<td>Temporary Sales Office</td>
<td>Nuclear Industry</td>
<td></td>
</tr>
<tr>
<td>Plant Nursery (Wholesale)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreation/Entertainment</td>
<td>Recreation/Entertainment</td>
<td>Recreation/Entertainment</td>
</tr>
<tr>
<td>Entertainment Use up to 200m²</td>
<td>Entertainment Use 201m² to 2000m²</td>
<td>Entertainment Use up to 200m²</td>
</tr>
<tr>
<td>Recreational Use (Indoor) up to 200m²</td>
<td>Recreation Use (Indoor) 201m² to 2000m²</td>
<td>Recreational Use (Indoor) up to 200m²</td>
</tr>
<tr>
<td>Night Court</td>
<td>Recreation Use (Outdoor) up to 2ha in site area</td>
<td>Recreation Use (Outdoor) over 2ha in site area</td>
</tr>
<tr>
<td>Park</td>
<td>Rural</td>
<td>Rural</td>
</tr>
<tr>
<td>Intensive Animal Husbandry</td>
<td>Intensive Animal Husbandry (Stock Sales Market)</td>
<td>Intensive Animal Husbandry (Feedlot, Piggery or Poultry Feedlot)</td>
</tr>
<tr>
<td>Intensive Animal Husbandry (Aquaculture, Camery, Dairy, Kennels, Racing Establishment &amp; Stable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animal Husbandry</td>
<td>Other</td>
<td>Other</td>
</tr>
<tr>
<td>Agriculture</td>
<td>Forestry</td>
<td></td>
</tr>
<tr>
<td>Forestry</td>
<td>Wine Making</td>
<td></td>
</tr>
<tr>
<td>Wine Making</td>
<td>Other</td>
<td>Other</td>
</tr>
<tr>
<td>Community Use up to 200m²</td>
<td>Community Use 201m² to 2000m²</td>
<td>Community Use over 2000m²</td>
</tr>
<tr>
<td>Minor Utility</td>
<td>Major Utility</td>
<td></td>
</tr>
<tr>
<td>Carpark</td>
<td>Tourist Facility</td>
<td>Aviation Use</td>
</tr>
<tr>
<td>Temporary Use</td>
<td>Correctional Centre</td>
<td></td>
</tr>
</tbody>
</table>

Price list effective 1 July 2018. # Indicates 10% GST included.
### 4.1.1 Type 1 Development

(See Schedule for Type 1 uses)

(a) **Type 1 Development – Code Assessable**

<table>
<thead>
<tr>
<th>Code Assessable – unless identified below</th>
<th>$2,350.00</th>
<th>Planning Act 2016 s51 (a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Assessable – Single Residential where the applicable code for self-assessable development is not complied with or where within a development constraints overlay or in a character zone or character place</td>
<td>$1,280.00</td>
<td>Planning Act 2016 s51 (a)</td>
</tr>
<tr>
<td>Code Assessable – Dual Occupancy, Business Use, General Industry, Service/Trades Use, Shopping Centre, Special Industry, Entertainment Use and Recreation Use</td>
<td>$3,650.00</td>
<td>Planning Act 2016 s51 (a)</td>
</tr>
<tr>
<td>Code Assessable – Single Residential where more than five (5) dwellings design types (i.e. building setback plans or design guidelines) are lodged in a combined application</td>
<td>$6,500.00 plus $610.00 per dwelling design type lot in excess of 5 dwelling design types.</td>
<td>Planning Act 2016 s51 (a)</td>
</tr>
<tr>
<td>Code Assessable – Single Residential in a development constraints overlay (mining) where lodged in combination with an RAL application and supporting geotechnical report applies to all proposed lots</td>
<td>$590.00</td>
<td>Planning Act 2016 s51 (a)</td>
</tr>
</tbody>
</table>

(b) **Type 1 Development – Impact Assessable (Consistent Use Class)**

<table>
<thead>
<tr>
<th>Impact Assessable (Consistent use class) – unless identified below</th>
<th>$2,950.00</th>
<th>Planning Act 2016 s51 (a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact Assessable (Consistent Use Class) – Dual Occupancy, Business Use, General Industry, Service/Trades Use, Shopping Centre, Special Industry, Entertainment Use and Recreation Use</td>
<td>$6,050.00</td>
<td>Planning Act 2016 s51 (a)</td>
</tr>
</tbody>
</table>

(c) **Type 1 Development – Impact Assessable (Inconsistent Use Class)**

<table>
<thead>
<tr>
<th>Impact Assessable (Inconsistent use class) – unless identified below</th>
<th>$6,050.00</th>
<th>Planning Act 2016 s51 (a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact Assessable (Inconsistent Use Class) – Dual Occupancy, Business Use, General Industry, Service/Trades Use, Shopping Centre, Special Industry, Entertainment Use and Recreation Use</td>
<td>$8,400.00</td>
<td>Planning Act 2016 s51 (a)</td>
</tr>
</tbody>
</table>

### 4.1.2 Type 2 Development

(See Schedule for Type 2 uses)

(a) **Type 2 Development – Code Assessable**

<table>
<thead>
<tr>
<th>Code Assessable – Residential uses</th>
<th>$6,900.00 plus $490.00 per dwelling/bed/site in excess of 3</th>
<th>Planning Act 2016 s51 (a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Assessable – Commercial/Industrial uses (other than Business Use, Shopping Centre and Extractive Industry), Recreation/Entertainment, Rural and Other uses</td>
<td>$3,675.00 plus $2.50 per m² over 200m²</td>
<td>Planning Act 2016 s51 (a)</td>
</tr>
<tr>
<td>Code Assessable – Business Use and Shopping Centre</td>
<td>$3,675.00 plus $7.80 per m² over 200m²</td>
<td>Planning Act 2016 s51 (a)</td>
</tr>
<tr>
<td>Code Assessable – Extractive Industry</td>
<td>$7,950.00</td>
<td>Planning Act 2016 s51 (a)</td>
</tr>
</tbody>
</table>
### (b) Type 2 Development – Impact Assessable (Consistent Use Class)

| Impact Assessable (Consistent Use Class) – Residential uses | $8,400.00 plus $490.00 per dwelling/bed/site in excess of 3 | Planning Act 2016 s51 (a) |
| Impact Assessable (Consistent Use Class) – Commercial/Industrial uses (other than Business Use, Shopping Centre and Extractive Industry), Recreation/Entertainment, Rural and Other uses | $6,100.00 plus $2.50 per m² over 200m² | Planning Act 2016 s51 (a) |
| Impact Assessable (Consistent Use Class) – Business Use and Shopping Centre | $6,100.00 plus $7.80 per m² over 200m² | Planning Act 2016 s51 (a) |
| Impact Assessable (Consistent Use Class) – Extractive Industry | $10,400.00 | Planning Act 2016 s51 (a) |

### (c) Type 2 Development – Impact Assessable (Inconsistent Use Class)

| Impact Assessable (Inconsistent Use Class) – Residential uses | $13,750.00 plus $490.00 per dwelling/bed/site in excess of 3 | Planning Act 2016 s51 (a) |
| Impact Assessable (Inconsistent Use Class) – Commercial/Industrial uses (other than Business Use, Shopping Centre, Recreation/Entertainment, Rural and Other uses) | $8,500.00 plus $3.80 per m² over 200m² | Planning Act 2016 s51 (a) |
| Impact Assessable (Inconsistent Use Class) – Business Use and Shopping Centre | $8,500.00 plus $7.80 per m² over 200m² | Planning Act 2016 s51 (a) |
| Impact Assessable (Inconsistent Use Class) – Extractive Industry | $14,900.00 | Planning Act 2016 s51 (a) |

### 4.1.3 Type 3 Development

(See Schedule for Type 3 uses)

### (a) Type 3 Development – Code Assessable

| Code Assessable – Residential uses | $28,550.00 plus $490.00 per dwelling/bed/site in excess of 50 | Planning Act 2016 s51 (a) |
| Code Assessable – Commercial/Industrial uses (other than Business Use, Shopping Centre and Extractive Industry), Recreation/Entertainment, Rural and Other uses | $8,050.00 plus $1.25 per m² over 2,000m² | Planning Act 2016 s51 (a) |
| Code Assessable – Business Use and Shopping Centre | $16,850.00 plus $5.00 per m² over 2,000m² | Planning Act 2016 s51 (a) |
| Code Assessable – Extractive Industry | $28,050.00 | Planning Act 2016 s51 (a) |
### (b) Type 3 Development – Impact Assessable (Consistent Use Class)

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact Assessable (Consistent Use Class) – Residential uses</td>
<td>$40,950.00 plus $490.00 per dwelling/bed/site in excess of 50</td>
<td>Planning Act 2016 s51</td>
</tr>
<tr>
<td>Impact Assessable (Consistent Use Class) – Commercial/Industrial uses (other than Business Use, Shopping Centre and Extractive Industry), Recreation/Entertainment, Rural and Other uses</td>
<td>$10,500.00 plus $1.60 per m² over 2,000m²</td>
<td>Planning Act 2016 s51</td>
</tr>
<tr>
<td>Impact Assessable (Consistent Use Class) – Business Use and Shopping Centre</td>
<td>$19,250.00 plus $5.40 per m² over 2,000m²</td>
<td>Planning Act 2016 s51</td>
</tr>
<tr>
<td>Impact Assessable (Consistent Use Class) – Extractive Industry</td>
<td>$40,200.00</td>
<td>Planning Act 2016 s51</td>
</tr>
</tbody>
</table>

### (c) Type 3 Development – Impact Assessable (Inconsistent Use Class)

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact Assessable (Inconsistent Use Class) – Residential uses</td>
<td>$46,500.00 plus $490.00 per dwelling/bed/site in excess of 50</td>
<td>Planning Act 2016 s51</td>
</tr>
<tr>
<td>Impact Assessable (Inconsistent Use Class) – Commercial/Industrial uses (other than Business Use and Shopping Centre), Recreation/Entertainment, Rural and Other uses</td>
<td>$15,150.00 plus $1.80 per m² over 2,000m²</td>
<td>Planning Act 2016 s51</td>
</tr>
<tr>
<td>Impact Assessable (Inconsistent Use Class) – Business Use and Shopping Centre</td>
<td>$21,650.00 plus $5.80 per m² over 2,000m²</td>
<td>Planning Act 2016 s51</td>
</tr>
<tr>
<td>Impact Assessable (Inconsistent Use Class) – Extractive Industry</td>
<td>$45,650.00</td>
<td>Planning Act 2016 s51</td>
</tr>
</tbody>
</table>

### 4.1.4 Development Application that is a Variation Request

- Variation Requests under the Planning Act 2016: 125% of the current relevant application fee for the development described in the application. Planning Act 2016 s51

### 4.1.5 Superseded Planning Scheme Requests

- Request for application of superseded planning scheme: 25% of current relevant application fee for the development described in the request. Planning Act 2016 s29

Note: If an application is subsequently lodged consistent with the description provided in the Superseded Planning Scheme Request, the applicable fee for that application will be discounted by the amount paid for the request for application of superseded planning scheme.

### 4.1.6 Exemption Certificates

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing and assessment of a request for an Exemption Certificate</td>
<td>$590.00</td>
<td>Local Government Act 2009 s97(2)</td>
</tr>
</tbody>
</table>

Minimum fee $590.00

Local Government Act 2009 s97(2)
### 4.1.7 Other Development

(a) **Carrying out Building Work not associated with a Material Change of Use**

- New and additions to Class 10 buildings and additions to an existing single residential dwelling in a development constraints overlay or in a Character Zone or at a Character Place.
  - Fee: $590.00
  - Legislation: Planning Act 2016 s51 (a)

- Demolition/Removal of a Heritage Place (excluding the removal of post 1946 fabric from a Character/Heritage Place)
  - Fee: $6,150.00
  - Legislation: Planning Act 2016 s51 (a)

- Variation to Siting and Site cover requirements
  - Fee: $590.00
  - Legislation: Planning Act 2016 s51 (a)

- Other Building work – e.g. building works on a site not requiring a material change of use application
  - Fee: $1,450.00
  - Legislation: Planning Act 2016 s51 (a)

(b) **Placing an Advertising device on premises**

- Code Assessable – per square metre
  - Fee: $43.00
  - Legislation: Planning Act 2016 s51 (a)

- Minimum fee
  - Fee: $400.00
  - Legislation: Planning Act 2016 s51 (a)

- Impact Assessable – per square metre
  - Fee: $60.00
  - Legislation: Planning Act 2016 s51 (a)

- Minimum fee
  - Fee: $590.00
  - Legislation: Planning Act 2016 s51 (a)

### 4.2 Reconfiguring a lot

#### 4.2.1 Reconfiguring a lot Proposal (includes opening roads)

- Per lot created
  - Fee: $820.00
  - Legislation: Planning Act 2016 s51 (a)

- Minimum fee
  - Fee: $2,500.00
  - Legislation: Planning Act 2016 s51 (a)

**NOTE:** The per lot fee applies to each Lot created resulting from the reconfiguration (e.g. 4 lots into 5 lots = 5 lots created or 1 lot into 3 lots = 3 lots created)

#### 4.2.2 Request for Council approval in respect of land in a Community Titles Scheme

<table>
<thead>
<tr>
<th>Action</th>
<th>Fee</th>
<th>Legislation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amalgamate lots</td>
<td>$820.00</td>
<td>Planning Act 2016 s51 (a)</td>
</tr>
<tr>
<td>Conversion of lots into common property</td>
<td>$820.00</td>
<td>Planning Act 2016 s51 (a)</td>
</tr>
<tr>
<td>Lease of part of a lot or part of any improvements of a lot</td>
<td>$820.00</td>
<td>Planning Act 2016 s51 (a)</td>
</tr>
<tr>
<td>Transfer or lease part of the common property</td>
<td>$820.00</td>
<td>Planning Act 2016 s51 (a)</td>
</tr>
</tbody>
</table>

#### 4.2.3 Request for Council approval for extinguishment of a Community Titles Scheme

- Per lot
  - Fee: $250.00
  - Legislation: Planning Act 2016 s51 (a)

- Minimum fee
  - Fee: $920.00
  - Legislation: Planning Act 2016 s51 (a)
4.3 Development Planning Sundry Matters

4.3.1 Changing Application before a decision is made

(a) Changing a "Material Change of Use" or "Other Development" application

| Prior to preliminary examination by Council or minor amendment not requiring alteration of reports | No charge | Planning Act 2016 s52 |
| After preliminary examination by Council (prior to decision notice) – minimum fee | $960.00 | Planning Act 2016 s52 |
| After preliminary examination by Council (prior to decision notice) – otherwise | 25% of relevant current application fee, plus the difference between the fee applicable to the existing application and the fee applicable to the changed development proposal (if applicable) | Planning Act 2016 s52 |

NOTE: This 25% fee does not apply if the change is in response to an information request.

(b) Changing a "Reconfigure of Lot" application

| Prior to preliminary examination by Council or minor amendment not requiring alteration of reports and not including additional lots | No charge | Planning Act 2016 s52 |
| After preliminary examination by Council (prior to decision notice) | 25% of relevant current application fee plus a per lot fee in accordance with Section 4.2.1 above for each additional allotment sought as a result of the change | Planning Act 2016 s52 |

NOTE: This 25% fee does not apply if the change is in response to an information request. Additional fees will be applicable for additional lots sought.

4.3.2 Changes During Appeal Period (Change Representations)

(a) Lodgement of Change Representations

| Lodgement of Change Representations under s75 of the Planning Act 2016 | No charge | Planning Act 2016 s75 |

4.3.3 Changes After Appeal Period

Minor Change to Conditions, Minor Change to Approval, Extension Application, Minor Alteration, Cancellation Application, 'Other' Change Application

(a) Minor Change Application for

(i) Change of Conditions where not involving any changes to approved plans

| Per Condition | $520.00 | Planning Act 2016 s79 |
| Minimum fee | $960.00 | Planning Act 2016 s79 |
(ii) Request to Change a Development Approval or Change to Approved Plans which necessitates changes to conditions

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request to Change a Development Approval or Change to Approved Plans which necessitates changes to conditions</td>
<td>25% of relevant current application fee. Maximum fee $31,500.00</td>
<td>Planning Act 2016 s79</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Minimum fee</td>
<td>$960.00</td>
<td>Planning Act 2016 s79</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>

(b) Extension Application

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extending the Period of an Approval</td>
<td>$960.00</td>
<td>Planning Act 2016 s86</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>

(c) Request for a Minor Alteration

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for a Minor Alteration</td>
<td>$590.00</td>
<td>Planning Act 2016 (a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Nil fee applies for corrections or minor administrative and/or incidental alterations)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request for a Minor Alteration – setback and sitting for single residential</td>
<td>$590.00</td>
<td>Planning Act 2016 (a)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(d) Cancellation Application

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request to Cancel Development Approval</td>
<td>$250.00</td>
<td>Planning Act 2016 s84</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>

(e) ‘Other’ Change Application

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. current application fee)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘Other’ Change Application</td>
<td>100%</td>
<td>Planning Act 2016 (a)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.3.4 Infrastructure Charges Notices

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Recalculation of Establishment Cost for Land</td>
<td>25% of relevant current application fee plus Note A below</td>
<td>Ipswich Adopted Infrastructure Charges Resolution (No. 1) 2017</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>NOTE A: The actual cost charged to Council for the review of the applicant’s supplied valuation by a registered valuer or independent certified practicing valuer. Any additional fee shall be paid prior to the determination of the request.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.4 Concurrence Agency Assessment – Planning

4.4.1 Building works on a Local Heritage Place

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Fee</td>
<td>$245.00</td>
<td>Planning Act 2016 s54</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>

4.5 Plan of Subdivision

4.5.1 Request for Approval of Plan of Subdivision Schedule 18 of the Planning Regulation 2017

Assessment of Standard, Building Format and Volumetric Format plans.
(a) Examination, signing of a Plan of Subdivision

| Per lot created                      | $455.00 | Planning Regulation 2017 Schedule 18 (a) |
| Minimum fee                         | $910.00 | Planning Regulation 2017 Schedule 18 (a) |

**NOTE:** For the purpose of calculating fees, the minimum fee is only applicable where 2 lots or less are created.

**NOTE:** Per Lot created resulting from the reconfiguration (e.g. 4 lots into 5 lots = 5 lots created or 1 lot into 3 lots = 3 lots created).

(b) Preparation/Perusal of Legal Documents

| Standard Legal Document prepared by Council – per document (Transfer Document/Trust/Easement Document) | $800.00 | Local Government Act s262(3)(c) # |
| Complex Legal Document – other than a Standard Legal Document | By Quote | Local Government Act s262(3)(c) # |
| Perusal fee where prepared by the applicant's Solicitor – per document | $800.00 | Local Government Act s262(3)(c) # |

(c) Re-signing of a Plan of Subdivision (Plan of Subdivision has been previously signed and has lapsed)

| Re-signing | 25% of relevant current application fee | Planning Regulation 2017 Schedule 20 (a) |
| Minimum fee | $340.00 | Planning Regulation 2017 Schedule 20 (a) |

(d) Endorsement of Community Management Statement

| Minor – (Dual Occupancy) | $850.00 | Body Corporate and Community Management Act 1997 (a) |
| Major – (Multiple Residential, Commercial or Industrial) | $1,130.00 | Body Corporate and Community Management Act 1997 (a) |

(e) Resubmission of Application for Signing of a Plan of Subdivision

| The fee payable for an application for the signing of a plan of subdivision where the application has been previously submitted or the unsigned plan has been returned by Council | 35% of the current application fee at the time of the resubmission of the plan | Planning Regulation 2017 Schedule 20 (a) |

4.6 Area Development Plans/Local Area Plans

Master Area Development Plans, Precinct Plans and amendments to the Springfield Town Centre Concept Plan made pursuant to the Ipswich Planning Scheme 2006.

(a) Assessment Fee

| Based on equivalent development pursuant to Sections 4.1 and 4.2 of this Fees and Charges Schedule | To be determined by Responsible Officer | Planning Act 2016 s51 (a) |
| Minimum fee | $4,950.00 | Planning Act 2016 s51 (a) |
| Master Area Development Plans (MADP), Precinct Plans (PP) or amendments to the Springfield Town Centre Concept Plan | $40,900.00 plus $460.00 per hectare over 10 hectares | Planning Act 2016 s51 (a) |
(b) Amendment Fee

Except where an application requires Public Notification (Impact Assessment), the fee shall be based on equivalent development pursuant to Sections 4.1 and 4.2 of this Fees and Charges Schedule.

NOTE: In addition, the cost of consultancy fees in respect to any further expert advice required by Council in consideration of such plan will be charged to the applicant.

4.7 Other Fees

4.7.1 Heavy and Other Vehicle Parking in Residential Areas

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial permit pursuant to Local Law 5</td>
<td>$1,070.00</td>
<td>Local Law 5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.7.2 Certificates/Searches

NOTE: Price on application for certificates involving multiple lots.
NOTE: Best endeavors will be made to deliver urgent certificates within the timeframes detailed herein. Complex certificates may not be able to be completed within urgent timeframes and in this instance, the difference in fees will be refunded to the applicant.

NOTE: Flood information is available via Council’s Flood Map Information service on the Planning and Development website at www.ipswichplanning.com.au

(a) Limited Planning and Development Property Search Certificate

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Urgent – 5 business days</td>
<td>$385.00</td>
<td>Planning Act 2016 s265</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urgent – 2 business days</td>
<td>$600.00</td>
<td>Planning Act 2016 s265</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(b) Standard Planning and Development Property Search Certificate

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Urgent – 10 business days</td>
<td>$950.00</td>
<td>Planning Act 2016 s265</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urgent – 5 business days</td>
<td>$1,270.00</td>
<td>Planning Act 2016 s265</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(c) Full Planning and Development Property Search Certificate – Where the market value of the property is up to $500,000

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Urgent – 30 business days</td>
<td>$1,830.00</td>
<td>Planning Act 2016 s265</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urgent – 10 business days</td>
<td>$3,000.00</td>
<td>Planning Act 2016 s265</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(d) Full Planning and Development Property Search Certificate – Where the market value of the property is greater than $500,000 and up to $1,000,000

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Urgent – 30 business days</td>
<td>$3,350.00</td>
<td>Planning Act 2016 s265</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urgent – 10 business days</td>
<td>$5,550.00</td>
<td>Planning Act 2016 s265</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### (e) Full Planning and Development Property Search Certificate – Where the market value of the property is greater than $1,000,000

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Urgent – 30 business days</td>
<td>$6,200.00</td>
<td>Planning Act 2016 s265</td>
<td>(c)</td>
<td></td>
</tr>
<tr>
<td>Urgent – 10 business days</td>
<td>By Quote</td>
<td>Planning Act 2016 s265</td>
<td>(c)</td>
<td></td>
</tr>
</tbody>
</table>

### (f) Copies of Approved Plans and Documents

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Building Approval Documentation – All approved structures</td>
<td>$250.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
<td></td>
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<tr>
<td>Residential Building Approval Documentation – Single structure</td>
<td>$185.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
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<tr>
<td>Building Location Envelope Plan</td>
<td>$60.00</td>
<td>Local Government Act s262(3)(c)</td>
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<tr>
<td>Commercial Building Approval Documentation – All approved structures</td>
<td>$550.00</td>
<td>Planning Act 2016 s264</td>
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<tr>
<td>Commercial Building Approval Documentation – Up to 3 structures</td>
<td>$460.00</td>
<td>Planning Act 2016 s264</td>
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<tr>
<td>If hard copy is provided</td>
<td>Plus current photocopy costs</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
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</tr>
<tr>
<td>Copy of Certificate of Classification where already issued by Council or Private Certifier</td>
<td>$205.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
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<tr>
<td>Inspection of building records by an owner or authorised person</td>
<td>$130.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
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</tr>
<tr>
<td>Copy of internal sewerage plan (residential)</td>
<td>$60.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
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</tr>
<tr>
<td>Hydraulic services plan (commercial)</td>
<td>$60.00</td>
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<tr>
<td>Search other than as listed above</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
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### (g) Building and/or Plumbing Records Search

<table>
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<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential / Domestic: standard search (per property)</td>
<td>$250.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
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</tr>
<tr>
<td>Residential / Domestic: additional fee for urgent search</td>
<td>$140.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
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<tr>
<td>Commercial / Industrial: minimum fee standard search (per property) up to 3 hours research</td>
<td>$475.00</td>
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<tr>
<td>Commercial / Industrial: additional fee after 3 hours research per hour</td>
<td>$140.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
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NOTE: A lot is any parcel of land that can be sold separately. However, where a building physically spans two allotments, this will be treated as one lot.

NOTE: The above Certificate/Search Fees are the minimum fees applicable. Council reserves the right to charge a higher fee for more complex certificates and searches or should it be necessary to provide the information on disk or electronically.

### (h) Flood Level Search

<table>
<thead>
<tr>
<th>Description</th>
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<th>LGA</th>
</tr>
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<tr>
<td>Flood Level Requests – Adopted Flood Regulation Line (AFRL) and Q20 flood level only</td>
<td>$135.00</td>
<td>Local Government Act s262(3)(c)</td>
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4.7.3 Extracts regarding Character Listing

An extract from information recorded in the Ipswich Planning Scheme (Schedule 2 or 3) – per page

<table>
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<th>GST LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current photocopy cost</td>
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<tr>
<td>Certified copy of an entry in the Ipswich Planning Scheme (Schedule 2 or 3) or a certificate as to whether a property is affected by an entry in the Ipswich Planning Scheme (Schedule 2 or 3) – per lot</td>
<td>$185.00</td>
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4.7.4 Planning Scheme Property Information Report

Planning Scheme Property Information Report – Fee per request

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<tr>
<td>Planning Scheme Property Information Report</td>
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4.8 Planning and Development Document Sales

4.8.1 Current Planning Scheme and Supporting Documents

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<thead>
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<th>Legislative Provision / Head of Power</th>
<th>GST LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Scheme Volumes 1, 2 &amp; 3 – Hardcopy version (excludes Zoning, Overlay and Plans for Trunk Infrastructure maps)</td>
<td>$730.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
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<tr>
<td>plus postage and handling</td>
<td>$39.00</td>
<td>Local Government Act s262(3)(c)</td>
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<tr>
<td>Planning Scheme Volumes 1, 2 &amp; 3 – CD version (includes Zoning, Overlay and Plans for Trunk Infrastructure Maps)</td>
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<td>Planning Act 2016 s264</td>
<td>(c)</td>
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<tr>
<td>plus postage and handling</td>
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<td>Zoning, Overlay and Plans for Trunk Infrastructure Maps A3 size (individual map)</td>
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<td>Zoning and Overlay Maps A3 size (full set)</td>
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<tr>
<td>Zoning and Overlay Maps A1 size (individual map)</td>
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<td>Zoning and Overlay Maps A1 size (full set)</td>
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<tr>
<td>Parts 1, 2 &amp; 3 – Introduction, Interpretation &amp; Desired Outcomes</td>
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<td>Part 4 Urban Areas</td>
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<td>Part 5 City Centre</td>
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<td>Part 6 Regionally Significant Business Enterprise &amp; Industry Areas</td>
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<td>Part 7 Amberley</td>
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<td>Part 8 Rosewood Area</td>
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<td>Part 9 Township Areas</td>
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### 4.8.1 Current Planning Scheme and Supporting Documents (continued)

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<tr>
<th>Name</th>
<th>Fee (incl. GST)</th>
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<th>LGA s97(2)</th>
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<td>Part 11 Overlays</td>
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<td>Part 12 Assessment Criteria for Development of a Stated Purpose or of a Stated Type</td>
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<td>Part 13 Priority Infrastructure Plan (excluding Plans for Trunk Infrastructure Maps)</td>
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<td>Part 14 Springfield Structure Plan</td>
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<td>Part 15 Ripley Valley Master Planned Area Structure Plan</td>
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<td>Schedules to the Planning Scheme</td>
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<td>Planning Scheme Policy 1 – Consultation</td>
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<td>Planning Scheme Policy 2 – Information Local Government May Request</td>
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<td>Planning Scheme Policy 4 – Nomination of Character Places to be included or removed from Schedule 2</td>
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<td>Planning Scheme Policy 5 – Infrastructure</td>
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<td>Walloon – Thagoona Detailed Planning Study (Hard Copy Version)</td>
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<td>Planning Act 2016 s264</td>
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<td>$6.00</td>
<td>Local Government Act s262(3)(c)</td>
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<tr>
<td>South Redbank Plains Planning Study (Hard Copy Version)</td>
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<td>plus postage and handling</td>
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<td>plus postage and handling</td>
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<td>Local Government Act s262(3)(c)</td>
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<td>$24.00</td>
<td>Planning Act 2016 s264</td>
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<tr>
<td>plus postage and handling</td>
<td>$5.50</td>
<td>Local Government Act s262(3)(c)</td>
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### 4.8.2 Superseded Schemes and Supporting Documents

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<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST s97(2)</th>
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<td>Gazetted copy of the former ICC Strategic Plan, Part A, Town Planning Schedule, Local Law 3 and Local Law 5 or the gazetted copy of the former MSC Planning Scheme</td>
<td>$49.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
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<td>Former Ipswich City Strategic Plan, Part B documents</td>
<td>$105.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
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<tr>
<td>Former Moreton Shire, Draft Strategic Plan, Planning Study</td>
<td>$105.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
</tr>
<tr>
<td>1999 Planning Scheme: Planning Scheme (Parts 1-6)</td>
<td>$80.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
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<tr>
<td>Ipswich City Centre: Structure Plan</td>
<td>$85.00</td>
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<td>Ipswich City Centre Planning Study: Full set of documents (14 Issues Papers and Action Plans)</td>
<td>$305.00</td>
<td>Planning Act 2016 s264</td>
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<tr>
<td>Ipswich City Centre Planning Study: Development Options (Paper 14) plus Summary (Paper 13)</td>
<td>$120.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
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<tr>
<td>Ipswich City Centre Planning Study: Transport (Paper 12)</td>
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<td>Planning Act 2016 s264</td>
<td>(c)</td>
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<tr>
<td>Ipswich Eastern Corridor: Structure Plan (text)</td>
<td>$80.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
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<tr>
<td>Ipswich Eastern Corridor: 1 x A0 Coloured Precinct Plan</td>
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<td>Planning Act 2016 s264</td>
<td>(c)</td>
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<tr>
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<td>Planning Act 2016 s264</td>
<td>(c)</td>
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<td>Ipswich Eastern Corridor: Planning Study</td>
<td>$105.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
</tr>
<tr>
<td>Springfield Structure Plan: Structure Plan</td>
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<td>Planning Act 2016 s264</td>
<td>(c)</td>
</tr>
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<td>Springfield Structure Plan: Planning Study</td>
<td>$170.00</td>
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<td>Springfield Structure Plan: Infrastructure Agreement including variations</td>
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<td>(c)</td>
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<tr>
<td>Ipswich Northern and Inner Western Corridor: Structure Plan (text)</td>
<td>$80.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
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<tr>
<td>Ipswich Northern and Inner Western Corridor: 1 x A0 Coloured Precinct Plan</td>
<td>$75.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
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<tr>
<td>Ipswich Northern and Inner Western Corridor: Statement of Proposals</td>
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<td>Planning Act 2016 s264</td>
<td>(c)</td>
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<td>Ipswich Northern and Inner Western Corridor: Planning Study</td>
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<tr>
<td>Ipswich Southern Corridor: Structure Plan (text)</td>
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<td>(c)</td>
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<td>Ipswich Southern Corridor: 1 x A0 Coloured Precinct Plan</td>
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<td>Planning Act 2016 s264</td>
<td>(c)</td>
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<tr>
<td>Ipswich Southern Corridor: Planning Study</td>
<td>$170.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
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<tr>
<td>Rosewood: Structure Plan (text)</td>
<td>$80.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
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<td>Rosewood: Statement of Proposals</td>
<td>$28.00</td>
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Price list effective 1 July 2018.  
# Indicates 10% GST included.

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### 4.8.2 Superseded Schemes and Supporting Documents

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<thead>
<tr>
<th>Name</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST / LGA</th>
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<tbody>
<tr>
<td>Rosewood-Walloon: Planning Study</td>
<td>$70.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
</tr>
<tr>
<td>Superseded versions of the Current Planning Scheme</td>
<td>As per section 4.8.2</td>
<td>Planning Act 2016 s264</td>
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### 4.8.3 Development Codes (1999 Planning Scheme)

<table>
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<th>Legislative Provision / Head of Power</th>
<th>GST / LGA</th>
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<tbody>
<tr>
<td>Residential Development Code</td>
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<td>(c)</td>
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<tr>
<td>Commercial and Industrial Development Code</td>
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<td>Rural Development Code</td>
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<td>(c)</td>
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<tr>
<td>Landscaping and Fencing Code</td>
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<td>Parking Code</td>
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### 4.8.4 Planning Scheme Policies (1999 Planning Scheme)

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<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST / LGA</th>
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<tbody>
<tr>
<td>Environmental Management in Relation to Development Policy</td>
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<td>Flood Liable or Drainage Problem Land Policy</td>
<td>$7.00</td>
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<td>(c)</td>
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<tr>
<td>Warranty and Maintenance Policy</td>
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<td>(c)</td>
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<tr>
<td>Ipswich Townscape Enhancement Policy</td>
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<td>(c)</td>
</tr>
<tr>
<td>Guidelines on Signage and Graphics for Commercial Uses and Buildings within Heritage Places, Areas and Precincts</td>
<td>$9.50</td>
<td>Planning Act 2016 s264</td>
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<tr>
<td>Water Supply and Sewerage Infrastructure Contributions Policy</td>
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<td>Ipswich Open Space (Parks) Infrastructure Contributions Policy</td>
<td>$9.50</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
</tr>
<tr>
<td>Ipswich Roadworks Infrastructure Contributions Policy</td>
<td>$9.50</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
</tr>
<tr>
<td>Ipswich Drainage Infrastructure Contributions Policy</td>
<td>$9.50</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
</tr>
</tbody>
</table>

(a) **Developer Contributions Policy – Support documents**

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST / LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water supply and sewerage per copy</td>
<td>$170.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
</tr>
<tr>
<td>Roadworks per copy</td>
<td>$305.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
</tr>
<tr>
<td>Open Space (Parks) per copy</td>
<td>$170.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
</tr>
<tr>
<td>Social Infrastructure per copy</td>
<td>$170.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
</tr>
</tbody>
</table>
4.8.5  Spatial Data

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoning and Overlay Data in Mapinfo GIS Format (Full set of map datasets for whole of city)</td>
<td>$1,240.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
<td></td>
</tr>
<tr>
<td>Zoning and Overlay Data in Mapinfo GIS Format (Zoning datasets and/or individual Overlay Map datasets for whole of city)</td>
<td>$90.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
<td></td>
</tr>
<tr>
<td>Other Map Data (including extracts of the datasets above) in Mapinfo GIS Format</td>
<td>To be determined by Responsible Officer</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
<td></td>
</tr>
<tr>
<td>plus postage and handling (data on CD)</td>
<td>$5.50</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

4.8.6  Other Data

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Monitoring and Projections Data</td>
<td>To be determined by Responsible Officer</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
<td></td>
</tr>
<tr>
<td>Spatial Data in Mapinfo GIS format</td>
<td>To be determined by Responsible Officer</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
<td></td>
</tr>
<tr>
<td>plus postage and handling (data on CD)</td>
<td>$5.50</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

4.8.7  Other Planning and Development Documents and Maps (including superseded planning schemes) and extracts of documents not specified elsewhere, plus postage where applicable

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard Copy</td>
<td>To be determined by Responsible Officer</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
<td></td>
</tr>
<tr>
<td>Electronic Copy</td>
<td>To be determined by Responsible Officer</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
<td></td>
</tr>
</tbody>
</table>

4.8.8  Postage and Handling, where not specified elsewhere

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Copy (CD)</td>
<td>$5.50</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Hard Copy</td>
<td>To be determined by Responsible Officer</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

4.9  Other Miscellaneous Fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopying of Miscellaneous Documents, including Town Planning Applications at the front counter will be charged at current photocopying costs as determined under the Fees and Charges, plus postage where applicable</td>
<td>Current photocopy costs</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Standard Drawings</td>
<td>$205.00</td>
<td>Planning Act 2016 s264</td>
<td>(c)</td>
<td></td>
</tr>
<tr>
<td>Sale of Heritage Promotion Materials</td>
<td>To be determined by Responsible Officer</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>
5. Engineering and Environment Fees

5.1 Operational Works

5.1.1 Carrying out Work for Reconfiguring a Lot – Operational Works

(a) Assessment – Roads, Stormwater Drainage, Earthworks, Native Vegetation Clearing, Streetscape, Traffic Signals and Water Infrastructure

The following fees are relevant to the assessment of Operational Works applications and must be paid as part of a Properly Made submission.

NOTE: Does not include external trunk infrastructure. Separate application and quoted fee applies.

| Roads, stormwater drainage, earthworks, native vegetation clearing (per lot) | $700.00 | Planning Act 2016 s51 (a) |
| Streetscaping works | Minimum fee plus $232.00 per 100m lineal of roadway beyond the first 100m |
| Minimum fee | $880.00 | Planning Act 2016 s51 (a) |
| NOTE: Lineal metre based on the center line of the roadways. |

Traffic signals (per signal/intersection) | $2,240.00 | Planning Act 2016 s51 (a) |

Water infrastructure (water supply/sewerage) per lot | $65.00 | Planning Act 2016 s51 (a) |

NOTE: Does not include external trunk infrastructure. Separate application and quoted fee applies.

(b) Construction – Roads, Stormwater Drainage, Earthworks, Native Vegetation Clearing, Streetscape, Traffic Signals and Water Infrastructure

The following fees that are relevant to the approved Operational Works must be paid prior to an associated prestart meeting. The fee covers Council inspections and compliance, as per the Planning Scheme Policy for Development Works and/or Operational Works approval requirements including conditions of approval.

| Roads, stormwater drainage, earthworks, native vegetation clearing | Minimum fee plus $240.00 per lot | Planning Act 2016 s51 (a) |
| Streetscaping works | Minimum fee plus $58.00 per 100m lineal of roadway beyond the first 100m |
| Minimum fee | $610.00 | Planning Act 2016 s51 (a) |
| NOTE: Lineal metre based on the center line of the roadways. |

Traffic signals design (per signal/intersection) | $1,220.00 | Planning Act 2016 s51 (a) |

Water infrastructure (water supply/sewerage) per lot | Minimum fee plus $100.00 per lot |
| Minimum fee | $610.00 | Planning Act 2016 s51 (a) |
(c) **Assessment and construction inspection fees for change to ground levels – bulk earthworks and native vegetation clearing**

The following fees apply where bulk earthworks lodged separate to detailed drainage and road designs.

| Change to ground levels per lot | $300.00 | Planning Act 2016 s51 |

(d) **Assessment and construction inspection fee for revegetation/rehabilitation and parks**

| Revegetation/Rehabilitation of land area (up to 5,000m²) | $960.00 | Planning Act 2016 s51 |
| Revegetation/Rehabilitation of land area (5,001m² to 1 hectare) | $1,860.00 | Planning Act 2016 s51 |
| Revegetation/Rehabilitation of land area (greater than 1 hectare) | $3,750.00 | Planning Act 2016 s51 |
| Revegetation/Rehabilitation for Linear Open Space (less than 200m linear length) | $960.00 | Planning Act 2016 s51 |
| Revegetation/Rehabilitation for Linear Open Space (201m – 500m linear length) | $1,860.00 | Planning Act 2016 s51 |
| Revegetation/Rehabilitation for Linear Open Space (greater than 500m linear length) | $3,750.00 | Planning Act 2016 s51 |
| Where Engineering Assessment is required (e.g. for sewer mains/retaining walls) in respect to any of the above revegetation/rehabilitation works, an additional fee will be required | $480.00 | Planning Act 2016 s51 |

District Park: By Quote

District Park Note: Where major works of a unique, specialised, complex or ancillary nature are proposed, Council will require the payment of a separate fee equivalent to the actual cost of review and inspection, with an amount equal to the estimated cost being lodged prior to the commencement of review of the landscaping drawings.

| Minimum fee plus $180.00 per 500m² beyond the first 500m² | $1,840.00 | Planning Act 2016 s51 |

(e) **Assessment and construction inspection fee for electrical reticulation and public lighting**

| Electrical Reticulation and non Rate Street Lighting (per application) | $580.00 | Planning Act 2016 s51 |
| Electrical Reticulation and Rate 3 Public Lighting for 0 to 6 stations (per new, modified or recovered lighting station, i.e. lighting pillar and pit) | $1,060.00 | Planning Act 2016 s51 |
| Electrical Reticulation and Rate 3 Public Lighting for 7 to 30 stations (per new, modified or recovered lighting station, i.e. lighting pillar and pit) | $2,150.00 | Planning Act 2016 s51 |
| Electrical Reticulation and Rate 3 Public Lighting for 31 to 60 stations (per new, modified or recovered lighting station, i.e. lighting pillar and pit) | $2,850.00 | Planning Act 2016 s51 |
| Electrical Reticulation and Rate 3 Public Lighting for greater than 60 stations or complex project (per new, modified or recovered lighting station, i.e. lighting pillar and pit) | $4,100.00 | Planning Act 2016 s51 |
| Electrical Reticulation and Rate 3 Public Lighting design re-submission (per submission) | $165.00 | Planning Act 2016 s51 |
5.1.2 Carrying out Works other than associated with Reconfiguring a Lot

These works include roadworks, car parks, stormwater drainage, sewerage lines, water reticulation and other associated works. This can involve provision of new services, or diversion, modification, alteration, or replacement of existing services.

(a) Works supervision

In general, Council will not engage in supervision of design works prepared by the applicant’s engineers. Where special circumstances warrant and the Responsible Officer has given approval, such costs shall be determined by the Responsible Officer in consideration of the nature of the proposed works. By Quote Local Government Act s262(3)(c) #

(b) Design review works inspection fees for municipal works

A fee shall be payable at the time of lodgement of the plans with Council for the works as set out below:

NOTE: The fees in this sub-section relate to works of a minor nature (e.g. construction length of maximum 200 metres). Works deemed to be of a major nature require a quoted fee.

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water extension/modification</td>
<td>$800.00</td>
<td>Planning Act 2016 s51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater drainage (including roofwater)</td>
<td>$800.00</td>
<td>Planning Act 2016 s51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sewer extension/modification</td>
<td>$990.00</td>
<td>Planning Act 2016 s51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roadworks (including associated footpaths)</td>
<td>$1,640.00</td>
<td>Planning Act 2016 s51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Footpaths (excluding other roadworks)</td>
<td>$950.00</td>
<td>Planning Act 2016 s51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Quality (WSUD, SQIDS)</td>
<td>$760.00</td>
<td>Planning Act 2016 s51</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(c) Design review fees associated with works within the site, which will be owned and maintained by the owner

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Occupancy</td>
<td>$500.00</td>
<td>Planning Act 2016 s51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi unit development: per unit</td>
<td>$405.00</td>
<td>Planning Act 2016 s51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi unit development: the minimum fee shall be</td>
<td>$1,570.00</td>
<td>Planning Act 2016 s51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi unit development: the maximum fee shall be</td>
<td>$4,700.00</td>
<td>Planning Act 2016 s51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial, Industrial, Indoor or Outdoor Entertainment: up to 1,500m² of site area</td>
<td>$990.00</td>
<td>Planning Act 2016 s51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial, Industrial, Indoor or Outdoor Entertainment: over 1,500m² of site area, excepting major development</td>
<td>$1,920.00</td>
<td>Planning Act 2016 s51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial, Industrial, Indoor or Outdoor Entertainment: Where development includes Stormwater Quality, add -</td>
<td>$485.00</td>
<td>Planning Act 2016 s51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Development, Education establishments, Hospitals, Institutions etc.</td>
<td>By Quote</td>
<td>Planning Act 2016 s51</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fee equivalent to the actual cost of the review and inspection, with an amount equal to the estimated cost being lodged prior to the commencement of the review of engineering drawings.

NOTE: The above includes earthworks, building platforms, site formation, paved areas, site access, car parking, pedestrian footpaths, roof water, site stormwater drainage system.

NOTE: The fees listed above do not include sanitary plumbing/drainage works, water service installation or works that are elsewhere included in the Fees and Charges.
### 5.1.3 Earthworks not associated with a Material Change of Use OR Springfield Structure Plan 2.6 Interim Uses (Bulk Earthworks only) Type Application

<table>
<thead>
<tr>
<th>Minimum Fee</th>
<th>$1,670.00</th>
<th>Planning Act 2016 s51 (a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,001m² – 10,000m² in area</td>
<td>$4,200.00</td>
<td>Planning Act 2016 s51 (a)</td>
</tr>
<tr>
<td>Greater than 10,000m² in area</td>
<td>By Quote</td>
<td>Planning Act 2016 s51 (a)</td>
</tr>
</tbody>
</table>

NOTE: The above areas refer to the area of land that will be disturbed by proposed earthworks. Where the nature of proposed earthworks necessitate provision of supporting technical information (such as flood assessment or specific geotechnical reports) Council requires fees equivalent to actual cost of review and assessment of that information, with a further amount equal to estimated cost (by quote) being lodged.

### 5.1.4 Clearing of Vegetation not associated with a Material Change of Use

#### (a) Trimming of Character Vegetation

<table>
<thead>
<tr>
<th>Trimming of Character Vegetation</th>
<th>No charge</th>
<th>Planning Act 2016 s51 (a)</th>
</tr>
</thead>
</table>

#### (b) Removal of Character Vegetation

<table>
<thead>
<tr>
<th>Removal of Character Vegetation</th>
<th>$1,460.00</th>
<th>Planning Act 2016 s51 (a)</th>
</tr>
</thead>
</table>

#### (c) Operational Works – Vegetation clearing pursuant to the Planning Scheme

<table>
<thead>
<tr>
<th>Less than 1 hectare</th>
<th>$2,350.00</th>
<th>Planning Act 2016 s51 (a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 1 hectare and 5 hectares</td>
<td>$4,600.00</td>
<td>Planning Act 2016 s51 (a)</td>
</tr>
<tr>
<td>Between 5 hectares and 10 hectares</td>
<td>$9,050.00</td>
<td>Planning Act 2016 s51 (a)</td>
</tr>
<tr>
<td>Where greater than 10 hectares an additional fee per 5 hectares thereafter</td>
<td>$4,600.00</td>
<td>Planning Act 2016 s51 (a)</td>
</tr>
</tbody>
</table>

### 5.1.5 Other Engineering/Operational Works Associated fees

#### (a) Administration fee for Bonding of Outstanding Works

<table>
<thead>
<tr>
<th>Minor Development</th>
<th>$990.00</th>
<th>Planning Act 2016 s51 (a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(RAL 1 lot to 8 lots or less, or MCU that has no external civil works)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major Development</th>
<th>$1,920.00</th>
<th>Planning Act 2016 s51 (a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Year 18/19 Fee (incl. GST)</td>
<td>Legislative Provision / Head of Power</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td><strong>(b) Prescribed Tidal Works</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pontoons or equivalent</td>
<td>$960.00</td>
<td>Planning Act 2016 s51 and Coastal Management Protection and Management Act 1995</td>
</tr>
<tr>
<td>Others</td>
<td>By Quote</td>
<td>Planning Act 2016 s51 and Coastal Management Protection and Management Act 1995</td>
</tr>
<tr>
<td><strong>(c) Amended Drawings</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment of amended drawings (other than required by Council) where such amendments of a minor nature (per amended plan)</td>
<td>$230.00</td>
<td>Planning Act 2016 s51</td>
</tr>
<tr>
<td><strong>(d) External Estate Directional Signage</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land Sale Sign (per sign)</td>
<td>$950.00</td>
<td>Local Government Act s262(3)(c)</td>
</tr>
<tr>
<td>Estate Name Sign (per sign)</td>
<td>$510.00</td>
<td>Local Government Act s262(3)(c)</td>
</tr>
<tr>
<td><strong>(e) Re-inspection Fee</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where there is a need to carry out a re-inspection relating to conditions of approval (per inspection)</td>
<td>$375.00</td>
<td>Planning Act 2016 s51</td>
</tr>
<tr>
<td>Re-inspection fee – Municipal works</td>
<td>$670.00</td>
<td>Planning Act 2016 s51</td>
</tr>
<tr>
<td>Payable where insufficient preparation, or contractor's staging and/or programming of works necessitates additional inspections (per inspection)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>(f) Not Properly Made Application</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where insufficient information is lodged to satisfy mandatory information requirement</td>
<td>$315.00</td>
<td>Planning Act 2016 s51</td>
</tr>
</tbody>
</table>

5.1.6 Changes After Appeal Period

Changes After Appeal Period (Minor Change to Conditions, Minor Change to Approval, Minor Alteration, Cancellation Application, 'Other' Change Application) | Refer to section 4.3.3 | Planning Act 2016 s79 s84 |  | (a) |

Extending the Period of Approval | $315.00 | Planning Act 2016 s86 |  | (a) |

5.1.7 Building Over or Near Relevant Infrastructure – Stormwater or Easement

Application for referral agency advice for the purpose of referrals for QDC MP 1.4 when the proposed work does not comply with the acceptable solutions of the code or is for an applicable class 2-9 building. | $620.00 | Planning Act 2016 s54 |  | (a) |

Application to build over an easement in favour of Council | $620.00 | Planning Act 2016 s54 |  | (a) |
### 5.1.8 Construction and modification of new or existing levee banks

(a) **Category 2 or Category 3 levee bank**

<table>
<thead>
<tr>
<th>Code or impact assessment of proposed levee bank and associated flooding impacts</th>
<th>By Quote</th>
<th>Planning Act 2016 s51 (a)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum fee</strong></td>
<td><strong>$1,670.00</strong></td>
<td>Planning Act 2016 s51</td>
</tr>
</tbody>
</table>

### 5.2 Environmental Health

#### 5.2.1 Liquor Licence Endorsement

| Planning Approval for Council endorsement of application | **$250.00** | Liquor Act 1992 s105 (a) |

#### 5.2.2 Environmentally Relevant Activities (ERA’s)

(a) **Application fee for Material change of Use**

| Application fee for Material change of Use for Environmentally Relevant Activities | **$640.00** plus ERA environmental authority | Environmental Protection Act 1994 and subsequent amendments (a) |

(The prescribed fees detailed in the relevant schedule of the Environmental Protection Regulation 2008)

(b) **Application fee for ERA Environmental Authority**

| Application fee for ERA Environmental Authority | **$640.00** plus prescribed annual fee | Environmental Protection Act 1994 and subsequent amendments (a) |

(The prescribed fees detailed in the relevant schedule of the Environmental Protection Regulation 2008)

(c) **ERA Environmental Authority**

| ERA 6 Asphalt Manufacturing: greater than 1,000 tonnes per year | **$9,900.00** | Environmental Protection Act 1994 s514 & Environmental Protection Regulation 2008 Schedule 10 s117 & s125 (a) |

| ERA 12 Plastic Product Manufacturing: 50 tonnes per year or more (other than plastic in item below) | **$2,450.00** | Environmental Protection Act 1994 s514 & Environmental Protection Regulation 2008 Schedule 10 s117 & s125 (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 1994 s514 & Environmental Protection Regulation 2008 Schedule 10 s117 & s125 (a) |

continued on next page ..
### (c) ERA Environmental Authority (continued)

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERA 19 Metal Forming: 10,000 tonnes or more per year</td>
<td>$810.00</td>
<td>Environmental Protection Act 1994 s514 &amp; Environmental Protection Regulation 2008 Schedule 10 s117 &amp; s125</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>ERA 20 Metal Recovery: up to 100 tonnes per day</td>
<td>$1,190.00</td>
<td>Environmental Protection Act 1994 s514 &amp; Environmental Protection Regulation 2008 Schedule 10 s117 &amp; s125</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>ERA 20 Metal Recovery: 100 tonnes or more per day or 10,000 tonnes or more per year</td>
<td>$3,000.00</td>
<td>Environmental Protection Act 1994 s514 &amp; Environmental Protection Regulation 2008 Schedule 10 s117 &amp; s125</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>ERA 38 Surface Coating: Anodising, electroplating, enamelling or galvanising, using 1 tonne to 100 tonnes per year of surface coating</td>
<td>$810.00</td>
<td>Environmental Protection Act 1994 s514 &amp; Environmental Protection Regulation 2008 Schedule 10 s117 &amp; s125</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>ERA 49 Boat Maintenance or Repair: Operating a boat maintenance or repair facility</td>
<td>$2,450.00</td>
<td>Environmental Protection Act 1994 s514 &amp; Environmental Protection Regulation 2008 Schedule 10 s117 &amp; s125</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>ERA 61 (1) Waste Incineration and Thermal Treatment: Incinerating waste vegetation, clean paper or cardboard</td>
<td>$810.00</td>
<td>Environmental Protection Act 1994 s514 &amp; Environmental Protection Regulation 2008 Schedule 10 s117 &amp; s125</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>

### (d) Transitional Environmental Program (TEP)

| Assessment of TEP | $770.00 | Environmental Protection Act 1994 s514 & Environmental Protection Regulation 2008 Schedule 10 s117 & s125 | (a)   |       |

### 5.2.3 Modification/Change/Cancel Conditions

| Request to Change/Cancel Conditions (includes Change an application for Environmental Authority (prior to decision), Amendment of an Environmental Authority, Change an Amendment to Environmental Authority (prior to decision)) | 25% of relevant current application fee | Planning Act 2016 s79 | (a)   |
| Minimum fee | $520.00 | Planning Act 2016 s79 | (a)   |

NOTE: Where assessable development arises from a proposed change in terms of the Planning Act 2016, a fresh application must be lodged together with a new fee.
5.2.4 Re-inspection Fee

The above fees (Section 5.2) include 1 site inspection. If there is a need for any more inspections, payment of this fee will be required for each additional inspection.

NOTE: Should any fail a final inspection the re-inspection fee should be applied.

5.3 Infrastructure Charges Notices

<table>
<thead>
<tr>
<th>Recalculation of Establishment Cost – Determination of Market Cost</th>
<th>By Quote plus Note A below</th>
<th>Ipswich Adopted Infrastructure Charges Resolution (No. 1) 2017 (a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Adjustment of Establishment Cost</td>
<td>By Quote plus Note A below</td>
<td>Ipswich Adopted Infrastructure Charges Resolution (No. 1) 2017 (a)</td>
</tr>
<tr>
<td>Determination of Request for Offset or Refund Confirmation</td>
<td>By Quote plus Note A below</td>
<td>Ipswich Adopted Infrastructure Charges Resolution (No. 1) 2017 (a)</td>
</tr>
</tbody>
</table>

NOTE A: Where Council elects to have the request independently reviewed by an external third party, the applicant shall pay an additional fee. Such fees shall be the actual cost charged to Council for the review by the third party. Any additional fee must be paid prior to the determination of the request.

6. Developer Contributions

6.1 Carparking Contributions

<table>
<thead>
<tr>
<th>Rosewood Commercial Area: Rosewood Car Park (John Street) – per space</th>
<th>$5,850.00</th>
<th>Planning Act 2016 s65 (a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ipswich City Centre: Open, ground level, off-street parking areas – per space</td>
<td>$12,900.00</td>
<td>Planning Act 2016 s65 (a)</td>
</tr>
<tr>
<td>Ipswich City Centre: Multi-storey parking stations – per space</td>
<td>$32,050.00</td>
<td>Planning Act 2016 s65 (a)</td>
</tr>
<tr>
<td>Ipswich City Centre: Additional on-street parking spaces</td>
<td>Actual Construction Costs</td>
<td>Planning Act 2016 s65 (a)</td>
</tr>
</tbody>
</table>

6.2 Footpath Contributions

As per Implementation Guideline No 13

Rate per square metre of footpath $210.00 Planning Act 2016 s65 (a)

6.3 Kerb and Channel Contributions

As per Implementation Guideline No 13

Rate per linear metre of kerb and channel $375.00 Planning Act 2016 s65 (a)
### 6.4 Other Developer Charges

#### 6.4.1 Vegetation Retention Contributions

As per Implementation Guideline no 19

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced tree planting (per tree)</td>
<td>$740.00</td>
<td>Planning Act 2016 s65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native forest restoration (per hectare or part thereof)</td>
<td>$6,200.00</td>
<td>Planning Act 2016 s65</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 6.4.2 Voluntary Water Quality Offset Payment

As per Implementation Guideline no 24

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate per square metre of water quality treatment area</td>
<td>$460.00</td>
<td>Planning Act 2016 s65</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Price list effective 1 July 2018. # Indicates 10% GST included.
1. Health and Regulatory Services

1.1 Health and Regulatory Services

NOTE: Where an activity is operated directly by a charitable, religious or not-for-profit organisation (as assessed by the Australian Taxation Office) Council will waive fees related to Health & Regulatory Services.

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

1.2.1 Higher Risk Personal Appearance Service

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Assessment</td>
<td>$780.00</td>
<td>(a) Public Health (Infection Control for Personal Appearance Services) Act 2003 s106</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial Licence Fee</td>
<td>$510.00</td>
<td>(a) Public Health (Infection Control for Personal Appearance Services) Act 2003 s106</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amendment to Higher Risk Personal Appearance Service Licences that requires changes to plans/design</td>
<td>$405.00</td>
<td>(a) Public Health (Infection Control for Personal Appearance Services) Act 2003 s106</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.2.2 Renewal Fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Renewal for Higher Risk Personal Appearance Services Licence</td>
<td>$500.00</td>
<td>(a) Public Health (Infection Control for Personal Appearance Services) Act 2003 s106</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Fee – An additional fee will be applicable where payment is not received by the due date</td>
<td>$75.00</td>
<td>Local Government Act s262(3)(c) #</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.2.3 Inspection Fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection fee for Non-Higher Risk Personal Appearance Services (per hour)</td>
<td>$260.00</td>
<td>(a) Public Health (Infection Control for Personal Appearance Services) Act 2003 s107</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspection fee to ascertain compliance with a remedial notice</td>
<td>$385.00</td>
<td>(a) Public Health (Infection Control for Personal Appearance Services) Act 2003 s110</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 1.2.4 Miscellaneous Fees

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment of a Higher Risk Personal Appearance Services Licence per hour (1 hour minimum)</td>
<td>$385.00</td>
<td>Public Health (Infection Control for Personal Appearance Services) Act 2003 s58</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>(minimum charge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application for a replacement of a licence certificate for a Higher Risk Personal Appearance Service</td>
<td>$75.00</td>
<td>Public Health (Infection Control for Personal Appearance Services) Act 2003 s61</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Transfer of Higher Risk Personal Appearance Service Licence</td>
<td>$385.00</td>
<td>Public Health (Infection Control for Personal Appearance Services) Act 2003 s49</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Assessment</td>
<td>$780.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Initial Licence Fee (for all risk categories)</td>
<td>$390.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Amendment to Entertainment Venue Licences that requires changes to plans/design</td>
<td>$270.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>

#### 1.3.2 Renewal Fees

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low risk – e.g. Gaming and amusement parlours, gymnasiums and indoor sporting complexes.</td>
<td>$385.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Medium risk – e.g. Community Hall and Cinemas, Other venues with no liquor licensing</td>
<td>$500.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>High risk – e.g. Outdoor entertainment venue and any venue with a liquor licensing e.g. Hotels</td>
<td>$760.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Late Fee – An additional fee will be applicable where payment is not been received by the due date</td>
<td>$75.00</td>
<td>Local Government Act s262(3)(c) #</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 1.3.3 Inspection Fees

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection fee for Entertainment venue (per hour)</td>
<td>$260.00</td>
<td>Local Government Act s262(3)(c) #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspection fee to ascertain compliance with a remedial notice</td>
<td>$260.00</td>
<td>Local Government Act s262(3)(c) #</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 1.3.4 Miscellaneous Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative amendment of an Entertainment Venue Licence (not involving the refurbishment of the premises)</td>
<td>$75.00</td>
<td>Local Law 1; Local Law 3</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>Amendment of an Entertainment Venue Licence per hour (1 hour minimum) (minimum charge)</td>
<td>$260.00</td>
<td>Local Law 1; Local Law 3 s19</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>Application for a Replacement Licence Certificate</td>
<td>$75.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Application for transfer of an Entertainment Venue Licence</td>
<td>$75.00</td>
<td>Local Law 1; Local Law 3 s11</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 1.3.5 Temporary Entertainment Events

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licence to operate a temporary entertainment event where the event is open to the public (regardless of whether a charge for admission is required)</td>
<td>$510.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>Licence (approval granted) to operate a temporary entertainment event on private property or a local government controlled area. (per hour)</td>
<td>$260.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>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</td>
<td>No charge</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>Bond for temporary entertainment event on local government controlled areas where: a. Access requested for any property works whereby vehicles exceeding the size of a utility 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)</td>
<td>$810.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>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)</td>
<td>$1,370.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
</tbody>
</table>

### 1.4 Public Swimming Pools (Local Law 3)

#### 1.4.1 Public Swimming Pool Licencing

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Assessment</td>
<td>$750.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>Initial Licence Fee (regardless of how many pools on site)</td>
<td>$770.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>Amendment to Licences that requires changes to plans/design</td>
<td>$270.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
</tbody>
</table>
### 1.4.2 Renewal Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where one pool is located on the one site</td>
<td>$770.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Where two or three pools are located on the one site</td>
<td>$870.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Where three pools or more are located on the one site</td>
<td>$1,000.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Late Fee – This additional fee will be applicable where payment is not received by the due date</td>
<td>$75.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

### 1.4.3 Miscellaneous Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative amendment of a Public Swimming Pool Licence (not involving the refurbishment of the premises)</td>
<td>$75.00</td>
<td>Local Law 1; Local Law 3</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Amendment of a Public Swimming Pool Licence per hour (1 hour minimum)</td>
<td>$260.00</td>
<td>Local Law 1; Local Law 3 s10</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>(minimum charge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application for transfer of a Public Swimming Pool Licence</td>
<td>$75.00</td>
<td>Local Law 1; Local Law 3 s11</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Application for a Replacement Licence Certificate</td>
<td>$75.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

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

#### 1.5.1 Caravan Parks and Camping Ground Licencing

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Assessment</td>
<td>$860.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Initial Licence Fee</td>
<td>$890.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Amendment to Licences that requires changes to plans/design</td>
<td>$270.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>

#### 1.5.2 Renewal Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Renewal fee for Caravan Park Licence or Camping Ground Licence</td>
<td>$890.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Late Fee – This additional fee will be applicable where payment is not received by the due date</td>
<td>$75.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

#### 1.5.3 Miscellaneous Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative amendment of a Caravan Park or Camping Ground Licence (not involving refurbishment of the premises)</td>
<td>$75.00</td>
<td>Local Law 1; Local Law 3 s10</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Amendment of a Caravan Park or Camping Ground Licence per hour (1 hour minimum)</td>
<td>$260.00</td>
<td>Local Law 1; Local Law 3 s10</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>(minimum charge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application for a transfer of a Caravan Park or Camping Ground Licence</td>
<td>$840.00</td>
<td>Local Law 1; Local Law 3 s11</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Application for a Replacement Licence Certificate</td>
<td>$75.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>
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 | $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) |

1.6.2 Miscellaneous Fees

| Application for a Replacement Permit Certificate | $75.00 | Local Government Act s262(3)(c) # |

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/ Cafe/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 250m² | $780.00 | Food Act 2006 s85 (a) |
| Ø Floor area 251m² to 1,000m² | $820.00 | Food Act 2006 s85 (a) |
| Ø Floor area greater than 1,000m² | $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.
### 1.7.2 Initial Licence Fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
<th>Legislative Provision</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Priority Food Business – Floor area less than 250m²</td>
<td>$830.00</td>
<td>Food Act 2006 s85</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>High Priority Food Business – Floor area 251m² to 1,000m²</td>
<td>$1,190.00</td>
<td>Food Act 2006 s85</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>High Priority Food Business – Floor area greater than 1,000m²</td>
<td>$1,980.00</td>
<td>Food Act 2006 s85</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Medium Priority Food Business – Floor area less than 250m²</td>
<td>$560.00</td>
<td>Food Act 2006 s85</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Medium Priority Food Business – Floor area 251m² to 1,000m²</td>
<td>$770.00</td>
<td>Food Act 2006 s85</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Medium Priority Food Business – Floor area greater than 1,000m²</td>
<td>$1,070.00</td>
<td>Food Act 2006 s85</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Low Priority Food Business – Floor area less than 250m²</td>
<td>$420.00</td>
<td>Food Act 2006 s85</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Low Priority Food Business – Floor area 251m² to 1,000m²</td>
<td>$475.00</td>
<td>Food Act 2006 s85</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Low Priority Food Business – Floor area greater than 1,000m²</td>
<td>$650.00</td>
<td>Food Act 2006 s85</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>

### 1.7.3 Change/Cancel Application

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
<th>Legislative Provision</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment to design i.e. requires refurbishment</td>
<td>$280.00</td>
<td>Food Act 2006 s85</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>

### 1.7.4 Food Safety Program

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
<th>Legislative Provision</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for restamping of an existing Food Safety Program (no process amendments)</td>
<td>$75.00</td>
<td>Food Act 2006</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Application to accredit a Food Safety Program</td>
<td>$780.00</td>
<td>Food Act 2006 s85</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Amendment to a Food Safety Program resulting from changes to plans/design</td>
<td>$265.00</td>
<td>Food Act 2006 s85</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>

### 1.7.5 Temporary Food Stall

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
<th>Legislative Provision</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Off Event (up to 4 Consecutive Days)</td>
<td>$260.00</td>
<td>Food Act 2006 s85</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Annual Fee</td>
<td>$560.00</td>
<td>Food Act 2006 s85</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Amendment to a food safety program per hour (1 hour minimum)</td>
<td>$260.00</td>
<td>Food Act 2006 s112</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>

(minimum charge)
## 1.7.6 Licence Renewal Fees (all except Supermarkets)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Priority Food Business – Floor area less than 250m²</td>
<td>$830.00</td>
<td>Food Act 2006 s85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Priority Food Business – Floor area 251m² to 1000m²</td>
<td>$1,190.00</td>
<td>Food Act 2006 s85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Priority Food Business – Floor area greater than 1000m²</td>
<td>$1,980.00</td>
<td>Food Act 2006 s85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium Priority Food Business – Floor area less than 250m²</td>
<td>$560.00</td>
<td>Food Act 2006 s85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium Priority Food Business – Floor area 251m² to 1000m²</td>
<td>$770.00</td>
<td>Food Act 2006 s85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium Priority Food Business – Floor area greater than 1000m²</td>
<td>$1,070.00</td>
<td>Food Act 2006 s85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low Priority Food Business – Floor area less than 250m²</td>
<td>$445.00</td>
<td>Food Act 2006 s85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low Priority Food Business – Floor area 251m² to 1000m²</td>
<td>$500.00</td>
<td>Food Act 2006 s85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low Priority Food Business – Floor area greater than 1000m²</td>
<td>$700.00</td>
<td>Food Act 2006 s85</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 1 unit in each Supermarket (e.g. bakery)</td>
<td>$560.00</td>
<td>Food Act 2006 s85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 or 3 units in each Supermarket (e.g. bakery, fruit and vegetable, delicatessen)</td>
<td>$680.00</td>
<td>Food Act 2006 s85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>More than 3 units in each Supermarket (e.g. bakery, seafood, fruit and vegetable, sushi preparation, delicatessen)</td>
<td>$810.00</td>
<td>Food Act 2006 s85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Fee – This additional fee will be applicable where payment is not received by the due date</td>
<td>$75.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

## 1.7.8 Inspection Fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection fee per hour (1 hour minimum)</td>
<td>$260.00</td>
<td>Food Act 2006</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### (minimum charge)

## 1.7.9 Miscellaneous Fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for a Replacement Licence Certificate</td>
<td>$75.00</td>
<td>Food Act 2006 s96</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Administrative amendment of a Food Business licence (not involving the refurbishment of the premises)</td>
<td>$75.00</td>
<td>Food Act 2006 s85</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 1.7.10 Eat Safe Review and Reassessment Fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for desktop Review of Food Safety Report</td>
<td>$250.00</td>
<td>Food Act 2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application for Reassessment of Premises</td>
<td>$750.00</td>
<td>Food Act 2006</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$425.00</td>
<td>Local Law 1 s31</td>
<td></td>
<td>(a)</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Renewal Fee</td>
<td>$130.00</td>
<td>Local Law 1; Local Law 5 s12</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>Inspection fee per hour (1 hour minimum)</td>
<td>$260.00</td>
<td>Local Law 1; Local Law 5 s12</td>
<td></td>
<td>(a)</td>
</tr>
</tbody>
</table>

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).

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial application and first year permit fee</td>
<td>$245.00</td>
<td>Local Law 1; Local Law 6 s5</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$70.00</td>
<td>Local Law 1; Local Law 6 s5</td>
<td></td>
<td>(a)</td>
</tr>
</tbody>
</table>

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)        |     | #   |

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).

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial application and first year permit fee</td>
<td>$385.00</td>
<td>Local Law 1; Local Law 6 s5 (a)</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$210.00</td>
<td>Local Law 1; Local Law 6 s5 (a)</td>
</tr>
</tbody>
</table>

### 2.2.2 Birds and Poultry

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial application and first year permit fee</td>
<td>$245.00</td>
<td>Local Law 1; Local Law 3 s5 (a)</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$70.00</td>
<td>Local Law 1; Local Law 3 s5 (a)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial application and first year permit fee</td>
<td>$385.00</td>
<td>Local Law 1; Local Law 6 s5 (a)</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$90.00</td>
<td>Local Law 1; Local Law 6 s5 (a)</td>
</tr>
</tbody>
</table>

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

(Dog registration fees additional)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial application and first year permit fee</td>
<td>$385.00</td>
<td>Local Law 1; Local Law 6 s5 (a)</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$245.00</td>
<td>Local Law 6 s5 (a)</td>
</tr>
</tbody>
</table>

### 2.2.5 Guard Dog Permit per property

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial application and first year permit fee</td>
<td>$570.00</td>
<td>Local Law 1; Local Law 6 s5 (a)</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$315.00</td>
<td>Local Law 1; Local Law 6 s5 (a)</td>
</tr>
</tbody>
</table>

### 2.2.6 Animal Licences (where involving a development application)

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.

### 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.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulated/restricted dog permit – Renewals only</td>
<td>$315.00</td>
<td>Animal Management (Cats and Dogs) Act 2008 s71 (a)</td>
</tr>
</tbody>
</table>
### 2.2.8 Commercial Stable Licence
(May require planning and development approval prior to being considered)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Assessment</td>
<td>$390.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>Initial application and first year licence fee</td>
<td>$385.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$200.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
</tbody>
</table>

### 2.2.9 Pet Shop Licence

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Assessment – including amendments</td>
<td>$390.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>Initial application and first year licence fee</td>
<td>$500.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$260.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
</tbody>
</table>

### 2.2.10 Commercial Cattery Licence (Selling, Boarding & Breeding)
(May require planning and development approval prior to being considered)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Assessment</td>
<td>$390.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>Initial application and first year licence fee</td>
<td>$445.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$260.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
</tbody>
</table>

### 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)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial application and first year permit fee</td>
<td>$480.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$310.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
</tbody>
</table>

### 2.2.12 Five Plus Cat Permit (keeping 5 or more cats)
(May require planning and development approval prior to being considered)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial application and first year permit fee</td>
<td>$445.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$260.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
</tbody>
</table>

### 2.2.13 Commercial Kennels Licence (including training, selling, boarding and breeding kennels)
(Dog registration fees additional)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Assessment</td>
<td>$390.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>Initial application and first year licence fee</td>
<td>$770.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$385.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td></td>
<td>(a)</td>
</tr>
</tbody>
</table>
2.2.14 Late Fees

Late Fee – This additional fee will be applicable where payment is not received by the due date.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>$75.00</td>
<td>Local Government Act s262(3)(c)</td>
</tr>
</tbody>
</table>

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

(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

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

Application for a Replacement Permit Certificate $75.00

Local Government Act s262(3)(c)

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Dog Registration</td>
<td>$20.00</td>
<td>Animal Management (Cats &amp; Dogs) Act 2008 – Section 44</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Introductory Dog Registration – Pensioner</td>
<td>$20.00</td>
<td>Animal Management (Cats &amp; Dogs) Act 2008 – Section 45</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Introductory Dog Registration – Ipswich and Wacol RSPCA Adoptions</td>
<td>No Charge</td>
<td>Animal Management (Cats &amp; Dogs) Act 2008 – Section 44</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>

Where a dog meets the criteria of 2.4.1 and is being adopted by a resident of Ipswich.

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Dog Registration – Veterinary Services In Ipswich</td>
<td>No Charge</td>
<td>Animal Management (Cats &amp; Dogs) Act 2008 – Section 44</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Pay By Date</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay By Date</td>
<td>$165.00</td>
<td>Animal Management (Cats &amp; Dogs) Act 2008 – Section 44</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Pay After Date</td>
<td>$195.00</td>
<td>Animal Management (Cats &amp; Dogs) Act 2008 – Section 44</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>

## 2.4.3 Dog Registration: Per De-Sexed Dog

<table>
<thead>
<tr>
<th>Pay By Date</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay By Date</td>
<td>$35.00</td>
<td>Animal Management (Cats &amp; Dogs) Act 2008 – Section 44</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Pay After Date</td>
<td>$65.00</td>
<td>Animal Management (Cats &amp; Dogs) Act 2008 – Section 44</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Pay By Date</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay By Date</td>
<td>$75.00</td>
<td>Animal Management (Cats &amp; Dogs) Act 2008 – Section 44</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Pay After Date</td>
<td>$90.00</td>
<td>Animal Management (Cats &amp; Dogs) Act 2008 – Section 44</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>

## 2.4.5 Dog Registration: Per De-Sexed Dog – Pensioner

<table>
<thead>
<tr>
<th>Pay By Date</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay By Date</td>
<td>$25.00</td>
<td>Animal Management (Cats &amp; Dogs) Act 2008 – Section 44</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Pay After Date</td>
<td>$40.00</td>
<td>Animal Management (Cats &amp; Dogs) Act 2008 – Section 44</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST / LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guide Dogs and Assistance Dogs</td>
<td>No Charge</td>
<td>Animal Management (Cats &amp; Dogs) Act 2008 – Section 44</td>
<td>(a)</td>
</tr>
</tbody>
</table>

2.4.7 Greyhounds

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 | Animal Management (Cats & Dogs) Act 2008 – Section 44 | (a)       |

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).

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST / LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial and first year fee – Prorata</td>
<td>$495.00</td>
<td>Animal Management (Cats &amp; Dogs) Act 2008 – Section 44</td>
<td>(a)</td>
</tr>
<tr>
<td>Non Compliance (Renewal Only) – Pay By Date</td>
<td>$465.00</td>
<td>Animal Management (Cats &amp; Dogs) Act 2008 Section 44</td>
<td>(a)</td>
</tr>
<tr>
<td>Non Compliance (Renewal Only) – Pay After Date</td>
<td>$495.00</td>
<td>Animal Management (Cats &amp; Dogs) Act 2008 Section 44</td>
<td>(a)</td>
</tr>
<tr>
<td>Full Compliance (Renewal Only) – De-sexed dog – Pay By Date</td>
<td>$225.00</td>
<td>Animal Management (Cats &amp; Dogs) Act 2008 – Section 44</td>
<td>(a)</td>
</tr>
<tr>
<td>Full Compliance (Renewal Only) – De-sexed dog – Pay After Date</td>
<td>$255.00</td>
<td>Animal Management (Cats &amp; Dogs) Act 2008 – Section 44</td>
<td>(a)</td>
</tr>
<tr>
<td>Full Compliance (Renewal Only) – Entire dog – Pay By Date</td>
<td>$300.00</td>
<td>Animal Management (Cats &amp; Dogs) Act 2008 – Section 44</td>
<td>(a)</td>
</tr>
<tr>
<td>Full Compliance (Renewal Only) – Entire dog – Pay After Date</td>
<td>$330.00</td>
<td>Animal Management (Cats &amp; Dogs) Act 2008 – Section 44</td>
<td>(a)</td>
</tr>
</tbody>
</table>
2.4.10 Menacing Dogs

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial and first year fee – Prorata</td>
<td>$495.00</td>
<td>Animal Management (Cats and Dogs) Act 2008 Section 44 (a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non Compliance (Renewal Only) – Pay By Date</td>
<td>$465.00</td>
<td>Animal Management (Cats and Dogs) Act 2008 Section 44 (a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non Compliance (Renewal Only) – Pay After Date</td>
<td>$495.00</td>
<td>Animal Management (Cats and Dogs) Act 2008 Section 44 (a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Compliance (Renewal Only) – De-sexed dog – Pay By Date</td>
<td>$225.00</td>
<td>Animal Management (Cats and Dogs) Act 2008 – Section 44 (a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Compliance (Renewal Only) – De-sexed dog – Pay After Date</td>
<td>$255.00</td>
<td>Animal Management (Cats and Dogs) Act 2008 – Section 44 (a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Compliance (Renewal Only) – Entire dog – Pay By Date</td>
<td>$300.00</td>
<td>Animal Management (Cats &amp; Dogs) Act 2008 – Section 44 (a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Compliance (Renewal Only) – Entire dog – Pay After Date</td>
<td>$330.00</td>
<td>Animal Management (Cats and Dogs) Act 2008 Section 44 (a)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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
- 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

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) # |

Price list effective 1 July 2018. # Indicates 10% GST included.
### 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) # |

### 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.
  - $265.00 | Local Law 6 s27 (d) |
  - (minimum charge)
- **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.
  - $390.00 | Local Law 6 s27 (d) |
  - (minimum charge)
- 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
  - $11.00 | Local Law 6 s27 (d) |
  - (minimum charge)
- 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):
  - $24.00 | Local Government Act s262(3)(c) # |
- Hourly Rate

continued on next page ..
### (a) Large Livestock (continued)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST / LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>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:</td>
<td>$385.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

### (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)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impounded between the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday (excluding public holidays):</td>
<td>$41.00</td>
<td>Local Law 6 s27 (d)</td>
</tr>
<tr>
<td>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:</td>
<td>$90.00</td>
<td>Local Law 6 s27 (d)</td>
</tr>
<tr>
<td>NLIS Tagging of Sheep &amp; 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):</td>
<td>$260.00</td>
<td>Local Government Act s262(3)(c) #</td>
</tr>
</tbody>
</table>

### (c) Poultry & Birds

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impounded between the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday (excluding public holidays):</td>
<td>$16.00</td>
<td>Local Law 6 s27 (d)</td>
</tr>
</tbody>
</table>

### 2.6 Other Charges

#### 2.6.1 Traps

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan of Cat Traps: Rental – per day (after seven (7) working days)</td>
<td>$12.00</td>
<td>Local Government Act s262(3)(c) #</td>
</tr>
<tr>
<td>Loan of Dog Traps: Rental – per day (after seven (7) working days)</td>
<td>$21.00</td>
<td>Local Government Act s262(3)(c) #</td>
</tr>
<tr>
<td>Collection of Trap (Dog &amp; Cat)</td>
<td>$260.00</td>
<td>Local Government Act s262(3)(c) #</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulated Dog Signs</td>
<td>No charge</td>
<td>Local Government Act s262(3)(c) #</td>
</tr>
<tr>
<td>Regulated Dog Tags</td>
<td>No Charge</td>
<td>Local Government Act s262(3)(c)</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reciprocal dog registration transfer</td>
<td>No Charge</td>
<td>Local Government Act s262(3)(c)</td>
<td></td>
</tr>
</tbody>
</table>

2.6.4 Microchipping

Microchipping Fee for Dogs and Cats (Community Events) $20.00 Local Government Act s262(3)(c) #

Dog or Cat must already be currently registered with Ipswich City Council

2.6.5 Inspections/Assessments

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection/Assessment fee per hour (1 hour minimum) to inspect/assess declared dog declarations, undertake fencing inspections, etc.</td>
<td>$260.00</td>
<td>Animal Management (Cats and Dogs) Act 2008 and Local Law 6 (a)</td>
<td></td>
</tr>
</tbody>
</table>

Hourly Rate

3. Cemeteries

3.1 Exhumation

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhumation Assessment fee – per hour with minimum of 1 hour charged</td>
<td>$260.00</td>
<td>Local Government Act s262(3)(c)</td>
<td></td>
</tr>
<tr>
<td>Exhumation Supervision fee – per hour with minimum of 1 hour charged</td>
<td>$260.00</td>
<td>Local Government Act s262(3)(c)</td>
<td></td>
</tr>
</tbody>
</table>

3.2 Private Cemeteries

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licence to operate a cemetery that is not on Council land</td>
<td>$640.00</td>
<td>Local Law 1; Local Law 3 s5 (a)</td>
<td></td>
</tr>
</tbody>
</table>

per year

4. Environmental Protection

4.1 Environmentally Relevant Activities (ERA's)

4.1.1 Application Fees

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee ERA Environmental Authority(The prescribed fees detailed in the relevant schedule of the Environmental Protection Regulation).</td>
<td>$640.00</td>
<td>Environmental Protection Act 73D &amp; Environmental Protection Regulation 2008 Schedule 10 (a)</td>
<td></td>
</tr>
</tbody>
</table>

plus prescribed annual fee
### 4.1.2 Annual Renewal Fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERA6 Asphalt Manufacturing: greater than 1,000 tonnes per year</td>
<td>$9,900.00</td>
<td>Environmental Protection Act 73D &amp; Environmental Protection Regulation 2008 Schedule 10</td>
<td>(a)</td>
</tr>
<tr>
<td>ERA 12 Plastic Product Manufacturing: 50 tonnes per year or more (other than plastic in item below)</td>
<td>$2,450.00</td>
<td>Environmental Protection Act 73D &amp; Environmental Protection Regulation 2008 Schedule 10</td>
<td>(a)</td>
</tr>
<tr>
<td>ERA 12 Plastic Product Manufacturing: 5 tonnes per year or more (foam, composite plastic or rigid fibre reinforced)</td>
<td>$2,450.00</td>
<td>Environmental Protection Act 73D &amp; Environmental Protection Regulation 2008 Schedule 10</td>
<td>(a)</td>
</tr>
<tr>
<td>ERA 19 Metal Forming: 10,000 tonnes or more per year</td>
<td>$810.00</td>
<td>Environmental Protection Act 73D &amp; Environmental Protection Regulation 2008 Schedule 10</td>
<td>(a)</td>
</tr>
<tr>
<td>ERA 20 Metal Recovery: up to 100 tonnes per day</td>
<td>$1,190.00</td>
<td>Environmental Protection Act 73D &amp; Environmental Protection Regulation 2008 Schedule 10</td>
<td>(a)</td>
</tr>
<tr>
<td>ERA 20 Metal Recovery: 100 tonnes or more per day or 10,000 tonnes or more per year Without using a fragmentiser</td>
<td>$3,000.00</td>
<td>Environmental Protection Act 73D &amp; Environmental Protection Regulation 2008 Schedule 10</td>
<td>(a)</td>
</tr>
<tr>
<td>ERA 38 1 (a) Surface Coating Anodising, electroplating, enamelling or galvanising by using 1 to 100 tonnes of surface coating material in a year</td>
<td>$810.00</td>
<td>Environmental Protection Act 73D &amp; Environmental Protection Regulation 2008 Schedule 10</td>
<td>(a)</td>
</tr>
<tr>
<td>ERA 49 Boat Maintenance or Repair</td>
<td>$2,450.00</td>
<td>Environmental Protection Act 73D &amp; Environmental Protection Regulation 2008 Schedule 10</td>
<td>(a)</td>
</tr>
<tr>
<td>ERA 61 Waste Incineration and Thermal Treatment: Incinerating waste vegetation, clean paper or cardboard</td>
<td>$810.00</td>
<td>Environmental Protection Act 73D &amp; Environmental Protection Regulation 2008 Schedule 10</td>
<td>(a)</td>
</tr>
<tr>
<td>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)</td>
<td>$180.00</td>
<td>Environmental Protection Act 73D &amp; Environmental Protection Regulation 2008 Schedule 10</td>
<td>(a)</td>
</tr>
<tr>
<td>+ inspection fee if required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>$180.00</td>
<td>Environmental Protection Act 73D &amp; Environmental Protection Regulation 2008 Schedule 10</td>
<td>(a)</td>
</tr>
<tr>
<td>+ inspection fee if required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>$185.00</td>
<td>Environmental Protection Regulation 2008, Schedule 10</td>
<td>(a)</td>
</tr>
</tbody>
</table>
### 4.1.3 Other ERA Fees

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection fee per hour (1 hour minimum) (minimum charge)</td>
<td>$260.00</td>
<td>Local Government Act s262(3)(c) #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Fees: Assessment of Draft Transitional Environmental Programs; and Site Investigations – Hourly based on rate for actual time taken (1 hour minimum). (minimum charge)</td>
<td>$260.00</td>
<td>Environmental Protection Regulation 1998 s52 (a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td>$260.00</td>
<td>Environmental Protection Regulation 1998 s52 (a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amendment to an approved Transitional Environmental Program – Hourly rate based on actual time taken (1 hour minimum). (minimum charge)</td>
<td>$260.00</td>
<td>Environmental Protection Regulation 1998 s52 (a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual TEP return (minimum charge)</td>
<td>$500.00</td>
<td>Environmental Protection Regulation 2008 #</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 5. Road Regulation

#### 5.1 Footpath/Roadside Trading (refer to relevant local laws)

#### 5.1.1 Application Fee

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee</td>
<td>$380.00</td>
<td>Local Law 1: Local Law 3 s5 Transport Operations (Road Use Management) Act 1995 (a)</td>
</tr>
</tbody>
</table>

*(to be paid prior to assessment of application and are non-refundable)*

---

Price list effective 1 July 2018. # Indicates 10% GST included. 18191 | Page 72 of 113
<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1.2 Sale and/or display of goods or services on roads (Roadside Vending)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer of licence</td>
<td>$75.00</td>
<td>Local Law 1 s31; Local Law 7 Part 6 Transport Operations (Road Use Management) Act 1995</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Annual Licence</td>
<td>$1,320.00</td>
<td>Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Monthly Licence</td>
<td>$180.00</td>
<td>Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>5.1.3 Busking</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Licence</td>
<td>$250.00</td>
<td>Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Monthly Licence</td>
<td>$70.00</td>
<td>Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>One off Licence (one day only)</td>
<td>$32.00</td>
<td>Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>5.1.4 Commercial Touting, Hawking on roads and local government areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Licence</td>
<td>$1,320.00</td>
<td>Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Monthly Licence</td>
<td>$200.00</td>
<td>Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>

Price list effective 1 July 2018. # Indicates 10% GST included.
### 5.1.5 Street Markets (including multiple traders/exhibitors)

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Licence</td>
<td>$2,700.00</td>
<td>Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995</td>
<td>(a)</td>
</tr>
<tr>
<td>Monthly Licence</td>
<td>$315.00</td>
<td>Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995</td>
<td>(a)</td>
</tr>
</tbody>
</table>

### 5.1.6 Footpath Dining

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within central traffic area per square metre</td>
<td>$115.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Outside central traffic area per square metre</td>
<td>$90.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Transfer fee</td>
<td>$200.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

### 5.2 Pedestrian Mall

#### 5.2.1 Permitted Uses Licence

Note: For Busking in the Mall please see Road Regulation section.

#### 5.2.2 Commercial Activities

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Access: per day or part thereof</td>
<td>$170.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
</tr>
<tr>
<td>Sell or offer goods for sale: per day or part thereof</td>
<td>$170.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
</tr>
<tr>
<td>Display goods for sale: per day or part thereof</td>
<td>$170.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
</tr>
<tr>
<td>Carry on business: per day or part thereof</td>
<td>$170.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
</tr>
<tr>
<td>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</td>
<td>$115.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
</tr>
<tr>
<td>Seek or receive or indicate that a donation of money from a bystander or passer-by is being sought: per day or part thereof</td>
<td>$14.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
</tr>
<tr>
<td>Place a structure – Hand out Brochures/Pamphlets etc.: per day or part thereof</td>
<td>$170.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
</tr>
<tr>
<td>Place a structure – Hand out Brochures/Pamphlets etc.: per week</td>
<td>$860.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
</tr>
<tr>
<td>Place a structure – Hand out Brochures/Pamphlets etc.: 3 days</td>
<td>$425.00</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
</tr>
</tbody>
</table>
### 5.2.3 Community Group Activities

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Access: per day or part thereof</td>
<td>No Charge</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
</tr>
<tr>
<td>Sell or offer goods for sale: per day or part thereof</td>
<td>No Charge</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
</tr>
<tr>
<td>Display goods for sale: per day or part thereof</td>
<td>No Charge</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
</tr>
<tr>
<td>Carry on business: per day or part thereof</td>
<td>No Charge</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
</tr>
<tr>
<td>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</td>
<td>No Charge</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
</tr>
<tr>
<td>Seek or receive or indicate that a donation of money from a bystander or passer-by is being sought: per day or part thereof</td>
<td>No Charge</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
</tr>
<tr>
<td>Place a structure – Hand out Brochures/Pamphlets etc.: per day or part thereof</td>
<td>No Charge</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
</tr>
<tr>
<td>Place a structure – Hand out Brochures/Pamphlets etc.: per week</td>
<td>No Charge</td>
<td>Local Law 1; Local Law 3 s5</td>
<td>(a)</td>
</tr>
</tbody>
</table>

### 5.3 Parking Fines

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reminder notice for late payment of Parking Fines</td>
<td>$75.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

### 5.4 Regulated Parking – Permit Fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Vehicle Parking Permit: Fee per annum or part thereof</td>
<td>$200.00</td>
<td>Transport Operations (Road Use Management) Act 1995</td>
<td>(a)</td>
</tr>
<tr>
<td>Resident Parking Permit: Fee per annum</td>
<td>No Charge</td>
<td>Local Law 1; Local Law 5 s6 Transport Operations (Road Use Management) Act 1995</td>
<td>(a)</td>
</tr>
<tr>
<td>Resident Parking Permit: Fee per annum or part thereof</td>
<td>No Charge</td>
<td>Local Law 1; Local Law 5 s6 Transport Operations (Road Use Management) Act 1995</td>
<td>(a)</td>
</tr>
<tr>
<td>Media Permit: Fee per annum or part thereof</td>
<td>$200.00</td>
<td>Local Law 1; Local Law 5 s6 Transport Operations (Road Use Management) Act 1995</td>
<td>(a)</td>
</tr>
<tr>
<td>General Contractors Permit: Fee per annum per vehicle</td>
<td>$200.00</td>
<td>Local Law 1; Local Law 5 s6 Transport Operations (Road Use Management) Act 1995</td>
<td>(a)</td>
</tr>
</tbody>
</table>

continued on next page ..
## 5.4 Regulated Parking – Permit Fees

Late Fee – This additional fee will be applicable where payment is not received by the due date

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Fee – This additional fee will be applicable where payment is not received by the due date</td>
<td>$75.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

## 5.5 Other

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


#### (a) Permit fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STANDARD works application fee (per permit type)</td>
<td>$230.00</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>STANDARD traffic control (per permit type)</td>
<td>$230.00</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>STANDARD combined works and traffic control application fee (combined Works on Local Government Control Road and Traffic Control permits)</td>
<td>$340.00</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>NON-STANDARD works application fee (per permit type)</td>
<td>$460.00</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>NON-STANDARD traffic control (per permit type)</td>
<td>$460.00</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 10, s75</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>NON-STANDARD combined works and traffic control application fee (combined Works on Local Government Control Road and Traffic Control permits)</td>
<td>$690.00</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 10, s75</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>Request to amend or extend a current permit – STANDARD works (per permit type)</td>
<td>$120.00</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75</td>
<td>(a)</td>
<td></td>
</tr>
</tbody>
</table>

continued on next page ..
### (a) Permit fees (continued)

<table>
<thead>
<tr>
<th>Permit Request</th>
<th>Fee</th>
<th>Legislative Provision</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request to amend or extend traffic control – STANDARD works (per permit type)</td>
<td>$120.00</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 10</td>
<td>(a)</td>
</tr>
<tr>
<td>Request to amend or extend date amendments/extensions only for NON-STANDARD works or traffic control (per permit type)</td>
<td>$120.00</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 10</td>
<td>(a)</td>
</tr>
<tr>
<td>Request to amend or extend a current permit STANDARD works or traffic control other than date amendments/extensions only (per permit type)</td>
<td>$320.00</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 10</td>
<td>(a)</td>
</tr>
<tr>
<td>Request to amend or extend a current permit NON-STANDARD works or traffic control other than date amendments/extensions only (per permit type)</td>
<td>$320.00</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 10</td>
<td>(a)</td>
</tr>
<tr>
<td>Request to amend current or extend a combined STANDARD or NON-STANDARD Works on Local Government Controlled Roads and Traffic Control permit application fee.</td>
<td>$185.00</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 10</td>
<td>(a)</td>
</tr>
<tr>
<td>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)</td>
<td>$480.00</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 10</td>
<td>(a)</td>
</tr>
</tbody>
</table>

**Applies to STANDARD works, or date amendments only for NON-STANDARD works or traffic control**

### (b) Refund of fees – Prior to the determination of an application

#### i. If pre-paid during the online application:

<table>
<thead>
<tr>
<th>Permit Status</th>
<th>Fee Refund</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit application withdrawn within 4 days of lodgement of application</td>
<td>70% of fee refunded (incl GST where applicable)</td>
<td>- #</td>
</tr>
<tr>
<td>Permit application withdrawn within 6 days of lodgement of application</td>
<td>50% of fee refunded (incl GST where applicable)</td>
<td>- #</td>
</tr>
<tr>
<td>Permit application withdrawn within 8 days of lodgement of application</td>
<td>20% of fee refunded (incl GST where applicable)</td>
<td>- #</td>
</tr>
</tbody>
</table>
ii. If not pre-paid during the online application:

<table>
<thead>
<tr>
<th>Permit application withdrawn</th>
<th>30% of fee refunded (incl GST where applicable)</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit application withdrawn</td>
<td>50% of fee refunded (incl GST where applicable)</td>
<td>-</td>
</tr>
<tr>
<td>Permit application withdrawn</td>
<td>80% of fee refunded (incl GST where applicable)</td>
<td>-</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge for the removal, storage and release of a shopping trolley confiscated from a road under a Local Law – per trolley</td>
<td>$70.00</td>
<td>Local Law 1 s31; Local Law 7 Part 6; Local Law 8 Transport Operations (Road Use Management) Act 1995</td>
<td>(d)</td>
</tr>
<tr>
<td>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.</td>
<td>$500.00</td>
<td>Transport Operations (Road Use Management) Act 1995</td>
<td>(d)</td>
</tr>
<tr>
<td>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.</td>
<td>Actual Costs</td>
<td>Transport Operations (Road Use Management) Act 1995</td>
<td>(d)</td>
</tr>
<tr>
<td>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.</td>
<td>$7.00</td>
<td>Transport Operations (Road Use Management) Act 1995</td>
<td>(d)</td>
</tr>
<tr>
<td>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</td>
<td>$95.00</td>
<td>Local Law 1 s31; Local Law 7 Part 6; Local Law 8 Transport Operations (Road Use Management) Act 1995</td>
<td>(d)</td>
</tr>
<tr>
<td>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</td>
<td>$245.00</td>
<td>Local Law 1 s31; Local Law 7 Part 6; Local Law 8 Transport Operations (Road Use Management) Act 1995</td>
<td>(d)</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Fee (Inspection or assessment fee) per hour</td>
<td>No Charge</td>
<td>Local Law 7 s6 Transport Operations (Road Use Management) Act 1995</td>
<td>(a)</td>
</tr>
</tbody>
</table>
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) |

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.

| Fee | $500.00 | Local Government Act s262(3)(c) |

Name

| Year 18/19 Fee (incl. GST) | Legislative Provision / Head of Power |

| GST | LGA s97(2) |

Price list effective 1 July 2018. # Indicates 10% GST included.
WORKS, PARKS & RECREATION DEPARTMENT

1. Urban and Rural Greening

1.1 Park Use

<table>
<thead>
<tr>
<th>All non commercial related use of parks</th>
<th>No Charge</th>
<th>Local Law 4 (Permits) s7, s11</th>
</tr>
</thead>
</table>

1.1.1 Non-Commercial Use

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

1.1.2 Commercial Fee – Refer Local Law 3 (Commercial Licencing)

(a) Key Deposit

<table>
<thead>
<tr>
<th>Key deposit</th>
<th>$45.00</th>
<th>Local Law 3 (Commercial Licencing) s7, s11</th>
</tr>
</thead>
</table>

(b) 1-100 People

<table>
<thead>
<tr>
<th>Hourly Rate – per location</th>
<th>$65.00</th>
<th>Local Law 3 (Commercial Licencing) s7, s11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Rate – per location</td>
<td>$355.00</td>
<td>Local Law 3 (Commercial Licencing) s7, s11</td>
</tr>
<tr>
<td>Bond – per event</td>
<td>$580.00</td>
<td>Local Law 3 (Commercial Licencing) s7, s11</td>
</tr>
</tbody>
</table>

(c) More than 100 People

<table>
<thead>
<tr>
<th>Hourly Rate</th>
<th>$125.00</th>
<th>Local Law 3 (Commercial Licencing) s7, s11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Rate</td>
<td>$810.00</td>
<td>Local Law 3 (Commercial Licencing) s7, s11</td>
</tr>
<tr>
<td>Bond</td>
<td>$1,150.00</td>
<td>Local Law 3 (Commercial Licencing) s7, s11</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Hourly Rate</th>
<th>No Charge</th>
<th>Local Law 3 (Commercial Licencing) s7, s11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bond</td>
<td>No Charge</td>
<td>Local Law 3 (Commercial Licencing) s7, s11</td>
</tr>
</tbody>
</table>

Price list effective 1 July 2018. # Indicates 10% GST included.
### 1.1.3 Temporary Park Access

**(a) Business Hours Access**

<table>
<thead>
<tr>
<th>Vehicles under 4.5 Tonne: Bond</th>
<th>No Charge</th>
<th>Local Law 4 (Permits) s7, s11 (a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicles over 4.5 Tonne: Bond</td>
<td>$1,340.00</td>
<td>Local Law 4 (Permits) s7, s11 (a)</td>
</tr>
</tbody>
</table>

**(b) After Hours Access**

<table>
<thead>
<tr>
<th>All Vehicles: Bond</th>
<th>$1,340.00</th>
<th>Local Law 4 (Permits) s7, s11 (a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Vehicles: Key deposit</td>
<td>$45.00</td>
<td>Local Law 4 (Permits) s7, s11 (a)</td>
</tr>
</tbody>
</table>

### 1.1.4 Use of Parks or Sporting Grounds by Fitness Groups/Personal Trainer

The definition of a ‘fitness group/personal trainer: a group or individual providing outdoor fitness sessions to promote a healthy and physically active lifestyle’

**(a) 10 or less attendees**

<table>
<thead>
<tr>
<th>10 or less attendees (Permit Required)</th>
<th>No Charge</th>
<th>Local Law 4 (Permits) s7, s11 (a)</th>
</tr>
</thead>
</table>

**(b) More than 10 attendees (Permit Required)**

<table>
<thead>
<tr>
<th>More than 10 attendees (Permit Required): Application fee – Non refundable</th>
<th>$75.00</th>
<th>Local Law 4 (Permits) s7, s11 # (a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than 10 attendees (Permit Required): Season Fee (payable per season Summer/Winter)</td>
<td>$290.00</td>
<td>Local Law 4 (Permits) s7, s11 # (a)</td>
</tr>
<tr>
<td>More than 10 attendees (Permit Required): Annual Fee</td>
<td>$510.00</td>
<td>Local Law 4 (Permits) s7, s11 # (a)</td>
</tr>
</tbody>
</table>

### 1.1.5 Camping Fees (Excluding Rosewood Showgrounds)

<table>
<thead>
<tr>
<th>Per site per night – Unpowered</th>
<th>$12.00</th>
<th>Local Law 4 (Permits) s7, s11 # (a)</th>
</tr>
</thead>
</table>

### 1.1.6 Camping Fees for Rosewood Showgrounds

<table>
<thead>
<tr>
<th>Per site per night – Powered</th>
<th>$15.00</th>
<th>Local Law 4 (Permits) s7, s11 # (a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per site per night – Unpowered</td>
<td>$12.00</td>
<td>Local Law 4 (Permits) s7, s11 # (a)</td>
</tr>
</tbody>
</table>
1.2 Facility Use

1.2.1 Facility Use Excluding Briggs Road Function Room and Rosewood Showgrounds Cultural Centre

(a) Community

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key deposit</td>
<td>$45.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>(a)</td>
</tr>
<tr>
<td>Bond – per location per event</td>
<td>$460.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>(a)</td>
</tr>
<tr>
<td>Daily Rate – per location</td>
<td>$145.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td># (a)</td>
</tr>
<tr>
<td>Annual Fee (More than 4 occasions) – per location</td>
<td>$325.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td># (a)</td>
</tr>
</tbody>
</table>

(b) Commercial

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key deposit</td>
<td>$45.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>(a)</td>
</tr>
<tr>
<td>Bond – per location per event</td>
<td>$460.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>(a)</td>
</tr>
<tr>
<td>Daily Rate</td>
<td>$810.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td># (a)</td>
</tr>
</tbody>
</table>

1.2.2 Facility use for the Hire of Briggs Road Function Room and Rosewood Showgrounds Cultural Centre only

(a) Community

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key deposit</td>
<td>$45.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>(a)</td>
</tr>
<tr>
<td>Bond – per location per event</td>
<td>$1,030.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>(a)</td>
</tr>
<tr>
<td>Hire Fee – per location per event</td>
<td>$410.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td># (a)</td>
</tr>
</tbody>
</table>

(b) Commercial

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key deposit</td>
<td>$45.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>(a)</td>
</tr>
<tr>
<td>Bond – per location per event</td>
<td>$1,030.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>(a)</td>
</tr>
<tr>
<td>Daily Rate – per location</td>
<td>$810.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td># (a)</td>
</tr>
</tbody>
</table>

1.2.3 Sport and Recreation Clubhouse Use (In Conjunction with Seasonal Sporting Ground Use)

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key deposit</td>
<td>$45.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>(a)</td>
</tr>
<tr>
<td>Bond – per location per season</td>
<td>$220.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>(a)</td>
</tr>
<tr>
<td>Season hire fee – per location</td>
<td>$330.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td># (a)</td>
</tr>
</tbody>
</table>
1.3 Use of Sporting Grounds and Facilities

1.3.1 Annual Lease and Tenancies

Note: All lease and tenancy fees will be confirmed as part of the respective lease or tenancy document

1.3.2 Use of Ovals

Night Lighting:
The cost of field lighting is charged as per the submitted approved use of Council’s Parks and Reserves Application Form and will be charged as a seasonal fee for lighting, based on the amount of use per week, on a per field basis, and is calculated at cost price.

<table>
<thead>
<tr>
<th>Daily Rate – per location</th>
<th>$125.00</th>
<th>Local Law 4 (Permits) s7, s11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Season fee – excluding consumables</td>
<td>$330.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
</tr>
</tbody>
</table>

(User is responsible for the consumable costs i.e., Electricity for field lighting (not clubhouses)/Waste/Water etc.) – Refer to Seasonal/Casual Booking Agreement

| Field Lighting – Summer Seasonal Fee – Per field 1 night per week | $390.00 | Local Government Act s262(3)(c) |
| Field Lighting – Summer Seasonal Fee – Per field 2 nights per week | $780.00 | Local Government Act s262(3)(c) |
| Field Lighting – Summer Seasonal Fee – Per field 3 nights per week | $1,170.00 | Local Government Act s262(3)(c) |
| Field Lighting – Summer Seasonal Fee – Per field 4 nights per week | $1,560.00 | Local Government Act s262(3)(c) |
| Field Lighting – Winter Seasonal Fee – Per field 1 night per week | $780.00 | Local Government Act s262(3)(c) |
| Field Lighting – Winter Seasonal Fee – Per field 2 nights per week | $1,560.00 | Local Government Act s262(3)(c) |
| Field Lighting – Winter Seasonal Fee – Per field 3 nights per week | $2,340.00 | Local Government Act s262(3)(c) |
| Field Lighting – Winter Seasonal Fee – Per field 4 nights per week | $3,120.00 | Local Government Act s262(3)(c) |

1.3.3 School Competition – Seasonal Fee

Intraschool and interschool sport to be held between 6:00 AM and 4:00 PM Monday to Friday (still required to book facilities).

Full fee payment for all major carnivals held during the year will still apply.

| Intraschool Competition – 1 school competing | No Charge | Local Law 4 (Permits) s7, s11 |
| Interschool Competition – 2 or more schools competing (From within the Met West Region) | No Charge | Local Law 4 (Permits) s7, s11 |
| Major Carnival – Daily rate. 1 or more schools competing (From outside the Met West Region) | $115.00 | Local Law 4 (Permits) s7, s11 |

1.3.4 Rental of Sport and Recreation Facilities (hourly rates)

| Briggs Road Tennis Court – Day time use (per hour) | $17.00 | Local Government Act s262(3)(c) |
| Briggs Road Tennis Court – Night time use (per hour) | $26.00 | Local Government Act s262(3)(c) |

Price list effective 1 July 2018. # Indicates 10% GST included.
1.3.5 Lease of Sport and Recreation Club Facilities

Note: If during the term of the lease the use of the property has changed category, e.g.: upgraded for a Restricted Liquor Licence to a Unrestricted Liquor Licence, the Council, may re-assess the annual rental payable in accordance with categories as listed.

In cases where club facilities have become the property of Council (e.g.: at the determination of lease), Council retains the right to charge an additional rental to be negotiated on a case by case basis.

Following the determination of a lease, Council may at it’s discretion allow a three year phase in of fees should the new fee exceed the previous fee.

| Lease of a facility to a sporting and recreational organisation with a Gaming Machine Licence | Rental is set at 5% of Unimproved Capital Value (UCV) | Local Government Act s262(3)(c) |
| Lease of a facility to a sporting and recreational organisation with an Unrestricted Liquor Licence but not a Gaming Machine Licence | Rent is set at 3% of Unimproved Capital Value (UCV) | Local Government Act s262(3)(c) |
| Lease of a facility to a sporting and recreational organisation with a Restricted Liquor Licence or no Liquor Licence | Rental is set at 1% of Unimproved Capital Value (UCV) | Local Government Act s262(3)(c) |

2. Adopted Reports, Studies and Other Documentation

| Major Documents (strategic documents, mapping etc.) | $320.00 | Local Government Act s262(3)(c) |
| Other Documents (individual management plans, feasibility studies, etc.) | $185.00 | Local Government Act s262(3)(c) |
| Small or part documents (flora and fauna lists; excerpts from larger reports) – per page | $4.70 | Local Government Act s262(3)(c) |
| Small or part documents – requests from Ipswich Residents, non-profit or community groups as determined by the Chief Operating Officer – Works, Parks and Recreation | No Charge | Local Government Act s262(3)(c) |
| Fee to utilise Council’s Flood Models (Complex) | By Quote | Local Government Act s262(3)(c) |
| Fee to utilise Council’s Flood Models (Simple) | $425.00 | Local Government Act s262(3)(c) |

3. Nursery Operations

3.1 Sale of Plants – Wholesale

| Wholesale Native Tubes – Minimum Price | $2.50 | Local Government Act s262(3)(c) |
| Wholesale Native Tubes – Maximum Price | $3.90 | Local Government Act s262(3)(c) |
| Wholesale Pots 100mm to 300mm – Minimum Price | $6.00 | Local Government Act s262(3)(c) |
| Wholesale Pots 100mm to 300mm – Maximum Price | $45.00 | Local Government Act s262(3)(c) |
3.2 Sale of Plants – Retail

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail Native Tubes – Minimum Price</td>
<td>$3.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Retail Native Tubes – Maximum Price</td>
<td>$4.50</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Retail Pots 100mm to 300mm – Minimum Price</td>
<td>$6.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Retail Pots 100mm to 300mm – Maximum Price</td>
<td>$85.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

4. Regulated Parking

4.1 Regulated Parking – Temporary Closure/Removal of Parking Spaces

4.1.1 Temporary closure/removal of Regulated Parking Spaces for the following purposes:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closure of a regulated parking space (including loading zones, disabled person's parking bays and taxi ranks) per day or part thereof – per space</td>
<td>$160.00</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use Management) Act 1995</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>Closure of regulated parking spaces (including loading zones, disabled person's parking bays and taxi ranks) per day or part thereof where in the opinion of Council the primary purpose is for advertising or other commercial purposes – per space</td>
<td>$480.00</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use Management) Act 1995</td>
<td>#</td>
<td>(a)</td>
</tr>
</tbody>
</table>

4.1.2 Closure of metered parking space: (per space)

<table>
<thead>
<tr>
<th>Period</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each week or part thereof in excess of two (2) days</td>
<td>$235.00</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use Management) Act 1995</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>For any period up to and including two (2) days</td>
<td>$180.00</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use Management) Act 1995</td>
<td>#</td>
<td>(a)</td>
</tr>
</tbody>
</table>
### 4.2 Regulated Parking – Meter Charges

#### 4.2.1 Regulated Parking Meter Charges (Time Restriction)

<table>
<thead>
<tr>
<th>Time</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>½ Hour</td>
<td>$0.70</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 7 Transport Operations (Road Use Management) Act 1995</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>1 Hour</td>
<td>$1.40</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 7 Transport Operations (Road Use Management) Act 1995</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>2 Hour</td>
<td>$2.80</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 7 Transport Operations (Road Use Management) Act 1995</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>3 Hour</td>
<td>$4.20</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 7 Transport Operations (Road Use Management) Act 1995</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>4 Hour</td>
<td>$5.60</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 7 Transport Operations (Road Use Management) Act 1995</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>9 Hour</td>
<td>$7.00</td>
<td>Local Law 7 (Local Government Controlled Areas and Roads) s 7 Transport Operations (Road Use Management) Act 1995</td>
<td>#</td>
<td>(a)</td>
</tr>
</tbody>
</table>

### 4.3 Road Regulation – Other

#### 4.3.1 Heavy Vehicle National Law Road Manager Consent Request

<table>
<thead>
<tr>
<th>Route Assessment</th>
<th>By Quote</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Heavy Vehicle National Law (Queensland) s 159</td>
</tr>
</tbody>
</table>

Price list effective 1 July 2018.

# Indicates 10% GST included.
5. Recoverable Works

5.1 Driveway Crossings (Refer relevant Local Laws)

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concrete Inverts: All sizes</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Pipe Crossings: All sizes</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Box Culverts: All sizes</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Concrete Inverts in Earth Table Drains: All sizes</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Reinforced Concrete Driveways in conjunction with construction projects only – full width slabs over footpaths: All sizes</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

5.2 Other Private Works (Refer relevant Local Laws)

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any private construction and/or maintenance works may be undertaken by the Council on application by the land owner and upon receipt of the estimated cost of such works.</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Restoration Charges – Roadways Footpaths and Streetscape</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Hydraulics Services &amp; Information</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Spray Painting of Industrial Bins</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Tree Assessment (Public Land Only) – hourly rate</td>
<td>$80.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Street Tree Replacement (Public Land Only)</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

6. Ipswich Waste Services

6.1 Dead Animal Removal Services

6.1.1 Small Animals – including, but not limited to, dogs and cats

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small animal removal services</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

6.1.2 Large Animals – including, but not limited to, cows and horses

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large animal removal services</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

6.2 Pathological Waste Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharps Waste (includes provision of container): Delivery</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Sharps Waste (includes provision of container): Disposal</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Pathological Waste (includes provision of container) per service</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>
## 6.3 Waste Disposal Charges

### 6.3.1 Recycling & Refuse Centres

#### (a) Tyre Disposal

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger tyre – per tyre</td>
<td>$7.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Passenger tyre including rim – per tyre</td>
<td>$11.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>4WD tyre – per tyre</td>
<td>$9.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>4WD tyre including rim – per tyre</td>
<td>$16.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Light Truck tyre – per tyre</td>
<td>$10.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Light Truck tyre including rim – per tyre</td>
<td>$16.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

#### (b) Riverview Recycling & Refuse Centre (only)

**i. Domestic Users**

- Ipswich Residents Only – (Proof of residency required)
  - General waste: Cars, vans and utilities, including trailers: First 500kg: $12.00 Local Government Act s262(3)(c) #
  - General waste: Cars, vans and utilities, including trailers: Excess over 500kg per kg: $0.20 Local Government Act s262(3)(c) #

**ii. Commercial / Industrial Waste**

- General Waste: Per tonne: By Quote Local Government Act s262(3)(c) #
- General Waste: Minimum Charge: By Quote Local Government Act s262(3)(c) #

#### (c) Rosewood Recycling & Refuse Centre (only)

**i. Domestic Users**

- Ipswich Residents Only – (Proof of residency required)
  - General waste: Cars, vans and utilities, including trailers: First 2 cubic metres of waste: $12.00 Local Government Act s262(3)(c) #
  - General waste: Cars, vans and utilities, including trailers: Excess over 2 cubic metres per cubic metre or part thereof: $70.00 Local Government Act s262(3)(c) #

### 6.4 Industrial Waste Services

The following schedule of charges relates to the provision of the following bin services:
### 6.4.1 Permanent Industrial/Skip Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Legislative Provision</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bin services – All sizes – per service</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Tipper Bins – All Sizes/Weekly</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Bin Rental – All Sizes/Weekly</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

### 6.4.2 Commingled & Cardboard Recycling

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Legislative Provision</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bin services – All sizes – per service</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Bin Rental – All sizes</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

### 6.4.3 Casual Bin Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Legislative Provision</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bin services – All sizes – per service</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Bin Delivery Fee – All Sizes</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Bin Rental – All sizes – weekly</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

### 6.5 Mobile Garbage Bin Services

#### 6.5.1 Commercial Refuse Service

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Legislative Provision</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Service</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Bin Rental – weekly rental</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

#### 6.5.2 Commercial Recycling Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Legislative Provision</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Service</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Bin Rental – weekly</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

#### 6.5.3 Paper Recycling/Document Destruction Service

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Legislative Provision</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper recycling – per service</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Document destruction – per service</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Bin Rental – weekly</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>
### 6.6 Resource Recovery

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per carton</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Per pallet</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Per litre of liquid waste</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

### 6.7 Miscellaneous Charges

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grease trap services</td>
<td>By quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Special services equipment rental per week</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Process special waste – per tonne/pallet/metre</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Extra domestic wheelie bin service</td>
<td>$16.00</td>
<td>Local Government Regulation 2012 s99 (a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Green waste service (tenants of Ipswich rental properties only) – six month charge</td>
<td>$38.00</td>
<td>Local Government Regulation 2012 s99 (a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Green waste service (tenants of Ipswich rental properties only) – annual charge</td>
<td>$75.00</td>
<td>Local Government Regulation 2012 s99 (a)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 6.8 Road Sweeping

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Sweeping</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

### 7. Extractive Industry Permit

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual permit fee to operate an Extractive Industry</td>
<td>$740.00</td>
<td>Local Law 25 (Extractive Industries) s3 (a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road maintenance and rehabilitation contribution (cost per haulage trip)</td>
<td>$0.55</td>
<td>Local Law 25 (Extractive Industries) s3 (a)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Price list effective 1 July 2018.  
# Indicates 10% GST included.
## INFRASTRUCTURE SERVICES DEPARTMENT

### 1. Engineering & Design Services

#### 1.1 Maps, Data and Plans

<table>
<thead>
<tr>
<th>Bulk quantities and other services</th>
<th>By Quote</th>
<th>Local Government Act s262(3)(c)</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topographical Maps (Stormwater, Drainage and Contours)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A4 Segment</td>
<td>$46.00</td>
<td></td>
<td>#</td>
</tr>
<tr>
<td>A3 Segment</td>
<td>$85.00</td>
<td></td>
<td>#</td>
</tr>
<tr>
<td>Full Sheet</td>
<td>$230.00</td>
<td></td>
<td>#</td>
</tr>
<tr>
<td>Stormwater Drainage Detail Plans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A4 Segment</td>
<td>$85.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>A3 Segment</td>
<td>$140.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Full Sheet</td>
<td>$365.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Digital Data</td>
<td></td>
<td>Refer to report section: Finance and Corporate Services, s3.1.3 Digital Data for current digital data costs</td>
<td></td>
</tr>
</tbody>
</table>

Price list effective 1 July 2018. # Indicates 10% GST included.
ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT DEPARTMENT

1. Community Development

1.1 Demographic / Mapping Products

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultancy Fee – per hour</td>
<td>$175.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

1.2 Home Assist

<table>
<thead>
<tr>
<th>Labour Subsidy / Fee for Service</th>
<th>$60.00</th>
<th>Local Government Act s262(3)(c)</th>
</tr>
</thead>
</table>

Home Assist: Labour Subsidy / Fee for Service

1.3 Venue Hire and Charges

(a) W. G. Hayden Humanities Building (Charges per meeting room)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium Hire (Ground floor): Monday to Saturday – Half day (up to 4 hours)</td>
<td>$115.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Auditorium Hire (Ground floor): Monday to Saturday – Full day (4 to 8 hours)</td>
<td>$220.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Annex Hire (Ground floor): Monday to Saturday – Half day (up to 4 hours)</td>
<td>$100.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Annex Hire (Ground floor): Monday to Saturday – Full day (4 to 8 hours)</td>
<td>$195.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Cafeteria Hire (First floor): Monday to Saturday – Half day (up to 4 hours)</td>
<td>$100.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Cafeteria Hire (First floor): Monday to Saturday – Full day (4 to 8 hours)</td>
<td>$195.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Interview Room 1 (Ground floor): Monday to Saturday – Half day (up to 4 hours)</td>
<td>$95.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Interview Room 1 (Ground floor): Monday to Saturday – Full day (4 to 8 hours)</td>
<td>$185.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Interview Room 2 (Ground floor): Monday to Saturday – Half day (up to 4 hours)</td>
<td>$95.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Interview Room 2 (Ground floor): Monday to Saturday – Full day (4 to 8 hours)</td>
<td>$185.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Meeting Room 1 (First floor previously C5): Monday to Saturday – Half day (up to 4 hours)</td>
<td>$95.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Meeting Room 1 (First floor previously C5): Monday to Saturday – Full day (4 to 8 hours)</td>
<td>$185.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Meeting Room 2 (First floor previously Canteen): Monday to Saturday – Half day (up to 4 hours)</td>
<td>$95.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Meeting Room 2 (First floor previously Canteen): Monday to Saturday – Full day (4 to 8 hours)</td>
<td>$185.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Conference Room (First Floor): Monday to Saturday – Half day (up to 4 hours)</td>
<td>$100.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Conference Room (First Floor): Monday to Saturday – Full day (4 to 8 hours)</td>
<td>$195.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

Price list effective 1 July 2018. # Indicates 10% GST included.
## Office Rental Accommodation

Office Rental Accommodation: Base Rate per square metre

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$300.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

## 2. Ipswich Civic Centre

The charges are on a daily basis, per hour or per unit. Rates for longer-term hire or frequent use may be available upon application.

“Community” means – Ipswich based school/not for profit organisation/amateur performance group.

The Civic Centre also quotes for non-standard requirements as required to meet the specific needs of customers.

Fee structures are based on cost recovery and benchmarking of other Qld Theatres and venues to meet customer requirements.

### 2.1 Auditorium

#### 2.1.1 Commercial Auditorium Hire

<table>
<thead>
<tr>
<th>Commercial Auditorium Hire – Day Rate</th>
<th>Standard* Commercial use venue hire/package below OR 10% Gross Box Office, whichever is the greater</th>
<th>Local Government Act s262(3)(c)</th>
</tr>
</thead>
</table>

#### 2.1.2 Community Auditorium Hire

| Standard* Commercial Hire (minimum 3 hours): Monday to Sunday per hour | $335.00 | Local Government Act s262(3)(c) |
| Standard* Commercial Hire (minimum 3 hours): Public Holiday per hour | $570.00 | Local Government Act s262(3)(c) |
| Community Use (minimum 3 hours): Monday to Sunday per hour | $189.00 | Local Government Act s262(3)(c) |
| Community Use (minimum 3 hours): Public Holiday -per hour | $275.00 | Local Government Act s262(3)(c) |
| Standard* Commercial Package (maximum 9 hours): Monday to Sunday | $1,520.00 | Local Government Act s262(3)(c) |
| Standard* Commercial Package (maximum 9 hours): Public Holiday | $2,550.00 | Local Government Act s262(3)(c) |
| Community Package (maximum 9 hours): Monday to Sunday | $1,070.00 | Local Government Act s262(3)(c) |
| Community Package (maximum 9 hours): Public Holiday | $1,907.00 | Local Government Act s262(3)(c) |
| 7 Day Week Hire | By Quote | Local Government Act s262(3)(c) |
| Single Day Performance Package (between 8am & midnight) | By Quote | Local Government Act s262(3)(c) |

Maximum of 9 continuous hours charged per hour at 6 hours of Bump-In Rate and 3 hours of Performance Rate.

| Gallery Usher and Cleaning Charge – per performance | $185.00 | Local Government Act s262(3)(c) |

---

Price list effective 1 July 2018. # Indicates 10% GST included.
2.1.3 Auditorium Floor Plan Set Up

Seating /Floor Plan Set Up/Surcharge (once per season) $305.00 Local Government Act s262(3)(c) #

Additional Cleaning Charge per hour (applies to rehearsals) $60.00 Local Government Act s262(3)(c) #

2.1.4 Auditorium Rehearsals

Rehearsal only on a Friday and Saturday night at commercial hire rates.

| Commercial Use (Minimum 3 hours): Monday to Sunday per hour | $165.00 | Local Government Act s262(3)(c) # |
| Commercial Use (Minimum 3 hours): Public Holiday per hour | $325.00 | Local Government Act s262(3)(c) # |
| Community Use (Minimum 3 hours): Monday to Sunday per hour | $97.00 | Local Government Act s262(3)(c) # |
| Community Use (Minimum 3 hours): Public Holidays per hour | $194.00 | Local Government Act s262(3)(c) # |

2.1.5 Set Up and Bump Out Charges

| Monday to Sunday per hour | $95.00 | Local Government Act s262(3)(c) # |
| Public Holidays per hour (minimum 3 hours) | $195.00 | Local Government Act s262(3)(c) # |

2.2 Studio 188 Venue

2.2.1 Sundry Fees

| Seating /Floor Plan Set Up/Surcharge (once per season) | $135.00 | Local Government Act s262(3)(c) # |
| Cleaning Charge Per Hour | $70.00 | Local Government Act s262(3)(c) # |

2.2.2 Hire – Performance/Function/Rehearsal Rate (Standard Technical Rig)

| Commercial Use (minimum 3 hours): Monday to Sunday per hour | $135.00 | Local Government Act s262(3)(c) # |
| Commercial Use (minimum 3 hours): Public Holiday per hour | By Quote | Local Government Act s262(3)(c) # |
| Community Use (minimum 3 hours): Monday to Sunday per hour | $61.00 | Local Government Act s262(3)(c) # |
| Community Use (minimum 3 hours): Public Holiday -per hour | By Quote | Local Government Act s262(3)(c) # |
### 2.3 Box Office Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per event creation &amp; set of Tickets</td>
<td>$105.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Community Ticket Sales Commission – each</td>
<td>$2.05</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Commercial Ticket Sales Commission – each</td>
<td>$3.90</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Commercial Ticket Sales Commission – each (where tickets are over $35.00)</td>
<td>$4.40</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Merchandising – 10% Commission on gross sales (incl GST) – (Not applicable to 'Community' organisations).</td>
<td>10% of Gross Sales</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Exchange fee – by exception and with manager approval</td>
<td>$10.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

### 2.4 Technical Services

Note: Community Discount may be available upon application.

#### 2.4.1 Theatre Technical Standing Charge

Theatre ‘Standing Charge’ a single charge for each theatre season – includes initial stage set up and consumables.

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theatre Technical Standing Charge</td>
<td>$70.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

#### 2.4.2 Technical Equipment

Note: The Packaging of technical equipment may be available upon application.

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio STD – In house audience speaker system</td>
<td>$145.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Audio STD – Theatre Digital audio mixer – Digico</td>
<td>$80.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Audio Portable analogue console – Allen &amp; Heath</td>
<td>$60.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Audio STD – Pair 10” foldback speakers complete with amplifiers</td>
<td>$60.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Audio Pair 15” foldback speakers complete with amplifiers – Nexo</td>
<td>$60.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Audio Pair of 15” speakers complete with amplifiers – EV</td>
<td>$60.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Audio CD or Minidisc player</td>
<td>No Charge</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Audio Portable PA system – Yamaha</td>
<td>$60.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Audio Klark Teknik EQ</td>
<td>$24.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Audio Hire of Tireless microphones*</td>
<td>$85.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Audio Cable Microphone</td>
<td>No Charge</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Audio Consumables</td>
<td>Actual Cost plus 30%</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>AV Theatre data projector Panasonic 5000 ANSI-lumens</td>
<td>$245.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>AV 11 ft Theatre projection screen</td>
<td>$40.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

continued on next page ..
### 2.4.2 Technical Equipment

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV Portable Optima 2500 ANSI-lumen data projector and screen (laptop not provided)</td>
<td>$95.00</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
<tr>
<td>AV Data switcher</td>
<td>$49.00</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
<tr>
<td>AV VGA Cat5 Ballin system</td>
<td>$7.50</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
<tr>
<td>AV Laptop</td>
<td>$75.00</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
<tr>
<td>AV DVD player</td>
<td>$29.00</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
<tr>
<td>AV Portable LCD TV &amp; DVD player</td>
<td>$85.00</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
<tr>
<td>LX STD – In house standard lighting rig</td>
<td>$190.00</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
<tr>
<td>LX STD – Theatre lighting console – GrandMA</td>
<td>$85.00</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
<tr>
<td>LX Portable lighting console – MA Node</td>
<td>$60.00</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
<tr>
<td>LX LED parcan – Proshop</td>
<td>$15.00</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
<tr>
<td>LX Standard parcan</td>
<td>$7.50</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
<tr>
<td>LX Moving head intelligent lighting fixture (mover)</td>
<td>$95.00</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
<tr>
<td>LX Rigging – lighting tree</td>
<td>$28.00</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
<tr>
<td>LX Followspot – Each unit per Performance</td>
<td>$75.00</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
<tr>
<td>EFX Smoke or Haze machine</td>
<td>$75.00</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
<tr>
<td>Hire in of additional lighting, AV, Audio, Staging or other special equipment</td>
<td>Actual Cost plus 10%</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
</tbody>
</table>

**2.4.3 Staging (cost of labour additional)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectern Hire</td>
<td>$18.00</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
<tr>
<td>Porta Floor charge per section 2.44 x 1.22m</td>
<td>$18.00</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
<tr>
<td>Sica folding stage per section 2.4 x 1.8m</td>
<td>$30.00</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
</tbody>
</table>

**2.4.4 Piano**

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Piano – Performance/Rehearsal</td>
<td>$100.00</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
<tr>
<td>Upright Piano – Performance/Rehearsal</td>
<td>$70.00</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
<tr>
<td>Piano Tuning Fee</td>
<td>$245.00</td>
<td>Local Government Act s262(3)(c)      #</td>
<td></td>
</tr>
</tbody>
</table>
2.5 Marketing Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee Details</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Ad Placement and Target Marketing per hour</td>
<td>Actual Cost Plus 15%</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Media Promotional package</td>
<td>Actual Cost Plus 15%</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Theatre Strip Advertising Package A placement in local papers</td>
<td>Actual Cost Plus 15%</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Theatre Strip Advertising Package B placement in local papers</td>
<td>Actual Cost Plus 15%</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>E Flyer Target Marketing per campaign</td>
<td>Actual Cost Plus 15%</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Direct Mail Target Marketing per item</td>
<td>Actual Cost Plus 15%</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Outdoor Advertising per campaign</td>
<td>Actual Cost Plus 15%</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

2.6 Auditorium Function Venue Hire

<table>
<thead>
<tr>
<th>Venue</th>
<th>Hire Details</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Sunday– Half Day (up to 4 hours)</td>
<td>$720.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday to Sunday – Full Day (up to 8 hours)</td>
<td>$1,420.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Holiday – per hour (Minimum 4 hours)</td>
<td>$340.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.7 Cunningham Room

<table>
<thead>
<tr>
<th>Venue</th>
<th>Hire Details</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Sunday– Half Day (up to 4 hours)</td>
<td>$430.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday to Sunday – Full Day (up to 8 hours)</td>
<td>$860.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Holiday – per hour (Minimum 4 hours)</td>
<td>$205.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.8 Lockyer Room

<table>
<thead>
<tr>
<th>Venue</th>
<th>Hire Details</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Sunday– Half Day (up to 4 hours)</td>
<td>$295.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday to Sunday – Full Day (up to 8 hours)</td>
<td>$590.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Holiday – per hour (Minimum 4 hours)</td>
<td>$175.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.9 Logan Room

<table>
<thead>
<tr>
<th>Venue</th>
<th>Hire Details</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Sunday– Half Day (up to 4 hours)</td>
<td>$135.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday to Sunday – Full Day (up to 8 hours)</td>
<td>$265.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Holiday</td>
<td>By Quote</td>
<td></td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>
## 2.10 Function Room Floor Plan Set Up

Function packages
Function packages of room hire and catering may be available upon application.

### 2.11 Foyer or Terrace Hire

| Foyer or Terrace | $175.00 | Local Government Act s262(3)(c) |

### 2.12 Labour Charge Out

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
<th>Local Government Act s262(3)(c)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front of House / Usher package</td>
<td>$690.00</td>
<td>#</td>
</tr>
<tr>
<td>Front of House / Usher service per patron (capped at $600.00)</td>
<td>$2.05</td>
<td>#</td>
</tr>
<tr>
<td>Security Staff per hour</td>
<td>$90.00</td>
<td>#</td>
</tr>
<tr>
<td>Technical Officer (per hour) for bump-in/out, rigging, design and/or technical operational purposes</td>
<td>$70.00</td>
<td>#</td>
</tr>
<tr>
<td>Front of House / Functions Coordinator per hour</td>
<td>$70.00</td>
<td>#</td>
</tr>
<tr>
<td>Front of House Ushers (one for every 150 guests)</td>
<td>$60.00</td>
<td>#</td>
</tr>
<tr>
<td>Cleaning charges per hour</td>
<td>$60.00</td>
<td>#</td>
</tr>
<tr>
<td>Wait service per hour</td>
<td>$60.00</td>
<td>#</td>
</tr>
<tr>
<td>General staff / Merchandise sellers per hour</td>
<td>$60.00</td>
<td>#</td>
</tr>
<tr>
<td>Labour charge penalty rates apply for overtime and Public Holidays.</td>
<td>At award rates</td>
<td>Local Government Act s262(3)(c)</td>
</tr>
</tbody>
</table>

### 2.13 Catering Charges

Note: Minimum charge of 3 hours may apply / staff require a meal break every 5 hours

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
<th>Local Government Act s262(3)(c)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals, Light Catering, Confectionery, Drinks &amp; Alcohol: Charges for meals, light catering, confectionery, refreshments and liquor at market rates.</td>
<td>By Quote</td>
<td>#</td>
</tr>
<tr>
<td>Corkage Service Fee (per bottle) charitable events only</td>
<td>$14.00</td>
<td>Local Government Act s262(3)(c)</td>
</tr>
</tbody>
</table>

### 2.14 Equipment Hire

The charges are on a daily basis, per hour or per unit. Rates for longer-term hire or frequent use may be available upon application.

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
<th>Local Government Act s262(3)(c)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tablecloths – each</td>
<td>$16.00</td>
<td>#</td>
</tr>
<tr>
<td>Hospitality service items per unit</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
</tr>
<tr>
<td>Fee to secure a non performance based booking</td>
<td>A prepayment of 10% of the estimated value of the event is required at the time of booking, or $500, whichever is the greater.</td>
<td>Local Government Act s262(3)(c)</td>
</tr>
</tbody>
</table>

Price list effective 1 July 2018. # Indicates 10% GST included.
3. **North Ipswich Reserve Corporate Centre**

Conference and event packages of room hire and catering are available upon application.

### 3.1 Facilities Hire

#### 3.1.1 Community

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Hire – North &amp; South Room: Monday – Sunday (full day, up to 8 hours)</td>
<td>$410.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>Community Hire – North &amp; South Room: Monday – Sunday (half day, up to 4 hours)</td>
<td>$220.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>Community Hire – North &amp; South Room: Public Holiday (per hour, minimum 4 hours)</td>
<td>$190.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>Community Hire – North Room: Monday – Sunday (full day, up to 8 hours)</td>
<td>$220.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>Community Hire – North Room: Monday – Sunday (half day, up to 4 hours)</td>
<td>$110.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>Community Hire – North Room: Public Holiday (per hour, minimum 4 hours)</td>
<td>$190.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>Community Hire – South Room: Monday – Sunday (full day, up to 8 hours)</td>
<td>$220.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>Community Hire – South Room: Monday – Sunday (half day, up to 4 hours)</td>
<td>$110.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>Community Hire – South Room: Public Holiday (per hour, minimum 4 hours)</td>
<td>$190.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>#</td>
<td>(a)</td>
</tr>
</tbody>
</table>

#### 3.1.2 Commercial

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Hire – North &amp; South Room: Monday – Sunday (full day, up to 8 hours)</td>
<td>$840.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>Commercial Hire – North &amp; South Room: Monday – Sunday (half day, up to 4 hours)</td>
<td>$420.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>Commercial Hire – North &amp; South Room: Public Holiday (per hour, minimum 4 hours)</td>
<td>$250.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>Commercial Hire – North Room: Monday – Sunday (full day, up to 8 hours)</td>
<td>$440.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>Commercial Hire – North Room: Monday – Sunday (half day, up to 4 hours)</td>
<td>$220.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>Commercial Hire – North Room: Public Holiday (per hour, minimum 4 hours)</td>
<td>$250.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>Commercial Hire – South Room: Monday – Sunday (full day, up to 8 hours)</td>
<td>$440.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>Commercial Hire – South Room: Monday – Sunday (half day, up to 4 hours)</td>
<td>$220.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>#</td>
<td>(a)</td>
</tr>
<tr>
<td>Commercial Hire – South Room: Public Holiday (per hour, minimum 4 hours)</td>
<td>$250.00</td>
<td>Local Law 4 (Permits) s7, s11</td>
<td>#</td>
<td>(a)</td>
</tr>
</tbody>
</table>

4. **Library Services**

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

4.1.1 Overdue, Lost and Cancelled Items

| Invoice fee for overdue items | $5.00 | Local Government Act s262(3)(c) |
| Invoice is sent after 21 days overdue, and includes administration cost. Overdue grace period of seven days from due date before overdue fees commence |
| Fees for Lost or Irreparably Damaged Books, Magazines, Audio Visual Items and Electronic Devices: Original purchase price to be charged as per bibliographic record | By Quote | Local Government Act s262(3)(c) |

4.1.2 Public Internet Access/Word Processing Access

| Non-library member (per hour or part thereof) | $4.50 | Local Government Act s262(3)(c) |
| Library member (per hour or part thereof) | No charge | Local Government Act s262(3)(c) |

4.1.4 Fax Facilities to External Customers

| Sending – 1st page | $4.70 | Local Government Act s262(3)(c) |
| Sending – each additional page | $1.35 | Local Government Act s262(3)(c) |
| Sending (International) – 1st page | $9.70 | Local Government Act s262(3)(c) |
| Sending (International) – each additional page | $2.60 | Local Government Act s262(3)(c) |
| Receiving – 1st page | $1.30 | Local Government Act s262(3)(c) |
| Receiving – each additional page | $1.30 | Local Government Act s262(3)(c) |

4.1.5 Photocopying to External Customers

* Self Service: Customers print or photocopy material as needed

| Library Photocopying: Black and white – A4* | $0.10 | Local Government Act s262(3)(c) |
| Library Photocopying: Black and white – A3* | $0.20 | Local Government Act s262(3)(c) |
| Library Photocopying: Colour – A4* | $0.75 | Local Government Act s262(3)(c) |
| Library Photocopying: Colour – A3* | $1.50 | Local Government Act s262(3)(c) |
### 4.2 Library Venue Hire

#### 4.2.1 Barry Jones Auditorium (BJA) at Ipswich Library

**a) Venue Hire**

<table>
<thead>
<tr>
<th>Day</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Sunday – per hour</td>
<td>$60.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Monday to Sunday – Half day (2 – 4 hours)</td>
<td>$230.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Monday to Friday – Full day (4 – 8 hours)</td>
<td>$360.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Public Holidays – Half day (2 – 4 hours)</td>
<td>$650.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Public Holidays – Full day (4 – 8 hours)</td>
<td>$1,230.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

**b) Operator Charges**

(An operator is required to be in attendance for set up of equipment)

<table>
<thead>
<tr>
<th>Day</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday up to 6:00 p.m. (per hour, minimum half hour)</td>
<td>staff cost plus 10%</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Monday to Friday after 6:00 p.m. (per hour, minimum half hour)</td>
<td>staff cost plus 10%</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Saturdays and Sundays (per hour, minimum half hour)</td>
<td>staff cost plus 10%</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

**c) BJA Equipment Hire (to all users)**

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surface tablet – with direct connection to Internet hub</td>
<td>No charge</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Audio Visual Equipment, Slide Projector, Electronic whiteboard, Overhead Projector Data Projector</td>
<td>$22.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Lectern, Microphones (hand held / lapel), Standard Whiteboard, Tables and Chairs</td>
<td>No charge</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Out of Hours Lockup / Early Opening</td>
<td>Actual Cost</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

Actual Cost of external body passed on to user

<table>
<thead>
<tr>
<th>Day</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday – 05:30am – 18:30pm</td>
<td>Actual Cost</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Monday to Friday – 18:30pm – 05:30am</td>
<td>Actual Cost</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Saturday (24 hours) and overtime</td>
<td>Actual Cost</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Sunday (24 hours) and overtime</td>
<td>Actual Cost</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Public Holidays (24 hours) and overtime</td>
<td>Actual Cost</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>
### 4.2.2 Library Courtyard – Ipswich Library

Courtyard available only during Ipswich Library Branch Opening Hours

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire of Library Courtyard</td>
<td>$30.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Set up and Clean up</td>
<td>$16.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Crockery Hire</td>
<td>$16.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Urn Hire</td>
<td>$16.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

### 4.2.3 Library Study Rooms

#### (a) Non-commercial Use

*Note non-commercial services can only be booked by a library member. For Non-members, see charges under 3.2.3 (b)*

<table>
<thead>
<tr>
<th>Type of Access</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members (for non-commercial purposes)</td>
<td>No charge</td>
<td>Local Government Act s262(3)(c)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### (b) Non-Members and Business/Commercial Use

<table>
<thead>
<tr>
<th>Type of Access</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Sunday – per hour</td>
<td>$25.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Monday to Sunday – Half day (2 – 4 hours)</td>
<td>$70.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Monday to Friday – Full day (4 – 8 hours)</td>
<td>$135.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

#### (c) Equipment

<table>
<thead>
<tr>
<th>Other equipment available</th>
<th>Charges</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>see Barry Jones Auditorium</td>
<td></td>
<td>Local Government Act s262(3)(c)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### (d) Deposit

A refundable deposit may be charged for the area concerned based on the value of the contents of the facility - 10% of Venue Hire

<table>
<thead>
<tr>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
</table>

Price list effective 1 July 2018. # Indicates 10% GST included.
### 4.2.4 Training Room Hire

The training room is only available during the opening hours of the Library Branch.

<table>
<thead>
<tr>
<th>Branch</th>
<th>Availability</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ipswich Library Branch</td>
<td>Monday to Friday 9am – 5pm</td>
<td>$80.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td></td>
<td>per hour or part thereof</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room hire at Ipswich Library Branch includes a maximum of 8 PCs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Saturday or Sunday 9am – 12pm</td>
<td>$100.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td></td>
<td>per hour or part thereof</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room hire at Ipswich Library Branch includes a maximum of 8 PCs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Springfield Library Branch</td>
<td>Monday to Friday 9am – 5pm</td>
<td>$140.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td></td>
<td>per hour or part thereof</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room hire at Springfield Library Branch includes a maximum of 20 PCs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Saturday or Sunday 9am – 12pm</td>
<td>$160.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td></td>
<td>per hour or part thereof</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room hire at Springfield Library Branch includes a maximum of 20 PCs.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4.3 Other Library Charges

#### 4.3.1 Research/Consultancy Fees – including Picture Ipswich

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per hour</td>
<td>staff cost plus 10%</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Per 20 minutes for each additional 20 minutes or part thereof</td>
<td>staff cost plus 10%</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

#### 4.3.2 Database Access (Online Searching)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Database Access</td>
<td>By quote (at cost)</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Research/Consultancy Fees</td>
<td>By quote (at cost)</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

#### 4.3.3 Inter-Library Loans/Document Delivery

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inter-Library Loans</td>
<td>By quote (at cost)</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Replacement fee of Inter-Library Loaned (ILL) Book Trap</td>
<td>$3.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

#### 4.3.4 Advanced Internet Training Sessions

**a) Internet Training (for Ipswich Region organisations)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half day sessions (Up to 4 hrs)</td>
<td>$125.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Full day sessions (Greater than 4hrs and less than 7.5hrs)</td>
<td>$185.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>
(b) **Internet Training (for Non-Ipswich Region organisations)**

<table>
<thead>
<tr>
<th>Internet Training at Ipswich Libraries locations: Groups</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-8 people (charged per person)</td>
<td>$40.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>9-16 people (charged per person)</td>
<td>$29.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>over 16 people (charged per person)</td>
<td>$23.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

(c) **Onsite Internet Training**

<table>
<thead>
<tr>
<th>Onsite Internet Training: Hourly Charge (minimum three hours)</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$180.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Onsite Internet Training: Hourly Charge after three hours</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$150.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

(d) **Subject Specific Internet**

<table>
<thead>
<tr>
<th>Subject Specific Internet: Preparation of Material</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$135.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

### 4.3.5 Library Activities and Events

<table>
<thead>
<tr>
<th>School Holiday Entertainment</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Events/Entertainment</td>
<td>By quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Library Programs and Events</td>
<td>By quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

### 4.3.6 Local History

<table>
<thead>
<tr>
<th>Research Fees: Up to 20 minutes</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Fees: Per hour after first 20 minutes (or part thereof)</td>
<td>Staff cost plus 10%</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

### 4.3.7 Merchandise

<table>
<thead>
<tr>
<th>Selected items – prices on application</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawn stock</td>
<td>By quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

### 4.3.8 Friends of Ipswich Library Service – FOILS

<table>
<thead>
<tr>
<th>FOILS Membership Fee – Single</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOILS Membership Fee – Family</td>
<td>$10.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>FOILS Membership – Corporate</td>
<td>$55.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>
5. Ipswich Art Gallery

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Gallery hire (per week) – minimum of 1 week hire</td>
<td>$110.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Merchandise – Selected items</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Selected workshops and events</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Special Exhibitions – Entry fee for Ipswich/ non-Ipswich residents</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

Price list effective 1 July 2018. # Indicates 10% GST included.
### ECONOMIC DEVELOPMENT AND MARKETING DEPARTMENT

1. **Tourism**

1.1 Ipswich Visitors Information Centre

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotional Services Fee: Members of Ipswich Tourism Operators Network (ITON) located within Ipswich City boundaries</td>
<td>No charge</td>
<td>Local Government Act s262(3)(c)</td>
</tr>
<tr>
<td>Promotional Services Fee: Members of Ipswich Tourism Operators Network (ITON) located outside Ipswich City boundaries</td>
<td>$150.00</td>
<td>Local Government Act s262(3)(c)</td>
</tr>
<tr>
<td>Promotional Services Fee: Non-members of ITON located within Ipswich City boundaries</td>
<td>$180.00</td>
<td>Local Government Act s262(3)(c) #</td>
</tr>
<tr>
<td>Promotional Services Fee: Non-members of ITON located outside Ipswich City boundaries</td>
<td>$255.00</td>
<td>Local Government Act s262(3)(c) #</td>
</tr>
<tr>
<td>Merchandise – Selected items</td>
<td>By Quote</td>
<td>Local Government Act s262(3)(c) #</td>
</tr>
<tr>
<td>Booking Cancellation Fee: Cancellation of tourism bookings in line with specified Terms &amp; Conditions</td>
<td>$24.00</td>
<td>Local Government Act s262(3)(c) #</td>
</tr>
</tbody>
</table>

2. **Marketing Services**

2.1 Advertising Fee – Street Banners

<table>
<thead>
<tr>
<th>Duration</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>For six (6) months</td>
<td>$3,250.00</td>
<td>Local Government Act s262(3)(c) #</td>
</tr>
<tr>
<td>Per week (minimum two week booking)</td>
<td>$850.00</td>
<td>Local Government Act s262(3)(c) #</td>
</tr>
</tbody>
</table>

2.2 International Delegations

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Day</td>
<td>$750.00</td>
<td>Local Government Act s262(3)(c) #</td>
</tr>
<tr>
<td>Full Day</td>
<td>$1,100.00</td>
<td>Local Government Act s262(3)(c) #</td>
</tr>
</tbody>
</table>

2.3 City of Ipswich Logo Flags

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Ipswich Logo Flag – purchase price City of Ipswich Logo Flag (2 metres long x 1 metre Tide)</td>
<td>$150.00</td>
<td>Local Government Act s262(3)(c) #</td>
</tr>
</tbody>
</table>

2.4 Marketing & Consultancy Services

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultancy Services – Per Hour</td>
<td>$300.00</td>
<td>Local Government Act s262(3)(c) #</td>
</tr>
</tbody>
</table>
3. Other Services

3.1 Fire Station 101

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

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST / LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Pass</td>
<td>$22.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Day Passes are valid for a single day for members on the drop-in plan.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Membership (per calendar month)</td>
<td>$165.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Full Time Membership (per calendar month)</td>
<td>$275.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Access Card Deposit</td>
<td>$45.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Available to full and part time members only. Bond is refundable upon return of access card. Consistent with price of WPR community key deposits.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virtual Membership (per year)</td>
<td>$110.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

3.1.2 Fire Station 101 Venue Hire
Meeting room hire is included in full and part time memberships at no additional cost, subject to availability. Charges apply for all other users.

<table>
<thead>
<tr>
<th>Venue Hire</th>
<th>Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST / LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Room – Half day (up to 4 hours)</td>
<td>$110.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Meeting Room – Full day (up to 8 hours)</td>
<td>$220.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Meeting Room – Weekends and Outside Standard Business Hours (per hour)</td>
<td>$55.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Minimum charge 2 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Function Room / Event Space – Half day (up to 4 hours)</td>
<td>$275.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Function Room / Event Space – Full day (up to 8 hours)</td>
<td>$550.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Function Room / Event Space – Weekends and Outside Standard Business Hours (per hour)</td>
<td>$140.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Minimum charge 2 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Function Room Setup and Bump Out Charges (per hour)</td>
<td>$55.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>On request. Minimum 1 hour per event.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catering</td>
<td>By quote.</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
<tr>
<td>Community Group Use of Fire Station 101 Venue (per calendar month)</td>
<td>$330.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
</tr>
</tbody>
</table>

Price list effective 1 July 2018. # Indicates 10% GST included.
### 3.1.3 Fire Station 101 Facilitation Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Facilitation and Mentoring (per hour)</td>
<td>$180.00</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>On request, subject to availability. Minimum 1 hour.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Events hosting (major events)</td>
<td>By quote.</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Hosting, facilitation and venue hire for events of more than one day, including but not limited to Hackathons.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other services provided by Fire Station 101</td>
<td>By quote.</td>
<td>Local Government Act 2009 s97(2)</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Customised services may be available on request.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Price list effective 1 July 2018.

# Indicates 10% GST included.
### FINANCE AND CORPORATE SERVICES DEPARTMENT

#### 1. Financial Services

##### 1.1 Financial Reports

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) ICC Budget</td>
<td>No charge</td>
<td>Local Government Act s262(3)(c)</td>
</tr>
<tr>
<td>(ii) ICC Revenue Policy</td>
<td>No charge</td>
<td>Local Government Act s262(3)(c)</td>
</tr>
<tr>
<td>(iii) ICC Revenue Statement</td>
<td>No charge</td>
<td>Local Government Act s262(3)(c)</td>
</tr>
<tr>
<td>(iv) ICC Register of Cost Recovery Fees</td>
<td>No charge</td>
<td>Local Government Act s262(3)(c)</td>
</tr>
</tbody>
</table>

##### 1.2 Rates Records

##### 1.2.1 Rates Record Inspections (including transaction history)

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection of Land Records – Per parcel of Land</td>
<td>No charge</td>
<td>Local Government Regulation 2012 s155(1)</td>
</tr>
<tr>
<td>(for fee exempt persons)</td>
<td></td>
<td>(c)</td>
</tr>
<tr>
<td>The following persons may inspect particulars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>of land in the land record free of charge:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>An owner, lessee or occupier of the land or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>adjoining land, or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The agent of an owner, lessee or occupier of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>the land or adjoining land.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates Record Search and/or Inspection – Self</td>
<td>No charge</td>
<td>Local Government Regulation 2012 s155(1)</td>
</tr>
<tr>
<td>service using Online Services or PD online</td>
<td></td>
<td>(c)</td>
</tr>
<tr>
<td>Rates Record Search and/or Inspection – Where</td>
<td>By quote</td>
<td>Local Government Regulation 2012 s155(1)</td>
</tr>
<tr>
<td>facilitated by Council staff</td>
<td></td>
<td>(c)</td>
</tr>
</tbody>
</table>

##### 1.2.2 Property Searches

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates Only Property Search (Certified Extract</td>
<td>$110.00</td>
<td>Local Government Regulation 2012 s155(1), Local Government Act s262(3)(c)</td>
</tr>
<tr>
<td>from Land Record)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

##### 1.2.3 Copy of Rates Notice

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of Rate Notice – per notice falling within</td>
<td>No charge</td>
<td>Local Government Act s262(3)(c)</td>
</tr>
<tr>
<td>current quarter or where rates are unpaid</td>
<td></td>
<td>#</td>
</tr>
<tr>
<td>Copy of Rate Notice – per notice falling within</td>
<td>$8.00</td>
<td>Local Government Act s262(3)(c)</td>
</tr>
<tr>
<td>a prior quarter</td>
<td></td>
<td>#</td>
</tr>
</tbody>
</table>

##### 1.2.4 Change of Ownership

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Legislative Provision / Head of Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change of Ownership – per change</td>
<td>$95.00</td>
<td>Local Government Act 2009 s97(2)</td>
</tr>
</tbody>
</table>
1.3 Dishonor Charges

<table>
<thead>
<tr>
<th>Dishonour charges – each (includes cheques and direct debits)</th>
<th>Actual Cost</th>
<th>Local Government Act s262(3)(c)</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Charge equivalent to the actual amount charged to Council by it's financial institution)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.4 Tender Documents

<table>
<thead>
<tr>
<th>Tender Documents in Electronic Form</th>
<th>Available on Council's internet website at no charge</th>
<th>Local Government Act s262(3)(c)</th>
</tr>
</thead>
</table>

1.5 Credit Card Surcharge

<table>
<thead>
<tr>
<th>American Express credit card surcharge</th>
<th>1.4% Surcharge</th>
<th>Local Government Act s262(3)(c)</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only applied to transactions greater than $1,000.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Corporate Services

2.1 Corporate Services Documents

<table>
<thead>
<tr>
<th>Local Laws: Purchase of a copy or part thereof (excluding Town Plan Schedule) – per page</th>
<th>Current Corporate Services photocopy costs</th>
<th>Local Government Regulation 2012 s14(2)</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>(For Town Planning Schedules/Documents refer to Planning &amp; Development charges)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printed copy of confirmed minutes of Council meetings or part thereof – per page</td>
<td>Current Corporate Services photocopy costs</td>
<td>Local Government Regulation 2012 s272(5)</td>
<td>#</td>
</tr>
<tr>
<td>Council’s Corporate Plan – per copy</td>
<td>No charge</td>
<td>Local Government Regulation 2012 s199</td>
<td></td>
</tr>
<tr>
<td>Council’s Annual Report – per copy</td>
<td>No charge</td>
<td>Local Government Regulation 2012 s199</td>
<td></td>
</tr>
<tr>
<td>Council’s Operational Plan – per copy</td>
<td>No charge</td>
<td>Local Government Act s262(3)(c)</td>
<td></td>
</tr>
<tr>
<td>Human Resources: Printed copy of Council Job Descriptions or part thereof – per page</td>
<td>No charge</td>
<td>Local Government Act s262(3)(c)</td>
<td></td>
</tr>
</tbody>
</table>
2.2 Right to Information and Information Privacy (2017-18)

Fees and charges for applications under the Right to Information Act 2009 and the Information Privacy Act 2009 are set by the State Government at the commencement of each financial year. At the time of release of this report, the regulatory fees to apply from 1 July 2018 onwards have yet to be announced by the State.

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Legislative Provision / Head of Power</th>
<th>GST</th>
<th>LGA s97(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTI Application Fees</td>
<td>$48.00</td>
<td>Right to Information Regulation 2009 s4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing and Access Charges – each 15 minutes or part of 15 minutes*</td>
<td>$7.45</td>
<td>Right to Information Regulation 2009 s5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(*No charge is payable if the total time spent by Council officers in processing the application is less than 5 hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTI document request A4 size – per page</td>
<td>$0.25</td>
<td>Right to Information Regulation 2009 s6(1)(b)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IP Act document request A4 size – per page</td>
<td>$0.25</td>
<td>Information Privacy Regulation 2009 s4(1)(b)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTI Act and IP Act – document request larger than A4 size</td>
<td>Current Corporate Services photocopy costs</td>
<td>Local Government Act s262(3)(c)</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

2.3 Photocopier Charges

Copying of Miscellaneous Documents – per page

| Corporate Services – Photocopying – Black and White A4 | $1.00 | Local Government Act s262(3)(c) | # |
| Corporate Services – Photocopying – Black and White A3 | $1.50 | Local Government Act s262(3)(c) | # |
| Corporate Services – Photocopying – Colour A4         | $2.00 | Local Government Act s262(3)(c) | # |
| Corporate Services – Photocopying – Colour A3         | $3.00 | Local Government Act s262(3)(c) | # |

2.4 Marketing and Print Charges

Marketing Fees: Inserts into rate notices and Council Publications per thousand – double sided DL brochure – includes printing and inserting | $500.00 | Local Government Act s262(3)(c) | # |

3. Information Systems

3.1 GIS Mapping Products

3.1.1 Service Charges

| GIS Services | By quote | Local Government Act s262(3)(c) | # |

Price list effective 1 July 2018. # Indicates 10% GST included.
### 3.1.2 Maps

Note: For Non-Standard Output the charge will be calculated on the standard output charges plus each hour of preparation time based on service charges

<table>
<thead>
<tr>
<th>(Standard Output)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GIS Mapping: A4 Size (Laser B&amp;W)</strong></td>
</tr>
<tr>
<td><strong>GIS Mapping: A3 Size (Laser B&amp;W)</strong></td>
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<tr>
<td><strong>GIS Mapping: A2 Size (Laser B&amp;W)</strong></td>
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<tr>
<td><strong>GIS Mapping: A1 Size (Laser B&amp;W)</strong></td>
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<tr>
<td><strong>GIS Mapping: A0 Size (Laser B&amp;W)</strong></td>
</tr>
<tr>
<td><strong>GIS Mapping: A4 Size (colour)</strong></td>
</tr>
<tr>
<td><strong>GIS Mapping: A3 Size (colour)</strong></td>
</tr>
<tr>
<td><strong>GIS Mapping: A2 Size (colour)</strong></td>
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<tr>
<td><strong>GIS Mapping: A1 Size (colour)</strong></td>
</tr>
<tr>
<td><strong>GIS Mapping: A0 Size (colour)</strong></td>
</tr>
</tbody>
</table>

### 3.1.3 Digital Data

| **Charge per digital data request (minimum)** | $400.00 | Local Government Act s262(3)(c) |
| **Digital data 2km x 2km tile of any available digital data layer.** | $220.00 | Local Government Act s262(3)(c) |
Fees and Charges

2017 - 2018

and comparison to

Draft 2018-2019
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2. Marketing Services
2.1 Advertising Fee – Street Banners
2.2 International Delegations
2.3 City of Ipswich Logo Flags
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3.1.1 Fire Station 101 Memberships
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### Ipswich City Council

**PLANNING AND DEVELOPMENT DEPARTMENT**

#### 1. Fee Policies

1.1 Goods and Services Tax (GST)

Bond figures quoted below are out of scope for GST purposes and therefore GST is not payable. Should Council be required to call up / draw down on the security bond for the nature of compensation, this does not represent a taxable supply and therefore is out of scope.

1.2 Fee for Works Constructed without Council Approval

An additional fee of 25% of the relevant application fee, with a minimum fee of $370.00 shall be imposed on all Building (including Signs) and Plumbing applications where works have been constructed or a use has commenced without first obtaining the necessary Council approvals.

$10 increase in the minimum fee

**Last YR Fee (incl. GST) | Year 18/19 Fee (incl. GST) | Comment | Status**

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18</th>
<th>Year 18/19</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(incl. GST)</td>
<td>(incl. GST)</td>
<td>%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1.3 Reducing Development Application Fees

Upon receipt of a written request by the applicant, the City Planner, relevant Branch Manager or Team Coordinator has the authority to determine to wholly or partially reduce a Development Application Fee where a strict application of the scheduled fee in their opinion is unfair or unreasonable.

For example:

1. Where an application is withdrawn and a similar proposal is lodged as a new application, a new fee is to be determined based on the additional assessment to be undertaken and having regard to any refund granted for the original application.

2. Where the strict application of a per meter squared or hectare fee results in an unreasonable amount that exceeds Council’s costs in assessing the development, the fee is to be reduced to reflect Council’s assessment costs.

3. Where assessing single residential uses in association with reconfiguring a lot the fee is to be determined on a lot/dwelling type basis rather than per lot.

1.4 Application Fee Cap

Upon receipt of a written request by the applicant, the City Planner or Development Planning Manager has the authority to apply an application fee cap to Material Change of Use Applications, Reconfiguring a Lot Development Applications, Variation Requests or combinations thereof. This cap applies when:

- An application is for other than residential development;
- An application is for development consistent with the Planning Scheme or its overall strategic framework; and
- The scheduled fee is greater than $250,000.00 (if calculated in accordance with the adopted fees and charges).

The cap does not extend to:

- An application is for residential development;
- An application is for development inconsistent with the Planning Scheme, unless it is considered to be consistent with the overall strategic framework;
- Developments where a fee has been specifically quoted by Council officers which is greater than $250,000.00 (if calculated in accordance with the adopted fees and charges), in which case the quoted fee applies; and
- Specialist review of application material, to which section 1.13 of the adopted fees and charges applies in all instances.
1.5 Discount of Development Application Fees – Bona Fide Charitable or Community Organisations

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

• Upon proof of status as a bona fide charitable or not-for-profit organisation; or
• Acceptance by the City Planner, relevant Branch Manager or Team Coordinator that the applicant is a bona fide charitable or community organisation.

This does not apply to private clubs (with the exception of Senior Citizens Clubs) or to applications for commercial uses, lot reconfigurations or similar developments where such developments do not fulfil a significant community role and which are not considered to be ‘not-for-profit’ developments.

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

• Upon proof of status as a bona fide charitable or not-for-profit organisation; or
• Acceptance by the City Planner, relevant Branch Manager or Team Coordinator that the applicant is a bona fide charitable or community organisation.

This does not apply to private clubs (with the exception of Senior Citizens Clubs) or to applications for commercial uses, lot reconfigurations or similar developments where such developments do not fulfil a significant community role and which are not considered to be ‘not-for-profit’ developments.

1.6 Refund of Fees – Prior to the determination of an application

If an application (including a Local Law or plumbing application) is withdrawn prior to its determination a refund is applicable as follows:

<table>
<thead>
<tr>
<th>Year 17/18</th>
<th>Fee Increase</th>
<th>Comment</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Last YR Fee (incl. GST)</td>
<td>80% of assessment fee (incl GST where applicable)</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Plumbing applications</td>
<td>80% of assessment fee (incl GST where applicable)</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Information and referral stage (prior to submission of Information Request response)</td>
<td>60% of assessment fee (incl GST where applicable)</td>
<td>No change</td>
<td>Reviewed</td>
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continued on next page ..
### 1.6 Refund of Fees – Prior to the determination of an application

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plumbing applications</td>
<td>90% of permit fee</td>
<td>90% of permit fee</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
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<tr>
<td></td>
<td>(incl GST where applicable)</td>
<td>(incl GST where applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>During Public Notification stage (where applicable)</td>
<td>60% of assessment fee</td>
<td>60% of assessment fee</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(incl GST where applicable)</td>
<td>(incl GST where applicable)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Decision stage (prior to Council decision)</td>
<td>20% of assessment fee</td>
<td>20% of assessment fee</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(incl GST where applicable)</td>
<td>(incl GST where applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspection fees (Building applications only where no inspection has been carried out)</td>
<td>100% of inspection fee</td>
<td>100% of inspection fee</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(incl GST where applicable)</td>
<td>(incl GST where applicable)</td>
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<tr>
<td>Lapsed</td>
<td>No refund</td>
<td>No refund</td>
<td>No change</td>
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<tr>
<td>All other instances</td>
<td>To be determined by the Responsible Officer</td>
<td>To be determined by the Responsible Officer</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

### 1.7 Refund of Fees – After the determination of an application

If after an application has been determined (including a Local Law or plumbing application) it is cancelled or lapses a refund is applicable as follows:

continued on next page ..
### 1.7 Refund of Fees – After the determination of an application [continued]

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancelled: Building approvals</td>
<td>95% of inspection fee where no inspections have been carried out OR 25% reduction of the inspection fee for each inspection carried out (incl GST where applicable)</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancelled: Plumbing approvals – Class 1 &amp; 10 buildings</td>
<td>85% of permit fee where no inspections have been carried out OR 25% reduction of the permit fee for each inspection carried out (incl GST where applicable)</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancelled: Plumbing approvals – Class 2 to 9 buildings</td>
<td>To be determined by Responsible Officer</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancelled: Operational Works approvals (where no inspection has been carried out)</td>
<td>15% of the assessment fee (incl GST where applicable)</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancelled: All other approvals</td>
<td>No refund</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

continued on next page ..
1.7 Refund of Fees – After the determination of an application [continued]

<table>
<thead>
<tr>
<th>Lapsed</th>
<th>No refund</th>
<th>No change</th>
<th>Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Last YR Fee</td>
<td>No refund</td>
<td></td>
</tr>
</tbody>
</table>

1.8 Not properly made applications returned to the applicant

<table>
<thead>
<tr>
<th>Not properly made applications returned to the applicant</th>
<th>Full fees are applicable for the resubmission of an application which was cancelled as being not properly made.</th>
<th>No change</th>
<th>Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Last YR Fee Full fees are applicable for the resubmission of an application which was cancelled as being not properly made.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.9 Applications involving more than one type of Development

Fees for the application shall be the sum of those fees that would have been paid in the event of a separate application being lodged for each type.

1.10 Development Applications involving Multiple Components

The fees for a Development Permit Application, which involves assessment under Council’s Planning Scheme and the Building Code of Australia will be calculated as the sum of the fees applicable to the Building Work, Plumbing and Drainage, Reconfiguring a Lot and Material Change of Use of Premises Sections.

1.11 Preliminary Approval (Section 49 (2) of the Planning Act 2016)

Except where specifically indicated otherwise, application fees shall be the same for a preliminary approval (other than a preliminary approval in accordance with section 61 of the Planning Act 2016 as for a Development Permit. Where a Development Permit is subsequently sought for the same proposal a fee of 50% of the current fee is applicable.
1.12  Resubmission of an Application/Approval

The fee payable for a development application where an application/approval for the same proposal lapsed within the previous 12 months is 35% of the relevant current assessment fee with a minimum fee of $1,070.00 at the time of lodgement of the application.

No change in value. Presentation change only, with fee value moved from title to description.

NOTE: The reduced resubmission fee is applicable regardless of whether the landowner was the original applicant or not.

1.13  Review of Specialist Studies

Where a development application is made to Council and a specialist study (e.g. Economic Impact Assessment, Flood Report, Traffic Report, Geotechnical Report, etc.) is required to be submitted and Council elects to have that study independently assessed by a second consultant, the applicant shall pay an additional fee. Such fee shall be the actual cost charged to Council for the review of the study by a specialist consultant but shall not include the time of any Council officer in organising for such review to be undertaken. Any additional fee shall be paid prior to the determination of the application.

1.14  Consultant’s Fees

Where a development application is referred to an external consultant for processing, any additional cost of such external processing, above the level of the scheduled fee, is to be paid by the applicant prior to determination of the application, to the value that the external consultant's charge is greater than the scheduled fee.

1.15  Other Fees and Charges not listed below

Fees and Charges for other uses not mentioned below will be determined by the Responsible Officer upon request.

1.16  Infrastructure Agreements

Infrastructure Agreement

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Where an application is made to Council and an Infrastructure Agreement is required the applicant shall pay all costs associated with the preparation and on-going management of the Infrastructure Agreement, as quoted by the Responsible Officer upon request.
1.17 Electronically Submitted Applications
Where a Building or Plumbing Application or a private certifier lodgement is completely submitted electronically and is capable of being assessed and returned completely electronically the electronic lodgement fee will apply.

The email address for all interested parties (including owners and applicants) must be provided.

1.18 Operational Works Application
Where an Operational Works application is made by an accredited consultant in conjunction with the Decision Ready program, a 20% discount on the respective assessment fee will apply.

1.19 Build Over Relevant Infrastructure
From the 1 November 2013, building work over or near relevant infrastructure must be assessed against Queensland Development Code Mandatory Part 1.4 (MP 1.4) ‘Building over or near relevant infrastructure’. Section 54 of the Planning Act 2016 prescribes relevant service providers as a concurrence agency for the purpose of referrals for MP 1.4 when the proposed work does not comply with the acceptable solutions of the code or is for an applicable class 2-9 building.

Queensland Urban Utilities is the concurrence agency for water and sewer infrastructure. Ipswich City Council is the concurrence agency for stormwater infrastructure. For fees refer to Section 5 Engineering & Environment Fees.

1.20 Determination of Levels of Assessment
Where the applicant seeks a clarification from Council on the level of assessment for a certain development proposal, the applicant will be required to pay 25% of the current relevant development application fee. If an application is subsequently lodged consistent with the description provided in the request, the applicable fee for that application will be discounted by the amount previously paid.

NOTE: Acceptance of cheque payments, developer infrastructure contributions and bank guarantees are to be in accordance with Council's Credit Risk Policy.

1.21 Performance Security for reinstatement of a building (section 2.2.2)
A reduction in the performance security may be allowed where extenuating circumstances exist such as where the proposed building is in immaculate condition or where an applicant can provide written quotes from licensed trades persons for the complete reinstatement and these quotes amount to less than the adopted security amount.

Furthermore where a cash performance security has been paid a request can be made, during the reinstatement process, for incremental returns of the security bond after completion of certain stages of the reinstatement process. Any such return will be subject to a satisfactory inspection by Council, however the performance security will not be reduced below the value of any remaining works required to be undertaken.
2. Building Services

Throughout this section of the fee schedule, different classifications of buildings are referred to. The classes detailed are as per the Australian Building Code, and are as follows:

Class 1a – Single or Detached Dwelling
Class 2 – Building containing 2 or more sole-occupancy units each being a separate dwelling
Class 3 – Residential building, other than Class 1 or 2 building, which is a common place of long-term or transient living for a number of unrelated persons
Class 4 – Dwelling in a building that is Class 5 to 9 if it is the only dwelling in the building
Class 5 – Office Building, used for professional or commercial purposes, excluding Class 6, 7, 8 or 9 buildings
Class 6 – Shop or other building for the sale of goods by retail or the supply of services direct to the public
Class 7a – Carpark
Class 7b – Building for storage or display of goods or produce for sale by wholesale
Class 8 – Laboratory, or a building in which a handicraft or process for the production, assembling, altering, repairing, packing, finishing or cleaning of goods or produce is carried on for trade, sale or gain
Class 9a – Health-care building, including those parts of the building set aside as a laboratory
Class 9b – Assembly building, including a trade workshop, laboratory or the like in a primary or secondary school, but excluding any other parts of the building that are of another class.
Class 9c – Aged Care building
Class 10a – Non-habitable building such as private garage, carport, shed or the like
Class 10b – Structure being a fence, mast, antenna, retaining or free-standing wall, swimming pool or the like
Class 10c – A private bushfire shelter

NOTE 1: The fees detailed in this section (Section 2) in respect to a particular function do not necessarily include all fees that may apply to that application. Due to the nature of an application, other appropriate application fees may be required (e.g. Siting Variations, Material Change of Use application, Plumbing application). These fees can be found in the appropriate section of this schedule, or can be quoted when the application is being submitted.

NOTE 2: Fees may also be applied by the Health, Security and Regulatory Services Department for the inspection of environmental health issues associated with an application.

2.1 Building Certification Fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discontinued Fee: Hardcopy lodgement</td>
<td>$235.00</td>
<td>$235.00</td>
<td>0.00%</td>
<td>Now included in 2.1.2. The assessment and inspection aspects associated with advertising devices, which are a class 10 building, are the same as for other class 10 buildings as shown in 2.1.2.</td>
</tr>
<tr>
<td>Discontinued Fee: Electronic lodgement</td>
<td>$190.00</td>
<td>$190.00</td>
<td>0.00%</td>
<td>Now included in 2.1.2. The assessment and inspection aspects associated with advertising devices, which are a class 10 building, are the same as for other class 10 buildings as shown in 2.1.2.</td>
</tr>
</tbody>
</table>

(Refer to Fee Policies s1.16 above)
### 2.1 Building Certification Fees  [continued]

<table>
<thead>
<tr>
<th>Discontinued Fee: Assessment fee</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$540.00</td>
<td>$540.00</td>
<td>0.00%</td>
<td>Now included in 2.1.2. The assessment and inspection aspects associated with advertising devices, which are a class 10 building, are the same as for other class 10 buildings as shown in 2.1.2.</td>
<td>Discontinued</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Discontinued Fee: Inspection fee</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$205.00</td>
<td>$205.00</td>
<td>0.00%</td>
<td>Now included in 2.1.2. The assessment and inspection aspects associated with advertising devices, which are a class 10 building, are the same as for other class 10 buildings as shown in 2.1.2.</td>
<td>Discontinued</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Additional or re-inspection fees may apply and may be charged at a rate proportionate to this fee

<table>
<thead>
<tr>
<th>Discontinued Fee: Minor re-inspection fee</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150.00</td>
<td>$150.00</td>
<td>0.00%</td>
<td>Now included in 2.1.2. The assessment and inspection aspects associated with advertising devices, which are a class 10 building, are the same as for other class 10 buildings as shown in 2.1.2.</td>
<td>Discontinued</td>
<td></td>
</tr>
</tbody>
</table>

### 2.1.1 Class 1A, Class 1B, Class 2 and Class 4

**NOTE:** Class 1B and Class 2 buildings are to be dealt with as if each unit is a separate dwelling and the fees charged accordingly.

**(a) Lodgement Fee**

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardcopy lodgement</td>
<td>$235.00</td>
<td>$240.00</td>
<td>2.13%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Electronic lodgement</td>
<td>$190.00</td>
<td>$195.00</td>
<td>2.63%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

(Refer to Fee Policies s1.17 above)

**(b) Assessment Fee**

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 60m² in floor area</td>
<td>$450.00</td>
<td>$470.00</td>
<td>4.44%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Between 60m² and 350m²</td>
<td>$745.00</td>
<td>$770.00</td>
<td>3.36%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Over 350m²</td>
<td>$920.00</td>
<td>$950.00</td>
<td>3.26%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Underpinning or restumping</td>
<td>$470.00</td>
<td>$480.00</td>
<td>2.13%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Roof replacement</td>
<td>$0.00</td>
<td>$480.00</td>
<td>-</td>
<td>New. Recent advice from the QBCC states that re-roofing can trigger the requirement for a building approval.</td>
<td>New</td>
</tr>
</tbody>
</table>

**Page 24 of 174**
### (c) Inspection Fee

#### i Standard Inspections

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per inspection (footing, slab, frame, final)</td>
<td>$205.00</td>
<td>$225.00</td>
<td>9.76%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Re-inspection fee</td>
<td>$160.00</td>
<td>$165.00</td>
<td>3.13%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

#### ii Request for an assessment of a building application, including an inspection, for which a development permit was issued and more than 2 years has lapsed from the development permit approval date.

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>For an application issued prior to 1 April 1998</td>
<td>$405.00</td>
<td>$440.00</td>
<td>8.64%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>For an application issued after 1 April 1998</td>
<td>$300.00</td>
<td>$320.00</td>
<td>6.67%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

#### iii After hours inspection by prior arrangement – an additional fee shall apply

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 6.30am and after 5.30pm Mon-Fri (up to 3 hours)</td>
<td>$655.00</td>
<td>$660.00</td>
<td>0.76%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Any other time (up to 3 hours)</td>
<td>$860.00</td>
<td>$865.00</td>
<td>0.58%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Per hour in excess of 3 hours</td>
<td>$200.00</td>
<td>$205.00</td>
<td>2.50%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

#### (d) Energy Efficiency compliance checking

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discontinued Fee: Applicant provides a compliance certificate from an approved assessor</td>
<td>$26.00</td>
<td>$26.00</td>
<td>0.00%</td>
<td>Energy efficiency is now supplied as a certificate as part of the application process</td>
<td>Discontinued</td>
</tr>
<tr>
<td>Applicant requests a ‘deemed to satisfy’ assessment</td>
<td>$220.00</td>
<td>$220.00</td>
<td>0.00%</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Discontinued Fee: Applicant requests a ‘computer model’ compliance assessment</td>
<td>$255.00</td>
<td>$255.00</td>
<td>0.00%</td>
<td>Computer modelling now undertaken by qualified consultants.</td>
<td>Discontinued</td>
</tr>
</tbody>
</table>

### 2.1.2 Class 10 Buildings/Structures

#### (a) Lodgement Fee

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardcopy lodgement</td>
<td>$235.00</td>
<td>$240.00</td>
<td>2.13%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Electronic lodgement</td>
<td>$190.00</td>
<td>$195.00</td>
<td>2.63%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

(Refer to Fee Policies s1.17 above)
(b) Assessment Fee
Class 10A buildings

i. Class 10A Buildings

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 60m² in floor area</td>
<td>$460.00</td>
<td>$475.00</td>
<td>3.26%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Over 60m²</td>
<td>$525.00</td>
<td>$540.00</td>
<td>2.86%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

ii. Class 10B Structures

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retaining Wall/Fence (excluding Swimming Pool fencing)</td>
<td>$460.00</td>
<td>$475.00</td>
<td>3.26%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Swimming Pools/Spas/Swimming Pool Fencing/Advertising Device</td>
<td>$540.00</td>
<td>$560.00</td>
<td>3.70%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Antenna, Mast and any other Class 10 structure not previously listed</td>
<td>$480.00</td>
<td>$480.00</td>
<td>0.00%</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

(c) Inspection Fee

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discontinued Fee: Footing or Slab inspection (per inspection)</td>
<td>$110.00</td>
<td>$110.00</td>
<td>0.00%</td>
<td>Discontinued fee.</td>
<td>Discontinued</td>
</tr>
<tr>
<td>Discontinued Fee: Temporary pool fence inspection</td>
<td>$205.00</td>
<td>$205.00</td>
<td>0.00%</td>
<td>Discontinued fee.</td>
<td>Discontinued</td>
</tr>
<tr>
<td>Discontinued Fee: Final inspection</td>
<td>$205.00</td>
<td>$205.00</td>
<td>0.00%</td>
<td>Discontinued fee.</td>
<td>Discontinued</td>
</tr>
<tr>
<td>Inspection fee</td>
<td>$0.00</td>
<td>$230.00</td>
<td>-</td>
<td>NEW FEE. Consolidation and simplification of the footing/slab, temporary pool fence and final inspection fees for class 10 buildings. Class 10 building inspections are generally the same across class 10 building types. Fees were previously $110 and $205.</td>
<td>New</td>
</tr>
<tr>
<td>Re-inspection fee</td>
<td>$160.00</td>
<td>$165.00</td>
<td>3.13%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
i. Request for an assessment of a building application, including an inspection, for which a development permit was issued and more than 2 years has lapsed from the development permit approval date

| For an application issued prior to 1 April 1998 | $385.00 | $440.00 | 14.29% | To source the application, research the applicable legislation & codes and undertake an assessment of the application takes considerable time and effort. This increase reflects these costs. | Reviewed |
| For an application issued after 1 April 1998 | $280.00 | $320.00 | 14.29% | To source the application, research the applicable legislation & codes and undertake an assessment of the application takes considerable time and effort. This increase reflects these costs. | Reviewed |

ii. After hours inspection by prior arrangement (an additional fee shall apply)

| Before 6.30am and after 5.30pm Mon-Fri (up to 3 hours) | $655.00 | $660.00 | 0.76% | Nominal increase | Reviewed |
| Any other time (up to 3 hours) | $860.00 | $865.00 | 0.58% | Nominal increase | Reviewed |
| Per hour in excess of 3 hours | $200.00 | $205.00 | 2.50% | Nominal increase | Reviewed |

2.1.3 Class 3 and Class 5 to Class 9 Buildings

(a) Lodgement Fee
Payable for all applications for Commercial/Industrial building work

| Hardcopy lodgement | $235.00 | $240.00 | 2.13% | Nominal increase | Reviewed |
| Electronic lodgement | $190.00 | $195.00 | 2.63% | Nominal increase | Reviewed |

(Refer to Fee Policies s1.17 above)

(b) Assessment Fee

i. Fitting out of a shop:
### a. Buildings under 2,000m² or less than 4 storeys

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 60m² in floor area</td>
<td>$320.00</td>
<td>$470.00</td>
<td>46.88%</td>
<td>Sizing now consistent with class 1 buildings and fee reflects current building industry activity and costs.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>and for each additional 10m² or part thereof up to 150m²</td>
<td>$73.00</td>
<td>$75.00</td>
<td>2.74%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Between 151m² and 300m²</td>
<td>$980.00</td>
<td>$1,000.00</td>
<td>2.04%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Between 301m² and 500m²</td>
<td>$1,700.00</td>
<td>$1,740.00</td>
<td>2.35%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Between 501m² and 1,000m²</td>
<td>$1,700.00</td>
<td>$1,760.00</td>
<td>3.53%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>and for each additional m² or part thereof over 500m²</td>
<td>$3.50</td>
<td>$3.50</td>
<td>0.00%</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Between 1,001m² and 2,000m²</td>
<td>$3,600.00</td>
<td>$3,700.00</td>
<td>2.78%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>and for each additional m² or part thereof over 1,000m²</td>
<td>$1.60</td>
<td>$1.85</td>
<td>15.63%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### b. Buildings greater than 2,000m² or higher than 3 storeys

| Fee for preparation of Quote                                      | $0.00                      | $490.00                    | -          | NEW FEE. Council is required by the Building Act 1975 to be the default building certifier for applicants who either cannot engage a private certifier or wish to use Council’s services. As Council does not have the expertise in house for this level of work Council will need to source external qualified providers. In doing so considerable work will be undertaken in sourcing data, information and qualified certifiers in preparing a quote for building certification on a building of this size. It will also eliminate Council being used to provide a free benchmark quote for applicants to shop around to private certifiers. | New       |

### ii. New Building Work:

#### a. Buildings under 2,000m² or less than 4 storeys
### (1) Buildings up to 500m²

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>For assessment of buildings up to 500m² in area – Up to 150m² in floor area</td>
<td>$900.00</td>
<td>$980.00</td>
<td>8.89%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>For assessment of buildings up to 500m² in area – Between 151m² and 300m²</td>
<td>$1,130.00</td>
<td>$1,200.00</td>
<td>6.19%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>For assessment of buildings up to 500m² in area – Between 301m² and 500m²</td>
<td>$1,900.00</td>
<td>$2,000.00</td>
<td>5.26%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### (2) Buildings over 500m²

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>For assessment of buildings over 500m² in area – Between 501m² and 1,000m²</td>
<td>$1,900.00</td>
<td>$2,100.00</td>
<td>10.53%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>and for each additional m² or part thereof over 500m²</td>
<td>$3.95</td>
<td>$3.95</td>
<td>0.00%</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>For assessment of buildings over 500m² in area – Between 1,001m² and 2,000m²</td>
<td>$3,875.00</td>
<td>$4,000.00</td>
<td>3.23%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>and for each additional m² or part thereof over 1,000m²</td>
<td>$1.80</td>
<td>$1.85</td>
<td>2.78%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

**b. Buildings greater than 2,000m² or higher than 3 storeys**

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee for preparation of Quote</td>
<td>$0.00</td>
<td>$490.00</td>
<td>-</td>
<td>NEW FEE. Council is required by the Building Act 1975 to be the default building certifier for applicants who either cannot engage a private certifier or wish to use Council's services. As Council does not have the expertise in house for this level of work Council will need to source external qualified providers. In doing so considerable work will be undertaken in sourcing data, information and qualified certifiers in preparing a quote for building certification on a building of this size. It will also eliminate Council being used to provide a free benchmark quote for applicants to shop around to private certifiers.</td>
<td>New</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee for building certification</td>
<td></td>
<td></td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Last YR Fee By Quote</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### (c) Inspection Fee

NOTE: Additional or re-inspection fees may apply and may be charged at a rate proportionate to this fee
### Standard Inspection

- **Up to 500m² in floor area (per inspection)**
  - Year 17/18: $295.00
  - Year 18/19: $295.00
  - Increase: 0.00%
  - Comment: No change
  - Status: Reviewed

- **Between 501m² and 2000m² (per inspection)**
  - Year 17/18: $425.00
  - Year 18/19: $425.00
  - Increase: 0.00%
  - Comment: No change
  - Status: Reviewed

### Request for an Assessment of a Building Application

- For an application issued prior to 1 April 1998
  - Year 17/18: $570.00
  - Year 18/19: $590.00
  - Increase: 3.51%
  - Comment: Nominal increase
  - Status: Reviewed

- For an application issued after 1 April 1998
  - Year 17/18: $435.00
  - Year 18/19: $455.00
  - Increase: 4.60%
  - Comment: Nominal increase
  - Status: Reviewed

### After Hours Inspection by Prior Arrangement

- Before 6.30am and after 5.30pm Mon-Fri (up to 3 hours)
  - Year 17/18: $655.00
  - Year 18/19: $660.00
  - Increase: 0.76%
  - Comment: Nominal increase
  - Status: Reviewed

- Any other time (up to 3 hours)
  - Year 17/18: $860.00
  - Year 18/19: $865.00
  - Increase: 0.58%
  - Comment: Nominal increase
  - Status: Reviewed

- Per hour in excess of 3 hours
  - Year 17/18: $200.00
  - Year 18/19: $205.00
  - Increase: 2.50%
  - Comment: Nominal increase
  - Status: Reviewed

### Removal or Demolition of a Building

These fees are payable when Council is engaged as the Building Certifier.

#### Lodgement Fee

Payable for all applications that involve building work

- Hardcopy lodgement
  - Year 17/18: $235.00
  - Year 18/19: $240.00
  - Increase: 2.13%
  - Comment: Nominal increase
  - Status: Reviewed

- Electronic lodgement
  - Year 17/18: $190.00
  - Year 18/19: $195.00
  - Increase: 2.63%
  - Comment: Nominal increase
  - Status: Reviewed

(Refer to Fee Policies s1.17 above)
### (b) Assessment Fee

#### All classes of building work involving removal or demolition

<table>
<thead>
<tr>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$320.00</td>
<td>$330.00</td>
<td>3.13%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

Refer to Section 3 for Plumbing and Drainage Fees.
Refer to 'Demolition/Removal of a Heritage Place' in section 4.1.7 where application refers to a heritage listed site.
For Security fees associated with Demolition, Removal or Reinstatement of a building refer Section 2.2.2.
For Concurrency Agency fees associated with Demolition, Removal or Reinstatement of a building refer Section 2.2.3.

#### Site Visit fee

<table>
<thead>
<tr>
<th>Year 17/18</th>
<th>Year 18/19</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150.00</td>
<td>$165.00</td>
<td>10.00%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 2.1.5 Change of classification of a building

#### (a) Lodgement Fee

Payable for all applications that involve building work

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardcopy lodgement</td>
<td>$235.00</td>
<td>$240.00</td>
<td>2.13%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Electronic lodgement</td>
<td>$190.00</td>
<td>$195.00</td>
<td>2.63%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

(Refer to Fee Policies s1.17 above)

#### (b) Assessment Fee

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change of classification to a Class 1 building</td>
<td>$610.00</td>
<td>$770.00</td>
<td>26.23%</td>
<td>Fee is consistent with assessment for a class 1 dwelling in 2.1.1 (b) (ii) and reflects current building industry activity and costs.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Change of classification from any class to Class 2 to 9 building</td>
<td>$320.00</td>
<td>$330.00</td>
<td>3.13%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary building</td>
<td>Fees as per fees for new building works</td>
<td>Fees as per fees for new building works</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>
### 2.1.6 Assessment of Reports and Alternative Solutions

Assessment of Fire Engineering Reports, Queensland Development Code (QDC) compliance reports and alternative solutions

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection fee</td>
<td>$910.00</td>
<td>$950.00</td>
<td>4.40%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 2.2 Building Work – Regulatory Services

#### 2.2.1 Advertising and Signage

Refer to item 2.1.3 for building application fees

#### 2.2.2 Demolition, Removal, Reinstatement of a building

##### (a) Security

Payment of the following securities shall apply, for each component listed

<table>
<thead>
<tr>
<th>Security</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security for siteworks</td>
<td>$1,050.00</td>
<td>$1,080.00</td>
<td>2.86%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Adopted performance security for reinstatement of the removal building (any variation to be determined by the Responsible Officer. Refer Fee Policy 1.21)</td>
<td>$85,000.00</td>
<td>$85,000.00</td>
<td>0.00%</td>
<td>New policy provides clarity for determination and application of the security bond.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Administrative fee, to accompany performance security for release and/or reduction of performance security (including inspections)</td>
<td>$380.00</td>
<td>$390.00</td>
<td>2.63%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

#### 2.2.3 Concurrence Agency Fees

##### (a) Demolition, Removal, Reinstatement of a building
### Determination of Performance Security and Amenity Aesthetics Decision in respect to Reinstatement of Buildings, including onsite inspection before removal

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Located inside Ipswich City boundaries</td>
<td>$710.00</td>
<td>$730.00</td>
<td>2.82%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Located outside Ipswich City boundaries (within 50km of Ipswich City boundary)</td>
<td>$915.00</td>
<td>$940.00</td>
<td>2.73%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Located outside Ipswich City boundaries (more than 50km of Ipswich City boundary)</td>
<td>$1,080.00 plus 2.20 per km for every km beyond 50 km from the Ipswich City Boundary</td>
<td>$1,100.00 plus 2.20 per km for every km beyond 50 km from the Ipswich City Boundary</td>
<td></td>
<td>Nominal increase of $35 to base cost, and $0.05 per km.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

**Determination of Site Securities (removal) and Amenity Aesthetics Decision (demolition/removal)**

- **$200.00**
- **$300.00**
- **50.00%**

Building Certification is a business unit of Council and as such must comply with the competitive code of conduct in regards to private building certification. This increase in the fee reflects current building industry activity and costs.

#### Siting Variations

- Application for Siting Variation under the Planning Regulation 2017 and Ipswich City Council Planning Scheme or amendment to Building Setback Plan
  - **$550.00**
  - **$590.00**
  - **7.27%**

This fee to be consistent with Development Planning fee " Variation to siting and site cover requirements" 4.1.7 (a).

#### Amenity and Aesthetics

For each of the items listed below requiring Amenity and Aesthetics Determination under the Planning Regulation 2017 and Ipswich City Council Planning Scheme, the fee per item shall be:

- Shipping containers, railway carriages (including transportable buildings, site shed), carports (more than 1, either existing or proposed, located within 6.0m road boundary setback)
  - **$550.00**
  - **$590.00**
  - **7.27%**

- Class 10 building exceeding more than one storey, having a wall height greater than 3.6m at the pitching line or erected on vacant land (not containing a dwelling)
  - **$550.00**
  - **$590.00**
  - **7.27%**

- Steel 'kit' garages, prefab kit buildings, or transportable site sheds or the like used as a Class 1 building
  - **$550.00**
  - **$590.00**
  - **7.27%**
### (d) Other fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications for more than 1 item mentioned in Schedule 9 of the Planning Regulation 2017</td>
<td>$880.00</td>
<td>$900.00</td>
<td>2.27%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Application for Building work for a Class 1 buildings on premises with onsite wastewater management system</td>
<td>$550.00</td>
<td>$565.00</td>
<td>2.73%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Any other LG referral agency items listed in Schedule 9 of the Planning Regulation 2017</td>
<td>$550.00</td>
<td>$565.00</td>
<td>2.73%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 2.2.4 Other Building Fees

#### (a) Swimming Pool

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pool Safety inspection</td>
<td>$510.00</td>
<td>$525.00</td>
<td>2.94%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Application for exemption</td>
<td>$645.00</td>
<td>$680.00</td>
<td>5.43%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Re-inspection</td>
<td>$150.00</td>
<td>$165.00</td>
<td>10.00%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

#### (b) Change of builder on approval documentation

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change of builder on approval documentation</td>
<td>$97.00</td>
<td>$100.00</td>
<td>3.09%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

#### (c) Extension of time (relevant period)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 1 and 10 (not subject to planning approvals)</td>
<td>$180.00</td>
<td>$185.00</td>
<td>2.78%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Class 1 subject to planning approvals</td>
<td>$300.00</td>
<td>$310.00</td>
<td>3.33%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Class 2 to 9</td>
<td>$430.00</td>
<td>$440.00</td>
<td>2.33%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

#### (d) Amendments to plans

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 1, Class 2, Class 4 and Class 10 buildings – minor amendment</td>
<td>$220.00</td>
<td>$230.00</td>
<td>4.55%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Class 1, Class 2, Class 4 and Class 10 buildings – major amendment</td>
<td>$625.00</td>
<td>$645.00</td>
<td>3.20%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Class 3, Class 5 to Class 9 buildings – minor amendment</td>
<td>$670.00</td>
<td>$690.00</td>
<td>2.99%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Class 3, Class 5 to Class 9 buildings – major amendment</td>
<td>$1,410.00</td>
<td>$1,450.00</td>
<td>2.84%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
(e) Private Certifier Information Requests

Property Information – per item per property
$64.00  $64.00  0.00%  No change  Reviewed

(f) Advice of Compliance for Residential Service Buildings, Residential Care Buildings or Budget Accommodation

Up to 5 persons  $515.00  $535.00  3.88%  Nominal increase  Reviewed
6-10 persons  $615.00  $630.00  2.44%  Nominal increase  Reviewed
11-20 persons  $720.00  $740.00  2.78%  Nominal increase  Reviewed
More than 20 persons  $830.00  $880.00  6.02%  Nominal increase  Reviewed

2.3 Private Certification Lodgement Fee

Electronic lodgement – All Classes  $190.00  $195.00  2.63%  Nominal increase  Reviewed
Must be accompanied by payment and in the manner approved by Council

Hardcopy lodgement – All Classes  $235.00  $240.00  2.13%  Nominal increase  Reviewed
Amended decision notice lodgement fee  $31.00  $32.00  3.23%  Nominal increase  Reviewed

3. Plumbing and Drainage Fees

(NOTE: Where a licensed person chooses to request a compliance permit for Notifiable Work, fees in accordance with sections 3.1 and 3.2, as applicable will apply)

3.1 Lodgement

(a) Lodgement Fee

NOTE: Applicable to all plumbing applications including amended plans

Hardcopy lodgement  $235.00  $240.00  2.13%  Nominal increase  Reviewed

Electronic lodgement  $190.00  $195.00  2.63%  Nominal increase  Reviewed

(Refer to Fee Policies s1.17 above)
### 3.2 Permit Fees

NOTE: Fee includes issuing of the Permit and inspections during construction. Applicable to all plumbing applications and amended plans that contain additional fixtures.

#### 3.2.1 Building Classes 1 and 10 Permit Fee (per fixture)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 50 fixtures</td>
<td>$119.00</td>
<td>Increase of $2 per fixture</td>
<td>$121.00</td>
<td>51 to 100 fixtures</td>
<td>$111.00</td>
</tr>
<tr>
<td></td>
<td>per fixture from 1 to 50</td>
<td></td>
<td></td>
<td></td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td>plus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Last YR Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$117.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>per fixture from 1 to 50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>plus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$21,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>per fixture over 200</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Increase of $1 per fixture</td>
<td>51 to 100 fixtures</td>
<td>$111.00</td>
<td></td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td>$96.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>per fixture from 101 to 200</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>plus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Last YR Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$95.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>per fixture from 101 to 200</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>plus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$10,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>per fixture over 200</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Increase of $1 per fixture</td>
<td>Over 200 fixtures</td>
<td>$86.00</td>
<td></td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td>$85.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>per fixture over 200</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Last YR Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$85.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>per fixture over 200</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3.2.2 Building Class 2 to 9 Permit Fee (per fixture) (Includes Shopping Centres, Caravan Parks, Strata Title High Rise, Tenancy Fit Outs)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 50 fixtures</td>
<td>$130.00 per fixture from 1 to 50 plus</td>
<td>Increase of $2 per fixture</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51 to 100 fixtures</td>
<td>$122.00 per fixture from 51 to 100 plus</td>
<td>Increase of $2 per fixture</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>101 to 200 fixtures</td>
<td>$114.00 per fixture from 101 to 200 plus</td>
<td>Increase of $2 per fixture</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>201 to 300 fixtures</td>
<td>$100.00 per fixture from 201 to 300 plus</td>
<td>Increase of $1 per fixture</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>301 to 500 fixtures</td>
<td>$77.00 per fixture from 301 to 500 plus</td>
<td>Increase of $1 per fixture</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over 500 fixtures</td>
<td>$46.00 per fixture over 500</td>
<td>Increase of $1 per fixture</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 3.3 Services not Associated with Fixtures (e.g. Water ring mains)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>$360.00</td>
<td>$370.00</td>
<td>2.78%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Inspection (per inspection)</td>
<td>$160.00</td>
<td>$165.00</td>
<td>3.13%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 3.4 Project Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance Assessment</td>
<td>By Quote</td>
<td>By Quote</td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 3.5 Registration and Annual Testing of Testable Backflow Prevention Devices

NOTE: Responsibility for payment of Registration and Annual Testing of testable Backflow Prevention Devices – The Owner of a testable backflow prevention device is responsible for the payment of the Registration and Annual Testing of testable Backflow Prevention Devices fee levied in accordance with section 97(2)(e) of the Local Government Act 2009 as adopted in Council’s Fees and Charges.

**a) Class 1 & 10 Buildings (Initial Registration or Annual Renewal)**

| Per device                  | $65.00                      | $65.00                      | 0.00%      | No change – Domestic customers are disconnecting valves due to change in code allowing non testable devices. | Reviewed |

**b) Class 2 to 9 Buildings (Initial Registration or Annual Renewal)**

| First device                | $121.00 for the first device plus | Increase of $1 per fixture | Reviewed |
| Last YR Fee                 | $120.00 for the first device plus |

| 2 to 10 devices             | $31.00 per device between 2 and 10 plus | Increase of $1 per fixture | Reviewed |
| Last YR Fee                 | $30.00 per device between 2 and 10 plus |
### (b) Class 2 to 9 Buildings (Initial Registration or Annual Renewal)  

**11 to 20 devices**  
Per device between 11 and 20 plus  
Last YR Fee $18.50  
Increase of $0.50 per fixture  
Reviewed

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
</table>
| 11 to 20 devices | $19.00  
per device between 11 and 20 plus | Increase of $0.50 per fixture | Reviewed |
| Over 20 devices | $14.00  
per device over 20  
Last YR Fee $13.50  
per device over 20 | Increase of $0.50 per fixture | Reviewed |

### 3.6 Special Inspections

**i Inspection**

- Re-inspection fee (per inspection)  
  $160.00  
  $165.00  
  3.13%  
  Nominal increase  
  Reviewed
- Notifiable Works fee (per inspection)  
  $160.00  
  $165.00  
  3.13%  
  Nominal increase  
  Reviewed
- Demountable/Prefabricated buildings – Inspection fee (per inspection)  
  $160.00  
  $165.00  
  3.13%  
  Nominal increase  
  Reviewed

**ii Request for an assessment of a plumbing application**

- Request for an assessment of a plumbing application, including an inspection, for which a compliance permit was issued and an inspection has been carried out and more than 2 years has passed from the date of the last inspection.  
  $220.00  
  $225.00  
  2.27%  
  Nominal increase  
  Reviewed

**iii After hours inspection by prior arrangement – an additional fee shall apply**

- Before 6.30am and after 5.30pm Mon-Fri (up to 3 hours)  
  $655.00  
  $660.00  
  0.76%  
  Nominal increase  
  Reviewed
- Any other time (up to 3 hours)  
  $860.00  
  $865.00  
  0.58%  
  Nominal increase  
  Reviewed
- Per hour in excess of 3 hours  
  $200.00  
  $205.00  
  2.50%  
  Nominal increase  
  Reviewed
3.7 Re/Connection to Sewerage/Septic Facility to Treatment Plant/Replacement of Treatment Plant or Disposal Area/Removal of Septic or Treatment Plant

| Assessment fee | $160.00 | $165.00 | 3.13% | Nominal increase | Reviewed |
| Inspection fee (per inspection) | $160.00 | $165.00 | 3.13% | Nominal increase | Reviewed |

3.8 Installation of a New On-Site Sewerage Facility (additional to Permit Fee section 3.2.1)

| Approval and registration fee | $225.00 | $230.00 | 2.22% | Nominal increase | Reviewed |

3.9 Greywater Facilities Applications

| Assessment fee | $125.00 | $130.00 | 4.00% | Nominal increase | Reviewed |
| Inspection fee | $160.00 | $165.00 | 3.13% | Nominal increase | Reviewed |

3.10 Extension of Compliance Request Period

| Request for extension of time during information request period | $180.00 | $185.00 | 2.78% | Nominal increase | Reviewed |

3.11 Assessment of Alternative Solutions

| Assessment of Alternative Solutions | $910.00 | $950.00 | 4.40% | Nominal increase | Reviewed |

4. Development Planning Application Fees

4.1 Material Change of Use of Premises

Council requires an applicant, as part of their submission, to state whether the development application being made is Code, Impact (Consistent Use) or Impact (Inconsistent Use) in accordance with the Planning Scheme. Receipting of fees upon lodgement shall be on the basis of this statement and will be subject to adjustment should it be determined that the statement is not correct.

NOTES: The following “Schedule of Uses – Material Change of Use” table should be referred to for the Material Change of Use Development Application Fees to follow.

If a proposed development includes areas outside of a building used for storage or operations (other than for the parking and manoeuvring of vehicles), then the calculated fee shall be the greater of that calculated for the use based on the GFA of all buildings or the total outdoor use area.

| Minor development matter as determined by the Responsible Officer (e.g. use of existing building, use of land only, minor extensions for some uses up to 100m² etc.) | $1,240.00 | $1,280.00 | 3.23% | Standard increase of 3% applied (plus rounding) | Reviewed |
### Schedule of Uses – Material Change of Use

<table>
<thead>
<tr>
<th>Type 1 Development</th>
<th>Type 2 Development</th>
<th>Type 3 Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>Residential</td>
<td>Residential</td>
</tr>
<tr>
<td>Caretaker Residential</td>
<td>Institutional Residential - up to 50 beds</td>
<td>Institutional Residential - over 50 beds</td>
</tr>
<tr>
<td>Display Housing</td>
<td>Multiple-Residential - up to 50 dwellings</td>
<td>Multiple-Residential - over 50 dwellings</td>
</tr>
<tr>
<td>Dual Occupancy</td>
<td>Temporary Accommodation - up to 50 units/sites</td>
<td>Temporary Accommodation - over 50 units/sites</td>
</tr>
<tr>
<td>Home Based Activity</td>
<td>Commercial/Industrial</td>
<td>Commercial/Industrial</td>
</tr>
<tr>
<td>Single Residential</td>
<td>Business Use up to 200m²</td>
<td>Business Use over 2000m²</td>
</tr>
<tr>
<td>Commercial/Industrial</td>
<td>General Industry up to 200m²</td>
<td>General Industry over 2000m³</td>
</tr>
<tr>
<td>Service/Trades Use up to 200m²</td>
<td>Service/Trades Use 201m² to 2000m²</td>
<td>Service/Trades Use over 2000m³</td>
</tr>
<tr>
<td>Shopping Centre up to 200m²</td>
<td>Shopping Centre 201m² to 2000m²</td>
<td>Shopping Centre over 2000m³</td>
</tr>
<tr>
<td>Special Industry up to 200m²</td>
<td>Special Industry 201m² to 2000m²</td>
<td>Special Industry over 2000m²</td>
</tr>
<tr>
<td>General Store</td>
<td>Extractive Industry up to 7500m²</td>
<td>Extractive Industry greater than 7500m²</td>
</tr>
<tr>
<td>Temporary Sales Office</td>
<td>Recreational/Entertainment</td>
<td>Recreational/Entertainment</td>
</tr>
<tr>
<td>Plant Nursery (Wholesale)</td>
<td>Entertainment Use up to 200m²</td>
<td>Entertainment Use over 2000m²</td>
</tr>
<tr>
<td>Recreation/Entertainment</td>
<td>Recreation Use (Indoor) up to 200m²</td>
<td>Recreation Use (Indoor) over 2000m²</td>
</tr>
<tr>
<td>Entertainment Use up to 200m²</td>
<td>Recreation Use (Outdoor) up to 2ha in site area</td>
<td>Recreation Use (Outdoor) over 2ha in site area</td>
</tr>
<tr>
<td>Park</td>
<td>Public Park</td>
<td>Public Park</td>
</tr>
<tr>
<td>Rural</td>
<td>Rural</td>
<td>Rural</td>
</tr>
<tr>
<td>Animal Husbandry</td>
<td>Agriculture</td>
<td>Forestry</td>
</tr>
<tr>
<td>Agriculture</td>
<td>Forestry</td>
<td>Wine Making</td>
</tr>
</tbody>
</table>

continued on next page ..
### Schedule of Uses – Material Change of Use [continued]

<table>
<thead>
<tr>
<th>Type 1 Development</th>
<th>Type 2 Development</th>
<th>Type 3 Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>Other</td>
<td>Other</td>
</tr>
<tr>
<td>Community Use up to 200m²</td>
<td>Community Use 201m² to 2000m²</td>
<td>Community Use over 2000m²</td>
</tr>
<tr>
<td>Minor Utility</td>
<td>Major Utility</td>
<td></td>
</tr>
<tr>
<td>Carpark</td>
<td>Tourist Facility</td>
<td>Aviation Use</td>
</tr>
<tr>
<td>Temporary Use</td>
<td></td>
<td>Correctional Centre</td>
</tr>
</tbody>
</table>

#### 4.1.1 Type 1 Development
(See Schedule for Type 1 uses)

##### (a) Type 1 Development – Code Assessable

<table>
<thead>
<tr>
<th>Description</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Assessable – unless identified below</td>
<td>$2,250.00</td>
<td>$2,350.00</td>
<td>4.44%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Code Assessable – Single Residential where the applicable code for self-assessable development is not complied with or where within a development constraints overlay or in a character zone or character place</td>
<td>$1,240.00</td>
<td>$1,280.00</td>
<td>3.23%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Code Assessable – Dual Occupancy, Business Use, General Industry, Service/Trades Use, Shopping Centre, Special Industry, Entertainment Use and Recreation Use</td>
<td>$3,500.00</td>
<td>$3,650.00</td>
<td>4.29%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Code Assessable – Single Residential where more than five (5) dwellings design types (i.e. building setback plans or design guidelines) are lodged in a combined application</td>
<td>$6,500.00 plus $610.00 per dwelling design type lot in excess of 5 dwelling design types.</td>
<td>$6,500.00 plus $610.00 per dwelling design type lot in excess of 5 dwelling design types.</td>
<td>Nominal increase</td>
<td>New FEE due to the number of variation requests received and consistency with work conducted.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Code Assessable – Single Residential in a development constraints overlay (mining) where lodged in combination with an RAL application and supporting geotechnical report applies to all proposed lots</td>
<td>$0.00</td>
<td>$590.00</td>
<td>-</td>
<td>New FEE. New fee due to the number of variation requests received and consistency with work conducted.</td>
<td>New</td>
</tr>
</tbody>
</table>
(b) Type 1 Development – Impact Assessable (Consistent Use Class)

Impact Assessable (Consistent use class) – unless identified below

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact Assessable (Consistent Use Class) – Dual Occupancy, Business Use, General Industry, Service/Trades Use, Shopping Centre, Special Industry, Entertainment Use and Recreation Use</td>
<td>$2,850.00</td>
<td>$2,950.00</td>
<td>3.51%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

Impact Assessable (Consistent Use Class) – Dual Occupancy, Business Use, General Industry, Service/Trades Use, Shopping Centre, Special Industry, Entertainment Use and Recreation Use

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact Assessable (Consistent Use Class) – Dual Occupancy, Business Use, General Industry, Service/Trades Use, Shopping Centre, Special Industry, Entertainment Use and Recreation Use</td>
<td>$5,850.00</td>
<td>$6,050.00</td>
<td>3.42%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

(c) Type 1 Development – Impact Assessable (Inconsistent Use Class)

Impact Assessable (Inconsistent use class) – unless identified below

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact Assessable (Inconsistent Use Class) – Dual Occupancy, Business Use, General Industry, Service/Trades Use, Shopping Centre, Special Industry, Entertainment Use and Recreation Use</td>
<td>$5,850.00</td>
<td>$6,050.00</td>
<td>3.42%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

Impact Assessable (Inconsistent Use Class) – Dual Occupancy, Business Use, General Industry, Service/Trades Use, Shopping Centre, Special Industry, Entertainment Use and Recreation Use

<table>
<thead>
<tr>
<th>Year 17/18</th>
<th>Year 18/19</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Fee</td>
<td>Comment</td>
</tr>
<tr>
<td></td>
<td>(incl. GST)</td>
<td>(incl. GST)</td>
</tr>
<tr>
<td></td>
<td>Last YR Fee</td>
<td>Fee</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Last YR Fee</td>
<td>Fee</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.1.2 Type 2 Development
(See Schedule for Type 2 uses)

(a) Type 2 Development – Code Assessable

Code Assessable – Residential uses

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
</table>

$6,900.00 plus $490.00 per dwelling/bed/site in excess of 3

<table>
<thead>
<tr>
<th>Code Assessable – Commercial/Industrial uses (other than Business Use, Shopping Centre and Extractive Industry), Recreation/Entertainment, Rural and Other uses</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
</table>

$3,675.00 plus $2.50 per m² over 200m²

<table>
<thead>
<tr>
<th>Code Assessable – Business Use and Shopping Centre</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
</table>

$3,675.00 plus $7.80 per m² over 200m²

continued on next page ..
### (a) Type 2 Development – Code Assessable [continued]

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Assessable – Extractive Industry</td>
<td>$7,700.00</td>
<td>$7,950.00</td>
<td>3.25%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### (b) Type 2 Development – Impact Assessable (Consistent Use Class)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact Assessable (Consistent Use Class) – Residential uses</td>
<td></td>
<td>$8,400.00</td>
<td></td>
<td>Last YR Fee $8,040.00 plus $465.00 per dwelling/bed/site in excess of 3</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Impact Assessable (Consistent Use Class) – Commercial/Industrial uses (other than Business Use, Shopping Centre and Extractive Industry), Recreation/Entertainment, Rural and Other uses</td>
<td></td>
<td>$6,100.00</td>
<td></td>
<td>Last YR Fee $5,825.00 plus $2.50 per m² over 200m²</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Impact Assessable (Consistent Use Class) – Business Use and Shopping Centre</td>
<td></td>
<td>$6,100.00</td>
<td></td>
<td>Last YR Fee $5,825.00 plus $7.80 per m² over 200m²</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Impact Assessable (Consistent Use Class) – Extractive Industry</td>
<td>$10,050.00</td>
<td>$10,400.00</td>
<td>3.48%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
### (c) Type 2 Development – Impact Assessable (Inconsistent Use Class)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact Assessable (Inconsistent Use Class) – Residential uses</td>
<td>$13,750.00 plus $490.00 per dwelling/bed/site in excess of 3</td>
<td>Nominal increase</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impact Assessable (Inconsistent Use Class) – Commercial/Industrial uses (other than Business Use and Shopping Centre), Recreation/Entertainment, Rural and Other uses</td>
<td>$8,500.00 plus $3.80 per m² over 200m²</td>
<td>Nominal increase</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impact Assessable (Inconsistent Use Class) – Business Use and Shopping Centre</td>
<td>$8,500.00 plus $7.80 per m² over 200m²</td>
<td>Nominal increase</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impact Assessable (Inconsistent Use Class) – Extractive Industry</td>
<td>$14,450.00</td>
<td>$14,900.00</td>
<td>3.11%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 4.1.3 Type 3 Development

(See Schedule for Type 3 uses)
## (a) Type 3 Development – Code Assessable

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Assessable – Residential uses</td>
<td>$28,550.00 plus $490.00 per dwelling/bed/site in excess of 50</td>
<td>$28,550.00 plus $490.00 per dwelling/bed/site in excess of 50</td>
<td>Nominal increase</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Code Assessable – Commercial/Industrial uses (other than Business Use, Shopping Centre and Extractive Industry), Recreation/Entertainment, Rural and Other uses</td>
<td>$8,050.00 plus $1.25 per m² over 2,000m²</td>
<td>$8,050.00 plus $1.25 per m² over 2,000m²</td>
<td>Nominal increase</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Code Assessable – Business Use and Shopping Centre</td>
<td>$16,850.00 plus $5.00 per m² over 2,000m²</td>
<td>$16,850.00 plus $5.00 per m² over 2,000m²</td>
<td>Nominal increase</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Code Assessable – Extractive Industry</td>
<td>$27,200.00</td>
<td>$28,050.00</td>
<td>3.13%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

## (b) Type 3 Development – Impact Assessable (Consistent Use Class)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact Assessable (Consistent Use Class) – Residential uses</td>
<td>$40,950.00 plus $490.00 per dwelling/bed/site in excess of 50</td>
<td>$40,950.00 plus $490.00 per dwelling/bed/site in excess of 50</td>
<td>Nominal increase</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Impact Assessable (Consistent Use Class) – Commercial/Industrial uses (other than Business Use, Shopping Centre and Extractive Industry), Recreation/Entertainment, Rural and Other uses</td>
<td>$10,500.00 plus $1.60 per m² over 2,000m²</td>
<td>$10,500.00 plus $1.60 per m² over 2,000m²</td>
<td>Nominal increase</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

continued on next page ..
<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact Assessable (Consistent Use Class) – Business Use and Shopping Centre</td>
<td>$19,250.00 plus $5.40 per m² over 2,000m²</td>
<td>$20,650.00 plus $5.50 per m² over 2,000m²</td>
<td></td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Impact Assessable (Consistent Use Class) – Extractive Industry</td>
<td>$39,000.00</td>
<td>$40,200.00</td>
<td>3.08%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Impact Assessable (Inconsistent Use Class) – Residential uses</td>
<td>$44,300.00</td>
<td>$45,650.00</td>
<td>3.05%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Impact Assessable (Inconsistent Use Class) – Commercial/Industrial uses (other than Business Use and Shopping Centre, Recreation/Entertainment, Rural and Other uses)</td>
<td>$15,150.00 plus $1.80 per m² over 2,000m²</td>
<td>$16,550.00 plus $1.90 per m² over 2,000m²</td>
<td></td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Impact Assessable (Inconsistent Use Class) – Business Use and Shopping Centre</td>
<td>$21,650.00 plus $5.80 per m² over 2,000m²</td>
<td>$23,050.00 plus $6.00 per m² over 2,000m²</td>
<td></td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Impact Assessable (Inconsistent Use Class) – Extractive Industry</td>
<td>$44,300.00</td>
<td>$45,650.00</td>
<td>3.05%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
### 4.1.4 Development Application that is a Variation Request

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variation Requests under the Planning Act 2016</td>
<td>125% of the current relevant application fee for the development described in the application.</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discontinued Fee: All other types of development</td>
<td>125% of current relevant application fee for the development described in the application.</td>
<td>No change</td>
<td>Discontinued</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4.1.5 Superseded Planning Scheme Requests

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for application of superseded planning scheme</td>
<td>25% of current relevant application fee for the development described in the request.</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: If an application is subsequently lodged consistent with the description provided in the Superseded Planning Scheme Request, the applicable fee for that application will be discounted by the amount paid for the request for application of superseded planning scheme.

### 4.1.6 Exemption Certificates

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing and assessment of a request for an Exemption Certificate</td>
<td>25% of current relevant application fee for the development described in the request.</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Minimum fee | $620.00 | $590.00 | -4.84% | Decrease in fee for consistency with 4.1.7 (a) | Reviewed |
### 4.1.7 Other Development

#### (a) Carrying out Building Work not associated with a Material Change of Use

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>New and additions to Class 10 buildings and additions to an existing single residential dwelling in a development constraints overlay or in a Character Zone or at a Character Place.</td>
<td>$620.00</td>
<td>$590.00</td>
<td>-4.84%</td>
<td>This fee to be consistent with Building fee under section 2.2.3(b).</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Demolition/Removal of a Heritage Place (excluding the removal of post 1946 fabric from a Character/Heritage Place)</td>
<td>$5,950.00</td>
<td>$6,150.00</td>
<td>3.36%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Variation to Siting and Site cover requirements</td>
<td>$580.00</td>
<td>$590.00</td>
<td>1.72%</td>
<td>This fee to be consistent with Building fee under section 2.2.3(b).</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Other Building work – e.g. building works on a site not requiring a material change of use application</td>
<td>$1,400.00</td>
<td>$1,450.00</td>
<td>3.57%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

#### (b) Placing an Advertising device on premises

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Assessable – per square metre</td>
<td>$41.00</td>
<td>$43.00</td>
<td>4.88%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Minimum fee</td>
<td>$385.00</td>
<td>$400.00</td>
<td>3.90%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Impact Assessable – per square metre</td>
<td>$55.00</td>
<td>$60.00</td>
<td>9.09%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Minimum fee</td>
<td>$570.00</td>
<td>$590.00</td>
<td>3.51%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 4.2 Reconfiguring a lot

#### 4.2.1 Reconfiguring a lot Proposal (includes opening roads)

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per lot created</td>
<td>$790.00</td>
<td>$820.00</td>
<td>3.80%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Minimum fee</td>
<td>$2,400.00</td>
<td>$2,500.00</td>
<td>4.17%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

NOTE: The per lot fee applies to each Lot created resulting from the reconfiguration (e.g. 4 lots into 5 lots = 5 lots created or 1 lot into 3 lots = 3 lots created)
### 4.2.2 Request for Council approval in respect of land in a Community Titles Scheme

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amalgamate lots</td>
<td>$790.00</td>
<td>$820.00</td>
<td>3.80%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Conversion of lots into common property</td>
<td>$790.00</td>
<td>$820.00</td>
<td>3.80%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Lease of part of a lot or part of any improvements of a lot</td>
<td>$790.00</td>
<td>$820.00</td>
<td>3.80%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Transfer or lease part of the common property</td>
<td>$790.00</td>
<td>$820.00</td>
<td>3.80%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 4.2.3 Request for Council approval for extinguishment of a Community Titles Scheme

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per lot</td>
<td>$240.00</td>
<td>$250.00</td>
<td>4.17%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Minimum fee</td>
<td>$890.00</td>
<td>$920.00</td>
<td>3.37%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
4.3 Development Planning Sundry Matters

4.3.1 Changing Application before a decision is made

(a) Changing a "Material Change of Use" or "Other Development" application

<table>
<thead>
<tr>
<th>Prior to preliminary examination by Council or minor amendment not requiring alteration of reports</th>
<th>No charge</th>
<th>No change</th>
<th>Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last YR Fee</td>
<td>No charge</td>
<td>Last YR Fee</td>
<td>No charge</td>
</tr>
<tr>
<td>After preliminary examination by Council (prior to decision notice) – minimum fee</td>
<td>$930.00</td>
<td>$960.00</td>
<td>3.23%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>After preliminary examination by Council (prior to decision notice) – otherwise</td>
<td>25% of relevant current application fee, plus the difference between the fee applicable to the existing application and the fee applicable to the changed development proposal (if applicable)</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td>Last YR Fee</td>
<td>25% of relevant current application fee, plus the difference between the fee applicable to the existing application and the fee applicable to the changed development proposal (if applicable)</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: This 25% fee does not apply if the change is in response to an information request.
### (b) Changing a "Reconfigure of Lot" application

<table>
<thead>
<tr>
<th>Prior to preliminary examination by Council or minor amendment not requiring alteration of reports and not including additional lots</th>
<th>No charge</th>
<th>No change</th>
<th>Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last YR Fee</td>
<td>No charge</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>After preliminary examination by Council (prior to decision notice)</th>
<th>25% of relevant current application fee plus a per lot fee in accordance with Section 4.2.1 above for each additional allotment sought as a result of the change</th>
<th>No change</th>
<th>Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last YR Fee</td>
<td>No charge</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** This 25% fee does not apply if the change is in response to an information request. Additional fees will be applicable for additional lots sought.

### 4.3.2 Changes During Appeal Period (Change Representations)

#### (a) Lodgement of Change Representations

<table>
<thead>
<tr>
<th>Lodgement of Change Representations under s75 of the Planning Act 2016</th>
<th>No charge</th>
<th>No change</th>
<th>Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last YR Fee</td>
<td>No charge</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4.3.3 Changes After Appeal Period

Minor Change to Conditions, Minor Change to Approval, Extension Application, Minor Alteration, Cancellation Application, 'Other' Change Application

#### (a) Minor Change Application for

##### (i) Change of Conditions where not involving any changes to approved plans

<table>
<thead>
<tr>
<th>Per Condition</th>
<th>$500.00</th>
<th>$520.00</th>
<th>4.00%</th>
<th>Standard increase of 3% applied (plus rounding)</th>
<th>Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum fee</td>
<td>$930.00</td>
<td>$960.00</td>
<td>3.23%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
(ii) Request to Change a Development Approval or Change to Approved Plans which necessitates changes to conditions

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request to Change a Development Approval or Change to Approved Plans which necessitates changes to conditions</td>
<td>25% of relevant current application fee. Maximum fee $31,500.00</td>
<td>25% of relevant current application fee. Maximum fee $30,000.00</td>
<td>Nominal increase in maximum fee</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Minimum fee</td>
<td>$930.00</td>
<td>$960.00</td>
<td>3.23%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

(b) Extension Application

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extending the Period of an Approval</td>
<td>$930.00</td>
<td>$960.00</td>
<td>3.23%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

(c) Request for a Minor Alteration

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for a Minor Alteration (Nil fee applies for corrections or minor administrative and/or incidental alterations)</td>
<td>$590.00</td>
<td>$590.00</td>
<td>0.00%</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Request for a Minor Alteration – setback and siting for single residential</td>
<td>$0.00</td>
<td>$590.00</td>
<td>-</td>
<td>NEW FEE. New fee required for consistency in dollar amount and similar work undertaken between B&amp;P and DP.</td>
<td>New</td>
</tr>
</tbody>
</table>

(d) Cancellation Application

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request to Cancel Development Approval</td>
<td>$240.00</td>
<td>$250.00</td>
<td>4.17%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

(e) ‘Other’ Change Application

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘Other’ Change Application</td>
<td>100% of the relevant current application fee.</td>
<td>100% of the relevant current application fee.</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>
### 4.3.4 Infrastructure Charges Notices

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Recalculation of Establishment Cost for Land</td>
<td>25% of relevant current application fee plus Note A below</td>
<td>No change</td>
<td></td>
<td></td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td>25% of relevant current application fee plus Note A below</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE A:** The actual cost charged to Council for the review of the applicant’s supplied valuation by a registered valuer or independent certified practicing valuer. Any additional fee shall be paid prior to the determination of the request.

### 4.4 Concurrence Agency Assessment – Planning

#### 4.4.1 Building works on a Local Heritage Place

| Assessment Fee | $235.00 | $245.00 | 4.26% | Standard increase of 3% applied (plus rounding) | Reviewed |

### 4.5 Plan of Subdivision

#### 4.5.1 Request for Approval of Plan of Subdivision Schedule 18 of the Planning Regulation 2017

Assessment of Standard, Building Format and Volumetric Format plans.

(a) Examination, signing of a Plan of Subdivision

| Per lot created | $440.00 | $455.00 | 3.41% | Standard increase of 3% applied (plus rounding) | Reviewed |
| Minimum fee     | $880.00 | $910.00 | 3.41% | Standard increase of 3% applied (plus rounding) | Reviewed |

**NOTE:** For the purpose of calculating fees, the minimum fee is only applicable where 2 lots or less are created.

**NOTE:** Per Lot created resulting from the reconfiguration (e.g. 4 lots into 5 lots = 5 lots created or 1 lot into 3 lots = 3 lots created)
### (b) Preparation/Perusal of Legal Documents

<table>
<thead>
<tr>
<th>Description</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Legal Document prepared by Council – per document (Transfer Document/Trust/Easement Document)</td>
<td>$770.00</td>
<td>$800.00</td>
<td>3.90%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Complex Legal Document – other than a Standard Legal Document</td>
<td>By Quote</td>
<td></td>
<td></td>
<td>NEW FEE. New fee for those cases where the legal work is more complex than a standard legal document.</td>
<td>New</td>
</tr>
<tr>
<td>Perusal fee where prepared by the applicant's Solicitor – per document</td>
<td>$770.00</td>
<td>$800.00</td>
<td>3.90%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### (c) Re-signing of a Plan of Subdivision (Plan of Subdivision has been previously signed and has lapsed)

<table>
<thead>
<tr>
<th>Description</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-signing</td>
<td></td>
<td></td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Minimum fee</td>
<td>$330.00</td>
<td>$340.00</td>
<td>3.03%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### (d) Endorsement of Community Management Statement

<table>
<thead>
<tr>
<th>Description</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor – (Dual Occupancy)</td>
<td>$820.00</td>
<td>$850.00</td>
<td>3.66%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Major – (Multiple Residential, Commercial or Industrial)</td>
<td>$1,090.00</td>
<td>$1,130.00</td>
<td>3.67%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### (e) Resubmission of Application for Signing of a Plan of Subdivision

<table>
<thead>
<tr>
<th>Description</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>The fee payable for an application for the signing of a plan of subdivision where the application has been previously submitted or the unsigned plan has been returned by Council</td>
<td></td>
<td></td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
### 4.6 Area Development Plans/Local Area Plans

Master Area Development Plans, Precinct Plans and amendments to the Springfield Town Centre Concept Plan made pursuant to the Ipswich Planning Scheme 2006.

**(a) Assessment Fee**

Based on equivalent development pursuant to Sections 4.1 and 4.2 of this Fees and Charges Schedule

<table>
<thead>
<tr>
<th>Minimum fee</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Area Development Plans (MADP), Precinct Plans (PP) or amendments to the Springfield Town Centre Concept Plan</td>
<td>$4,800.00</td>
<td>$4,950.00</td>
<td>3.13%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

*NOTE: In addition, the cost of consultancy fees in respect to any further expert advice required by Council in consideration of such plan will be charged to the applicant.*

**(b) Amendment Fee**

Except where an application requires Public Notification (Impact Assessment)

<table>
<thead>
<tr>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$40,900.00 plus $460.00 per hectare over 10 hectares</td>
<td>Nominal increase</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4.7 Other Fees

#### 4.7.1 Heavy and Other Vehicle Parking in Residential Areas

<table>
<thead>
<tr>
<th>Initial permit pursuant to Local Law 5</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,030.00</td>
<td>$1,070.00</td>
<td>3.88%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
### 4.7.2 Certificates/Searches

NOTE: Price on application for certificates involving multiple lots. 
NOTE: Best endeavors will be made to deliver urgent certificates within the timeframes detailed herein. Complex certificates may not be able to be completed within urgent timeframes and in this instance, the difference in fees will be refunded to the applicant. 
NOTE: Flood information is available via Council’s Flood Map Information service on the Planning and Development website at [www.ipswichplanning.com.au](http://www.ipswichplanning.com.au)

(a) **Limited Planning and Development Property Search Certificate**

<table>
<thead>
<tr>
<th></th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Urgent</td>
<td>$370.00</td>
<td>$385.00</td>
<td>4.05%</td>
</tr>
<tr>
<td>Urgent</td>
<td>$580.00</td>
<td>$600.00</td>
<td>3.45%</td>
</tr>
</tbody>
</table>

Standard increase of 3% applied (plus rounding) Reviewed

(b) **Standard Planning and Development Property Search Certificate**

<table>
<thead>
<tr>
<th></th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Urgent</td>
<td>$920.00</td>
<td>$950.00</td>
<td>3.26%</td>
</tr>
<tr>
<td>Urgent</td>
<td>$1,230.00</td>
<td>$1,270.00</td>
<td>3.25%</td>
</tr>
</tbody>
</table>

Standard increase of 3% applied (plus rounding) Reviewed

(c) **Full Planning and Development Property Search Certificate – Where the market value of the property is up to $500,000**

<table>
<thead>
<tr>
<th></th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Urgent</td>
<td>$1,770.00</td>
<td>$1,830.00</td>
<td>3.39%</td>
</tr>
<tr>
<td>Urgent</td>
<td>$2,900.00</td>
<td>$3,000.00</td>
<td>3.45%</td>
</tr>
</tbody>
</table>

Standard increase of 3% applied (plus rounding) Reviewed

(d) **Full Planning and Development Property Search Certificate – Where the market value of the property is greater than $500,000 and up to $1,000,000**

<table>
<thead>
<tr>
<th></th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Urgent</td>
<td>$3,250.00</td>
<td>$3,350.00</td>
<td>3.08%</td>
</tr>
<tr>
<td>Urgent</td>
<td>$5,350.00</td>
<td>$5,550.00</td>
<td>3.74%</td>
</tr>
</tbody>
</table>

Standard increase of 3% applied (plus rounding) Reviewed
### (e) Full Planning and Development Property Search Certificate – Where the market value of the property is greater than $1,000,000

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Urgent – 30 business days</td>
<td>$6,000.00</td>
<td>$6,200.00</td>
<td>3.33%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Urgent – 10 business days</td>
<td></td>
<td></td>
<td></td>
<td>By Quote No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### (f) Copies of Approved Plans and Documents

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Building Approval Documentation – All approved structures</td>
<td>$0.00</td>
<td>$250.00</td>
<td>-</td>
<td>NEW FEE. The various fees added complexity to the search process and the options for the customer. Upon review, the individual searches (for soils tests etc.) were a significant minority of the searches sought by customers. In addition, it is considered that customers receiving these reports in isolation is misleading as they should be considered in the context of the relevant building approval and a complete search (whilst more expensive) is actually a better customer service outcome.</td>
<td>New</td>
</tr>
<tr>
<td>Residential Building Approval Documentation – Single structure</td>
<td>$0.00</td>
<td>$185.00</td>
<td>-</td>
<td>NEW FEE. The various fees added complexity to the search process and the options for the customer. Upon review, the individual searches (for soils tests etc.) were a significant minority of the searches sought by customers. In addition, it is considered that customers receiving these reports in isolation is misleading as they should be considered in the context of the relevant building approval and a complete search (whilst more expensive) is actually a better customer service outcome.</td>
<td>New</td>
</tr>
<tr>
<td>Building Location Envelope Plan</td>
<td>$55.00</td>
<td>$60.00</td>
<td>9.09%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

continued on next page ..
(f) Copies of Approved Plans and Documents [continued]

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Building Approval Documentation – All approved structures</td>
<td>$0.00</td>
<td>$550.00</td>
<td>-</td>
<td>NEW FEE. The various fees added complexity to the search process and the options for the customer. Upon review, the individual searches (for soils tests etc.) were a significant minority of the searches sought by customers. In addition, it is considered that customers receiving these reports in isolation is misleading as they should be considered in the context of the relevant building approval and a complete search (whilst more expensive) is actually a better customer service outcome.</td>
<td>New</td>
</tr>
<tr>
<td>Commercial Building Approval Documentation – Up to 3 structures</td>
<td>$0.00</td>
<td>$460.00</td>
<td>-</td>
<td>NEW FEE. The various fees added complexity to the search process and the options for the customer. Upon review, the individual searches (for soils tests etc.) were a significant minority of the searches sought by customers. In addition, it is considered that customers receiving these reports in isolation is misleading as they should be considered in the context of the relevant building approval and a complete search (whilst more expensive) is actually a better customer service outcome.</td>
<td>New</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If hard copy is provided</th>
<th>Plus current photocopy costs</th>
<th>Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discontinued Fee: Minimum fee for full set of house plans</td>
<td>$185.00</td>
<td>$185.00</td>
</tr>
<tr>
<td>Copy of Certificate of Classification where already issued by Council or Private Certifier</td>
<td>$195.00</td>
<td>$205.00</td>
</tr>
<tr>
<td>Inspection of building records by an owner or authorised person</td>
<td>$125.00</td>
<td>$130.00</td>
</tr>
<tr>
<td>Copy of internal sewerage plan (residential)</td>
<td>$55.00</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

continued on next page ..
### (f) Copies of Approved Plans and Documents

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hydraulic services plan (commercial)</td>
<td>$0.00</td>
<td>$60.00</td>
<td>-</td>
<td>NEW FEE. The various fees added complexity to the search process and the options for the customer. Upon review, the individual searches (for soils tests etc.) were a significant minority of the searches sought by customers. In addition, it is considered that customers receiving these reports in isolation is misleading as they should be considered in the context of the relevant building approval and a complete search (whilst more expensive) is actually a better customer service outcome.</td>
<td>New</td>
</tr>
<tr>
<td>Search other than as listed above</td>
<td></td>
<td></td>
<td>By Quote</td>
<td>NEW FEE. The various fees added complexity to the search process and the options for the customer. Upon review, the individual searches (for soils tests etc.) were a significant minority of the searches sought by customers. In addition, it is considered that customers receiving these reports in isolation is misleading as they should be considered in the context of the relevant building approval and a complete search (whilst more expensive) is actually a better customer service outcome.</td>
<td>New</td>
</tr>
</tbody>
</table>

### (g) Building and/or Plumbing Records Search

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential / Domestic: standard search (per property)</td>
<td>$240.00</td>
<td>$250.00</td>
<td>4.17%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Residential / Domestic: additional fee for urgent search</td>
<td>$135.00</td>
<td>$140.00</td>
<td>3.70%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Commercial / Industrial: minimum fee standard search (per property) up to 3 hours research</td>
<td>$460.00</td>
<td>$475.00</td>
<td>3.26%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Commercial / Industrial: additional fee after 3 hours research per hour</td>
<td>$135.00</td>
<td>$140.00</td>
<td>3.70%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

NOTE: A lot is any parcel of land that can be sold separately. However, where a building physically spans two allotments, this will be treated as one lot.

NOTE: The above Certificate/Search Fees are the minimum fees applicable. Council reserves the right to charge a higher fee for more complex certificates and searches or should it be necessary to provide the information on disk or electronically.
(h) Flood Level Search

Flood Level Requests – Adopted Flood Regulation Line (AFRL) and Q20 flood level only  
Year 17/18: $130.00  
Year 18/19: $135.00  
Increase: 3.85%  
Comment: This fee was transferred from F&CS (property services) to P&D in April 2018 for the 2017-18 financial year. The fee sits in P&D but is required to be reviewed by F&CS each year.  
Status: Reviewed

4.7.3 Extracts regarding Character Listing

An extract from information recorded in the Ipswich Planning Scheme (Schedule 2 or 3) – per page  
Year 17/18: $175.00  
Year 18/19: $185.00  
Increase: 5.71%  
Comment: Standard increase of 3% applied (plus rounding)  
Status: Reviewed

4.7.4 Planning Scheme Property Information Report

Planning Scheme Property Information Report – Fee per request  
Year 17/18: $325.00  
Year 18/19: $335.00  
Increase: 3.08%  
Comment: Standard increase of 3% applied (plus rounding)  
Status: Reviewed

4.8 Planning and Development Document Sales

4.8.1 Current Planning Scheme and Supporting Documents

Planning Scheme Volumes 1, 2 & 3 – Hardcopy version (excludes Zoning, Overlay and Plans for Trunk Infrastructure Maps)  
Year 17/18: $700.00  
Year 18/19: $730.00  
Increase: 4.29%  
Comment: Standard increase of 3% applied (plus rounding)  
Status: Reviewed

plus postage and handling  
Year 17/18: $37.00  
Year 18/19: $39.00  
Increase: 5.41%  
Comment: Standard increase of 3% applied (plus rounding)  
Status: Reviewed

Planning Scheme Volumes 1, 2 & 3 – CD version (includes Zoning, Overlay and Plans for Trunk Infrastructure Maps)  
Year 17/18: $170.00  
Year 18/19: $180.00  
Increase: 5.88%  
Comment: Standard increase of 3% applied (plus rounding)  
Status: Reviewed

plus postage and handling  
Year 17/18: $5.00  
Year 18/19: $5.50  
Increase: 10.00%  
Comment: Standard increase of 3% applied (plus rounding)  
Status: Reviewed

Zoning, Overlay and Plans for Trunk Infrastructure Maps A3 size (individual map)  
Year 17/18: $55.00  
Year 18/19: $60.00  
Increase: 9.09%  
Comment: Standard increase of 3% applied (plus rounding)  
Status: Reviewed

Zoning and Overlay Maps A3 size (full set)  
Year 17/18: $1,200.00  
Year 18/19: $1,240.00  
Increase: 3.33%  
Comment: Standard increase of 3% applied (plus rounding)  
Status: Reviewed

continued on next page ..
### 4.8.1 Current Planning Scheme and Supporting Documents

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plans for Trunk Infrastructure Maps A3 size (full set)</td>
<td>$2,550.00</td>
<td>$2,650.00</td>
<td>3.92%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>plus postage and handling</td>
<td>$21.00</td>
<td>$22.00</td>
<td>4.76%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Zoning and Overlay Maps A1 size (individual map)</td>
<td>$55.00</td>
<td>$60.00</td>
<td>9.09%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Zoning and Overlay Maps A1 size (full set)</td>
<td>$2,350.00</td>
<td>$2,450.00</td>
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<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
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<tr>
<td>plus postage and handling</td>
<td>$25.00</td>
<td>$26.00</td>
<td>4.00%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Parts 1, 2 &amp; 3 – Introduction, Interpretation &amp; Desired Outcomes</td>
<td>$17.00</td>
<td>$18.00</td>
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<td>Standard increase of 3% applied (plus rounding)</td>
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<tr>
<td>Part 4 Urban Areas</td>
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<tr>
<td>Part 5 City Centre</td>
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<td>$50.00</td>
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<td>Part 6 Regionally Significant Business Enterprise &amp; Industry Areas</td>
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<td>Part 7 Amberley</td>
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<td>Part 8 Rosewood Area</td>
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<td>Part 9 Township Areas</td>
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<td>Part 11 Overlays</td>
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<td>Part 12 Assessment Criteria for Development of a Stated Purpose or of a Stated Type</td>
<td>$125.00</td>
<td>$130.00</td>
<td>4.00%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
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<tr>
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<td>Standard increase of 3% applied (plus rounding)</td>
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## 4.8.1 Current Planning Scheme and Supporting Documents

<table>
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<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
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<td>Standard increase of 3% applied (plus rounding)</td>
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<td>Walloon – Thagoona Detailed Planning Study (Hard Copy Version)</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
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<tr>
<td>plus postage and handling</td>
<td>$5.50</td>
<td>$6.00</td>
<td>9.09%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
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<tr>
<td>Walloon – Thagoona Detailed Planning Study (CD Version)</td>
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<td>$24.00</td>
<td>4.35%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
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<tr>
<td>plus postage and handling</td>
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<td>$5.50</td>
<td>10.00%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>South Redbank Plains Planning Study (Hard Copy Version)</td>
<td>$65.00</td>
<td>$70.00</td>
<td>7.69%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
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<tr>
<td>plus postage and handling</td>
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<td>$6.00</td>
<td>9.09%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
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<tr>
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<td>$24.00</td>
<td>4.35%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>plus postage and handling</td>
<td>$5.00</td>
<td>$5.50</td>
<td>10.00%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
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<tr>
<td>Ripley Valley Structure Plan and Master Planning Framework – Volumes 1 &amp; 2 – (Hard copy version)</td>
<td>$465.00</td>
<td>$480.00</td>
<td>3.23%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
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<tr>
<td>plus postage and handling</td>
<td>$35.00</td>
<td>$37.00</td>
<td>5.71%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
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4.8.1 Current Planning Scheme and Supporting Documents

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<tr>
<th>Name</th>
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<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
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<tbody>
<tr>
<td>Ripley Valley Structure Plan and Master Planning Framework – Volumes 1 &amp; 2 – (CD version)</td>
<td>$23.00</td>
<td>$24.00</td>
<td>4.35%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>plus postage and handling</td>
<td>$5.00</td>
<td>$5.50</td>
<td>10.00%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
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4.8.2 Superseded Schemes and Supporting Documents

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<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
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<tbody>
<tr>
<td>Gazetted copy of the former ICC Strategic Plan, Part A, Town Planning Schedule, Local Law 3 and Local Law 5 or the gazetted copy of the former MSC Planning Scheme</td>
<td>$47.00</td>
<td>$49.00</td>
<td>4.26%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
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<td>Former Ipswich City Strategic Plan, Part B documents</td>
<td>$100.00</td>
<td>$105.00</td>
<td>5.00%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
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<tr>
<td>Former Moreton Shire, Draft Strategic Plan, Planning Study</td>
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<td>$105.00</td>
<td>5.00%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
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<tr>
<td>1999 Planning Scheme: Planning Scheme (Parts 1-6)</td>
<td>$75.00</td>
<td>$80.00</td>
<td>6.67%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
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<tr>
<td>Ipswich City Centre: Structure Plan</td>
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<td>$85.00</td>
<td>6.25%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
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<tr>
<td>Ipswich City Centre Planning Study: Full set of documents (14 Issues Papers and Action Plans)</td>
<td>$295.00</td>
<td>$305.00</td>
<td>3.39%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
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<tr>
<td>Ipswich City Centre Planning Study: Development Options (Paper 14) plus Summary (Paper 13)</td>
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<td>$120.00</td>
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<td>Ipswich City Centre Planning Study: Transport (Paper 12)</td>
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<td>$49.00</td>
<td>4.26%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
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<tr>
<td>Ipswich Eastern Corridor: Structure Plan (text)</td>
<td>$75.00</td>
<td>$80.00</td>
<td>6.67%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Ipswich Eastern Corridor: 1 x A0 Coloured Precinct Plan</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
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<td>Ipswich Eastern Corridor: 4 x A0 Black &amp; White Precinct Plans</td>
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<td>$105.00</td>
<td>5.00%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
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<tr>
<td>Springfield Structure Plan: Planning Study</td>
<td>$165.00</td>
<td>$170.00</td>
<td>3.03%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
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<thead>
<tr>
<th>Name</th>
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<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
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<td>Springfield Structure Plan: Infrastructure Agreement including variations</td>
<td>$165.00</td>
<td>$170.00</td>
<td>3.03%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
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<tr>
<td>Ipswich Northern and Inner Western Corridor: Structure Plan (text)</td>
<td>$75.00</td>
<td>$80.00</td>
<td>6.67%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
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<tr>
<td>Ipswich Northern and Inner Western Corridor: 1 x A0 Coloured Precinct Plan</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
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<td>Ipswich Northern and Inner Western Corridor: Statement of Proposals</td>
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<td>$170.00</td>
<td>3.03%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
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<tr>
<td>Ipswich Southern Corridor: Structure Plan (text)</td>
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<td>$80.00</td>
<td>6.67%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
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<tr>
<td>Ipswich Southern Corridor: 1 x A0 Coloured Precinct Plan</td>
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<td>$75.00</td>
<td>7.14%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
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<td>$170.00</td>
<td>3.03%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
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<tr>
<td>Rosewood: Structure Plan (text)</td>
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<td>6.67%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
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<td>Rosewood: Statement of Proposals</td>
<td>$27.00</td>
<td>$28.00</td>
<td>3.70%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
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<tr>
<td>Rosewood: Planning Study</td>
<td>$95.00</td>
<td>$100.00</td>
<td>5.26%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
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<td>Rosewood-Walloon: Planning Study</td>
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<td>7.69%</td>
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<td>Superseded versions of the Current Planning Scheme</td>
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<td></td>
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As per section 4.8.2.

Last YR Fee
As per section 4.8.2.
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<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
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<td>Commercial and Industrial Development Code</td>
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<tr>
<td>Rural Development Code</td>
<td>$9.00</td>
<td>$9.50</td>
<td>5.56%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
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<tr>
<td>Landscaping and Fencing Code</td>
<td>$9.00</td>
<td>$9.50</td>
<td>5.56%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Parking Code</td>
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<tr>
<td>Subdivision Code</td>
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<td>$9.50</td>
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<td>Warranty and Maintenance Policy</td>
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<td>$7.00</td>
<td>7.69%</td>
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<td>5.71%</td>
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<td>Guidelines on Signage and Graphics for Commercial Uses and Buildings within Heritage Places, Areas and Precincts</td>
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<td>$9.50</td>
<td>5.56%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
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<td>Ipswich Social Infrastructure Contributions Policy</td>
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<td>$9.50</td>
<td>5.56%</td>
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<td>Ipswich Open Space (Parks) Infrastructure Contributions Policy</td>
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<td>$9.50</td>
<td>5.56%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
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<td>Standard increase of 3% applied (plus rounding)</td>
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<tr>
<td>Ipswich Drainage Infrastructure Contributions Policy</td>
<td>$9.00</td>
<td>$9.50</td>
<td>5.56%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
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(a) Developer Contributions Policy – Support documents

<table>
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<tr>
<th>Name</th>
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<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
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<tbody>
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<td>Water supply and sewerage per copy</td>
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<td>$170.00</td>
<td>3.03%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
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<tr>
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<td>3.39%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
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</tr>
<tr>
<td>Open Space (Parks) per copy</td>
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<td>$170.00</td>
<td>3.03%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
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<tr>
<td>Social Infrastructure per copy</td>
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4.8.5 Spatial Data

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<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$1,200.00</td>
<td>$1,240.00</td>
<td>3.33%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
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</tr>
<tr>
<td>Zoning and Overlay Data in Mapinfo GIS Format (Zoning datasets and/or individual Overlay Map datasets for whole of city)</td>
<td>$85.00</td>
<td>$90.00</td>
<td>5.88%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Other Map Data (including extracts of the datasets above) in Mapinfo GIS Format</td>
<td>To be determined by Responsible Officer</td>
<td>To be determined by Responsible Officer</td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last YR Fee (incl. GST)</th>
<th>Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5.00</td>
<td>$5.50</td>
<td>10.00</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

4.8.6 Other Data

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Monitoring and Projections Data</td>
<td>To be determined by Responsible Officer</td>
<td>To be determined by Responsible Officer</td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last YR Fee (incl. GST)</th>
<th>Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5.00</td>
<td>$5.50</td>
<td>10.00</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
### 4.8.7 Other Planning and Development Documents and Maps (including superseded planning schemes) and extracts of documents not specified elsewhere, plus postage where applicable

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard Copy</td>
<td>To be determined by Responsible Officer</td>
<td>To be determined by Responsible Officer</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Electronic Copy</td>
<td>To be determined by Responsible Officer</td>
<td>To be determined by Responsible Officer</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

### 4.8.8 Postage and Handling, where not specified elsewhere

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Copy (CD)</td>
<td>$5.00</td>
<td>$5.50</td>
<td>10.00%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Hard Copy</td>
<td>To be determined by Responsible Officer</td>
<td>To be determined by Responsible Officer</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

### 4.9 Other Miscellaneous Fees

Photocopying of Miscellaneous Documents, including Town Planning Applications at the front counter will be charged at current photocopying costs as determined under the Fees and Charges, plus postage where applicable.

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Drawings</td>
<td>$195.00</td>
<td>$205.00</td>
<td>5.13%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Sale of Heritage Promotion Materials</td>
<td>To be determined by Responsible Officer</td>
<td>To be determined by Responsible Officer</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>
## 5. Engineering and Environment Fees

### 5.1 Operational Works

#### 5.1.1 Carrying out Work for Reconfiguring a Lot – Operational Works

**(a) Assessment – Roads, Stormwater Drainage, Earthworks, Native Vegetation Clearing, Streetscape, Traffic Signals and Water Infrastructure**

The following fees are relevant to the assessment of Operational Works applications and must be paid as part of a Properly Made submission. **NOTES:** Does not include external trunk infrastructure. Separate application and quoted fee applies.

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roads, stormwater drainage, earthworks, native vegetation clearing (per lot)</td>
<td>$940.00</td>
<td>$700.00</td>
<td>-25.53%</td>
<td>Stagger cash flow to better align with work demands for multi stage developments and also prepare for Ripley Valley fees being transferred from EDQ to ICC.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Streetscaping works</td>
<td></td>
<td></td>
<td></td>
<td>Stagger cash flow to better align with work demands for multi stage developments and also prepare for Ripley Valley fees being transferred from EDQ to ICC.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Minimum fee</td>
<td>$1,100.00</td>
<td>$880.00</td>
<td>-20.00%</td>
<td>Stagger cash flow to better align with work demands for multi stage developments and also prepare for Ripley Valley fees being transferred from EDQ to ICC.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Traffic signals (per signal/intersection)</td>
<td>$2,700.00</td>
<td>$2,240.00</td>
<td>-17.04%</td>
<td>Stagger cash flow to better align with work demands for multi stage developments and also prepare for Ripley Valley fees being transferred from EDQ to ICC.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Water infrastructure (water supply/sewerage) per lot</td>
<td>$165.00</td>
<td>$65.00</td>
<td>-60.61%</td>
<td>Stagger cash flow to better align with work demands for multi stage developments and also prepare for Ripley Valley fees being transferred from EDQ to ICC.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

**NOTE A:** The above fee may be eligible for a discount. Refer to Fee Policies 1.18

**NOTE B:** Where major works of a unique, specialised, complex or ancillary nature are proposed, Council will require the payment of a separate fee equivalent to the actual cost of review and inspection, with an amount equal to the estimated cost being lodged prior to the commencement of review of the engineering drawings.

**NOTE:** Lineal metre based on the center line of the roadways.
The following fees that are relevant to the approved Operational Works must be paid prior to an associated prestart meeting. The fee covers Council inspections and compliance, as per the Planning Scheme Policy for Development Works and/or Operational Works approval requirements including conditions of approval.

### Roads, Stormwater Drainage, Earthworks, Native Vegetation Clearing

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum fee</td>
<td>$0.00</td>
<td>$610.00</td>
<td>-</td>
<td>NEW FEE. Stagger cash flow to better align with work demands for multi stage developments and also prepare for Ripley Valley fees being transferred from EDQ to ICC.</td>
<td>New</td>
</tr>
<tr>
<td>Streetscaping works</td>
<td>Minimum fee plus $58.00 per 100m lineal of roadway beyond the first 100m</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum fee</td>
<td>$0.00</td>
<td>$360.00</td>
<td>-</td>
<td>NEW FEE. Stagger cash flow to better align with work demands for multi stage developments and also prepare for Ripley Valley fees being transferred from EDQ to ICC.</td>
<td>New</td>
</tr>
</tbody>
</table>

**NOTE:** Lineal metre based on the center line of the roadways.

### Traffic Signals Design

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic signals design (per signal/intersection)</td>
<td>$0.00</td>
<td>$1,220.00</td>
<td>-</td>
<td>NEW FEE. Stagger cash flow to better align with work demands for multi stage developments and also prepare for Ripley Valley fees being transferred from EDQ to ICC.</td>
<td>New</td>
</tr>
</tbody>
</table>

### Water Infrastructure

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water infrastructure (water supply/sewerage) per lot</td>
<td>Minimum fee plus $100.00 per lot</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

continued on next page ..
## (b) Construction – Roads, Stormwater Drainage, Earthworks, Native Vegetation Clearing, Streetscape, Traffic Signals and Water Infrastructure

Minimum fee

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td>$610.00</td>
<td>-</td>
<td>NEW FEE. Stagger cash flow to better align with work demands for multi stage developments and also prepare for Ripley Valley fees being transferred from EDQ to ICC.</td>
<td>New</td>
</tr>
</tbody>
</table>

## (c) Assessment and construction inspection fees for change to ground levels – bulk earthworks and native vegetation clearing

The following fees apply where bulk earthworks lodged separate to detailed drainage and road designs.

### Change to ground levels per lot

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$300.00</td>
<td>$300.00</td>
<td>0.00%</td>
<td>Moved from 5.1.1 (a)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

## (d) Assessment and construction inspection fee for revegetation/rehabilitation and parks

### Revegetation/Rehabilitation of land area (up to 5,000m²)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$930.00</td>
<td>$960.00</td>
<td>3.23%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### Revegetation/Rehabilitation of land area (5,001m² to 1 hectare)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,800.00</td>
<td>$1,860.00</td>
<td>3.33%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### Revegetation/Rehabilitation of land area (greater than 1 hectare)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$3,600.00</td>
<td>$3,750.00</td>
<td>4.17%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### Revegetation/Rehabilitation for Linear Open Space (less than 200m linear length)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$930.00</td>
<td>$960.00</td>
<td>3.23%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### Revegetation/Rehabilitation for Linear Open Space (201m – 500m linear length)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,800.00</td>
<td>$1,860.00</td>
<td>3.33%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### Revegetation/Rehabilitation for Linear Open Space (greater than 500m linear length)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$3,600.00</td>
<td>$3,750.00</td>
<td>4.17%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### Where Engineering Assessment is required (e.g. for sewer mains/retaining walls) in respect to any of the above revegetation/rehabilitation works,

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$465.00</td>
<td>$480.00</td>
<td>3.23%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### District Park

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By Quote</td>
<td></td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

District Park Note: Where major works of a unique, specialised, complex or ancillary nature are proposed, Council will require the payment of a separate fee equivalent to the actual cost of review and inspection, with an amount equal to the estimated cost being lodged prior to the commencement of review of the landscaping drawings.

continued on next page ..
### (d) Assessment and construction inspection fee for revegetation/rehabilitation and parks

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parkland/Play Areas</td>
<td></td>
<td>Minimum fee</td>
<td></td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>plus $180.00 per 500m²</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>beyond the first 500m²</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last YR Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minimum fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>plus $172.00 per 500m²</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>beyond the first 500m²</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum fee</td>
<td>$1,750.00</td>
<td>$1,840.00</td>
<td>5.14%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### (e) Assessment and construction inspection fee for electrical reticulation and public lighting

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Reticulation and non Rate Street Lighting (per application)</td>
<td>$575.00</td>
<td>$580.00</td>
<td>0.87%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Electrical Reticulation and Rate 3 Public Lighting for 0 to 6 stations (per new, modified or recovered lighting station, i.e. lighting pillar and pit)</td>
<td>$1,020.00</td>
<td>$1,060.00</td>
<td>3.92%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Electrical Reticulation and Rate 3 Public Lighting for 7 to 30 stations (per new, modified or recovered lighting station, i.e. lighting pillar and pit)</td>
<td>$2,060.00</td>
<td>$2,150.00</td>
<td>4.37%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Electrical Reticulation and Rate 3 Public Lighting for 31 to 60 stations (per new, modified or recovered lighting station, i.e. lighting pillar and pit)</td>
<td>$2,755.00</td>
<td>$2,850.00</td>
<td>3.45%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Electrical Reticulation and Rate 3 Public Lighting for greater than 60 stations or complex project (per new, modified or recovered lighting station, i.e. lighting pillar and pit)</td>
<td>$3,970.00</td>
<td>$4,100.00</td>
<td>3.27%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Electrical Reticulation and Rate 3 Public Lighting design re-submission (per submission)</td>
<td>$160.00</td>
<td>$165.00</td>
<td>3.13%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 5.1.2 Carrying out Works other than associated with Reconfiguring a Lot

These works include roadworks, car parks, stormwater drainage, sewerage lines, water reticulation and other associated works. This can involve provision of new services, or diversion, modification, alteration, or replacement of existing services.

### (a) Works supervision

In general, Council will not engage in supervision of design works prepared by the applicant’s engineers. Where special circumstances warrant and the Responsible Officer has given approval, such costs shall be determined by the Responsible Officer in consideration of the nature of the proposed works.

<table>
<thead>
<tr>
<th>Last YR Fee By Quote</th>
<th>By Quote</th>
<th>No change</th>
<th>Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Design review works inspection fees for municipal works**

A fee shall be payable at the time of lodgement of the plans with Council for the works as set out below:

NOTE: The fees in this sub-section relate to works of a minor nature (e.g. construction length of maximum 200 metres). Works deemed to be of a major nature require a quoted fee.

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water extension/ modification</td>
<td>$770.00</td>
<td>$800.00</td>
<td>3.90%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Stormwater drainage (including roofwater)</td>
<td>$770.00</td>
<td>$800.00</td>
<td>3.90%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Sewer extension/ modification</td>
<td>$960.00</td>
<td>$990.00</td>
<td>3.13%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Roadworks (including associated footpaths)</td>
<td>$1,590.00</td>
<td>$1,640.00</td>
<td>3.14%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Footpaths (excluding other roadworks)</td>
<td>$920.00</td>
<td>$950.00</td>
<td>3.26%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Stormwater Quality (WSUD, SQIDS)</td>
<td>$730.00</td>
<td>$760.00</td>
<td>4.11%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

**Design review fees associated with works within the site, which will be owned and maintained by the owner**

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Occupancy</td>
<td>$485.00</td>
<td>$500.00</td>
<td>3.09%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Multi unit development: per unit</td>
<td>$390.00</td>
<td>$405.00</td>
<td>3.85%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Multi unit development: the minimum fee shall be</td>
<td>$1,520.00</td>
<td>$1,570.00</td>
<td>3.29%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Multi unit development: the maximum fee shall be</td>
<td>$4,550.00</td>
<td>$4,700.00</td>
<td>3.30%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Commercial, Industrial, Indoor or Outdoor Entertanment: up to 1,500m² of site area</td>
<td>$960.00</td>
<td>$990.00</td>
<td>3.13%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Commercial, Industrial, Indoor or Outdoor Entertanment: over 1,500m² of site area, excepting major development</td>
<td>$1,860.00</td>
<td>$1,920.00</td>
<td>3.23%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Commercial, Industrial, Indoor or Outdoor Entertanment: Where development includes Stormwater Quality, add -</td>
<td>$470.00</td>
<td>$485.00</td>
<td>3.19%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

continued on next page ..
(c) **Design review fees associated with works within the site, which will be owned and maintained by the owner** (continued)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18</th>
<th>Year 18/19</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Development, Education establishments, Hospitals, Institutions etc.</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

Fee equivalent to the actual cost of the review and inspection, with an amount equal to the estimated cost being lodged prior to the commencement of the review of engineering drawings.

**NOTE:** The above includes earthworks, building platforms, site formation, paved areas, site access, car parking, pedestrian footpaths, roof water, site stormwater drainage system.

**NOTE:** The fees listed above do not include sanitary plumbing/drainage works, water service installation or works that are elsewhere included in the Fees and Charges.

(d) **Engineering and Environment design review fee for internal landscaping**

<table>
<thead>
<tr>
<th>Site landscaping</th>
<th>Minimum fee</th>
<th>Nominal increase</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$840.00</td>
<td>$880.00</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Site landscaping</th>
<th>Minimum fee</th>
<th>Nominal increase</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$180.00</td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$172.00</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

5.1.3 **Earthworks not associated with a Material Change of Use OR Springfield Structure Plan 2.6 Interim Uses (Bulk Earthworks only) Type Application**

<table>
<thead>
<tr>
<th>Minimum Fee</th>
<th>Year 17/18</th>
<th>Year 18/19</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,620.00</td>
<td>$1,670.00</td>
<td>3.09%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>2,001m² – 10,000m² in area</td>
<td>$4,050.00</td>
<td>$4,200.00</td>
<td>3.70%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
</tr>
<tr>
<td>Greater than 10,000m² in area</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** The above areas refer to the area of land that will be disturbed by proposed earthworks. Where the nature of proposed earthworks necessitate provision of supporting technical information (such as flood assessment or specific geotechnical reports) Council requires fees equivalent to actual cost of review and assessment of that information, with a further amount equal to estimated cost (by quote) being lodged.
5.1.4 Clearing of Vegetation not associated with a Material Change of Use

(a) **Trimming of Character Vegetation**

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trimming of Character Vegetation</td>
<td>No charge</td>
<td>No charge</td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

(b) **Removal of Character Vegetation**

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Removal of Character Vegetation</td>
<td>$1,410.00</td>
<td>$1,460.00</td>
<td>3.55%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

(c) **Operational Works – Vegetation clearing pursuant to the Planning Scheme**

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 hectare</td>
<td>$2,250.00</td>
<td>$2,350.00</td>
<td>4.44%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Between 1 hectare and 5 hectares</td>
<td>$4,450.00</td>
<td>$4,600.00</td>
<td>3.37%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Between 5 hectares and 10 hectares</td>
<td>$8,750.00</td>
<td>$9,050.00</td>
<td>3.43%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Where greater than 10 hectares an additional fee per 5 hectares thereafter</td>
<td>$4,450.00</td>
<td>$4,600.00</td>
<td>3.37%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

5.1.5 Other Engineering/Operational Works Associated fees

(a) **Administration fee for Bonding of Outstanding Works**

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Development</td>
<td>$960.00</td>
<td>$990.00</td>
<td>3.13%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>(RAL 1 lot to 8 lots or less, or MCU that has no external civil works)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Development</td>
<td>$1,860.00</td>
<td>$1,920.00</td>
<td>3.23%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Name</td>
<td>Year 17/18 Fee (incl. GST)</td>
<td>Year 18/19 Fee (incl. GST)</td>
<td>Increase %</td>
<td>Comment</td>
<td>Status</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>-----------------------------</td>
<td>-----------------------------</td>
<td>------------</td>
<td>--------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td><strong>(b) Prescribed Tidal Works</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pontoons or equivalent</td>
<td>$930.00</td>
<td>$960.00</td>
<td>3.23%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td><strong>(c) Amended Drawings</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment of amended drawings (other than required by Council) where such amendments of a minor nature (per amended plan)</td>
<td>$220.00</td>
<td>$230.00</td>
<td>4.55%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td><strong>(d) External Estate Directional Signage</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land Sale Sign (per sign)</td>
<td>$920.00</td>
<td>$950.00</td>
<td>3.26%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Estate Name Sign (per sign)</td>
<td>$490.00</td>
<td>$510.00</td>
<td>4.08%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td><strong>(e) Re-inspection Fee</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where there is a need to carry out a re-inspection relating to conditions of approval (per inspection)</td>
<td>$360.00</td>
<td>$375.00</td>
<td>4.17%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Re-inspection fee – Municipal works</td>
<td>$650.00</td>
<td>$670.00</td>
<td>3.08%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Payable where insufficient preparation, or contractor’s staging and/or programming of works necessitates additional inspections (per inspection)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>(f) Not Properly Made Application</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where insufficient information is lodged to satisfy mandatory information requirement</td>
<td>$305.00</td>
<td>$315.00</td>
<td>3.28%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
5.1.6 Changes After Appeal Period

Changes After Appeal Period (Minor Change to Conditions, Minor Change to Approval, Minor Alteration, Cancellation Application, ‘Other’ Change Application)  
Refer to section 4.3.3  
No change  
Reviewed

| Name | Year 17/18 Fee (incl. GST) | Year 18/19 Fee (incl. GST) | Increase | Comment | Status  
|------|---------------------------|---------------------------|---------|---------|--------  
| Extending the Period of Approval | $305.00 | $315.00 | 3.28% | Standard increase of 3% applied (plus rounding) | Reviewed

5.1.7 Building Over or Near Relevant Infrastructure – Stormwater or Easement

Application for referral agency advice for the purpose of referrals for QDC MP 1.4 when the proposed work does not comply with the acceptable solutions of the code or is for an applicable class 2-9 building.

| Name | Year 17/18 Fee (incl. GST) | Year 18/19 Fee (incl. GST) | Increase | Comment | Status  
|------|---------------------------|---------------------------|---------|---------|--------  
| Application to build over an easement in favour of Council | $600.00 | $620.00 | 3.33% | Standard increase of 3% applied (plus rounding) | Reviewed

5.1.8 Construction and modification of new or existing levee banks

(a) Category 2 or Category 3 levee bank

| Name | Year 17/18 Fee (incl. GST) | Year 18/19 Fee (incl. GST) | Increase | Comment | Status  
|------|---------------------------|---------------------------|---------|---------|--------  
| Code or impact assessment of proposed levee bank and associated flooding impacts | By Quote | By Quote | No change | Reviewed

Minimum fee | $1,620.00 | $1,670.00 | 3.09% | Standard increase of 3% applied (plus rounding) | Reviewed

5.2 Environmental Health

5.2.1 Liquor Licence Endorsement

Planning Approval for Council endorsement of application

| Name | Year 17/18 Fee (incl. GST) | Year 18/19 Fee (incl. GST) | Increase | Comment | Status  
|------|---------------------------|---------------------------|---------|---------|--------  
| | $240.00 | $250.00 | 4.17% | Standard increase of 3% applied (plus rounding) | Reviewed
### 5.2.2 Environmentally Relevant Activities (ERA’s)

#### (a) Application fee for Material change of Use

<table>
<thead>
<tr>
<th>Application fee for Material change of Use for Environmentally Relevant Activities</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$640.00 plus ERA environmental authority last YR Fee $620.00 $640.00 plus ERA environmental authority</td>
<td>Nominal increase</td>
<td>Reviewed</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(The prescribed fees detailed in the relevant schedule of the Environmental Protection Regulation 2008)

#### (b) Application fee for ERA Environmental Authority

<table>
<thead>
<tr>
<th>Application fee for ERA Environmental Authority</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$640.00 plus prescribed annual fee Last YR Fee $620.00 plus prescribed annual fee</td>
<td>Nominal increase</td>
<td>Reviewed</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(The prescribed fees detailed in the relevant schedule of the Environmental Protection Regulation 2008)

#### (c) ERA Environmental Authority

<table>
<thead>
<tr>
<th>ERA 6 Asphalt Manufacturing: greater than 1,000 tonnes per year</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$9,600.00</td>
<td>$9,900.00</td>
<td>3.13%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ERA 12 Plastic Product Manufacturing: 50 tonnes per year or more (other than plastic in item below)</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,350.00</td>
<td>$2,450.00</td>
<td>4.26%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ERA 12 Plastic Product Manufacturing: 5 tonnes per year or more (foam, composite plastic or rigid fibre reinforced)</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,350.00</td>
<td>$2,450.00</td>
<td>4.26%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ERA 19 Metal Forming: 10,000 tonnes or more per year</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$780.00</td>
<td>$810.00</td>
<td>3.85%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ERA 20 Metal Recovery: up to 100 tonnes per day</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,150.00</td>
<td>$1,190.00</td>
<td>3.48%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ERA 20 Metal Recovery: 100 tonnes or more per day or 10,000 tonnes or more per year</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,900.00</td>
<td>$3,000.00</td>
<td>3.45%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ERA 38 Surface Coating: Anodising, electroplating, enamelling or galvanising, using 1 tonne to 100 tonnes per year of surface coating</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$780.00</td>
<td>$810.00</td>
<td>3.85%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

continued on next page ..
<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee</th>
<th>Year 18/19 Fee</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERA 49 Boat Maintenance or Repair: Operating a boat maintenance or repair facility</td>
<td>$2,350.00</td>
<td>$2,450.00</td>
<td>4.26%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>ERA 61 (1) Waste Incineration and Thermal Treatment: Incinerating waste vegetation, clean paper or cardboard</td>
<td>$780.00</td>
<td>$810.00</td>
<td>3.85%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

**Transitional Environmental Program (TEP)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee</th>
<th>Year 18/19 Fee</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment of TEP</td>
<td>$740.00</td>
<td>$770.00</td>
<td>4.05%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 5.2.3 Modification/Change/Cancel Conditions

Request to Change/Cancel Conditions (includes Change an application for Environmental Authority (prior to decision), Amendment of an Environmental Authority, Change an Amendment to Environmental Authority (prior to decision))

<table>
<thead>
<tr>
<th>Last YR Fee</th>
<th>Year 18/19 Fee</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% of relevant current application fee</td>
<td>$270.00</td>
<td>$280.00</td>
<td>3.70%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
</tr>
</tbody>
</table>

NOTE: Where assessable development arises from a proposed change in terms of the Planning Act 2016, a fresh application must be lodged together with a new fee.

### 5.2.4 Re-inspection Fee

The above fees (Section 5.2) include 1 site inspection. If there is a need for any more inspections, payment of this fee will be required for each additional inspection.

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee</th>
<th>Year 18/19 Fee</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum fee</td>
<td>$500.00</td>
<td>$520.00</td>
<td>4.00%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

NOTE: Should any fail a final inspection the re-inspection fee should be applied.
5.3 Infrastructure Charges Notices

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recalculation of Establishment Cost – Determination of Market Cost</td>
<td>By Quote plus Note A below</td>
<td>No change</td>
<td></td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Request for Adjustment of Establishment Cost</td>
<td>By Quote plus Note A below</td>
<td>No change</td>
<td></td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Determination of Request for Offset or Refund Confirmation</td>
<td>By Quote plus Note A below</td>
<td>No change</td>
<td></td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

NOTE A: Where Council elects to have the request independently reviewed by an external third party, the applicant shall pay an additional fee. Such fees shall be the actual cost charged to Council for the review by the third party. Any additional fee must be paid prior to the determination of the request.

6. Developer Contributions

6.1 Carparking Contributions

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosewood Commercial Area: Rosewood Car Park (John Street) – per space</td>
<td>$5,650.00</td>
<td>$5,850.00</td>
<td>3.54%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Ipswich City Centre: Open, ground level, off-street parking areas – per space</td>
<td>$12,500.00</td>
<td>$12,900.00</td>
<td>3.20%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Ipswich City Centre: Multi-storey parking stations – per space</td>
<td>$31,100.00</td>
<td>$32,050.00</td>
<td>3.05%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Ipswich City Centre: Additional on-street parking spaces</td>
<td>Actual Construction Costs</td>
<td>Actual Construction Costs</td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

6.2 Footpath Contributions

As per Implementation Guideline No 13

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate per square metre of footpath</td>
<td>$200.00</td>
<td>$210.00</td>
<td>5.00%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
### 6.3 Kerb and Channel Contributions

As per Implementation Guideline No 13

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate per linear metre of kerb and channel</td>
<td>$360.00</td>
<td>$375.00</td>
<td>4.17%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 6.4 Other Developer Charges

#### 6.4.1 Vegetation Retention Contributions

As per Implementation Guideline no 19

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced tree planting (per tree)</td>
<td>$710.00</td>
<td>$740.00</td>
<td>4.23%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Native forest restoration (per hectare or part thereof)</td>
<td>$6,000.00</td>
<td>$6,200.00</td>
<td>3.33%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

#### 6.4.2 Voluntary Water Quality Offset Payment

As per Implementation Guideline no 24

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate per square metre of water quality treatment area</td>
<td>$445.00</td>
<td>$460.00</td>
<td>3.37%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
### HEALTH, SECURITY AND REGULATORY SERVICES DEPARTMENT

#### 1. Health and Regulatory Services

##### 1.1 Health and Regulatory Services

NOTE: Where an activity is operated directly by a charitable, religious or not-for-profit organisation (as assessed by the Australian Taxation Office) Council will waive fees related to Health & Regulatory Services.

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

**1.2.1 Higher Risk Personal Appearance Service**

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Assessment</td>
<td>$750.00</td>
<td>$780.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Initial Licence Fee</td>
<td>$490.00</td>
<td>$510.00</td>
<td>4.08%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Amendment to Higher Risk Personal Appearance Service Licences that requires</td>
<td>$390.00</td>
<td>$405.00</td>
<td>3.85%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>changes to plans/design</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**1.2.2 Renewal Fees**

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Renewal for Higher Risk Personal Appearance Services Licence</td>
<td>$485.00</td>
<td>$500.00</td>
<td>3.09%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Late Fee – An additional fee will be applicable where payment is not received</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>by the due date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**1.2.3 Inspection Fees**

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection fee for Non-Higher Risk Personal Appearance Services (per hour)</td>
<td>$250.00</td>
<td>$260.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Inspection fee to ascertain compliance with a remedial notice</td>
<td>$370.00</td>
<td>$385.00</td>
<td>4.05%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>
## 1.2.4 Miscellaneous Fees

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment of a Higher Risk Personal Appearance Services Licence per hour (1 hour minimum)</td>
<td>$370.00</td>
<td>$385.00</td>
<td>4.05%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Transfer of Higher Risk Personal Appearance Service Licence</td>
<td>$370.00</td>
<td>$385.00</td>
<td>4.05%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Application for a replacement of a licence certificate for a Higher Risk Personal Appearance Service</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

## 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 Licence Fee

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Assessment</td>
<td>$750.00</td>
<td>$780.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Initial Licence Fee (for all risk categories)</td>
<td>$375.00</td>
<td>$390.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Amendment to Entertainment Venue Licences that requires changes to plans/design</td>
<td>$260.00</td>
<td>$270.00</td>
<td>3.85%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### 1.3.2 Renewal Fees

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low risk – e.g. Gaming and amusement parlours, gymnasiums and indoor sporting complexes.</td>
<td>$370.00</td>
<td>$385.00</td>
<td>4.05%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Medium risk – e.g. Community Hall and Cinemas, Other venues with no liquor licensing</td>
<td>$485.00</td>
<td>$500.00</td>
<td>3.09%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>High risk – e.g. Outdoor entertainment venue and any venue with a liquor licensing e.g. Hotels</td>
<td>$730.00</td>
<td>$760.00</td>
<td>4.11%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Late Fee – An additional fee will be applicable where payment is not been received by the due date</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>
1.3.3 Inspection Fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection fee for Entertainment venue (per hour)</td>
<td>$250.00</td>
<td>$260.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Inspection fee to ascertain compliance with a remedial notice</td>
<td>$250.00</td>
<td>$260.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

1.3.4 Miscellaneous Fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative amendment of an Entertainment Venue Licence (not involving the refurbishment of the premises)</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Amendment of an Entertainment Venue Licence per hour (1 hour minimum)</td>
<td>$250.00</td>
<td>$260.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>(minimum charge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application for a Replacement Licence Certificate</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Application for transfer of an Entertainment Venue Licence</td>
<td>$65.00</td>
<td>$75.00</td>
<td>15.38%</td>
<td>Fee increased to ensure consistency with similar applications as the workload is equivalent and should be reflected in the charges.</td>
<td>Approved</td>
</tr>
</tbody>
</table>

1.3.5 Temporary Entertainment Events

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application and Assessment Fee – non refundable</td>
<td>$490.00</td>
<td>$510.00</td>
<td>4.08%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Licence to operate a temporary entertainment event where the event is open to the public (regardless of whether a charge for admission is required)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Licence (approval granted) to operate a temporary entertainment event on private property or a local government controlled area. (per hour)</td>
<td>$250.00</td>
<td>$260.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

continued on next page ..
1.3.5 Temporary Entertainment Events [continued]

Bond – Access Type 1 (Local Government Controlled Areas Only)

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No charge</td>
<td>No increase applied</td>
<td>Approved</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$780.00</td>
<td>$810.00</td>
<td>3.85%</td>
<td>Standard council-wide increase of 3% applied before rounding</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,330.00</td>
<td>$1,370.00</td>
<td>3.01%</td>
<td>Standard council-wide increase of 3% applied before rounding</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Assessment</td>
<td>$720.00</td>
<td>$750.00</td>
<td>4.17%</td>
<td>Standard council-wide increase of 3% applied before rounding</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Initial Licence Fee (regardless of how many pools on site)</td>
<td>$740.00</td>
<td>$770.00</td>
<td>4.05%</td>
<td>Standard council-wide increase of 3% applied before rounding</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Amendment to Licences that requires changes to plans/design</td>
<td>$260.00</td>
<td>$270.00</td>
<td>3.85%</td>
<td>Standard council-wide increase of 3% applied before rounding</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>
### 1.4.2 Renewal Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where one pool is located on the one site</td>
<td>$740.00</td>
<td>$770.00</td>
<td>4.05%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Where two or three pools are located on the one site</td>
<td>$840.00</td>
<td>$870.00</td>
<td>3.57%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Where three pools or more are located on the one site</td>
<td>$970.00</td>
<td>$1,000.00</td>
<td>3.09%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Late Fee — This additional fee will be applicable where payment is not received by the due date</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### 1.4.3 Miscellaneous Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative amendment of a Public Swimming Pool Licence (not involving the refurbishment of the premises)</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Amendment of a Public Swimming Pool Licence per hour (1 hour minimum)</td>
<td>$250.00</td>
<td>$260.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>(minimum charge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application for transfer of a Public Swimming Pool Licence</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Application for a Replacement Licence Certificate</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

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

#### 1.5.1 Caravan Parks and Camping Ground Licencing

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Assessment</td>
<td>$830.00</td>
<td>$860.00</td>
<td>3.61%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Initial Licence Fee</td>
<td>$860.00</td>
<td>$890.00</td>
<td>3.49%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Amendment to Licences that requires changes to plans/design</td>
<td>$260.00</td>
<td>$270.00</td>
<td>3.85%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>
### 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) | Approved
---|---|---|---|---|---
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) | Approved

### 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) | Approved
Amendment of a Caravan Park or Camping Ground Licence per hour (1 hour minimum) | $250.00 | $260.00 | 4.00% | Standard council-wide increase of 3% applied (before rounding) | Approved
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) | Approved
Application for a Replacement Licence Certificate | $70.00 | $75.00 | 7.14% | Standard council-wide increase of 3% applied (before rounding) | Approved

### 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. | Approved
Application and Design Assessment Fee – non refundable | $465.00 | $480.00 | 3.23% | Standard council-wide increase of 3% applied (before rounding) | Approved
Licence to operate a temporary Caravan and/or Camping Site | $235.00 | $245.00 | 4.26% | Standard council-wide increase of 3% applied (before rounding) | Approved
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) | Approved
1.6 Temporary Homes (Local Law 8)

1.6.1 Temporary Home Permits

<table>
<thead>
<tr>
<th>Service</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase (%)</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment and Permit</td>
<td>$375.00</td>
<td>$390.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

1.6.2 Miscellaneous Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase (%)</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for a Replacement Permit Certificate</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Floor Area</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase (%)</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ø Floor area less than 250m²</td>
<td>$750.00</td>
<td>$780.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Ø Floor area 251m² to 1,000m²</td>
<td>$790.00</td>
<td>$820.00</td>
<td>3.80%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Ø Floor area greater than 1,000m²</td>
<td>$1,100.00</td>
<td>$1,140.00</td>
<td>3.64%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

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.
## 1.7.2 Initial Licence Fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Priority Food Business – Floor area less than 250m2</td>
<td>$800.00</td>
<td>$830.00</td>
<td>3.75%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>High Priority Food Business – Floor area 251m2 to 1,000m2</td>
<td>$1,150.00</td>
<td>$1,190.00</td>
<td>3.48%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>High Priority Food Business – Floor area greater than 1,000m2</td>
<td>$1,920.00</td>
<td>$1,980.00</td>
<td>3.13%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Medium Priority Food Business – Floor area less than 250m2</td>
<td>$540.00</td>
<td>$560.00</td>
<td>3.70%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Medium Priority Food Business – Floor area 251m2 to 1,000m2</td>
<td>$740.00</td>
<td>$770.00</td>
<td>4.05%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Medium Priority Food Business – Floor area greater than 1,000m2</td>
<td>$1,030.00</td>
<td>$1,070.00</td>
<td>3.88%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Low Priority Food Business – Floor area less than 250m2</td>
<td>$405.00</td>
<td>$420.00</td>
<td>3.70%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Low Priority Food Business – Floor area 251m2 to 1,000m2</td>
<td>$460.00</td>
<td>$475.00</td>
<td>3.26%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Low Priority Food Business – Floor area greater than 1,000m2</td>
<td>$630.00</td>
<td>$650.00</td>
<td>3.17%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

## 1.7.3 Change/Cancel Application

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee</th>
<th>Year 18/19 Fee</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment to design i.e. requires refurbishment</td>
<td>$270.00</td>
<td>$280.00</td>
<td>3.70%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

## 1.7.4 Food Safety Program

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee</th>
<th>Year 18/19 Fee</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for restamping of an existing Food Safety Program (no process amendments)</td>
<td>$0.00</td>
<td>$75.00</td>
<td>-</td>
<td>New fee for 2018-19, Fee added to reflect cost of accreditation stamping where no changes are required.</td>
<td>Approved</td>
</tr>
<tr>
<td>Application to accredit a Food Safety Program</td>
<td>$750.00</td>
<td>$780.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Amendment to a Food Safety Program resulting from changes to plans/design</td>
<td>$255.00</td>
<td>$265.00</td>
<td>3.92%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>
### 1.7.5 Temporary Food Stall

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Off Event (up to 4 Consecutive Days)</td>
<td>$250.00</td>
<td>$260.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Annual Fee</td>
<td>$540.00</td>
<td>$560.00</td>
<td>3.70%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Amendment to a food safety program per hour (1 hour minimum)</td>
<td>$250.00</td>
<td>$260.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>(minimum charge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 1.7.6 Licence Renewal Fees (all except Supermarkets)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Priority Food Business – Floor area less than 250m2</td>
<td>$800.00</td>
<td>$830.00</td>
<td>3.75%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>High Priority Food Business – Floor area 251m2 to 1000m2</td>
<td>$1,150.00</td>
<td>$1,190.00</td>
<td>3.48%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>High Priority Food Business – Floor area greater than 1000m2</td>
<td>$1,920.00</td>
<td>$1,980.00</td>
<td>3.13%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Medium Priority Food Business – Floor area less than 250m2</td>
<td>$540.00</td>
<td>$560.00</td>
<td>3.70%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Medium Priority Food Business – Floor area 251m2 to 1000m2</td>
<td>$740.00</td>
<td>$770.00</td>
<td>4.05%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Medium Priority Food Business – Floor area greater than 1000m2</td>
<td>$1,030.00</td>
<td>$1,070.00</td>
<td>3.88%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Low Priority Food Business – Floor area less than 250m2</td>
<td>$430.00</td>
<td>$445.00</td>
<td>3.49%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Low Priority Food Business – Floor area 251m2 to 1000m2</td>
<td>$485.00</td>
<td>$500.00</td>
<td>3.09%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Low Priority Food Business – Floor area greater than 1000m2</td>
<td>$670.00</td>
<td>$700.00</td>
<td>4.48%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Standard council-wide increase of 3% applied (before rounding)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 1 unit in each Supermarket (e.g. bakery)</td>
<td>$540.00</td>
<td>$560.00</td>
<td>3.70%</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>2 or 3 units in each Supermarket (e.g. bakery, fruit and vegetable, delicatessen)</td>
<td>$660.00</td>
<td>$680.00</td>
<td>3.03%</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>More than 3 units in each Supermarket (e.g. bakery, seafood, fruit and vegetable, sushi preparation, delicatessen)</td>
<td>$780.00</td>
<td>$810.00</td>
<td>3.85%</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Late Fee – This additional fee will be applicable where payment is not received by the due date</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

1.7.8 Inspection Fees

Inspection fee per hour (1 hour minimum) | $250.00 | $260.00 | 4.00% | Standard council-wide increase of 3% applied (before rounding) | Approved |

(minimum charge)

1.7.9 Miscellaneous Fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Standard council-wide increase of 3% applied (before rounding)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for a Replacement Licence Certificate</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Administrative amendment of a Food Business licence (not involving the refurbishment of the premises)</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

1.7.10 Eat Safe Review and Reassessment Fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Standard council-wide increase of 3% applied (before rounding)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for desktop Review of Food Safety Report</td>
<td>$0.00</td>
<td>$250.00</td>
<td>-</td>
<td>New fee for 2018-19. Fee added as per policy adopted at Policy and Administration Advisory Committee No. 2018(02) 13 February 2018.</td>
<td>Approved</td>
</tr>
<tr>
<td>Application for Reassessment of Premises</td>
<td>$0.00</td>
<td>$750.00</td>
<td>-</td>
<td>New fee for 2018-19. Fee added as per policy adopted at Policy and Administration Advisory Committee No. 2018(02) 13 February 2018.</td>
<td>Approved</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th></th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative fee to cover Council's costs associated with organising for works to be undertaken to rectify non-compliance...</td>
<td>$410.00</td>
<td>$425.00</td>
<td>3.66%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th></th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$410.00</td>
<td>$425.00</td>
<td>3.66%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

1.9 Heavy Vehicle Permit (Local Law 5)

Annual Renewal Fee

<table>
<thead>
<tr>
<th></th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$125.00</td>
<td>$130.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

Inspection fee per hour (1 hour minimum)

<table>
<thead>
<tr>
<th></th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$250.00</td>
<td>$260.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

Late Fee – This additional fee will be applicable where payment is not received by the due date

<table>
<thead>
<tr>
<th></th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

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 | $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. | Approved |
| Annual renewal fee | $70.00 | $70.00 | 0.00% | Fee should be the same as the annual renewal for the non-standard permit – fee methodology is cost recovery and workload is equivalent. | Approved |

2.1.2 Late Fee
Late Fee – This additional fee will be applicable where payment is not received by the due date

| Late Fee | $70.00 | $75.00 | 7.14% | Standard council-wide increase of 3% applied (before rounding) | Approved |

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) | Approved |
| Annual renewal fee | $200.00 | $210.00 | 5.00% | Standard council-wide increase of 3% applied (before rounding) | Approved |
### 2.2.2 Birds and Poultry

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

<table>
<thead>
<tr>
<th></th>
<th>Year 17/18 (incl. GST)</th>
<th>Year 18/19 (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial application and first year permit fee</td>
<td>$235.00</td>
<td>$245.00</td>
<td>4.26%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$65.00</td>
<td>$70.00</td>
<td>7.69%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Year 17/18 (incl. GST)</th>
<th>Year 18/19 (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial application and first year permit fee</td>
<td>$370.00</td>
<td>$385.00</td>
<td>4.05%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$85.00</td>
<td>$90.00</td>
<td>5.88%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

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

(Dog registration fees additional)

<table>
<thead>
<tr>
<th></th>
<th>Year 17/18 (incl. GST)</th>
<th>Year 18/19 (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial application and first year permit fee</td>
<td>$350.00</td>
<td>$385.00</td>
<td>10.00%</td>
<td>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.</td>
<td>Approved</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$235.00</td>
<td>$245.00</td>
<td>4.26%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### 2.2.5 Guard Dog Permit per property

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

<table>
<thead>
<tr>
<th></th>
<th>Year 17/18 (incl. GST)</th>
<th>Year 18/19 (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial application and first year permit fee</td>
<td>$550.00</td>
<td>$570.00</td>
<td>3.64%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$305.00</td>
<td>$315.00</td>
<td>3.28%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### 2.2.6 Animal Licences (where involving a development application)

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.
## 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.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulated/restricted dog permit – Renewals only</td>
<td>$305.00</td>
<td>$315.00</td>
<td>3.28%</td>
<td>Standard council-wide increase of 3% applied</td>
<td>Approved</td>
</tr>
</tbody>
</table>

## 2.2.8 Commercial Stable Licence

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Assessment</td>
<td>$375.00</td>
<td>$390.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied</td>
<td>Approved</td>
</tr>
<tr>
<td>Discontinued Fee: Non Standard Stable Licence (Unless otherwise listed)</td>
<td>$200.00</td>
<td>$210.00</td>
<td>5.00%</td>
<td>Discontinued as part of HSR charges approved 17 April 2018, effective 1 July 2018</td>
<td>Discontinued</td>
</tr>
<tr>
<td>Initial application and first year licence fee</td>
<td>$370.00</td>
<td>$385.00</td>
<td>4.05%</td>
<td>Standard council-wide increase of 3% applied</td>
<td>Approved</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$190.00</td>
<td>$200.00</td>
<td>5.26%</td>
<td>Standard council-wide increase of 3% applied</td>
<td>Approved</td>
</tr>
</tbody>
</table>

## 2.2.9 Pet Shop Licence

<table>
<thead>
<tr>
<th>Service</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Assessment – including amendments</td>
<td>$375.00</td>
<td>$390.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied</td>
<td>Approved</td>
</tr>
<tr>
<td>Initial application and first year licence fee</td>
<td>$485.00</td>
<td>$500.00</td>
<td>3.09%</td>
<td>Standard council-wide increase of 3% applied</td>
<td>Approved</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$250.00</td>
<td>$260.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied</td>
<td>Approved</td>
</tr>
</tbody>
</table>

## 2.2.10 Commercial Cattery Licence (Selling, Boarding & Breeding)

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Assessment</td>
<td>$375.00</td>
<td>$390.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied</td>
<td>Approved</td>
</tr>
<tr>
<td>Initial application and first year licence fee</td>
<td>$430.00</td>
<td>$445.00</td>
<td>3.49%</td>
<td>Standard council-wide increase of 3% applied</td>
<td>Approved</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$250.00</td>
<td>$260.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied</td>
<td>Approved</td>
</tr>
</tbody>
</table>
### 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)

<table>
<thead>
<tr>
<th></th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial application and first year permit fee</td>
<td>$465.00</td>
<td>$480.00</td>
<td>3.23%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$300.00</td>
<td>$310.00</td>
<td>3.33%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### 2.2.12 Five Plus Cat Permit (keeping 5 or more cats)
(May require planning and development approval prior to being considered)

<table>
<thead>
<tr>
<th></th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial application and first year permit fee</td>
<td>$430.00</td>
<td>$445.00</td>
<td>3.49%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$250.00</td>
<td>$260.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### 2.2.13 Commercial Kennels Licence (including training, selling, boarding and breeding kennels)
(Dog registration fees additional)

<table>
<thead>
<tr>
<th></th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Assessment</td>
<td>$375.00</td>
<td>$390.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Initial application and first year licence fee</td>
<td>$740.00</td>
<td>$770.00</td>
<td>4.05%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Annual renewal fee</td>
<td>$370.00</td>
<td>$385.00</td>
<td>4.05%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### 2.2.14 Late Fees
Late Fee – This additional fee will be applicable where payment is not received by the due date

<table>
<thead>
<tr>
<th></th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Fee</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>
2.3 Inspection Fees

2.3.1 Inspection Fees

<table>
<thead>
<tr>
<th>Inspection fee per (1 hour minimum) (minimum charge)</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$250.00</td>
<td>$260.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

2.3.2 Miscellaneous Fees

<table>
<thead>
<tr>
<th>Amendment of Non-Standard Permit/Licence</th>
<th>$370.00</th>
<th>$385.00</th>
<th>4.05%</th>
<th>Standard council-wide increase of 3% applied (before rounding)</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer of Standard/Non-Standard Permit/Licence</td>
<td>$135.00</td>
<td>$140.00</td>
<td>3.70%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Application for a Replacement Permit Certificate</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Dog Registration</td>
<td>$20.00</td>
<td>$20.00</td>
<td>0.00%</td>
<td>Approved by Council at same rate as prior year.</td>
<td>Approved</td>
</tr>
<tr>
<td>Introductory Dog Registration – Pensioner</td>
<td>$20.00</td>
<td>$20.00</td>
<td>0.00%</td>
<td>Approved by Council at same rate as prior year.</td>
<td>Approved</td>
</tr>
<tr>
<td>Introductory Dog Registration – Ipswich and Wacol RSPCA Adoptions</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No change</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

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 change | Approved |

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)

<table>
<thead>
<tr>
<th>Pay By Date</th>
<th>Pay After Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$165.00</td>
<td>$195.00</td>
</tr>
</tbody>
</table>

2.4.3 Dog Registration: Per De-Sexed Dog

<table>
<thead>
<tr>
<th>Pay By Date</th>
<th>Pay After Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35.00</td>
<td>$65.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Pay By Date</th>
<th>Pay After Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$75.00</td>
<td>$90.00</td>
</tr>
</tbody>
</table>
### 2.4.5 Dog Registration: Per De-Sexed Dog – Pensioner

<table>
<thead>
<tr>
<th></th>
<th>Pay By Date</th>
<th>Pay After Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last YR Fee (incl. GST)</td>
<td>$25.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Year 17/18 Fee (incl. GST)</td>
<td>$25.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Increase (%)</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Comment</td>
<td>Approved by Council at same rate as prior year.</td>
<td>Approved by Council at same rate as prior year.</td>
</tr>
<tr>
<td>Status</td>
<td>Approved</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### 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 perform because of their physical impairment. A letter from a suitable qualified person (or agency) confirming the applicant's disability and requirement for an assistance dog will be required as satisfactory proof.

<table>
<thead>
<tr>
<th>Guide Dogs and Assistance Dogs</th>
<th>Last YR Fee</th>
<th>Year 17/18 Fee</th>
<th>Increase (%)</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No Charge</td>
<td>No Change</td>
<td>No change</td>
<td>Approved</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### 2.4.7 Greyhounds

No charge if they are registered with the Greyhound Racing Control Board of Qld. Greyhounds not registered with the GRCBOQ will have the appropriate registration fee apply.

<table>
<thead>
<tr>
<th>Greyhounds</th>
<th>Last YR Fee</th>
<th>Year 17/18 Fee</th>
<th>Increase (%)</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No Charge</td>
<td>No Change</td>
<td>No change</td>
<td></td>
<td>Approved</td>
</tr>
</tbody>
</table>

### 2.4.8 Other Dogs Exempt by Council

<table>
<thead>
<tr>
<th>Other dogs exempt by Council resolution</th>
<th>Last YR Fee</th>
<th>Year 17/18 Fee</th>
<th>Increase (%)</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No Charge</td>
<td>No Change</td>
<td>No change</td>
<td></td>
<td>Approved</td>
</tr>
</tbody>
</table>
### 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).

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 (incl. GST)</th>
<th>Year 18/19 (incl. GST)</th>
<th>Percentage Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial and first year fee – Prorata</td>
<td>$0.00</td>
<td>$495.00</td>
<td>-</td>
<td>Fee was separated from the non-complaint renewal to clarify the charges.</td>
<td>Approved</td>
</tr>
<tr>
<td>Non Compliance (Renewal Only) – Pay By Date</td>
<td>$465.00</td>
<td>$465.00</td>
<td>0.00%</td>
<td>Fee was separated from the initial year to clarify the charges.</td>
<td>Approved</td>
</tr>
<tr>
<td>Non Compliance (Renewal Only) – Pay After Date</td>
<td>$495.00</td>
<td>$495.00</td>
<td>0.00%</td>
<td>Fee was separated from the initial year to clarify the charges.</td>
<td>Approved</td>
</tr>
<tr>
<td>Full Compliance (Renewal Only) – De-sexed dog – Pay By Date</td>
<td>$225.00</td>
<td>$225.00</td>
<td>0.00%</td>
<td>Approved by Council at same rate as prior year.</td>
<td>Approved</td>
</tr>
<tr>
<td>Full Compliance (Renewal Only) – De-sexed dog – Pay After Date</td>
<td>$0.00</td>
<td>$255.00</td>
<td>-</td>
<td>New fee for 2018-19. $255 Approved by Council at same rate as prior year</td>
<td>Approved</td>
</tr>
<tr>
<td>Full Compliance (Renewal Only) – Entire dog – Pay By Date</td>
<td>$300.00</td>
<td>$300.00</td>
<td>0.00%</td>
<td>Approved by Council at same rate as prior year.</td>
<td>Approved</td>
</tr>
<tr>
<td>Full Compliance (Renewal Only) – Entire dog – Pay After Date</td>
<td>$0.00</td>
<td>$330.00</td>
<td>-</td>
<td>New fee for 2018-19. $330 Approved by Council at same rate as prior year</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### 2.4.10 Menacing Dogs

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 (incl. GST)</th>
<th>Year 18/19 (incl. GST)</th>
<th>Percentage Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial and first year fee – Prorata</td>
<td>$0.00</td>
<td>$495.00</td>
<td>-</td>
<td>Fee was separated from the non-complaint renewal to clarify the charges.</td>
<td>Approved</td>
</tr>
<tr>
<td>Non Compliance (Renewal Only) – Pay By Date</td>
<td>$465.00</td>
<td>$465.00</td>
<td>0.00%</td>
<td>Fee was separated from the initial year to clarify the charges.</td>
<td>Approved</td>
</tr>
<tr>
<td>Non Compliance (Renewal Only) – Pay After Date</td>
<td>$495.00</td>
<td>$495.00</td>
<td>0.00%</td>
<td>Fee was separated from the initial year to clarify the charges.</td>
<td>Approved</td>
</tr>
<tr>
<td>Full Compliance (Renewal Only) – De-sexed dog – Pay By Date</td>
<td>$225.00</td>
<td>$225.00</td>
<td>0.00%</td>
<td>Approved by Council at same rate as prior year.</td>
<td>Approved</td>
</tr>
</tbody>
</table>

continued on next page ..
### 2.4.10 Menacing Dogs [continued]

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Compliance (Renewal Only) – De-sexed dog – Pay After Date</td>
<td>$0.00</td>
<td>$255.00</td>
<td>-</td>
<td>New fee for 2018-19. $255 Approved by Council at same rate as prior year. Fee added to reflect consistent approach to reward people who pay by date.</td>
<td>Approved</td>
</tr>
<tr>
<td>Full Compliance (Renewal Only) – Entire dog – Pay By Date</td>
<td>$300.00</td>
<td>$300.00</td>
<td>0.00%</td>
<td>Approved by Council at same rate as prior year.</td>
<td>Approved</td>
</tr>
<tr>
<td>Full Compliance (Renewal Only) – Entire dog – Pay After Date</td>
<td>$0.00</td>
<td>$330.00</td>
<td>-</td>
<td>New fee for 2018-19. $330 Approved by Council at same rate as prior year. Fee added to reflect consistent approach to reward people who pay by date.</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### 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)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay By Date</td>
<td>$70.00</td>
<td>$70.00</td>
<td>0.00%</td>
<td>Approved by Council at same rate as prior year.</td>
<td>Approved</td>
</tr>
<tr>
<td>Pay After Date</td>
<td>$100.00</td>
<td>$100.00</td>
<td>0.00%</td>
<td>Approved by Council at same rate as prior year.</td>
<td>Approved</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay By Date</td>
<td>$27.00</td>
<td>$27.00</td>
<td>0.00%</td>
<td>Approved by Council at same rate as prior year.</td>
<td>Approved</td>
</tr>
<tr>
<td>Pay After Date</td>
<td>$57.00</td>
<td>$57.00</td>
<td>0.00%</td>
<td>Approved by Council at same rate as prior year.</td>
<td>Approved</td>
</tr>
</tbody>
</table>

(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

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay By Date Additional Farm Dog (per dog)</td>
<td>$17.00</td>
<td>$17.00</td>
<td>0.00%</td>
<td>Approved by Council at same rate as prior year.</td>
<td>Approved</td>
</tr>
<tr>
<td>Pay After Date Additional Farm Dog (per dog)</td>
<td>$46.00</td>
<td>$47.00</td>
<td>2.17%</td>
<td>CPI increase applied to fee to reflect accurate discounted amount.</td>
<td>Approved</td>
</tr>
</tbody>
</table>
### 2.4.12 Inspection/Assessment Fee

Inspection/Assessment fee per hour (1 hour minimum) to inspect/assess declared dog declarations, undertake fencing inspections, etc.

<table>
<thead>
<tr>
<th>Year</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$250.00</td>
<td>$250.00</td>
<td>0.00%</td>
<td>Approved by Council at same rate as prior year.</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### 2.4.13 Dogs QLD Members

Dogs QLD Members: Per Entire Dog (i.e. The dog is not desexed) – Pay By Date

<table>
<thead>
<tr>
<th>Year</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td>$70.00</td>
<td>-</td>
<td>New fee for 2018-19. $70 Approved by Council at same rate as prior year. As per report recommendation – Dogs Queensland Members entitled to same rate as entire farm dog/animal. No discount for additional dogs</td>
<td>Approved</td>
</tr>
</tbody>
</table>

Dogs QLD Members: Per Entire Dog (i.e. The dog is not desexed) – Pay After Date

<table>
<thead>
<tr>
<th>Year</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td>$100.00</td>
<td>-</td>
<td>New fee for 2018-19. $100 Approved by Council As per report recommendation – Dogs Queensland Members entitled to same rate as entire farm dog/animal. No discount for additional dogs</td>
<td>Approved</td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered, de-sexed, microchipped, first impoundment</td>
<td>$40.00</td>
<td>$42.00</td>
<td>5.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Registered, de-sexed, not microchipped, first impoundment</td>
<td>$120.00</td>
<td>$125.00</td>
<td>4.17%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Registered, entire, microchipped, first impoundment</td>
<td>$140.00</td>
<td>$145.00</td>
<td>3.57%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Registered, entire, not microchipped, first impoundment</td>
<td>$160.00</td>
<td>$165.00</td>
<td>3.13%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Not registered, de-sexed, microchipped, first impoundment</td>
<td>$140.00</td>
<td>$145.00</td>
<td>3.57%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Not registered, de-sexed, not microchipped, first impoundment</td>
<td>$120.00</td>
<td>$125.00</td>
<td>4.17%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Not registered, entire, microchipped, first impoundment</td>
<td>$160.00</td>
<td>$165.00</td>
<td>3.13%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Not registered, entire, not microchipped, first impoundment</td>
<td>$180.00</td>
<td>$190.00</td>
<td>5.56%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Second and subsequent impoundment surcharge</td>
<td>$60.00</td>
<td>$65.00</td>
<td>8.33%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Sustenance first day</td>
<td>No charge</td>
<td>No charges applied</td>
<td></td>
<td></td>
<td>Approved</td>
</tr>
<tr>
<td>Sustenance per subsequent days</td>
<td>$38.00</td>
<td>$25.00</td>
<td>-34.21%</td>
<td>Recommendation based on bench marking with other SEQ</td>
<td>Approved</td>
</tr>
<tr>
<td>Discontinued Fee: After hours collection surcharge (Between 8:00pm and 7:00am)</td>
<td>$60.00</td>
<td>$60.00</td>
<td>0.00%</td>
<td>Requested on 16/2/18. HSRS staff can now support this without the additional fees. Discontinued as part of HSRS charges approved 17 April 2018, effective 1 July 2018</td>
<td>Discontinued</td>
</tr>
<tr>
<td>Microchipping of dog prior to release</td>
<td>$20.00</td>
<td>$20.00</td>
<td>0.00%</td>
<td>Approved by Council at same rate as prior year.</td>
<td>Approved</td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>De-sexed, microchipped, first impoundment</th>
<th>No charge</th>
<th>No charges applied</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>De-sexed, not microchipped, first impoundment</td>
<td>$40.00</td>
<td>$42.00</td>
<td>5.00%</td>
</tr>
<tr>
<td>Entire, microchipped, first impoundment</td>
<td>$80.00</td>
<td>$85.00</td>
<td>6.25%</td>
</tr>
<tr>
<td>Entire, not microchipped, first impoundment</td>
<td>$100.00</td>
<td>$105.00</td>
<td>5.00%</td>
</tr>
<tr>
<td>Second and subsequent impoundment surcharge</td>
<td>$40.00</td>
<td>$42.00</td>
<td>5.00%</td>
</tr>
<tr>
<td>Sustenance first day</td>
<td>No charge</td>
<td>No charges applied</td>
<td>Approved</td>
</tr>
<tr>
<td>Sustenance per subsequent days</td>
<td>$28.00</td>
<td>$0.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>Discontinued Fee: After hours collection surcharge (Between 8:00pm and 7:00am)</td>
<td>$60.00</td>
<td>$60.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Microchipping of cat prior to release</td>
<td>$20.00</td>
<td>$20.00</td>
<td>0.00%</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$255.00</td>
<td>$265.00</td>
<td>3.92%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td></td>
<td>(minimum charge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$375.00</td>
<td>$390.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td></td>
<td>(minimum charge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$10.00</td>
<td>$11.00</td>
<td>10.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td></td>
<td>(minimum charge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$45.00</td>
<td>$47.00</td>
<td>4.44%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td></td>
<td>Actual cost of advertising</td>
<td></td>
<td></td>
<td>No change</td>
<td>Approved</td>
</tr>
<tr>
<td></td>
<td>Last YR Fee Actual cost of advertising</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$23.00</td>
<td>$24.00</td>
<td>4.35%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td></td>
<td>Hourly Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$370.00</td>
<td>$385.00</td>
<td>4.05%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td></td>
<td>Hourly Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(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)

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impounded between the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday</td>
<td>$39.00</td>
<td>$41.00</td>
<td>5.13%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>(excluding public holidays):</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impounded or released outside the hours of 8.00 a.m. and 5.00 p.m., Monday</td>
<td>$85.00</td>
<td>$90.00</td>
<td>5.88%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>and on weekends and Public Holidays:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NLIS Tagging of Sheep &amp; Goats (Hourly Rate – Minimum Charge of 1/2 hour)</td>
<td>$250.00</td>
<td>$260.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Between the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday (excluding</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>public holidays and Council close down days):</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NLIS Tagging of Sheep &amp; Goats (Hourly Rate – Minimum Charge of $195)</td>
<td>$370.00</td>
<td>$385.00</td>
<td>4.05%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Outside the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday and on</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>weekends and Public Holidays and Council close down days:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(c) Poultry & Birds

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impounded between the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday</td>
<td>$15.00</td>
<td>$16.00</td>
<td>6.67%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>(excluding public holidays):</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discontinued Fee: Impounded or released outside the hours of 8.00 a.m. and</td>
<td>$250.00</td>
<td>$260.00</td>
<td>4.00%</td>
<td>Requested on 16/2/18, HSRS staff can now support this without the</td>
<td>Discontinued</td>
</tr>
<tr>
<td>5.00 p.m., Monday to Friday and on weekends and Public Holidays: No per</td>
<td></td>
<td></td>
<td></td>
<td>additional fees. Discontinued as part of HSRS charges approved 17</td>
<td></td>
</tr>
<tr>
<td>head amount if released after hours.</td>
<td></td>
<td></td>
<td></td>
<td>April 2018, effective 1 July 2018</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.6 Other Charges

2.6.1 Traps

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan of Cat Traps: Rental – per day (after seven (7) working days)</td>
<td>$11.00</td>
<td>$12.00</td>
<td>9.09%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Loan of Dog Traps: Rental – per day (after seven (7) working days)</td>
<td>$20.00</td>
<td>$21.00</td>
<td>5.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Collection of Trap (Dog &amp; Cat)</td>
<td>$250.00</td>
<td>$260.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

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
Approved
Last YR Fee
No charge
Regulated Dog Tags
No Charge
No increase applied
Approved
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 change
Approved
Last YR Fee
No Charge

2.6.4 Microchipping

Microchipping Fee for Dogs and Cats (Community Events)
$20.00
$20.00
0.00%
Approved by Council at same rate as prior year.
Approved
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.
$250.00
$260.00
4.00%
Standard council-wide increase of 3% applied (before rounding)
Approved
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)
Approved
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)
Approved
### 3.2 Private Cemeteries

Licence to operate a cemetery that is not on Council land

<table>
<thead>
<tr>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$620.00</td>
<td>$640.00</td>
<td>3.23%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

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).

<table>
<thead>
<tr>
<th>Application Fee</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$620.00</td>
<td>$640.00</td>
<td>3.23%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

plus prescribed annual fee

#### 4.1.2 Annual Renewal Fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERA 6 Asphalt Manufacturing: greater than 1,000 tonnes per year</td>
<td>$9,600.00</td>
<td>$9,900.00</td>
<td>3.13%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>ERA 12 Plastic Product Manufacturing: 50 tonnes per year or more (other than plastic in item below)</td>
<td>$2,350.00</td>
<td>$2,450.00</td>
<td>4.26%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>ERA 12 Plastic Product Manufacturing: 5 tonnes per year or more (foam, composite plastic or rigid fibre reinforced)</td>
<td>$2,350.00</td>
<td>$2,450.00</td>
<td>4.26%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>ERA 19 Metal Forming: 10,000 tonnes or more per year</td>
<td>$780.00</td>
<td>$810.00</td>
<td>3.85%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>ERA 20 Metal Recovery: up to 100 tonnes per day</td>
<td>$1,150.00</td>
<td>$1,190.00</td>
<td>3.48%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>ERA 20 Metal Recovery: 100 tonnes or more per day or 10,000 tonnes or more per year Without using a fragmentiser</td>
<td>$2,900.00</td>
<td>$3,000.00</td>
<td>3.45%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>ERA 38 1 (a) Surface Coating Anodising, electroplating, enamelling or galvanising by using 1 to 100 tonnes of surface coating material in a year</td>
<td>$780.00</td>
<td>$810.00</td>
<td>3.85%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>ERA 49 Boat Maintenance or Repair</td>
<td>$2,350.00</td>
<td>$2,450.00</td>
<td>4.26%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>ERA 61 Waste Incineration and Thermal Treatment: Incinerating waste vegetation, clean paper or cardboard</td>
<td>$780.00</td>
<td>$810.00</td>
<td>3.85%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

continued on next page ..
### 4.1.2 Annual Renewal Fees [continued]

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
<td>$170.00</td>
<td>$180.00</td>
<td>5.88%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>+ inspection fee if required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>$170.00</td>
<td>$180.00</td>
<td>5.88%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>+ inspection fee if required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>$175.00</td>
<td>$185.00</td>
<td>5.71%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### 4.1.3 Other ERA Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection fee per hour (1 hour minimum)</td>
<td>$250.00</td>
<td>$260.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>(minimum charge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Fees: Assessment of Draft Transitional Environmental Programs; and Site Investigations – Hourly based on rate for actual time taken (1 hour minimum).</td>
<td>$250.00</td>
<td>$260.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>(minimum charge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitoring Compliance (including assessment of annual return) of an approved Transitional Environmental Program – Hourly rate based on actual time taken (1 hour minimum).</td>
<td>$250.00</td>
<td>$260.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>(minimum charge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amendment to an approved Transitional Environmental Program – Hourly rate based on actual time taken (1 hour minimum).</td>
<td>$250.00</td>
<td>$260.00</td>
<td>4.00%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>(minimum charge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual TEP return</td>
<td>$485.00</td>
<td>$500.00</td>
<td>3.09%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>
### 5. Road Regulation

#### 5.1 Footpath/Roadside Trading (refer to relevant local laws)

##### 5.1.1 Application Fee

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee</td>
<td>$365.00</td>
<td>$380.00</td>
<td>4.11%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

(to be paid prior to assessment of application and are non-refundable)

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer of licence</td>
<td>$0.00</td>
<td>$75.00</td>
<td>-</td>
<td>Fee added to reflect workload as methodology is cost recovery.</td>
<td>Approved</td>
</tr>
<tr>
<td>Annual Licence</td>
<td>$1,280.00</td>
<td>$1,320.00</td>
<td>3.13%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Monthly Licence</td>
<td>$170.00</td>
<td>$180.00</td>
<td>5.88%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

##### 5.1.3 Busking

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Licence</td>
<td>$240.00</td>
<td>$250.00</td>
<td>4.17%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Monthly Licence</td>
<td>$65.00</td>
<td>$70.00</td>
<td>7.69%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>One off Licence (one day only)</td>
<td>$31.00</td>
<td>$32.00</td>
<td>3.23%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

##### 5.1.4 Commercial Touting, Hawking on roads and local government areas

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Licence</td>
<td>$1,280.00</td>
<td>$1,320.00</td>
<td>3.13%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Monthly Licence</td>
<td>$190.00</td>
<td>$200.00</td>
<td>5.26%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>
### 5.1.5 Street Markets (including multiple traders/exhibitors)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Licence</td>
<td>$2,600.00</td>
<td>$2,700.00</td>
<td>3.85%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Monthly Licence</td>
<td>$305.00</td>
<td>$315.00</td>
<td>3.28%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### 5.1.6 Footpath Dining

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within central traffic area per square metre</td>
<td>$110.00</td>
<td>$115.00</td>
<td>4.55%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Outside central traffic area per square metre</td>
<td>$85.00</td>
<td>$90.00</td>
<td>5.88%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Transfer fee</td>
<td>$190.00</td>
<td>$200.00</td>
<td>5.26%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### 5.2 Pedestrian Mall

#### 5.2.1 Permitted Uses Licence

Note: For Busking in the Mall please see Road Regulation section.

#### 5.2.2 Commercial Activities

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Access: per day or part thereof</td>
<td>$165.00</td>
<td>$170.00</td>
<td>3.03%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Sell or offer goods for sale: per day or part thereof</td>
<td>$165.00</td>
<td>$170.00</td>
<td>3.03%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Display goods for sale: per day or part thereof</td>
<td>$165.00</td>
<td>$170.00</td>
<td>3.03%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Carry on business: per day or part thereof</td>
<td>$165.00</td>
<td>$170.00</td>
<td>3.03%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>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</td>
<td>$110.25</td>
<td>$115.00</td>
<td>4.31%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Seek or receive or indicate that a donation of money from a bystander or passer-by is being sought: per day or part thereof</td>
<td>$13.00</td>
<td>$14.00</td>
<td>7.69%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

continued on next page ..
### 5.2.2 Commercial Activities (continued)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place a structure – Hand out Brochures/Pamphlets etc.: per day or part thereof</td>
<td>$165.00</td>
<td>$170.00</td>
<td>3.03%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Place a structure – Hand out Brochures/Pamphlets etc.: per week</td>
<td>$830.00</td>
<td>$860.00</td>
<td>3.61%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Place a structure – Hand out Brochures/Pamphlets etc.: 3 days</td>
<td>$410.00</td>
<td>$425.00</td>
<td>3.66%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### 5.2.3 Community Group Activities

- **Vehicle Access: per day or part thereof**
  - Last YR Fee: No Charge
  - Year 18/19: No Charge
  - No charges applied
  - Approved

- **Sell or offer goods for sale: per day or part thereof**
  - Last YR Fee: No Charge
  - Year 18/19: No Charge
  - No charges applied
  - Approved

- **Display goods for sale: per day or part thereof**
  - Last YR Fee: No Charge
  - Year 18/19: No Charge
  - No charges applied
  - Approved

- **Carry on business: per day or part thereof**
  - Last YR Fee: No Charge
  - Year 18/19: No Charge
  - No charges applied
  - Approved

- **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**
  - Last YR Fee: No Charge
  - Year 18/19: No Charge
  - No charges applied
  - Approved

- **Seek or receive or indicate that a donation of money from a bystander or passer-by is being sought: per day or part thereof**
  - Last YR Fee: No Charge
  - Year 18/19: No Charge
  - No charges applied
  - Approved

- **Place a structure – Hand out Brochures/Pamphlets etc.: per day or part thereof**
  - Last YR Fee: No Charge
  - Year 18/19: No Charge
  - No charges applied
  - Approved

- **Place a structure – Hand out Brochures/Pamphlets etc.: per week**
  - Last YR Fee: No Charge
  - Year 18/19: No Charge
  - No charges applied
  - Approved
### 5.3 Parking Fines

Reminder notice for late payment of Parking Fines

<table>
<thead>
<tr>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### 5.4 Regulated Parking – Permit Fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Vehicle Parking Permit: Fee per annum or part thereof</td>
<td>$190.00</td>
<td>$200.00</td>
<td>5.26%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Resident Parking Permit: Fee per annum</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No charges applied</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Resident Parking Permit: Fee per annum or part thereof</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No charges applied</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Media Permit: Fee per annum or part thereof</td>
<td>$190.00</td>
<td>$200.00</td>
<td>5.26%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>General Contractors Permit: Fee per annum per vehicle</td>
<td>$190.00</td>
<td>$200.00</td>
<td>5.26%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>Late Fee – This additional fee will be applicable where payment is not received by the due date</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### 5.5 Other

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>STANDARD works application fee (per permit type)</td>
<td>$220.00</td>
<td>$230.00</td>
<td>4.55%</td>
<td>Transferred from WPR to HSRS in January 2018. Fee escalated by standard 3% plus rounding until a detailed review is undertaken.</td>
<td>Approved</td>
</tr>
<tr>
<td>STANDARD traffic control (per permit type)</td>
<td>$220.00</td>
<td>$230.00</td>
<td>4.55%</td>
<td>Transferred from WPR to HSRS in January 2018. Fee escalated by standard 3% plus rounding until a detailed review is undertaken.</td>
<td>Approved</td>
</tr>
<tr>
<td>STANDARD combined works and traffic control application fee (combined Works on Local Government Control Road and Traffic Control permits)</td>
<td>$330.00</td>
<td>$340.00</td>
<td>3.03%</td>
<td>Transferred from WPR to HSRS in January 2018. Fee escalated by standard 3% plus rounding until a detailed review is undertaken.</td>
<td>Approved</td>
</tr>
<tr>
<td>NON-STANDARD works application fee (per permit type)</td>
<td>$445.00</td>
<td>$460.00</td>
<td>3.37%</td>
<td>Transferred from WPR to HSRS in January 2018. Fee escalated by standard 3% plus rounding until a detailed review is undertaken.</td>
<td>Approved</td>
</tr>
<tr>
<td>NON-STANDARD traffic control (per permit type)</td>
<td>$445.00</td>
<td>$460.00</td>
<td>3.37%</td>
<td>Transferred from WPR to HSRS in January 2018. Fee escalated by standard 3% plus rounding until a detailed review is undertaken.</td>
<td>Approved</td>
</tr>
<tr>
<td>NON-STANDARD combined works and traffic control application fee (combined Works on Local Government Control Road and Traffic Control permits)</td>
<td>$665.00</td>
<td>$690.00</td>
<td>3.76%</td>
<td>Transferred from WPR to HSRS in January 2018. Fee escalated by standard 3% plus rounding until a detailed review is undertaken.</td>
<td>Approved</td>
</tr>
<tr>
<td>Request to amend or extend a current permit – STANDARD works (per permit type)</td>
<td>$115.00</td>
<td>$120.00</td>
<td>4.35%</td>
<td>Transferred from WPR to HSRS in January 2018. Fee escalated by standard 3% plus rounding until a detailed review is undertaken.</td>
<td>Approved</td>
</tr>
<tr>
<td>Request to amend or extend traffic control – STANDARD works (per permit type)</td>
<td>$115.00</td>
<td>$120.00</td>
<td>4.35%</td>
<td>Transferred from WPR to HSRS in January 2018. Fee escalated by standard 3% plus rounding until a detailed review is undertaken.</td>
<td>Approved</td>
</tr>
<tr>
<td>Request to amend or extend date amendments/extensions only for NON-STANDARD works or traffic control (per permit type)</td>
<td>$115.00</td>
<td>$120.00</td>
<td>4.35%</td>
<td>Transferred from WPR to HSRS in January 2018. Fee escalated by standard 3% plus rounding until a detailed review is undertaken.</td>
<td>Approved</td>
</tr>
<tr>
<td>Request to amend or extend a current permit STANDARD works or traffic control other than date amendments/extensions only (per permit type)</td>
<td>$310.00</td>
<td>$320.00</td>
<td>3.23%</td>
<td>Transferred from WPR to HSRS in January 2018. Fee escalated by standard 3% plus rounding until a detailed review is undertaken.</td>
<td>Approved</td>
</tr>
<tr>
<td>Request to amend or extend a current permit NON-STANDARD works or traffic control other than date amendments/extensions only (per permit type)</td>
<td>$310.00</td>
<td>$320.00</td>
<td>3.23%</td>
<td>Transferred from WPR to HSRS in January 2018. Fee escalated by standard 3% plus rounding until a detailed review is undertaken.</td>
<td>Approved</td>
</tr>
<tr>
<td>Request to amend current or extend a combined STANDARD or NON-STANDARD Works on Local Government Controlled Roads and Traffic Control permit application fee.</td>
<td>$175.00</td>
<td>$185.00</td>
<td>5.71%</td>
<td>Transferred from WPR to HSRS in January 2018. Fee escalated by standard 3% plus rounding until a detailed review is undertaken.</td>
<td>Approved</td>
</tr>
</tbody>
</table>

Applies to STANDARD works, or date amendments only for NON-STANDARD works or traffic control

continued on next page ..
(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. Fee escalated by standard 3% plus rounding until a detailed review is undertaken. Approved

(b) **Refund of fees – Prior to the determination of an application**

i. If pre-paid during the online application:

<table>
<thead>
<tr>
<th>Permit application withdrawn within 4 days of lodgement of application</th>
<th>70% of fee refunded (incl GST where applicable)</th>
<th>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.</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit application withdrawn within 6 days of lodgement of application</td>
<td>50% of fee refunded (incl GST where applicable)</td>
<td>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.</td>
<td>Approved</td>
</tr>
<tr>
<td>Permit application withdrawn within 8 days of lodgement of application</td>
<td>20% of fee refunded (incl GST where applicable)</td>
<td>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.</td>
<td>Approved</td>
</tr>
</tbody>
</table>
### ii. If not pre-paid during the online application:

<table>
<thead>
<tr>
<th>Permit application withdrawn within 4 days of lodgement of application</th>
<th>30% of fee refunded (incl GST where applicable)</th>
<th>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.</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit application withdrawn within 6 days of lodgement of application</td>
<td>50% of fee refunded (incl GST where applicable)</td>
<td>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.</td>
<td>Approved</td>
</tr>
<tr>
<td>Permit application withdrawn within 8 days of lodgement of application</td>
<td>80% of fee refunded (incl GST where applicable)</td>
<td>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.</td>
<td>Approved</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>First compliance inspection (per location)</th>
<th>$60.00</th>
<th>$65.00</th>
<th>8.33%</th>
<th>Transferred from WPR to HSRS in January 2018. Fee to be increased by standard 3% plus rounding until a detailed review is undertaken.</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-inspection or additional assessment following unsatisfactory compliance inspection per hour (minimum $205)</td>
<td>$235.00</td>
<td>$245.00</td>
<td>4.26%</td>
<td>Transferred from WPR to HSRS in January 2018. Fee to be increased by standard 3% plus rounding until a detailed review is undertaken.</td>
<td>Approved</td>
</tr>
</tbody>
</table>
### 6. Recovery of Goods Removed from Footpaths, etc.

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>$190.00</td>
<td>$200.00</td>
<td>5.26%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>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</td>
<td>Actual Costs</td>
<td>Actual Costs</td>
<td>No change</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Charge for the release of goods removed from road reserve and stored where it can be released easily by one (1) person – per item</td>
<td>$48.00</td>
<td>$50.00</td>
<td>4.17%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>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</td>
<td>Actual Costs</td>
<td>Actual Costs</td>
<td>No change</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Charge for the removal, storage and release of a shopping trolley confiscated from a road under a Local Law – per trolley</td>
<td>$65.00</td>
<td>$70.00</td>
<td>7.69%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>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.</td>
<td>$485.00</td>
<td>$500.00</td>
<td>3.09%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>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 &quot;Actual Costs&quot; include but are not limited to: towing fees, officer time, administration charges.</td>
<td>Actual Costs</td>
<td>Actual Costs</td>
<td>No change</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>$6.50</td>
<td>$7.00</td>
<td>7.69%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
<tr>
<td>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</td>
<td>$90.00</td>
<td>$95.00</td>
<td>5.56%</td>
<td>Standard council-wide increase of 3% applied (before rounding)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

continued on next page ..
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

<table>
<thead>
<tr>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$235.00</td>
<td>$245.00</td>
<td>4.26%</td>
<td>Approved</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Year 17/18 Last YR Fee</th>
<th>Year 18/19 Fee</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Charge</td>
<td>No fee added</td>
<td></td>
<td>Approved</td>
</tr>
<tr>
<td>Last YR Fee</td>
<td>No Charge</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Year 17/18 Fee</th>
<th>Year 18/19 Fee</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$370.00</td>
<td>$475.00</td>
<td>28.38%</td>
<td>Approved</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Year 17/18 Fee</th>
<th>Year 18/19 Fee</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>$630.00</td>
<td>$500.00</td>
<td>-20.63%</td>
<td>Approved</td>
</tr>
</tbody>
</table>
## WORKS, PARKS & RECREATION DEPARTMENT

### 1. Urban and Rural Greening

#### 1.1 Park Use

All non-commercial related use of parks

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No Charge</td>
<td>No Charge</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

#### 1.1.1 Non-Commercial Use

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

#### 1.1.2 Commercial Fee – Refer Local Law 3 (Commercial Licence)

(a) **Key Deposit**

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key deposit</td>
<td>$45.00</td>
<td>$45.00</td>
<td>0.00%</td>
<td>This fee is a Bond and is based on the cost of replacement key @ $30 and a labour allowance. No change from the 2017/18 charge.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

(b) **1-100 People**

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate – per location</td>
<td>$60.00</td>
<td>$65.00</td>
<td>8.33%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Daily Rate – per location</td>
<td>$340.00</td>
<td>$355.00</td>
<td>4.41%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Bond – per event</td>
<td>$560.00</td>
<td>$580.00</td>
<td>3.57%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

(c) **More than 100 People**

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate</td>
<td>$120.00</td>
<td>$125.00</td>
<td>4.17%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Daily Rate</td>
<td>$780.00</td>
<td>$810.00</td>
<td>3.85%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Bond</td>
<td>$1,110.00</td>
<td>$1,150.00</td>
<td>3.60%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
### (d) Charitable or Community Organisations use of Parks (does not include sporting grounds)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Bond</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

#### 1.1.3 Temporary Park Access

**(a) Business Hours Access**

- Vehicles under 4.5 Tonne: Bond
  - Last YR Fee: No Charge
  - Year 17/18: No Charge
  - Year 18/19: No Charge

- Vehicles over 4.5 Tonne: Bond
  - Year 17/18: $1,300.00
  - Year 18/19: $1,340.00
  - Increase: 3.08%
  - Standard increase of 3% applied (plus rounding)

**Note:** Standard increase of 3% applied (plus rounding).

#### (b) After Hours Access

- All Vehicles: Bond
  - Year 17/18: $1,300.00
  - Year 18/19: $1,340.00
  - Increase: 3.08%
  - Standard increase of 3% applied (plus rounding)

- All Vehicles: Key deposit
  - Year 17/18: $45.00
  - Year 18/19: $45.00
  - Increase: 0.00%
  - No change.

**Note:** Standard increase of 3% applied (plus rounding). This fee is a Bond and is based on the cost of replacement key @ $30 and a labour allowance. No change to 2017/18 charge.

#### 1.1.4 Use of Parks or Sporting Grounds by Fitness Groups/Personal Trainer

The definition of a ‘fitness group/personal trainer: a group or individual providing outdoor fitness sessions to promote a healthy and physically active lifestyle’

**(a) 10 or less attendees**

<table>
<thead>
<tr>
<th>10 or less attendees (Permit Required)</th>
<th>Last YR Fee</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No Charge</td>
<td>No Charge</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>
(b) More than 10 attendees ( Permit Required)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than 10 attendees (Permit Required): Application fee – Non refundable</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>More than 10 attendees (Permit Required): Season Fee (payable per season Summer/Winter)</td>
<td>$280.00</td>
<td>$290.00</td>
<td>3.57%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>More than 10 attendees (Permit Required): Annual Fee</td>
<td>$495.00</td>
<td>$510.00</td>
<td>3.03%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

1.1.5 Camping Fees (Excluding Rosewood Showgrounds)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per site per night – Unpowered</td>
<td>$12.00</td>
<td>$12.00</td>
<td>0.00%</td>
<td>No increase – to align with pricing of surrounding RV Friendly towns</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

1.1.6 Camping Fees for Rosewood Showgrounds

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per site per night – Powered</td>
<td>$15.00</td>
<td>$15.00</td>
<td>0.00%</td>
<td>No increase – to align with pricing of surrounding RV Friendly towns</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Per site per night – Unpowered</td>
<td>$12.00</td>
<td>$12.00</td>
<td>0.00%</td>
<td>No increase – to align with pricing of surrounding RV Friendly towns</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

1.2 Facility Use

1.2.1 Facility Use Excluding Briggs Road Function Room and Rosewood Showgrounds Cultural Centre

(a) Community

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key deposit</td>
<td>$45.00</td>
<td>$45.00</td>
<td>0.00%</td>
<td>This fee is a Bond and is based on the cost of replacement key @ $30 and a labour allowance. No change from the 2017/18 charge</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Bond – per location per event</td>
<td>$445.00</td>
<td>$460.00</td>
<td>3.37%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Daily Rate – per location</td>
<td>$140.00</td>
<td>$145.00</td>
<td>3.57%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Annual Fee (More than 4 occasions) – per location</td>
<td>$315.00</td>
<td>$325.00</td>
<td>3.17%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
### (b) Commercial

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key deposit</td>
<td>$45.00</td>
<td>$45.00</td>
<td>0.00%</td>
<td>This fee is a Bond and is based on the cost of replacement key @ $30 and a labour allowance. No change from 2017/18 charge</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Bond – per location per event</td>
<td>$445.00</td>
<td>$460.00</td>
<td>3.37%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Daily Rate</td>
<td>$780.00</td>
<td>$810.00</td>
<td>3.85%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

**1.2.2 Facility use for the Hire of Briggs Road Function Room and Rosewood Showgrounds Cultural Centre only**

#### (a) Community

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key deposit</td>
<td>$45.00</td>
<td>$45.00</td>
<td>0.00%</td>
<td>This fee is a Bond and is based on the cost of replacement key @ $30 and a labour allowance. No change from the 2017/18 charge</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Bond – per location per event</td>
<td>$1,000.00</td>
<td>$1,030.00</td>
<td>3.00%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Hire Fee – per location per event</td>
<td>$395.00</td>
<td>$410.00</td>
<td>3.80%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

#### (b) Commercial

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key deposit</td>
<td>$45.00</td>
<td>$45.00</td>
<td>0.00%</td>
<td>This fee is a Bond and is based on the cost of replacement key @ $30 and a labour allowance. No change from the 2017/18 charge</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Bond – per location per event</td>
<td>$1,000.00</td>
<td>$1,030.00</td>
<td>3.00%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Daily Rate</td>
<td>$780.00</td>
<td>$810.00</td>
<td>3.85%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
1.2.3  Sport and Recreation Clubhouse Use (In Conjunction with Seasonal Sporting Ground Use)

Key deposit
- Year 17/18: $45.00
- Year 18/19: $45.00
- Increase: 0.00%
- Comment: This fee is a Bond and is based on the cost of replacement key @ $30 and a labour allowance. No change from the 2017/18 charge

Bond – per location per season
- Year 17/18: $210.00
- Year 18/19: $220.00
- Increase: 4.76%
- Comment: Standard increase of 3% applied (plus rounding)

Season hire fee – per location
- Year 17/18: $320.00
- Year 18/19: $330.00
- Increase: 3.13%
- Comment: Standard increase of 3% applied (plus rounding)

1.3  Use of Sporting Grounds and Facilities

1.3.1  Annual Lease and Tenancies

Note: All lease and tenancy fees will be confirmed as part of the respective lease or tenancy document

1.3.2  Use of Ovals

Night Lighting:
The cost of field lighting is charged as per the submitted approved use of Council’s Parks and Reserves Application Form and will be charged as a seasonal fee for lighting, based on the amount of use per week, on a per field basis, and is calculated at cost price.

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Rate – per location</td>
<td>$120.00</td>
<td>$125.00</td>
<td>4.17%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Season fee – excluding consumables</td>
<td>$320.00</td>
<td>$330.00</td>
<td>3.13%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

(User is responsible for the consumable costs i.e., Electricity for field lighting [not clubhouses]/Waste/Water etc.) – Refer to Seasonal/Casual Booking Agreement

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Lighting – Summer Seasonal Fee – Per field 1 night per week</td>
<td>$375.00</td>
<td>$390.00</td>
<td>4.00%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Field Lighting – Summer Seasonal Fee – Per field 2 nights per week</td>
<td>$750.00</td>
<td>$780.00</td>
<td>4.00%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Field Lighting – Summer Seasonal Fee – Per field 3 nights per week</td>
<td>$1,125.00</td>
<td>$1,170.00</td>
<td>4.00%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Field Lighting – Summer Seasonal Fee – Per field 4 nights per week</td>
<td>$1,500.00</td>
<td>$1,560.00</td>
<td>4.00%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Field Lighting – Winter Seasonal Fee – Per field 1 night per week</td>
<td>$750.00</td>
<td>$780.00</td>
<td>4.00%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Field Lighting – Winter Seasonal Fee – Per field 2 nights per week</td>
<td>$1,500.00</td>
<td>$1,560.00</td>
<td>4.00%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Field Lighting – Winter Seasonal Fee – Per field 3 nights per week</td>
<td>$2,250.00</td>
<td>$2,340.00</td>
<td>4.00%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Field Lighting – Winter Seasonal Fee – Per field 4 nights per week</td>
<td>$3,000.00</td>
<td>$3,120.00</td>
<td>4.00%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
1.3.3 School Competition – Seasonal Fee

Intraschool and interschool sport to be held between 6:00 AM and 4:00 PM Monday to Friday (still required to book facilities).

Full fee payment for all major carnivals held during the year will still apply.

<table>
<thead>
<tr>
<th>Intraschool Competition – 1 school competing</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No Charge</td>
<td>No Charge</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interschool Competition – 2 or more schools competing (From within the Met West Region)</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No Charge</td>
<td>No Charge</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major Carnival – Daily rate. 1 or more schools competing (From outside the Met West Region)</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$110.00</td>
<td>$115.00</td>
<td>4.55%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

1.3.4 Rental of Sport and Recreation Facilities (hourly rates)

<table>
<thead>
<tr>
<th>Briggs Road Tennis Court – Day time use (per hour)</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$16.00</td>
<td>$17.00</td>
<td>6.25%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Briggs Road Tennis Court – Night time use (per hour)</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$25.00</td>
<td>$26.00</td>
<td>4.00%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
1.3.5 Lease of Sport and Recreation Club Facilities

Note: If during the term of the lease the use of the property has changed category, eg: upgraded for a Restricted Liquor Licence to a Unrestricted Liquor Licence, the Council, may re-assess the annual rental payable in accordance with categories as listed.

In cases where club facilities have become the property of Council (eg: at the determination of lease), Council retains the right to charge an additional rental to be negotiated on a case by case basis.

Following the determination of a lease, Council may at it's discretion allow a three year phase in of fees should the new fee exceed the previous fee.

<table>
<thead>
<tr>
<th>Lease of a facility to a sporting and recreational organisation with a Gaming Machine Licence</th>
<th>Rental is set at 5% of Unimproved Capital Value (UCV)</th>
<th>% based pricing remains unchanged from prior years. Note some edits have been made to the fee title / description to clarify the intended application of the fee.</th>
<th>Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease of a facility to a sporting and recreational organisation with an Unrestricted Liquor Licence but not a Gaming Machine Licence</td>
<td>Rent is set at 3% of Unimproved Capital Value (UCV)</td>
<td>% based pricing remains unchanged from prior years. Note some edits have been made to the fee title / description to clarify the intended application of the fee.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Lease of a facility to a sporting and recreational organisation with a Restricted Liquor Licence or no Liquor Licence</td>
<td>Rental is set at 1% of Unimproved Capital Value (UCV)</td>
<td>% based pricing remains unchanged from prior years. Note some edits have been made to the fee title / description to clarify the intended application of the fee.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
2. Adopted Reports, Studies and Other Documentation

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Documents (strategic documents, mapping etc.)</td>
<td>$310.00</td>
<td>$320.00</td>
<td>3.23%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Other Documents (individual management plans, feasibility studies, etc.)</td>
<td>$175.00</td>
<td>$185.00</td>
<td>5.71%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Small or part documents (flora and fauna lists; excerpts from larger reports) – per page</td>
<td>$4.50</td>
<td>$4.70</td>
<td>4.44%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Small or part documents – requests from Ipswich Residents, non-profit or community groups as determined by the Chief Operating Officer – Works, Parks and Recreation</td>
<td>No Charge</td>
<td></td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Fee to utilise Council's Flood Models (Complex)</td>
<td></td>
<td></td>
<td></td>
<td>Last YR Fee: No Charge</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Fee to utilise Council's Flood Models (Simple)</td>
<td>$410.00</td>
<td>$425.00</td>
<td>3.66%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

3. Nursery Operations

3.1 Sale of Plants – Wholesale

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee</th>
<th>Year 18/19 Fee</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wholesale Native Tubes – Minimum Price</td>
<td>$2.50</td>
<td>$2.50</td>
<td>0.00%</td>
<td>No increase – this is minimum charge as per the nursery standard.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Wholesale Native Tubes – Maximum Price</td>
<td>$3.90</td>
<td>$3.90</td>
<td>0.00%</td>
<td>No increase – as per nursery standard.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Wholesale Pots 100mm to 300mm – Minimum Price</td>
<td>$6.00</td>
<td>$6.00</td>
<td>0.00%</td>
<td>No increase – this is minimum charge as per the nursery standard.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Wholesale Pots 100mm to 300mm – Maximum Price</td>
<td>$45.00</td>
<td>$45.00</td>
<td>0.00%</td>
<td>No increase – this is maximum charge as per the nursery standard.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
3.2  Sale of Plants – Retail

Retail Native Tubes – Minimum Price
$3.00  $3.00  0.00%  No increase – this is minimum charge as per the nursery standard.  Reviewed

Retail Native Tubes – Maximum Price
$4.50  $4.50  0.00%  No increase – this is the maximum charge as per the nursery standard.  Reviewed

Retail Pots 100mm to 300mm – Minimum Price
$6.00  $6.00  0.00%  No increase – this is the minimum charge as per the nursery standard.  Reviewed

Retail Pots 100mm to 300mm – Maximum Price
$85.00  $85.00  0.00%  No increase – this is the maximum charge as per the nursery standard.  Reviewed

4.  Regulated Parking

4.1  Regulated Parking – Temporary Closure/Removal of Parking Spaces

4.1.1  Temporary closure/removal of Regulated Parking Spaces for the following purposes:

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closure of a regulated parking space (including loading zones, disabled person's parking bays and taxi ranks) per day or part thereof – per space</td>
<td>$155.00</td>
<td>$160.00</td>
<td>3.23%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Closure of regulated parking spaces (including loading zones, disabled person's parking bays and taxi ranks) per day or part thereof where in the opinion of Council the primary purpose is for advertising or other commercial purposes – per space</td>
<td>$465.00</td>
<td>$480.00</td>
<td>3.23%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

4.1.2  Closure of metered parking space: (per space)

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each week or part thereof in excess of two (2) days</td>
<td>$225.00</td>
<td>$235.00</td>
<td>4.44%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>For any period up to and including two (2) days</td>
<td>$170.00</td>
<td>$180.00</td>
<td>5.88%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
### 4.2 Regulated Parking – Meter Charges

#### 4.2.1 Regulated Parking Meter Charges (Time Restriction)

<table>
<thead>
<tr>
<th>Time</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>½ Hour</td>
<td>$0.60</td>
<td>$0.70</td>
<td>16.67%</td>
<td>First increase in four years</td>
<td>Reviewed</td>
</tr>
<tr>
<td>1 Hour</td>
<td>$1.20</td>
<td>$1.40</td>
<td>16.67%</td>
<td>First increase in four years</td>
<td>Reviewed</td>
</tr>
<tr>
<td>2 Hour</td>
<td>$2.40</td>
<td>$2.80</td>
<td>16.67%</td>
<td>First increase in four years</td>
<td>Reviewed</td>
</tr>
<tr>
<td>3 Hour</td>
<td>$3.60</td>
<td>$4.20</td>
<td>16.67%</td>
<td>First increase in four years</td>
<td>Reviewed</td>
</tr>
<tr>
<td>4 Hour</td>
<td>$4.80</td>
<td>$5.60</td>
<td>16.67%</td>
<td>First increase in four years</td>
<td>Reviewed</td>
</tr>
<tr>
<td>9 Hour</td>
<td>$6.00</td>
<td>$7.00</td>
<td>16.67%</td>
<td>First increase in four years</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 4.3 Road Regulation – Other

#### 4.3.1 Heavy Vehicle National Law Road Manager Consent Request

<table>
<thead>
<tr>
<th>Route Assessment</th>
<th>By Quote</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Last YR Fee</td>
<td>By Quote</td>
<td>No change</td>
</tr>
</tbody>
</table>
## 5. Recoverable Works

### 5.1 Driveway Crossings (Refer relevant Local Laws)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concrete Inverts: All sizes</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Pipe Crossings: All sizes</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Box Culverts: All sizes</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Concrete Inverts in Earth Table Drains: All sizes</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Reinforced Concrete Driveways in conjunction with construction projects only – full width slabs over footpaths: All sizes</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

### 5.2 Other Private Works (Refer relevant Local Laws)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any private construction and/or maintenance works may be undertaken by the Council on application by the land owner and upon receipt of the estimated cost of such works.</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Restoration Charges – Roadways Footpaths and Streetscape</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Hydraulics Services &amp; Information</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

continued on next page ..
### 5.2 Other Private Works (Refer relevant Local Laws) [continued]

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spray Painting of Industrial Bins</td>
<td>By Quote</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Tree Assessment (Public Land Only) – hourly rate</td>
<td>$75.00</td>
<td>$80.00</td>
<td>6.67%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Street Tree Replacement (Public Land Only)</td>
<td>By Quote</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

### 6. Ipswich Waste Services

#### 6.1 Dead Animal Removal Services

##### 6.1.1 Small Animals – including, but not limited to, dogs and cats

<table>
<thead>
<tr>
<th>Small animal removal services</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By Quote</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

##### 6.1.2 Large Animals – including, but not limited to, cows and horses

<table>
<thead>
<tr>
<th>Large animal removal services</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By Quote</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>
### 6.2 Pathological Waste Services

<table>
<thead>
<tr>
<th></th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharps Waste (includes provision of container): Delivery</td>
<td>By Quote Last YR Fee By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sharps Waste (includes provision of container): Disposal</td>
<td>By Quote Last YR Fee By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pathological Waste (includes provision of container) per service</td>
<td>By Quote Last YR Fee By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 6.3 Waste Disposal Charges

#### 6.3.1 Recycling & Refuse Centres

**Tyre Disposal**

<table>
<thead>
<tr>
<th>Item</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger tyre – per tyre</td>
<td>$6.50</td>
<td>$7.00</td>
<td>7.69%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Passenger tyre including rim – per tyre</td>
<td>$10.00</td>
<td>$11.00</td>
<td>10.00%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>4WD tyre – per tyre</td>
<td>$8.50</td>
<td>$9.00</td>
<td>5.88%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>4WD tyre including rim – per tyre</td>
<td>$15.00</td>
<td>$16.00</td>
<td>6.67%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Light Truck tyre – per tyre</td>
<td>$9.50</td>
<td>$10.00</td>
<td>5.26%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Light Truck tyre including rim – per tyre</td>
<td>$15.00</td>
<td>$16.00</td>
<td>6.67%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

**Riverview Recycling & Refuse Centre (only)**
### i. Domestic Users

**Ipswich Residents Only – (Proof of residency required)**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>General waste: Cars, vans and utilities, including trailers: First 500kg</td>
<td>$12.00</td>
<td>$12.00</td>
<td>0.00%</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>General waste: Cars, vans and utilities, including trailers: Excess over 500kg per kg</td>
<td>$0.20</td>
<td>$0.20</td>
<td>0.00%</td>
<td>No change from 2017/18 charge</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### ii. Commercial / Industrial Waste

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Waste: Per tonne</td>
<td>By Quote</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>General Waste: Minimum Charge</td>
<td>By Quote</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

(c) Rosewood Recycling & Refuse Centre (only)

### i. Domestic Users

**Ipswich Residents Only – (Proof of residency required)**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>General waste: Cars, vans and utilities, including trailers: First 2 cubic metres of waste</td>
<td>$12.00</td>
<td>$12.00</td>
<td>0.00%</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>General waste: Cars, vans and utilities, including trailers: Excess over 2 cubic metres per cubic metre or part thereof</td>
<td>$70.00</td>
<td>$70.00</td>
<td>0.00%</td>
<td>No change to 2017/18 charge</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 6.4 Industrial Waste Services

The following schedule of charges relates to the provision of the following bin services:
6.4.1 Permanent Industrial/Skip Services

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bin services – All sizes – per service</td>
<td>By Quote</td>
<td>By Quote</td>
<td>No change</td>
<td></td>
<td>Reviewed</td>
</tr>
<tr>
<td>Tipper Bins – All Sizes/Weekly</td>
<td>By Quote</td>
<td>By Quote</td>
<td>No change</td>
<td></td>
<td>Reviewed</td>
</tr>
<tr>
<td>Bin Rental – All Sizes/Weekly</td>
<td>By Quote</td>
<td>By Quote</td>
<td>No change</td>
<td></td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

6.4.2 Commingled & Cardboard Recycling

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bin services – All sizes – per service</td>
<td>By Quote</td>
<td>By Quote</td>
<td>No change</td>
<td></td>
<td>Reviewed</td>
</tr>
<tr>
<td>Bin Rental – All sizes</td>
<td>By Quote</td>
<td>By Quote</td>
<td>No change</td>
<td></td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

6.4.3 Casual Bin Services

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bin services – All sizes – per service</td>
<td>By Quote</td>
<td>By Quote</td>
<td>No change</td>
<td></td>
<td>Reviewed</td>
</tr>
<tr>
<td>Bin Delivery Fee – All Sizes</td>
<td>By Quote</td>
<td>By Quote</td>
<td>No change</td>
<td></td>
<td>Reviewed</td>
</tr>
<tr>
<td>Bin Rental – All sizes – weekly</td>
<td>By Quote</td>
<td>By Quote</td>
<td>No change</td>
<td></td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
### 6.5 Mobile Garbage Bin Services

#### 6.5.1 Commercial Refuse Service

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Service</td>
<td>By Quote</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Bin Rental – weekly</td>
<td>By Quote</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

#### 6.5.2 Commercial Recycling Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Service</td>
<td>By Quote</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Bin Rental – weekly</td>
<td>By Quote</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

#### 6.5.3 Paper Recycling/Document Destruction Service

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper recycling – per service</td>
<td>By Quote</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Document destruction – per service</td>
<td>By Quote</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Bin Rental – weekly</td>
<td>By Quote</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>
### 6.6 Resource Recovery

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per carton</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Per pallet</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Per litre of liquid waste</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

### 6.7 Miscellaneous Charges

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grease trap services</td>
<td>By quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Special services equipment rental per week</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Process special waste – per tonne/pallet/metre</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra domestic wheelie bin service</td>
<td>$16.00</td>
<td>$16.00</td>
<td>0.00%</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Green waste service (tenants of Ipswich rental properties only) – six month charge</td>
<td>$38.00</td>
<td>$38.00</td>
<td>0.00%</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Green waste service (tenants of Ipswich rental properties only) – annual charge</td>
<td>$75.00</td>
<td>$75.00</td>
<td>0.00%</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 6.8 Road Sweeping

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Sweeping</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By Quote</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Extractive Industry Permit

### Annual permit fee to operate an Extractive Industry

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$740.00</td>
<td>$740.00</td>
<td>$740.00</td>
<td>0.00%</td>
<td>Minor change of name and inclusion of accompanying per trip haulage cost (see below). Approved by Council 17 April 2018.</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### Road maintenance and rehabilitation contribution (cost per haulage trip)

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.50</td>
<td>$0.50</td>
<td>$0.55</td>
<td>10.00%</td>
<td>No increase has occurred over the last 2 financial years. Increase in contribution to reflect current operating costs for road maintenance and rehabilitation. Minor change of name and inclusion of accompanying per trip haulage cost (see below). Approved by Council 17 April 2018.</td>
<td>Approved</td>
</tr>
</tbody>
</table>
## INFRASTRUCTURE SERVICES DEPARTMENT

### 1. Engineering & Design Services

#### 1.1 Maps, Data and Plans

Bulk quantities and other services

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By Quote</td>
<td>By Quote</td>
<td></td>
<td>Remain as by quote, same as prior years</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

#### 1.1.1 Topographical Maps (Stormwater, Drainage and Contours)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 Segment</td>
<td>$44.00</td>
<td>$46.00</td>
<td>4.55%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>A3 Segment</td>
<td>$80.00</td>
<td>$85.00</td>
<td>6.25%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Full Sheet</td>
<td>$220.00</td>
<td>$230.00</td>
<td>4.55%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

#### 1.1.2 Stormwater Drainage Detail Plans

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 Segment</td>
<td>$80.00</td>
<td>$85.00</td>
<td>6.25%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>A3 Segment</td>
<td>$135.00</td>
<td>$140.00</td>
<td>3.70%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Full Sheet</td>
<td>$350.00</td>
<td>$365.00</td>
<td>4.29%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

#### 1.1.3 Digital Data

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital data charges</td>
<td>Refer to report section: Finance and Corporate Services, s3.1.3 Digital Data for current digital data costs</td>
<td>Refer to report section: Finance and Corporate Services, s3.1.3 Digital Data for current digital data costs</td>
<td></td>
<td>Retain alignment to digital data services.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
### ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT DEPARTMENT

#### 1. Community Development

##### 1.1 Demographic / Mapping Products

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultancy Fee – per hour</td>
<td>$175.00</td>
<td>$175.00</td>
<td>0.0%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

##### 1.2 Home Assist

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labour Subsidy / Fee for Service</td>
<td>$60.00</td>
<td>$60.00</td>
<td>0.0%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

Home Assist: Labour Subsidy / Fee for Service

##### 1.3 Venue Hire and Charges

**a) W. G. Hayden Humanities Building** (Charges per meeting room)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium Hire (Ground floor): Monday to Saturday – Half day (up to 4 hours)</td>
<td>$115.00</td>
<td>$115.00</td>
<td>0.0%</td>
<td>Commercial activity priced to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Annex Hire (Ground floor): Monday to Saturday – Half day (up to 4 hours)</td>
<td>$100.00</td>
<td>$100.00</td>
<td>0.0%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Annex Hire (Ground floor): Monday to Saturday – Full day (4 to 8 hours)</td>
<td>$195.00</td>
<td>$195.00</td>
<td>0.0%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Cafeteria Hire (First floor): Monday to Saturday – Half day (up to 4 hours)</td>
<td>$100.00</td>
<td>$100.00</td>
<td>0.0%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Cafeteria Hire (First floor): Monday to Saturday – Full day (4 to 8 hours)</td>
<td>$195.00</td>
<td>$195.00</td>
<td>0.0%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Interview Room 1 (Ground floor): Monday to Saturday – Half day (up to 4 hours)</td>
<td>$95.00</td>
<td>$95.00</td>
<td>0.0%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Interview Room 1 (Ground floor): Monday to Saturday – Full day (4 to 8 hours)</td>
<td>$185.00</td>
<td>$185.00</td>
<td>0.0%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Interview Room 2 (Ground floor): Monday to Saturday – Half day (up to 4 hours)</td>
<td>$95.00</td>
<td>$95.00</td>
<td>0.0%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Meeting Room 1 (First floor previously C5): Monday to Saturday – Half day (up to 4 hours)</td>
<td>$95.00</td>
<td>$95.00</td>
<td>0.0%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Meeting Room 1 (First floor previously C5): Monday to Saturday – Full day (4 to 8 hours)</td>
<td>$185.00</td>
<td>$185.00</td>
<td>0.0%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

continued on next page ..
(a) W. G. Hayden Humanities Building  (Charges per meeting room)  

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Room 2 (First floor previously Canteen): Monday to Saturday – Half day (up to 4 hours)</td>
<td>$95.00</td>
<td>$95.00</td>
<td>0.00%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Meeting Room 2 (First floor previously Canteen): Monday to Saturday – Full day (4 to 8 hours)</td>
<td>$185.00</td>
<td>$185.00</td>
<td>0.00%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Conference Room (First Floor): Monday to Saturday – Half day (up to 4 hours)</td>
<td>$100.00</td>
<td>$100.00</td>
<td>0.00%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Conference Room (First Floor): Monday to Saturday – Full day (4 to 8 hours)</td>
<td>$195.00</td>
<td>$195.00</td>
<td>0.00%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

(b) Office Rental Accommodation

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Rental Accommodation: Base Rate per square metre</td>
<td>$300.00</td>
<td>$300.00</td>
<td>0.00%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

2. Ipswich Civic Centre

The charges are on a daily basis, per hour or per unit. Rates for longer-term hire or frequent use may be available upon application

“Community” means – Ipswich based school/not for profit organisation/amateur performance group.

The Civic Centre also quotes for non-standard requirements as required to meet the specific needs of customers.

Fee structures are based on cost recovery and benchmarking of other Qld Theatres and venues to meet customer requirements.

2.1 Auditorium

2.1.1 Commercial Auditorium Hire

<table>
<thead>
<tr>
<th>Name</th>
<th>Standard* Commercial use venue hire/package below OR 10% Gross Box Office, whichever is the greater</th>
<th>Year 17/18 Last YR Fee</th>
<th>Year 18/19 Fee</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Auditorium Hire – Day Rate</td>
<td></td>
<td>Standard* Commercial use venue hire/package below OR 10% Gross Box Office, whichever is the greater</td>
<td>$95.00</td>
<td>$95.00</td>
<td>0.00%</td>
<td>No change</td>
</tr>
</tbody>
</table>
### 2.1.2 Community Auditorium Hire

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard* Commercial Hire (minimum 3 hours): Monday to Sunday per hour</td>
<td>$325.00</td>
<td>$335.00</td>
<td>3.08%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Standard* Commercial Hire (minimum 3 hours): Public Holiday per hour</td>
<td>$550.00</td>
<td>$570.00</td>
<td>3.64%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Community Use (minimum 3 hours): Monday to Sunday per hour</td>
<td>$185.00</td>
<td>$189.00</td>
<td>2.16%</td>
<td>Minimal increase, in line with competitor charges</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Community Use (minimum 3 hours): Public Holiday -per hour</td>
<td>$270.00</td>
<td>$275.00</td>
<td>1.85%</td>
<td>Minimal increase, in line with competitor charges</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Standard* Commercial Package (maximum 9 hours): Monday to Sunday</td>
<td>$1,490.00</td>
<td>$1,520.00</td>
<td>2.01%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Standard* Commercial Package (maximum 9 hours): Public Holiday</td>
<td>$2,500.00</td>
<td>$2,550.00</td>
<td>2.00%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Community Package (maximum 9 hours): Monday to Sunday</td>
<td>$1,050.00</td>
<td>$1,070.00</td>
<td>1.90%</td>
<td>Minimal increase, in line with competitor charges</td>
<td>Draft</td>
</tr>
<tr>
<td>Community Package (maximum 9 hours): Public Holiday</td>
<td>$1,870.00</td>
<td>$1,907.00</td>
<td>1.98%</td>
<td>Minimal increase, in line with competitor charges</td>
<td>Reviewed</td>
</tr>
<tr>
<td>7 Day Week Hire</td>
<td>$2,950.00</td>
<td>$3,050.00</td>
<td>3.39%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Single Day Performance Package (between 8am &amp; midnight)</td>
<td>$270.00</td>
<td>$275.00</td>
<td>1.85%</td>
<td>Minimal increase, in line with competitor charges</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

Maximum of 9 continuous hours charged per hour at 6 hours of Bump-In Rate and 3 hours of Performance Rate.

Gallery Usher and Cleaning Charge – per performance | $180.00 | $185.00 | 2.78% | Increased at CPI (plus rounding) to reflect market rates. | Reviewed |

### 2.1.3 Auditorium Floor Plan Set Up

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seating /Floor Plan Set Up/Surcharge (once per season)</td>
<td>$295.00</td>
<td>$305.00</td>
<td>3.39%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Additional Cleaning Charge per hour (applies to rehearsals)</td>
<td>$55.00</td>
<td>$60.00</td>
<td>9.09%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
## 2.1.4 Auditorium Rehearsals

Rehearsal only on a Friday and Saturday night at commercial hire rates.

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Use (Minimum 3 hours): Monday to Sunday per hour</td>
<td>$160.00</td>
<td>$165.00</td>
<td>3.13%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Commercial Use (Minimum 3 hours): Public Holiday per hour</td>
<td>$315.00</td>
<td>$325.00</td>
<td>3.17%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Community Use (Minimum 3 hours): Monday to Sunday per hour</td>
<td>$95.00</td>
<td>$97.00</td>
<td>2.11%</td>
<td>Minimal increase, in line with competitor charges</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Community Use (Minimum 3 hours): Public Holidays per hour</td>
<td>$190.00</td>
<td>$194.00</td>
<td>2.11%</td>
<td>Minimal increase, in line with competitor charges</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

## 2.1.5 Set Up and Bump Out Charges

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Sunday per hour</td>
<td>$90.00</td>
<td>$95.00</td>
<td>5.56%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Public Holidays per hour (minimum 3 hours)</td>
<td>$190.00</td>
<td>$195.00</td>
<td>2.63%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

## 2.2 Studio 188 Venue

### 2.2.1 Sundry Fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seating/Floor Plan Set Up/Surcharge (once per season)</td>
<td>$130.00</td>
<td>$135.00</td>
<td>3.85%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Cleaning Charge Per Hour</td>
<td>$65.00</td>
<td>$70.00</td>
<td>7.69%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
### 2.2.2 Hire – Performance/Function/Rehearsal Rate (Standard Technical Rig)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Use (minimum 3 hours): Monday to Sunday per hour</td>
<td>$130.00</td>
<td>$135.00</td>
<td>3.85%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Commercial Use (minimum 3 hours): Public Holiday per hour</td>
<td>By Quote</td>
<td>By Quote</td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Community Use (minimum 3 hours): Monday to Sunday per hour</td>
<td>$60.00</td>
<td>$61.00</td>
<td>1.67%</td>
<td>This costs had remained unchanged for 2 years and remains competitive with similar venues</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Community Use (minimum 3 hours): Public Holiday -per hour</td>
<td>By Quote</td>
<td>By Quote</td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 2.3 Box Office Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per event creation &amp; set of Tickets</td>
<td>$100.00</td>
<td>$105.00</td>
<td>5.00%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Community Ticket Sales Commission – each</td>
<td>$2.00</td>
<td>$2.05</td>
<td>2.50%</td>
<td>Minimal increase, in line with competitor charges</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Commercial Ticket Sales Commission – each</td>
<td>$3.70</td>
<td>$3.90</td>
<td>5.41%</td>
<td>Commission rate increased by approx 5%</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Commercial Ticket Sales Commission – each (where tickets are over $35.00)</td>
<td>$4.20</td>
<td>$4.40</td>
<td>4.76%</td>
<td>Commission rate increased by approx 5%</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Merchandising – 10% Commission on gross sales (incl GST) – (Not applicable to 'Community' organisations).</td>
<td>10% of Gross Sales</td>
<td>10% of Gross Sales</td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 2.4 Technical Services

Note: Community Discount may be available upon application.

#### 2.4.1 Theatre Technical Standing Charge

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theatre 'Standing Charge' a single charge for each theatre season – includes initial stage set up and consumables.</td>
<td>$65.00</td>
<td>$70.00</td>
<td>7.69%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
2.4.2 Technical Equipment

Note: The Packaging of technical equipment may be available upon application.

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio STD – In house audience speaker system</td>
<td>$140.00</td>
<td>$145.00</td>
<td>3.57%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Audio STD – Theatre Digital audio mixer – Digico</td>
<td>$75.00</td>
<td>$80.00</td>
<td>6.67%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Audio Portable analogue console – Allen &amp; Heath</td>
<td>$55.00</td>
<td>$60.00</td>
<td>9.09%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Audio STD – Pair 10” foldback speakers complete with amplifiers</td>
<td>$55.00</td>
<td>$60.00</td>
<td>9.09%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Audio Pair 15” foldback speakers complete with amplifiers – Nexo</td>
<td>$55.00</td>
<td>$60.00</td>
<td>9.09%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Audio Pair of 15” speakers complete with amplifiers – EV</td>
<td>$55.00</td>
<td>$60.00</td>
<td>9.09%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Audio CD or Minidisc player</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No change</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Audio Portable PA system – Yamaha</td>
<td>$55.00</td>
<td>$60.00</td>
<td>9.09%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Audio Klark Teknik EQ</td>
<td>$23.00</td>
<td>$24.00</td>
<td>4.35%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Audio Hire of Tireless microphones*</td>
<td>$80.00</td>
<td>$85.00</td>
<td>6.25%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Audio Cable Microphone</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No change</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Audio Consumables</td>
<td>Actual Cost plus 30%</td>
<td>No change</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>AV Theatre data projector Panasonic 5000 ANSI-lumens</td>
<td>$240.00</td>
<td>$245.00</td>
<td>2.08%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>AV 11 ft Theatre projection screen</td>
<td>$39.00</td>
<td>$40.00</td>
<td>2.56%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>AV Portable Optima 2500 ANSI-lumen data projector and screen (laptop not provided)</td>
<td>$90.00</td>
<td>$95.00</td>
<td>5.56%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

continued on next page ..

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### 2.4.2 Technical Equipment

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV Data switcher</td>
<td>$48.00</td>
<td>$49.00</td>
<td>2.08%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>AV VGA Cat5 Ballin system</td>
<td>$7.00</td>
<td>$7.50</td>
<td>7.14%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>AV Laptop</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>AV DVD player</td>
<td>$28.00</td>
<td>$29.00</td>
<td>3.57%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>AV Portable LCD TV &amp; DVD player</td>
<td>$80.00</td>
<td>$85.00</td>
<td>6.25%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>LX STD – In house standard lighting rig</td>
<td>$185.00</td>
<td>$190.00</td>
<td>2.70%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>LX STD – Theatre lighting console – GrandMA</td>
<td>$80.00</td>
<td>$85.00</td>
<td>6.25%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>LX Portable lighting console – MA Node</td>
<td>$55.00</td>
<td>$60.00</td>
<td>9.09%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>LX LED parcan – Proshop</td>
<td>$14.00</td>
<td>$15.00</td>
<td>7.14%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>LX Standard parcan</td>
<td>$7.00</td>
<td>$7.50</td>
<td>7.14%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>LX Moving head intelligent lighting fixture (mover)</td>
<td>$90.00</td>
<td>$95.00</td>
<td>5.56%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>LX Rigging – lighting tree</td>
<td>$27.00</td>
<td>$28.00</td>
<td>3.70%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>LX Followspot – Each unit per Performance</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>EFX Smoke or Haze machine</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Hire in of additional lighting, AV, Audio, Staging or other special equipment</td>
<td>Actual Cost plus 10%</td>
<td>No change</td>
<td>Actual Cost plus 10%</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
## 2.4.3 Staging (cost of labour additional)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectern Hire</td>
<td>$17.00</td>
<td>$18.00</td>
<td>5.88%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Porta Floor charge per section 2.44 x 1.22m</td>
<td>$18.00</td>
<td>$18.00</td>
<td>0.00%</td>
<td>No change, adjusted to make consistent with related fees.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Sica folding stage per section 2.4 x 1.8m</td>
<td>$29.00</td>
<td>$30.00</td>
<td>3.45%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

## 2.4.4 Piano

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Piano – Performance/Rehearsal</td>
<td>$95.00</td>
<td>$100.00</td>
<td>5.26%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Upright Piano – Performance/Rehearsal</td>
<td>$65.00</td>
<td>$70.00</td>
<td>7.69%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Piano Tuning Fee</td>
<td>$240.00</td>
<td>$245.00</td>
<td>2.08%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

## 2.5 Marketing Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Ad Placement and Target Marketing per hour</td>
<td>Actual Cost Plus 15% Last YR Fee</td>
<td>Actual Cost Plus 15%</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Media Promotional package</td>
<td>Actual Cost Plus 15% Last YR Fee</td>
<td>Actual Cost Plus 15%</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Theatre Strip Advertising Package A placement in local papers</td>
<td>Actual Cost Plus 15% Last YR Fee</td>
<td>Actual Cost Plus 15%</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>Theatre Strip Advertising Package B placement in local papers</td>
<td>Actual Cost Plus 15% Last YR Fee</td>
<td>Actual Cost Plus 15%</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td>E Flyer Target Marketing per campaign</td>
<td>Actual Cost Plus 15% Last YR Fee</td>
<td>Actual Cost Plus 15%</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

continued on next page ..
### 2.5 Marketing Services [continued]

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Mail Target Marketing</td>
<td>Actual Cost Plus 15%</td>
<td>Actual Cost Plus 15%</td>
<td>No change</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Outdoor Advertising</td>
<td>Actual Cost Plus 15%</td>
<td>Actual Cost Plus 15%</td>
<td>No change</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 2.6 Auditorium Function Venue Hire

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Last YR Fee</th>
<th>Year 18/19 Fee</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Sunday– Half Day (up to 4 hours)</td>
<td>$700.00</td>
<td>$720.00</td>
<td>2.86%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Monday to Sunday – Full Day (up to 8 hours)</td>
<td>$1,390.00</td>
<td>$1,420.00</td>
<td>2.16%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Public Holiday – per hour (Minimum 4 hours)</td>
<td>$330.00</td>
<td>$340.00</td>
<td>3.03%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 2.7 Cunningham Room

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Last YR Fee</th>
<th>Year 18/19 Fee</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Sunday– Half Day (up to 4 hours)</td>
<td>$420.00</td>
<td>$430.00</td>
<td>2.38%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Monday to Sunday – Full Day (up to 8 hours)</td>
<td>$840.00</td>
<td>$860.00</td>
<td>2.38%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Public Holiday – per hour (Minimum 4 hours)</td>
<td>$200.00</td>
<td>$205.00</td>
<td>2.50%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 2.8 Lockyer Room

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Last YR Fee</th>
<th>Year 18/19 Fee</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Sunday– Half Day (up to 4 hours)</td>
<td>$285.00</td>
<td>$295.00</td>
<td>3.51%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Monday to Sunday – Full Day (up to 8 hours)</td>
<td>$570.00</td>
<td>$590.00</td>
<td>3.51%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Public Holiday – per hour (Minimum 4 hours)</td>
<td>$170.00</td>
<td>$175.00</td>
<td>2.94%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
### 2.9 Logan Room

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Sunday– Half Day (up to 4 hours)</td>
<td>$130.00</td>
<td>$135.00</td>
<td>3.85%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Monday to Sunday – Full Day (up to 8 hours)</td>
<td>$260.00</td>
<td>$265.00</td>
<td>1.92%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Public Holiday</td>
<td>By Quote</td>
<td></td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 2.10 Function Room Floor Plan Set Up

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function packages</td>
<td>Function packages of room hire and catering may be available upon application.</td>
<td></td>
<td></td>
<td>NEW FEE. This was previously a note but has been changed to a fee item.</td>
<td>New</td>
</tr>
</tbody>
</table>

### 2.11 Foyer or Terrace Hire

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foyer or Terrace</td>
<td>$170.00</td>
<td>$175.00</td>
<td>2.94%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
### 2.12 Labour Charge Out

<table>
<thead>
<tr>
<th>Name</th>
<th>2017/18 Fee (incl. GST)</th>
<th>2018/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front of House / Usher package</td>
<td>$670.00</td>
<td>$690.00</td>
<td>2.99%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Front of House / Usher service per patron</td>
<td>$2.00</td>
<td>$2.05</td>
<td>2.50%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Security Staff per hour</td>
<td>$85.00</td>
<td>$90.00</td>
<td>5.88%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Technical Officer (per hour) for bump-in/out, rigging, design and/or technical operational purposes,</td>
<td>$65.00</td>
<td>$70.00</td>
<td>7.69%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Front of House / Functions Coordinator per hour</td>
<td>$65.00</td>
<td>$70.00</td>
<td>7.69%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Front of House Ushers (one for every 150 guests)</td>
<td>$55.00</td>
<td>$60.00</td>
<td>9.09%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Cleaning charges per hour</td>
<td>$55.00</td>
<td>$60.00</td>
<td>9.09%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Wait service per hour</td>
<td>$55.00</td>
<td>$60.00</td>
<td>9.09%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>General staff / Merchandise sellers per hour</td>
<td>$55.00</td>
<td>$60.00</td>
<td>9.09%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Labour charge penalty rates apply for overtime and Public Holidays.</td>
<td></td>
<td>At award rates</td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

Labour charge penalty rates apply for overtime and Public Holidays.

#### 2.13 Catering Charges

Note: Minimum charge of 3 hours may apply / staff require a meal break every 5 hours

<table>
<thead>
<tr>
<th>Item</th>
<th>2017/18 Fee (incl. GST)</th>
<th>2018/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals, Light Catering, Confectionary, Drinks &amp; Alcohol: Charges for meals, light catering, confectionery, refreshments and liquor at market rates.</td>
<td>By Quote</td>
<td>No change</td>
<td></td>
<td></td>
<td>Reviewed</td>
</tr>
<tr>
<td>Corkage Service Fee (per bottle) charitable events only</td>
<td>$13.00</td>
<td>$14.00</td>
<td>7.69%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
2.14 Equipment Hire

The charges are on a daily basis, per hour or per unit. Rates for longer-term hire or frequent use may be available upon application.

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tablecloths – each</td>
<td>$15.00</td>
<td>$16.00</td>
<td>6.67%</td>
<td>Increased at CPI (plus rounding) to reflect market rates.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Hospitality service items per unit</td>
<td></td>
<td>By Quote</td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Fee to secure a non performance based booking</td>
<td></td>
<td>A prepayment of 10% of the estimated value of the event is required at the time of booking, or $500, whichever is the greater.</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

3. North Ipswich Reserve Corporate Centre

Conference and event packages of room hire and catering are available upon application.

3.1 Facilities Hire

3.1.1 Community

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Hire – North &amp; South Room: Monday – Sunday (full day, up to 8 hours)</td>
<td>$0.00</td>
<td>$410.00</td>
<td>-</td>
<td>NEW FEE. Fee was previously charged under WPR – Urban and Rural Greening – Facility Use – Facility use for the hire of North Ipswich Reserve Corporate Centre, Briggs Road Function Room and Rosewood Showgrounds Cultural Centre only: Community Hire Fee – per location per event $395 (incl GST) as at 2017/2018. Day and half day hire not previously available. Transferred to ASDC&amp;E as of 1 July 2018 and new charge structure applied.</td>
<td>New</td>
</tr>
<tr>
<td>Community Hire – North &amp; South Room: Monday – Sunday (half day, up to 4 hours)</td>
<td>$0.00</td>
<td>$220.00</td>
<td>-</td>
<td>NEW FEE. As Above</td>
<td>New</td>
</tr>
<tr>
<td>Community Hire – North &amp; South Room: Public Holiday (per hour, minimum 4 hours)</td>
<td>$0.00</td>
<td>$190.00</td>
<td>-</td>
<td>NEW FEE. As Above</td>
<td>New</td>
</tr>
</tbody>
</table>

continued on next page ..
3.1.1 Community [continued]

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Hire – North Room: Monday – Sunday (full day, up to 8 hours)</td>
<td>$0.00</td>
<td>$220.00</td>
<td>-</td>
<td>NEW FEE. As Above</td>
<td>New</td>
</tr>
<tr>
<td>Community Hire – North Room: Monday – Sunday (half day, up to 4 hours)</td>
<td>$0.00</td>
<td>$110.00</td>
<td>-</td>
<td>NEW FEE. As Above</td>
<td>New</td>
</tr>
<tr>
<td>Community Hire – North Room: Public Holiday (per hour, minimum 4 hours)</td>
<td>$0.00</td>
<td>$190.00</td>
<td>-</td>
<td>NEW FEE. As Above</td>
<td>New</td>
</tr>
<tr>
<td>Community Hire – South Room: Monday – Sunday (full day, up to 8 hours)</td>
<td>$0.00</td>
<td>$220.00</td>
<td>-</td>
<td>NEW FEE. As Above</td>
<td>New</td>
</tr>
<tr>
<td>Community Hire – South Room: Monday – Sunday (half day, up to 4 hours)</td>
<td>$0.00</td>
<td>$110.00</td>
<td>-</td>
<td>NEW FEE. As Above</td>
<td>New</td>
</tr>
<tr>
<td>Community Hire – South Room: Public Holiday (per hour, minimum 4 hours)</td>
<td>$0.00</td>
<td>$190.00</td>
<td>-</td>
<td>NEW FEE. As Above</td>
<td>New</td>
</tr>
</tbody>
</table>

3.1.2 Commercial

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Hire – North &amp; South Room: Monday – Sunday (full day, up to 8 hours)</td>
<td>$0.00</td>
<td>$840.00</td>
<td>-</td>
<td>NEW FEE. Fee was previously charged under WPR – Urban and Rural Greening – Facility Use – Facility use for the hire of North Ipswich Reserve Corporate Centre, Briggs Road Function Room and Rosewood Showgrounds Cultural Centre only: Commercial: Daily Rate $780 (incl GST) as at 2017/2018. Day and half day hire not previously available. Transferred to ASDC&amp;E as of 1 July 2018 and new charge structure applied.</td>
<td>New</td>
</tr>
<tr>
<td>Commercial Hire – North &amp; South Room: Monday – Sunday (half day, up to 4 hours)</td>
<td>$0.00</td>
<td>$420.00</td>
<td>-</td>
<td>NEW FEE. As Above</td>
<td>New</td>
</tr>
<tr>
<td>Commercial Hire – North &amp; South Room: Public Holiday (per hour, minimum 4 hours)</td>
<td>$0.00</td>
<td>$250.00</td>
<td>-</td>
<td>NEW FEE. As Above</td>
<td>New</td>
</tr>
<tr>
<td>Commercial Hire – North Room: Monday – Sunday (full day, up to 8 hours)</td>
<td>$0.00</td>
<td>$440.00</td>
<td>-</td>
<td>NEW FEE. As Above</td>
<td>New</td>
</tr>
<tr>
<td>Commercial Hire – North Room: Monday – Sunday (half day, up to 4 hours)</td>
<td>$0.00</td>
<td>$220.00</td>
<td>-</td>
<td>NEW FEE. As Above</td>
<td>New</td>
</tr>
<tr>
<td>Commercial Hire – North Room: Public Holiday (per hour, minimum 4 hours)</td>
<td>$0.00</td>
<td>$250.00</td>
<td>-</td>
<td>NEW FEE. As Above</td>
<td>New</td>
</tr>
<tr>
<td>Commercial Hire – South Room: Monday – Sunday (full day, up to 8 hours)</td>
<td>$0.00</td>
<td>$440.00</td>
<td>-</td>
<td>NEW FEE. As Above</td>
<td>New</td>
</tr>
</tbody>
</table>

continued on next page ..
3.1.2 Commercial [continued]

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Hire – South Room: Monday – Sunday (half day, up to 4 hours)</td>
<td>$0.00</td>
<td>$220.00</td>
<td>-</td>
<td>NEW FEE As Above</td>
<td>New</td>
</tr>
<tr>
<td>Commercial Hire – South Room: Public Holiday (per hour, minimum 4 hours)</td>
<td>$0.00</td>
<td>$250.00</td>
<td>-</td>
<td>NEW FEE As Above</td>
<td>New</td>
</tr>
</tbody>
</table>

4. Library Services

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

4.1 Information Access

4.1.1 Overdue, Lost and Cancelled Items

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice fee for overdue items</td>
<td>$5.00</td>
<td>0.00%</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Invoice is sent after 21 days overdue, and includes administration cost. Overdue grace period of seven days from due date before overdue fees commence</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fees for Lost or Irreparably Damaged Books, Magazines, Audio Visual Items and Electronic Devices: Original purchase price to be charged as per bibliographic record</td>
<td>By Quote</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.1.2 Public Internet Access/Word Processing Access

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-library member (per hour or part thereof)</td>
<td>$4.50</td>
<td>0.00%</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Library member (per hour or part thereof)</td>
<td></td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Discontinued Fee: Wi-Fi access</td>
<td></td>
<td></td>
<td>To be discontinued – no longer applicable.</td>
<td>Discontinued</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 4.1.3 Reference Internet Access

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discontinued Fee: Reference Internet Access</td>
<td>No charge</td>
<td>No charge</td>
<td></td>
<td>Discontinued fee</td>
<td>Discontinued</td>
</tr>
</tbody>
</table>

### 4.1.4 Fax Facilities to External Customers

<table>
<thead>
<tr>
<th>Service</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sending – 1st page</td>
<td>$4.70</td>
<td>$4.70</td>
<td>0.00%</td>
<td>The aim to attract more members, the fee will be kept at current levels</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Sending – each additional page</td>
<td>$1.35</td>
<td>$1.35</td>
<td>0.00%</td>
<td>The aim to attract more members, the fee will be kept at current levels</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Sending (International) – 1st page</td>
<td>$9.70</td>
<td>$9.70</td>
<td>0.00%</td>
<td>The aim to attract more members, the fee will be kept at current levels</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Sending (International) – each additional page</td>
<td>$2.60</td>
<td>$2.60</td>
<td>0.00%</td>
<td>The aim to attract more members, the fee will be kept at current levels</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Receiving – 1st page</td>
<td>$1.30</td>
<td>$1.30</td>
<td>0.00%</td>
<td>The aim to attract more members, the fee will be kept at current levels</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Receiving – each additional page</td>
<td>$1.30</td>
<td>$1.30</td>
<td>0.00%</td>
<td>The aim to attract more members, the fee will be kept at current levels</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 4.1.5 Photocopying to External Customers

| * Self Service: Customers print or photocopy material as needed |
|---|---|---|---|---|---|
| Library Photocopying: Black and white – A4* | $0.10 | $0.10 | 0.00% | Kept at same nominal rate following review of print and copy charges which confirmed this rate reflects self service cost recovery | Reviewed |
| Library Photocopying: Black and white – A3* | $0.20 | $0.20 | 0.00% | Kept at same nominal rate following review of print and copy charges which confirmed this rate reflects self service cost recovery | Reviewed |
| Library Photocopying: Colour – A4* | $0.75 | $0.75 | 0.00% | Kept at same nominal rate following review of print and copy charges which confirmed this rate reflects self service cost recovery | Reviewed |
| Library Photocopying: Colour – A3* | $1.50 | $1.50 | 0.00% | Kept at same nominal rate following review of print and copy charges which confirmed this rate reflects self service cost recovery | Reviewed |
4.2 Library Venue Hire

4.2.1 Barry Jones Auditorium (BJA) at Ipswich Library

(a) Venue Hire

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Sunday – per hour</td>
<td>$60.00</td>
<td>$60.00</td>
<td>0.00%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Monday to Sunday – Half day (2 – 4 hours)</td>
<td>$230.00</td>
<td>$230.00</td>
<td>0.00%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Monday to Friday – Full day (4 – 8 hours)</td>
<td>$360.00</td>
<td>$360.00</td>
<td>0.00%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Public Holidays – Half day (2 – 4 hours)</td>
<td>$650.00</td>
<td>$650.00</td>
<td>0.00%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Public Holidays – Full day (4 – 8 hours)</td>
<td>$1,230.00</td>
<td>$1,230.00</td>
<td>0.00%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

(b) Operator Charges

(An operator is required to be in attendance for set up of equipment)

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee (incl. GST)</th>
<th>Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday up to 6:00 p.m. (per hour, minimum half hour)</td>
<td>staff cost plus 10%</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday to Friday after 6:00 p.m. (per hour, minimum half hour)</td>
<td>staff cost plus 10%</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturdays and Sundays (per hour, minimum half hour)</td>
<td>staff cost plus 10%</td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### (c) BJA Equipment Hire (to all users)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18</th>
<th>Year 18/19</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surface tablet – with direct connection to Internet hub</td>
<td>No charge</td>
<td>No charge</td>
<td>Fee at no charge as per last year. This is fixed equipment in the BJA and is supplied as standard</td>
<td>New</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>and covered in room hire charge</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Last YR Fee</td>
<td>Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No change</td>
<td>Increase</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio Visual Equipment, Slide Projector, Electronic whiteboard,</td>
<td>$22.00</td>
<td>$22.00</td>
<td>No increase against 2017-18</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Overhead Projector Data Projector</td>
<td></td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lectern, Microphones (hand held / lapel), Standard Whiteboard, Tables</td>
<td>No charge</td>
<td>No change</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>and Chairs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Last YR Fee</td>
<td>Actual Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No charge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out of Hours Lockup / Early Opening</td>
<td>Actual Cost</td>
<td>Actual Cost</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td>Last YR Fee</td>
<td>Actual Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual Cost of external body passed on to user</td>
<td>No change</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Actual Cost</td>
<td>Actual Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday to Friday – 05:30am – 18:30pm</td>
<td>No change</td>
<td></td>
<td></td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td>Last YR Fee</td>
<td>Actual Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday to Friday – 18:30pm – 05:30 am</td>
<td>No change</td>
<td></td>
<td></td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td>Last YR Fee</td>
<td>Actual Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday (24 hours) and overtime</td>
<td>No change</td>
<td></td>
<td></td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td>Last YR Fee</td>
<td>Actual Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday (24 hours) and overtime</td>
<td>No change</td>
<td></td>
<td></td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td>Last YR Fee</td>
<td>Actual Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Holidays (24 hours) and overtime</td>
<td>No change</td>
<td></td>
<td></td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td>Last YR Fee</td>
<td>Actual Cost</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 4.2.2 Library Courtyard – Ipswich Library

Courtyard available only during Ipswich Library Branch Opening Hours

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire of Library Courtyard</td>
<td>$30.00</td>
<td>$30.00</td>
<td>0.00%</td>
<td>No change. Fee kept the same to encourage use</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Set up and Clean up</td>
<td>$16.00</td>
<td>$16.00</td>
<td>0.00%</td>
<td>No change. Fee kept the same to encourage use</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Crockery Hire</td>
<td>$16.00</td>
<td>$16.00</td>
<td>0.00%</td>
<td>No change. Fee kept the same to encourage use</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Urn Hire</td>
<td>$16.00</td>
<td>$16.00</td>
<td>0.00%</td>
<td>No change. Fee kept the same to encourage use</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

## 4.2.3 Library Study Rooms

(a) **Non-commercial Use**

*Note non-commercial services can only be booked by a library member. For Non-members, see charges under 3.2.3 (b)*

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members (for non-commercial purposes)</td>
<td>No charge</td>
<td>Note this fee was previously entitled &quot;Not for profit community groups/study groups&quot; but has been transferred to be for members only at request of library manager in interests of increasing utilization of rooms and consistent with standard practice in other libraries.</td>
<td>Reviewed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(b) **Non-Members and Business/Commercial Use**

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Sunday – per hour</td>
<td>$25.00</td>
<td>$25.00</td>
<td>0.00%</td>
<td>Fee kept the same to encourage use</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Monday to Sunday – Half day (2 – 4 hours)</td>
<td>$70.00</td>
<td>$70.00</td>
<td>0.00%</td>
<td>Fee kept the same to encourage use</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Monday to Friday – Full day (4 – 8 hours)</td>
<td>$135.00</td>
<td>$135.00</td>
<td>0.00%</td>
<td>Fee kept the same to encourage use</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

(c) **Equipment**

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other equipment available</td>
<td>see Barry Jones Auditorium charges</td>
<td>see Barry Jones Auditorium charges</td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
(d) Deposit

A refundable deposit may be charged for the area concerned based on the value of the contents of the facility.

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>10% of Venue Hire</td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

4.2.4 Training Room Hire

The training room is only available during the opening hours of the Library Branch.

**Ipswich Library Branch:**
- Monday to Friday 9am – 5pm – per hour or part thereof
  - Year 17/18: $47.00
  - Year 18/19: $80.00
  - Increase: 70.21%
  - Base charge for room hire has been increased to encompass cost of PC hire. The separate charge for PC usage has accordingly been discontinued.

Room hire at Ipswich Library Branch includes a maximum of 8 PCs.

**Ipswich Library Branch:**
- Saturday or Sunday 9am – 12pm – per hour or part thereof
  - Year 17/18: $60.00
  - Year 18/19: $100.00
  - Increase: 66.67%
  - Fee set on same basis as Monday-Friday charge, but with surcharge for weekend use.

Room hire at Ipswich Library Branch includes a maximum of 8 PCs.

**Discontinued Fee:**
- Additional charges: PC Charge (per PC)
  - Year 17/18: $18.00
  - Year 18/19: $18.00
  - Increase: 0.00%
  - Fee to be discontinued. Cost of PC use to be captured in room charge fee.

**Springfield Library Branch:**
- Monday to Friday 9am – 5pm – per hour or part thereof
  - Year 17/18: $0.00
  - Year 18/19: $140.00
  - Fee set on same basis as Ipswich branch charges.

Room hire at Springfield Library Branch includes a maximum of 20 PCs.

**Springfield Library Branch:**
- Saturday or Sunday 9am – 12pm – per hour or part thereof
  - Year 17/18: $0.00
  - Year 18/19: $160.00
  - Fee set on same basis as Monday-Friday charge, but with surcharge for weekend use.

Room hire at Springfield Library Branch includes a maximum of 20 PCs.
### 4.3 Other Library Charges

#### 4.3.1 Research/Consultancy Fees – including Picture Ipswich

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>staff cost plus 10%</td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td>Last YR Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per hour</td>
<td>staff cost plus 10%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per 20 minutes for each additional 20 minutes or part thereof</td>
<td>staff cost plus 10%</td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

#### 4.3.2 Database Access (Online Searching)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By quote (at cost)</td>
<td></td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td>Last YR Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Database Access</td>
<td>By quote (at cost)</td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By quote (at cost)</td>
<td></td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td>Last YR Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research/Consultancy Fees</td>
<td>By quote (at cost)</td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

#### 4.3.3 Inter-Library Loans/Document Delivery

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inter-Library Loans</td>
<td>By quote (at cost)</td>
<td></td>
<td>No change</td>
<td>New</td>
<td></td>
</tr>
<tr>
<td>Replacement fee of Inter-Library Loaned (ILL) Book Trap</td>
<td>$3.00</td>
<td>$3.00</td>
<td>0.00%</td>
<td>No increase against 2017-18</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

#### 4.3.4 Advanced Internet Training Sessions

**a) Internet Training (for Ipswich Region organisations)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half day sessions (Up to 4 hrs)</td>
<td>$125.00</td>
<td>$125.00</td>
<td>0.00%</td>
<td>No increase against 2017-18</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Full day sessions (Greater than 4hrs and less than 7.5hrs)</td>
<td>$185.00</td>
<td>$185.00</td>
<td>0.00%</td>
<td>No increase against 2017-18</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
### (b) Internet Training (for Non-Ipswich Region organisations)

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Training at Ipswich Libraries locations: Groups 3-8 people (charged per person)</td>
<td>$40.00</td>
<td>$40.00</td>
<td>0.0%</td>
<td>No increase against 2017-18</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Internet Training at Ipswich Libraries locations: Groups 9-16 people (charged per person)</td>
<td>$29.00</td>
<td>$29.00</td>
<td>0.0%</td>
<td>No increase against 2017-18</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Internet Training at Ipswich Libraries locations: Groups over 16 people (charged per person)</td>
<td>$23.00</td>
<td>$23.00</td>
<td>0.0%</td>
<td>No increase against 2017-18</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### (c) Onsite Internet Training

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onsite Internet Training: Hourly Charge (minimum three hours)</td>
<td>$125.00</td>
<td>$180.00</td>
<td>44.0%</td>
<td>Base charge increased to reflect removal of separate equipment charge.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Onsite Internet Training: Hourly Charge after three hours</td>
<td>$105.00</td>
<td>$150.00</td>
<td>42.6%</td>
<td>Base charge increased to reflect removal of separate equipment charge.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Discontinued Fee: Onsite Internet Training: Equipment Charge</td>
<td>$125.00</td>
<td>$125.00</td>
<td>0.0%</td>
<td>Fee to be discontinued as equipment charges have been incorporated into the room rates.</td>
<td>Discontinued</td>
</tr>
</tbody>
</table>

### (d) Subject Specific Internet

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Specific Internet: Preparation of Material</td>
<td>$135.00</td>
<td>$135.00</td>
<td>0.0%</td>
<td>No increase against 2017-18</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 4.3.5 Library Activities and Events

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discontinued Fee: School Holiday Program – Children’s (12yrs and under) Movie Attendance Fee per person</td>
<td>$1.30</td>
<td>$1.30</td>
<td>0.0%</td>
<td>Fee removed. Movies no longer shown at Library</td>
<td>Discontinued</td>
</tr>
<tr>
<td>Discontinued Fee: School Holiday Program – Adult / Teenage Movie Attendance Fee per person</td>
<td>$1.60</td>
<td>$1.60</td>
<td>0.0%</td>
<td>Fee removed. Movies no longer shown at Library</td>
<td>Discontinued</td>
</tr>
<tr>
<td>School Holiday Entertainment</td>
<td>By quote</td>
<td></td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Special Events/Entertainment</td>
<td>By quote</td>
<td></td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Library Programs and Events</td>
<td>By quote</td>
<td></td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
### 4.3.6 Local History

<table>
<thead>
<tr>
<th>Research Fees: Up to 20 minutes</th>
<th>No charge</th>
<th>No charge</th>
<th>Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last YR Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No charge</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Fees: Per hour after first 20 minutes (or part thereof)</th>
<th>Staff cost plus 10%</th>
<th>No change</th>
<th>Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last YR Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff cost plus 10%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4.3.7 Merchandise

<table>
<thead>
<tr>
<th>Selected items – prices on application</th>
<th>By quote</th>
<th>No change</th>
<th>Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last YR Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POA plus 10%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Withdrawn stock</th>
<th>By quote</th>
<th>No change</th>
<th>Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last YR Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POA plus 10%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4.3.8 Friends of Ipswich Library Service – FOILS

| FOILS Membership Fee – Single          | $5.00    | $5.00    | 0.00%    | Fee kept the same to encourage use by being within the reach of the many pensioners who wish to join | Reviewed |

| FOILS Membership Fee – Family          | $10.00   | $10.00   | 0.00%    | Fee kept the same to encourage use by being within the reach of the many pensioners who wish to join | Reviewed |

<p>| FOILS Membership – Corporate           | $55.00   | $55.00   | 0.00%    | Fee kept the same to encourage use | Reviewed |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Gallery hire (per week) – minimum of 1 week hire</td>
<td>$110.00</td>
<td>$110.00</td>
<td>0.0%</td>
<td>No increase against 2017-18.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Merchandise – Selected items</td>
<td>By Quote</td>
<td>Last YR Fee By Quote</td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Selected workshops and events</td>
<td>By Quote</td>
<td>Last YR Fee By Quote</td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Special Exhibitions – Entry fee for Ipswich/ non-Ipswich residents</td>
<td>By Quote</td>
<td>Last YR Fee By Quote</td>
<td></td>
<td>No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
### 1. Tourism

#### 1.1 Ipswich Visitors Information Centre

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotional Services Fee: Members of Ipswich Tourism Operators Network (ITON) located within Ipswich City boundaries</td>
<td>No charge</td>
<td>No charge</td>
<td></td>
<td>Continue this service at no charge.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Promotional Services Fee: Members of Ipswich Tourism Operators Network (ITON) located outside Ipswich City boundaries</td>
<td>$0.00</td>
<td>$150.00</td>
<td>-</td>
<td>NEW FEE. New fee to allow members outside the Ipswich Local Government area to utilise services.</td>
<td>New</td>
</tr>
<tr>
<td>Promotional Services Fee: Non-members of ITON located within Ipswich City boundaries</td>
<td>$180.00</td>
<td>$180.00</td>
<td>0.00%</td>
<td>No change.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Promotional Services Fee: Non-members of ITON located outside Ipswich City boundaries</td>
<td>$255.00</td>
<td>$255.00</td>
<td>0.00%</td>
<td>No change.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Merchandise – Selected Items</td>
<td>By Quote</td>
<td>By Quote</td>
<td></td>
<td>No change.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Booking Cancellation Fee: Cancellation of tourism bookings in line with specified Terms &amp; Conditions</td>
<td>$24.00</td>
<td>$24.00</td>
<td>0.00%</td>
<td>No change.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Discontinued Fee: Ipswich Tourism Operators Network (ITON) Participation Fees: Eligible tourism business</td>
<td>$55.00</td>
<td>$55.00</td>
<td>0.00%</td>
<td>Participation fees for ITON have been discontinued.</td>
<td>Discontinued</td>
</tr>
<tr>
<td>Discontinued Fee: Ipswich Tourism Operators Network (ITON) Participation Fees: Eligible tourism business (wholly operated by non-paid staff)</td>
<td>$27.00</td>
<td>$27.00</td>
<td>0.00%</td>
<td>Participation fees for ITON have been discontinued.</td>
<td>Discontinued</td>
</tr>
</tbody>
</table>

### 2. Marketing Services

#### 2.1 Advertising Fee – Street Banners

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>For six (6) months</td>
<td>$3,150.00</td>
<td>$3,250.00</td>
<td>3.17%</td>
<td>Standard increase of 3% applied (plus rounding). This charge was not increased last year.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Per week (minimum two week booking)</td>
<td>$820.00</td>
<td>$850.00</td>
<td>3.66%</td>
<td>Standard increase of 3% applied (plus rounding). This charge was not increased last year.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
### 2.2 International Delegations

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Day</td>
<td>$730.00</td>
<td>$750.00</td>
<td>2.74%</td>
<td>Increased at standard 3% escalation plus rounding. Noted that fees for this service are commonly waived as a courtesy, but option to apply the fee ensures service is not subject to excessive demand.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Full Day</td>
<td>$1,080.00</td>
<td>$1,100.00</td>
<td>1.85%</td>
<td>Nominal increase applied to bring charge to round figure. See note on half day charges.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 2.3 City of Ipswich Logo Flags

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Ipswich Logo Flag – purchase price</td>
<td>$145.00</td>
<td>$150.00</td>
<td>3.45%</td>
<td>Standard increase of 3% applied (plus rounding). Was not increased last year.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 2.4 Marketing & Consultancy Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultancy Services – Per Hour</td>
<td>$295.00</td>
<td>$300.00</td>
<td>1.69%</td>
<td>Nominal increase applied to bring charge to round figure, reflecting expected increases in underlying costs.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
## 3. Other Services

### 3.1 Fire Station 101

#### 3.1.1 Fire Station 101 Memberships

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

<table>
<thead>
<tr>
<th></th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day Pass</strong></td>
<td>0.00</td>
<td>22.00</td>
<td>-</td>
<td>NEW FEE. No increase on 2017-18 rates as charged by Fire Station 101.</td>
<td></td>
</tr>
<tr>
<td><strong>Part Time Membership (per calendar month)</strong></td>
<td>0.00</td>
<td>165.00</td>
<td>-</td>
<td>NEW FEE. No increase on 2017-18 rates as charged by Fire Station 101.</td>
<td></td>
</tr>
<tr>
<td><strong>Full Time Membership (per calendar month)</strong></td>
<td>0.00</td>
<td>275.00</td>
<td>-</td>
<td>NEW FEE. No increase on 2017-18 rates as charged by Fire Station 101.</td>
<td></td>
</tr>
<tr>
<td><strong>Access Card Deposit</strong></td>
<td>0.00</td>
<td>45.00</td>
<td>-</td>
<td>NEW FEE. Charge consistent with price of WPR community key deposits.</td>
<td></td>
</tr>
<tr>
<td><strong>Virtual Membership (per year)</strong></td>
<td>0.00</td>
<td>110.00</td>
<td>-</td>
<td>NEW FEE. No increase on 2017-18 rates as charged by Fire Station 101.</td>
<td></td>
</tr>
</tbody>
</table>

Day Passes are valid for a single day for members on the drop-in plan.

Available to full and part time members only. Bond is refundable upon return of access card. Consistent with price of WPR community key deposits.
3.1.2 Fire Station 101 Venue Hire

Meeting room hire is included in full and part time memberships at no additional cost, subject to availability. Charges apply for all other users.

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Room – Half day (up to 4 hours)</td>
<td>$0.00</td>
<td>$110.00</td>
<td>-</td>
<td>NEW FEE. No increase on 2017-18 rates as charged by Fire Station 101.</td>
<td>New</td>
</tr>
<tr>
<td>Meeting Room – Full day (up to 8 hours)</td>
<td>$0.00</td>
<td>$220.00</td>
<td>-</td>
<td>NEW FEE. No increase on 2017-18 rates as charged by Fire Station 101.</td>
<td>New</td>
</tr>
<tr>
<td>Meeting Room – Weekends and Outside Standard Business Hours (per hour)</td>
<td>$0.00</td>
<td>$55.00</td>
<td>-</td>
<td>NEW FEE. No increase on 2017-18 rates as charged by Fire Station 101.</td>
<td>New</td>
</tr>
</tbody>
</table>

Minimum charge 2 hours

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function Room / Event Space – Half day (up to 4 hours)</td>
<td>$0.00</td>
<td>$275.00</td>
<td>-</td>
<td>NEW FEE. No increase on 2017-18 rates as charged by Fire Station 101.</td>
<td>New</td>
</tr>
<tr>
<td>Function Room / Event Space – Full day (up to 8 hours)</td>
<td>$0.00</td>
<td>$550.00</td>
<td>-</td>
<td>NEW FEE. No increase on 2017-18 rates as charged by Fire Station 101.</td>
<td>New</td>
</tr>
<tr>
<td>Function Room / Event Space – Weekends and Outside Standard Business Hours (per hour)</td>
<td>$0.00</td>
<td>$140.00</td>
<td>-</td>
<td>NEW FEE. No increase on 2017-18 rates as charged by Fire Station 101.</td>
<td>New</td>
</tr>
</tbody>
</table>

Minimum charge 2 hours

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function Room Setup and Bump Out Charges (per hour)</td>
<td>$0.00</td>
<td>$55.00</td>
<td>-</td>
<td>NEW FEE. Has not been charged to date by Fire Station 101. This is at cost, based on one person. Additional persons will be charged as a second hourly fee.</td>
<td>New</td>
</tr>
</tbody>
</table>

On request. Minimum 1 hour per event.

<table>
<thead>
<tr>
<th>Catering</th>
<th>By quote.</th>
<th>NEW FEE.</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Group Use of Fire Station 101 Venue (per calendar month)</td>
<td>$0.00</td>
<td>$330.00</td>
<td>-</td>
</tr>
</tbody>
</table>
### 3.1.3 Fire Station 101 Facilitation Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Facilitation and Mentoring (per hour)</td>
<td>$0.00</td>
<td>$180.00</td>
<td>-</td>
<td>NEW FEE. Not previously charged. Set the same as the hourly charge by Ipswich Libraries for onsite internet training. The rate reflects cost for delivery and administration, plus a small margin to cover Fire Station 101 overheads. This rate is not to be applied to consulting services. Consulting services, if service is established, will need to be priced separately.</td>
</tr>
<tr>
<td>Events hosting (major events)</td>
<td>By quote.</td>
<td>By quote.</td>
<td></td>
<td>NEW FEE. Such events have been by quote to date, and are typically charged significantly below cost. Subsidisation may be appropriate in some instances where the function aligns with Council objectives/policy and does not breach competition policy. For other instances it is suggested that consistent with other Council function services, this be priced by quote, with quotes calculated at cost plus 10%.</td>
</tr>
<tr>
<td>Hosting, facilitation and venue hire for events of more than one day, including but not limited to Hackathons.</td>
<td>By quote.</td>
<td>By quote.</td>
<td></td>
<td>NEW FEE.</td>
</tr>
<tr>
<td>Other services provided by Fire Station 101</td>
<td>By quote.</td>
<td>By quote.</td>
<td></td>
<td>NEW FEE.</td>
</tr>
</tbody>
</table>

Customised services may be available on request.

On request, subject to availability. Minimum 1 hour.

### Year 17/18 Year 18/19

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee (incl. GST)</th>
<th>Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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F1NANCE AND CORPORATE SERVICES DEPARTMENT

1. Financial Services

1.1 Financial Reports

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) ICC Budget</td>
<td>No charge</td>
<td>No charge</td>
<td></td>
<td>Remain at no charge</td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td>Last YR Fee</td>
<td>No charge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) ICC Revenue Policy</td>
<td>No charge</td>
<td>No charge</td>
<td></td>
<td>Remain at no charge</td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td>Last YR Fee</td>
<td>No charge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) ICC Revenue Statement</td>
<td>No charge</td>
<td>No charge</td>
<td></td>
<td>Remain at no charge</td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td>Last YR Fee</td>
<td>No charge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iv) ICC Register of Cost Recovery Fees</td>
<td>No charge</td>
<td>No charge</td>
<td></td>
<td>Remain at no charge</td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td>Last YR Fee</td>
<td>No charge</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1.2 Rates Records

1.2.1 Rates Record Inspections (including transaction history)

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

<table>
<thead>
<tr>
<th>Inspection of Land Records – Per parcel of Land (for fee exempt persons)</th>
<th>No charge</th>
<th>Kept at no charge, in accordance with LGA regulations.</th>
<th>Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last YR Fee</td>
<td>No charge</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following persons may inspect particulars of land in the land record free of charge:
An owner, lessee or occupier of the land or adjoining land, or
The agent of an owner, lessee or occupier of the land or adjoining land.

<table>
<thead>
<tr>
<th>Rates Record Search and/or Inspection – Self service using Online Services or PD online</th>
<th>No charge</th>
<th>NEW FEE.</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last YR Fee</td>
<td>--</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rates Record Search and/or Inspection – Where facilitated by Council staff</th>
<th>By quote</th>
<th>NEW FEE.</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last YR Fee</td>
<td>--</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Discontinued Fee: Inspection of Land Records: For current information or land transfers since 2003 – Per 15 minutes</th>
<th>$7.40</th>
<th>$7.40 0.00%</th>
<th>Land records search and inspection fees as charged on a per 15 minute basis are to be discontinued. These fees are rarely charged and if required can be done so on a per quote basis (see new fee above) or under RTI.</th>
<th>Discontinued</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Discontinued Fee: Searching of old land records: For searches that include transactions prior to 2003 – Per 15 minutes</th>
<th>$7.40</th>
<th>$7.40 0.00%</th>
<th>Land records search and inspection fees as charged on a per 15 minute basis are to be discontinued. These fees are rarely charged and if required can be done so on a per quote basis (see new fee above) or under RTI.</th>
<th>Discontinued</th>
</tr>
</thead>
</table>

For Inspection and Searches of Land Records, fee is per 15 minutes or part thereof of the Council Officer’s time to provide these services to the customer.

Applies to all persons other than those exempt under Local Government Regulation 2012, s155(2).
## 1.2.2 Property Searches

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates Only Property Search (Certified Extract from Land Record)</td>
<td>$100.00</td>
<td>$110.00</td>
<td>10.00%</td>
<td>Minor increase proposed.</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Discontinued Fee: Flood Level Requests – Adopted Flood Regulation Line (AFRL) and Q20 flood level only</td>
<td>$0.00</td>
<td>$130.00</td>
<td>-</td>
<td>Fee previously under heading: Ipswich City Council</td>
<td>FINANCE AND CORPORATE SERVICES DEPARTMENT</td>
</tr>
</tbody>
</table>

## 1.2.3 Copy of Rates Notice

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of Rate Notice – per notice falling within current quarter or where rates are unpaid</td>
<td>No charge</td>
<td>No charge</td>
<td>-</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Copy of Rate Notice – per notice falling within a prior quarter</td>
<td>$7.40</td>
<td>$8.00</td>
<td>8.11%</td>
<td>Nominal increase</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

## 1.2.4 Change of Ownership

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change of Ownership – per change</td>
<td>$95.00</td>
<td>$95.00</td>
<td>0.00%</td>
<td>To remain same as prior years.</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

## 1.3 Dishonor Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dishonour charges – each (includes cheques and direct debits)</td>
<td>Actual Cost</td>
<td>No change</td>
<td>-</td>
<td>Actual Cost</td>
<td>Reviewed</td>
</tr>
<tr>
<td>(Charge equivalent to the actual amount charged to Council by it's financial institution)</td>
<td>Last YR Fee Actual Cost</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 1.4 Tender Documents

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender Documents in Electronic Form</td>
<td>Available on Council's internet website at no charge</td>
<td>Available on Council's internet website at no charge</td>
<td>-</td>
<td>Remain at no charge</td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td>Last YR Fee Actual Cost</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 1.5 Credit Card Surcharge

American Express credit card surcharge

<table>
<thead>
<tr>
<th>Last YR Fee</th>
<th>Fee</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5% Surcharge</td>
<td>Reduced to reflect the actual cost.</td>
<td>Competition and Consumer Amendment (Payment Surcharges) Act 2016 requires that surcharges not exceed the actual cost of acceptance of the payment method.</td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

Only applied to transactions greater than $1,000.

### 2. Corporate Services

#### 2.1 Corporate Services Documents

<table>
<thead>
<tr>
<th>Local Laws: Purchase of a copy or part thereof (excluding Town Plan Schedule) – per page</th>
<th>Current Corporate Services photocopy costs</th>
<th>No change</th>
<th>Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>(For Town Planning Schedules/Documents refer to Planning &amp; Development charges)</td>
<td>Current Corporate Services photocopy costs</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

#### Printed copy of confirmed minutes of Council meetings or part thereof – per page

<table>
<thead>
<tr>
<th>Current Corporate Services photocopy costs</th>
<th>No change</th>
<th>Reviewed</th>
</tr>
</thead>
</table>

#### Council’s Corporate Plan – per copy

<table>
<thead>
<tr>
<th>Current Corporate Services photocopy costs</th>
<th>No charge</th>
<th>Remain at no charge</th>
<th>Reviewed</th>
</tr>
</thead>
</table>

#### Council’s Annual Report – per copy

<table>
<thead>
<tr>
<th>Current Corporate Services photocopy costs</th>
<th>No charge</th>
<th>Remain at no charge</th>
<th>Reviewed</th>
</tr>
</thead>
</table>

#### Council’s Operational Plan – per copy

<table>
<thead>
<tr>
<th>Current Corporate Services photocopy costs</th>
<th>No charge</th>
<th>Remain at no charge</th>
<th>Reviewed</th>
</tr>
</thead>
</table>
### 2.1 Corporate Services Documents [continued]

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed copy of Council Job Descriptions or part thereof – per page</td>
<td>No charge</td>
<td>No charge</td>
<td></td>
<td>Remain at no charge</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

### 2.2 Right to Information and Information Privacy (2017-18)

Fees and charges for applications under the Right to Information Act 2009 and the Information Privacy Act 2009 are set by the State Government at the commencement of each financial year. At the time of release of this report, the regulatory fees to apply from 1 July 2018 onwards have yet to be announced by the State.

- **RTI Application Fees**
  - **Name**: RTI Application Fees
  - **Year 17/18**: $48.00
  - **Year 18/19**: $48.00
  - **Increase**: 0.00%
  - **Comment**: This fee is set by legislation – Right to Information Act or Information Privacy Act and Regulations. It was adjusted on 30/6/17, and will need to be adjusted again on release of the 2018-19 charge rates. This does not usually occur until near the end of the financial year in preparation for 1 July (i.e.: post Council approval of fees)
  - **Status**: Reviewed

- **Processing and Access Charges – each 15 minutes or part of 15 minutes**
  - **Name**: Processing and Access Charges – each 15 minutes or part of 15 minutes
  - **Year 17/18**: $7.45
  - **Year 18/19**: $7.45
  - **Increase**: 0.00%
  - **Comment**: This fee is set by legislation – Right to Information Act or Information Privacy Act and Regulations. It was adjusted on 30/6/17, and will need to be adjusted again on release of the 2018-19 charge rates. This does not usually occur until near the end of the financial year in preparation for 1 July (i.e.: post Council approval of fees)
  - **Status**: Reviewed

- **RTI document request A4 size – per page**
  - **Name**: RTI document request A4 size – per page
  - **Year 17/18**: $0.25
  - **Year 18/19**: $0.25
  - **Increase**: 0.00%
  - **Comment**: This fee is set by legislation – Right to Information Act or Information Privacy Act and Regulations. It was adjusted on 30/6/17, and will need to be adjusted again on release of the 2018-19 charge rates. This does not usually occur until near the end of the financial year in preparation for 1 July (i.e.: post Council approval of fees)
  - **Status**: Reviewed

(*No charge is payable if the total time spent by Council officers in processing the application is less than 5 hours*)

continued on next page ..
### 2.2 Right to Information and Information Privacy (2017-18)

This fee is set by legislation – Right to Information Act or Information Privacy Act and Regulations. It was adjusted on 30/6/17, and will need to be adjusted again on release of the 2018-19 charge rates. This does not usually occur until near the end of the financial year in preparation for 1 July (i.e.: post Council approval of fees).

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP Act document request A4 size – per page</td>
<td>$0.25</td>
<td>$0.25</td>
<td>0.00%</td>
<td>This fee is set by legislation – Right to Information Act or Information Privacy Act and Regulations. It was adjusted on 30/6/17, and will need to be adjusted again on release of the 2018-19 charge rates. This does not usually occur until near the end of the financial year in preparation for 1 July (i.e.: post Council approval of fees).</td>
</tr>
<tr>
<td>RTI Act and IP Act – document request larger than A4 size</td>
<td>Current Corporate Services photocopy costs</td>
<td>As per last year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2.3 Photocopier Charges

Copying of Miscellaneous Documents – per page

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Services – Photocopying – Black and White A4</td>
<td>$1.00</td>
<td>$1.00</td>
<td>0.00%</td>
<td>Subject to detailed review last year. Underlying charges unlikely to have materially increased. Increase by circa 3-5% next annual review.</td>
</tr>
<tr>
<td>Corporate Services – Photocopying – Black and White A3</td>
<td>$1.50</td>
<td>$1.50</td>
<td>0.00%</td>
<td>Subject to detailed review last year. Underlying charges unlikely to have materially increased. Increase by circa 3-5% next annual review.</td>
</tr>
<tr>
<td>Corporate Services – Photocopying – Colour A4</td>
<td>$2.00</td>
<td>$2.00</td>
<td>0.00%</td>
<td>Subject to detailed review last year. Underlying charges unlikely to have materially increased. Increase by circa 3-5% next annual review.</td>
</tr>
<tr>
<td>Corporate Services – Photocopying – Colour A3</td>
<td>$3.00</td>
<td>$3.00</td>
<td>0.00%</td>
<td>Subject to detailed review last year. Underlying charges unlikely to have materially increased. Increase by circa 3-5% next annual review.</td>
</tr>
</tbody>
</table>

### 2.4 Marketing and Print Charges

Marketing Fees: Inserts into rate notices and Council Publications per thousand – double sided DL brochure – includes printing and inserting

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Fees: Inserts into rate notices and Council Publications per thousand – double sided DL brochure – includes printing and inserting</td>
<td>$485.00</td>
<td>$500.00</td>
<td>3.09%</td>
<td>Nominal increase applied to bring charge to round figure, reflecting expected increases in underlying costs. Note from 2018-19 this fee is included in the Finance and Corporate Services Department fees as a service relating to rates notices.</td>
</tr>
</tbody>
</table>
### 3. Information Systems

#### 3.1 GIS Mapping Products

##### 3.1.1 Service Charges

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS Services</td>
<td>By quote</td>
<td>NEW FEE. New Last YR Fee</td>
<td>Hourly fee to</td>
<td>Discontinued</td>
</tr>
<tr>
<td>Discontinued Fee: GIS Consultancy Fee – per hour</td>
<td>$230.00</td>
<td>$230.00</td>
<td>0.00%</td>
<td>for GIS consultancy and operator charges to be discontinued. This service is rarely utilised and is more suited to quote based charging.</td>
</tr>
<tr>
<td>Discontinued Fee: GIS Operator fee – per hour</td>
<td>$185.00</td>
<td>$185.00</td>
<td>0.00%</td>
<td>for GIS consultancy and operator charges to be discontinued. This service is rarely utilised and is more suited to quote based charging.</td>
</tr>
</tbody>
</table>

##### 3.1.2 Maps

Note: For Non-Standard Output the charge will be calculated on the standard output charges plus each hour of preparation time based on service charges (Standard Output)

<table>
<thead>
<tr>
<th>Name</th>
<th>Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS Mapping: A4 Size (Laser B&amp;W)</td>
<td>$24.00</td>
<td>$25.00</td>
<td>4.17%</td>
<td>Standard increase of 3% applied (plus rounding) Reviewed</td>
</tr>
<tr>
<td>GIS Mapping: A3 Size (Laser B&amp;W)</td>
<td>$36.00</td>
<td>$38.00</td>
<td>5.56%</td>
<td>Standard increase of 3% applied (plus rounding) Reviewed</td>
</tr>
<tr>
<td>GIS Mapping: A2 Size (Laser B&amp;W)</td>
<td>$50.00</td>
<td>$55.00</td>
<td>10.00%</td>
<td>Standard increase of 3% applied (plus rounding) Reviewed</td>
</tr>
<tr>
<td>GIS Mapping: A1 Size (Laser B&amp;W)</td>
<td>$70.00</td>
<td>$75.00</td>
<td>7.14%</td>
<td>Standard increase of 3% applied (plus rounding) Reviewed</td>
</tr>
<tr>
<td>GIS Mapping: A0 Size (Laser B&amp;W)</td>
<td>$95.00</td>
<td>$100.00</td>
<td>5.26%</td>
<td>Standard increase of 3% applied (plus rounding) Reviewed</td>
</tr>
<tr>
<td>GIS Mapping: A4 Size (colour)</td>
<td>$30.00</td>
<td>$31.00</td>
<td>3.33%</td>
<td>Standard increase of 3% applied (plus rounding) Reviewed</td>
</tr>
<tr>
<td>GIS Mapping: A3 Size (colour)</td>
<td>$44.00</td>
<td>$46.00</td>
<td>4.55%</td>
<td>Standard increase of 3% applied (plus rounding) Reviewed</td>
</tr>
</tbody>
</table>

continued on next page ..
### 3.1.2 Maps [continued]

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS Mapping: A2 Size (colour)</td>
<td>$60.00</td>
<td>$65.00</td>
<td>8.33%</td>
<td>Standard council-wide increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>GIS Mapping: A1 Size (colour)</td>
<td>$80.00</td>
<td>$85.00</td>
<td>6.25%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
</tr>
<tr>
<td>GIS Mapping: A0 Size (colour)</td>
<td>$100.00</td>
<td>$105.00</td>
<td>5.00%</td>
<td>Standard increase of 3% applied (plus rounding)</td>
<td>Reviewed</td>
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</tbody>
</table>

### 3.1.3 Digital Data

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Last YR Fee (incl. GST)</th>
<th>Year 18/19 Fee (incl. GST)</th>
<th>Increase %</th>
<th>Comment</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Charge per digital data request (minimum)</td>
<td>$400.00</td>
<td>$400.00</td>
<td>0.00%</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Digital data 2km x 2km tile of any available digital data layer.</td>
<td>$220.00</td>
<td>$220.00</td>
<td>0.00%</td>
<td>No change</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>
8 May 2018

MEMORANDUM

TO: MAYOR AND MEMBERS OF CITY MANAGEMENT, FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE

FROM: ACTING CHIEF EXECUTIVE OFFICER

RE: INSURANCE CLAIMS OVER $15,000.00

INTRODUCTION:

This is a report by the Acting Chief Executive Officer dated 8 May 2018 concerning a summary of insurance claims over $15,000.00 currently being managed by Ipswich City Council’s public, product and professional indemnity insurers, Local Government Mutual (LGM) Queensland/Jardine Lloyd Thompson Pty Ltd (JLT).

BACKGROUND:

Ipswich City Council holds public, product and professional indemnity insurance with LGM Queensland/JLT under the Local Government Mutual Insurance Scheme.

A summary of the current insurance claims over $15,000.00 as at March 2018, managed by LGM Queensland/JLT has been prepared and is contained in the confidential background papers.

Ipswich City Council has an excess of $7,500.00 each claim. Any costs incurred over and above the excess are borne by LGM Queensland/JLT.
Below is a summary of the current insurance claims over $15,000.00 for the January to March 2018 quarter, managed by LGM Queensland/JLT:

<table>
<thead>
<tr>
<th>Category</th>
<th>Open</th>
<th>Closed</th>
<th>Files In Abeyance</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Liability – Personal Injury</td>
<td>3</td>
<td>2</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Public Liability – Property Damage</td>
<td>2</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Professional Indemnity – Financial Loss</td>
<td>1</td>
<td>1</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Councillor &amp; Officer Liability</td>
<td>3</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>9</td>
<td>1</td>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>

*Out of open/files in abeyance 5 claims are under investigation, 3 have had liability denied and 1 is a notification only.

**All 3 Councillor & Officer Liability claims are currently under investigation.

CONFIDENTIAL BACKGROUND PAPERS:

<table>
<thead>
<tr>
<th>Confidential Background Papers</th>
<th>Confidential Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Insurance Claims over $15,000.00</strong></td>
<td>Attachment A</td>
</tr>
</tbody>
</table>

RECOMMENDATION:

That the report be received and the contents noted.

Gary Kellar
ACTING CHIEF EXECUTIVE OFFICER
30 April 2018

MEMORANDUM

TO: ACTING CHIEF FINANCIAL OFFICER
FROM: BUSINESS ACCOUNTING MANAGER
RE: MONTH-END PERFORMANCE – MARCH 2018

INTRODUCTION:

This is a report by the Business Accounting Manager dated 30 April 2018 concerning Council performance for the period ending 31 March 2018, submitted in accordance with Section 204 of the Local Government Regulation 2012.

BACKGROUND:

Section 204 of the Local Government Regulation 2012 requires a monthly report to be submitted to Council in respect of the performance of Council’s budget. The monthly performance report for March 2018 is included at Attachment A.

ATTACHMENT:

<table>
<thead>
<tr>
<th>Name of Attachment</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2018 Monthly Performance Report</td>
<td>Attachment A</td>
</tr>
</tbody>
</table>

RECOMMENDATIONS:

That the report be received and the contents noted.

Lavina Britton
BUSINESS ACCOUNTING MANAGER

I concur with the recommendation contained in this report.

Jeffrey Keech
ACTING CHIEF FINANCIAL OFFICER

City Management, Finance and Community Engagement Committee

Mtg Date: 22.05.18  OAR: Yes

Authorisation: Jeffrey Keech
## Ipswich City Council - Summary Financial Results

### Net Result as at 31 March 2018:

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Forecast</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash Operational Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Rates and Utilities</td>
<td>141,477</td>
<td>140,211</td>
<td>1,266</td>
<td>187,977</td>
<td>Page 9</td>
</tr>
<tr>
<td>Fees and Charges</td>
<td>21,131</td>
<td>20,549</td>
<td>582</td>
<td>28,398</td>
<td>Page 10</td>
</tr>
<tr>
<td>Operational Grants and Contributions</td>
<td>11,530</td>
<td>9,568</td>
<td>1,962</td>
<td>18,069</td>
<td>Page 11</td>
</tr>
<tr>
<td>Interest</td>
<td>3,948</td>
<td>3,133</td>
<td>815</td>
<td>4,122</td>
<td>Page 12</td>
</tr>
<tr>
<td>Other Cash Revenue</td>
<td>27,517</td>
<td>21,470</td>
<td>6,047</td>
<td>33,623</td>
<td></td>
</tr>
<tr>
<td><strong>Total Cash Operational Revenue</strong></td>
<td>205,603</td>
<td>194,931</td>
<td>10,672</td>
<td>272,189</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Forecast</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash Operational Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Expenses*</td>
<td>68,504</td>
<td>69,229</td>
<td>725</td>
<td>92,264</td>
<td>Page 13</td>
</tr>
<tr>
<td>Materials and Services#</td>
<td>61,846</td>
<td>65,507</td>
<td>3,661</td>
<td>86,589</td>
<td></td>
</tr>
<tr>
<td>Finance costs</td>
<td>10,456</td>
<td>11,324</td>
<td>868</td>
<td>14,597</td>
<td></td>
</tr>
<tr>
<td>Other Cash Expenses</td>
<td>5,102</td>
<td>5,376</td>
<td>274</td>
<td>9,070</td>
<td></td>
</tr>
<tr>
<td><strong>Total Cash Operational Expenses</strong></td>
<td>145,908</td>
<td>151,436</td>
<td>5,528</td>
<td>202,520</td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Forecast</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash Operational Result</strong></td>
<td>59,695</td>
<td>43,495</td>
<td>16,200</td>
<td>69,669</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Forecast</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-Cash Operational Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gain on Asset Disposal</td>
<td>182</td>
<td>0</td>
<td>182</td>
<td>0</td>
<td>Page 12</td>
</tr>
<tr>
<td>Internal Revenue</td>
<td>17,221</td>
<td>17,112</td>
<td>109</td>
<td>22,751</td>
<td></td>
</tr>
<tr>
<td><strong>Total Non-Cash Operational Revenue</strong></td>
<td>17,403</td>
<td>17,112</td>
<td>291</td>
<td>22,751</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Forecast</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-Cash Operational Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>48,923</td>
<td>48,918</td>
<td>(5)</td>
<td>64,990</td>
<td>Page 13</td>
</tr>
<tr>
<td>Headworks Credit Indexation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Loss on Asset Disposal</td>
<td>848</td>
<td>(848)</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Internal Expense</td>
<td>15,524</td>
<td>15,010</td>
<td>(514)</td>
<td>19,933</td>
<td></td>
</tr>
<tr>
<td><strong>Total Non-Cash Operational Expense</strong></td>
<td>65,295</td>
<td>63,928</td>
<td>(1,367)</td>
<td>84,923</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Forecast</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Result before Capital</strong></td>
<td>11,803</td>
<td>(3,321)</td>
<td>15,124</td>
<td>7,497</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Forecast</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Capital</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Grants</td>
<td>4,879</td>
<td>4,852</td>
<td>27</td>
<td>8,333</td>
<td>Page 11</td>
</tr>
<tr>
<td>Donated Asset Revenue</td>
<td>45,812</td>
<td>43,853</td>
<td>1,959</td>
<td>72,535</td>
<td></td>
</tr>
<tr>
<td>Contributions</td>
<td>6,095</td>
<td>12,996</td>
<td>(6,901)</td>
<td>17,330</td>
<td></td>
</tr>
<tr>
<td>Headworks Credit Consumption</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Capital</strong></td>
<td>56,786</td>
<td>61,701</td>
<td>(4,915)</td>
<td>98,198</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Forecast</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Net Result</strong></td>
<td>68,589</td>
<td>58,380</td>
<td>10,209</td>
<td>105,695</td>
<td>100,568</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Forecast</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Capital Program as at 31 March 2018:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Capital Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset Construction and Purchase</td>
<td>78,415</td>
<td>103,818</td>
<td>25,403</td>
<td>162,188</td>
<td>Page 17</td>
</tr>
<tr>
<td>Non-cash Capital Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donated Assets</td>
<td>45,744</td>
<td>43,525</td>
<td>(2,219)</td>
<td>58,044</td>
<td></td>
</tr>
<tr>
<td><strong>Total Capital Program</strong></td>
<td>124,159</td>
<td>147,343</td>
<td>23,184</td>
<td>220,232</td>
<td></td>
</tr>
</tbody>
</table>

* Including contract labour
# excluding contract labour

For information on individual line items, please refer to the relevant section of the report.
Additional Performance Information:

Property Searches:

<table>
<thead>
<tr>
<th>Month</th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Searches</td>
<td>791</td>
<td>608</td>
<td>805</td>
<td>808</td>
<td>747</td>
<td>779</td>
<td>692</td>
<td>771</td>
<td>852</td>
<td>524</td>
<td>638</td>
<td>638</td>
<td>721</td>
</tr>
<tr>
<td>Applications Received</td>
<td>744</td>
<td>566</td>
<td>747</td>
<td>749</td>
<td>639</td>
<td>726</td>
<td>643</td>
<td>731</td>
<td>798</td>
<td>478</td>
<td>614</td>
<td>605</td>
<td>675</td>
</tr>
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</table>

Aged Debtors:

<table>
<thead>
<tr>
<th>Month</th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30 days</td>
<td>1,276</td>
<td>1,492</td>
<td>3,469</td>
<td>3,041</td>
<td>1,181</td>
<td>1,977</td>
<td>2,153</td>
<td>1,444</td>
<td>1,619</td>
<td>1,862</td>
<td>1,995</td>
<td>1,443</td>
<td>1,016</td>
</tr>
<tr>
<td>31-60 days</td>
<td>90</td>
<td>176</td>
<td>89</td>
<td>109</td>
<td>325</td>
<td>67</td>
<td>265</td>
<td>152</td>
<td>113</td>
<td>350</td>
<td>661</td>
<td>132</td>
<td>233</td>
</tr>
<tr>
<td>61-90 days</td>
<td>16</td>
<td>24</td>
<td>65</td>
<td>20</td>
<td>8</td>
<td>1</td>
<td>13</td>
<td>45</td>
<td>82</td>
<td>106</td>
<td>491</td>
<td>215</td>
<td></td>
</tr>
<tr>
<td>91-120 days</td>
<td>2</td>
<td>10</td>
<td>17</td>
<td>40</td>
<td>12</td>
<td>3</td>
<td>1</td>
<td>7</td>
<td>12</td>
<td>51</td>
<td>60</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>120+ days</td>
<td>285</td>
<td>281</td>
<td>50</td>
<td>42</td>
<td>77</td>
<td>52</td>
<td>46</td>
<td>29</td>
<td>31</td>
<td>14</td>
<td>57</td>
<td>49</td>
<td>46</td>
</tr>
</tbody>
</table>

Satisfactory results overall.
Population:

March quarterly figures will be available in April report

Growth in Waste Domestic Services:

Indexation Rate History:

March quarterly figures will be available in April report
Invoices Paid within Terms:

<table>
<thead>
<tr>
<th></th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count</td>
<td>3,818</td>
<td>6,100</td>
<td>5,881</td>
<td>5,232</td>
<td>4,797</td>
<td>4,806</td>
<td>5,169</td>
</tr>
<tr>
<td>% paid within terms</td>
<td>92%</td>
<td>95%</td>
<td>98%</td>
<td>95%</td>
<td>97%</td>
<td>96%</td>
<td>98%</td>
</tr>
<tr>
<td>% paid &lt;1 week outside terms</td>
<td>6%</td>
<td>4%</td>
<td>1%</td>
<td>2%</td>
<td>1%</td>
<td>1%</td>
<td>4%</td>
</tr>
<tr>
<td>% paid &gt;1 week outside terms</td>
<td>7%</td>
<td>6%</td>
<td>1%</td>
<td>1%</td>
<td>1%</td>
<td>2%</td>
<td>2%</td>
</tr>
</tbody>
</table>

Target of 95% invoices paid on terms has been met in March 2018.

Purchase Requisition Cycle Time:

Key performance indicator for this activity is two days.

<table>
<thead>
<tr>
<th></th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2 days</td>
<td>54%</td>
<td>96%</td>
<td>90%</td>
<td>91%</td>
<td>87%</td>
<td>85%</td>
<td>89%</td>
<td>93%</td>
<td>87%</td>
<td>97%</td>
<td>79%</td>
<td>91%</td>
<td>87%</td>
</tr>
<tr>
<td>3-7 days</td>
<td>9%</td>
<td>3%</td>
<td>6%</td>
<td>6%</td>
<td>11%</td>
<td>10%</td>
<td>9%</td>
<td>7%</td>
<td>12%</td>
<td>7%</td>
<td>19%</td>
<td>9%</td>
<td>12%</td>
</tr>
<tr>
<td>+7 days</td>
<td>0%</td>
<td>1%</td>
<td>4%</td>
<td>2%</td>
<td>2%</td>
<td>5%</td>
<td>2%</td>
<td>0%</td>
<td>1%</td>
<td>1%</td>
<td>2%</td>
<td>0%</td>
<td>1%</td>
</tr>
</tbody>
</table>

Purchase requisition cycle time results for March 2018 are within the agreed KPIs.

Number of Incoming phone calls - All Council (excluding BCC After Hours and Helpdesk)

<table>
<thead>
<tr>
<th></th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
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<tbody>
<tr>
<td>No. of Incoming Calls</td>
<td>25,508</td>
<td>18,637</td>
<td>23,222</td>
<td>25,768</td>
<td>22,306</td>
<td>24,933</td>
<td>21,109</td>
<td>21,097</td>
<td>22,656</td>
<td>14,818</td>
<td>19,147</td>
<td>20,027</td>
<td>22,222</td>
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<tr>
<td>No. of Incoming Calls Prior Year</td>
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<td>21,405</td>
<td>24,264</td>
<td>21,689</td>
<td>23,927</td>
<td>23,313</td>
<td>21,495</td>
<td>23,814</td>
<td>18,241</td>
<td>21,681</td>
<td>22,579</td>
<td>25,508</td>
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</table>
The end of year forecast cash balance is $158.2 million.

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<tr>
<th>Month</th>
<th>Actuals (Budget)</th>
<th>Actuals (Budget)</th>
<th>Actuals (Budget)</th>
<th>Actuals (Budget)</th>
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<tbody>
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<td>January</td>
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</table>

### Cashflows from Operating Activities

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<tr>
<th>Description</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
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<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Rates and Utilities Charges</td>
<td>(2,731)</td>
<td>(38,178)</td>
<td>(5,928)</td>
<td>(4,041)</td>
<td>(37,084)</td>
<td>(3,664)</td>
<td>(3,941)</td>
<td>(7,553)</td>
<td>(4,167)</td>
<td>(39,596)</td>
<td>(3,842)</td>
<td>(3,965)</td>
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<tr>
<td>Fees and Charges</td>
<td>(2,847)</td>
<td>(3,718)</td>
<td>(1,786)</td>
<td>(2,478)</td>
<td>(2,315)</td>
<td>(1,974)</td>
<td>(2,259)</td>
<td>(2,077)</td>
<td>(2,721)</td>
<td>(2,046)</td>
<td>(2,229)</td>
<td>(2,344)</td>
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<td>Operating Contributions</td>
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<td>328</td>
</tr>
<tr>
<td>Operating Grants and Subsidies</td>
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<tr>
<td>Other Income</td>
<td>(4,126)</td>
<td>(2,374)</td>
<td>(2,016)</td>
<td>(2,829)</td>
<td>(2,607)</td>
<td>(2,444)</td>
<td>(1,608)</td>
<td>(1,273)</td>
<td>(8,056)</td>
<td>(2,134)</td>
<td>(2,071)</td>
<td>(1,444)</td>
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<td>Capital Grants and Subsidies</td>
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<tr>
<td>Employee Payments</td>
<td>6,404</td>
<td>6,760</td>
<td>7,791</td>
<td>8,434</td>
<td>6,418</td>
<td>6,760</td>
<td>6,682</td>
<td>8,434</td>
<td>8,134</td>
<td>6,760</td>
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<td>Interest Received</td>
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<tr>
<td>Borrowing Costs</td>
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</tr>
<tr>
<td>Net Cash Outflow (Inflow) from Operating Activities</td>
<td>(27,498)</td>
<td>(27,953)</td>
<td>8,503</td>
<td>1,944</td>
<td>5,667</td>
<td>(30,308)</td>
<td>10,543</td>
<td>(4,811)</td>
<td>(29,362)</td>
<td>(34,006)</td>
<td>5,263</td>
<td>7,058</td>
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</tbody>
</table>

### Cashflows from Investing Activities

<table>
<thead>
<tr>
<th>Description</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments for property, plant and equipment*</td>
<td>11,227</td>
<td>17,374</td>
<td>14,464</td>
<td>5,975</td>
<td>16,114</td>
<td>9,652</td>
<td>8,220</td>
<td>6,949</td>
<td>10,870</td>
<td>14,780</td>
<td>12,681</td>
<td>36,510</td>
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<tr>
<td>Proceeds from sale of (payments for) equity investments</td>
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<tr>
<td>Net Cash Outflow (Inflow) from Investing Activities</td>
<td>12,941</td>
<td>19,091</td>
<td>15,081</td>
<td>10,250</td>
<td>7,207</td>
<td>11,999</td>
<td>18,275</td>
<td>2,417</td>
<td>8,872</td>
<td>5,034</td>
<td>14,011</td>
<td>17,443</td>
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### Cashflows from Financing Activities

<table>
<thead>
<tr>
<th>Description</th>
<th>January</th>
<th>February</th>
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<th>April</th>
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</thead>
<tbody>
<tr>
<td>Redemption of Borrowings</td>
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<tr>
<td>Net Cash Outflow (Inflow) from Financing Activities</td>
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<td>5,401</td>
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<td>5,472</td>
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<table>
<thead>
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<th>Month</th>
<th>Actuals (Budget)</th>
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<th>Actuals (Budget)</th>
<th>Actuals (Budget)</th>
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</tbody>
</table>
Departmental Breakdown

Trend of year to date results as at 31 March 2018:

### Departmental Controlled:

<table>
<thead>
<tr>
<th>Department</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts, Social Development and Community Engagement</td>
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<tr>
<td>Employee Expenses*</td>
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<tr>
<td>Other Expense Categories**</td>
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</table>

Satisfactory results for revenue and expenses.

Capital expenditure under budget by $205k or 46.7%.

<table>
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<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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<th>Apr</th>
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<tbody>
<tr>
<td>Economic Development and Marketing</td>
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<td>Employee Expenses*</td>
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</tbody>
</table>

Satisfactory results for revenue and other expenses categories.

Employee Expenses is over budget $103k or 2.92%.

<table>
<thead>
<tr>
<th>Department</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
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<th>Apr</th>
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<tbody>
<tr>
<td>Infrastructure Services Department</td>
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<td>Other Expense Categories**</td>
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</table>

Satisfactory results for revenue and expenses.

Capital expenditure under budget for infrastructure program $11.055m or 20.14%. See pages 18-21 for details.

<table>
<thead>
<tr>
<th>Department</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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</thead>
<tbody>
<tr>
<td>Finance and Corporate Services Department</td>
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</tbody>
</table>

Satisfactory results for revenue and expenses.

Capital expenditure under budget by $6.98m or 37.9%.

* Employee expenses including Labour Contracts

** Operational Expense excluding the above
Trend of year to date results as at 31 March 2018:

**Departmental Controlled:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work, Parks and Recreation</strong></td>
<td></td>
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<tr>
<td>Employee Expenses*</td>
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<td>Other Expense Categories**</td>
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</tr>
</tbody>
</table>

Satisfactory results for revenue and other expenses. Employee expenses is over budget $407k or 1.54%.

Capital expenditure under budget for Infrastructure Program $4.578m or 22.1%. Capital expenditure for fleet and equipment purchase under budget $2.1m or 27.8%.

Capital expenditure for IWS over budget $9k or 1.2%.

<table>
<thead>
<tr>
<th>Department</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health, Security and Regulatory</strong></td>
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<tr>
<td>Services Department</td>
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<tr>
<td>Employee Expenses*</td>
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<td>Other Expense Categories**</td>
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</tr>
</tbody>
</table>

Satisfactory results other expense categories. Revenue is under budget $226k or 9.83%. Employee expenses over budget $191k or 3.68%.

Capital expenditure under budget $411k or 47.8%.

<table>
<thead>
<tr>
<th>Department</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planning and Development</strong></td>
<td></td>
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<td>Department</td>
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<td>Employee Expenses*</td>
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<tr>
<td>Other Expense Categories**</td>
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<td>J</td>
</tr>
</tbody>
</table>

Satisfactory results for overall.

**Corporate Controlled:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>FY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Corporate Items</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Revenue</td>
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<td>Expenses</td>
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<td></td>
<td>J</td>
</tr>
</tbody>
</table>

Revenue under budget $1.552m or 0.8%. Expenses over budget by $257k or 0.4%.

Capital expenditure for donated assets over budget $2.219m or 5.1%.

---

* Employee expenses including Labour Contracts
** Operational Expense excluding the above
Revenue

Net Rates and Utilities:

<table>
<thead>
<tr>
<th>Service Type</th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F’cast</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Rates</td>
<td>125,932</td>
<td>124,732</td>
<td>1,200</td>
<td>167,255</td>
<td>167,255</td>
</tr>
<tr>
<td>Utilities and Other Charges</td>
<td>23,410</td>
<td>23,320</td>
<td>90</td>
<td>31,228</td>
<td>31,228</td>
</tr>
<tr>
<td>Discounts/Remissions</td>
<td>(7,865)</td>
<td>(7,841)</td>
<td>(24)</td>
<td>(10,506)</td>
<td>(10,506)</td>
</tr>
<tr>
<td>Total</td>
<td>141,477</td>
<td>140,211</td>
<td>1,266</td>
<td>187,977</td>
<td>187,977</td>
</tr>
</tbody>
</table>

Satisfactory results overall.

Rate Arrears as at 31 March 2018:

Value of Rate Arrears:

<table>
<thead>
<tr>
<th>Quarter Ending</th>
<th>Jun-16</th>
<th>Sep-16</th>
<th>Dec-16</th>
<th>Mar-17</th>
<th>Jun-17</th>
<th>Sep-17</th>
<th>Dec-17</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value of Rate Arrears</td>
<td>3,034</td>
<td>3,281</td>
<td>3,242</td>
<td>3,568</td>
<td>3,680</td>
<td>3,844</td>
<td>4,207</td>
<td>4,579</td>
</tr>
</tbody>
</table>
**Fees and Charges:**

<table>
<thead>
<tr>
<th></th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F’cast</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td>% Achieved</td>
<td>$’000</td>
</tr>
<tr>
<td>Planning Fees</td>
<td>11,525</td>
<td>10,952</td>
<td>573</td>
<td>14,778</td>
<td>14,778</td>
</tr>
<tr>
<td>Hlth Animal Cemetery Fees</td>
<td>846</td>
<td>770</td>
<td>76</td>
<td>1,805</td>
<td>1,805</td>
</tr>
<tr>
<td>Traffic and Reg Park Fees</td>
<td>1,690</td>
<td>1,814</td>
<td>(124)</td>
<td>2,438</td>
<td>2,438</td>
</tr>
<tr>
<td>Waste Fees</td>
<td>5,030</td>
<td>4,821</td>
<td>209</td>
<td>6,428</td>
<td>6,428</td>
</tr>
<tr>
<td>Other Fees</td>
<td>2,040</td>
<td>2,192</td>
<td>(152)</td>
<td>2,949</td>
<td>2,949</td>
</tr>
<tr>
<td></td>
<td>21,131</td>
<td>20,549</td>
<td>582</td>
<td>28,398</td>
<td>28,398</td>
</tr>
</tbody>
</table>

Satisfactory results overall.

**Residential Lots Approved:**

<table>
<thead>
<tr>
<th></th>
<th>Sep-16</th>
<th>Dec-16</th>
<th>Mar-17</th>
<th>Jun-17</th>
<th>Sep-17</th>
<th>Dec-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>1,127</td>
<td>724</td>
<td>1,374</td>
<td>597</td>
<td>1,144</td>
<td>665</td>
</tr>
<tr>
<td>Lots Approved Prior Yr</td>
<td>949</td>
<td>245</td>
<td>459</td>
<td>781</td>
<td>1,127</td>
<td>724</td>
</tr>
</tbody>
</table>

March quarterly figures will be available in April report.
Grants and Contributions:

<table>
<thead>
<tr>
<th></th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY F'cast</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td></td>
</tr>
<tr>
<td>Operational Grants</td>
<td>5,881</td>
<td>4,872</td>
<td>1,009</td>
<td>9,801</td>
<td>60%</td>
</tr>
<tr>
<td>Capital Grants</td>
<td>4,879</td>
<td>4,852</td>
<td>27</td>
<td>8,333</td>
<td>59%</td>
</tr>
<tr>
<td>Donated Asset Revenue</td>
<td>45,812</td>
<td>43,853</td>
<td>1,959</td>
<td>72,535</td>
<td>63%</td>
</tr>
<tr>
<td>*Operational Cash Contributions</td>
<td>5,649</td>
<td>4,696</td>
<td>953</td>
<td>8,268</td>
<td>68%</td>
</tr>
<tr>
<td>*Capital Cash Contributions</td>
<td>6,095</td>
<td>12,996</td>
<td>6,006</td>
<td>8,333</td>
<td>59%</td>
</tr>
</tbody>
</table>

|                                |         |         |         |           |            |
|                                | 68,316  | 71,269  | (2,953) | 116,267   | 59%        |

Satisfactory results overall. Donated assets and cash contributions are mostly developer driven and will be closely monitored.

*Cash Contribution Actuals Breakdown YTD:

<table>
<thead>
<tr>
<th></th>
<th>Footpaths</th>
<th>Open Space</th>
<th>Roads</th>
<th>Social</th>
<th>Others</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational Cash Contribution</td>
<td>0</td>
<td>2,238</td>
<td>3,196</td>
<td>0</td>
<td>215</td>
<td>5,649</td>
</tr>
<tr>
<td>Capital Cash Contribution</td>
<td>0</td>
<td>6,006</td>
<td>0</td>
<td>89</td>
<td></td>
<td>6,095</td>
</tr>
</tbody>
</table>

|                                | 0         | 2,238      | 9,202 | 0      | 304    | 11,744      |

Balance Sheet Movement YTD:

<table>
<thead>
<tr>
<th>Operation</th>
<th>Sep-16</th>
<th>Dec-16</th>
<th>Mar-17</th>
<th>Jun-17</th>
<th>Sep-17</th>
<th>Dec-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Lots Created</td>
<td>571</td>
<td>572</td>
<td>629</td>
<td>951</td>
<td>637</td>
<td>792</td>
</tr>
<tr>
<td>Residential Lots Created Prior Yr</td>
<td>558</td>
<td>655</td>
<td>482</td>
<td>1,181</td>
<td>571</td>
<td>572</td>
</tr>
</tbody>
</table>

March quarterly figures will be available in April report.
**Other Revenue Sources:**

<table>
<thead>
<tr>
<th></th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>% Achieved</th>
<th>FY F'cast $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales, Recoverable Works</td>
<td>2,178</td>
<td>2,149</td>
<td>29</td>
<td>2,865</td>
<td>76%</td>
<td>2,865</td>
</tr>
<tr>
<td>Interest</td>
<td>3,948</td>
<td>3,133</td>
<td>815</td>
<td>4,122</td>
<td>96%</td>
<td>4,122</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>25,339</td>
<td>19,321</td>
<td>6,018</td>
<td>30,758</td>
<td>82%</td>
<td>30,758</td>
</tr>
<tr>
<td>Gain on Asset Disposal</td>
<td>182</td>
<td>0</td>
<td>182</td>
<td>0 n/a</td>
<td>n/a</td>
<td>182</td>
</tr>
<tr>
<td>Internal Revenue</td>
<td>17,221</td>
<td>17,112</td>
<td>109</td>
<td>22,751</td>
<td>76%</td>
<td>22,751</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>48,868</strong></td>
<td><strong>41,715</strong></td>
<td><strong>7,153</strong></td>
<td><strong>60,496</strong></td>
<td><strong>81%</strong></td>
<td><strong>60,678</strong></td>
</tr>
</tbody>
</table>

Satisfactory results overall. Other Revenue is over budget due to QUU Tax revenue ($3.48m), QUU Dividends received revenue ($876k) and Other Sundry receipts ($1.65m)
## Expense

### Employee Expenses

<table>
<thead>
<tr>
<th></th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>FY F'cast $'000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages (opex and capex)</td>
<td>56,394</td>
<td>60,062</td>
<td>3,668</td>
<td>80,216</td>
<td>80,216</td>
<td>70%</td>
</tr>
<tr>
<td>Overtime</td>
<td>1,342</td>
<td>1,210</td>
<td>(132)</td>
<td>1,614</td>
<td>1,614</td>
<td>83%</td>
</tr>
<tr>
<td>Allowances</td>
<td>217</td>
<td>229</td>
<td>12</td>
<td>305</td>
<td>305</td>
<td>71%</td>
</tr>
<tr>
<td>Other employee costs</td>
<td>16,105</td>
<td>16,897</td>
<td>792</td>
<td>22,591</td>
<td>22,591</td>
<td>71%</td>
</tr>
<tr>
<td><strong>Total Labour Opex + Capex</strong></td>
<td><strong>74,058</strong></td>
<td><strong>78,398</strong></td>
<td><strong>4,340</strong></td>
<td><strong>104,726</strong></td>
<td><strong>104,726</strong></td>
<td><strong>71%</strong></td>
</tr>
<tr>
<td><strong>Less Capitalised Labour</strong></td>
<td>(10,237)</td>
<td>(11,292)</td>
<td>(1,055)</td>
<td>(15,040)</td>
<td>(15,040)</td>
<td>68%</td>
</tr>
<tr>
<td>Opex Labour before Contractors</td>
<td><strong>63,821</strong></td>
<td><strong>67,106</strong></td>
<td><strong>3,285</strong></td>
<td><strong>89,686</strong></td>
<td><strong>89,686</strong></td>
<td><strong>71%</strong></td>
</tr>
<tr>
<td><strong>Plus Contract Opex Labour</strong></td>
<td><strong>4,683</strong></td>
<td><strong>2,123</strong></td>
<td>(2,560)</td>
<td><strong>2,578</strong></td>
<td><strong>2,578</strong></td>
<td>182%</td>
</tr>
<tr>
<td><strong>Opex Labour incl Contractors</strong></td>
<td><strong>68,504</strong></td>
<td><strong>69,229</strong></td>
<td><strong>725</strong></td>
<td><strong>92,264</strong></td>
<td><strong>92,264</strong></td>
<td><strong>74%</strong></td>
</tr>
</tbody>
</table>

Satisfactory results overall.

### Materials and Services (excl. Labour Contracts)

<table>
<thead>
<tr>
<th></th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>FY F'cast $'000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>1,066</td>
<td>1,013</td>
<td>(53)</td>
<td>1,351</td>
<td>1,351</td>
<td>79%</td>
</tr>
<tr>
<td>Materials</td>
<td>5,654</td>
<td>8,608</td>
<td>2,954</td>
<td>12,138</td>
<td>12,138</td>
<td>47%</td>
</tr>
<tr>
<td>Motor Vehicle Expenses</td>
<td>1,671</td>
<td>2,660</td>
<td>989</td>
<td>3,440</td>
<td>3,440</td>
<td>49%</td>
</tr>
<tr>
<td>Other Goods</td>
<td>1,781</td>
<td>1,719</td>
<td>(62)</td>
<td>2,451</td>
<td>2,451</td>
<td>73%</td>
</tr>
<tr>
<td>Other Services</td>
<td>9,768</td>
<td>9,326</td>
<td>(442)</td>
<td>12,264</td>
<td>12,264</td>
<td>80%</td>
</tr>
<tr>
<td>Service Contracts</td>
<td>23,779</td>
<td>27,835</td>
<td>4,056</td>
<td>35,664</td>
<td>35,664</td>
<td>67%</td>
</tr>
<tr>
<td>Utilities Expenses</td>
<td>7,291</td>
<td>7,313</td>
<td>22</td>
<td>9,754</td>
<td>9,754</td>
<td>75%</td>
</tr>
<tr>
<td>Consultants</td>
<td>2,395</td>
<td>2,212</td>
<td>(183)</td>
<td>3,442</td>
<td>3,442</td>
<td>70%</td>
</tr>
<tr>
<td>Other Materials and Services</td>
<td>8,441</td>
<td>4,821</td>
<td>(3,620)</td>
<td>6,085</td>
<td>6,085</td>
<td>139%</td>
</tr>
<tr>
<td></td>
<td><strong>61,846</strong></td>
<td><strong>65,507</strong></td>
<td><strong>3,661</strong></td>
<td><strong>86,589</strong></td>
<td><strong>86,589</strong></td>
<td><strong>71%</strong></td>
</tr>
</tbody>
</table>

### Other Expense Sources:

<table>
<thead>
<tr>
<th></th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>FY F'cast $'000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depreciation</td>
<td>48,923</td>
<td>48,918</td>
<td>(5)</td>
<td>64,990</td>
<td>64,990</td>
<td>75%</td>
</tr>
<tr>
<td>Finance Costs</td>
<td>10,456</td>
<td>11,324</td>
<td>868</td>
<td>14,597</td>
<td>14,597</td>
<td>72%</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>5,102</td>
<td>5,376</td>
<td>274</td>
<td>9,070</td>
<td>9,070</td>
<td>56%</td>
</tr>
<tr>
<td>Headworks Credit Indexation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>n/a</td>
<td>0%</td>
</tr>
<tr>
<td>Loss on disposal assets</td>
<td>848</td>
<td>0</td>
<td>(848)</td>
<td>0</td>
<td>n/a</td>
<td>848</td>
</tr>
<tr>
<td>Internal Expenses</td>
<td>15,524</td>
<td>15,010</td>
<td>(514)</td>
<td>19,933</td>
<td>19,933</td>
<td>78%</td>
</tr>
<tr>
<td></td>
<td><strong>80,853</strong></td>
<td><strong>80,628</strong></td>
<td><strong>225</strong></td>
<td><strong>108,590</strong></td>
<td><strong>108,590</strong></td>
<td><strong>74%</strong></td>
</tr>
</tbody>
</table>

**TOTAL** | **142,699** | **146,135** | **3,436** | **195,179** | **198,383** | **73%** |

Satisfactory results overall. Other materials and services over budget relates primarily to maintenance costs in WPR.
Full Time Equivalents:

Whole of Council

<table>
<thead>
<tr>
<th></th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>White collar staff</td>
<td>679.0</td>
<td>675.8</td>
<td>681.0</td>
<td>681.7</td>
<td>688.0</td>
<td>688.7</td>
<td>691.4</td>
<td>692.4</td>
<td>688.9</td>
<td>682.3</td>
<td>690.9</td>
<td>688.9</td>
</tr>
<tr>
<td>Blue collar staff</td>
<td>379.5</td>
<td>385.0</td>
<td>378.7</td>
<td>375.0</td>
<td>371.5</td>
<td>367.5</td>
<td>373.8</td>
<td>381.2</td>
<td>375.9</td>
<td>369.9</td>
<td>369.9</td>
<td>369.9</td>
</tr>
<tr>
<td>Total</td>
<td>1,058.5</td>
<td>1,060.9</td>
<td>1,059.7</td>
<td>1,053.1</td>
<td>1,053.2</td>
<td>1,055.5</td>
<td>1,061.7</td>
<td>1,072.5</td>
<td>1,068.1</td>
<td>1,063.9</td>
<td>1,064.0</td>
<td>1,068.8</td>
</tr>
</tbody>
</table>

Movement prior month (white collar)

<table>
<thead>
<tr>
<th></th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>White collar staff</td>
<td>11.1</td>
<td>(2.2)</td>
<td>5.1</td>
<td>(2.9)</td>
<td>3.6</td>
<td>(0.1)</td>
<td>3.5</td>
<td>1.0</td>
<td>1.5</td>
<td>(6.6)</td>
<td>8.6</td>
<td></td>
</tr>
<tr>
<td>Blue collar staff</td>
<td>(2.5)</td>
<td>5.5</td>
<td>(6.1)</td>
<td>(3.7)</td>
<td>(3.5)</td>
<td>(4.0)</td>
<td>6.3</td>
<td>7.3</td>
<td>5.1</td>
<td>(2.4)</td>
<td>(8.8)</td>
<td></td>
</tr>
</tbody>
</table>

Total FTEs last year

<table>
<thead>
<tr>
<th></th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>White collar staff</td>
<td>664.4</td>
<td>647.9</td>
<td>633.4</td>
<td>645.5</td>
<td>641.3</td>
<td>642.4</td>
<td>648.5</td>
<td>650.8</td>
<td>658.0</td>
<td>652.4</td>
<td>658.1</td>
<td>657.7</td>
</tr>
<tr>
<td>Blue collar staff</td>
<td>86.73</td>
<td>85.08</td>
<td>82.16</td>
<td>81.17</td>
<td>83.03</td>
<td>82.61</td>
<td>82.54</td>
<td>81.10</td>
<td>82.41</td>
<td>84.75</td>
<td>86.71</td>
<td>89.06</td>
</tr>
<tr>
<td>Total</td>
<td>1,031.1</td>
<td>1,003.9</td>
<td>1,055.6</td>
<td>1,066.6</td>
<td>1,063.3</td>
<td>1,064.9</td>
<td>1,061.7</td>
<td>1,062.6</td>
<td>1,050.9</td>
<td>1,044.8</td>
<td>1,046.9</td>
<td>1,049.7</td>
</tr>
</tbody>
</table>

Sick Leave:

Whole of Council

<table>
<thead>
<tr>
<th></th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>White collar staff</td>
<td>64.66</td>
<td>65.40</td>
<td>66.40</td>
<td>67.35</td>
<td>68.17</td>
<td>68.91</td>
<td>69.57</td>
<td>71.57</td>
<td>73.15</td>
<td>72.32</td>
<td>72.19</td>
<td>72.73</td>
</tr>
<tr>
<td>Blue collar staff</td>
<td>81.73</td>
<td>81.86</td>
<td>82.85</td>
<td>82.82</td>
<td>83.95</td>
<td>83.95</td>
<td>83.95</td>
<td>83.95</td>
<td>83.95</td>
<td>83.95</td>
<td>83.95</td>
<td>83.95</td>
</tr>
<tr>
<td>WOC staff</td>
<td>72.36</td>
<td>71.43</td>
<td>70.44</td>
<td>69.91</td>
<td>68.97</td>
<td>68.97</td>
<td>68.97</td>
<td>68.97</td>
<td>68.97</td>
<td>68.97</td>
<td>68.97</td>
<td>68.97</td>
</tr>
</tbody>
</table>

* Rolling 12 month average

Rolling 12 month average sick leave hours per annum has increased by 2.36 hours for blue collar staff and decreased 0.33 hours for white collar staff.
### Annual Leave:

#### Annual Leave Balances as at pay period ended 26 March 2018:

**Whole of Council**

<table>
<thead>
<tr>
<th>Period</th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>No of people with 0-4 weeks</td>
<td>868</td>
<td>880</td>
<td>877</td>
<td>794</td>
<td>780</td>
<td>790</td>
<td>818</td>
<td>890</td>
<td>890</td>
<td>860</td>
<td>854</td>
<td>849</td>
<td></td>
</tr>
<tr>
<td>No of people with 8+ weeks</td>
<td>15</td>
<td>13</td>
<td>11</td>
<td>9</td>
<td>10</td>
<td>14</td>
<td>15</td>
<td>14</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Of the 8 people with balances over 8+ weeks, the highest balance is 13.54 weeks, which relates to an employee whose assigned hours are 10.6 per week.

### Long Service Leave Balances over and above 26 Weeks as at pay period ended 26 March 2018:

**Whole of Council and Departments**

<table>
<thead>
<tr>
<th>Department</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>No of People</td>
<td>Sum in Weeks</td>
<td>Value '000</td>
<td>No of People</td>
<td>Sum in Weeks</td>
</tr>
<tr>
<td>ASDCE</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>EDM</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>IS</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>FCS and EX</td>
<td>5</td>
<td>14</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>WPR</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>FVS</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>HORS</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>PD</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>WOC</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</td>
</tr>
</tbody>
</table>

Weeks/dollar value in above table relate to the LSL balances of each individual over and above 26 weeks, e.g. an employee with a total of 30 weeks accumulated LSL will show as four weeks in the table.

The number of people with long service leave over 26 weeks has increased by 1 to 23. The value figure has increased by $1k to $28k.
Lost Time Injury Frequency Rates:

**Whole of Council**

<table>
<thead>
<tr>
<th>Month</th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTI’s</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>LTIFR</td>
<td>0</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cumulative Days lost 12 months</td>
<td>85</td>
<td>104</td>
<td>125</td>
<td>110</td>
<td>100</td>
<td>111</td>
<td>129</td>
<td>138</td>
<td>155</td>
<td>171</td>
<td>197</td>
<td>204</td>
<td>0</td>
</tr>
<tr>
<td>LTISR Rolling 12 months</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Cumulative Days lost 12 months</td>
<td>85</td>
<td>104</td>
<td>125</td>
<td>110</td>
<td>100</td>
<td>111</td>
<td>129</td>
<td>138</td>
<td>155</td>
<td>171</td>
<td>197</td>
<td>204</td>
<td>0</td>
</tr>
<tr>
<td>LTISR Rolling 12 months</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

March LTI data will be available in the April report

Flex Balances (hours) as at pay period ended 26 March 2018:

**Whole of Council**

<table>
<thead>
<tr>
<th>Department</th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts, Social Dev and Com Engagement</td>
<td>300</td>
<td>310</td>
<td>311</td>
<td>342</td>
<td>321</td>
<td>354</td>
<td>347</td>
<td>334</td>
<td>333</td>
<td>367</td>
<td>312</td>
<td>330</td>
<td>345</td>
</tr>
<tr>
<td>Economic Development and Marketing</td>
<td>311</td>
<td>175</td>
<td>186</td>
<td>303</td>
<td>189</td>
<td>197</td>
<td>178</td>
<td>169</td>
<td>167</td>
<td>169</td>
<td>105</td>
<td>130</td>
<td>150</td>
</tr>
<tr>
<td>Finance and Corporate Services</td>
<td>703</td>
<td>612</td>
<td>679</td>
<td>685</td>
<td>635</td>
<td>647</td>
<td>707</td>
<td>713</td>
<td>751</td>
<td>733</td>
<td>650</td>
<td>748</td>
<td>756</td>
</tr>
<tr>
<td>Health, Security and Regulatory Services</td>
<td>427</td>
<td>358</td>
<td>434</td>
<td>441</td>
<td>413</td>
<td>423</td>
<td>416</td>
<td>443</td>
<td>378</td>
<td>380</td>
<td>305</td>
<td>304</td>
<td>427</td>
</tr>
<tr>
<td>Infrastructure Services</td>
<td>478</td>
<td>369</td>
<td>424</td>
<td>464</td>
<td>383</td>
<td>416</td>
<td>416</td>
<td>443</td>
<td>378</td>
<td>380</td>
<td>305</td>
<td>304</td>
<td>427</td>
</tr>
<tr>
<td>Planning and Development</td>
<td>622</td>
<td>573</td>
<td>612</td>
<td>573</td>
<td>673</td>
<td>663</td>
<td>647</td>
<td>674</td>
<td>781</td>
<td>466</td>
<td>578</td>
<td>671</td>
<td></td>
</tr>
<tr>
<td>Works, Parks and Recreation</td>
<td>942</td>
<td>833</td>
<td>884</td>
<td>871</td>
<td>775</td>
<td>715</td>
<td>748</td>
<td>757</td>
<td>781</td>
<td>669</td>
<td>846</td>
<td>825</td>
<td></td>
</tr>
</tbody>
</table>

| Total                              | 5,702  | 5,253  | 5,551  | 5,668  | 5,456  | 5,381  | 5,484  | 5,649  | 5,843  | 5,854  | 5,541  | 5,259  | 5,720  |

Time in Lieu Balances (hours) as at pay period ended 26 March 2018:

**Whole of Council**

<table>
<thead>
<tr>
<th>Department</th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts, Social Dev and Com Engagement</td>
<td>238</td>
<td>213</td>
<td>328</td>
<td>269</td>
<td>213</td>
<td>232</td>
<td>245</td>
<td>299</td>
<td>149</td>
<td>146</td>
<td>198</td>
<td>293</td>
<td></td>
</tr>
<tr>
<td>Economic Development and Marketing</td>
<td>206</td>
<td>188</td>
<td>396</td>
<td>164</td>
<td>152</td>
<td>155</td>
<td>110</td>
<td>103</td>
<td>92</td>
<td>95</td>
<td>96</td>
<td>125</td>
<td></td>
</tr>
<tr>
<td>Finance and Corporate Services</td>
<td>301</td>
<td>345</td>
<td>308</td>
<td>340</td>
<td>315</td>
<td>245</td>
<td>237</td>
<td>238</td>
<td>262</td>
<td>177</td>
<td>212</td>
<td>255</td>
<td>325</td>
</tr>
<tr>
<td>Health, Security and Regulatory Services</td>
<td>64</td>
<td>86</td>
<td>162</td>
<td>141</td>
<td>150</td>
<td>132</td>
<td>133</td>
<td>137</td>
<td>88</td>
<td>105</td>
<td>78</td>
<td>114</td>
<td>186</td>
</tr>
<tr>
<td>Infrastructure Services</td>
<td>180</td>
<td>158</td>
<td>157</td>
<td>153</td>
<td>140</td>
<td>133</td>
<td>133</td>
<td>38</td>
<td>7</td>
<td>22</td>
<td>26</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Planning and Development</td>
<td>98</td>
<td>73</td>
<td>82</td>
<td>79</td>
<td>144</td>
<td>115</td>
<td>111</td>
<td>122</td>
<td>98</td>
<td>95</td>
<td>99</td>
<td>88</td>
<td>97</td>
</tr>
<tr>
<td>Works, Parks and Recreation</td>
<td>253</td>
<td>212</td>
<td>219</td>
<td>321</td>
<td>264</td>
<td>604</td>
<td>724</td>
<td>421</td>
<td>405</td>
<td>360</td>
<td>322</td>
<td>636</td>
<td>713</td>
</tr>
</tbody>
</table>

| Total                              | 1,842  | 1,278  | 1,440  | 1,340  | 1,400  | 1,708  | 1,725  | 1,455  | 1,283  | 979    | 975    | 1,214  | 1,567  |
**Capital Expenditure**

Results as at 31 March 2018:

<table>
<thead>
<tr>
<th>Department Controlled</th>
<th>Corporate Controlled</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Capital Work in Progress Current Balance ($'000):</strong></td>
<td><strong>Capital Work in Progress Current Balance ($'000):</strong></td>
</tr>
<tr>
<td>Mar-17</td>
<td>Apr-17</td>
</tr>
<tr>
<td>$M</td>
<td>$M</td>
</tr>
<tr>
<td>Infrastructure Services</td>
<td>56.18</td>
</tr>
<tr>
<td>Works, Parks and Recreation</td>
<td>8.33</td>
</tr>
<tr>
<td>Finance and Corporate Services</td>
<td>4.54</td>
</tr>
<tr>
<td>Arts, Social Development and Community Engagement</td>
<td>0.21</td>
</tr>
<tr>
<td>Health, Security and Regulatory Services</td>
<td>0.14</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>69.40</td>
</tr>
</tbody>
</table>

The above figures exclude infrastructure credits and donated assets.

**CWIP Balance by Project Status (as % of total):**

<table>
<thead>
<tr>
<th>Concept</th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>%</strong></td>
<td>1%</td>
<td>3%</td>
<td>3%</td>
<td>2%</td>
<td>2%</td>
<td>2%</td>
<td>2%</td>
<td>2%</td>
<td>2%</td>
<td>2%</td>
<td>2%</td>
<td>2%</td>
<td>2%</td>
</tr>
<tr>
<td><strong>Design</strong></td>
<td>10%</td>
<td>9%</td>
<td>9%</td>
<td>5%</td>
<td>5%</td>
<td>6%</td>
<td>6%</td>
<td>5%</td>
<td>5%</td>
<td>4%</td>
<td>7%</td>
<td>8%</td>
<td>8%</td>
</tr>
<tr>
<td><strong>Delivery</strong></td>
<td>55%</td>
<td>56%</td>
<td>61%</td>
<td>63%</td>
<td>62%</td>
<td>45%</td>
<td>32%</td>
<td>33%</td>
<td>37%</td>
<td>48%</td>
<td>44%</td>
<td>56%</td>
<td>53%</td>
</tr>
<tr>
<td><strong>Completion</strong></td>
<td>32%</td>
<td>32%</td>
<td>27%</td>
<td>38%</td>
<td>31%</td>
<td>47%</td>
<td>60%</td>
<td>60%</td>
<td>56%</td>
<td>46%</td>
<td>47%</td>
<td>34%</td>
<td>37%</td>
</tr>
</tbody>
</table>
## Infrastructure Capital Portfolio by Delivery Department

Results as at 31 March 2018:

<table>
<thead>
<tr>
<th>Department Controlled</th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>% Achieved</th>
<th>FY F’cast $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infrastructure Portfolio - IS</td>
<td>43,844</td>
<td>54,899</td>
<td>11,055</td>
<td>81,448</td>
<td>54%</td>
<td>81,448</td>
</tr>
<tr>
<td>Infrastructure Portfolio - WP</td>
<td>16,137</td>
<td>20,715</td>
<td>4,578</td>
<td>24,976</td>
<td>65%</td>
<td>24,976</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>59,981</strong></td>
<td><strong>75,614</strong></td>
<td><strong>15,633</strong></td>
<td><strong>106,424</strong></td>
<td><strong>56%</strong></td>
<td><strong>106,424</strong></td>
</tr>
</tbody>
</table>

### Infrastructure Capital Expenditure by Program

#### Corporate Facilities

<table>
<thead>
<tr>
<th>Infrastructure Program</th>
<th>Actuals</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul-17</td>
<td>0</td>
<td>2,000</td>
</tr>
<tr>
<td>Aug-17</td>
<td>2,000</td>
<td>4,000</td>
</tr>
<tr>
<td>Sep-17</td>
<td>4,000</td>
<td>6,000</td>
</tr>
<tr>
<td>Oct-17</td>
<td>6,000</td>
<td>8,000</td>
</tr>
<tr>
<td>Nov-17</td>
<td>8,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Dec-17</td>
<td>10,000</td>
<td>12,000</td>
</tr>
<tr>
<td>Jan-18</td>
<td>12,000</td>
<td>14,000</td>
</tr>
<tr>
<td>Feb-18</td>
<td>14,000</td>
<td>16,000</td>
</tr>
<tr>
<td>Mar-18</td>
<td>16,000</td>
<td>18,000</td>
</tr>
<tr>
<td>Apr-18</td>
<td>18,000</td>
<td>20,000</td>
</tr>
<tr>
<td>May-18</td>
<td>20,000</td>
<td>22,000</td>
</tr>
<tr>
<td>Jun-18</td>
<td>22,000</td>
<td>24,000</td>
</tr>
</tbody>
</table>

**Comments per IS** - Forecast final cost is $4.3m. There is a variance (Budget minus FFC) of (minus) $1.4m, after receipt of external funding.

**Comments per WPR** - Negative expenditure relates to expensing of planning costs. Woollen Mill project is completed. Riverview Depot project is in procurement phase with a number of tenders in evaluation phase or currently in the market.
Infrastructure Capital Expenditure by Program con’t

Transport and Traffic

Comments per IS - Forecast final cost for this program is $6.81m. The forecast final cost identifies $1.74m of carryover (C/O) for next FY. The variance (Approved minus FFC) is (Minus) $366k. ICC has settled $668k with Hazell Brothers in respect of Redbank Plains Road Stage 2.

Flood Mitigation and Drainage

Comments per IS - Forecast final cost is $747k.
Infrastructure Capital Expenditure by Program con’t

Local Amenity

Comments per IS - Forecast final cost for this program is $3.01m. The variance (Approved minus FFC) is $2.27m.

Comments per WPR - Budget for Division 3 allocation towards project finalised in January 2018.

Parks, Sport and Recreation

Comments per IS - Forecast final cost (FFC) is $3.98m.

Comments per WPR - Forecasted expenditure to be $1.7m over budget which is the majority of the Windle Road Land acquisition. This strategic land acquisition has been in negotiations for years and approved by Committee. Other minor over spend within Strategic parks which will be funded within the portfolio - this relates to Smart City Projects and Strategic Sport projects.
Infrastructure Capital Expenditure by Program con’t

**Asset Rehabilitation**

**Comments per IS** - Forecast final cost is $15.1m. There is a variance (Budget minus FFC) of $1.1m.

**Comments per WPR** - Majority of projects and program currently on track, with a couple of urgent works currently programmed to be completed before the end of the financial year.
# Arts, Social Development and Community Engagement Department

## Performance Report

### March 2018

<table>
<thead>
<tr>
<th>Revenue</th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F'cast</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>% Achieved</td>
<td>$'000</td>
</tr>
<tr>
<td><strong>Department Controlled</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civic Centre Service Fees</td>
<td>138</td>
<td>107</td>
<td>31</td>
<td>173</td>
<td>80%</td>
</tr>
<tr>
<td>Library Fees and Fines</td>
<td>18</td>
<td>26</td>
<td>(8)</td>
<td>40</td>
<td>45%</td>
</tr>
<tr>
<td>Other Fees</td>
<td>281</td>
<td>240</td>
<td>41</td>
<td>308</td>
<td>91%</td>
</tr>
<tr>
<td>Operational Grants</td>
<td>2,138</td>
<td>2,061</td>
<td>77</td>
<td>2,453</td>
<td>87%</td>
</tr>
<tr>
<td>Capital Grants</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>0</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>1,534</td>
<td>1,097</td>
<td>437</td>
<td>1,500</td>
<td>102%</td>
</tr>
<tr>
<td>Internal Revenue</td>
<td>311</td>
<td>277</td>
<td>34</td>
<td>321</td>
<td>97%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>4,420</td>
<td>3,808</td>
<td>612</td>
<td>4,795</td>
<td>92%</td>
</tr>
</tbody>
</table>

| Corporate Controlled      |         |         |         |           |           |
| Donated Asset Revenue     | 134     | 14      | 120     | 32        | 419%      |
| Cash Contributions        | 8       | 1,295   | (1,287) | 3,746     | 0%        |
| Hdwks Credit Consumption  | 0       | 0       | 0       | n/a       | 0         |
| **TOTAL**                 | 142     | 1,309   | (1,167) | 3,778     | 4%        |

| **TOTAL**                 | 4,562   | 5,117   | (555)   | 8,573     | 53%       |

Satisfactory results for Department controlled revenue. Other revenue variance is due to Veolia ($250k) and increased demand of Home assist minor and major home modifications ($144k).
### Department Controlled Expenses

#### Employee Expenses

<table>
<thead>
<tr>
<th></th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>FY F’cast $'000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages (opex and capex)</td>
<td>6,055</td>
<td>6,728</td>
<td>673</td>
<td>8,894</td>
<td>8,894</td>
<td>68%</td>
</tr>
<tr>
<td>Overtime</td>
<td>178</td>
<td>87</td>
<td>(91)</td>
<td>117</td>
<td>178</td>
<td></td>
</tr>
<tr>
<td>Allowances</td>
<td>14</td>
<td>10</td>
<td>(4)</td>
<td>13</td>
<td>14</td>
<td>108%</td>
</tr>
<tr>
<td>Other employee costs</td>
<td>1,720</td>
<td>1,766</td>
<td>46</td>
<td>2,353</td>
<td>2,353</td>
<td>73%</td>
</tr>
<tr>
<td><strong>Total Labour Opex + Capex</strong></td>
<td><strong>7,967</strong></td>
<td><strong>8,591</strong></td>
<td><strong>624</strong></td>
<td><strong>11,377</strong></td>
<td><strong>11,439</strong></td>
<td><strong>70%</strong></td>
</tr>
<tr>
<td>Less recovery/charge out</td>
<td><strong>48</strong></td>
<td>107</td>
<td>59</td>
<td>143</td>
<td>143</td>
<td></td>
</tr>
<tr>
<td>Opex Labour before Contractors</td>
<td>8,015</td>
<td>8,698</td>
<td>683</td>
<td>11,520</td>
<td>11,582</td>
<td>70%</td>
</tr>
<tr>
<td>Plus Contract Opex Labour</td>
<td><strong>152</strong></td>
<td>172</td>
<td>20</td>
<td>194</td>
<td>194</td>
<td></td>
</tr>
<tr>
<td>Opex Labour incl Contractors</td>
<td><strong>8,167</strong></td>
<td><strong>8,870</strong></td>
<td><strong>703</strong></td>
<td><strong>11,714</strong></td>
<td><strong>11,776</strong></td>
<td><strong>70%</strong></td>
</tr>
</tbody>
</table>

Satisfactory results overall.

#### Materials and Services (excl. Labour Contracts)

<table>
<thead>
<tr>
<th></th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>FY F’cast $'000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>218</td>
<td>253</td>
<td>35</td>
<td>311</td>
<td>311</td>
<td>70%</td>
</tr>
<tr>
<td>Materials</td>
<td>389</td>
<td>361</td>
<td>(28)</td>
<td>1,127</td>
<td>1,127</td>
<td>35%</td>
</tr>
<tr>
<td>Other Goods</td>
<td>631</td>
<td>612</td>
<td>(19)</td>
<td>977</td>
<td>977</td>
<td>65%</td>
</tr>
<tr>
<td>Other Services</td>
<td>924</td>
<td>1,405</td>
<td>481</td>
<td>2,016</td>
<td>2,016</td>
<td>46%</td>
</tr>
<tr>
<td>Service Contracts</td>
<td>615</td>
<td>646</td>
<td>31</td>
<td>873</td>
<td>873</td>
<td>70%</td>
</tr>
<tr>
<td>Other Materials and Services</td>
<td>233</td>
<td>248</td>
<td>15</td>
<td>323</td>
<td>323</td>
<td>72%</td>
</tr>
<tr>
<td><strong>Other Expense Sources</strong></td>
<td><strong>3,010</strong></td>
<td><strong>3,525</strong></td>
<td><strong>515</strong></td>
<td><strong>5,627</strong></td>
<td><strong>5,627</strong></td>
<td><strong>53%</strong></td>
</tr>
<tr>
<td>Other Expenses</td>
<td>1,045</td>
<td>1,581</td>
<td>536</td>
<td>3,883</td>
<td>3,883</td>
<td>27%</td>
</tr>
<tr>
<td>Internal Expenses</td>
<td>376</td>
<td>357</td>
<td>(19)</td>
<td>439</td>
<td>439</td>
<td>86%</td>
</tr>
<tr>
<td><strong>TOTAL DEPARTMENT CONTROLLED</strong></td>
<td><strong>4,431</strong></td>
<td><strong>5,463</strong></td>
<td><strong>1,032</strong></td>
<td><strong>9,949</strong></td>
<td><strong>9,949</strong></td>
<td><strong>45%</strong></td>
</tr>
</tbody>
</table>

#### Corporate Controlled Expenses

<table>
<thead>
<tr>
<th></th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>FY F’cast $'000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depreciation</td>
<td>253</td>
<td>214</td>
<td>(39)</td>
<td>285</td>
<td>285</td>
<td>89%</td>
</tr>
<tr>
<td>Finance Costs</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Loss on Disposal Assets</td>
<td>25</td>
<td>0</td>
<td>(25)</td>
<td>0</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CORPORATE CONTROLLED</strong></td>
<td><strong>278</strong></td>
<td><strong>214</strong></td>
<td><strong>(64)</strong></td>
<td><strong>285</strong></td>
<td><strong>310</strong></td>
<td><strong>98%</strong></td>
</tr>
</tbody>
</table>

Satisfactory results overall. Internal expenses over budget by $19k and is mostly offset by internal revenue within the department.
Arts, Social Development and Community Engagement Department

Annual Leave Balances as at pay period ended 26 March 2018:

### Annual Leave Balances by Weeks

![Annual Leave Balances by Weeks](chart)

<table>
<thead>
<tr>
<th></th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>No of people with 0-4 weeks</td>
<td>95</td>
<td>77.2%</td>
<td>89</td>
<td>74.3%</td>
<td>91</td>
<td>76.5%</td>
</tr>
<tr>
<td>No of people with 4-8 weeks</td>
<td>27</td>
<td>22.0%</td>
<td>30</td>
<td>25.0%</td>
<td>28</td>
<td>23.5%</td>
</tr>
<tr>
<td>No of people with 8+ weeks</td>
<td>1</td>
<td>0.8%</td>
<td>1</td>
<td>0.8%</td>
<td>0</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

### Full Time Equivalents:

#### ASDCE - FTEs by Category

![ASDCE - FTEs by Category](chart)

<table>
<thead>
<tr>
<th></th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>White collar staff</td>
<td>100.7</td>
<td>99.0</td>
<td>101.0</td>
<td>100.2</td>
<td>100.4</td>
<td>100.6</td>
<td>98.3</td>
<td>98.8</td>
<td>100.6</td>
<td>101.3</td>
<td>102.7</td>
<td>102.1</td>
</tr>
<tr>
<td>Blue collar staff</td>
<td>9.4</td>
<td>13.7</td>
<td>9.4</td>
<td>10.4</td>
<td>9.4</td>
<td>9.4</td>
<td>9.5</td>
<td>12.3</td>
<td>11.4</td>
<td>5.6</td>
<td>8.3</td>
<td>9.1</td>
</tr>
<tr>
<td>Total</td>
<td>110.0</td>
<td>112.7</td>
<td>110.4</td>
<td>110.7</td>
<td>109.8</td>
<td>110.0</td>
<td>107.7</td>
<td>111.1</td>
<td>112.0</td>
<td>106.9</td>
<td>111.0</td>
<td>111.2</td>
</tr>
</tbody>
</table>

#### Movement prior month (white collar)

<table>
<thead>
<tr>
<th></th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>White collar staff</td>
<td>1.7</td>
<td>(1.7)</td>
<td>2.0</td>
<td>(0.8)</td>
<td>0.2</td>
<td>0.2</td>
<td>(2.4)</td>
<td>0.5</td>
<td>1.8</td>
<td>0.7</td>
<td>1.4</td>
<td>(0.7)</td>
</tr>
<tr>
<td>Blue collar staff</td>
<td>(0.6)</td>
<td>4.3</td>
<td>(4.3)</td>
<td>1.1</td>
<td>(1.2)</td>
<td>0.0</td>
<td>0.1</td>
<td>2.8</td>
<td>(0.9)</td>
<td>(5.8)</td>
<td>2.7</td>
<td>0.8</td>
</tr>
</tbody>
</table>

#### Blue collar staff last year

<table>
<thead>
<tr>
<th></th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>White collar staff</td>
<td>104.8</td>
<td>106.0</td>
<td>104.4</td>
<td>100.0</td>
<td>97.0</td>
<td>94.5</td>
<td>97.8</td>
<td>99.9</td>
<td>100.7</td>
<td>100.7</td>
<td>100.4</td>
<td>99.0</td>
</tr>
<tr>
<td>Blue collar staff</td>
<td>11.0</td>
<td>9.8</td>
<td>11.5</td>
<td>11.5</td>
<td>8.8</td>
<td>12.5</td>
<td>9.9</td>
<td>12.2</td>
<td>12.2</td>
<td>4.6</td>
<td>9.2</td>
<td>9.9</td>
</tr>
</tbody>
</table>

#### Total FTEs last year

<table>
<thead>
<tr>
<th></th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total FTEs</td>
<td>115.8</td>
<td>115.8</td>
<td>115.9</td>
<td>111.5</td>
<td>105.8</td>
<td>107.0</td>
<td>107.7</td>
<td>112.1</td>
<td>112.9</td>
<td>105.4</td>
<td>108.6</td>
<td>108.9</td>
</tr>
</tbody>
</table>
Arts, Social Development and Community Engagement Department

Sick Leave:

<table>
<thead>
<tr>
<th>Month</th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>White collar staff</td>
<td>74.21</td>
<td>74.49</td>
<td>73.69</td>
<td>70.52</td>
<td>68.47</td>
<td>65.10</td>
<td>65.01</td>
<td>67.06</td>
<td>65.97</td>
<td>68.39</td>
<td>66.85</td>
<td>67.72</td>
<td>68.90</td>
</tr>
<tr>
<td>Blue collar staff</td>
<td>31.50</td>
<td>36.38</td>
<td>34.31</td>
<td>57.06</td>
<td>45.44</td>
<td>43.56</td>
<td>41.44</td>
<td>37.06</td>
<td>35.31</td>
<td>37.44</td>
<td>39.31</td>
<td>39.31</td>
<td>39.31</td>
</tr>
</tbody>
</table>

* Rolling 12 month average

Lost Time Injury Frequency Rates:

<table>
<thead>
<tr>
<th>Month</th>
<th>Feb-17</th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTI</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>LTIIFR</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cumulative Days lost 12 months</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>LTIISR Rolling 12 months</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

March LTI data will be available in the April report
ASDCE Capital Expenditure by Program

Results as at 31 March 2018:

<table>
<thead>
<tr>
<th></th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department controlled</td>
<td>234</td>
<td>439</td>
<td>205</td>
<td>1,804</td>
<td>13%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Name</th>
<th>YTD Actual $'000</th>
<th>YTD Budget $'000</th>
<th>Explanations/Mitigations</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCH00020/ DCH00022 Civic Centre Assets</td>
<td>61</td>
<td>60</td>
<td>No issues</td>
</tr>
<tr>
<td>Various Projects</td>
<td>25</td>
<td>23</td>
<td>No issues</td>
</tr>
</tbody>
</table>

Art Gallery Branch

<table>
<thead>
<tr>
<th>Project No.</th>
<th>Project Name</th>
<th>YTD Actual $'000</th>
<th>YTD Budget $'000</th>
<th>Explanations/Mitigations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>25</td>
<td>23</td>
<td>No issues</td>
</tr>
</tbody>
</table>
ASDCE Capital Expenditure by Program con’t

### Library Branch

<table>
<thead>
<tr>
<th>Project No.</th>
<th>Project Name</th>
<th>YTD Actual $'000</th>
<th>YTD Budget $'000</th>
<th>Explanations/Mitigations</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEL10018</td>
<td>Library Capital Purchases</td>
<td>146</td>
<td>346</td>
<td>Variance is due to slight delay in Fitout of Logistics Hub and Springfield Central Library.</td>
</tr>
</tbody>
</table>

### Admin Branch

<table>
<thead>
<tr>
<th>Project No.</th>
<th>Project Name</th>
<th>YTD Actual $'000</th>
<th>YTD Budget $'000</th>
<th>Explanations/Mitigations</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEA00005</td>
<td>CCS Admin Assets</td>
<td>0</td>
<td>10</td>
<td>Planning in place to procure furniture and fixtures for ground floor of the Hayden Building</td>
</tr>
</tbody>
</table>
## Economic Development and Marketing

### Performance Report

#### March 2018

<table>
<thead>
<tr>
<th>Revenue</th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>% Achieved</th>
<th>FY F'cast $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department Controlled</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operational Grants</td>
<td>100</td>
<td>0</td>
<td>100</td>
<td>0</td>
<td>n/a</td>
<td>100</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>227</td>
<td>198</td>
<td>29</td>
<td>264</td>
<td>86%</td>
<td>264</td>
</tr>
<tr>
<td>Internal Revenue</td>
<td>6</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>n/a</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>333</td>
<td>198</td>
<td>135</td>
<td>264</td>
<td>126%</td>
<td>370</td>
</tr>
<tr>
<td><strong>Corporate Controlled</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>333</td>
<td>198</td>
<td>135</td>
<td>264</td>
<td>126%</td>
<td>370</td>
</tr>
</tbody>
</table>

Satisfactory results overall.
Operational Grant received by Department of Science, Information Technology and Innovation towards advancing regional innovation program, a further $66k is expected this year.
Department Controlled Expenses

### Employee Expenses

<table>
<thead>
<tr>
<th></th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>FY F'cast $'000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages (opex and capex)</td>
<td>2,300</td>
<td>2,677</td>
<td>377</td>
<td>3,549</td>
<td>3,549</td>
<td>65%</td>
</tr>
<tr>
<td>Overtime</td>
<td>48</td>
<td>48</td>
<td>0</td>
<td>63</td>
<td>63</td>
<td>76%</td>
</tr>
<tr>
<td>Allowances</td>
<td>8</td>
<td>4</td>
<td>(4)</td>
<td>5</td>
<td>8</td>
<td>160%</td>
</tr>
<tr>
<td>Other employee costs</td>
<td>713</td>
<td>799</td>
<td>86</td>
<td>1,060</td>
<td>1,060</td>
<td>67%</td>
</tr>
<tr>
<td><strong>Total Labour Opex + Capex</strong></td>
<td><strong>3,069</strong></td>
<td><strong>3,528</strong></td>
<td><strong>459</strong></td>
<td><strong>4,677</strong></td>
<td><strong>4,677</strong></td>
<td><strong>66%</strong></td>
</tr>
<tr>
<td><strong>Less Capitalised Labour</strong></td>
<td><strong>52</strong></td>
<td><strong>1</strong></td>
<td><strong>(51)</strong></td>
<td>0</td>
<td>n/a</td>
<td>52</td>
</tr>
<tr>
<td><strong>Opex Labour before Contractors</strong></td>
<td><strong>3,121</strong></td>
<td><strong>3,529</strong></td>
<td><strong>408</strong></td>
<td><strong>4,677</strong></td>
<td><strong>4,677</strong></td>
<td><strong>67%</strong></td>
</tr>
<tr>
<td><strong>Plus Contract Opex Labour</strong></td>
<td><strong>511</strong></td>
<td><strong>0</strong></td>
<td><strong>(511)</strong></td>
<td>0</td>
<td>n/a</td>
<td>511</td>
</tr>
<tr>
<td><strong>Opex Labour incl Contractors</strong></td>
<td><strong>3,632</strong></td>
<td><strong>3,529</strong></td>
<td><strong>(103)</strong></td>
<td><strong>4,677</strong></td>
<td><strong>4,677</strong></td>
<td><strong>78%</strong></td>
</tr>
</tbody>
</table>

Employee expenses over budget due to unbudgeted positions.

### Materials and Services (excl. Labour Contracts)

<table>
<thead>
<tr>
<th></th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>FY F'cast $'000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>865</td>
<td>898</td>
<td>33</td>
<td>1,102</td>
<td>1,102</td>
<td>78%</td>
</tr>
<tr>
<td>Communication</td>
<td>24</td>
<td>0</td>
<td>(24)</td>
<td>0</td>
<td>n/a</td>
<td>24</td>
</tr>
<tr>
<td>Other Goods</td>
<td>51</td>
<td>71</td>
<td>20</td>
<td>95</td>
<td>95</td>
<td>54%</td>
</tr>
<tr>
<td>Other Services</td>
<td>447</td>
<td>325</td>
<td>(122)</td>
<td>408</td>
<td>408</td>
<td>110%</td>
</tr>
<tr>
<td>Service Contracts</td>
<td>604</td>
<td>1,306</td>
<td>702</td>
<td>1,714</td>
<td>1,714</td>
<td>35%</td>
</tr>
<tr>
<td>Entertainment</td>
<td>44</td>
<td>84</td>
<td>40</td>
<td>99</td>
<td>99</td>
<td>44%</td>
</tr>
<tr>
<td>Other Materials and Services</td>
<td>268</td>
<td>191</td>
<td>(77)</td>
<td>264</td>
<td>264</td>
<td>102%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,303</strong></td>
<td><strong>2,875</strong></td>
<td><strong>572</strong></td>
<td><strong>3,682</strong></td>
<td><strong>3,682</strong></td>
<td><strong>63%</strong></td>
</tr>
</tbody>
</table>

### Other Expense Sources

<table>
<thead>
<tr>
<th></th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>FY F'cast $'000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Expenses</td>
<td>53</td>
<td>12</td>
<td>(41)</td>
<td>12</td>
<td>12</td>
<td>442%</td>
</tr>
<tr>
<td>Internal Expenses</td>
<td>97</td>
<td>78</td>
<td>(19)</td>
<td>97</td>
<td>97</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,453</strong></td>
<td><strong>2,965</strong></td>
<td><strong>512</strong></td>
<td><strong>3,791</strong></td>
<td><strong>3,791</strong></td>
<td><strong>65%</strong></td>
</tr>
</tbody>
</table>

### TOTAL DEPARTMENT CONTROLLED

<table>
<thead>
<tr>
<th></th>
<th>$'000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>6,085</strong></td>
</tr>
<tr>
<td><strong>Corporate Controlled Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>4</td>
</tr>
<tr>
<td>Other Finance Costs</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Corporate Controlled</strong></td>
<td><strong>4</strong></td>
</tr>
</tbody>
</table>

Satisfactory results overall. Service contracts under budget as a result of the Ipswich Events Contracts being out to tender.
Economic Development and Marketing Department

Annual Leave Balances as at pay period ended 26 March 2018:

Annual Leave Balances by Weeks

<table>
<thead>
<tr>
<th></th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>No of People with 0-4 weeks</td>
<td>33</td>
<td>32</td>
<td>32</td>
<td>34</td>
<td>32</td>
<td>35</td>
</tr>
<tr>
<td>Percentage</td>
<td>84.6%</td>
<td>80.0%</td>
<td>86.5%</td>
<td>91.9%</td>
<td>86.5%</td>
<td>87.5%</td>
</tr>
<tr>
<td>No of People with 4-8 weeks</td>
<td>6</td>
<td>8</td>
<td>5</td>
<td>3</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Percentage</td>
<td>15.4%</td>
<td>20.0%</td>
<td>13.5%</td>
<td>8.1%</td>
<td>13.5%</td>
<td>12.5%</td>
</tr>
<tr>
<td>No of People with 8+ weeks</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Percentage</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

Full Time Equivalents:

<table>
<thead>
<tr>
<th></th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>White collar staff</td>
<td>34.7</td>
<td>34.7</td>
<td>36.2</td>
<td>35.0</td>
<td>34.1</td>
<td>35.0</td>
<td>35.6</td>
<td>36.0</td>
<td>35.4</td>
<td>34.4</td>
<td>36.5</td>
<td>36.7</td>
</tr>
<tr>
<td>Blue collar staff</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Total</td>
<td>34.7</td>
<td>34.7</td>
<td>36.2</td>
<td>35.0</td>
<td>34.1</td>
<td>35.0</td>
<td>35.6</td>
<td>36.0</td>
<td>35.4</td>
<td>34.4</td>
<td>36.5</td>
<td>36.7</td>
</tr>
<tr>
<td>Movement prior month (white collar)</td>
<td>(0.4)</td>
<td>0.0</td>
<td>2.4</td>
<td>0.4</td>
<td>(0.1)</td>
<td>(1.7)</td>
<td>0.4</td>
<td>(0.5)</td>
<td>(1.7)</td>
<td>0.8</td>
<td>(0.4)</td>
<td>3.3</td>
</tr>
<tr>
<td>White collar staff last year</td>
<td>34.7</td>
<td>34.7</td>
<td>36.2</td>
<td>35.0</td>
<td>34.1</td>
<td>35.0</td>
<td>35.6</td>
<td>36.0</td>
<td>35.4</td>
<td>34.4</td>
<td>36.5</td>
<td>36.7</td>
</tr>
<tr>
<td>Blue collar staff last year</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Total FTEs last year</td>
<td>34.7</td>
<td>34.7</td>
<td>36.2</td>
<td>35.0</td>
<td>34.1</td>
<td>35.0</td>
<td>35.6</td>
<td>36.0</td>
<td>35.4</td>
<td>34.4</td>
<td>36.5</td>
<td>36.7</td>
</tr>
</tbody>
</table>
Economic Development and Marketing Department

Sick Leave:

EDM - Sick Leave Hours Per Person Per Annum

<table>
<thead>
<tr>
<th></th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>White collar staff</td>
<td>48.11</td>
<td>48.17</td>
<td>52.70</td>
<td>49.90</td>
<td>50.79</td>
<td>54.79</td>
<td>54.06</td>
<td>59.20</td>
<td>66.78</td>
<td>74.39</td>
<td>75.89</td>
<td>79.39</td>
<td>79.20</td>
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</tbody>
</table>

* Rolling 12 month average

Lost Time Injury Frequency Rates:

<table>
<thead>
<tr>
<th></th>
<th>Feb-17</th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTI's</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>LTIFR</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cumulative Days lost 12 months</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>LTISR Rolling 12 months</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

March LTI data will be available in the April report
# Infrastructure Services Department

## Performance Report

### March 2018

<table>
<thead>
<tr>
<th>Revenue</th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>FY F'cast $'000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department Controlled</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Fees and Charges</td>
<td>6</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>n/a</td>
<td>6</td>
</tr>
<tr>
<td>Sales, Recoverable works</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>0</td>
</tr>
<tr>
<td>Capital Grants</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>0</td>
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<tr>
<td>Other Revenue</td>
<td>35</td>
<td>0</td>
<td>35</td>
<td>0</td>
<td>n/a</td>
<td>35</td>
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<tr>
<td></td>
<td>41</td>
<td>0</td>
<td>41</td>
<td>0</td>
<td>n/a</td>
<td>41</td>
</tr>
<tr>
<td><strong>Corporate Controlled</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donated Asset Revenue</td>
<td>45,678</td>
<td>36,000</td>
<td>9,678</td>
<td>60,541</td>
<td>75%</td>
<td>60,541</td>
</tr>
<tr>
<td>Cash Contributions</td>
<td>9,182</td>
<td>8,325</td>
<td>857</td>
<td>11,102</td>
<td>83%</td>
<td>11,102</td>
</tr>
<tr>
<td></td>
<td>54,860</td>
<td>44,325</td>
<td>10,535</td>
<td>71,643</td>
<td>77%</td>
<td>71,643</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>54,901</td>
<td>44,325</td>
<td>10,576</td>
<td>71,643</td>
<td>77%</td>
<td>71,684</td>
</tr>
</tbody>
</table>

Satisfactory results for Department controlled revenue.

Donated assets, cash contributions and headwork credits are developer driven and will be closely monitored.
# Department Controlled Expenses

## General Ledger

<table>
<thead>
<tr>
<th>Employee Expenses (incl. Labour Contracts)</th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F'cast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages (opex and capex)</td>
<td>5,800</td>
<td>6,720</td>
<td>920</td>
<td>9,035</td>
<td>9,035</td>
</tr>
<tr>
<td>Contract (opex and capex)</td>
<td>446</td>
<td>0</td>
<td>(446)</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>Overtime</td>
<td>52</td>
<td>60</td>
<td>8</td>
<td>80</td>
<td>80</td>
</tr>
<tr>
<td>Allowances</td>
<td>15</td>
<td>18</td>
<td>3</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>Other employee costs</td>
<td>1,605</td>
<td>1,895</td>
<td>290</td>
<td>2,548</td>
<td>2,548</td>
</tr>
<tr>
<td><strong>Total Labour Opex + Capex</strong></td>
<td>7,918</td>
<td>8,693</td>
<td>775</td>
<td>11,687</td>
<td>12,133</td>
</tr>
</tbody>
</table>

## Labour Breakdown (Project Ledger)

<table>
<thead>
<tr>
<th>Capex</th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F'cast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>6,641</td>
<td>7,704</td>
<td>1,063</td>
<td>10,359</td>
<td>10,359</td>
</tr>
<tr>
<td>Contract</td>
<td>404</td>
<td>0</td>
<td>(404)</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Total Capex</strong></td>
<td>7,045</td>
<td>7,704</td>
<td>659</td>
<td>10,359</td>
<td>10,763</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Opex</th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F'cast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>625</td>
<td>926</td>
<td>301</td>
<td>1,331</td>
<td>1,331</td>
</tr>
<tr>
<td>Contract</td>
<td>42</td>
<td>0</td>
<td>(42)</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Total Opex</strong></td>
<td>667</td>
<td>926</td>
<td>259</td>
<td>1,331</td>
<td>1,373</td>
</tr>
</tbody>
</table>

**Total Project Labour (opex and capex)** 7,712 8,630 918 11,690 66% 12,136

Satisfactory results overall.
Department Controlled Expenses (con’t)

Materials and Services (excl. Labour Contracts)

<table>
<thead>
<tr>
<th></th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F’cast</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td>% Achieved</td>
</tr>
<tr>
<td>Service Contracts</td>
<td>35</td>
<td>313</td>
<td>278</td>
<td>418</td>
<td>8%</td>
</tr>
<tr>
<td>Consultants</td>
<td>213</td>
<td>500</td>
<td>287</td>
<td>667</td>
<td>32%</td>
</tr>
<tr>
<td>Other Materials and Services</td>
<td>356</td>
<td>34</td>
<td>(322)</td>
<td>38</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td>604</td>
<td>847</td>
<td>243</td>
<td>1,123</td>
<td>54%</td>
</tr>
</tbody>
</table>

Other Expense Sources

<table>
<thead>
<tr>
<th></th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F’cast</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td>% Achieved</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>120</td>
<td>0</td>
<td>(120)</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>Internal Expenses</td>
<td>119</td>
<td>0</td>
<td>(119)</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td>239</td>
<td>0</td>
<td>(239)</td>
<td>0</td>
<td>n/a</td>
</tr>
</tbody>
</table>

TOTAL DEPARTMENT CONTROLLED EXPENSES (excl. Labour) 843 847 4 1,123 75% 1,680

Corporate Controlled Expenses

<table>
<thead>
<tr>
<th></th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F’cast</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td>% Achieved</td>
</tr>
<tr>
<td>Depreciation</td>
<td>95</td>
<td>107</td>
<td>12</td>
<td>123</td>
<td>77%</td>
</tr>
<tr>
<td>Other Finance Costs</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>Loss on disposal assets</td>
<td>28</td>
<td>0</td>
<td>(28)</td>
<td>0</td>
<td>n/a</td>
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<tr>
<td></td>
<td>123</td>
<td>107</td>
<td>(16)</td>
<td>123</td>
<td>100%</td>
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</tbody>
</table>

Satisfactory results for Materials and Services. Other Expenses relates to Bunnings refund for road infrastructure agreement $104k and Motor vehicle deductibles $16.5k. Internal expenses primarily relates to expensing of non capital related items.

Infrastructure Services Department Minor Equipment Capital Expenditure

Results as at 31 March 2018:

<table>
<thead>
<tr>
<th></th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F’cast</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td>% Achieved</td>
<td>$’000</td>
</tr>
<tr>
<td>Department Controlled</td>
<td>80</td>
<td>155</td>
<td>75</td>
<td>155</td>
<td>52%</td>
</tr>
</tbody>
</table>

**IS Equipment Purchases**

**Major Projects**

<table>
<thead>
<tr>
<th>Project No.</th>
<th>Project Name</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>Explanations/Mitigations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various</td>
<td></td>
<td>80</td>
<td>155</td>
<td>No issues.</td>
</tr>
</tbody>
</table>
Infrastructure Services Department

Annual Leave Balances as at pay period ended 26 March 2018:

![Annual Leave Balances by Weeks](image)

### Full Time Equivalents:

![Infrastructure Services Department - FTEs by Category](image)

#### White collar staff
- April 17: 58.8
- May 17: 58.6
- June 17: 58.4
- July 17: 58.4
- Aug 17: 58.4
- Sep 17: 58.4
- Oct 17: 58.4
- Nov 17: 58.4
- Dec 17: 58.4
- Jan 18: 58.4
- Feb 18: 58.4
- Mar 18: 58.4

#### Blue collar staff
- April 17: 59.0
- May 17: 59.0
- June 17: 59.0
- July 17: 59.0
- Aug 17: 59.0
- Sep 17: 59.0
- Oct 17: 59.0
- Nov 17: 59.0
- Dec 17: 59.0
- Jan 18: 59.0
- Feb 18: 59.0
- Mar 18: 59.0

#### Total
- April 17: 117.8
- May 17: 117.6
- June 17: 117.6
- July 17: 117.6
- Aug 17: 117.6
- Sep 17: 117.6
- Oct 17: 117.6
- Nov 17: 117.6
- Dec 17: 117.6
- Jan 18: 117.6
- Feb 18: 117.6
- Mar 18: 117.6

#### Movement prior month (white collar)
- April 17: 0.9
- May 17: 0.9
- June 17: 0.9
- July 17: 0.9
- Aug 17: 0.9
- Sep 17: 0.9
- Oct 17: 0.9
- Nov 17: 0.9
- Dec 17: 0.9
- Jan 18: 0.9
- Feb 18: 0.9
- Mar 18: 0.9

#### Movement prior month (blue collar)
- April 17: 0.1
- May 17: 0.1
- June 17: 0.1
- July 17: 0.1
- Aug 17: 0.1
- Sep 17: 0.1
- Oct 17: 0.1
- Nov 17: 0.1
- Dec 17: 0.1
- Jan 18: 0.1
- Feb 18: 0.1
- Mar 18: 0.1

#### White collar staff last year
- April 17: 58.0
- May 17: 58.0
- June 17: 58.0
- July 17: 58.0
- Aug 17: 58.0
- Sep 17: 58.0
- Oct 17: 58.0
- Nov 17: 58.0
- Dec 17: 58.0
- Jan 18: 58.0
- Feb 18: 58.0
- Mar 18: 58.0

#### Blue collar staff last year
- April 17: 56.0
- May 17: 56.0
- June 17: 56.0
- July 17: 56.0
- Aug 17: 56.0
- Sep 17: 56.0
- Oct 17: 56.0
- Nov 17: 56.0
- Dec 17: 56.0
- Jan 18: 56.0
- Feb 18: 56.0
- Mar 18: 56.0

#### Total FTEs last year
- April 17: 114.0
- May 17: 114.0
- June 17: 114.0
- July 17: 114.0
- Aug 17: 114.0
- Sep 17: 114.0
- Oct 17: 114.0
- Nov 17: 114.0
- Dec 17: 114.0
- Jan 18: 114.0
- Feb 18: 114.0
- Mar 18: 114.0

35 of 67
Infrastructure Services Department

Sick Leave:

<table>
<thead>
<tr>
<th>Month</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar-17</td>
<td>75.17</td>
</tr>
<tr>
<td>Apr-17</td>
<td>80.07</td>
</tr>
<tr>
<td>May-17</td>
<td>84.82</td>
</tr>
<tr>
<td>Jun-17</td>
<td>92.35</td>
</tr>
<tr>
<td>Jul-17</td>
<td>97.62</td>
</tr>
<tr>
<td>Aug-17</td>
<td>108.76</td>
</tr>
<tr>
<td>Sep-17</td>
<td>110.39</td>
</tr>
<tr>
<td>Oct-17</td>
<td>111.17</td>
</tr>
<tr>
<td>Nov-17</td>
<td>106.48</td>
</tr>
<tr>
<td>Dec-17</td>
<td>105.57</td>
</tr>
<tr>
<td>Jan-18</td>
<td>108.80</td>
</tr>
<tr>
<td>Feb-18</td>
<td>108.87</td>
</tr>
<tr>
<td>Mar-18</td>
<td>112.21</td>
</tr>
</tbody>
</table>

White collar staff

<table>
<thead>
<tr>
<th>Month</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar-17</td>
<td>113.81</td>
</tr>
<tr>
<td>Apr-17</td>
<td>113.68</td>
</tr>
<tr>
<td>May-17</td>
<td>114.72</td>
</tr>
<tr>
<td>Jun-17</td>
<td>117.50</td>
</tr>
<tr>
<td>Jul-17</td>
<td>120.70</td>
</tr>
<tr>
<td>Aug-17</td>
<td>126.19</td>
</tr>
<tr>
<td>Sep-17</td>
<td>128.34</td>
</tr>
<tr>
<td>Oct-17</td>
<td>129.43</td>
</tr>
<tr>
<td>Nov-17</td>
<td>131.24</td>
</tr>
<tr>
<td>Dec-17</td>
<td>128.55</td>
</tr>
<tr>
<td>Jan-18</td>
<td>128.18</td>
</tr>
</tbody>
</table>

Blue collar staff

Lost Time Injury Frequency Rates:

<table>
<thead>
<tr>
<th>Month</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>March</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>April</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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March LTI data will be available in the April report

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## Finance and Corporate Services Department

### Performance Report

**March 2018**

### Revenue

<table>
<thead>
<tr>
<th>Department Controlled</th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F’cast</th>
<th>% Achieved</th>
</tr>
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<tbody>
<tr>
<td>Utilities and Other Charges</td>
<td>72</td>
<td>53</td>
<td>19</td>
<td>70</td>
<td>103%</td>
<td>72</td>
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<tr>
<td>Change of Ownership Fees</td>
<td>502</td>
<td>486</td>
<td>16</td>
<td>648</td>
<td>77%</td>
<td>648</td>
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<tr>
<td>Other Fees and Charges</td>
<td>796</td>
<td>892</td>
<td>(96)</td>
<td>1,189</td>
<td>67%</td>
<td>1,189</td>
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<tr>
<td>Sales, Recoverable works</td>
<td>0</td>
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<tr>
<td>Operational Grants</td>
<td>1,833</td>
<td>1,533</td>
<td>300</td>
<td>4,056</td>
<td>45%</td>
<td>4,056</td>
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<td>Capital Grants</td>
<td>162</td>
<td>0</td>
<td>162</td>
<td>0</td>
<td>n/a</td>
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<tr>
<td>Other Revenue</td>
<td>21,499</td>
<td>16,735</td>
<td>4,764</td>
<td>27,281</td>
<td>79%</td>
<td>27,281</td>
</tr>
<tr>
<td>Internal revenue</td>
<td>1,358</td>
<td>1,359</td>
<td>(1)</td>
<td>1,812</td>
<td>75%</td>
<td>1,812</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>26,222</strong></td>
<td><strong>21,058</strong></td>
<td><strong>5,164</strong></td>
<td><strong>35,056</strong></td>
<td><strong>75%</strong></td>
<td><strong>35,220</strong></td>
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<table>
<thead>
<tr>
<th>Corporate Controlled</th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F’cast</th>
<th>% Achieved</th>
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<tbody>
<tr>
<td>General Rates</td>
<td>125,932</td>
<td>124,732</td>
<td>1,200</td>
<td>167,255</td>
<td>75%</td>
<td>167,255</td>
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<tr>
<td>Discounts/Remissions</td>
<td>(7,822)</td>
<td>(7,784)</td>
<td>(38)</td>
<td>(10,431)</td>
<td>75%</td>
<td>(10,431)</td>
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<tr>
<td>Net Rates and Utilities</td>
<td>118,110</td>
<td>116,948</td>
<td>1,162</td>
<td>156,824</td>
<td>75%</td>
<td>156,824</td>
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<tr>
<td>Cash Donations and Contributions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
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<td>Interest</td>
<td>3,674</td>
<td>2,955</td>
<td>719</td>
<td>3,887</td>
<td>95%</td>
<td>3,887</td>
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<td>Gain on Asset Disposal</td>
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<td>Tax Equivalents Revenue</td>
<td>4,018</td>
<td>3,753</td>
<td>265</td>
<td>4,987</td>
<td>81%</td>
<td>4,987</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>125,802</strong></td>
<td><strong>123,656</strong></td>
<td><strong>2,146</strong></td>
<td><strong>165,698</strong></td>
<td><strong>76%</strong></td>
<td><strong>165,698</strong></td>
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</table>

**TOTAL** | **152,024** | **144,714** | **7,310** | **200,754** | **76%** | **200,918**

Satisfactory results overall. Other fees and charges under budget due to less than expected volume of property searches occurring in the 17/18 financial year. Operational grants over budget due to receipt from Department of Education and Training in relation to first start grant. Capital grants relate to funds received from Department of Infrastructure, Local Government and Planning and Queensland Reconstruction Authority for spatial mapping system received in ICT branch. Other revenue over budget due to QUU Tax revenue and Dividends received.
Department Controlled Expenses

Employee Expenses

<table>
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<tr>
<th></th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F'cast</th>
<th>% Achieved</th>
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<td></td>
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<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>%</td>
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<tr>
<td>Wages (opex and capex)</td>
<td>12,531</td>
<td>13,160</td>
<td>629</td>
<td>17,643</td>
<td>17,643</td>
<td>71%</td>
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<tr>
<td>Overtime</td>
<td>10</td>
<td>15</td>
<td>5</td>
<td>20</td>
<td>20</td>
<td>50%</td>
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<tr>
<td>Allowances</td>
<td>82</td>
<td>104</td>
<td>22</td>
<td>139</td>
<td>139</td>
<td>59%</td>
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<tr>
<td>Other employee costs</td>
<td>3,720</td>
<td>3,825</td>
<td>105</td>
<td>5,127</td>
<td>5,127</td>
<td>73%</td>
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<tr>
<td>Total Labour Opex + Capex</td>
<td>16,343</td>
<td>17,104</td>
<td>761</td>
<td>22,929</td>
<td>22,929</td>
<td>71%</td>
</tr>
<tr>
<td>Less Capitalised Labour</td>
<td>(1,872)</td>
<td>(1,978)</td>
<td>(106)</td>
<td>(2,638)</td>
<td>(2,638)</td>
<td>71%</td>
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<tr>
<td>Opex Labour before Contractors</td>
<td>14,471</td>
<td>15,126</td>
<td>655</td>
<td>20,291</td>
<td>20,291</td>
<td>71%</td>
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<tr>
<td>Plus Contract Opex Labour</td>
<td>1,023</td>
<td>764</td>
<td>(259)</td>
<td>1,016</td>
<td>1,023</td>
<td>101%</td>
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<tr>
<td>Opex Labour incl Contractors</td>
<td>15,494</td>
<td>15,890</td>
<td>396</td>
<td>21,307</td>
<td>21,314</td>
<td>73%</td>
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Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

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<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F'cast</th>
<th>% Achieved</th>
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<tr>
<td></td>
<td>$'000</td>
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<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>%</td>
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<tr>
<td>Communication</td>
<td>1,009</td>
<td>1,005</td>
<td>(4)</td>
<td>1,341</td>
<td>1,341</td>
<td>75%</td>
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<tr>
<td>Other Goods</td>
<td>762</td>
<td>805</td>
<td>43</td>
<td>1,073</td>
<td>1,073</td>
<td>71%</td>
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<tr>
<td>Other Services</td>
<td>6,244</td>
<td>6,185</td>
<td>(59)</td>
<td>7,838</td>
<td>7,838</td>
<td>80%</td>
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<td>Service Contracts</td>
<td>8,646</td>
<td>8,951</td>
<td>305</td>
<td>10,196</td>
<td>10,196</td>
<td>85%</td>
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<td>Legal Expenses</td>
<td>700</td>
<td>426</td>
<td>(274)</td>
<td>485</td>
<td>485</td>
<td>144%</td>
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<tr>
<td>Other Materials and Services</td>
<td>1,481</td>
<td>1,585</td>
<td>104</td>
<td>2,083</td>
<td>2,083</td>
<td>71%</td>
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<tr>
<td></td>
<td>18,842</td>
<td>18,957</td>
<td>115</td>
<td>23,016</td>
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<td>82%</td>
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Other Expense Sources

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<td>%</td>
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<tr>
<td>Finance Costs</td>
<td>413</td>
<td>421</td>
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<td>Other Expenses</td>
<td>2,745</td>
<td>2,636</td>
<td>(109)</td>
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<td>Internal expenses</td>
<td>257</td>
<td>263</td>
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<td>Community Services Expense</td>
<td>353</td>
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<td></td>
<td>22,610</td>
<td>22,630</td>
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TOTAL DEPARTMENT CONTROLLED

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<tr>
<td></td>
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<td>49,334</td>
<td>49,556</td>
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Corporate Controlled

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<th>FY F'cast</th>
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<td></td>
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<td>$'000</td>
<td>%</td>
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<tr>
<td>Depreciation</td>
<td>6,145</td>
<td>6,028</td>
<td>(117)</td>
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<td>Loss on disposal assets</td>
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<td>QTC Finance Costs</td>
<td>9,766</td>
<td>10,604</td>
<td>838</td>
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<tr>
<td>Other Finance Costs</td>
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<tr>
<td>TOTAL CORPORATE CONTROLLED</td>
<td>15,911</td>
<td>16,632</td>
<td>721</td>
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Satisfactory results overall. Legal expenses relate to various legal matters in the FCS Admin, CEO, Corporate Services and Legal branches.

Satisfactory results for corporate controlled expenditure.
Finance and Corporate Services Annual Leave

Annual Leave Balances as at pay period ended 26 March 2018:

![Annual Leave Balances by Weeks](chart)

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<tr>
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<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>No of people with 0-4 weeks</td>
<td>170</td>
<td>171</td>
<td>168</td>
<td>187</td>
<td>182</td>
<td>176</td>
</tr>
<tr>
<td>No of people with 4-8 weeks</td>
<td>41</td>
<td>38</td>
<td>44</td>
<td>28</td>
<td>20</td>
<td>31</td>
</tr>
<tr>
<td>No of people with 8+ weeks</td>
<td>4</td>
<td>6</td>
<td>4</td>
<td>2</td>
<td>3</td>
<td>4</td>
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Full Time Equivalents:

![Finance and Corporate Services - FTEs by Category](chart)

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<th></th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
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<tbody>
<tr>
<td>White collar staff</td>
<td>174.6</td>
<td>178.3</td>
<td>181.0</td>
<td>180.8</td>
<td>182.8</td>
<td>185.1</td>
<td>186.4</td>
<td>186.1</td>
<td>190.0</td>
<td>191.1</td>
<td>192.0</td>
<td>192.7</td>
</tr>
<tr>
<td>Total</td>
<td>197.0</td>
<td>196.7</td>
<td>196.7</td>
<td>193.5</td>
<td>197.3</td>
<td>202.3</td>
<td>203.0</td>
<td>203.6</td>
<td>201.3</td>
<td>200.9</td>
<td>197.3</td>
<td>201.5</td>
</tr>
<tr>
<td>Movement prior month (white collar)</td>
<td>4.3</td>
<td>(0.3)</td>
<td>(0.5)</td>
<td>(0.2)</td>
<td>3.8</td>
<td>5.0</td>
<td>0.7</td>
<td>0.6</td>
<td>(2.3)</td>
<td>(0.4)</td>
<td>(3.5)</td>
<td>4.2</td>
</tr>
<tr>
<td>White collar staff last year</td>
<td>174.6</td>
<td>178.3</td>
<td>181.0</td>
<td>180.8</td>
<td>182.8</td>
<td>185.1</td>
<td>186.4</td>
<td>186.1</td>
<td>190.0</td>
<td>191.1</td>
<td>192.0</td>
<td>192.7</td>
</tr>
<tr>
<td>Total FTEs last year</td>
<td>174.6</td>
<td>178.3</td>
<td>181.0</td>
<td>180.8</td>
<td>182.8</td>
<td>185.1</td>
<td>186.4</td>
<td>186.1</td>
<td>190.0</td>
<td>191.1</td>
<td>192.0</td>
<td>192.7</td>
</tr>
</tbody>
</table>
Finance and Corporate Services Department

Sick Leave:

<table>
<thead>
<tr>
<th>Month</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar-17</td>
<td>62.03</td>
</tr>
<tr>
<td>Apr-17</td>
<td>61.76</td>
</tr>
<tr>
<td>May-17</td>
<td>61.58</td>
</tr>
<tr>
<td>Jun-17</td>
<td>62.33</td>
</tr>
<tr>
<td>Jul-17</td>
<td>63.35</td>
</tr>
<tr>
<td>Aug-17</td>
<td>63.43</td>
</tr>
<tr>
<td>Sep-17</td>
<td>64.80</td>
</tr>
<tr>
<td>Oct-17</td>
<td>66.10</td>
</tr>
<tr>
<td>Nov-17</td>
<td>66.75</td>
</tr>
<tr>
<td>Dec-17</td>
<td>67.30</td>
</tr>
<tr>
<td>Jan-18</td>
<td>66.04</td>
</tr>
<tr>
<td>Feb-18</td>
<td>63.80</td>
</tr>
</tbody>
</table>

* Rolling 12 month average

Lost Time Injury Frequency Rates - FCS:

<table>
<thead>
<tr>
<th>Month</th>
<th>LTI's</th>
<th>LTIFR</th>
<th>LTIFR Rolling 12 months</th>
<th>Cumulative Days lost 12 months</th>
<th>LTISR Rolling 12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb-17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mar-17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Apr-17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>May-17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Jun-17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Jul-17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aug-17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sep-17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Oct-17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nov-17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dec-17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Jan-18</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Feb-18</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mar-18</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Lost Time Injury Frequency Rates - Executive Office:

<table>
<thead>
<tr>
<th>Month</th>
<th>LTI's</th>
<th>LTIFR</th>
<th>LTIFR Rolling 12 months</th>
<th>Cumulative Days lost 12 months</th>
<th>LTISR Rolling 12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb-17</td>
<td>0</td>
<td>31</td>
<td>20</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Mar-17</td>
<td>0</td>
<td>31</td>
<td>20</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Apr-17</td>
<td>0</td>
<td>31</td>
<td>20</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>May-17</td>
<td>0</td>
<td>31</td>
<td>20</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Jun-17</td>
<td>0</td>
<td>31</td>
<td>20</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Jul-17</td>
<td>0</td>
<td>31</td>
<td>20</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Aug-17</td>
<td>0</td>
<td>31</td>
<td>20</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Sep-17</td>
<td>0</td>
<td>31</td>
<td>20</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Oct-17</td>
<td>0</td>
<td>31</td>
<td>20</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Nov-17</td>
<td>0</td>
<td>31</td>
<td>20</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Dec-17</td>
<td>0</td>
<td>31</td>
<td>20</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Jan-18</td>
<td>0</td>
<td>31</td>
<td>20</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Feb-18</td>
<td>0</td>
<td>31</td>
<td>20</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Mar-18</td>
<td>0</td>
<td>31</td>
<td>20</td>
<td>25</td>
<td>0</td>
</tr>
</tbody>
</table>

March LTI data will be available in the April report
FC Performance Report
March 2018

FC Capital Expenditure by Program

Results as at 31 March 2018:

<table>
<thead>
<tr>
<th>Department Controlled*</th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>FY F’cast $'000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>11,448</td>
<td>18,436</td>
<td>6,988</td>
<td>38,413</td>
<td>30%</td>
<td>38,413</td>
<td></td>
</tr>
</tbody>
</table>

Major Projects

<table>
<thead>
<tr>
<th>Project No.</th>
<th>Project Name</th>
<th>YTD Actual $'000</th>
<th>YTD Budget $'000</th>
<th>Explanations/Mitigations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Various Projects</td>
<td>579</td>
<td>624</td>
<td>Satisfactory result.</td>
</tr>
</tbody>
</table>

ICT Hardware/Software

![Graph of ICT Hardware/Software](image)

ICT Program Management

![Graph of ICT Program Management](image)

Major Projects

<table>
<thead>
<tr>
<th>Project No.</th>
<th>Project Name</th>
<th>YTD Actual $'000</th>
<th>YTD Budget $'000</th>
<th>Explanations/Mitigations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Various Projects</td>
<td>4,833</td>
<td>5,063</td>
<td>Satisfactory result.</td>
</tr>
</tbody>
</table>
FC Capital Expenditure by Program con't

<table>
<thead>
<tr>
<th>Project No.</th>
<th>Project Name</th>
<th>YTD Actual $'000</th>
<th>YTD Budget $'000</th>
<th>Explanations/Mitigations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Various Projects</td>
<td>6,036</td>
<td>12,750</td>
<td>Satisfactory result.</td>
</tr>
</tbody>
</table>

**CBD Revitalisation**

<table>
<thead>
<tr>
<th>Month</th>
<th>Actual Expend</th>
<th>Original Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jun-18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Works, Parks and Recreation Department

Performance Report

March 2018

Excluding Ipswich Waste

Revenue

<table>
<thead>
<tr>
<th>Department/Charge</th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>FY F'cast $'000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department Controlled</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities and Other Charges</td>
<td>2,867</td>
<td>2,821</td>
<td>46</td>
<td>3,761</td>
<td>76%</td>
<td>3,761</td>
</tr>
<tr>
<td>Traffic and Reg Park Fees</td>
<td>943</td>
<td>862</td>
<td>81</td>
<td>1,148</td>
<td>82%</td>
<td>1,148</td>
</tr>
<tr>
<td>Other Fees and Charges</td>
<td>7</td>
<td>0</td>
<td>7</td>
<td>0</td>
<td>n/a</td>
<td>7</td>
</tr>
<tr>
<td>Sales, Recoverable Works</td>
<td>2,178</td>
<td>2,149</td>
<td>29</td>
<td>2,865</td>
<td>76%</td>
<td>2,865</td>
</tr>
<tr>
<td>Operational Grants</td>
<td>1,612</td>
<td>1,200</td>
<td>412</td>
<td>3,109</td>
<td>52%</td>
<td>3,109</td>
</tr>
<tr>
<td>Capital Grants</td>
<td>4,718</td>
<td>4,852</td>
<td>(134)</td>
<td>8,333</td>
<td>57%</td>
<td>8,333</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>1,913</td>
<td>1,201</td>
<td>712</td>
<td>1,601</td>
<td>119%</td>
<td>1,913</td>
</tr>
<tr>
<td>Internal Revenue</td>
<td>10,211</td>
<td>10,209</td>
<td>2</td>
<td>13,611</td>
<td>75%</td>
<td>13,611</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>24,449</td>
<td>23,294</td>
<td>1,155</td>
<td>34,428</td>
<td>71%</td>
<td>34,747</td>
</tr>
</tbody>
</table>

| Corporate Controlled                      |               |               |               |                |                |            |
| Discounts/Remissions                      | (43)          | (57)          | 14            | (75)           | 57%            | (75)       |
| Donated Asset Revenue                     | 0             | 7,839         | (7,839)       | 11,962         | 0%             | 11,962     |
| Cash Contributions                        | 2,550         | 8,067         | (5,517)       | 10,745         | 24%            | 10,745     |
| Interest                                  | 0             | 0             | 0             | 0              | n/a            | 0          |
| Gain on Disposal/Revaluation              | 182           | 0             | 182           | 0              | n/a            | 182        |
| **TOTAL**                                 | 2,689         | 15,849        | (13,160)      | 22,632         | 12%            | 22,814     |

**TOTAL**                                  | 27,138        | 39,143        | (12,005)      | 57,060         | 48%            | 57,561     |

Satisfactory results overall for Department controlled revenue.

Cash contributions, donated asset revenue and headwork credits are developer driven.
### Department Controlled Expenses

**Excluding Ipswich Waste**

#### Employee Expenses

<table>
<thead>
<tr>
<th></th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F’cast</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td></td>
</tr>
<tr>
<td>Wages (opex and capex)</td>
<td>16,788</td>
<td>17,281</td>
<td>493</td>
<td>23,051</td>
<td>23,051</td>
<td>73%</td>
</tr>
<tr>
<td>Overtime</td>
<td>605</td>
<td>570</td>
<td>(35)</td>
<td>760</td>
<td>760</td>
<td>80%</td>
</tr>
<tr>
<td>Allowances</td>
<td>59</td>
<td>56</td>
<td>(3)</td>
<td>75</td>
<td>75</td>
<td>79%</td>
</tr>
<tr>
<td>Other employee costs</td>
<td>4,629</td>
<td>4,759</td>
<td>130</td>
<td>6,349</td>
<td>6,349</td>
<td>73%</td>
</tr>
<tr>
<td><strong>Total Labour Opex + Capex</strong></td>
<td>22,081</td>
<td>22,666</td>
<td>585</td>
<td>30,235</td>
<td>30,235</td>
<td>73%</td>
</tr>
<tr>
<td>Less Capitalised Labour</td>
<td>(1,901)</td>
<td>(1,609)</td>
<td>292</td>
<td>(2,144)</td>
<td>(2,144)</td>
<td>89%</td>
</tr>
<tr>
<td>Opex Labour before Contractors</td>
<td>20,180</td>
<td>21,057</td>
<td>877</td>
<td>28,091</td>
<td>28,091</td>
<td>72%</td>
</tr>
<tr>
<td>Plus Contract Opex Labour</td>
<td>1,764</td>
<td>719</td>
<td>(1,045)</td>
<td>770</td>
<td>770</td>
<td>229%</td>
</tr>
<tr>
<td>Opex Labour incl Contractors</td>
<td>21,944</td>
<td>21,776</td>
<td>(168)</td>
<td>28,861</td>
<td>28,861</td>
<td>76%</td>
</tr>
</tbody>
</table>

Satisfactory Results Overall. Employee expenses are over budget due to unbudgeted positions in Executive and contingent workers in Fleet engaged to meet service standards due to vacant positions.

#### Materials and Services (excl. Labour Contracts)

<table>
<thead>
<tr>
<th></th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F’cast</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td>3,678</td>
<td>165</td>
<td>(3,513)</td>
<td>220</td>
<td>220</td>
<td>1672%</td>
</tr>
<tr>
<td>Materials</td>
<td>5,081</td>
<td>7,957</td>
<td>2,876</td>
<td>10,619</td>
<td>10,619</td>
<td>48%</td>
</tr>
<tr>
<td>Motor Vehicle Expenses</td>
<td>1,648</td>
<td>2,652</td>
<td>1,004</td>
<td>3,430</td>
<td>3,430</td>
<td>48%</td>
</tr>
<tr>
<td>Service Contracts</td>
<td>8,091</td>
<td>10,477</td>
<td>2,386</td>
<td>14,314</td>
<td>14,314</td>
<td>57%</td>
</tr>
<tr>
<td>Utilities Expenses</td>
<td>7,129</td>
<td>7,121</td>
<td>(8)</td>
<td>9,499</td>
<td>9,499</td>
<td>75%</td>
</tr>
<tr>
<td>Consultants</td>
<td>1,037</td>
<td>641</td>
<td>(396)</td>
<td>1,363</td>
<td>1,363</td>
<td>76%</td>
</tr>
<tr>
<td>Other Materials and Services</td>
<td>2,907</td>
<td>1,867</td>
<td>(1,040)</td>
<td>2,501</td>
<td>2,501</td>
<td>116%</td>
</tr>
<tr>
<td></td>
<td>29,571</td>
<td>30,880</td>
<td>1,309</td>
<td>41,946</td>
<td>41,946</td>
<td>70%</td>
</tr>
</tbody>
</table>

Satisfactory results overall. Consultants over budget due to expensing of capital projects. Other materials and services relates to corporate credit card accruals. Internal Expenses is over budget due to plant and equipment internal charges.

#### Corporate Controlled

<table>
<thead>
<tr>
<th></th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F’cast</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>41,224</td>
<td>41,358</td>
<td>134</td>
<td>55,201</td>
<td>55,201</td>
<td>75%</td>
</tr>
<tr>
<td>QTC Finance Costs</td>
<td>277</td>
<td>299</td>
<td>22</td>
<td>395</td>
<td>395</td>
<td>70%</td>
</tr>
<tr>
<td>Other Finance Costs</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>Loss on disposal assets</td>
<td>775</td>
<td>0</td>
<td>(775)</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>TOTAL CORPORATE CONTROLLED</strong></td>
<td>42,276</td>
<td>41,657</td>
<td>(619)</td>
<td>55,596</td>
<td>55,371</td>
<td>76%</td>
</tr>
</tbody>
</table>

Loss on asset disposals relates to partial retirement of road infrastructure network assets.
Works, Parks and Recreation Department

Excluding Ipswich Waste

Annual Leave Balances as at pay period ended 26 March 2018:

<table>
<thead>
<tr>
<th></th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-4 weeks</td>
<td>253</td>
<td>253</td>
<td>256</td>
<td>278</td>
<td>267</td>
<td>266</td>
</tr>
<tr>
<td>0-4 weeks</td>
<td>66.7%</td>
<td>65.9%</td>
<td>67.1%</td>
<td>72.0%</td>
<td>70.5%</td>
<td>70.4%</td>
</tr>
<tr>
<td>4-8 weeks</td>
<td>122</td>
<td>128</td>
<td>122</td>
<td>106</td>
<td>110</td>
<td>111</td>
</tr>
<tr>
<td>4-8 weeks</td>
<td>32.2%</td>
<td>33.3%</td>
<td>31.9%</td>
<td>27.5%</td>
<td>29.0%</td>
<td>29.4%</td>
</tr>
<tr>
<td>8+ weeks</td>
<td>4</td>
<td>3</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>8+ weeks</td>
<td>1.1%</td>
<td>0.8%</td>
<td>1.0%</td>
<td>0.5%</td>
<td>0.5%</td>
<td>0.2%</td>
</tr>
</tbody>
</table>

Full Time Equivalents:

<table>
<thead>
<tr>
<th></th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>White collar staff</td>
<td>116.8</td>
<td>113.3</td>
<td>115.5</td>
<td>115.8</td>
<td>119.1</td>
<td>117.8</td>
<td>117.7</td>
<td>121.5</td>
<td>121.7</td>
<td>121.2</td>
<td>123.7</td>
<td></td>
</tr>
<tr>
<td>Blue collar staff</td>
<td>253.3</td>
<td>260.5</td>
<td>257.1</td>
<td>256.3</td>
<td>255.5</td>
<td>249.4</td>
<td>254.4</td>
<td>258.1</td>
<td>253.3</td>
<td>258.0</td>
<td>252.4</td>
<td>247.2</td>
</tr>
<tr>
<td>Total</td>
<td>370.1</td>
<td>373.8</td>
<td>372.5</td>
<td>371.8</td>
<td>366.5</td>
<td>372.2</td>
<td>375.8</td>
<td>374.8</td>
<td>379.7</td>
<td>373.6</td>
<td>370.9</td>
<td></td>
</tr>
</tbody>
</table>

- Movement prior month (white collar): 2.8 (3.1), 2.1 (0.8), 0.8 (0.8), 3.3 (1.1), (0.1), 3.8 (0.3), (0.3), 2.6
- Movement prior month (blue collar): (2.3), 7.1 (3.4), 0.8 (0.8), (6.2), 5.0, 3.8 (4.9), 4.8 (5.6), (5.3)
- White collar staff last year: 112.3, 113.3, 114.4, 111.3, 110.5, 112.9, 109.8, 109.9, 110.0, 109.2, 109.8, 113.9
- Blue collar staff last year: 257.1, 254.1, 252.8, 253.3, 253.3, 248.5, 250.2, 251.6, 251.3, 248.8, 253.6, 255.7
- Total FTEs last year: 369.4, 367.4, 367.2, 364.6, 368.8, 361.4, 360.0, 361.4, 361.2, 358.0, 363.5, 369.6
**Works, Parks and Recreation Department**

**Sick Leave:**

<table>
<thead>
<tr>
<th>Month</th>
<th>Hours</th>
<th>Month</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar-17</td>
<td>67.08</td>
<td>Apr-17</td>
<td>64.76</td>
</tr>
<tr>
<td>Apr-17</td>
<td>60.94</td>
<td>May-17</td>
<td>59.90</td>
</tr>
<tr>
<td>May-17</td>
<td>56.99</td>
<td>Jun-17</td>
<td>56.90</td>
</tr>
<tr>
<td>Jun-17</td>
<td>56.93</td>
<td>Jul-17</td>
<td>58.12</td>
</tr>
<tr>
<td>Jul-17</td>
<td>58.20</td>
<td>Aug-17</td>
<td>56.92</td>
</tr>
<tr>
<td>Aug-17</td>
<td>58.84</td>
<td>Sep-17</td>
<td>58.16</td>
</tr>
<tr>
<td>Sep-17</td>
<td>60.23</td>
<td>Oct-17</td>
<td>73.35</td>
</tr>
<tr>
<td>Oct-17</td>
<td>73.15</td>
<td>Nov-17</td>
<td>73.54</td>
</tr>
<tr>
<td>Nov-17</td>
<td>76.62</td>
<td>Dec-17</td>
<td>79.35</td>
</tr>
<tr>
<td>Dec-17</td>
<td>81.63</td>
<td>Jan-18</td>
<td></td>
</tr>
<tr>
<td>Jan-18</td>
<td></td>
<td>Feb-18</td>
<td></td>
</tr>
<tr>
<td>Feb-18</td>
<td></td>
<td>Mar-18</td>
<td></td>
</tr>
</tbody>
</table>

* Rolling 12 month average

**WP - Sick Leave Hours Per Person Per Annum**

<table>
<thead>
<tr>
<th>Month</th>
<th>White collar staff</th>
<th>Blue collar staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar-17</td>
<td>67.08</td>
<td>82.25</td>
</tr>
<tr>
<td>Apr-17</td>
<td>64.76</td>
<td>79.75</td>
</tr>
<tr>
<td>May-17</td>
<td>60.94</td>
<td>76.95</td>
</tr>
<tr>
<td>Jun-17</td>
<td>59.90</td>
<td>75.11</td>
</tr>
<tr>
<td>Jul-17</td>
<td>56.99</td>
<td>73.15</td>
</tr>
<tr>
<td>Aug-17</td>
<td>56.90</td>
<td>74.64</td>
</tr>
<tr>
<td>Sep-17</td>
<td>56.93</td>
<td>73.70</td>
</tr>
<tr>
<td>Oct-17</td>
<td>58.12</td>
<td>73.35</td>
</tr>
<tr>
<td>Nov-17</td>
<td>58.20</td>
<td>72.55</td>
</tr>
<tr>
<td>Dec-17</td>
<td>56.92</td>
<td>73.54</td>
</tr>
<tr>
<td>Jan-18</td>
<td>58.84</td>
<td>76.62</td>
</tr>
<tr>
<td>Feb-18</td>
<td>58.16</td>
<td>79.35</td>
</tr>
<tr>
<td>Mar-18</td>
<td>60.23</td>
<td>81.63</td>
</tr>
</tbody>
</table>

**Lost Time Injury Frequency Rates:**

<table>
<thead>
<tr>
<th>Period</th>
<th>LTI's</th>
<th>LTIFR</th>
<th>Cumulative Days lost 12 months</th>
<th>LTI SR Rolling 12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb-17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mar-17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Apr-17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>May-17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Jun-17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Jul-17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aug-17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sep-17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Oct-17</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Nov-17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dec-17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Jan-18</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Feb-18</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mar-18</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

March LTI data will be available in the April report
WP Capital Expenditure by Program

Non-Infrastructure Program and excluding Ipswich Waste

Results as at 31 March 2018:

<table>
<thead>
<tr>
<th>Department Controlled</th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>FY F’cast $'000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fleet</td>
<td>5,340</td>
<td>7,385</td>
<td>2,045</td>
<td>12,043</td>
<td>12,043</td>
<td>44%</td>
</tr>
<tr>
<td>WPR - Equipment</td>
<td>105</td>
<td>160</td>
<td>55</td>
<td>220</td>
<td>220</td>
<td>48%</td>
</tr>
<tr>
<td>Total Department Controlled</td>
<td>5,445</td>
<td>7,545</td>
<td>2,100</td>
<td>12,263</td>
<td>12,263</td>
<td>44%</td>
</tr>
</tbody>
</table>

**Fleet Services**

- **Project Name:** Various
- **YTD Actual:** 5,340
- **YTD Budget:** 7,385

**Explanations/Mitigations:**

All fleet items currently committed planned to be delivered before the end of the financial year, apart from 2 Waste Trucks (rear loaders). Have received advice from supplier that delivery will only occur late July now due to some minor delays.

**WPR Equipment Purchases**

- **Project Name:** Various
- **YTD Actual:** 105
- **YTD Budget:** 160

**Explanations/Mitigations:** Equipment replaced when required.
Ipswich Waste

Performance Report

March 2018

Revenue

<table>
<thead>
<tr>
<th></th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F'cast</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td><strong>Department Controlled</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garbage Charges Revenue</td>
<td>20,445</td>
<td>20,378</td>
<td>67</td>
<td>27,305</td>
<td>75%</td>
</tr>
<tr>
<td>Net Rates and Utilities</td>
<td>20,445</td>
<td>20,378</td>
<td>67</td>
<td>27,305</td>
<td>75%</td>
</tr>
<tr>
<td>Waste Disposal Fees</td>
<td>5,030</td>
<td>4,821</td>
<td>209</td>
<td>6,428</td>
<td>78%</td>
</tr>
<tr>
<td>Operational Grants</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>67</td>
<td>69</td>
<td>(2)</td>
<td>84</td>
<td>80%</td>
</tr>
<tr>
<td>Internal Revenue</td>
<td>964</td>
<td>1,161</td>
<td>(197)</td>
<td>1,549</td>
<td>62%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>26,508</td>
<td>26,429</td>
<td>79</td>
<td>35,366</td>
<td>75%</td>
</tr>
<tr>
<td><strong>Corporate Controlled</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>274</td>
<td>178</td>
<td>96</td>
<td>235</td>
<td>117%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>274</td>
<td>178</td>
<td>96</td>
<td>235</td>
<td>117%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>26,782</td>
<td>26,607</td>
<td>175</td>
<td>35,601</td>
<td>75%</td>
</tr>
</tbody>
</table>

Satisfactory results overall.
## Department Controlled Expenses

### Employee Expenses

<table>
<thead>
<tr>
<th></th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>FY F’cast $'000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages (opex and capex)</td>
<td>3,005</td>
<td>3,189</td>
<td>184</td>
<td>4,252</td>
<td>4,252</td>
<td>71%</td>
</tr>
<tr>
<td>Overtime</td>
<td>377</td>
<td>299</td>
<td>(78)</td>
<td>399</td>
<td>399</td>
<td>94%</td>
</tr>
<tr>
<td>Allowances</td>
<td>13</td>
<td>14</td>
<td>1</td>
<td>19</td>
<td>19</td>
<td>68%</td>
</tr>
<tr>
<td>Other employee costs</td>
<td>806</td>
<td>870</td>
<td>64</td>
<td>1,161</td>
<td>1,161</td>
<td>69%</td>
</tr>
<tr>
<td><strong>Total Labour Opex + Capex</strong></td>
<td><strong>4,201</strong></td>
<td><strong>4,372</strong></td>
<td><strong>171</strong></td>
<td><strong>5,831</strong></td>
<td><strong>5,831</strong></td>
<td><strong>72%</strong></td>
</tr>
<tr>
<td><strong>Less recovery/charge out</strong></td>
<td><strong>27</strong></td>
<td><strong>0</strong></td>
<td><strong>(27)</strong></td>
<td><strong>0</strong></td>
<td><strong>n/a</strong></td>
<td><strong>27</strong></td>
</tr>
<tr>
<td><strong>Opex Labour before Contractors</strong></td>
<td><strong>4,228</strong></td>
<td><strong>4,372</strong></td>
<td><strong>144</strong></td>
<td><strong>5,831</strong></td>
<td><strong>5,858</strong></td>
<td><strong>73%</strong></td>
</tr>
<tr>
<td><strong>Plus Contract Opex Labour</strong></td>
<td><strong>715</strong></td>
<td><strong>332</strong></td>
<td><strong>(383)</strong></td>
<td><strong>409</strong></td>
<td><strong>715</strong></td>
<td><strong>175%</strong></td>
</tr>
<tr>
<td><strong>Opex Labour incl Contractors</strong></td>
<td><strong>4,943</strong></td>
<td><strong>4,704</strong></td>
<td><strong>(239)</strong></td>
<td><strong>6,240</strong></td>
<td><strong>6,573</strong></td>
<td><strong>79%</strong></td>
</tr>
</tbody>
</table>

Employee expenses are over budget due to contingent workers required in order to meet service standards and achieve HR standards.

### Materials and Services (excl. Labour Contracts)

<table>
<thead>
<tr>
<th></th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>FY F’cast $'000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>26</td>
<td>125</td>
<td>99</td>
<td>232</td>
<td>232</td>
<td>11%</td>
</tr>
<tr>
<td>Maintenance</td>
<td>51</td>
<td>148</td>
<td>97</td>
<td>198</td>
<td>198</td>
<td>26%</td>
</tr>
<tr>
<td>Materials</td>
<td>94</td>
<td>170</td>
<td>76</td>
<td>227</td>
<td>227</td>
<td>41%</td>
</tr>
<tr>
<td>Service Contracts</td>
<td>2,644</td>
<td>2,720</td>
<td>76</td>
<td>3,626</td>
<td>3,626</td>
<td>73%</td>
</tr>
<tr>
<td>Other Materials and Services</td>
<td>307</td>
<td>153</td>
<td>(154)</td>
<td>205</td>
<td>307</td>
<td>150%</td>
</tr>
<tr>
<td></td>
<td>3,122</td>
<td>3,316</td>
<td>194</td>
<td>4,488</td>
<td>4,590</td>
<td>70%</td>
</tr>
</tbody>
</table>

### Other Expense Sources

<table>
<thead>
<tr>
<th></th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>FY F’cast $'000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Expenses</td>
<td>22</td>
<td>0</td>
<td>(22)</td>
<td>0</td>
<td>n/a</td>
<td>22</td>
</tr>
<tr>
<td>Internal Expenses</td>
<td>5,720</td>
<td>5,918</td>
<td>198</td>
<td>7,892</td>
<td>7,892</td>
<td>72%</td>
</tr>
<tr>
<td></td>
<td><strong>8,864</strong></td>
<td><strong>9,234</strong></td>
<td><strong>370</strong></td>
<td><strong>12,380</strong></td>
<td><strong>12,504</strong></td>
<td><strong>72%</strong></td>
</tr>
</tbody>
</table>

**TOTAL DEPARTMENT CONTROLLED**

|                      | **13,807**    | **13,938**    | **131**       | **18,620**     | **19,077**     | **74%**    |

### Corporate Controlled Expenses

<table>
<thead>
<tr>
<th></th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>FY F’cast $'000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depreciation</td>
<td>547</td>
<td>552</td>
<td>5</td>
<td>739</td>
<td>739</td>
<td>74%</td>
</tr>
<tr>
<td>Finance Costs</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>0</td>
</tr>
<tr>
<td>Loss on disposal assets</td>
<td>19</td>
<td>0</td>
<td>(19)</td>
<td>0</td>
<td>n/a</td>
<td>19</td>
</tr>
<tr>
<td>Tax Equivalents Expense</td>
<td>4,018</td>
<td>3,753</td>
<td>(265)</td>
<td>4,987</td>
<td>4,987</td>
<td>81%</td>
</tr>
<tr>
<td><strong>TOTAL CORPORATE CONTROLLED</strong></td>
<td><strong>4,584</strong></td>
<td><strong>4,305</strong></td>
<td><strong>(279)</strong></td>
<td><strong>5,726</strong></td>
<td><strong>5,745</strong></td>
<td><strong>80%</strong></td>
</tr>
</tbody>
</table>

Satisfactory results overall.
Ipswich Waste Annual Leave

Annual Leave Balances as at pay period ended 26 March 2018:

Annual Leave Balances by Weeks

<table>
<thead>
<tr>
<th></th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>No of people with 0-4 weeks</td>
<td>46</td>
<td>45</td>
<td>44</td>
<td>53</td>
<td>53</td>
<td>48</td>
</tr>
<tr>
<td>%</td>
<td>68.7%</td>
<td>67.2%</td>
<td>65.7%</td>
<td>72.6%</td>
<td>74.6%</td>
<td>71.6%</td>
</tr>
<tr>
<td>No of people with 4-8 weeks</td>
<td>21</td>
<td>21</td>
<td>23</td>
<td>19</td>
<td>19</td>
<td>17</td>
</tr>
<tr>
<td>%</td>
<td>31.3%</td>
<td>32.8%</td>
<td>34.3%</td>
<td>26.0%</td>
<td>25.4%</td>
<td>25.4%</td>
</tr>
<tr>
<td>No of people with 8+ weeks</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>1.4%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

Full Time Equivalents:

Ipswich Waste - FTEs by Category

<table>
<thead>
<tr>
<th></th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>White collar staff</td>
<td>9.8</td>
<td>9.8</td>
<td>9.8</td>
<td>9.8</td>
<td>9.8</td>
<td>9.8</td>
<td>9.8</td>
<td>9.6</td>
<td>9.6</td>
<td>9.8</td>
<td>8.6</td>
<td>7.6</td>
</tr>
<tr>
<td>Blue collar staff</td>
<td>37.2</td>
<td>56.3</td>
<td>56.3</td>
<td>55.3</td>
<td>54.3</td>
<td>55.3</td>
<td>55.3</td>
<td>55.3</td>
<td>55.3</td>
<td>55.3</td>
<td>60.3</td>
<td>61.3</td>
</tr>
<tr>
<td>Total</td>
<td>47.0</td>
<td>66.1</td>
<td>66.1</td>
<td>65.1</td>
<td>63.1</td>
<td>63.1</td>
<td>63.1</td>
<td>64.8</td>
<td>64.9</td>
<td>65.8</td>
<td>69.9</td>
<td>68.9</td>
</tr>
<tr>
<td>Movement prior month (white collar)</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>(0.0)</td>
<td>(0.0)</td>
<td>(0.0)</td>
<td>(0.0)</td>
<td>(0.0)</td>
<td>(0.0)</td>
<td>(0.0)</td>
<td>(0.0)</td>
<td>(0.0)</td>
</tr>
<tr>
<td>Movement prior month (blue collar)</td>
<td>1.0</td>
<td>(0.0)</td>
<td>(0.0)</td>
<td>(0.0)</td>
<td>(0.0)</td>
<td>(0.0)</td>
<td>(0.0)</td>
<td>(0.0)</td>
<td>(0.0)</td>
<td>(0.0)</td>
<td>(0.0)</td>
<td>(0.0)</td>
</tr>
<tr>
<td>White collar staff last year</td>
<td>12.7</td>
<td>12.7</td>
<td>12.7</td>
<td>12.8</td>
<td>12.8</td>
<td>12.8</td>
<td>11.8</td>
<td>11.8</td>
<td>11.8</td>
<td>12.8</td>
<td>9.8</td>
<td>9.8</td>
</tr>
<tr>
<td>Blue collar staff last year</td>
<td>56.7</td>
<td>56.7</td>
<td>56.7</td>
<td>56.7</td>
<td>56.7</td>
<td>56.7</td>
<td>54.8</td>
<td>53.8</td>
<td>54.7</td>
<td>56.2</td>
<td>56.2</td>
<td>56.2</td>
</tr>
<tr>
<td>Total FTEs last year</td>
<td>69.4</td>
<td>69.4</td>
<td>69.4</td>
<td>69.5</td>
<td>69.5</td>
<td>69.5</td>
<td>69.5</td>
<td>66.6</td>
<td>65.6</td>
<td>67.5</td>
<td>66.0</td>
<td>66.0</td>
</tr>
</tbody>
</table>
Ipswich Waste Services

Sick Leave:

<table>
<thead>
<tr>
<th>Months</th>
<th>White collar staff</th>
<th>Blue collar staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar-17</td>
<td>63.96 hours</td>
<td></td>
</tr>
<tr>
<td>Apr-17</td>
<td>50.44 hours</td>
<td></td>
</tr>
<tr>
<td>May-17</td>
<td>46.29 hours</td>
<td></td>
</tr>
<tr>
<td>Jun-17</td>
<td>48.56 hours</td>
<td></td>
</tr>
<tr>
<td>Jul-17</td>
<td>44.92 hours</td>
<td></td>
</tr>
<tr>
<td>Aug-17</td>
<td>36.70 hours</td>
<td></td>
</tr>
<tr>
<td>Sep-17</td>
<td>33.27 hours</td>
<td></td>
</tr>
<tr>
<td>Oct-17</td>
<td>35.99 hours</td>
<td></td>
</tr>
<tr>
<td>Nov-17</td>
<td>46.68 hours</td>
<td></td>
</tr>
<tr>
<td>Dec-17</td>
<td>48.25 hours</td>
<td></td>
</tr>
<tr>
<td>Jan-18</td>
<td>56.36 hours</td>
<td></td>
</tr>
<tr>
<td>Feb-18</td>
<td>55.77 hours</td>
<td></td>
</tr>
<tr>
<td>Mar-18</td>
<td>61.35 hours</td>
<td></td>
</tr>
</tbody>
</table>

* Rolling 12 month average

Lost Time Injury Frequency Rates:

<table>
<thead>
<tr>
<th></th>
<th>Feb-17</th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTI's</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>LTIFR</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>99</td>
<td>0</td>
</tr>
<tr>
<td>LTIFR Rolling 12 months</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>99</td>
<td>0</td>
</tr>
<tr>
<td>Cumulative Days lost 12 months</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>LTISR Rolling 12 months</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>43</td>
<td>43</td>
</tr>
</tbody>
</table>

March LTI data will be available in the April report.
Waste Capital Expenditure by Project or Program Areas:

Ipswich Waste

Results as at 31 March 2018:

<table>
<thead>
<tr>
<th></th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>FY F’cast $'000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Controlled</td>
<td>779</td>
<td>770</td>
<td>(9)</td>
<td>1,060</td>
<td></td>
<td>73%</td>
</tr>
</tbody>
</table>

**Notes:**

- **Explanations/Mitigations**:
  - Various Projects: Bins replaced as required and according to city growth.
## Health, Security and Regulatory Services
### Department
#### Performance Report

**March 2018**

### Revenue

<table>
<thead>
<tr>
<th></th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F’cast</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
<td>% Achieved</td>
</tr>
<tr>
<td><strong>Department Controlled</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities and Other Charges</td>
<td>26</td>
<td>69</td>
<td>(43)</td>
<td>92</td>
<td>28%</td>
</tr>
<tr>
<td>Net Rates and Utilities</td>
<td>26</td>
<td>69</td>
<td>(43)</td>
<td>92</td>
<td>28%</td>
</tr>
<tr>
<td>Town Planning Develop Fees</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>Hlth Animal Cemetery Fees</td>
<td>846</td>
<td>770</td>
<td>76</td>
<td>1,805</td>
<td>47%</td>
</tr>
<tr>
<td>Traffic and Reg Park Fees</td>
<td>747</td>
<td>951</td>
<td>(204)</td>
<td>1,290</td>
<td>58%</td>
</tr>
<tr>
<td>Other Fees</td>
<td>261</td>
<td>413</td>
<td>(152)</td>
<td>551</td>
<td>47%</td>
</tr>
<tr>
<td>Operational Grants</td>
<td>180</td>
<td>78</td>
<td>102</td>
<td>183</td>
<td>98%</td>
</tr>
<tr>
<td>Capital Grants</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>14</td>
<td>19</td>
<td>(5)</td>
<td>26</td>
<td>54%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>2,074</td>
<td>2,300</td>
<td>(226)</td>
<td>3,947</td>
<td>53%</td>
</tr>
</tbody>
</table>

| **Corporate Controlled**  |         |         |         |           |           |           |
| Gain on Disposal/Revaluation | 0     | 0       | 0       | 0         | n/a       | 0         |
|                          | 0      | 0       | 0       | 0         | n/a       | 0         |
| **TOTAL**                 | 2,074  | 2,300   | (226)   | 3,947     | 53%       | 3,947     |

Traffic and Reg Park Fees under budget as a result of parking officers undertaking testing requirements for the new ANPR vehicle, resulting in a reduction in PIN volumes.

Operational grants relate to Littering, Dumping and Waste reduction campaign $25k and immunisation grant $125k which was received earlier than planned. Other fees relates to lower than expected SPER revenue for non traffic related offences.
## Department Controlled Expenses

### Employee Expenses

<table>
<thead>
<tr>
<th></th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F’cast</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>% Achieved</td>
</tr>
<tr>
<td>Wages (opex and capex)</td>
<td>3,754</td>
<td>3,919</td>
<td>165</td>
<td>5,274</td>
<td>71%</td>
</tr>
<tr>
<td>Overtime</td>
<td>60</td>
<td>108</td>
<td>48</td>
<td>145</td>
<td>41%</td>
</tr>
<tr>
<td>Allowances</td>
<td>22</td>
<td>20</td>
<td>(2)</td>
<td>27</td>
<td>81%</td>
</tr>
<tr>
<td>Other employee costs</td>
<td>1,052</td>
<td>1,109</td>
<td>57</td>
<td>1,493</td>
<td>70%</td>
</tr>
<tr>
<td><strong>Total Labour Opex + Capex</strong></td>
<td>4,888</td>
<td>5,156</td>
<td>268</td>
<td>6,939</td>
<td>70%</td>
</tr>
<tr>
<td><strong>Less Capitalised Labour</strong></td>
<td>12</td>
<td>(107)</td>
<td>(119)</td>
<td>(128)</td>
<td>(9%)</td>
</tr>
<tr>
<td>Opex Labour before Contractors</td>
<td>4,900</td>
<td>5,049</td>
<td>149</td>
<td>6,811</td>
<td>72%</td>
</tr>
<tr>
<td><strong>Plus Contract Opex Labour</strong></td>
<td>476</td>
<td>136</td>
<td>(340)</td>
<td>189</td>
<td>252%</td>
</tr>
<tr>
<td>Opex Labour incl Contractors</td>
<td>5,376</td>
<td>5,185</td>
<td>(191)</td>
<td>7,000</td>
<td>77%</td>
</tr>
</tbody>
</table>

Employee expenses over budget due to additional contract positions held and vacancy rates not being met.

### Materials and Services (excl. Labour Contracts)

<table>
<thead>
<tr>
<th></th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F’cast</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>% Achieved</td>
</tr>
<tr>
<td>Maintenance</td>
<td>83</td>
<td>116</td>
<td>33</td>
<td>155</td>
<td>54%</td>
</tr>
<tr>
<td>Other Services</td>
<td>221</td>
<td>228</td>
<td>7</td>
<td>385</td>
<td>57%</td>
</tr>
<tr>
<td>Service Contracts</td>
<td>3,143</td>
<td>3,422</td>
<td>279</td>
<td>4,522</td>
<td>70%</td>
</tr>
<tr>
<td>Other Materials and Services</td>
<td>378</td>
<td>453</td>
<td>75</td>
<td>577</td>
<td>66%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3,825</td>
<td>4,219</td>
<td>394</td>
<td>5,639</td>
<td>68%</td>
</tr>
</tbody>
</table>

### Other Expense Sources

<table>
<thead>
<tr>
<th></th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F’cast</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>% Achieved</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>55</td>
<td>70</td>
<td>15</td>
<td>76</td>
<td>72%</td>
</tr>
<tr>
<td>Internal Expenses</td>
<td>285</td>
<td>255</td>
<td>(30)</td>
<td>339</td>
<td>84%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>4,165</td>
<td>4,544</td>
<td>379</td>
<td>6,054</td>
<td>69%</td>
</tr>
</tbody>
</table>

### TOTAL DEPARTMENT CONTROLLED

<table>
<thead>
<tr>
<th></th>
<th>$'000</th>
<th>$'000</th>
<th>$'000</th>
<th>$'000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>9,541</td>
<td>9,729</td>
<td>188</td>
<td>13,054</td>
<td>73%</td>
</tr>
</tbody>
</table>

### Corporate Controlled Expenses

<table>
<thead>
<tr>
<th></th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F’cast</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>% Achieved</td>
</tr>
<tr>
<td>Depreciation</td>
<td>655</td>
<td>657</td>
<td>2</td>
<td>837</td>
<td>78%</td>
</tr>
<tr>
<td>Finance Costs</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>0</td>
</tr>
<tr>
<td>Loss on disposal assets</td>
<td>1</td>
<td>0</td>
<td>(1)</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>656</td>
<td>657</td>
<td>1</td>
<td>837</td>
<td>78%</td>
</tr>
</tbody>
</table>

Satisfactory results overall. Service contracts under budget relates primarily to Safe City Branch.
Health, Security and Regulatory Services Department

Annual Leave Balances as at pay period ended 26 March 2018:

Full Time Equivalents:

<table>
<thead>
<tr>
<th></th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>White collar staff</td>
<td>59.4</td>
<td>59.4</td>
<td>60.2</td>
<td>60.2</td>
<td>60.3</td>
<td>60.3</td>
<td>66.3</td>
<td>66.6</td>
<td>66.6</td>
<td>66.6</td>
<td>62.6</td>
<td>62.6</td>
</tr>
<tr>
<td>Blue collar staff</td>
<td>0.6</td>
<td>0.6</td>
<td>0.8</td>
<td>0.5</td>
<td>0.3</td>
<td>0.5</td>
<td>0.7</td>
<td>0.5</td>
<td>0.3</td>
<td>0.1</td>
<td>0.6</td>
<td>1.3</td>
</tr>
<tr>
<td>Total</td>
<td>60.0</td>
<td>60.0</td>
<td>61.2</td>
<td>60.7</td>
<td>60.6</td>
<td>60.8</td>
<td>67.0</td>
<td>67.1</td>
<td>66.9</td>
<td>64.7</td>
<td>63.2</td>
<td>63.9</td>
</tr>
<tr>
<td>Movement prior month (white collar)</td>
<td>2.0</td>
<td>0.0</td>
<td>0.8</td>
<td>0.0</td>
<td>0.1</td>
<td>0.0</td>
<td>0.0</td>
<td>0.3</td>
<td>0.0</td>
<td>(2.0)</td>
<td>(2.0)</td>
<td>0.0</td>
</tr>
<tr>
<td>Movement prior month (blue collar)</td>
<td>(0.5)</td>
<td>0.2</td>
<td>0.2</td>
<td>(0.5)</td>
<td>0.2</td>
<td>0.2</td>
<td>0.2</td>
<td>(0.2)</td>
<td>(0.2)</td>
<td>0.6</td>
<td>0.7</td>
<td></td>
</tr>
<tr>
<td>White collar staff last year</td>
<td>53.9</td>
<td>53.7</td>
<td>53.4</td>
<td>54.4</td>
<td>53.4</td>
<td>51.2</td>
<td>54.0</td>
<td>53.0</td>
<td>56.0</td>
<td>56.4</td>
<td>58.4</td>
<td>57.4</td>
</tr>
<tr>
<td>Blue collar staff last year</td>
<td>1.0</td>
<td>1.4</td>
<td>1.2</td>
<td>0.3</td>
<td>0.4</td>
<td>0.5</td>
<td>1.0</td>
<td>0.5</td>
<td>0.2</td>
<td>0.5</td>
<td>1.2</td>
<td></td>
</tr>
<tr>
<td>Total FTEs last year</td>
<td>54.9</td>
<td>55.1</td>
<td>54.6</td>
<td>54.7</td>
<td>53.8</td>
<td>51.7</td>
<td>55.0</td>
<td>55.5</td>
<td>56.5</td>
<td>56.6</td>
<td>58.9</td>
<td>58.6</td>
</tr>
</tbody>
</table>
Health, Security and Regulatory Services Department

Sick Leave:

HS - Sick Leave Hours Per Person Per Annum

<table>
<thead>
<tr>
<th>White collar staff</th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>76.44</td>
<td>71.98</td>
<td>69.16</td>
<td>64.55</td>
<td>64.05</td>
<td>68.11</td>
<td>66.68</td>
<td>68.39</td>
<td>65.81</td>
<td>67.48</td>
<td>64.82</td>
<td>66.57</td>
<td>64.82</td>
</tr>
</tbody>
</table>

* Rolling 12 month average

Lost Time Injury Frequency Rates:

<table>
<thead>
<tr>
<th>Feb-17</th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTI's</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>LTIFR</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cumulative Days lost 12 months</td>
<td>0</td>
<td>0</td>
<td>61</td>
<td>57</td>
<td>56</td>
<td>56</td>
<td>56</td>
<td>56</td>
<td>56</td>
<td>56</td>
<td>56</td>
<td>56</td>
<td>56</td>
</tr>
<tr>
<td>LTISR Rolling 12 months</td>
<td>0</td>
<td>0</td>
<td>61</td>
<td>97</td>
<td>96</td>
<td>95</td>
<td>91</td>
<td>90</td>
<td>89</td>
<td>147</td>
<td>144</td>
<td>143</td>
<td>143</td>
</tr>
</tbody>
</table>

March LTI data will be available in the April report
Health, Security and Regulatory Services Department

Results as at 31 March 2018:

<table>
<thead>
<tr>
<th></th>
<th>YTD Act $'000</th>
<th>YTD Bud $'000</th>
<th>YTD Var $'000</th>
<th>FY Budget $'000</th>
<th>FY F’cast $'000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Controlled</td>
<td>449</td>
<td>860</td>
<td>411</td>
<td>2,070</td>
<td>2,070</td>
<td>22%</td>
</tr>
</tbody>
</table>

**Major Projects**

<table>
<thead>
<tr>
<th>Project No.</th>
<th>Project Name</th>
<th>YTD Actual $'000</th>
<th>YTD Budget $'000</th>
<th>Explanations/Mitigations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Various Projects</td>
<td>391</td>
<td>860</td>
<td>No budget implications.</td>
</tr>
</tbody>
</table>

**Compliance**

<table>
<thead>
<tr>
<th></th>
<th>Actual Expend</th>
<th>Original Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jun-18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Safe City Branch**

<table>
<thead>
<tr>
<th></th>
<th>Actual Expend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul-17</td>
<td></td>
</tr>
<tr>
<td>Aug-17</td>
<td></td>
</tr>
<tr>
<td>Sep-17</td>
<td></td>
</tr>
<tr>
<td>Oct-17</td>
<td></td>
</tr>
<tr>
<td>Nov-17</td>
<td></td>
</tr>
<tr>
<td>Dec-17</td>
<td></td>
</tr>
<tr>
<td>Jan-18</td>
<td></td>
</tr>
<tr>
<td>Feb-18</td>
<td></td>
</tr>
<tr>
<td>Mar-18</td>
<td></td>
</tr>
<tr>
<td>Apr-18</td>
<td></td>
</tr>
<tr>
<td>May-18</td>
<td></td>
</tr>
<tr>
<td>Jun-18</td>
<td></td>
</tr>
</tbody>
</table>

**Explanations/Mitigations**

- Various Projects: Relates to Meteorological Weather Stations purchased for odour related compliance matters.
HS Capital Expenditure by Program con't

**Animal Management Operations Branch**

<table>
<thead>
<tr>
<th>Project No.</th>
<th>Project Name</th>
<th>YTD Actual $'000</th>
<th>YTD Budget $'000</th>
<th>Explanations/Mitigations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various Projects</td>
<td>4</td>
<td>-</td>
<td>No budget implications.</td>
<td></td>
</tr>
</tbody>
</table>

**Strategic Policy and Systems Branch**

<table>
<thead>
<tr>
<th>Project No.</th>
<th>Project Name</th>
<th>YTD Actual $'000</th>
<th>YTD Budget $'000</th>
<th>Explanations/Mitigations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various Projects</td>
<td>41</td>
<td>-</td>
<td>No budget implications.</td>
<td></td>
</tr>
</tbody>
</table>
Planning and Development Department

Performance Report

March 2018

Revenue:

<table>
<thead>
<tr>
<th>Department Controlled</th>
<th>YTD Act</th>
<th>YTD Bud</th>
<th>YTD Var</th>
<th>FY Budget</th>
<th>FY F’cast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Planning Develop Fees</td>
<td>11,525</td>
<td>10,952</td>
<td>573</td>
<td>14,778</td>
<td>14,778</td>
</tr>
<tr>
<td>Other Fees</td>
<td>32</td>
<td>30</td>
<td>2</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>Govt Grant Subsidy</td>
<td>17</td>
<td>0</td>
<td>17</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>50</td>
<td>2</td>
<td>48</td>
<td>3</td>
<td>1667%</td>
</tr>
<tr>
<td>Community Service Revenue</td>
<td>353</td>
<td>353</td>
<td>0</td>
<td>470</td>
<td>75%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>11,977</strong></td>
<td><strong>11,337</strong></td>
<td><strong>640</strong></td>
<td><strong>15,291</strong></td>
<td><strong>78%</strong></td>
</tr>
</tbody>
</table>

| Corporate Controlled                      |         |         |         |           |           |
| Cash Contributions                        | 5       | 5       | 0       | 5         | 100%      |
| Interest                                  | 0       | 0       | 0       | 0         | n/a       |
| **TOTAL**                                 | **5**   | **5**   | **0**   | **5**     | **100%**  |

Satisfactory results overall.
PD Performance Report
March 2018

Department Controlled Expenses

Employee Expenses

<table>
<thead>
<tr>
<th></th>
<th>YTD Act $’000</th>
<th>YTD Bud $’000</th>
<th>YTD Var $’000</th>
<th>FY Budget $’000</th>
<th>FY F’cast $’000</th>
<th>% Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages (opex and capex)</td>
<td>6,161</td>
<td>6,389</td>
<td>228</td>
<td>8,519</td>
<td>8,519</td>
<td>72%</td>
</tr>
<tr>
<td>Overtime</td>
<td>11</td>
<td>22</td>
<td>11</td>
<td>30</td>
<td>30</td>
<td>37%</td>
</tr>
<tr>
<td>Allowances</td>
<td>4</td>
<td>3</td>
<td>(1)</td>
<td>4</td>
<td>4</td>
<td>100%</td>
</tr>
<tr>
<td>Other employee costs</td>
<td>1,863</td>
<td>1,874</td>
<td>11</td>
<td>2,499</td>
<td>2,499</td>
<td>75%</td>
</tr>
<tr>
<td><strong>Total Labour Opex + Capex</strong></td>
<td>8,039</td>
<td>8,288</td>
<td>249</td>
<td>11,052</td>
<td>11,052</td>
<td>73%</td>
</tr>
<tr>
<td>Less recovery/charge out</td>
<td>36</td>
<td>0</td>
<td>(36)</td>
<td>0</td>
<td>n/a</td>
<td>36</td>
</tr>
<tr>
<td>Opex Labour before Contractors</td>
<td>8,075</td>
<td>8,288</td>
<td>213</td>
<td>11,052</td>
<td>11,088</td>
<td>73%</td>
</tr>
<tr>
<td>Plus Contract Opex Labour</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Opex Labour incl Contractors</td>
<td>8,075</td>
<td>8,288</td>
<td>213</td>
<td>11,052</td>
<td>11,088</td>
<td>73%</td>
</tr>
</tbody>
</table>

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

<table>
<thead>
<tr>
<th></th>
<th>YTD Act $’000</th>
<th>YTD Bud $’000</th>
<th>YTD Var $’000</th>
<th>FY Budget $’000</th>
<th>FY F’cast $’000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Expenses</td>
<td>399</td>
<td>575</td>
<td>176</td>
<td>650</td>
<td>650</td>
</tr>
<tr>
<td>Consultants</td>
<td>46</td>
<td>118</td>
<td>72</td>
<td>156</td>
<td>156</td>
</tr>
<tr>
<td>Other Materials and Services</td>
<td>125</td>
<td>195</td>
<td>70</td>
<td>262</td>
<td>262</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>570</td>
<td>888</td>
<td>318</td>
<td>1,068</td>
<td>1,068</td>
</tr>
</tbody>
</table>

Satisfactory results overall.

<table>
<thead>
<tr>
<th>Other Expense Sources</th>
<th>YTD Act $’000</th>
<th>YTD Bud $’000</th>
<th>YTD Var $’000</th>
<th>FY Budget $’000</th>
<th>FY F’cast $’000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Expenses</td>
<td>2</td>
<td>10</td>
<td>8</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Internal Expenses</td>
<td>216</td>
<td>214</td>
<td>(2)</td>
<td>283</td>
<td>283</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>788</td>
<td>1,112</td>
<td>324</td>
<td>1,363</td>
<td>1,363</td>
</tr>
</tbody>
</table>

**TOTAL DEPARTMENT CONTROLLED**

8,863 9,400 537 12,415 12,451

Corporate Controlled

<table>
<thead>
<tr>
<th></th>
<th>FY Budget $’000</th>
<th>FY F’cast $’000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depreciation</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Finance Costs</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>TOTAL CORPORATE CONTROLLED</strong></td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Satisfactory results overall.
Annual Leave Balances as at pay period ended 26 March 2018:

<table>
<thead>
<tr>
<th>No of people with 0-4 weeks</th>
<th>No of people with 4-8 weeks</th>
<th>No of people with 8+ weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct-17 80</td>
<td>Nov-17 81</td>
<td>Dec-17 81</td>
</tr>
<tr>
<td>Dec-17 76.9%</td>
<td>Jan-18 79</td>
<td>Feb-18 75.2%</td>
</tr>
<tr>
<td>Jan-18 81</td>
<td>Feb-18 81</td>
<td>Mar-18 75.7%</td>
</tr>
<tr>
<td>Feb-18 80</td>
<td>Mar-18 75.5%</td>
<td></td>
</tr>
</tbody>
</table>

Full Time Equivalents:

<table>
<thead>
<tr>
<th>White collar staff</th>
<th>White collar staff last year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr-17 100.3</td>
<td>May-17 100.5</td>
</tr>
<tr>
<td>Jun-17 100.5</td>
<td>Jul-17 101.6</td>
</tr>
<tr>
<td>Aug-17 101.6</td>
<td>Sep-17 99.0</td>
</tr>
<tr>
<td>Oct-17 98.7</td>
<td>Nov-17 101.4</td>
</tr>
<tr>
<td>Nov-17 100.6</td>
<td>Dec-17 100.1</td>
</tr>
<tr>
<td>Dec-17 101.3</td>
<td>Jan-18 101.3</td>
</tr>
<tr>
<td>Jan-18 101.3</td>
<td>Feb-18 101.3</td>
</tr>
<tr>
<td>Feb-18 101.3</td>
<td>Mar-18 101.3</td>
</tr>
</tbody>
</table>
Planning and Development Department

Sick Leave:

PD - Sick Leave Hours Per Person Per Annum

<table>
<thead>
<tr>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>Hours</td>
<td>Hours</td>
<td>Hours</td>
<td>Hours</td>
<td>Hours</td>
<td>Hours</td>
<td>Hours</td>
<td>Hours</td>
<td>Hours</td>
<td>Hours</td>
<td>Hours</td>
<td>Hours</td>
</tr>
<tr>
<td>52.49</td>
<td>50.34</td>
<td>51.31</td>
<td>50.95</td>
<td>51.98</td>
<td>56.43</td>
<td>58.29</td>
<td>60.45</td>
<td>61.05</td>
<td>61.15</td>
<td>61.59</td>
<td>63.28</td>
<td>62.72</td>
</tr>
</tbody>
</table>

* Rolling 12 month average

Lost Time Injury Frequency Rates:

<table>
<thead>
<tr>
<th>Feb-17</th>
<th>Mar-17</th>
<th>Apr-17</th>
<th>May-17</th>
<th>Jun-17</th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTI's</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>LTIFR</td>
<td>6.3</td>
<td>6.1</td>
<td>6.1</td>
<td>6.1</td>
<td>6.1</td>
<td>6.1</td>
<td>6.1</td>
<td>6.1</td>
<td>6.1</td>
<td>6.1</td>
<td>6.1</td>
<td>6.1</td>
</tr>
<tr>
<td>Cumulative Days lost 12 months</td>
<td>1 3 3 3 6 30 51 65 84 100 121 140</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LTISR Rolling 12 months</td>
<td>18.5 18.61 18.44 10 18 37 183 313 395 514 615 741 858</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

March LTI data will be available in the April report
Customer Engagement System

All Council:

![Service Requests Completed on Time](image)

<table>
<thead>
<tr>
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Arts, Social Development and Community Development Department:

![Service Requests Completed on Time](image)

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March

No service requests received in March.
Economic Development and Marketing Department:

March
The results exceed the baseline for the month.

Infrastructure Services Department:

March
The results exceed the baseline for the month.
Finance and Corporate Services Department:

Service Requests Completed on Time

March
The results exceed the baseline for the month.

Works Parks and Recreation Department:

Service Requests Completed on Time

March
The results exceed the baseline for the month.
Health, Security and Regulatory Services Department:

March 2018

Service Requests Completed on Time

Total Service Requests | Service Requests - Completed on time (%) | Baseline - Completed on time (%)
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March

The results exceed the baseline for the month.

Planning and Development:

Service Requests Completed on Time

Total Service Requests | Service Requests - Completed on time (%) | Baseline - Completed on time (%)
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March

The results exceed the baseline for the month.
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### Community Environmental Performance:

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* % Waste diverted from landfill
* 1st November - 30th April

Month data will be available in the April report.
M E M O R A N D U M

TO: ACTING CHIEF FINANCIAL OFFICER

FROM: STRATEGIC CLIENT OFFICE MANAGER

RE: PROPERTIES EXEMPTED UNDER S73 OF THE LOCAL GOVERNMENT REGULATION 2012

INTRODUCTION:

This is a report by the Strategic Client Office Manager dated 9 May 2018 concerning a request from the City Management, Finance and Community Engagement Committee No. 2018(01) held on 23 January 2018 to outline all properties that are exempt from rates under s73 of the Local Government Regulation 2012.

CONCESSIONS:

Local Government Regulation s73 does not apply to rate concessions, it only applies to exemptions from rates. The properties receiving rate concessions are reviewed and presented to Council annually for consideration and resolution to continue providing the concession for a further financial year. The relevant report is being prepared for the City Management, Finance and Community Engagement Committee on 19 June 2018.

LEGISLATION:

Local Government Regulation 2012 s73 follows:

73 Land that is exempt from rating—Act, s 93

For section 93 (3)(j)(ii) of the Act, the following land is exempted from rating—
(a) land owned by a religious entity if the land is less than 20ha and is used for 1 or more of the following purposes—
(i) religious purposes, including, for example, public worship;
(ii) the provision of education, health or community services, including facilities for aged persons and persons with disabilities;
(iii) the administration of the religious entity;
(iv) housing incidental to a purpose mentioned in subparagraphs (i) to (iii);
(b) land vested in, or placed under the management and control of, a person under an Act for—
(i) a public purpose that is a recreational or sporting purpose; or
(ii) a charitable purpose;
(c) land used for the purposes of a public hospital if—
(i) the public hospital is—
(A) part of a private hospital complex; or
(B) a private and public hospital complex; and
(ii) the land used for the purposes is more than 2ha and is separated from the rest of the complex;
(d) land owned by a community organisation if the land is less than 20ha and is used for providing the following—
(i) accommodation associated with the protection of children;
(ii) accommodation for students;
(iii) educational, training or information services aimed at improving labour market participation or leisure opportunities;
(e) land used for a cemetery.

EXEMPT PROPERTIES UNDER s73:

A search of Council’s Land Register was undertaken to identify the subject properties. There are 215 exempt properties under s73 in the Ipswich City Council Area. Attachment A lists the exempt properties.

FINANCIAL IMPlications:

There are no financial implications associated with this report.

ATTACHMENTS:

<table>
<thead>
<tr>
<th>Name of Attachment</th>
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<tr>
<td>Exempt Properties</td>
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RECOMMENDATION:

That the report be received and the contents noted.

Richard Bennett
STRATEGIC CLIENT OFFICE MANAGER

I concur with the recommendation contained in this report.

Jeff Keech
ACTING CHIEF FINANCIAL OFFICER
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4 May 2017

MEMORANDUM

TO: ACTING CHIEF FINANCIAL OFFICER

FROM: DEVELOPMENT AND RELATIONSHIP MANAGER

RE: PROPOSED LEASE RENEWAL FOR TELECOMMUNICATIONS PURPOSES

TELSTRA CORPORATION LIMITED
50 BELLEVUE ROAD, GOODNA
LOT 109 ON SP216922
DIVISION 2

INTRODUCTION:

This is a report by the Development and Relationship Manager dated 4 May 2018 concerning a proposal from Telstra Corporation Limited (Telstra) for a lease renewal over an existing telecommunications facility to commence 1 January 2020 over Council owned freehold land located at 50 Bellevue Road, Goodna, described as Lot 109 on SP216922.

BACKGROUND:

Telstra is a provider to the wireless telecommunications industry and is the owner of the facility on the freehold land located at 50 Bellevue Road, Goodna. Refer Attachments A and B. The existing lease was for a 30 year term commencing 1 January 1990 and expiring 31 December 2019. The current rent for 2018 is $2,093.15 (excluding GST) with annual CPI indexation.

Telstra has made an offer to renew their tenure arrangement on the property. Works, Parks and Recreation Department has advised that it has no objections to entering into a lease which permits tenure for a 10 year period.

Section 236(1)(c)(iii) of the Local Government Regulation 2012 provides an exemption from the requirement to dispose of a lease interest in land other than by tender or auction if the disposal is for the purpose of a lease for a telecommunication tower. The Council must however decide by resolution that the exemption applies to this category of disposal. Further, the Council may only dispose of a lease interest in land if the consideration for the disposal would be equal to, or more than the market value of the interest of the land.

Council sourced a written rental determination from an independent registered Valuer to inform the amount of consideration for telecommunications proposals in the city of Ipswich. The Valuer assessed the suitable range for negotiation to be between $22,500.00 and $27,500.00 per annum (plus GST), to be indexed by 5% annually.
After lengthy negotiations with Telstra in setting standard terms and conditions for telecommunications leases, Property Services negotiated a commencing rent of $23,870.25 (excluding GST) per annum for the subject property. Property Services considers the annual rent to be appropriate, particularly noting the previous rent and that it is within the range identified by the Valuer for Ipswich. The quantum of the indexation rate has been a strong issue for debate with the various telecommunications providers involved with similar negotiations at other sites across the local government area.

In summary, the proposed terms are as follows:

**Term of Leases:** 10 years  
**Commencement Date:** 1 January 2020  
**Expiry Date:** 31 December 2029  
**Commencing Rent:** $23,870.25 (excluding GST) per annum  
**Fixed Increase Dates:** Annual indexation of 3% on each anniversary of the Commencement Date.

**CONSULTATION:**

Councillor Tully (Division 2) has been provided a copy of this Committee Report.

**CONCLUSION:**

It is recommended that Council proceed to enter into a 10 year lease with 3% annual indexation at the commencing rent of $23,870.25 per annum (excluding GST) over the subject property under the new terms and conditions negotiated with Telstra.

**ATTACHMENTS:**

<table>
<thead>
<tr>
<th>Name of Attachment</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Plan – 50 Bellevue Road, Goodna</td>
<td>Attachment A</td>
</tr>
<tr>
<td>Lease Plan - 50 Bellevue Road, Goodna</td>
<td>Attachment B</td>
</tr>
</tbody>
</table>

**RECOMMENDATION:**

A. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exemptions under sections 236(1)(c)(iii) of the Regulation apply to the disposal of the leasehold interest located at 50 Bellevue Road, Goodna and described as part of Lot 109 on SP216922, by way of a renewed leasehold arrangement between Council and Telstra Corporation Limited for a consideration sum of $23,870.25 per annum (excluding GST).

B. That Council enter into a lease with Telstra Corporation Limited (“the Lessee”) for a period of ten (10) years.
C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Lease to be executed by Council and to do any other acts necessary to implement Council’s decision in accordance with section 13(3) of the Local Government Act 2009.

Greg Thomas  
DEVELOPMENT AND RELATIONSHIP MANAGER (FINANCE & CORPORATE SERVICES)

I concur with the recommendations contained in this report.

Bryce Hines  
ACTING CHIEF OPERATING OFFICER (WORKS PARKS AND RECREATION)

I concur with the recommendations contained in this report.

Jeffrey Keech  
ACTING CHIEF FINANCIAL OFFICER (FINANCE & CORPORATE SERVICES)
1. Certificate of Registered Owners or Lessees.

I/We IPSWICH CITY COUNCIL

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

* as Lessees of this land agree to this plan.

Signature of

IPSWICH CITY COUNCIL

in accordance with section 83B of the Local Government Act 2009

* Rule out whichever is inapplicable

2. Planning Body Approval.

* hereby approves this plan in accordance with the:

Dated this ______ day of ______

* Insert the name of the Planning Body.

3. Plans with Community Management Statement:

QMS Number :

* Insert applicable planning legislation.

4. References:

Dept File:

Local Govt:

Surveyor: 32693

By: QUEENSLAND SURVEYING PTY LTD

Date: 31/3/2018

Signed: [Signature]

Designation: Delegate

5. Building Format Plans only.

I certify that:

* As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or road.

* Part of the building shown on this plan encroaches onto an afforested * Lots and road

Verified by Surveyor/Director:

6. Lodgement Fees:

Survey Deposit:

Lodgement:

New Titles:

Photocopy:

Postage:

TOTAL:

7. Orig Grant Allocation:

Passed & Endorsed:

8. Existing

Reference

Description

New Lots

Road

Secondary Interests

Lease T

9. Existing

Created

Lot 109 on SP216922

50758309

Lease 601725056 will be surrendered prior to the registration of this plan

Lease T does not affect any other Lease registered against CT50758309

Dated 18/2/2018

10. Lodgement Number: SP218683
11 May 2018

MEMORANDUM

TO: ACTING CHIEF FINANCIAL OFFICER

FROM: STRATEGIC CLIENT OFFICE MANAGER

RE: PROCESS FOR REQUESTS RECEIVED BY COUNCIL FOR CHANGE OF ADDRESS

INTRODUCTION:

This is a report by the Strategic Client Office Manager dated 11 May 2018 concerning a request from the City Management, Finance and Community Engagement Committee to investigate the process for change of address requests across Council for residents, so when a resident changes an address for their rates account, and also for example, have a dog registration, and a permit for keeping horses, that all addresses are included.

BACKGROUND:

This request was tasked by Committee Administration in July 2017 to Health, Security and Regulatory Services Department as the examples cited were specifically animals. On review, in April 2018 this request was redirected to Finance and Corporate Services as it was considered part of the universal Change of Address process rather than an animal specific process.

CURRENT PROCESS:

Customers that have a need to change a current contact address can contact Council via a number of channels to initiate the process:

- Online services via Ipswich Online initiates an ePathway Customer Request;
- Australia Post Change of Address service;
- By Phone – the Customer Service Operator completes an ePathway Customer Request;
- By incoming Mail or email – tasked via Objective to the Change of Address Team;
- Face to Face at service counter – assist customer to complete paper form;
• By outgoing mail for customers that prefer to complete a paper form sent to them;
• For new property owners advised to Council via the Land Titles change process, they are prompted by a letter acknowledging them as the new owners of a specific property to complete Council’s Change of Address process by their preferred channel if needed.

Attachment A is the first 2 pages of the ePathway Change of Address Interview or form which describes the core process implemented in contact or consultation with the customer to elicit the information required to change the addresses that the customer wants to change within Council.

The principal cause of misaligned address changes is the lack of integration of systems. For example, Council’s Oracle CES system is not integrated with either the Pathways system that is the single source of truth for Planning, Property, Animals, Permits and Licences or with the Library system which is the repository for Library Members contact details. The current process seeks to elicit information in a structured format so that Council staff can manually make the changes that address the customer’s needs. Currency of address details may also be affected by customers who relocate but do not advise Council of the change.

The change of address process must remain a largely manual one for the time being but Council officers endeavour to make it as simple as possible to improve participation by customers in the change process. However, Council remains a many faceted service model which presents challenges and complexity to Customer Service Officers and customers in service areas such as change of address.

ATTACHMENT:

<table>
<thead>
<tr>
<th>Name of Attachment</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ipswich Online ePathway Change of Address Request</td>
<td>Attachment A</td>
</tr>
</tbody>
</table>

RECOMMENDATION:

That the report be received and the contents noted.

Richard Bennett
STRATEGIC CLIENT OFFICE MANAGER

I concur with the recommendation contained in this report.

Jeff Keech
ACTING CHIEF FINANCIAL OFFICER
* Denotes that the field is mandatory.

Change Mailing Address

Complete all sections below to change your mailing address for Council records. Please have requested documents ready to attach prior to submitting this request.

If your request is urgent please contact Council's Customer Service Centre on 07 3810 6666.

Authority to Change

By completing this section you certify that you are the owner or a person authorised by the owner/s to make the change/s detailed in this request,

[ ] I am the Property owner.
[ ] I am the Animal owner.
[ ] I am the Licensee.
[ ] I am a company representative.
[ ] If you are a company representative what is your title?

I represent the owner (eg power of attorney, real estate) and have signed authority to make this change. Attach letter of authority to act on behalf of the owner.

Choose File  No file chosen
Description of attachment.

Contact Details

NOTE: Anonymous requests cannot be processed,

What is your name? (include middle name/s)

* 

Title

* Miss

What is your primary contact phone number?

* 

What is your e-mail address?

* 

What to Change

Select from the boxes below to indicate what council records are to be updated with this mailing address change,

[ ] Rates
[ ] Animals
[ ] Waste
[ ] Licences
[ ] Applications
[ ] Immunisation
[ ] Debtors
[ ] Creditors
[ ] Library

What is the OLD mailing address?

* 

What is the NEW mailing address?

* 

Is there a new contact phone number?
What is the new contact phone number?

Is there a new e-mail address?

What is the new e-mail address?

What date is this change to be made effective from?

Note: If left blank this change will be effective from today's date.

Property (Rates)

Owner Occupier - Rating categories can change where the mailing address and property address are not the same and you are the owner occupier.

To ensure the correct category is applied to your account, it is important that you complete this section. More information on rating categories can be found on Council's website.

Note: If this change does not relate to a property please enter N/A into the mandatory fields below.

What is the property address/is?

What is the assessment number/is?

List the names of the property owners as shown on the Rates Notice.

Do you live at the property?

No

Do you require a copy of the current Rate Notice?

No

Animals

To help us keep your animal ownership information up to date please provide the following details about animals kept at your property.

Do you have a registered animals?

No

What is the new property address where the animal/s will reside?

Animal 1 - Reference number or tag number.

Animal 2 - Reference number or tag number.

Animal 3 - Reference number or tag number.

Animal 4 - Reference number or tag number.

Licences

To ensure your Business Licence details are updated correctly please provide the information below.

What is the Business Licence number/s?

What is the name of the Licensee?
MEMORANDUM

TO: ACTING CHIEF FINANCIAL OFFICER
FROM: STRATEGIC CLIENT OFFICE MANAGER
RE: BUDGET 2018-2019 OVERALL PLAN – RURAL FIRE RESOURCES LEVY

INTRODUCTION:

This is a report by the Strategic Client Office Manager dated 9 May 2018 concerning the overall plan in accordance with section 94 of the Local Government Regulation 2012 for the special benefited area to be adopted by Council in the 2018-2019 budget for the Rural Fire Resources Levy.

Section 94 of the Local Government Regulation 2012 requires Council to make an overall plan for the implementation of a special charge. The overall plan must be adopted by resolution of Council either before or at the same time the special rate or charge is made. However, the Budget resolution making a special rate or charge MUST make mention of the overall plan.

There is no specific format for an overall plan but it must include the following:

(i) Identify the rateable land
(ii) Describe the service or activity
(iii) State the estimated cost of implementing the overall plan
(iv) State the estimated time for implementing the overall plan
(v) If an overall plan will not be implemented within a financial year, the Local Government must, at or before the budget meeting for each year of the overall plan, adopt an annual implementation plan for the year.

The tests of benefit for the land or its occupier are the outputs as described in the overall plan. The outputs to be delivered must provide a special benefit to all lands, or their occupiers, the subject of the special rate or charge. Council is required to provide an overall plan for each area.
The Plan for the Rural Fire Resources Levy Charge is detailed below:

**IDENTIFICATION OF THE LAND TO WHICH THE SPECIAL RATE OR CHARGE WILL APPLY:**

In accordance with Section 94 of the *Local Government Regulation 2012* and Section 128A of the *Fire and Rescue Service Act 1990*, Council is of the opinion that each parcel of rateable land within the Ipswich Local Government area that is not within the boundary of the Urban Fire Boundaries of Queensland will receive a special benefit. The rateable land which will receive this special benefit is specially identified in the shaded area described in Attachment A.

**SERVICE, FACILITY OR ACTIVITY TO BE SUPPLIED:**

The Minutes of the Rural Fire Brigade Local Area Management Committee – Ipswich are relevant and are attached, as Attachment B.

The special benefited area will receive the benefit of activities and improvements funded by the Ipswich Group Rural Fire Brigade including:

A. the purchase of equipment not usually supplied by the State;
B. maintenance of equipment;
C. training;
D. funding of administration and operating expenses;
E. promotion of the Rural Fire Services in the community and the attractive opportunity to participate as a volunteer;
F. grading of fire tracks as required to ensure good access by firefighting equipment; and
G. funding of capital works to maintain or improve the rural fire brigades' depots.

Capital works include:

- Flinders Peak Rural Fire Brigade – Bring toilets and shower up to code – Estimated cost $20,000.00
- Grandchester Rural Fire Brigade – New Station to be constructed – Estimated residual cost $50,000.00
- Marburg Rural Fire Brigade – Station extension for Training room, wet area and toilet and shower to be brought up to code - Estimated cost $50,000.00
- Mount Forbes Rural Fire Brigade – Station extension for storage, toilet and shower to be brought up to code - Estimated cost $30,000.00
- Mount Mort Rural Fire Brigade – Construction of driveway into Rural Fire Brigade Station - Estimated cost $15,000.00
- Pine Mountain Rural Fire Brigade – Replace tanks due to land slip and add footings and slab for tanks - Estimated cost $30,000.00
- Ripley Valley Rural Fire Brigade – Bring toilets and shower up to code – Nil required at the moment but may need $15,000.00 - Estimated cost
ESTIMATED COST OF PROVIDING THE SERVICE:

The funding requested for the mainly operational works outlined in A - F above is $136,300.00 expenditure plus a further $40,000.00 p.a. to replace existing small vehicles (white vehicles) each 10 years and the Capital Works outlined in G above is $223,700.00, $400,000.00 in total.

A Rural Fire Resources Levy Charge of $42.00 per property, unchanged from 2017-2018 and the 3 years back to 2014-2015, applied to the defined benefit area will raise an estimated $434,658.00 in the 2018-2019 year up from $360,612.00 levied in 2017-2018. These monies are contributed to the Ipswich Group Rural Fire Brigade in accordance with their request for funding and any excess funding is held by Council to be expended in accordance with the plan in following years. The held over funding from 2017-2018 is estimated to be $166,000.00 at 30 June 2018.

The year on year increase in the total Rural Fire Resource Levy expected to be collected is due to the increase in new lots created in the areas outside the Urban Fire Levy boundary. Examples include some areas of Augustine Heights, Deebing Heights, parts of Springfield Lakes and Ripley.

<table>
<thead>
<tr>
<th>Year</th>
<th>Number Properties</th>
<th>Growth %</th>
<th>Calculated Revenue @ $42 for year for comparison purposes</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2013</td>
<td>4,165</td>
<td></td>
<td>$174,930</td>
</tr>
<tr>
<td>April 2014</td>
<td>4,395</td>
<td>5.5</td>
<td>$179,760</td>
</tr>
<tr>
<td>April 2015</td>
<td>5,216</td>
<td>18.7</td>
<td>$201,183</td>
</tr>
<tr>
<td>April 2016</td>
<td>6,220</td>
<td>19.2</td>
<td>$240,156</td>
</tr>
<tr>
<td>April 2017</td>
<td>7,633</td>
<td>22.7</td>
<td>$290,913</td>
</tr>
<tr>
<td>April 2018</td>
<td>9,408</td>
<td>23.3</td>
<td>$357,861</td>
</tr>
<tr>
<td>April 2019</td>
<td>11,290 (Estimated)</td>
<td>20.0</td>
<td>$434,658</td>
</tr>
</tbody>
</table>

Average number of properties for 2018-2019 = 10,349 @ $42 = $434,658

The Queensland Fire and Emergency Service has not moved the boundary that defines the urban fire service for a number of years, notwithstanding that facilities are in place and the service is being delivered in areas such as Ripley Valley. Changes to the boundary require planning and negotiations with rural fire brigades. Queensland Fire and Emergency Services have not advised any change to the urban fire service boundary will occur in 2018-2019 and could not advise when a change is likely except to advise it is under consideration.

Based on our internal assessment if the urban boundaries were returned to positions that delineated core rural from urban, the number of properties could decrease to another fall to $147,000.00 per year.
ESTIMATE OF TIME IN WHICH THE LEVY WILL BE IMPLEMENTED

It is anticipated that nearly all the funds raised by the Rural Fire Resources Levy Charge will be fully expended in the 2018-2019 financial year. The small additional carry-over balance of $35,000.00 will be added to the 2017-2018 carryover balance of $166,000.00, $201,000.00 in total, and be held over to be available to fund expenditure in a similar plan the following year.

RISKS:

When the Urban Fire Boundary is eventually expanded it will likely result in the number of properties outside the boundary falling significantly, as dramatically as reducing from 11,390 to 3,500 for example, with subsequent falls in the collection of the Rural Fire Resource Levy. The current circumstance of having significant carry over funding will allow Council to transition to a smaller number of properties being levied without having to make dramatic changes in either the amount levied or having to substantially reduce the funding provided to the rural fire brigades. This approach can be reviewed annually.

ATTACHMENTS:

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<tbody>
<tr>
<td>Benefited area identified as shaded portion.</td>
<td>Attachment A</td>
</tr>
<tr>
<td>Rural Fire Brigade LAFC Ipswich Minutes</td>
<td>Attachment B</td>
</tr>
</tbody>
</table>

RECOMMENDATION:

That in accordance with section 94 (3) of the Local Government Regulation 2012, Council adopt the overall plan for the Rural Fire Resources Levy Charge which is to be adopted in the 2018-2019 budget and as detailed in the report by the Strategic Client Office Manager dated 9 May 2018.

Richard Bennett
STRATEGIC CLIENT OFFICE MANAGER

I concur with the recommendation contained in this report.

Jeffrey Keech
ACTING CHIEF FINANCIAL OFFICER
MINUTES OF MEETING – LAFC
IPSWICH CITY COUNCIL AREA
7/4/18

1.30pm

PRESENT: Paul Storrs (AD), Sarah Toth (BTSO), Donna Jackwitz (Grandchester), Dave Morris (Ripley), Jody Mahon (Pine Mountain), Ken Leisemann (Marburg) Richard Bennett (ICC)

APOLOGIES: Cheryl Bromage (ICC), David Pahlke (ICC), Robyn Outen-Scott (Flinders Peak)

1. Paul Storrs outlined duties of LAFC
2. Voting representatives are Donna Jackwitz, Jody Mahon, Dave Morris and Robyn Outen-Scott
4. Terms of reference Draft form was presented for approval. This was endorsed by the committee
5. Paul Storrs. Levies collected vs Brigade presented budgets
6. Individual Brigade budgets discussed. Motion to approve by Jody Mahon. Second by Dave Morris. All in favour. Motion Passed
7. Discussed capital spending each Brigade and what was requested/required from each brigade. Nominal figures accepted
8. LAFC signatories selected for account purposes and distribution of funds. Paul Storrs, Ken Leisemann, Dave Morris. Motion by Donna Jackwitz. Second by Jody Mahon. All in favour. Motion passed

Meeting closed 3.20pm
8 May 2018

MEMORANDUM

TO: ACTING CHIEF FINANCIAL OFFICER
FROM: RATES/PROPERTY MANAGER
RE: REQUEST FOR RATES CONCESSION
324 CUMNER ROAD, SWANBANK QLD 4306
DIVISION 3

INTRODUCTION:

This is a report by the Rates/Property Manager dated 8 May 2018 concerning a request from Renegade Bowmen Inc, for a rates concession of the general rates on their property at 324 Cumner Road, Swanbank Qld 4306 (Attachment A).

BACKGROUND:

Council Rates Concession Policy allows for a general rate concession of a 100% remission of the differential general rates on properties that meet the criteria outlined in the policy (Attachment B).

Renegade Bowmen Inc is a not for profit organisation, the objects of which are to promote the sport of Bowhunting by establishing and maintaining such facilities, equipment and services as are calculated to be incidental to the practice and competition of Bowhunting.

In accordance with the Rates Concession Policy adopted by Council on 27 June 2017, this organisation meets the criteria to be granted a rate remission. Divisional Councillors are consulted at the time of application before a recommendation is made to Council, if the property – the subject of the application, is within their electoral Division. In accordance with the Rate Concession Policy adopted by Council on 27 June 2017, this organisation meets the criteria to be considered for a rate concession.

The activities undertaken on the property are considered to contribute to ‘The provision of facilities for the conduct of amateur sport or recreational activities subject to any revenue from licensed premises, entrance fees or membership fees being deemed incidental to the main activity of conducting the sporting and recreational activities’, accordingly the property is considered eligible to be granted a rates concession.

Division 3 Councillor Kerry Silver, had been consulted and supports the rates concession. The amount of rate concession or remission is $1,036.00 ongoing per quarter.
ATTACHMENTS:

<table>
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</thead>
<tbody>
<tr>
<td>Letter requesting rates concession</td>
<td>Attachment A</td>
</tr>
<tr>
<td>Rate Concession Policy</td>
<td>Attachment B</td>
</tr>
</tbody>
</table>

RECOMMENDATION:

That the request for the rate concession, 100% remission of the differential general rates, for the property at 324 Cumner Road, Swanbank Qld 4306 owned by Renegade Bowmen Inc, be granted and backdated to 1 April 2018.

Tina Huggins  
RATES/PROPERTY MANAGER

I concur with the recommendation contained in this report.

Richard Bennett  
STRATEGIC CLIENT OFFICE MANAGER

I concur with the recommendation contained in this report.

Jeffrey Keech  
ACTING CHIEF FINANCIAL OFFICER
Tina Huggins

From: Kevin Windle <kjwindle@bigpond.net.au>
Sent: Wednesday, 7 March 2018 7:36 PM
To: Tina Huggins; Erskine, Kathleen
Subject: Rates
Attachments: Council rates.pdf; Renegade Constitution 2013.doc

Tina,
Please find attached a rates concession request letter and Renegade Bowmen Inc. constitution.

Thanks
Kev Windle
Vice President
Renegade Bowmen Inc.
Tina Huggins
Ipswich City Council

Dear Tina,
Renegade Bowmen Inc. is a 'not for profit' archery club that also provides monthly open coaching sessions for Ipswich and surrounding community.

The club is seeking a concession for our council rates.

As per our telephone conversation today (7/8/18) please find attached a copy of the club's constitution.

Thank you for your consideration.

Kev Windle
Vice President
Renegade Bowmen Inc.
THE

RENEGADE

BOWMEN

INCORPORATED

CONSTITUTION

AND

BY-LAWS

Last Revised 05/09/2015

IA526
1/ NAME:
The name of the incorporated association shall be Renegade Bowmen Incorporated [in these rules called “the Association”].

2/ OBJECT:
The object for which the Association is established are:- to promote the sport of Bowhunting by establishing and maintaining such facilities, equipment and services as are calculated to be incidental to the practice and competition of Bowhunting.

3/ POWERS:
The powers of the Association are;-

1. To take the funds and other assets and the liabilities of the present unincorporated association known as the “Renegade Bowhunters Club”;

2. To subscribe to, become a member of and co-operate with any other association, club or organization, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds any club, association or organization which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of rule 28 [10];

3. In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association or person frequenting the Association’s premises;

4. To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Association: Provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts;

5. To enter into arrangements with any Government or Authority that are incidental or conducive to the attainment of the object and the exercise of the powers of the Association; to obtain from any such Governments or Authority any rights; privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
6. To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Association;

7. To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the Association, or in or about the Association or promotion of the Association or in furtherance to its objects;

8. To construct, improve, maintain, develop, work, manager, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association’s interest, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;

9. To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit;

10. To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;

11. In furtherance of the objects of the Association to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;

12. To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the Association’s property or assets present or future and to purchase, redeem or pay-off any such securities;

13. To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;

14. In furtherance of the objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association;

15. To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any
part of the Association’s property of whatsoever kind sold by the Association, or any money due to the Association from purchases and other;

16. To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Associations but subject always to the proviso in sub-rule [4];

17. To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise;

18. To print any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects;

19. In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of rule 28 [10];

20. In furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Association is authorized to amalgamate;

21. In furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorized to amalgamate;

22. To make donations for patriotic, charitable or community purposes;

23. To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;

24. To do all such other things as are incidental or conductive to the attainment of the objects and the exercise of the powers of the Association.

4/ MEMBERSHIP:

1. The membership of the Association shall consist of the following classes of members;

   a. **LIFE MEMBER**
1. Life member is given when a quorum of the general membership votes to bestow this position on a member.

2. Life member may be bestowed as in the above paragraph 1, by the discretion and judgement, for any reason that the quorum may see fit, [eg. Outstanding contribution for or towards the club or the sport pertaining to this club]

3. Life member: may be struck from membership as in the stipulation of clause 8, paragraph 1 and 2, TERMINATION OF MEMBERSHIP.

b. ORDINARY MEMBERS
Description;

- Adult: Seventeen and over [17+]
- Junior: Eleven to seventeen years [11 – 17]
- Novice: Up to eleven years [0 - 11]
- Family: Adult - maximum two parental.
  - Children - no limit to the number of children in the family.

2. The number of members in each class shall be unlimited.

3. All classes of membership shall be financial members of the Australian Bowhunters Association and shall abide by its' constitution and code of ethics.

5/ 1. Every person who, at the date of incorporation of the Association, was a member of the unincorporated Association and who, on or before the day of incorporation, agrees in writing to become a member of the Association, shall be admitted by the Management Committee to the same class of membership of the Association as that member held in the unincorporated Association, and shall not be required to pay for any further subscription until the next due date for payment of that subscription.

2. Every applicant for any class of membership of the Association [other than the members of the unincorporated Association referred to in sub rule [1]] shall be proposed by one member of the Association and seconded by another member. The application for membership shall be made in writing, signed by the applicant and his/her proposer and seconder, and shall be in such form as the Management Committee from time to time prescribes.

6/ MEMBERSHIP FEES:

1. The membership fees for each class of membership shall be such sum as the members shall from time to time at any General Meeting so determine.
2. The membership fees for each class of membership shall be payable at such time and in such manner as the Management Committee shall from time to time determine.

7/ ADMISSION AND REJECTION OF MEMBERS:

1. At the next meeting of the Management Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.

2. Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered, shall be accepted as a member to the class of membership applied for.

3. Upon the acceptance or rejection of an applicant for any class of membership, the secretary shall forthwith, give the applicant notice in writing of such acceptance or rejection.

8/ TERMINATION OF MEMBERSHIP:

1. A member may resign from the Association at any time by giving notice in writing to the secretary. Such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date.

2. If a member –
   i. is convicted of an indictable offence; or
   ii. fails to comply with any of the provisions of these Rules; or
   iii. has membership fees in arrears for a period of two months or more; or
   iv. conducts him/herself in a manner considered to be injurious or prejudicial to the character or interests of the Association, the Management Committee shall consider his/her membership shall be terminated.

3. The member concerned shall be given a full and fair opportunity of presenting his/her case and if the Management Committee resolves to terminate his/her membership, it shall instruct the secretary to advise the member in writing accordingly.

9/ APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

1. A person whose application for membership has been rejected or whose membership has been terminated may, within one [1] month of receiving written notification thereof, lodge with the secretary, written
notice of his/her intention to appeal against the decision of the Management Committee.

2. Upon receipt of a notification of intention to appeal against rejection or termination of membership, the secretary shall convene, within three [3] months of the date of receipt by him/her of such notice, a General Meeting to determine the appeal. At any such meeting, the applicant shall be given the opportunity to fully present his/her case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by a majority vote of the members present at such meeting.

3. Where a person whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the secretary shall forthwith refund the amount of any fee paid.

10/ REGISTER OF MEMBERS

1. The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission.

2. Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Management Committee or the members at any General Meeting may require from time to time.

3. The Register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

11/ MEMBERSHIP OF THE MANAGEMENT COMMITTEE

1. The Management Committee of the Association shall consist of a President, Vice-President, Secretary, Treasurer, Australian Bowhunters Association Representative, all of whom shall be members of the Association, and such number of other members as the members of the Association at any General Meeting may from time to time elect or appoint.

2. At the Annual General Meeting of the Association, all members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.

3. The election of officers and other members of the Management Committee shall take place in the following manner:-
[a] Any two members of the Association shall be at liberty to nominate any other member to serve as an officer of the Management Committee;

[b] The nomination, which shall be in writing and signed by the member and his/her proposer and seconder, shall be lodged with the secretary at least fourteen [14] days before the Annual General Meeting at which the election is to take place;

[c] A list of the candidates’ names, in alphabetical order, with the proposers’ and seconders’ names, shall be posted in a conspicuous place in the office or usual place of meeting of the Association for at least seven [7] days immediately preceding the Annual General Meeting.

[d] Balloting lists shall be prepared [if necessary] containing the names of the candidates in alphabetical order, and each member present at the Annual General Meeting [who is eligible] shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;

[e] Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

12/ Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the secretary but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that latter date or such member may be removed from office at a General Meeting of the Association where that member shall be given the opportunity to fully present his/her case. The question of removal shall be determined by the vote of the members present at such a General Meeting.

13/ VACANCIES ON THE MANAGEMENT COMMITTEE:

1. The Management Committee shall have power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next Annual General Meeting.

2. The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number or of summoning a General Meeting of the Association, but for no other purpose.

05/09/2015
14/ FUNCTIONS OF THE MANAGEMENT COMMITTEE:

1. Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any General Meeting the Management Committee:-

   [a] shall have the general control and management of the administration of the affairs, property and funds of the Association; and

   [b] shall have the authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.

2. The Management Committee may exercise all the powers of the Association:-

   [a] to borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities;

   [b] to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities; and

   [c] to invest in such manner as the members of the Association may from time to time determine.

15/ MEETINGS OF THE MANAGEMENT COMMITTEE:

1. The Management Committee shall meet at least once every month to exercise its functions.

2. A special meeting of the Management Committee shall be convened by the secretary on the requisition in writing signed by not less than one-third \( \frac{1}{3} \) of the Management Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
3. At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee as at the close of the last General Meeting of the members, shall constitute a quorum.

4. Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit: Provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.

5. A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which he/she is interested, or any matter arising thereout, and if he/she does so vote shall not be counted.

6. Not less than fourteen [14] days notice shall be given by the secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.

7. The President shall preside as Chairman at every meeting of the Management Committee, or if there is no President, or if at any meeting he/she is not present within ten [10] minutes after the time appointed for holding the meeting, the Vice-President shall be Chairman or if the Vice-President is not present at the meeting, then the members may choose one of their number to be Chairman of the meeting.

8. If within half an hour from the time appointed for the commencement of a Management Committee meeting, a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

16/ 1. The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Management Committee thinks fit. Any sub-committee so formed shall, in the exercise of the powers so delegated, conform to any regulations that may be imposed upon it by the Management Committee.

2. A sub-committee may elect a Chairman of its meetings. If no such chairman is elected, or if at any meeting the Chairman is not present within ten [10] minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting.
3. A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of the votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

17/ All acts done by any meeting of the Management Committee or of a sub-committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was defect in the appointment of any such member of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.

18/ A resolution in writing signed by all members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

ANNUAL GENERAL OR GENERAL MEETING:

19/ The first General Meeting shall be held at such time, not being less than one [1] month nor more than three [3] months after the incorporation of the Association, and at such place as the Management Committee may determine.

20/ 1. The Annual General Meeting shall be held within three [3] months of the close of the financial year.

2. The business to be transacted at every Annual General Meeting shall be:-

   [a] the receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Association for the preceding financial year;

   [b] the receiving of the auditor's report upon the books and accounts for the preceding year;

   [c] the election of members of the Management Committee; and

   [d] the appointment of an auditor.
The secretary shall convene a Special Meeting:-

[a] when directed to do so by the Management Committee; or

[b] on the requisition in writing signed by not less than one-third [1/3] of the members presently on the Management Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reason why such special general meeting is being convened and the nature of the business to be transacted thereat; or

[c] on being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

1. At any General Meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one.

2. No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this rule “member” includes a person attending as a proxy or as representing a corporation which is a member.

3. If within half an hour from the time appointed for the commencement of a General Meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Association, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

4. The Chairman may, with the consent of any meeting at which a quorum is present [and shall if so directed by the meeting], adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty [30] days or more, notice of the meeting shall be given as in the case of an original meeting.

Save as aforesaid it shall not be necessary to give notice of an adjournment or of business to be transacted at an adjourned meeting.
23/ 1. The secretary shall convene all General Meetings of the Association by giving not less than fourteen [14] days notice of any such meeting to members of the Association.

2. The manner by which such notice shall be given shall be determined by the Management Committee: Provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his/her membership by the Management Committee, shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

24/ Unless otherwise provided by these Rules, at every general meeting:-

1. The President shall preside as Chairman, or if there is no President, or if he/she is not present within fifteen [15] minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the Chairman or if the Vice-President is unwilling to act, then the members present shall elect one of their number to be Chairman of the meeting;

2. The Chairman shall maintain order and conduct the meeting in a proper and orderly manner;

3. Every question, matter or resolution shall be decided by a majority of votes of the members present;

4. Every member present shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote: Provided that no member shall be entitled to vote at any general meeting if his/her membership is more than one [1] month in arrears at the date of the meeting;

5. Voting shall be by show of hands or a division of members, unless not less than one-fifth [1/5] of the members present demand a ballot, in which event there shall be a secret ballot. The Chairman shall appoint two [2] members to conduct the secret ballot in such manner as he/she shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded;

6. A member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one [1] vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorised representative shall have one [1] vote;

7. The instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointer or of his attorney duly authorised in writing or, if the appointer is a corporation, either under
seal or under the hand of an officer or attorney duly authorised. A proxy may need not be a member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot;

8. Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit;

Association:

I, ____________________________ of _______________________, being a member of the abovenamed Association, hereby appoint _______________ of ________________, or failing him/her, ________________________ of ________________, as my proxy to vote for me on my behalf at the [Annual] General Meeting of the Association, to be held on the ______ day of ______ 19____, and at any adjournment thereof.

Signed this __________________day of ___________________, 19____.

Signature ______________________

This form is to be used * in favour of * against the resolution.

*Strike out whichever is not desired. [Unless otherwise instructed, the proxy may vote as he/she thinks fit.];

9. The instrument appointing a proxy shall be deposited with the secretary to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposed to vote and;

10. The secretary shall cause full and accurate minutes or all questions, matters, resolutions and other proceedings of every Management Committee Meeting and General Meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General Meeting: Provided that the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General Meeting or Annual General Meeting.
25/ BY-LAWS

The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the R.B.I. and any by-law may be set aside by a General Meeting of members.

26/ ALTERATION OF RULES

Subject to the provisions of the Association Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting: Provided that no amendment, recission or addition shall be valid unless the same shall have been previously submitted to and approved by the Under Secretary, Department of Justice and Corrective Services, Brisbane, together with the prior approval of the Australian Bowhunters Association.

27/ COMMON SEAL

The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

28/ FUNDS AND ACCOUNTS

1. The funds of the Association shall be banked in the name of the Association in such bank as the Management Committee may from time to time direct.

2. Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.

3. All moneys shall be banked as soon as practicable after receipt thereof.

4. All amounts of twenty dollars and over shall be paid by cheque signed by any two [2] of the President, Secretary, treasurer or other member authorized from time to time by the Management Committee.

5. Cheques shall be crossed “not negotiable” except those in payment of wages, allowances or petty cash recoupments which may be open.
6. The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.

7. All expenditure shall be approved or ratified at a Management Committee meeting.

8. As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing particulars of:
   [a] the income and expenditure for the financial year just ended; and
   [b] the assets and liabilities and of all the mortgages, charges and securities affecting the property of the Association at the close of that year.

9. All such statements shall be examined by the auditor who shall present his/her report upon such audit to the secretary prior to the holding of the Annual General Meeting following the financial year in respect of which such audit was made.

10. The income and property of the Association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advances by him to the Association or otherwise owing by the Association to him remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

29/ DOCUMENTS

1. The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

30/ FINANCIAL YEAR

1. The financial year of the Association shall close on June 30 in each year.
31/ DISTRIBUTION OF SURPLUS ASSETS

If the Association shall be wound up in accordance with the provisions of the Association Act 1981, and there remains, after satisfaction of all its debts and liabilities, any properties whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to the Australian Bowhunters Association, to be held in trust by the Australian Bowhunters Association pending the formation of a new affiliated Association in the Ipswich/West Moreton area in the future. In the event of the Australian Bowhunters Association having been wound up, the said property shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as imposed on the association under or by virtue of Rule 28 [10], such institution or institutions to be determined by the members of the Association.

32/ AFFILIATION

The Association shall be affiliated with the Australian Bowhunters Association subject to affiliation with any other organization shall require the prior approval of the Australian Bowhunters Association.

33/ BY-LAWS

1. The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Association and any by-law may be set aside by a general meeting of members.

2. The present by-laws are set out in separate sheets attached to these rules as Annex A titled “By-Laws of Renegade Bowmen Inc”.
Annex A

BY-LAWS

OF

RENEGADE

BOWMWN INC.
1. **Returning Officer**

- At the commencement of the Annual General Meeting a Returning officer shall be elected.
- The returning officer shall ensure that only those entitled to vote are issued with ballot papers if more than one candidate is nominated for a position and a ballot is required.
- The Returning Officer will enlist the assistance of such number of scrutineers as required to conduct the ballot.

2. **Annual General meeting**

- The format of the AGM shall be
  1. Meeting opens.
  2. Election of a returning officer.
  3. Receiving of the management committee's and financial reports.
  4. Receiving of the auditors report.
  5. Election of the new management committee.
     - After the outgoing President declares the management committee positions vacant he will stay on as chair of the meeting to carry out the election of the new President. The incoming President will then take the chair to carry out the election of the remaining committee positions.
  6. The appointment of an Auditor.
  7. Voting on any Special Resolutions or notices of motion.
  8. Meeting closes.

- Special Resolutions or Notices of Motion must be in writing and signed by a mover and seconder and lodged with the management committee not less than six weeks prior to the AGM.
- Once received the Special Resolution or Notice of Motion will be distributed to the general membership not less than one month before the AGM for resolution at the AGM.
- No Special Resolution or Notice of Motion will be voted upon if it has not received prior approval as stipulated in the constitution rule 26.

3. **Election and Ballot Procedures**

- Nominations for members of the management committee shall be in accordance with the constitution. Rule 11
- For positions with more than one candidate voting shall be carried out by secret ballot.
- Every financial Adult member and Life member is entitled to vote and shall have one vote for each elected position.
- The method of voting shall be in accordance with the constitution. Rule 11.3(d).
- The results of each ballot shall be determined on the “First past the post” principle. If there is an equal number of votes for two or more candidates for a position then a further ballot shall be conducted between the two candidates who tied.
- If only one nomination is received for a position of the elected council members, the candidate so nominated shall be declared elected and the meeting shall proceed.
If insufficient nominations are received for the positions of the elected council members, the candidates so nominated shall be declared elected and the meeting shall proceed to fill any remaining vacancies, and, if necessary conduct a ballot, but with nominations from the floor of the meeting.

In the case of a ballot being necessary to resolve a matter other than election, members shall indicate their choice on ballot papers or show of hands as specified by the chairman of the meeting.

4. **The President shall:**
   - Preside as chairman at each annual, management committee and general meeting.
   - Attend to the carrying out of the decisions of the management committee and generally see that the members are properly accommodated.
   - Be an ex-officio member of all sub committees appointed from time to time.
   - See that the constitution and By-Laws of the club are adhered to.

5. **The Vice President shall:**
   - Assist the President in seeing that that all matters requiring attention are properly carried out.
   - In the absence of the President shall carry out the duties normally allocated to the President.

6. **The Secretary shall:**
   - Issue all notices and keep minutes of meetings
   - Receive and dispatch correspondence and submit such reports as may be required.
   - Otherwise carry out all proper duties and instructions, which the President shall direct.

7. **The Treasurer shall:**
   - Receive all monies and pay all accounts after due and proper authorisation.
   - Maintain proper books of the accounts and submit detailed statements to the council as required and to the AGM.

8. **The ABA Representative shall:**
   - Attend the Branch ABA meetings and report the results of such meetings to the management committee.
   - Report matters from the management committee to the ABA meetings as directed by the management committee.
9. The Score Recorder shall:
- Formulate the shooting groups for the day of the shoot keeping in mind the archer's experience when deciding on the shoot group captain.
- Ensure nominating archers are financial members of the ABA or affiliates.
- Record the archer’s scores on the day of the shoot and decide the winners and runners up of each grade being shot on that day.
- Keep records of archer’s scores so as the club champions can be decided each year.
- Receive nomination monies at each organised shoot and pass the monies to the Treasurer to bank.
- Hold a float of money the value of which is decided by the management committee.

10. The Membership Secretary shall:
- Receive all membership applications and membership fees.
- Pass on the membership monies received to the Treasurer.
- Present the membership applications to the management committee for acceptance.
- Ensure all financial members are also financial members of the ABA.
- Keep records of the member’s names, addresses, membership expiry date and other details as the management committee may decide from time to time.

11. The Progress Officer shall:
- Oversee maintenance, repairs, replacement or betterment of the club facilities, equipment and grounds as directed by the management committee.
- Report to the management committee the progress of such maintenance, repairs, replacement or betterment of club facilities, equipment and grounds.

12. The ABA Range Captain shall:
- Ensure the ABA ranges are maintained in a safe and usable condition not withstanding that a range may be closed for a period for maintenance.
- Create, maintain, modify or otherwise change shooting lanes as he/she sees fit keeping safety of the members, visitors and general public as the primary concern.
- Ensure the correct shooting distances for adult, junior and cub shooters on all shooting lanes.
- Report to the management committee the status of the ranges, targets etc at each management committee meeting.
13. **The IFAA Range Captain shall:**
   - Ensure the IFAA ranges are maintained in a safe and usable condition not withstanding that a range may be closed for a period for maintenance.
   - Create, maintain, modify or otherwise change shooting lanes as he/she sees fit keeping safety of the members, visitors and general public as the primary concern.
   - Ensure the correct shooting distances for all classes of shooters on all shooting lanes.
   - Report to the management committee the status of the ranges, targets etc at each management committee meeting.

14. **The Dry Canteen Officer shall:**
   - Hold a float of money the value of which is decided by the management committee.
   - Use the float to purchase food and incidentals so as to cater for meals on designated shoot days.
   - Maintain the dry canteen area in a manor such as to prevent food contamination.
   - Keep a record of expenditure and pass any monies received minus the value of the float to the Treasurer.
   - Report to the management committee the status of the dry canteen, stock etc at each management committee meeting.

15. **The Wet Canteen Officer shall:**
   - Hold a float of money the value of which is decided by the management committee.
   - Use the float to purchase drink and incidentals for catering on designated shoot days.
   - Maintain the wet canteen area in a clean and tidy manor
   - Keep a record of expenditure and pass any monies received minus the value of the float to the Treasurer.
   - Report to the management committee the status of the wet canteen, stock etc at each management committee meeting.

16. **The PR Officer shall:**
   - Attend management committee meetings.
   - Prepare and distribute the club newsletter on a monthly basis.

17. **The Risk Management Officer shall:**
   - Be responsible for the identification, removal and management of potential hazards around the club grounds.
   - Report to the management committee of any potential hazards, removal of such hazards, management of such hazards and/or requirements to carry out same.
18. **The Raffles Officer shall:**
   - Procure items that can be used in, or for, the raffles either by purchase or donation.
   - Conduct a raffle at every club and interclub shoot held at the club grounds whenever that shoot warrants the holding of a raffle.
   - Conduct the raffle in a manner that is fair and just.
   - Hold a float of money the value of which is decided by the management committee.
   - Keep a record of expenditure and pass any monies received minus the value of the float to the Treasurer.

19. **The Merchandising Officer shall:**
   - Procure and sell, to members and visitors, club shirts and other club related items.
   - Hold a float of money the value of which is decided by the management committee.
   - Keep a record of expenditure and pass any monies received minus the value of the float to the Treasurer.

20. **The Committee Member shall:**
   - Attend management committee meetings.
   - Assist in the general running of the club.

21. **General Members shall:**
   - Each member of Renegade Bowmen Inc shall make themselves conversant with and adhere to the constitution and By-Laws of the club.
   - Ensure they remain financial members of the ABA as long as they remain members of Renegade Bowmen Inc.
   - Each member of Renegade Bowmen Inc. shall prominently display their club membership card whilst they are on the club grounds.

22. **Sub-Committees and their Function**
   - The President shall be an ex-officio member of all sub-committees.
   - The management committee may appoint sub-committees for any purpose whatsoever.
   - All sub-committees shall meet regularly to deal with matters within the scope of that committee’s designated functions.
   - The chairman of each sub-committee shall present a report to each regular monthly meeting of the management committee.
   - All decisions and suggestions shall be submitted to the management committee for approval unless the management committee has granted prior approval to act.

23. **Blue Cards**
   - All committee members and coaches are required to obtain the QLD government “Blue Card” for working with children.
24. **ABA**
   - All members of Renegade Bowmen Inc should make themselves conversant with and abide by the ABA Constitution, By-Laws and other rules controlled by the ABA. Copies are available to view on-line.

25. **Club Championships**
   - Each year there will be a shoot day allocated to decide the club champions.
   - The format will be of the usual ABA 3+1 arrow shoot.
   - The archer’s score from that shoot shall be added to the scores from three other shoots, in the same format and grading, during the course of that year which will provide the highest total score.
   - The club champion, for that grading, will be the archer who has the highest total score.

26. **Club Colours**
   - The club colours of Renegade Bowmen Inc are Red and Black.

27. **Attire**
   - All members of the association shall be encouraged to wear the club uniform, as decided from time to time, at all designated club activities.
   - Suitable enclosed footwear should be worn at all times on the club ranges. Footwear should provide adequate protection for the feet and be suitable for movement over difficult terrain. Bare feet, thongs or similar footwear is not acceptable.
   - The wearing of camouflage clothing on the shooting ranges is not encouraged. Clothing suitable for the sport is to be worn with safety, including visual safety, being the most important consideration.

28. **Rules of Shoot**
   - All members are to make themselves conversant with the “Rules of Shoot” document available on the ABA website.

29. **Registration on Shoot Days**
   - On designated club shoot days the scheduled start time is 9 A.M.
   - Archers are to have their nomination for participation registered with the score recorder by 8:30 A.M. This is to assist the score recorder in making up shooting groups and the smooth running of the shoot day.
   - Archers, who have previously nominated for a shoot and can no longer attend, are to notify the score recorder as soon as practical after the change in circumstance is known.
30. **Shooting of Arrows**
- No arrows of any description may be shot in any area other than the club’s ranges.
- Broadheads are expressly prohibited for use on any shooting range, except for specifically designated occasions of particular activity requiring their use.
- A small “Broadhead” range is provided for archers wishing to “tune” their bows with arrows using broadheads.

31. **Altering Ranges**
- No member, regardless of position held, shall alter the shooting course layout or relocate butts or shooting positions without the prior approval of the respective range captain.

32. **Children**
- Whilst the association promotes family participation in all activities, children are the responsibility of the person who brings them to the club. The responsible person/s shall ensure that the behavior is of an acceptable standard.

33. **Animals**
- The native habitat is to be protected at all times.
- No animals are permitted on the association’s grounds.
- Service dogs (Guide dogs for example) and the like are exempt, but the Shoot Director must be informed of this situation. The onus of proof that the animal is required to be with the person will rest with the owner/person in need.

34. **Members and Visitors Registers**
- To ensure insurance coverage whilst at the club’s grounds all members, on attending the club, shall sign the member’s register.
- To ensure insurance coverage whilst at the club’s grounds all visitors, on attending the club, shall sign the visitor’s register.

35. **Maintenance of Club Facilities**
- All members will ensure that the association, its ground and facilities are kept tidy, free of rubbish and well maintained.
- No member should operate any tools or equipment, on the club grounds, without having received prior training. Members who operate tools and machinery do so at their own risk.
36. Conduct of members
- Members and visitors shall, at all times, maintain a proper discipline and decorum and shall not conduct illegal activities, speak obscene or abusive language or indulge in unseemly conduct.
- Any alleged infringement of this of this By-Law, on report to the management committee, shall be investigated by the management committee.
- The management committee shall have the power to demand and direct apologies and, if necessary, if the offending person is a club member, deal with that person under Rule 8 of the constitution.
- If the offending person is a member of another club, or association, report their conduct to that person’s club and/or their Branch of the ABA and/or Branch D of the ABA and/or the ABA.
- If the person is a visitor and is not a member of any archery club or archery association, the senior office present at the time shall have the authority to have that person removed from the club grounds.
- The member or members in respect of whom such complaints or protests have been lodged shall be entitled to attend the management committee meeting personally to state their case(s) and, if necessary, appeal under Rule 9 of the constitution.

37. Probationary Membership
- Upon application to join Renegade Bowmen Inc. new members, regardless of the class of membership applied for, shall serve a probationary period of 3 months.

38. Alcohol
- Consumption of alcohol on any of the club’s ranges is prohibited.

39. Smoking
- No smoking is permitted in and around the canteen area for the distances prescribed by Queensland law.
- No smoking is permitted on the archery ranges except in any designated areas defined by the committee.

40. Alterations to By-Laws
- The management committee may from time to time make, amend or repeal By-Laws, not inconsistent with the constitution, for the internal management of the association and any By-Law may be set aside by a general meeting of members.
1.1 Objectives: The objective of this policy is to describe the criteria that determine which properties council may consider eligible for a rates concession and how an application for concession is processed and administered over time.

1.2 Regulatory Authority:
Local Government Act 2009, Chapter 4 Rates and Charges, Part 10 Concessions
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The Rates Concession Policy shall be applied in accordance with Council’s Revenue Policy and Budget and Rating Resolutions with the result that eligible property owners undertaking specified activities at the property receive a concession on their rates.

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The core matters addressed by the policy include which type of entities or landowners are eligible to be considered for a concession and the types of activities being conducted at the property that could be determined as qualifying for a concession.

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This policy does not consider whether land is eligible to be exempt from rating, such determinations are made by reference to the appropriate legislation.

Eligible Property Owners
Property owners that are eligible to be considered for a concession:
- Charities; or
- Incorporated Associations and Not for Profit Organisations; or
- Property Owners that are natural persons suffering hardship,

For a property owner to be granted a concession by Council, they must not only be an eligible property owner but Council must be satisfied that activities being conducted on the property or services being delivered from the property are consistent with activities described as eligible for a concession.
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1.5 Roles and responsibilities:

Council Officers in the Rating and Billing Team respond to enquiries and process applications for Concessions in accordance with Policy and Procedure. For approved concessions they make the necessary adjustments to the rates levied.

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Council, reviews concessions annually and makes a resolution each financial year of the concessions to be applied.

Chief Financial Officer has overall responsibility for delivery of the objectives and compliance with the legislation, Policy and Procedures.

1.6 Definitions:

Charity as defined by reference to the Australian Charities and Not-for-profits Commission, Charities Act 2013 (Commonwealth), Charitable Funds Act 1958 (Queensland) and the Office of Fair Trading Queensland published information concerning: Associations, Charities and Not for Profits organisations.

A Not for Profit or Incorporated Organisation is an organisation that incorporates in its objectives and constitution that it does not make a profit which is distributed to the directors or principals but is only distributed for the purpose of the continued operation of the organisation. Such an organisation is usually currently registered with the Australian Charities and Not for Profits Commission and the Office of Fair Trading Queensland.

Property owner suffering hardship is a natural person that can demonstrate that payment of rates within the prescribed time period will or has affected the well being of one or more individuals residing at the property in such a way as to constitute an unreasonable outcome based on present community standards.
1.7 **Policy Author:**
Strategic Client Office Manager is responsible for maintaining of this policy.

| **Date of Council Resolution:** | 27 June 2017 |
| **Committee Reference and Date:** | City Management, Finance and Community Engagement Board No. 2017(06) of 20 June 2017 |
| **No. of Resolution:** | 4 |
| **Date to be reviewed:** | 27 June 2019 |
4 May 2018

MEMORANDUM

TO: ACTING CHIEF FINANCIAL OFFICER
FROM: RATES/PROPERTY MANAGER
RE: REQUEST FOR RATES CONCESSION
110-112 QUEEN STREET, MARBURG QLD 4346
DIVISION 10

INTRODUCTION:

This is a report by the Rates/Property Manager dated 4 May 2018 concerning a request from Marburg & District Residents Association Inc, for a rates concession of the general rates on their property at 110-112 Queen Street, MARBURG QLD 4346 (Attachment A).

BACKGROUND:

Council Rates Concession Policy allows for a general rate concession of a 100% remission of the differential general rates on properties that meet the criteria outlined in the policy (Attachment B).

Some of the objectives of the Marburg & District Residents Association Inc, are:

To bring together the residents of the Marburg district and the duly elected Members for the furtherance of the objectives of the Association. To foster public interest in and to guide and guard what the local community sees as its best interests. To encourage local groups, associations, societies, clubs, etc to establish in their own right and pursue their goals and to encourage and assist local projects that are considered by the Association to be worthy and laudable.

In accordance with the Rates Concession Policy adopted by Council on 27 June 2017, this organisation meets the criteria to be granted a rate remission. Divisional Councillors are consulted at the time of application before a recommendation is made to Council, if the property – the subject of the application, is within their electoral Division. In accordance with the Rate Concession Policy adopted by Council on 27 June 2017, this organisation meets the criteria to be considered for a rate concession.
The activities undertaken on the property are considered to contribute to ‘The assistance or encouragement for the arts or cultural development’, accordingly the property is considered eligible to be granted a rates concession.

Division 10 Councillor David Pahlke, has been consulted and supports the rates concession. The amount of rate concession or remission is $410.20 ongoing per quarter.

**ATTACHMENTS:**

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<td>Rate Concession Policy</td>
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**RECOMMENDATION:**

That the request for the rate concession, 100% remission of the differential general rates, for the property at 110-112 Queen Street, Marburg owned by Marburg & District Residents Association Inc, be granted and backdated to 1 September 2017.

Tina Huggins
RATES/PROPERTY MANAGER

I concur with the recommendation contained in this report.

Richard Bennett
STRATEGIC CLIENT OFFICE MANAGER

I concur with the recommendation contained in this report.

Jeffrey Keech
ACTING CHIEF FINANCIAL OFFICER
Attention: Tina Huggins  
Rates and Property Manager  
Ipswich City Council  

19/04/2018  

Subject: Approval for rate concessions to be applied to the ‘green shed’ 110-112 Queen Street Marburg, now owned by Marburg and District Residents Association (MDRA).  

Dear Tina  

The intention of the acquisition of the shed was to provide more space for our community and to enhance our current historical precinct.  

In 1974 the MDRA was formed and through fund raising purchased the building vacated by the National Bank and this became the Marburg Community Centre.  

This building has become too small for some of the activities which the association runs. The acquisition of the ‘green shed’ has the potential to provide more space for our organisation and the Rosewood Scrub Historical Society (RSHS). The RSHS occupies a smaller building in the precinct and houses photos, books and information and does not have the space to display historical artifacts.  

The activities which our organisation currently provide for our community are based on a decision we made to have community events which provide opportunities for other groups to fund raise as well, particularly our local school.  

The activities which we run are meant to have engagement by the local community and surrounding area. These activities include the following:  
- Anzac Day service and display  
- Biggest Morning Tea  
- Poets Breakfast  
- Community Markets  
- Art Show  
- High Tea on the bank of Black Snake Creek  
- Teddy Bears’ Picnic in the school Forestry Plot  
- Seniors Day in the Park  

Marburg and District Residents Association  
Corner Queen and Edmond Streets Marburg  
Postal Address: PO Box 63 Marburg 4346  
ABN 22 452 283 058
A tai chi group is run under the umbrella of the MDRA and has been successfully running for ten years. In wet weather the ‘green shed’ will provide a more suitable indoor venue for this group.

We currently are running an art group in our community hall and the use of the green shed will allow the activities to be expanded to larger attendances.

Our group also assists with the running of the community Christmas carols.

Our hall is hired out to groups for meetings and some of our purchased equipment is made available to local groups for use – such as our tents and gazebos.

Each year we provide bursaries and trophies to Marburg School for their presentation evening.

Our organisation is non for profit and the reduction in rates for the green shed will allow us to continue to provide our current services.

Marburg has a strong history of community self-support. The asset will be owned by the community. It will provide opportunities for more people to use the facilities for activities that can’t be conducted in our current building because of its smaller size. With the recently developed ‘Country Hills Estate’ there has been an increase in our population and the additional Marburg residents need to be offered to use the facilities for events.

The lodgement date of the transfer of the ‘green shed’ is 26 February 2018.

Included with this letter are copies of the following documents:
- Certificate of incorporation
- Pages from the Model Constitution
- Aims of the organisation
- Site map

Kind regards

Barry Gratton
President MDRA
0754644624
gratton@gil.com.au

Marburg and District Residents Association
Corner Queen and Edmond Streets Marburg
Postal Address: PO Box 63 Marburg 4346
ABN 22 452 283 058
CERTIFICATE OF INCORPORATION
OF AN ASSOCIATION

This is to Certify

that

MARBURG AND DISTRICT RESIDENTS' ASSOCIATION INC

is, on and from the …………………………. day of……………………………. 1990.

incorporated under the Associations Incorporation Act 1981.

I certify that this is a true and correct copy of Certificate of Incorporation number 6980 issued in pursuance of the provisions of the Associations Incorporation Act 1981 - 1988.

Dated at Brisbane this nineteenth day of March, 1990.

J. HINCKS
xxxxxxx, Director-General;
Under Secretary,
Department of Justice.
MARBURG AND DISTRICT RESIDENTS' ASSOCIATION INC.

MODEL RULES.

NAME

1. The name of the incorporated association [in the Rules called 'the Association'] shall be Marburg and District Residents' Association Inc.

OBJECTS

2. The objects for which the Association is established are:-
   [1] To bring together the residents of the Marburg district and the duly elected Members for the furtherance of the Objects of the Association.
   [2] To foster public interest in and to guide and guard what the local community sees as its best interests.
   [3] To encourage local groups, associations, societies, clubs, etc., to establish in their own right and pursue their goals.
   [4] To encourage and assist local projects that are considered by the Association to be worthy and laudable.
   [5] To co-operate with government and private instrumentalities and work with any society, association, etc., or other charitable organization having objects not contrary to those of the Association.
   [6] To provide community centre facilities for the residents of Marburg and the surrounding district.
   [7] To work generally for the improvement of the Marburg district in the interests of the local residents and the general public.
   [8] To do all such other things as are conducive or incidental to the attainment of the above objects or any of them.

POWERS

3. The powers of the Association are:-
   [1] To take over the funds and other assets and the liabilities of the present unincorporated association known as the Marburg and District Residents' Association.
[2] To subscribe to, become a member of and co-operate with any other association, club or organization, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds any club, association or organization which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of rule 28 [10];

[3] In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions both liquid and solid, for the members of the Association or persons frequenting the Association's premises;

[4] To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purpose of, or capable of being conveniently used in connexion with, any of the objects of the Association; Provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts;

[5] To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;

[6] To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purpose of the Association;

[7] To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association or in the furtherance of its objects;
[8] To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association’s interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;

[9] To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit subject where applicable to Regulation 32[14] of the Collections Regulations 1975.

[10] To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;

[11] In furtherance of the objects of the Association to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;

[12] To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated association’s property or assets present or future and to purchase, redeem or pay-off any such securities;

[13] To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;

[14] In furtherance of the objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association;
[15] To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, or any part of the Association’s property of whatsoever kind sold by the Association, or any money due to the Association from purchasers and others;

[16] To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Association but subject always to the proviso in sub-rule[4];

[17] To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise;

[18] To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects;

[19] In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of rule 28 [10];

[20] In furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Association is authorised to amalgamate;

[21] In furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate;

[22] To make donations for patriotic, charitable or community purposes;

.../5
Marburg & District Residents’ Association

AIMS

The aim of the Marburg & District Residents’ Association is to initiate and support community activities that will benefit the community overall.

The view of the Association is that this can be achieved through:-

- Consultation within the community to better understand community needs and values and to provide the forum for their expression.
- Liaising with other community groups to establish a community network that will provide integrated support for community activities.
- Establishing a calendar of social events that will generate community support and the associated fundraising activities will enable proceeds to be returned into the community via identified community projects and charitable activities.
- Supporting youth activities to foster community pride within the younger members of the community.

RULES

The “Model Rules” for incorporated Associations has been adopted.
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Charity as defined by reference to the Australian Charities and Not-for-profits Commission, Charities Act 2013 (Commonwealth), Charitable Funds Act 1958 (Queensland) and the Office of Fair Trading Queensland published information concerning: Associations, Charities and Not for Profits organisations.

A Not for Profit or Incorporated Organisation is an organisation that incorporates in its objectives and constitution that it does not make a profit which is distributed to the directors or principals but is only distributed for the purpose of the continued operation of the organisation. Such an organisation is usually currently registered with the Australian Charities and Not for Profits Commission and the Office of Fair Trading Queensland.

Property owner suffering hardship is a natural person that can demonstrate that payment of rates within the prescribed time period will or has affected the well being of one or more individuals residing at the property in such a way as to constitute an unreasonable outcome based on present community standards.
1.7 Policy Author:
Strategic Client Office Manager is responsible for maintaining of this policy.

<table>
<thead>
<tr>
<th>Date of Council Resolution</th>
<th>27 June 2017</th>
</tr>
</thead>
</table>
| Committee Reference and Date | City Management, Finance and Community Engagement  
Board No. 2017(06) of 20 June 2017 |
| No. of Resolution | 4 |
| Date to be reviewed | 27 June 2019 |
M E M O R A N D U M

TO: ACTING CHIEF FINANCIAL OFFICER
FROM: DEVELOPMENT AND RELATIONSHIP MANAGER
RE: QUEENSLAND URBAN UTILITIES FOR THE QUARTER ENDED MARCH 2018

INTRODUCTION:
This is a report by the Development and Relationship Manager dated 9 May 2018 concerning Queensland Urban Utilities’ (QUU) Quarterly Report for the quarter ended March 2018.

BACKGROUND:
Under the Participation Agreement (Agreement), QUU is required to provide a quarterly report to shareholding Councils that allows for informed assessment on QUU’s operations and financial performance, emerging issues that may impact on performance/participation returns and progress towards the strategic objectives of the Corporate Plan.

DISCUSSION:
A review of the Quarterly Report for the quarter ended March 2018 (Attachment A) highlighted the following:

- Financial Management – Favourable year to date result with after tax earnings on track to achieve the forecast Corporate Plan result. This financial result is largely driven by continued increases in development activity.
- Infrastructure Delivery – QUU’s capital program delivery spend in Ipswich was slightly ahead of the YTD forecast. QUU is on target to deliver the approved 2017-2018 capital budget for the Ipswich local government area.
- Customer and Communities – QUU continued its focus on increasing the percentage of its customers utilising paperless billing and will implement new-look customer bills in its April 2018 billing cycle. The redesigned bill format is based on customer feedback.
• Customer and Communities – During the quarter, QUU published its ‘Let’s Talk Water’ Engagement Plan which highlights the ongoing commitment to engage with its customers and involve them in QUU’s decision-making. The plan aims to give customers the opportunity to influence service delivery in the future.

• Shareholders and Strategic Stakeholders – On 31 January 2018, Council received its interim participation return for 2017-2018 (based on Council’s participation rate of 12.222%).

• Operational Excellence – QUU is progressing the design and implementation of a new Customer Relationship Management (CRM) system for its customers, shareholders and strategic stakeholders. The CRM will be based on the successful system implemented for its commercial customers.

• Operational Excellence – QUU has commenced smart metering trials, focusing on high-rise developments, its top 300 customers and a mixed residential and industrial area. These trials will provide learnings for the future rollout of smart meters across QUU’s network.

• Corporate Plan Success Measures – Most strategic measures were either on or slightly below target, the latter under management by QUU.

• Service Standards – All customer service standards achieved target during the quarter.

ISSUES:
Whilst cash contributions from development activity have exceeded the year to date budget, QUU still considers it premature to determine whether this trend will continue.

CONFIDENTIAL BACKGROUND PAPERS:

<table>
<thead>
<tr>
<th>Confidential Background Papers</th>
<th>Confidential Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUU Quarterly Report –March 2018</td>
<td>Attachment A</td>
</tr>
</tbody>
</table>

RECOMMENDATION:
That the report be received and the contents noted.

Greg Thomas
DEVELOPMENT AND RELATIONSHIP MANAGER

I concur with the recommendation contained in this report.

Jeffrey Keech
ACTING CHIEF FINANCIAL OFFICER
MEMORANDUM

TO: ACTING CHIEF FINANCIAL OFFICER
FROM: DEVELOPMENT AND RELATIONSHIP MANAGER
RE: EXTENSION OF LEASE OF RIVERVIEW COMMUNITY CENTRE TO RIVERVIEW NEIGHBOURHOOD HOUSE ASSOCIATION INC - 138 OLD IPSWICH ROAD, RIVERVIEW QLD 4303 - WHOLE OF THE LAND LOT 3 ON SP139403 - DIVISION 3

INTRODUCTION:

This is a report by the Development and the Relationship Manager dated 9 May 2018 regarding the extension of the existing lease to Riverview Neighbourhood House Association Inc (RNHA) located at 138 Old Ipswich Road, Riverview and described as the whole of the Lot 3 on SP139403 for the purpose of community purposes. The current lease expires on 30 June 2018.

BACKGROUND:

RNHA’s goal is to provide a supportive environment that encourages community networking, as well as the development of quality resources and services in response to the needs of local residents.

The lease extension provides a level of security of tenure to the group to allow for continued delivery of social activities to the community it serves.

In February 2018 Council adopted the Community Centre Operating Model Policy, to provide consistency in operations and governance for Community Centres owned by Council and to optimise outcomes for the local community. In accordance with that Policy, the Arts, Social Development and Community Engagement Department will engage with the local community over the coming 12 months to determine the needs and aspirations of that community. An informal Expression of Interest (EOI) process will then identify the community organisation that is best positioned to operate the community centre in Riverview and deliver outcomes that are aligned to community needs. Riverview Neighbourhood House Association Inc will be eligible to participate in that EOI process.
**NEGOTIATIONS:**

Property Services have issued a letter containing lease extension terms to the Secretary of the RNHA.

The lease extension letter detailed the following terms:

- **Type of Lease:** Ground Lease
- **Lease Extension Term:** One (1) year
- **Date of Commencement:** 01/07/2018
- **Expiry:** 30/06/2019
- **Options:** Nil
- **Rental:** $1.00 per annum, if demanded (plus GST)

**CONSULTATION:**

Councillor Silver (Division 3) has been provided with a copy of this Committee report.

**CONCLUSION:**

It is recommended that Council proceed to enter into a one (1) year lease extension with Riverview Neighbourhood House Association Inc on a rental of $1.00 per annum, if demanded (plus GST).

**ATTACHMENT:**

<table>
<thead>
<tr>
<th>Name of Attachment</th>
<th>Attachment</th>
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<tbody>
<tr>
<td>Locational Plan</td>
<td>Attachment A</td>
</tr>
</tbody>
</table>

**RECOMMENDATION:**

A. That Council resolve, pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation), that the exemptions under sections 236(1)(b)(ii) and 236(1)(c)(iii) of the Regulation apply to the disposal of the leasehold interest located at 138 Old Ipswich Road, Riverview and described as the Whole of Land of Lot 3 on SP139403, by way of an extension of the existing leasehold arrangement between Council and the Riverview Neighbourhood House Association Inc for a consideration sum of $1.00, if demanded (plus GST).

B. That Council enter into an extension of a lease with Riverview Neighbourhood House Association Inc ("the tenant") for a period of one (1) year.

C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the lease to be executed by Council and to do any other acts necessary to implement Council’s decision in accordance with section 13(3) of the *Local Government Act 2009.*
Greg Thomas  
DEVELOPMENT AND RELATIONSHIP MANAGER (CORPORATE SERVICES)

I concur with the recommendations contained in this report.

Bryce Hines  
ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)

I concur with the recommendations contained in this report.

Jeffery Keech  
ACTING CHIEF FINANCIAL OFFICER (CORPORATE SERVICES)
DIAMOND ST

DIAMOND ST

Total Area of New Road
2360 m²

Properly described corners unless otherwise stated.

OLD IPSWICH ROAD

Plan of Lots 1-3

SP139403 V1 REGISTERED Recorded Date 03/07/2001 10:57 Page 1 of 5 Not To Scale

Copyright protects the plans being ordered by you. Unauthorised reproduction or amendments are not permitted.
Certificate of Registered Owners or Lessees.

1/We

THE QUEENSLAND HOUSING COMMISSION

(Name in full)

does hereby certify and declare that the Public Use Land as shown hereto in accordance with Section 50 of the Land Title Act 1994 is hereby leased to

[Signature of Registered Owners or Lessee]

Witness: WHEREOF the CORPORATE SEAL OF THE QUEENSLAND HOUSING COMMISSION was hereunto affixed this 27TH DAY OF JUNE 2001.

By: [Signature of Registered Owners or Lessee]

The person duly authorised in that behalf.

Local Government Approval

Ipswich City Council certifies that the requirements of this Council, the Local Government Act 1993, the Local Government (Planning and Environment) Act 1990 and all Local Laws have been complied with and that this plan relates to a letter of approval dated 20 August 1997 and is approved.

Dated this 18TH DAY OF MAY 2001

[Signature of Local Government Official]

Building Format Plans only.

I certify that:

- As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or roads.
- Portion of the building shown on this plan encroaches onto adjoining lots and road

Licensed Surveyor/Designer Date

Locality:

RIVERVIEW

Local Government:

IPSWICH C. C.

Surveyor:

BE32875

Designation: Licensed Surveyor

SP139403

References:

Dept File: Local Govt: Surveyor:

206 1,2 & 3

Lands

Map Reference: 9442-14224

Lodgement Fees:

Survey/Deposit $ Lodgement $ New Titles $ Photocopy $ Postage $ TOTAL $