

VML:MB
Vicki Lukritz
3810 6221

9 October 2018

Sir/Madam

Notice is hereby given that a Meeting of the **HEALTH, SECURITY AND COMMUNITY SAFETY COMMITTEE** is to be held in the **Council Chambers** on the 2nd Floor of the Council Administration Building, 45 Roderick Street, Ipswich commencing at **1.30 pm or 10 minutes after the conclusion of the Arts and Community Development Committee, whichever is the earlier** on **Tuesday, 9 October 2018**.

<u>MEMBERS OF THE HEALTH, SECURITY AND COMMUNITY SAFETY COMMITTEE</u>	
Greg Chemello (Interim Administrator) (Chairperson)	

Yours faithfully

CHIEF EXECUTIVE OFFICER

HEALTH, SECURITY AND COMMUNITY SAFETY COMMITTEE AGENDA

1.30 pm or 10 minutes after the conclusion of the Arts and Community Development Committee, whichever is the earlier on

Tuesday, 9 October 2018

Council Chambers

Item No.	Item Title	Officer
1	Dogs Qld Members Discounted Registration Fee	PO
2	Health, Security and Regulatory Services Monthly Activity Report – September 2018	PO (BM) M,SP&S
3	Review of Herbicide Subsidy for the Management of Fireweed	A/M (AM)
4	Swimming Pool Inspection Program Trial	PO (IP&T)

** Item includes confidential papers

HEALTH, SECURITY AND COMMUNITY SAFETY COMMITTEE NO. 2018(10)

9 OCTOBER 2018

AGENDA

1. **DOGS QLD MEMBERS DISCOUNTED REGISTRATION FEE**

With reference to a report by the Policy Officer dated 28 September 2018 concerning the current published fee 2.4.13 Dogs Qld Members – Dog Registration which is equivalent to an entire Farm Dog registration.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the published fee 2.4.13 Dogs QLD Member – Dog Registration be amended as detailed in Attachment C of the report by the Policy Officer dated 28 September 2018.

2. **HEALTH, SECURITY AND REGULATORY SERVICES MONTHLY ACTIVITY REPORT – SEPTEMBER 2018**

With reference to a joint report by the Principal Officer (Business Operations) and Manager, Strategic Policy and Systems dated 3 October 2018 concerning the monthly update on the activities of the Health, Security and Regulatory Services (HSRS) Department.

RECOMMENDATION

That the report be received and the contents noted.

3. **REVIEW OF HERBICIDE SUBSIDY FOR THE MANAGEMENT OF FIREWEED**

With reference to a report by the Acting Manager (Animal Management) dated 23 September 2018 concerning the Herbicide Subsidy for the Management of Fireweed.

RECOMMENDATION

That the Interim Administration of Ipswich City Council resolve:

That Council discontinue the herbicide subsidy for the management of fireweed.

4. SWIMMING POOL INSPECTION PROGRAM TRIAL

With reference to a report by the Principal Officer (Investigations, Prosecutions and Training) dated 28 September 2018 detailing the results of the Council Proactive Swimming Pool Inspection Program trial.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council appoint two Full Time Equivalent (FTE) officers to the Health, Security and Regulatory Services Department for the Proactive Pool Inspection Program.
- B. That Council approve a budget of \$172,387.20 pa to the Health, Security and Regulatory Services Department for the costs of 2 FTE officers.
- C. That the findings of a 12 month review of the Proactive Swimming Pool Fencing Program be presented to Council at that time.

** Item includes confidential papers

and any other items as considered necessary.

Health, Security and Community Safety Committee	
Mtg Date: 28.09.18	OAR: YES
Authorisation: Kylie Goodwin	

CMJ: CMJ

28 September 2018

MEMORANDUM

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

FROM: POLICY OFFICER

RE: DOGS QLD MEMBERS DISCOUNTED REGISTRATION FEE

INTRODUCTION:

This is a report by the Policy Officer dated 28 September 2018 concerning the current published fee 2.4.13 Dogs Qld Members – Dog Registration which is equivalent to an entire Farm Dog registration.

BACKGROUND:

Due to statutory notice periods the Health Security and Regulatory Services Department fees and charges were sent to Council in March to ensure there was sufficient time for extracting data and posting registration renewals. The Regulatory Fees and Charges Report (**Attachment A**), which contained the registration fee aforementioned, was sent to the Health Security and Community Safety Committee on 20 March 2018, deferred to City Management, Finance and Community Engagement Committee 27 March 2018 and adopted at Council Ordinary Meeting of 23 April 2018.

During the same round of committees there was a report (**Attachment B**) sent to the Policy and Administration Advisory Committee 13 March 2018 by the Manager (Animal Management Operations) that addressed fee 2.4.13 Dog QLD Member – Registration Fees specifically. There were two options presented in the report with the assumption that option 1, a discount equivalent to farm dog registration fees, would be adopted and therefore this was the option presented in the regulatory fees report. However option 2, to provide a discount of 50% of the applicable registration rate for entire dogs owned by Dogs Queensland members, was the option adopted at the Ordinary Council Meeting of 27 March 2018.

Currently the Dogs QLD Member registration fee that is published is \$100.00 per entire dog with a \$30.00 discount if payment is received by 30 June. The amendment will decrease the registration fee to \$97.50 or \$82.50 if payment is received by 30 June. No further discount will be given on the already discounted pensioner rate for an entire dog.

As the published fee is not the endorsed recommendation the fees and charges schedule will need to be amended to reflect the correct fee of 50% of the applicable registration fee for entire dogs owned by Dogs QLD Members. The registration fee will appear as a qualitative description in the schedule as demonstrated in **Attachment C**.

CONCLUSION:

The current published fee 2.4.13 Dogs Qld Members – Dog Registration which is equivalent to an entire Farm Dog registration is not the option that was adopted at the Ordinary Council Meeting of 27 March 2018. Therefore the fee should be amended to reflect the correct decision. That is,

Change from:

2.4.13 Dogs QLD Members

Dogs QLD Members: Per Entire Dog (i.e. The dog is not desexed) – Pay By Date	\$70.00	Animal Management (Cats and Dogs) Act 2008	(a)
Dogs QLD Members: Per Entire Dog (i.e. The dog is not desexed) – Pay After Date	\$100.00	Animal Management (Cats and Dogs) Act 2008	(a)

Change to (as per Attachment C):

2.4.13 Dogs QLD Members

Dogs QLD Members: Per Entire Dog (i.e. the dog is not desexed) – Pay by Date	50% of 2.4.2 Dog Registration Per Entire Dog (i.e. the dog is not desexed) – Pay by Date	Animal Management (Cats and Dogs) Act 2008	(a)
Dogs QLD Members: Per Entire Dog (i.e. the dog is not desexed) – Pay After Date	50% of 2.4.2 Dog Registration Per Entire Dog (i.e. the dog is not desexed) – Pay After Date	Animal Management (Cats and Dogs) Act 2008	(a)

ATTACHMENTS:

Name of Attachment	Attachment
Regulatory Fees and Charges 2018-2019	 Attachment A
Dogs Queensland - Member Registration Fees	 Attachment B
Amended 2.4.13 Dogs QLD Member – Dog Registration	 Attachment C

RECOMMENDATION:

That the Interim Administrator of Ipswich City Council resolve:

That the published fee 2.4.13 Dogs QLD Member – Dog Registration be amended as detailed in Attachment C of the report by the Policy Officer dated 28 September 2018.

Candice Johns
POLICY OFFICER

I concur with the recommendation contained in this report.

Kylie Goodwin
ACTING CHIEF OPERATING OFFICER

City Management, Finance and Community Engagement Committee	
Mtg Date: 17.04.18	OAR: YES
Authorisation: Sean Madigan	

CMJ: CMJ
A4684379

9 March 2018

MEMORANDUM

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

FROM: POLICY OFFICER

RE: REGULATORY FEES AND CHARGES 2018-2019

INTRODUCTION:

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

BACKGROUND:

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

SUMMARY GUIDE – WHAT HAS CHANGED

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

HSRS FEES AND CHARGES – FULL DOCUMENT

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

HSRS FEES AND CHARGES POLICIES

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

Population Health and Environmental Protection Licensing, Registration and Permitting Policy

Current Policy	Attachment A
Proposed Policy - Track Changes	Attachment B
Proposed Policy - clean version	Attachment C

Dog Registration Policy

Current Policy	Attachment D
Proposed Policy - Track Changes	Attachment E
Proposed Policy - clean version	Attachment F

Animal Management Fees and Charges Policy

Current Policy	Attachment G
Proposed Policy - Track Changes	Attachment H
Proposed Policy - clean version	Attachment I

WPR REGULATORY FEES AND CHARGES

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

CONCLUSION:

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

ATTACHMENTS:

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

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

RECOMMENDATION:

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

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

Candice Johns
POLICY OFFICER

I concur with the recommendations contained in this report.

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



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

**Document Number:
A4035730**

1.1 Policy Author: Health Security and Regulatory Services Department

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

1.3 Regulatory Authorities:

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

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

This policy commences on 1 July 2017.

1.5 Policy Statement:

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

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

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

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

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

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

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

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

b. Fee and charge categories

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

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

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

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

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

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

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

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

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

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

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

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

c. A Service-Levels approach

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

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

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

d. Refunds

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

Date of Council Resolution: 28 March 2017

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

No. of resolution: 3

Date to be reviewed: 28 March 2019



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

Document Number:

1.1 Policy Author: Health Security and Regulatory Services Department

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

1.3 Regulatory Authorities:

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

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

This policy commences on 1 July 2017.

1.5 Policy Statement:

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

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

Providing subsidised fees and charges for activities which require licensing,

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

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

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

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

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

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

b. Fee and charge categories

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

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

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

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

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

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

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

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

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

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

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

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

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

c. A Service-Levels approach

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

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

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

d. Refunds

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

Date of Council Resolution:

Committee Reference and Date:

No. of resolution:

Date to be reviewed:



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

Document Number:

1.1 Policy Author: Health Security and Regulatory Services Department

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

1.3 Regulatory Authorities:

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

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

This policy commences on 1 July 2017.

1.5 Policy Statement:

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

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

Providing subsidised fees and charges for activities which require licensing,

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

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

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

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

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

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

b. Fee and charge categories

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

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

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

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

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

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

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

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

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

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

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

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

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

c. A Service-Levels approach

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

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

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

d. Refunds

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

Date of Council Resolution:

Committee Reference and Date:

No. of resolution:

Date to be reviewed:



Dog Registration Policy

Document Number:
A4239648

1.1 Policy Author: Health, Security and Regulatory Services Department

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

1.3 Regulatory Authority:

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

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

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

Ipswich City Council *Local Law 6: Animal Management*

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

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

1.4 Scope:

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

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

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

1.5 Policy Statement:

a) Dog Registration Fee Calculation Methodology

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

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

b) Dog Registration Fee Exemption

Fee exemption will be granted in the following circumstances:

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

c) Discounted Dog Registration Fees

Discounted registration fees apply to the following circumstances:

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

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

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

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

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

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

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

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

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

d) *Full Dog Registration Fees*

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

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

e) Replacement Dog Registration Tags

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

1.6 Dog Registration Refunds:

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

A refund may be applicable in the following circumstances:

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

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

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

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

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

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

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

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

1.7 Satisfactory Proof:

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

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

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

1.8 Exclusions:

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

Date of Council Resolution: 28 March 2017

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

No of Resolution: 3

Date to be Reviewed: 28 March 2019

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

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

b) Dog Registration Fee Exemption

Fee exemption will be granted in the following circumstances:

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

c) Discounted Dog Registration Fees

Discounted registration fees apply to the following circumstances:

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

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

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

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

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

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

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

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

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

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

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

d) Full Dog Registration Fees

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

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

e) Replacement Dog Registration Tags

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

1.6 Dog Registration Refunds:

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

A refund may be applicable in the following circumstances:

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

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

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

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

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

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

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

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

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

1.7 Satisfactory Proof:

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

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

1.8 Exclusions:

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

1.9 Extenuating Circumstances

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

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

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

No of Resolution: ~~3~~

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



Dog Registration Policy

Document Number:

1.1 Policy Author: Health, Security and Regulatory Services Department

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

1.3 Regulatory Authority:

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

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

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

Ipswich City Council *Local Law 6: Animal Management*

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

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

1.4 Scope:

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

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

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

1.5 Policy Statement:

a) Dog Registration Fee Calculation Methodology

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

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

b) Dog Registration Fee Exemption

Fee exemption will be granted in the following circumstances:

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

c) Discounted Dog Registration Fees

Discounted registration fees apply to the following circumstances:

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

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

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

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

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

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

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

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

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

d) Full Dog Registration Fees

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

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

e) Replacement Dog Registration Tags

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

1.6 Dog Registration Refunds:

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

A refund may be applicable in the following circumstances:

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

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

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

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

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

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

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

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

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

1.7 Satisfactory Proof:

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

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

1.8 Exclusions:

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

1.9 Extenuating Circumstances

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

Date of Council Resolution:

Committee Reference and Date:

No of Resolution:

Date to be Reviewed:



Animal Management Fees and Charges Policy

Document Number:
A4035720

1.1 Policy Author: Health, Security and Regulatory Services Department

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

1.3 Regulatory Authorities:

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

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

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

1.5 Policy Statement:

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

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

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

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

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

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

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

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

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

b. Fees and Categories

General Regulatory Fees

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

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

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

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

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

c. Animal Management Permits

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

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

Standard applications (low risk activities with no initial inspection)

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

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

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

Application fee includes the first year's permit fee.

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

Animal Management permit types and risk categories:

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

d. Seizing, Impounding & Release Fees and Charges

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

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

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

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

Other Livestock, Poultry and Birds

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

Dogs – Impoundment First Release

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

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

Multiple Impoundment – Dog/Cat

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

Desexing Financial Incentive

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

e. General Animal Management Fees

Hire of Traps (for cats and dogs)

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

Dangerous and Menacing Dog Signs

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

Compliant Dangerous and Menacing Dog Incentive

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

Regulated Dog Tags

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

Microchipping - Impoundment

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

Microchipping – Community Engagement

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

f. Refunds

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

Date of Council Resolution: 28 March 2017

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

No. of Resolution: 3

Date to be Reviewed: 28 March 2019



**Animal Management Fees and Charges
Policy**

Document Number:

1.1 Policy Author: Health, Security and Regulatory Services Department

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

1.3 Regulatory Authorities:

- Local Government Act (2009)
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1.4 Scope: The core matters addressed by this policy are the methodology and categories for calculation of Council's Animal Management permits, impounding and general fees and charges (not including dog registration, which is addressed in a separate policy).

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

1.5 Policy Statement:

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

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

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

However, there are ~~two~~certain Animal Management fees and charges that sit outside the full cost recovery methodology. These fees relate to the impounding of cats, small livestock (sheep, goats, swine and similar livestock) and birds/poultry. These fees have previously been implemented at a higher rate (closer to full cost recovery) and council experience identified that the animal's

owners were not releasing the animals from the pound due to 'high fees' leaving the animals to be disposed of by council (rehoming/auction/destruction all incurring further costs for council). The fees were reviewed and lowered and council is now experiencing a higher release rate for these animals. These fees are at a lower rate than cost recovery.

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

- i) The relevant officer level (administrative, technical or professional) and time required for Council to provide a particular service is determined by the Manager (Animal Management).
- ii) The Chief Operating Officer (Health, Security and Regulatory Services) undertakes an annual review of the hourly rate to be charged for the coming financial year for each class of officer (administrative, technical and professional in ascending order of cost to Council). The hourly rate is based on actual cost to Council, including wages and all relevant overheads and additional expenses.
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Services which may have highly variable time requirements, the fee is calculated based on the actual time taken. *An example of this is the impounding of roaming large livestock, which may take as little as one hour, or may take considerably longer, depending on the complexity of the matter.*

b. Fees and Categories

General Regulatory Fees

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

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c. Animal Management Permits

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

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

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Application fee includes the first year's permit fee.

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Animal Management permit types and risk categories:

Risk Rating	Permit Type	Application type
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Date of Council Resolution:
Committee Reference and Date:
No. of Resolution:
Date to be Reviewed:

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Animal Management Fees and Charges Policy

Document Number:

1.1 Policy Author: Health, Security and Regulatory Services Department

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

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- xii) Refunds

c. Animal Management Permits

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

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

Standard applications (low risk activities with no initial inspection)

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

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

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

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

Application fee includes the first year's permit fee.

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

Animal Management permit types and risk categories:

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

d. Seizing, Impounding & Release Fees and Charges

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

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

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

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

Other Livestock, Poultry and Birds

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

Dogs – Impoundment First Release

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

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

Multiple Impoundment – Dog/Cat

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

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

Desexing Financial Incentive

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

e. General Animal Management Fees

Hire of Traps (for cats and dogs)

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

Dangerous and Menacing Dog Signs

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

Compliant Dangerous and Menacing Dog Incentive

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

Regulated Dog Tags

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

Microchipping - Impoundment

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

Microchipping – Community Engagement

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

f. Refunds

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

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

g. Extenuating Circumstances

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

Date of Council Resolution:

Committee Reference and Date:

No. of Resolution:

Date to be Reviewed:

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

Please refer to track changed policy documents

POPULATION HEALTH AND ENVIRONMENTAL PROTECTION LICENSING, REGISTRATION AND PERMITTING POLICY

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

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

DOG REGISTRATION POLICY

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

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

APPLICATION FOR TRANSFER OF AN ENTERTAINMENT VENUE LICENCE

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

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

TEMPORARY CARAVAN AND CAMPING LICENCE – LICENCE RENEWAL

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

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

FOOD SAFETY PROGRAM – RESTAMPING

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

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

EAT SAFE REVIEW AND REASSESSMENT FEES

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

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

ANIMAL PERMIT – INITIAL APPLICATION AND FIRST YEAR PERMIT FEE

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

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

ANIMAL PERMIT – ANNUAL RENEWAL FEE

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

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

DOMESTIC DOG PERMIT

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

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

NON-STANDARD COMMERCIAL STABLE LICENCE

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

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

DOG REGISTRATIONS

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

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

DANGEROUS AND MENACING DOGS

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

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

The following table demonstrates the fee structure is applied:

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

PER FARM DOG (ADDITIONAL)

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

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

DOGS QLD MEMBERS

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

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

IMPOUNDED DOGS SUSTENANCE

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

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

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

MICROCHIPPING

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

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

IMPOUNDED DOGS AFTER-HOURS

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

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

IMPOUNDED CATS SUSTENANCE

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

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

IMPOUNDED CATS AFTER-HOURS

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

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

IMPOUNDED POULTRY & BIRDS AFTER-HOURS

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

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

APPLICATION FOR TRANSFER OF A ROADSIDE VENDING LICENCE

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

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

NON STANDARD DRIVEWAY PERMITS

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

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

ELECTION SIGNS

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

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

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

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

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

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

EXTRACTIVE INDUSTRY ANNUAL PERMIT FEE TO OPERATE AN EXTRACTIVE INDUSTRY

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

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

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

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

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



Fees and Charges

Draft 2018-2019

for internal use only

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

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

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

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

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

HEALTH, SECURITY AND REGULATORY SERVICES DEPARTMENT

1. Health and Regulatory Services

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

1.2.1 Higher Risk Personal Appearance Service

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

1.2.2 Renewal Fees

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

1.2.3 Inspection Fees

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

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

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

1.3 Entertainment Venues (Local Law 3)

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

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

1.3.1 Entertainment Venue Licencing

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

1.3.2 Renewal Fees

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

1.3.3 Inspection Fees

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

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

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

1.3.5 Temporary Entertainment Events

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

1.4 Public Swimming Pools (Local Law 3)

1.4.1 Public Swimming Pool Licencing

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

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

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

1.4.3 Miscellaneous Fees

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

1.5 Caravan Parks and Camping Grounds (Local Law 3)

1.5.1 Caravan Parks and Camping Ground Licencing

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

1.5.2 Renewal Fees

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

1.5.3 Miscellaneous Fees

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

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

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

1.6 Temporary Homes (Local Law 8)

1.6.1 Temporary Home Permits

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

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

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

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

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

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

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

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

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

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

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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1.7.2 Initial Licence Fees

High Priority Food Business – Floor area less than 250m ²	\$830.00	Food Act 2006 s85		(a)
High Priority Food Business – Floor area 251m ² to 1,000m ²	\$1,190.00	Food Act 2006 s85		(a)
High Priority Food Business – Floor area greater than 1,000m ²	\$1,980.00	Food Act 2006 s85		(a)
Medium Priority Food Business – Floor area less than 250m ²	\$560.00	Food Act 2006 s85		(a)
Medium Priority Food Business – Floor area 251m ² to 1,000m ²	\$770.00	Food Act 2006 s85		(a)
Medium Priority Food Business – Floor area greater than 1,000m ²	\$1,070.00	Food Act 2006 s85		(a)
Low Priority Food Business – Floor area less than 250m ²	\$420.00	Food Act 2006 s85		(a)
Low Priority Food Business – Floor area 251m ² to 1,000m ²	\$475.00	Food Act 2006 s85		(a)
Low Priority Food Business – Floor area greater than 1,000m ²	\$650.00	Food Act 2006 s85		(a)

1.7.3 Change/Cancel Application

Amendment to design i.e. requires refurbishment	\$280.00	Food Act 2006 s85		(a)
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1.7.4 Food Safety Program

Application for restamping of an existing Food Safety Program (no process amendments)	\$75.00	Food Act 2006		(a)
Application to accredit a Food Safety Program	\$780.00	Food Act 2006 s85		(a)
Amendment to a Food Safety Program resulting from changes to plans/design	\$265.00	Food Act 2006 s85		(a)

1.7.5 Temporary Food Stall

1 Off Event (up to 4 Consecutive Days)	\$260.00	Food Act 2006 s85		(a)
Annual Fee	\$560.00	Food Act 2006 s85		(a)
Amendment to a food safety program per hour (1 hour minimum) (minimum charge)	\$260.00	Food Act 2006 s112		(a)

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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1.7.6 Licence Renewal Fees (all except Supermarkets)

High Priority Food Business – Floor area less than 250m ²	\$830.00	Food Act 2006 s85		(a)
High Priority Food Business – Floor area 251m ² to 1000m ²	\$1,190.00	Food Act 2006 s85		(a)
High Priority Food Business – Floor area greater than 1000m ²	\$1,980.00	Food Act 2006 s85		(a)
Medium Priority Food Business – Floor area less than 250m ²	\$560.00	Food Act 2006 s85		(a)
Medium Priority Food Business – Floor area 251m ² to 1000m ²	\$770.00	Food Act 2006 s85		(a)
Medium Priority Food Business – Floor area greater than 1000m ²	\$1,070.00	Food Act 2006 s85		(a)
Low Priority Food Business – Floor area less than 250m ²	\$445.00	Food Act 2006 s85		(a)
Low Priority Food Business – Floor area 251m ² to 1000m ²	\$500.00	Food Act 2006 s85		(a)
Low Priority Food Business – Floor area greater than 1000m ²	\$700.00	Food Act 2006 s85		(a)

1.7.7 Licence Renewal Fees for Supermarkets

A unit means one of the following: a bakery, seafood processing, delicatessen, fruit and vegetable processing, or any food processing and preparation area

Up to 1 unit in each Supermarket (e.g. bakery)	\$560.00	Food Act 2006 s85		(a)
2 or 3 units in each Supermarket (e.g. bakery, fruit and vegetable, delicatessen)	\$680.00	Food Act 2006 s85		(a)
More than 3 units in each Supermarket (e.g. bakery, seafood, fruit and vegetable, sushi preparation, delicatessen)	\$810.00	Food Act 2006 s85		(a)
Late Fee – This additional fee will be applicable where payment is not received by the due date	\$75.00	Local Government Act s262(3)(c)	#	

1.7.8 Inspection Fees

Inspection fee per hour (1 hour minimum) (minimum charge)	\$260.00	Food Act 2006		(a)
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1.7.9 Miscellaneous Fees

Application for a Replacement Licence Certificate	\$75.00	Food Act 2006 s96	#	(a)
Administrative amendment of a Food Business licence (not involving the refurbishment of the premises)	\$75.00	Food Act 2006 s85		(a)

1.7.10 Eat Safe Review and Reassessment Fees

Application for desktop Review of Food Safety Report	\$250.00	Food Act 2006		(a)
Application for Reassessment of Premises	\$750.00	Food Act 2006		(a)

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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1.8 Non-Compliance with a Notice – Administrative Charge

Administrative fee to cover Council's costs associated with organising for works to be undertaken to rectify non-compliance, for example, where a notice to clear overgrown grass/vegetation from land has been issued but not acted upon. This charge is in addition to contractor fees.	\$425.00	Local Law 1 s31		(a)
Administrative fee to cover Council's costs associated with organising for works to be undertaken to rectify non-compliance with a notice for declared pests from land has been issued but not acted upon. This charge is in addition to contractor fees.	\$425.00	Land Protection (Pest and Stock Route Management) Act 2002	#	

1.9 Heavy Vehicle Permit (Local Law 5)

Annual Renewal Fee	\$130.00	Local Law 1; Local Law 5 s12		(a)
Inspection fee per hour (1 hour minimum)	\$260.00	Local Law 1; Local Law 5 s12		(a)
Late Fee – This additional fee will be applicable where payment is not received by the due date	\$75.00	Local Government Act s262(3)(c)	#	

2. Animal Management

Note:

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

2.1 Standard Permits

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

2.1.1 Animal Permit

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

Initial application and first year permit fee	\$245.00	Local Law 1; Local Law 6 s5		(a)
Annual renewal fee	\$70.00	Local Law 1; Local Law 6 s5		(a)

2.1.2 Late Fee

Late Fee – This additional fee will be applicable where payment is not received by the due date	\$75.00	Local Government Act s262(3)(c)	#	
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Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.2 Non Standard Permits and Licences

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

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

2.2.1 Animal Permit for an Application which Cannot Meet Standard Conditions

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

Initial application and first year permit fee	\$385.00	Local Law 1; Local Law 6 s5	(a)
Annual renewal fee	\$210.00	Local Law 1; Local Law 6 s5	(a)

2.2.2 Birds and Poultry

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

Initial application and first year permit fee	\$245.00	Local Law 1; Local Law 3 s5	(a)
Annual renewal fee	\$70.00	Local Law 1; Local Law 3 s5	(a)

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

Initial application and first year permit fee	\$385.00	Local Law 1; Local Law 6 s5	(a)
Annual renewal fee	\$90.00	Local Law 1; Local Law 6 s5	(a)

2.2.4 Domestic Dog Permit (Keeping 3 or 4 dogs)

(Dog registration fees additional)

Initial application and first year permit fee	\$385.00	Local Law 1; Local Law 6 s5	(a)
Annual renewal fee	\$245.00	Local Law 6 s5	(a)

2.2.5 Guard Dog Permit per property

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

Initial application and first year permit fee	\$570.00	Local Law 1; Local Law 6 s5	(a)
Annual renewal fee	\$315.00	Local Law 1; Local Law 6 s5	(a)

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.2.7 Regulated/Restricted Dog Permit – Renewals Only

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

Regulated/restricted dog permit – Renewals only	\$315.00	Animal Management (Cats and Dogs) Act 2008 s71		(a)
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2.2.8 Commercial Stable Licence

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

Design Assessment	\$390.00	Local Law 1; Local Law 3 s5		(a)
Initial application and first year licence fee	\$385.00	Local Law 1; Local Law 3 s5		(a)
Annual renewal fee	\$200.00	Local Law 1; Local Law 3 s5		(a)

2.2.9 Pet Shop Licence

Design Assessment – including amendments	\$390.00	Local Law 1; Local Law 3 s5		(a)
Initial application and first year licence fee	\$500.00	Local Law 1; Local Law 3 s5		(a)
Annual renewal fee	\$260.00	Local Law 1; Local Law 3 s5		(a)

2.2.10 Commercial Cattery Licence (Selling, Boarding & Breeding)

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

Design Assessment	\$390.00	Local Law 1; Local Law 3 s5		(a)
Initial application and first year licence fee	\$445.00	Local Law 1; Local Law 3 s5		(a)
Annual renewal fee	\$260.00	Local Law 1; Local Law 3 s5		(a)

2.2.11 Five Plus Dog Permit (keeping 5 or more dogs)

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

Initial application and first year permit fee	\$480.00	Local Law 1; Local Law 3 s5		(a)
Annual renewal fee	\$310.00	Local Law 1; Local Law 3 s5		(a)

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

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

Initial application and first year permit fee	\$445.00	Local Law 1; Local Law 3 s5		(a)
Annual renewal fee	\$260.00	Local Law 1; Local Law 3 s5		(a)

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.2.13 Commercial Kennels Licence (including training, selling, boarding and breeding kennels)

(Dog registration fees additional)

Design Assessment	\$390.00	Local Law 1; Local Law 3 s5		(a)
Initial application and first year licence fee	\$770.00	Local Law 1; Local Law 3 s5		(a)
Annual renewal fee	\$385.00	Local Law 1; Local Law 3 s5		(a)

2.2.14 Late Fees

Late Fee – This additional fee will be applicable where payment is not received by the due date	\$75.00	Local Government Act s262(3)(c)		#
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2.3 Inspection Fees

2.3.1 Inspection Fees

Inspection fee per (1 hour minimum)	\$260.00	Public Health (Infection Control for Personal Appearance Services) Act 2003; Food Act 2006; Environmental Protection Act 1994; Relevant Local Law		(a)
(minimum charge)				

2.3.2 Miscellaneous Fees

Amendment of Non-Standard Permit/Licence	\$385.00	Public Health (Infection Control for Personal Appearance Services) Act 2003; Food Act 2006; Environmental Protection Act 1994; Relevant Local Law		(a)
Transfer of Standard/Non-Standard Permit/Licence	\$140.00	Public Health (Infection Control for Personal Appearance Services) Act 2003; Food Act 2006; Environmental Protection Act 1994; Relevant Local Law		(a)
Application for a Replacement Permit Certificate	\$75.00	Local Government Act s262(3)(c)		#

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.4 Dog Registration (Annual Fee)

Pensioner

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

Obedience Training Concession

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

Kennel Licence & Canine Control Council of Queensland Concession

Where a person holds an approved and current kennel licence with the Council and they have a dog or dogs that are currently registered with the Canine Control Council of Queensland, they may present their certificate or other suitable documentation to the council to receive a 50% discount on their applicable dog registration fee for an entire dog.

Maximum fee concession

When any multiple discounts or concessions are applied to registration fees (e.g. obedience trained dog), no resulting registration fee shall be lower than the de-sexed Pensioner dog registration fee (pay by date) due to minimum cost recovery.

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

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

2.4.1 Introductory Dog Registration (per dog)

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

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

Introductory Dog Registration	\$20.00	Animal Management (Cats & Dogs) Act 2008 – Section 44	(a)
Introductory Dog Registration – Pensioner	\$20.00	Animal Management (Cats & Dogs) Act 2008 – Section 45	(a)
Introductory Dog Registration – Ipswich and Wacol RSPCA Adoptions	No Charge	Animal Management (Cats & Dogs) Act 2008 – Section 44	(a)
Where a dog meets the criteria of 2.4.1 and is being adopted by a resident of Ipswich.			
Introductory Dog Registration – Veterinary Services In Ipswich	No Charge	Animal Management (Cats & Dogs) Act 2008 – Section 44	(a)
Where a dog meets the criteria of 2.4.1 and is owned by an Ipswich resident and is kept in the Ipswich City Council area, and their vet has provided proof of one of the following services being conducted in the last 14 days on the dog being registered: vaccination; micro chipping or desexing.			

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.4.2 Dog Registration: Per Entire Dog (i.e. The dog is not desexed)

Pay By Date	\$165.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
Pay After Date	\$195.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)

2.4.3 Dog Registration: Per de-sexed Dog

Pay By Date	\$35.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
Pay After Date	\$65.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)

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

Pay By Date	\$75.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
Pay After Date	\$90.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)

2.4.5 Dog Registration: Per de-sexed Dog – Pensioner

Pay By Date	\$25.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
Pay After Date	\$40.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)

2.4.6 Guide Dogs and Assistance Dogs

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

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

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

Guide Dogs and Assistance Dogs	No Charge	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
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2.4.7 Greyhounds

Greyhounds	No Charge	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
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No charge if they are registered with the Greyhound Racing Control Board of Qld.
Greyhounds not registered with the GRCBQ will have the appropriate registration fee apply.

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.4.8 Other Dogs Exempt by Council

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

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

Initial and first year fee – Prorata	\$495.00	Animal Management (Cats and Dogs) Act 2008 Section 44		(a)
Non Compliance (Renewal Only) – Pay By Date	\$465.00	Animal Management (Cats and Dogs) Act 2008 Section 44		(a)
Non Compliance (Renewal Only) – Pay After Date	\$495.00	Animal Management (Cats and Dogs) Act 2008 Section 44		(a)
Full Compliance (Renewal Only) – De-sexed dog – Pay By Date	\$225.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
Full Compliance (Renewal Only) – De-sexed dog – Pay After Date	\$255.00	Animal Management (Cats and Dogs) Act 2008 Section 44		(a)
Full Compliance (Renewal Only) – Entire dog – Pay By Date	\$300.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
Full Compliance (Renewal Only) – Entire dog – Pay After Date	\$330.00	Animal Management (Cats and Dogs) Act 2008 Section 44		(a)

2.4.10 Menacing Dogs

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

Initial and first year fee – Prorata	\$495.00	Animal Management (Cats and Dogs) Act 2008 Section 44		(a)
Non Compliance (Renewal Only) – Pay By Date	\$465.00	Animal Management (Cats and Dogs) Act 2008 Section 44		(a)
Non Compliance (Renewal Only) – Pay After Date	\$495.00	Animal Management (Cats and Dogs) Act 2008 Section 44		(a)
Full Compliance (Renewal Only) – De-sexed dog – Pay By Date	\$225.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
Full Compliance (Renewal Only) – De-sexed dog – Pay After Date	\$255.00	Animal Management (Cats and Dogs) Act 2008 Section 44		(a)
Full Compliance (Renewal Only) – Entire dog – Pay By Date	\$300.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(a)
Full Compliance (Renewal Only) – Entire dog – Pay After Date	\$330.00	Animal Management (Cats and Dogs) Act 2008 Section 44		(a)

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.4.11 Farm Dog

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

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

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

Pay By Date	\$70.00	Animal Management (Cats and Dogs) Act 2008	(a)
Pay After Date	\$100.00	Animal Management (Cats and Dogs) Act 2008	(a)

(b) Per de-sexed Farm Dog (First)

Pay By Date	\$27.00	Animal Management (Cats and Dogs) Act 2008	(a)
Pay After Date	\$57.00	Animal Management (Cats and Dogs) Act 2008	(a)

(c) Per Farm Dog (Additional)

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

Pay By Date Additional Farm Dog (per dog)	\$17.00	Animal Management (Cats and Dogs) Act 2008	(a)
Pay After Date Additional Farm Dog (per dog)	\$47.00	Animal Management (Cats and Dogs) Act 2008	(a)

2.4.12 Inspection/Assessment Fee

Inspection/Assessment fee per hour (1 hour minimum) to inspect/assess declared dog declarations, undertake fencing inspections, etc.	\$250.00	Animal Management (Cats and Dogs) Act 2008 and Local Law 6	(a)
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2.4.13 Dogs QLD Members

Dogs QLD Members: Per Entire Dog (i.e. The dog is not desexed) – Pay By Date	\$70.00	Animal Management (Cats and Dogs) Act 2008	(a)
Dogs QLD Members: Per Entire Dog (i.e. The dog is not desexed) – Pay After Date	\$100.00	Animal Management (Cats and Dogs) Act 2008	(a)

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.5 Impounding

2.5.1 Dogs

Note:

All dogs must have a valid registration and microchip on release – related fees applicable. •
A rebate of \$80.00 per animal will be made available to any dog owner electing to de-sex their dog within 30 days of release from the Animal Management Centre. Conditions Apply. •

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

Registered, de-sexed, microchipped, first impoundment	No charge	Local Law 6 s27		(d)
Registered, de-sexed, not microchipped, first impoundment	\$42.00	Local Law 6 s27		(d)
Registered, entire, microchipped, first impoundment	\$145.00	Local Law 6 s27		(d)
Registered, entire, not microchipped, first impoundment	\$165.00	Local Law 6 s27		(d)
Not registered, de-sexed, microchipped, first impoundment	\$125.00	Local Law 6 s27		(d)
Not registered, de-sexed, not microchipped, first impoundment	\$145.00	Local Law 6 s27		(d)
Not registered, entire, microchipped, first impoundment	\$165.00	Local Law 6 s27		(d)
Not registered, entire, not microchipped, first impoundment	\$190.00	Local Law 6 s27		(d)
Second and subsequent impoundment surcharge	\$65.00	Local Law 6 s27		(d)
Sustenance first day	No charge	Local Law 6 s27		
Sustenance per subsequent days	\$25.00	Local Law 6 s27		(d)
Microchipping of dog prior to release	\$20.00	Local Government Act s262(3)(c)	#	

2.5.2 Cats

Note:

All cats must have a microchip on release – related fees applicable. •
A rebate of \$80.00 per animal will be made available to any cat owner electing to de-sex their cat within 30 days of release from the Animal Management Centre. Conditions Apply. •

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

De-sexed, microchipped, first impoundment	No charge	Local Law 6 s27		(d)
De-sexed, not microchipped, first impoundment	\$42.00	Local Law 6 s27		(d)
Entire, microchipped, first impoundment	\$85.00	Local Law 6 s27		(d)
Entire, not microchipped, first impoundment	\$105.00	Local Law 6 s27		(d)
Second and subsequent impoundment surcharge	\$42.00	Animal Management (Cats & Dogs) Act 2008 – Section 44		(d)
Sustenance first day	No charge	Local Law 6 s27		(d)
Sustenance per subsequent days	\$0.00	Local Law 6 s27		(d)
Microchipping of cat prior to release	\$20.00	Local Government Act s262(3)(c)	#	

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.5.3 Livestock & Other Animals

(a) Large Livestock

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

During business hours – per hour or part thereof (minimum charge of 1 hour and maximum charge of 4 hours) based on 2 officers and the stock truck. For every additional officer the fee is increased by one half. (minimum charge)	\$265.00	Local Law 6 s27		(d)
Outside business hours – per hour or part thereof (minimum charge of 1 hour and maximum charge of 4 hours) based on 2 officers and the stock truck. For every additional officer the fee is increased by one half. (minimum charge)	\$390.00	Local Law 6 s27		(d)
The charges payable for and in respect of driving, leading and/or transport of large livestock shall be the sum or sums specified in the schedule below: Return Trip only – per kilometre (minimum charge)	\$11.00	Local Law 6 s27		(d)
Charges for Sustenance: The fee payable for sustenance in respect of any and every animal impounded or seized and temporarily held for each day or part thereof during which such animal is held or impounded – per day	\$47.00	Local Law 6 s27		(d)
Advertising: Where a Notice of Impounding has been placed in a newspaper, all costs associated with the advertisement shall be charged in addition to the appropriate release fee.	Actual cost of advertising	Local Law 6 s27		(d)
Advertising: NLIS Tagging of Cattle Between the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday (excluding public holidays and Council close down days): Hourly Rate	\$24.00	Local Government Act s262(3)(c)	#	
Advertising: NLIS Tagging of Cattle (Hourly Rate – Minimum Charge) Outside the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday and on weekends and Public Holidays and Council close down days: Hourly Rate	\$385.00	Local Government Act s262(3)(c)	#	

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(b) Other Livestock

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

Impounded between the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday (excluding public holidays):	\$41.00	Local Law 6 s27		(d)
Impounded or released outside the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday and on weekends and Public Holidays:	\$90.00	Local Law 6 s27		(d)
NLIS Tagging of Sheep & Goats (Hourly Rate – Minimum Charge of 1/2 hour) Between the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday (excluding public holidays and Council close down days):	\$260.00	Local Government Act s262(3)(c)	#	
Hourly Rate				
NLIS Tagging of Sheep & Goats (Hourly Rate – Minimum Charge of \$195) Outside the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday and on weekends and Public Holidays and Council close down days:	\$385.00	Local Government Act s262(3)(c)	#	
Hourly Rate				

(c) Poultry & Birds

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

Impounded between the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday (excluding public holidays):	\$16.00	Local Law 6 s27		(d)
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2.6 Other Charges

2.6.1 Traps

Loan of Cat Traps: Rental – per day (after seven (7) working days)	\$12.00	Local Government Act s262(3)(c)	#	
Loan of Dog Traps: Rental – per day (after seven (7) working days)	\$21.00	Local Government Act s262(3)(c)	#	
Collection of Trap (Dog & Cat)	\$260.00	Local Government Act s262(3)(c)	#	

Where a trap has not been returned this fee will be charged, in addition to daily fees, to collect the trap.

2.6.2 Regulated Dogs

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

2.6.3 Reciprocal registration

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

Reciprocal dog registration transfer	No Charge	Local Government Act s262(3)(c)		
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Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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2.6.4 Microchipping

Microchipping Fee for Dogs and Cats (Community Events)	\$20.00	Local Government Act s262(3)(c)	#	
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Dog or Cat must already be currently registered with Ipswich City Council

2.6.5 Inspections/Assessments

Inspection/Assessment fee per hour (1 hour minimum) to inspect/assess declared dog declarations, undertake fencing inspections, etc.	\$260.00	Animal Management (Cats and Dogs) Act 2008 and Local Law 6		(a)
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Hourly Rate

3. Cemeteries

3.1 Exhumation

Exhumation Assessment fee – per hour with minimum of 1 hour charged	\$260.00	Local Government Act s262(3)(c)		
Exhumation Supervision fee – per hour with minimum of 1 hour charged	\$260.00	Local Government Act s262(3)(c)		

3.2 Private Cemeteries

Licence to operate a cemetery that is not on Council land per year	\$640.00	Local Law 1; Local Law 3 s5		(a)
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4. Environmental Protection

4.1 Environmentally Relevant Activities (ERA's)

4.1.1 Application Fees

Application Fee ERA Environmental Authority(The prescribed fees detailed in the relevant schedule of the Environmental Protection Regulation).	\$640.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
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plus prescribed annual fee

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

ERA6 Asphalt Manufacturing: greater than 1,000 tonnes per year	\$9,900.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 12 Plastic Product Manufacturing: 50 tonnes per year or more (other than plastic in item below)	\$2,450.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 12 Plastic Product Manufacturing: 5 tonnes per year or more (foam, composite plastic or rigid fibre reinforced)	\$2,450.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 19 Metal Forming: 10,000 tonnes or more per year	\$810.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 20 Metal Recovery: up to 100 tonnes per day	\$1,190.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 20 Metal Recovery: 100 tonnes or more per day or 10,000 tonnes or more per year Without using a fragmentiser	\$3,000.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 38 1 (a) Surface Coating Anodising, electroplating, enamelling or galvanising by using 1 to 100 tonnes of surface coating material in a year	\$810.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 49 Boat Maintenance or Repair	\$2,450.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 61 Waste Incineration and Thermal Treatment: Incinerating waste vegetation, clean paper or cardboard	\$810.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
ERA 61 Waste Incineration and Thermal Treatment: Transfer of Environmental Authority – Administration charge for transfer. If site inspection required then inspection fee will be charged also (minimum 1 hour)	\$180.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
+ inspection fee if required				
ERA 61 Waste Incineration and Thermal Treatment: Application for Conversion of Environmental Authority (site specific to standard conditions) Administration Fee plus inspection fees (minimum of 1 hour) will be charged.	\$180.00	Environmental Protection Act 73D & Environmental Protection Regulation 2008 Schedule 10		(a)
+ inspection fee if required				
ERA 61 Waste Incineration and Thermal Treatment: Late Fee (The prescribed annual fees are detailed in the relevant schedule of the Environmental Protection Regulation). This additional fee will be applicable where payment is not received by the due date.	\$185.00	Environmental Protection Regulation 2008, Schedule 10		(a)

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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4.1.3 Other ERA Fees

Inspection fee per hour (1 hour minimum) (minimum charge)	\$260.00	Local Government Act s262(3)(c)	#	
Miscellaneous Fees: Assessment of Draft Transitional Environmental Programs; and Site Investigations – Hourly based on rate for actual time taken (1 hour minimum). (minimum charge)	\$260.00	Environmental Protection Regulation 1998 s52		(a)
Monitoring Compliance (including assessment of annual return) of an approved Transitional Environmental Program – Hourly rate based on actual time taken (1 hour minimum). (minimum charge)	\$260.00	Environmental Protection Regulation 1998 s52		(a)
Amendment to an approved Transitional Environmental Program – Hourly rate based on actual time taken (1 hour minimum). (minimum charge)	\$260.00	Environmental Protection Regulation 1998 s52		(a)
Annual TEP return	\$500.00	Environmental Protection Regulation 2008	#	

5. Road Regulation

5.1 Footpath/Roadside Trading (refer to relevant local laws)

5.1.1 Application Fee

Application fee (to be paid prior to assessment of application and are non-refundable)	\$380.00	Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995		(a)
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Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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5.1.2 Sale and/or display of goods or services on roads (Roadside Vending)

Transfer of licence	\$75.00	Local Law 1 s31; Local Law 7 Part 6 Transport Operations (Road Use Management) Act 1995		(a)
Annual Licence	\$1,320.00	Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995		(a)
Monthly Licence	\$180.00	Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995		(a)

5.1.3 Busking

Annual Licence	\$250.00	Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995		(a)
Monthly Licence	\$70.00	Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995		(a)
One off Licence (one day only)	\$32.00	Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995		(a)

5.1.4 Commercial Touting, Hawking on roads and local government areas

Annual Licence	\$1,320.00	Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995		(a)
Monthly Licence	\$200.00	Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995		(a)

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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5.1.5 Street Markets (including multiple traders/exhibitors)

Annual Licence	\$2,700.00	Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995		(a)
Monthly Licence	\$315.00	Local Law 1; Local Law 3 s5 Transport Operations (Road Use Management) Act 1995		(a)

5.1.6 Footpath Dining

Within central traffic area per square metre	\$115.00	Local Government Act s262(3)(c)		#
Outside central traffic area per square metre	\$90.00	Local Government Act s262(3)(c)		#
Transfer fee	\$200.00	Local Government Act s262(3)(c)		#

5.2 Pedestrian Mall

5.2.2 Commercial Activities

Vehicle Access: per day or part thereof	\$170.00	Local Law 1; Local Law 3 s5		(a)
Sell or offer goods for sale: per day or part thereof	\$170.00	Local Law 1; Local Law 3 s5		(a)
Display goods for sale: per day or part thereof	\$170.00	Local Law 1; Local Law 3 s5		(a)
Carry on business: per day or part thereof	\$170.00	Local Law 1; Local Law 3 s5		(a)
Use of megaphone, sound amplifier, loud speaker, gramophone or other device or other means of mechanically, electrically, or artificially increasing or reproducing sound: per day or part thereof	\$115.00	Local Law 1; Local Law 3 s5		(a)
Seek or receive or indicate that a donation of money from a bystander or passer-by is being sought: per day or part thereof	\$14.00	Local Law 1; Local Law 3 s5		(a)
Place a structure – Hand out Brochures/Pamphlets etc.: per day or part thereof	\$170.00	Local Law 1; Local Law 3 s5		(a)
Place a structure – Hand out Brochures/Pamphlets etc.: per week	\$860.00	Local Law 1; Local Law 3 s5		(a)
Place a structure – Hand out Brochures/Pamphlets etc.: 3 days	\$425.00	Local Law 1; Local Law 3 s5		(a)

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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5.2.3 Community Group Activities

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

5.3 Parking Fines

Reminder notice for late payment of Parking Fines	\$75.00	Local Government Act s262(3)(c)		#
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5.4 Regulated Parking – Permit Fees

Commercial Vehicle Parking Permit: Fee per annum or part thereof	\$200.00	Transport Operations (Road Use Management) Act 1995		(a)
Resident Parking Permit: Fee per annum	No Charge	Local Law 1; Local Law 5 s6 Transport Operations (Road Use Management) Act 1995		(a)
Resident Parking Permit: Fee per annum or part thereof	No Charge	Local Law 1; Local Law 5 s6 Transport Operations (Road Use Management) Act 1995		(a)
Media Permit: Fee per annum or part thereof	\$200.00	Local Law 1; Local Law 5 s6 Transport Operations (Road Use Management) Act 1995		(a)
General Contractors Permit: Fee per annum per vehicle	\$200.00	Local Law 1; Local Law 5 s6 Transport Operations (Road Use Management) Act 1995		(a)

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Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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5.4 Regulated Parking – Permit Fees [continued]

Late Fee – This additional fee will be applicable where payment is not received by the due date	\$75.00	Local Government Act s262(3)(c)		#
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5.5 Other

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

(Refer relevant Local Laws and to http://www.ipswich.qld.gov.au/business/laws_regulations/roads for definitions):

(a) Permit fees

STANDARD works application fee (per permit type)	\$230.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
STANDARD traffic control (per permit type)	\$230.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
STANDARD combined works and traffic control application fee (combined Works on Local Government Control Road and Traffic Control permits)	\$340.00	Local Law 7 (Local Government Controlled Areas and Roads) s10, s75		(a)
NON-STANDARD works application fee (per permit type)	\$460.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
NON-STANDARD traffic control (per permit type)	\$460.00	-		(a)
NON-STANDARD combined works and traffic control application fee (combined Works on Local Government Control Road and Traffic Control permits)	\$690.00	Local Law 7 (Local Government Controlled Areas and Roads) s10, s75		(a)
Request to amend or extend a current permit – STANDARD works (per permit type)	\$120.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)

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Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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(a) Permit fees *[continued]*

Request to amend or extend traffic control – STANDARD works (per permit type)	\$120.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
Request to amend or extend date amendments/extensions only for NON-STANDARD works or traffic control (per permit type)	\$120.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
Request to amend or extend a current permit STANDARD works or traffic control other than date amendments/extensions only (per permit type)	\$320.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
Request to amend or extend a current permit NON-STANDARD works or traffic control other than date amendments/extensions only (per permit type)	\$320.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
Request to amend current or extend a combined STANDARD or NON-STANDARD Works on Local Government Controlled Roads and Traffic Control permit application fee.	\$185.00	Local Law 7 (Local Government Controlled Areas and Roads) s10, s75		(a)
Applies to STANDARD works, or date amendments only for NON-STANDARD works or traffic control				
Request to amend current combined Works on Local Government Controlled Roads and Traffic Control permit application fee. NON-STANDARD works other than date amendment only (per permit type)	\$480.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)

(b) Refund of fees – Prior to the determination of an application

i. If pre-paid during the online application:

Permit application withdrawn within 4 days of lodgement of application	70% of fee refunded (incl GST where applicable)	-	#
Permit application withdrawn within 6 days of lodgement of application	50% of fee refunded (incl GST where applicable)	-	#
Permit application withdrawn within 8 days of lodgement of application	20% of fee refunded (incl GST where applicable)	-	#

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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ii. If not pre-paid during the online application:

Permit application withdrawn within 4 days of lodgement of application	30% of fee refunded (incl GST where applicable)	-		
Permit application withdrawn within 6 days of lodgement of application	50% of fee refunded (incl GST where applicable)	-		
Permit application withdrawn within 8 days of lodgement of application	80% of fee refunded (incl GST where applicable)	-		

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

First compliance inspection (per location)	\$65.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
Re-inspection or additional assessment following unsatisfactory compliance inspection	\$245.00	Local Law 7 (Local Government Controlled Areas and Roads) s 10 Transport Operations (Road Use management) Act 1995 and Local Government Act s 75		(a)
per hour (minimum \$205)				

6. Recovery of Goods Removed from Footpaths, etc.

Charge for the removal and storage of any goods, materials or equipment removed in accordance with Local Laws where it can be removed and stored easily by one (1) person.	\$200.00	Local Law 1 s31; Local Law 7 Part 6 Transport Operations (Road Use Management) Act 1995		(d)
Charge for the removal and storage of any goods, materials or equipment removed in accordance with Local Laws where it cannot, due to its size, construction, material or other similar reason be removed and stored easily by one (1) person	Actual Costs	Local Law 1 s31; Local Law 7 Part 6 Transport Operations (Road Use Management) Act 1995		(d)
Charge for the release of goods removed from road reserve and stored where it can be released easily by one (1) person – per item	\$50.00	Local Law 1 s31; Local Law 7 Part 6 Transport Operations (Road Use Management) Act 1995		(d)
Charge for the release of goods removed from road reserve and stored where it cannot, due to its size, construction, material or other similar reason be released easily by one (1) person – per item	Actual Costs	Local Law 1 s31; Local Law 7 Part 6 Transport Operations (Road Use Management) Act 1995		(d)

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Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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6. Recovery of Goods Removed from Footpaths, etc. [continued]

Charge for the removal, storage and release of a shopping trolley confiscated from a road under a Local Law – per trolley	\$70.00	Local Law 1 s31; Local Law 7 Part 6; Local Law 8 Transport Operations (Road Use Management) Act 1995		(d)
Standard charge for the release of passenger vehicle removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995. Other charges may apply if the recovery of the vehicle or the impoundment of the vehicle is not considered standard.	\$500.00	Transport Operations (Road Use Management) Act 1995		(d)
Charge for the release of vehicle (other than a passenger vehicle) removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995. Note that "Actual Costs" include but are not limited to: towing fees, officer time, administration charges.	Actual Costs	Transport Operations (Road Use Management) Act 1995		(d)
Daily holding fees for the impoundment of a vehicle removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995.	\$7.00	Transport Operations (Road Use Management) Act 1995		(d)
Inspection/viewing fee during normal business hours to inspect or view a vehicle removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995. – Hourly charge – 1 hour minimum	\$95.00	Local Law 1 s31; Local Law 7 Part 6; Local Law 8 Transport Operations (Road Use Management) Act 1995		(d)
Inspection/viewing fee outside of normal business hours to inspect or view a vehicle removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995. – Hourly charge – 1 hour minimum	\$245.00	Local Law 1 s31; Local Law 7 Part 6; Local Law 8 Transport Operations (Road Use Management) Act 1995		(d)

7. Driveway Crossing Permits (Refer relevant Local Laws)

7.1 Standard Permits

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

Approval Fee (Inspection or assessment fee) per hour	No Charge	Local Law 7 s6 Transport Operations (Road Use Management) Act 1995		(a)
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Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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7.2 Non Standard Permits

An applicant must apply for a Non-Standard Approval if they are applying for a driveway crossing permit and cannot agree to the Standard Permit terms and conditions without an inspection or desktop assessment from a Technical Officer taking place.

Application Fee – Non Standard Driveway Crossing Permit	\$475.00	Local Law 7 s6 Transport Operations (Road Use Management) Act 1995		(a)
(per hour)				

8. Other Charges

8.1 Election Signs

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

2017 - 2018

and comparison to

Draft 2018-2019

for internal use only

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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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Ipswich City Council

HEALTH, SECURITY AND REGULATORY SERVICES DEPARTMENT

1. Health and Regulatory Services

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

1.2.1 Higher Risk Personal Appearance Service

Design Assessment	\$750.00	\$780.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Initial Licence Fee	\$490.00	\$510.00	4.08%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Amendment to Higher Risk Personal Appearance Service Licences that requires changes to plans/design	\$390.00	\$405.00	3.85%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

1.2.2 Renewal Fees

Annual Renewal for Higher Risk Personal Appearance Services Licence	\$485.00	\$500.00	3.09%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Late Fee – An additional fee will be applicable where payment is not received by the due date	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

1.2.3 Inspection Fees

Inspection fee for Non-Higher Risk Personal Appearance Services (per hour)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Inspection fee to ascertain compliance with a remedial notice	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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1.2.4 Miscellaneous Fees

Amendment of a Higher Risk Personal Appearance Services Licence per hour (1 hour minimum) (minimum charge)	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Application for a replacement of a licence certificate for a Higher Risk Personal Appearance Service	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Transfer of Higher Risk Personal Appearance Service Licence	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

1.3 Entertainment Venues (Local Law 3)

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

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

1.3.1 Entertainment Venue Licencing

Design Assessment	\$750.00	\$780.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Initial Licence Fee (for all risk categories)	\$375.00	\$390.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Amendment to Entertainment Venue Licences that requires changes to plans/design	\$260.00	\$270.00	3.85%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

1.3.2 Renewal Fees

Low risk – e.g. Gaming and amusement parlours, gymnasiums and indoor sporting complexes.	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Medium risk – e.g. Community Hall and Cinemas, Other venues with no liquor licensing	\$485.00	\$500.00	3.09%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
High risk – e.g. Outdoor entertainment venue and any venue with a liquor licensing e.g. Hotels	\$730.00	\$760.00	4.11%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Late Fee – An additional fee will be applicable where payment is not been received by the due date	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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1.3.3 Inspection Fees

Inspection fee for Entertainment venue (per hour)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Inspection fee to ascertain compliance with a remedial notice	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

1.3.4 Miscellaneous Fees

Administrative amendment of an Entertainment Venue Licence (not involving the refurbishment of the premises)	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Amendment of an Entertainment Venue Licence per hour (1 hour minimum) (minimum charge)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Application for a Replacement Licence Certificate	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Application for transfer of an Entertainment Venue Licence	\$65.00	\$75.00	15.38%	Fee increased to ensure consistency with similar applications as the workload is equivalent and should be reflected in the charges.	Reviewed

1.3.5 Temporary Entertainment Events

Application and Assessment Fee – non refundable	\$490.00	\$510.00	4.08%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Licence to operate a temporary entertainment event where the event is open to the public (regardless of whether a charge for admission is required)					
Licence (approval granted) to operate a temporary entertainment event on private property or a local government controlled area. (per hour) Actual Licence amount will be determined on how many inspection hours will be required pre and during event by Council officers. Minimum of 1 hour charged.	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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1.3.5 Temporary Entertainment Events [continued]

Bond – Access Type 1 (Local Government Controlled Areas Only)			No charge	No increase applied	Reviewed
			Last YR Fee No charge		
Bond for temporary entertainment event on local government controlled areas where: a. Vehicle access requested for the purpose of moving materials or structure/s in or out of one's property on a "one-off" basis. E.g. to set up Jumping Castle. b. Minimal infrastructure such as tent or jumping castle is being erected. c. Minimal risk of community nuisance and safety impacts					
Bond – Access Type 2 (Local Government Controlled Areas Only)	\$780.00	\$810.00	3.85%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Bond for temporary entertainment event on local government controlled areas where: a. Access requested for minor infrastructure whereby vehicles no larger than utility size are delivering materials or services. b. More than just standard infrastructure being erected i.e. more than one inflatable entertainment item, stalls set up etc. c. More potential risk of community nuisance and safety impacts (per day)					
Bond – Access Type 3 (Local Government Controlled Areas Only)	\$1,330.00	\$1,370.00	3.01%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Bond for temporary entertainment event on local government controlled area, where: a. Access requested for any property works whereby vehicles exceeding the size of a utility are delivering materials or services. b. Extensive infrastructure proposed that may impact on the amenity and access to the park. c. Higher risk of community nuisance and safety impacts e.g. noise, traffic, security (per day)					

1.4 Public Swimming Pools (Local Law 3)

1.4.1 Public Swimming Pool Licencing

Design Assessment	\$720.00	\$750.00	4.17%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Initial Licence Fee (regardless of how many pools on site)	\$740.00	\$770.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Amendment to Licences that requires changes to plans/design	\$260.00	\$270.00	3.85%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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1.4.2 Renewal Fees

Where one pool is located on the one site	\$740.00	\$770.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Where two or three pools are located on the one site	\$840.00	\$870.00	3.57%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Where three pools or more are located on the one site	\$970.00	\$1,000.00	3.09%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Late Fee – This additional fee will be applicable where payment is not received by the due date	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

1.4.3 Miscellaneous Fees

Administrative amendment of a Public Swimming Pool Licence (not involving the refurbishment of the premises)	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Amendment of a Public Swimming Pool Licence per hour (1 hour minimum) (minimum charge)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Application for transfer of a Public Swimming Pool Licence	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Application for a Replacement Licence Certificate	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

1.5 Caravan Parks and Camping Grounds (Local Law 3)

1.5.1 Caravan Parks and Camping Ground Licencing

Design Assessment	\$830.00	\$860.00	3.61%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Initial Licence Fee	\$860.00	\$890.00	3.49%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Amendment to Licences that requires changes to plans/design	\$260.00	\$270.00	3.85%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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1.5.2 Renewal Fees

Annual Renewal fee for Caravan Park Licence or Camping Ground Licence	\$860.00	\$890.00	3.49%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Late Fee – This additional fee will be applicable where payment is not received by the due date	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

1.5.3 Miscellaneous Fees

Administrative amendment of a Caravan Park or Camping Ground Licence (not involving refurbishment of the premises)	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Amendment of a Caravan Park or Camping Ground Licence per hour (1 hour minimum) (minimum charge)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Application for a transfer of a Caravan Park or Camping Ground Licence	\$810.00	\$840.00	3.70%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Application for a Replacement Licence Certificate	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

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

Licence Renewal (Annual Event) – no changes to design	\$0.00	\$235.00	-	New fee for 2018-19. Fee added to provide clarity and consistency on how to charge for licence that is identical to the previous year and does not require Design Assessment.	Reviewed
Application and Design Assessment Fee – non refundable	\$465.00	\$480.00	3.23%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Licence to operate a temporary Caravan and/or Camping Site					
Licence (approval granted) to operate a temporary Caravan and or/Camping Site – first year and/or one-off (per hour) Actual Licence amount will be determined on how many inspection hours will be required pre and during event by Council officers. Minimum of 1 hour charged.	\$235.00	\$245.00	4.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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1.6 Temporary Homes (Local Law 8)

1.6.1 Temporary Home Permits

Assessment and Permit	\$375.00	\$390.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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1.6.2 Miscellaneous Fees

Application for a Replacement Permit Certificate	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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1.7 Food Business

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

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

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

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

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

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

Ø Floor area less than 250m ²	\$750.00	\$780.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Ø Floor area 251m ² to 1,000m ²	\$790.00	\$820.00	3.80%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Ø Floor area greater than 1,000m ²	\$1,100.00	\$1,140.00	3.64%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

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

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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1.7.2 Initial Licence Fees

High Priority Food Business – Floor area less than 250m2	\$800.00	\$830.00	3.75%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
High Priority Food Business – Floor area 251m2 to 1,000m2	\$1,150.00	\$1,190.00	3.48%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
High Priority Food Business – Floor area greater than 1,000m2	\$1,920.00	\$1,980.00	3.13%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Medium Priority Food Business – Floor area less than 250m2	\$540.00	\$560.00	3.70%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Medium Priority Food Business – Floor area 251m2 to 1,000m2	\$740.00	\$770.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Medium Priority Food Business – Floor area greater than 1,000m2	\$1,030.00	\$1,070.00	3.88%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Low Priority Food Business – Floor area less than 250m2	\$405.00	\$420.00	3.70%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Low Priority Food Business – Floor area 251m2 to 1,000m2	\$460.00	\$475.00	3.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Low Priority Food Business – Floor area greater than 1,000m2	\$630.00	\$650.00	3.17%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

1.7.3 Change/Cancel Application

Amendment to design i.e. requires refurbishment	\$270.00	\$280.00	3.70%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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1.7.4 Food Safety Program

Application for restamping of an existing Food Safety Program (no process amendments)	\$0.00	\$75.00	-	New fee for 2018-19. Fee added to reflect cost of accreditation stamping where no changes are required.	Reviewed
Application to accredit a Food Safety Program	\$750.00	\$780.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Amendment to a Food Safety Program resulting from changes to plans/design	\$255.00	\$265.00	3.92%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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1.7.5 Temporary Food Stall

1 Off Event (up to 4 Consecutive Days)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual Fee	\$540.00	\$560.00	3.70%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Amendment to a food safety program per hour (1 hour minimum) (minimum charge)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

1.7.6 Licence Renewal Fees (all except Supermarkets)

High Priority Food Business – Floor area less than 250m2	\$800.00	\$830.00	3.75%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
High Priority Food Business – Floor area 251m2 to 1000m2	\$1,150.00	\$1,190.00	3.48%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
High Priority Food Business – Floor area greater than 1000m2	\$1,920.00	\$1,980.00	3.13%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Medium Priority Food Business – Floor area less than 250m2	\$540.00	\$560.00	3.70%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Medium Priority Food Business – Floor area 251m2 to 1000m2	\$740.00	\$770.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Medium Priority Food Business – Floor area greater than 1000m2	\$1,030.00	\$1,070.00	3.88%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Low Priority Food Business – Floor area less than 250m2	\$430.00	\$445.00	3.49%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Low Priority Food Business – Floor area 251m2 to 1000m2	\$485.00	\$500.00	3.09%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Low Priority Food Business – Floor area greater than 1000m2	\$670.00	\$700.00	4.48%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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1.7.7 Licence Renewal Fees for Supermarkets

A unit means one of the following: a bakery, seafood processing, delicatessen, fruit and vegetable processing, or any food processing and preparation area

Up to 1 unit in each Supermarket (e.g. bakery)	\$540.00	\$560.00	3.70%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
2 or 3 units in each Supermarket (e.g. bakery, fruit and vegetable, delicatessen)	\$660.00	\$680.00	3.03%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
More than 3 units in each Supermarket (e.g. bakery, seafood, fruit and vegetable, sushi preparation, delicatessen)	\$780.00	\$810.00	3.85%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Late Fee – This additional fee will be applicable where payment is not received by the due date	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

1.7.8 Inspection Fees

Inspection fee per hour (1 hour minimum) (minimum charge)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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1.7.9 Miscellaneous Fees

Application for a Replacement Licence Certificate	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Administrative amendment of a Food Business licence (not involving the refurbishment of the premises)	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

1.7.10 Eat Safe Review and Reassessment Fees

Application for desktop Review of Food Safety Report	\$0.00	\$250.00	-	New fee for 2018-19. Fee added as per policy adopted at Policy and Administration Advisory Committee No. 2018(02) 13 February 2018.	Reviewed
Application for Reassessment of Premises	\$0.00	\$750.00	-	New fee for 2018-19. Fee added as per policy adopted at Policy and Administration Advisory Committee No. 2018(02) 13 February 2018.	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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1.8 Non-Compliance with a Notice – Administrative Charge

Administrative fee to cover Council's costs associated with organising for works to be undertaken to rectify non-compliance, for example, where a notice to clear overgrown grass/vegetation from land has been issued but not acted upon. This charge is in addition to contractor fees.	\$410.00	\$425.00	3.66%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Administrative fee to cover Council's costs associated with organising for works to be undertaken to rectify non-compliance with a notice for declared pests from land has been issued but not acted upon. This charge is in addition to contractor fees.	\$410.00	\$425.00	3.66%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

1.9 Heavy Vehicle Permit (Local Law 5)

Annual Renewal Fee	\$125.00	\$130.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Inspection fee per hour (1 hour minimum)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Late Fee – This additional fee will be applicable where payment is not received by the due date	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

2. Animal Management

Note:

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

2.1 Standard Permits

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

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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2.1.1 Animal Permit

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

Initial application and first year permit fee	\$250.00	\$245.00	-2.00%	Fee lowered as fee should be the same as the initial application and first year fees for the non-standard permit – fee methodology is cost recovery and workload is equivalent.	Reviewed
Annual renewal fee	\$70.00	\$70.00	0.00%	Fee lowered as fee should be the same as the annual renewal for the non-standard permit – fee methodology is cost recovery and workload is equivalent.	Reviewed

2.1.2 Late Fee

Late Fee – This additional fee will be applicable where payment is not received by the due date	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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2.2 Non Standard Permits and Licences

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

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

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

2.2.1 Animal Permit for an Application which Cannot Meet Standard Conditions

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

Initial application and first year permit fee	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual renewal fee	\$200.00	\$210.00	5.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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2.2.2 Birds and Poultry

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

Initial application and first year permit fee	\$235.00	\$245.00	4.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual renewal fee	\$65.00	\$70.00	7.69%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

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

Initial application and first year permit fee	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual renewal fee	\$85.00	\$90.00	5.88%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

2.2.4 Domestic Dog Permit (Keeping 3 or 4 dogs)

(Dog registration fees additional)

Initial application and first year permit fee	\$350.00	\$385.00	10.00%	Fee increased as it should be the same as the other initial application and first year fees in this section – fee methodology is cost recovery and workload is equivalent.	Reviewed
Annual renewal fee	\$235.00	\$245.00	4.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

2.2.5 Guard Dog Permit per property

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

Initial application and first year permit fee	\$550.00	\$570.00	3.64%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual renewal fee	\$305.00	\$315.00	3.28%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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2.2.7 Regulated/Restricted Dog Permit – Renewals Only

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

Regulated/restricted dog permit – Renewals only	\$305.00	\$315.00	3.28%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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2.2.8 Commercial Stable Licence

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

Design Assessment	\$375.00	\$390.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Non Standard Stable Licence (Unless otherwise listed) Initial Licence Fee	\$200.00	\$210.00	5.00%	Standard increase applied	Discontinued
Initial application and first year licence fee	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual renewal fee	\$190.00	\$200.00	5.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

2.2.9 Pet Shop Licence

Design Assessment – including amendments	\$375.00	\$390.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Initial application and first year licence fee	\$485.00	\$500.00	3.09%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual renewal fee	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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2.2.10 Commercial Cattery Licence (Selling, Boarding & Breeding)

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

Design Assessment	\$375.00	\$390.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Initial application and first year licence fee	\$430.00	\$445.00	3.49%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual renewal fee	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

2.2.11 Five Plus Dog Permit (keeping 5 or more dogs)

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

Initial application and first year permit fee	\$465.00	\$480.00	3.23%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual renewal fee	\$300.00	\$310.00	3.33%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

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

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

Initial application and first year permit fee	\$430.00	\$445.00	3.49%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual renewal fee	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

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

(Dog registration fees additional)

Design Assessment	\$375.00	\$390.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Initial application and first year licence fee	\$740.00	\$770.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual renewal fee	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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2.2.14 Late Fees

Late Fee – This additional fee will be applicable where payment is not received by the due date	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding).	Reviewed
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2.3 Inspection Fees

2.3.1 Inspection Fees

Inspection fee per (1 hour minimum) (minimum charge)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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2.3.2 Miscellaneous Fees

Amendment of Non-Standard Permit/Licence	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Transfer of Standard/Non-Standard Permit/Licence	\$135.00	\$140.00	3.70%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Application for a Replacement Permit Certificate	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

2.4 Dog Registration (Annual Fee)

Pensioner

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

Obedience Training Concession

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

Kennel Licence & Canine Control Council of Queensland Concession

Where a person holds an approved and current kennel licence with the Council and they have a dog or dogs that are currently registered with the Canine Control Council of Queensland, they may present their certificate or other suitable documentation to the council to receive a 50% discount on their applicable dog registration fee for an entire dog.

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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee Increase (incl. GST) %	Comment	Status
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2.4 Dog Registration (Annual Fee) [continued]

Maximum fee concession

When any multiple discounts or concessions are applied to registration fees (e.g. obedience trained dog), no resulting registration fee shall be lower than the de-sexed Pensioner dog registration fee (pay by date) due to minimum cost recovery.

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

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

2.4.1 Introductory Dog Registration (per dog)

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

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

Introductory Dog Registration	\$20.00	\$20.00	0.00%	No increase applied	Reviewed
Introductory Dog Registration – Pensioner	\$20.00	\$20.00	0.00%	No increase applied	Reviewed
Introductory Dog Registration – Ipswich and Wacol RSPCA Adoptions		No Charge		No increase applied	Reviewed
		Last YR Fee No Charge			
Where a dog meets the criteria of 2.4.1 and is being adopted by a resident of Ipswich.					
Introductory Dog Registration – Veterinary Services In Ipswich		No Charge		No increase applied	Reviewed
		Last YR Fee No Charge			
Where a dog meets the criteria of 2.4.1 and is owned by an Ipswich resident and is kept in the Ipswich City Council area, and their vet has provided proof of one of the following services being conducted in the last 14 days on the dog being registered: vaccination; micro chipping or desexing.					

2.4.2 Dog Registration: Per Entire Dog (i.e. The dog is not desexed)

Pay By Date	\$165.00	\$165.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
Pay After Date	\$195.00	\$195.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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2.4.3 Dog Registration: Per de-sexed Dog

Pay By Date	\$35.00	\$35.00	0.00%	No increase applied	Reviewed
Pay After Date	\$65.00	\$65.00	0.00%	No increase applied	Reviewed

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

Pay By Date	\$75.00	\$75.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
Pay After Date	\$90.00	\$90.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed

2.4.5 Dog Registration: Per de-sexed Dog – Pensioner

Pay By Date	\$25.00	\$25.00	0.00%	Fee to remain unchanged at nominal cost to assist in encouraging customers to de-sex their dogs	Reviewed
Pay After Date	\$40.00	\$40.00	0.00%	Fee to remain unchanged at nominal cost to assist in encouraging customers to de-sex their dogs	Reviewed

2.4.6 Guide Dogs and Assistance Dogs

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

Guide Dogs and Assistance Dogs		No Charge		No charge applied	Reviewed
		Last YR Fee No Charge			

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee Increase (incl. GST) %	Comment	Status
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2.4.7 Greyhounds

Greyhounds		No Charge	No charge applied	Reviewed
		Last YR Fee No Charge		
No charge if they are registered with the Greyhound Racing Control Board of Qld. Greyhounds not registered with the GRCBQ will have the appropriate registration fee apply.				

2.4.8 Other Dogs Exempt by Council

Other dogs exempt by Council resolution		No Charge	No charge applied	Reviewed
		Last YR Fee No Charge		

2.4.9 Dangerous Dogs

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

Initial and first year fee – Prorata	\$0.00	\$495.00	-	Fee was seperated from the non-complaint renewal to clarify the charges. Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
Non Compliance (Renewal Only) – Pay By Date	\$465.00	\$465.00	0.00%	Fee was seperated from the intial year to clarrify the charges. Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
Non Compliance (Renewal Only) – Pay After Date	\$495.00	\$495.00	0.00%	Fee was seperated from the intial year to clarrify the charges. Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
Full Compliance (Renewal Only) – De-sexed dog – Pay By Date	\$225.00	\$225.00	0.00%	Fee is in line with benchmarks. As such no increase is proposed this year.	Reviewed

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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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2.4.9 Dangerous Dogs [continued]

Full Compliance (Renewal Only) – De-sexed dog – Pay After Date	\$0.00	\$255.00	-	New fee for 2018-19. Fee added to reflect consistent approach to reward people who pay by date.	Reviewed
Full Compliance (Renewal Only) – Entire dog – Pay By Date	\$300.00	\$300.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
Full Compliance (Renewal Only) – Entire dog – Pay After Date	\$0.00	\$330.00	-	New fee for 2018-19. Fee added to reflect consistent approach to reward people who pay by date.	Reviewed

2.4.10 Menacing Dogs

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

Initial and first year fee – Prorata	\$0.00	\$495.00	-	Fee was separated from the non-complaint renewal to clarify the charges. Fee is in line with benchmarks.	Reviewed
Non Compliance (Renewal Only) – Pay By Date	\$465.00	\$465.00	0.00%	Fee was separated from the initial year to clarify the charges. Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
Non Compliance (Renewal Only) – Pay After Date	\$495.00	\$495.00	0.00%	Fee was separated from the initial year to clarify the charges. Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
Full Compliance (Renewal Only) – De-sexed dog – Pay By Date	\$225.00	\$225.00	0.00%	Fee is in line with benchmarks. As such no increase is proposed this year.	Reviewed
Full Compliance (Renewal Only) – De-sexed dog – Pay After Date	\$0.00	\$255.00	-	New fee for 2018-19. Fee added to reflect consistent approach to reward people who pay by date.	Reviewed
Full Compliance (Renewal Only) – Entire dog – Pay By Date	\$300.00	\$300.00	0.00%	Fee is in line with benchmarks. As such no increase is proposed this year.	Reviewed
Full Compliance (Renewal Only) – Entire dog – Pay After Date	\$0.00	\$330.00	-	New fee for 2018-19. Fee added to reflect consistent approach to reward people who pay by date.	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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2.4.11 Farm Dog

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

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

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

Pay By Date	\$70.00	\$70.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
Pay After Date	\$100.00	\$100.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed

(b) Per de-sexed Farm Dog (First)

Pay By Date	\$27.00	\$27.00	0.00%	Fees remained same as 17/18 to assist in encouraging customers to de-sex their dogs	Reviewed
Pay After Date	\$57.00	\$57.00	0.00%	Fees remained same as 17/18 to assist in encouraging customers to de-sex their dogs	Reviewed

(c) Per Farm Dog (Additional)

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

Pay By Date Additional Farm Dog (per dog)	\$17.00	\$17.00	0.00%	No increase applied	Reviewed
Pay After Date Additional Farm Dog (per dog)	\$46.00	\$47.00	2.17%	CPI increase applied to fee to reflect accurate discounted amount.	Reviewed

2.4.12 Inspection/Assessment Fee

Inspection/Assessment fee per hour (1 hour minimum) to inspect/assess declared dog declarations, undertake fencing inspections, etc.	\$250.00	\$250.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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2.4.13 Dogs QLD Members

Dogs QLD Members: Per Entire Dog (i.e. The dog is not desexed) – Pay By Date	\$0.00	\$70.00	-	New fee for 2018-19. As per report recommendation – Dogs Queensland Members entitled to same rate as entire farm dog/animal. No discount for additional dogs	Reviewed
Dogs QLD Members: Per Entire Dog (i.e. The dog is not desexed) – Pay After Date	\$0.00	\$100.00	-	New fee for 2018-19. As per report recommendation – Dogs Queensland Members entitled to same rate as entire farm dog/animal. No discount for additional dogs	Reviewed

2.5 Impounding

2.5.1 Dogs

Note:

All dogs must have a valid registration and microchip on release – related fees applicable. •

A rebate of \$80.00 per animal will be made available to any dog owner electing to de-sex their dog within 30 days of release from the Animal Management Centre. Conditions Apply. •

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

Registered, de-sexed, microchipped, first impoundment		No charge		No charges applied	Reviewed
		Last YR Fee No charge			
Registered, de-sexed, not microchipped, first impoundment	\$40.00	\$42.00	5.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Registered, entire, microchipped, first impoundment	\$140.00	\$145.00	3.57%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Registered, entire, not microchipped, first impoundment	\$160.00	\$165.00	3.13%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Not registered, de-sexed, microchipped, first impoundment	\$120.00	\$125.00	4.17%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Not registered, de-sexed, not microchipped, first impoundment	\$140.00	\$145.00	3.57%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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2.5.1 Dogs [continued]

Not registered, entire, microchipped, first impoundment	\$160.00	\$165.00	3.13%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Not registered, entire, not microchipped, first impoundment	\$180.00	\$190.00	5.56%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Second and subsequent impoundment surcharge	\$60.00	\$65.00	8.33%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Sustenance first day		No charge		No charges applied	Reviewed
		Last YR Fee No charge			
Sustenance per subsequent days	\$38.00	\$25.00	-34.21%	Recommendation based on bench marking with other SEQ	Reviewed
After hours collection surcharge (Between 8:00pm and 7:00am)	\$60.00	\$60.00	0.00%	Requested on 16/2/18. HSRS staff can now support this without the additional fees.	Discontinued
Microchipping of dog prior to release	\$20.00	\$20.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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2.5.2 Cats

Note:

All cats must have a microchip on release – related fees applicable•

A rebate of \$80.00 per animal will be made available to any cat owner electing to de-sex their cat within 30 days of release from the Animal Management Centre. Conditions Apply.•

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

De-sexed, microchipped, first impoundment		No charge		No charges applied	Reviewed
		Last YR Fee No charge			
De-sexed, not microchipped, first impoundment	\$40.00	\$42.00	5.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Entire, microchipped, first impoundment	\$80.00	\$85.00	6.25%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Entire, not microchipped, first impoundment	\$100.00	\$105.00	5.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Second and subsequent impoundment surcharge	\$40.00	\$42.00	5.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Sustenance first day		No charge		No charges applied	Reviewed
		Last YR Fee No charge			
Sustenance per subsequent days	\$28.00	\$0.00	- 100.00%	Fee reduced to encourage re-claim as apart of the Cat Management Plan – Health and Amenity Plan	Reviewed
After hours collection surcharge (Between 8:00pm and 7:00am)	\$60.00	\$60.00	0.00%	Requested on 21/2/18. HSRS staff can now support this without the additional fees.	Discontinued
Microchipping of cat prior to release	\$20.00	\$20.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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2.5.3 Livestock & Other Animals

(a) Large Livestock

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

During business hours – per hour or part thereof (minimum charge of 1 hour and maximum charge of 4 hours) based on 2 officers and the stock truck. For every additional officer the fee is increased by one half. (minimum charge)	\$255.00	\$265.00	3.92%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Outside business hours – per hour or part thereof (minimum charge of 1 hour and maximum charge of 4 hours) based on 2 officers and the stock truck. For every additional officer the fee is increased by one half. (minimum charge)	\$375.00	\$390.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
The charges payable for and in respect of driving, leading and/or transport of large livestock shall be the sum or sums specified in the schedule below: Return Trip only – per kilometre (minimum charge)	\$10.00	\$11.00	10.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Charges for Sustenance: The fee payable for sustenance in respect of any and every animal impounded or seized and temporarily held for each day or part thereof during which such animal is held or impounded – per day	\$45.00	\$47.00	4.44%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Advertising: Where a Notice of Impounding has been placed in a newspaper, all costs associated with the advertisement shall be charged in addition to the appropriate release fee.		Actual cost of advertising		No charges applied	Reviewed
Advertising: NLIS Tagging of Cattle Between the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday (excluding public holidays and Council close down days): Hourly Rate	\$23.00	\$24.00	4.35%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Advertising: NLIS Tagging of Cattle (Hourly Rate – Minimum Charge) Outside the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday and on weekends and Public Holidays and Council close down days: Hourly Rate	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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(b) Other Livestock

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

Impounded between the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday (excluding public holidays):	\$39.00	\$41.00	5.13%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Impounded or released outside the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday and on weekends and Public Holidays:	\$85.00	\$90.00	5.88%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
NLIS Tagging of Sheep & Goats (Hourly Rate – Minimum Charge of 1/2 hour) Between the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday (excluding public holidays and Council close down days):	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Hourly Rate					
NLIS Tagging of Sheep & Goats (Hourly Rate – Minimum Charge of \$195) Outside the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday and on weekends and Public Holidays and Council close down days:	\$370.00	\$385.00	4.05%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Hourly Rate					

(c) Poultry & Birds

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

Impounded between the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday (excluding public holidays):	\$15.00	\$16.00	6.67%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Impounded or released outside the hours of 8.00 a.m. and 5.00 p.m., Monday to Friday and on weekends and Public Holidays: No per head amount if released after hours.	\$250.00	\$260.00	4.00%	Requested on 16/2/18. HSRS staff can now support this without the additional fees.	Discontinued

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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2.6 Other Charges

2.6.1 Traps

Loan of Cat Traps: Rental – per day (after seven (7) working days)	\$11.00	\$12.00	9.09%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Loan of Dog Traps: Rental – per day (after seven (7) working days)	\$20.00	\$21.00	5.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Collection of Trap (Dog & Cat)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Where a trap has not been returned this fee will be charged, in addition to daily fees, to collect the trap.

2.6.2 Regulated Dogs

Regulated Dog Signs		No charge		No increase applied	Reviewed
		Last YR Fee No charge			
Regulated Dog Tags		No Charge		No increase applied	Reviewed
		Last YR Fee No Charge			

2.6.3 Reciprocal registration

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

Reciprocal dog registration transfer		No Charge		No increase applied	Reviewed
		Last YR Fee No Charge			

2.6.4 Microchipping

Microchipping Fee for Dogs and Cats (Community Events)	\$20.00	\$20.00	0.00%	Fee has been increased in previous years and is now in line with benchmarks. As such no increase is proposed this year.	Reviewed
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Dog or Cat must already be currently registered with Ipswich City Council

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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2.6.5 Inspections/Assessments

Inspection/Assessment fee per hour (1 hour minimum) to inspect/assess declared dog declarations, undertake fencing inspections, etc.	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Hourly Rate					

3. Cemeteries

3.1 Exhumation

Exhumation Assessment fee – per hour with minimum of 1 hour charged	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Exhumation Supervision fee – per hour with minimum of 1 hour charged	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

3.2 Private Cemeteries

Licence to operate a cemetery that is not on Council land	\$620.00	\$640.00	3.23%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
per year					

4. Environmental Protection

4.1 Environmentally Relevant Activities (ERA's)

4.1.1 Application Fees

Application Fee ERA Environmental Authority(The prescribed fees detailed in the relevant schedule of the Environmental Protection Regulation).	\$620.00	\$640.00	3.23%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
plus prescribed annual fee					

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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4.1.2 Annual Renewal Fees

ERA6 Asphalt Manufacturing: greater than 1,000 tonnes per year	\$9,600.00	\$9,900.00	3.13%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
ERA 12 Plastic Product Manufacturing: 50 tonnes per year or more (other than plastic in item below)	\$2,350.00	\$2,450.00	4.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
ERA 12 Plastic Product Manufacturing: 5 tonnes per year or more (foam, composite plastic or rigid fibre reinforced)	\$2,350.00	\$2,450.00	4.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
ERA 19 Metal Forming: 10,000 tonnes or more per year	\$780.00	\$810.00	3.85%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
ERA 20 Metal Recovery: up to 100 tonnes per day	\$1,150.00	\$1,190.00	3.48%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
ERA 20 Metal Recovery: 100 tonnes or more per day or 10,000 tonnes or more per year Without using a fragmentiser	\$2,900.00	\$3,000.00	3.45%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
ERA 38 1 (a) Surface Coating Anodising, electroplating, enamelling or galvanising by using 1 to 100 tonnes of surface coating material in a year	\$780.00	\$810.00	3.85%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
ERA 49 Boat Maintenance or Repair	\$2,350.00	\$2,450.00	4.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
ERA 61 Waste Incineration and Thermal Treatment: Incinerating waste vegetation, clean paper or cardboard	\$780.00	\$810.00	3.85%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
ERA 61 Waste Incineration and Thermal Treatment: Transfer of Environmental Authority – Administration charge for transfer. If site inspection required then inspection fee will be charged also (minimum 1 hour)	\$170.00	\$180.00	5.88%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
+ inspection fee if required					
ERA 61 Waste Incineration and Thermal Treatment: Application for Conversion of Environmental Authority (site specific to standard conditions) Administration Fee plus inspection fees (minimum of 1 hour) will be charged.	\$170.00	\$180.00	5.88%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
+ inspection fee if required					
ERA 61 Waste Incineration and Thermal Treatment: Late Fee (The prescribed annual fees are detailed in the relevant schedule of the Environmental Protection Regulation). This additional fee will be applicable where payment is not received by the due date.	\$175.00	\$185.00	5.71%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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4.1.3 Other ERA Fees

Inspection fee per hour (1 hour minimum) (minimum charge)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Miscellaneous Fees: Assessment of Draft Transitional Environmental Programs; and Site Investigations – Hourly based on rate for actual time taken (1 hour minimum). (minimum charge)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Monitoring Compliance (including assessment of annual return) of an approved Transitional Environmental Program – Hourly rate based on actual time taken (1 hour minimum). (minimum charge)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Amendment to an approved Transitional Environmental Program – Hourly rate based on actual time taken (1 hour minimum). (minimum charge)	\$250.00	\$260.00	4.00%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Annual TEP return	\$485.00	\$500.00	3.09%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

5. Road Regulation

5.1 Footpath/Roadside Trading (refer to relevant local laws)

5.1.1 Application Fee

Application fee (to be paid prior to assessment of application and are non-refundable)	\$365.00	\$380.00	4.11%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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5.1.2 Sale and/or display of goods or services on roads (Roadside Vending)

Transfer of licence	\$0.00	\$75.00	-	Fee added to reflect workload as methodology is cost recovery.	Reviewed
Annual Licence	\$1,280.00	\$1,320.00	3.13%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Monthly Licence	\$170.00	\$180.00	5.88%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

5.1.3 Busking

Annual Licence	\$240.00	\$250.00	4.17%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Monthly Licence	\$65.00	\$70.00	7.69%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
One off Licence (one day only)	\$31.00	\$32.00	3.23%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

5.1.4 Commercial Touting, Hawking on roads and local government areas

Annual Licence	\$1,280.00	\$1,320.00	3.13%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Monthly Licence	\$190.00	\$200.00	5.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

5.1.5 Street Markets (including multiple traders/exhibitors)

Annual Licence	\$2,600.00	\$2,700.00	3.85%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Monthly Licence	\$305.00	\$315.00	3.28%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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5.1.6 Footpath Dining

Within central traffic area per square metre	\$110.00	\$115.00	4.55%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Outside central traffic area per square metre	\$85.00	\$90.00	5.88%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Transfer fee	\$190.00	\$200.00	5.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

5.2 Pedestrian Mall

5.2.2 Commercial Activities

Vehicle Access: per day or part thereof	\$165.00	\$170.00	3.03%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Sell or offer goods for sale: per day or part thereof	\$165.00	\$170.00	3.03%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Display goods for sale: per day or part thereof	\$165.00	\$170.00	3.03%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Carry on business: per day or part thereof	\$165.00	\$170.00	3.03%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Use of megaphone, sound amplifier, loud speaker, gramophone or other device or other means of mechanically, electrically, or artificially increasing or reproducing sound: per day or part thereof	\$110.25	\$115.00	4.31%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Seek or receive or indicate that a donation of money from a bystander or passer-by is being sought: per day or part thereof	\$13.00	\$14.00	7.69%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Place a structure – Hand out Brochures/Pamphlets etc.: per day or part thereof	\$165.00	\$170.00	3.03%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Place a structure – Hand out Brochures/Pamphlets etc.: per week	\$830.00	\$860.00	3.61%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Place a structure – Hand out Brochures/Pamphlets etc.: 3 days	\$410.00	\$425.00	3.66%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee Increase (incl. GST) %	Comment	Status
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5.2.3 Community Group Activities

Vehicle Access: per day or part thereof		No Charge Last YR Fee No Charge	No charges applied	Reviewed
Sell or offer goods for sale: per day or part thereof		No Charge Last YR Fee No Charge	No charges applied	Reviewed
Display goods for sale: per day or part thereof		No Charge Last YR Fee No Charge	No charges applied	Reviewed
Carry on business: per day or part thereof		No Charge Last YR Fee No Charge	No charges applied	Reviewed
Use of megaphone, sound amplifier, loud speaker, gramophone or other device or other means of mechanically, electrically, or artificially increasing or reproducing sound: per day or part thereof		No Charge Last YR Fee No Charge	No charges applied	Reviewed
Seek or receive or indicate that a donation of money from a bystander or passer-by is being sought: per day or part thereof		No Charge Last YR Fee No Charge	No charges applied	Reviewed
Place a structure – Hand out Brochures/Pamphlets etc.: per day or part thereof		No Charge Last YR Fee No Charge	No charges applied	Reviewed
Place a structure – Hand out Brochures/Pamphlets etc.: per week		No Charge Last YR Fee No Charge	No charges applied	Reviewed

5.3 Parking Fines

Reminder notice for late payment of Parking Fines	\$70.00	\$75.00 7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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5.4 Regulated Parking – Permit Fees

Commercial Vehicle Parking Permit: Fee per annum or part thereof	\$190.00	\$200.00	5.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Resident Parking Permit: Fee per annum		No Charge		No charges applied	Reviewed
		Last YR Fee No Charge			
Resident Parking Permit: Fee per annum or part thereof		No Charge		No charges applied	Reviewed
		Last YR Fee No Charge			
Media Permit: Fee per annum or part thereof	\$190.00	\$200.00	5.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
General Contractors Permit: Fee per annum per vehicle	\$190.00	\$200.00	5.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Late Fee – This additional fee will be applicable where payment is not received by the due date	\$70.00	\$75.00	7.14%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

5.5 Other

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

(Refer relevant Local Laws and to http://www.ipswich.qld.gov.au/business/laws_regulations/roads for definitions):

(a) Permit fees

STANDARD works application fee (per permit type)	\$220.00	\$230.00	4.55%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
STANDARD traffic control (per permit type)	\$220.00	\$230.00	4.55%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
STANDARD combined works and traffic control application fee (combined Works on Local Government Control Road and Traffic Control permits)	\$330.00	\$340.00	3.03%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed

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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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(a) Permit fees [continued]

NON-STANDARD works application fee (per permit type)	\$445.00	\$460.00	3.37%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
NON-STANDARD traffic control (per permit type)	\$445.00	\$460.00	3.37%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
NON-STANDARD combined works and traffic control application fee (combined Works on Local Government Control Road and Traffic Control permits)	\$665.00	\$690.00	3.76%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Request to amend or extend a current permit – STANDARD works (per permit type)	\$115.00	\$120.00	4.35%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Request to amend or extend traffic control – STANDARD works (per permit type)	\$115.00	\$120.00	4.35%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Request to amend or extend date amendments/extensions only for NON-STANDARD works or traffic control (per permit type)	\$115.00	\$120.00	4.35%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Request to amend or extend a current permit STANDARD works or traffic control other than date amendments/extensions only (per permit type)	\$310.00	\$320.00	3.23%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Request to amend or extend a current permit NON-STANDARD works or traffic control other than date amendments/extensions only (per permit type)	\$310.00	\$320.00	3.23%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Request to amend current or extend a combined STANDARD or NON-STANDARD Works on Local Government Controlled Roads and Traffic Control permit application fee.	\$175.00	\$185.00	5.71%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Applies to STANDARD works, or date amendments only for NON-STANDARD works or traffic control					

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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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(a) Permit fees *[continued]*

Request to amend current combined Works on Local Government Controlled Roads and Traffic Control permit application fee. NON-STANDARD works other than date amendment only (per permit type)	\$465.00	\$480.00	3.23%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
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(b) Refund of fees – Prior to the determination of an application

i. If pre-paid during the online application:

Permit application withdrawn within 4 days of lodgement of application	70% of fee refunded (incl GST where applicable)	Last YR Fee 70% of fee refunded (incl GST where applicable)		Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Permit application withdrawn within 6 days of lodgement of application	50% of fee refunded (incl GST where applicable)	Last YR Fee 50% of fee refunded (incl GST where applicable)		Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Permit application withdrawn within 8 days of lodgement of application	20% of fee refunded (incl GST where applicable)	Last YR Fee 20% of fee refunded (incl GST where applicable)		Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee Increase (incl. GST) %	Comment	Status
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ii. If not pre-paid during the online application:

Permit application withdrawn within 4 days of lodgement of application	30% of fee refunded (incl GST where applicable)	Last YR Fee 30% of fee refunded (incl GST where applicable)	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Permit application withdrawn within 6 days of lodgement of application	50% of fee refunded (incl GST where applicable)	Last YR Fee 50% of fee refunded (incl GST where applicable)	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Permit application withdrawn within 8 days of lodgement of application	80% of fee refunded (incl GST where applicable)	Last YR Fee 80% of fee refunded (incl GST where applicable)	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed

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

First compliance inspection (per location)	\$60.00	\$65.00	8.33%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
Re-inspection or additional assessment following unsatisfactory compliance inspection	\$235.00	\$245.00	4.26%	Transferred from WPR to HSRS in January 2018. Process to be amended and therefore fee to remain the same until a detailed review can occur.	Reviewed
per hour (minimum \$205)					

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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6. Recovery of Goods Removed from Footpaths, etc.

Charge for the removal and storage of any goods, materials or equipment removed in accordance with Local Laws where it can be removed and stored easily by one (1) person.	\$190.00	\$200.00	5.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Charge for the removal and storage of any goods, materials or equipment removed in accordance with Local Laws where it cannot, due to its size, construction, material or other similar reason be removed and stored easily by one (1) person		Actual Costs		No change	Reviewed
		Last YR Fee Actual Costs			
Charge for the release of goods removed from road reserve and stored where it can be released easily by one (1) person – per item	\$48.00	\$50.00	4.17%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Charge for the release of goods removed from road reserve and stored where it cannot, due to its size, construction, material or other similar reason be released easily by one (1) person – per item		Actual Costs		No change	Reviewed
		Last YR Fee Actual Costs			
Charge for the removal, storage and release of a shopping trolley confiscated from a road under a Local Law – per trolley	\$65.00	\$70.00	7.69%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Standard charge for the release of passenger vehicle removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995. Other charges may apply if the recovery of the vehicle or the impoundment of the vehicle is not considered standard.	\$485.00	\$500.00	3.09%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Charge for the release of vehicle (other than a passenger vehicle) removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995. Note that "Actual Costs" include but are not limited to: towing fees, officer time, administration charges.		Actual Costs		No change	Reviewed
		Last YR Fee Actual Costs			
Daily holding fees for the impoundment of a vehicle removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995.	\$6.50	\$7.00	7.69%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
Inspection/viewing fee during normal business hours to inspect or view a vehicle removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995. – Hourly charge – 1 hour minimum	\$90.00	\$95.00	5.56%	Standard council-wide increase of 3% applied (before rounding)	Reviewed

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Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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6. Recovery of Goods Removed from Footpaths, etc. [continued]

Inspection/viewing fee outside of normal business hours to inspect or view a vehicle removed from a road reserve or other local government controlled area in accordance with the Transport Operations (Road Use Management) Act 1995. – Hourly charge – 1 hour minimum	\$235.00	\$245.00	4.26%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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7. Driveway Crossing Permits (Refer relevant Local Laws)

7.1 Standard Permits

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

Approval Fee (Inspection or assessment fee) per hour		No Charge		No fee added	Reviewed
		Last YR Fee No Charge			

7.2 Non Standard Permits

An applicant must apply for a Non-Standard Approval if they are applying for a driveway crossing permit and cannot agree to the Standard Permit terms and conditions without an inspection or desktop assessment from a Technical Officer taking place.

Application Fee – Non Standard Driveway Crossing Permit (per hour)	\$370.00	\$475.00	28.38%	Standard council-wide increase of 3% applied (before rounding)	Reviewed
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8. Other Charges

8.1 Election Signs

A refundable bond per candidate is to be paid prior to the erection of election signs. The bond shall only be repaid upon notification by the applicant that all election signs have been removed within 14 days of the date of the election and following confirmation by Council's inspectors. For each and every sign not removed, the sum of \$50.00 will be forfeited to the Council from the bond amount deposited. Council will then arrange for the removal of such signs after the expiration of the above and dispose of such signs.	\$630.00	\$500.00	-20.63%	Fee reduced as previous fee was determined to be cost prohibitive for candidate during election period	Reviewed
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Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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Ipswich City Council

WORKS, PARKS & RECREATION DEPARTMENT

7. Extractive Industry Permit

Annual permit fee to operate an Extractive Industry	\$740.00	Local Law 25 (Extractive Industries) s3		(a)
Road maintenance and rehabilitation contribution (cost per haulage trip)	\$0.55	Local Law 25 (Extractive Industries) s3		(a)



Fees and Charges

2017 - 2018

and comparison to

Draft 2018-2019

for internal use only

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- 7. Extractive Industry Permit 4

Name	Year 17/18 Last YR Fee (incl. GST)	Year 18/19 Fee (incl. GST)	Increase %	Comment	Status
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Ipswich City Council

WORKS, PARKS & RECREATION DEPARTMENT

7. Extractive Industry Permit

Annual permit fee to operate an Extractive Industry	\$740.00	\$740.00	0.00%	Minor change of name and inclusion of accompanying per trip haulage cost (see below)	Reviewed
Road maintenance and rehabilitation contribution (cost per haulage trip)	\$0.50	\$0.55	10.00%	No increase has occurred over the last 2 financial years. Increase in contribution to reflect current operating costs for road maintenance and rehabilitation.	Reviewed

Policy and Admin Advisory Committee	
Mtg Date: 13.03.18	OAR: YES
Authorisation: Sean Madigan	

KG:KG

1 March 2018

MEMORANDUM

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

FROM: MANAGER (ANIMAL MANAGEMENT OPERATIONS)

RE: DOGS QUEENSLAND – MEMBER REGISTRATION FEES

INTRODUCTION:

This is a report by the Manager (Animal Management Operations) dated 1 March 2018 concerning registration fees for Dog's Queensland members in Ipswich.

BACKGROUND:

The Canine Control Council (Queensland) Limited (CCCQ) operates as Dogs Queensland. The objects of the company are included in 'Attachment A', its constitution. Dogs Queensland is a non-government entity. Members are subject to application and renewal fees through the association, which is not a statutory body, and does not act under specific legislation though its members are subject to relevant heads of power such as the *Animal Management (Cats and Dogs) Act 2008* and the *Animal Care and Protection Act (2001)* in the same manner as any dog owner.

Dogs Queensland have over 200 members in the Ipswich area and have consistently communicated a preference for breeder permits to be regulated at Local Government level which has not historically been supported by Council. Dogs Queensland members applying for permits had traditionally triggered a commercial application on the basis that breeding activities constituted a commercial activity. Over time, Council has worked with the organisation and its members to assess applications on merit, including the intensity of breeding activities, number and breed of dogs, land size, and other relevant conditions. The aforementioned assessment provides for some members to achieve compliance under a non-standard permit rather than fulfil requirements of a commercial kennel licence.

A Dogs Queensland member with a Commercial Kennel Licence in Ipswich is entitled to a 50% discount on registration fees, currently there is no other discount applicable. Dogs Queensland argues that their members are responsible dog owners, but generally have entire dogs due to overarching requirements relative to showing and obedience as well as breeding and therefore are disadvantaged under the current registration fee structure.

Corporate records support that Dogs Queensland members rarely come to Council's attention through customer complaint.

The following benchmarking of Dogs Queensland registration fees and discounts was undertaken in 2017:

LGA	Fee/Category*
Logan	No separate fee category - \$142.00
Toowoomba	No separate fee category - \$97.00
Scenic Rim	\$51.00 (same as standard desexed dog rate)
Somerset	No separate fee category - \$71.00
Moreton	No separate fee category - \$135.00
Brisbane	\$65.00 (50% discount)
Gold Coast	No separate fee category - \$114.00
Sunshine Coast	\$69.00
Fraser Coast	No separate fee category - \$125.00
Cairns	No separate fee category \$125.00
Townsville	No separate fee category - \$92.00
Mackay	No separate fee category - \$75.00
Rockhampton	\$56.75 (50% discount)
Gladstone	No separate fee category - \$85.00
Bundaberg	\$54.00
Lockyer Valley	No separate fee category \$105.00

* Based on an entire dog with any applicable 'pay by due date' incentive or discount applied.

OPTIONS:

Part 2, Chapter 3 of the *Animal Management (Cats and Dogs) Act 2008* provides that the registration fee must be fixed to give a desexing initiative, which we currently achieve through fees and charges. To remain compliant with the provision, any discount or independent fee applied to Dogs Queensland members should not be lower than the normal or pensioned desexed rates, regardless of the reasons or purposes for which those members keep entire dogs.

Option 1:

In reviewing registration categories there are parallels drawn from working dog and farm dog registrations with the exception that working dogs are exempt under the Act. The farm dog category was included as a provision for rural landowners who were reliant on dogs for working purposes but were unable to comply with the definition of a working dog. Farm dogs tend to be entire and used for occasional breeding. Currently Council fixes the registration fee at \$70.00 for an entire farm dog (pay by due date), and \$27.00 for desexed

farm dogs (pay by due date). This fee also broadly aligns with the pensioner fee for an entire dog and is less than 50% of the normal entire dog rate.

Option 2:

Set the fee at 50% of the applicable registration rate for Dogs Queensland members.

Option 3:

Maintain status quo, provide no discount to Dogs Queensland members.

Note: Options 1 and 2 will require changes to the Dog Registration Policy.

ATTACHMENT:

Name of Attachment	Attachment
Attachment A – CCCQ Constitution	 Attachment A

RECOMMENDATION:

[Amended Policy and Administration Advisory Committee No. 2018\(02\) of 13 March 2018](#)

- A. That a formal advice be issued to Dogs Queensland for distribution to their members clarifying Council’s requirements with respect to animal permits and commercial kennel licencing;
- B. That Council ~~consider~~ approve Option 2 for the provision of a discount off entire dog registration fees for compliant Dogs Queensland members, ~~particularly options 1 and 2~~ as outlined in the report by the Manager (Animal Management Operations) dated 1 March 2018.
- C. That ~~if Option 1 or 2 is approved,~~ an amended Dog Registration Policy be submitted to the next Policy and Administration Advisory Committee for adoption.

Kylie Goodwin
MANAGER (ANIMAL MANAGEMENT OPERATIONS)

I concur with the recommendations contained in this report.

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



CANINE CONTROL COUNCIL (QUEENSLAND) LTD

CONSTITUTION

14 JUNE 2017

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CONSTITUTION OF THE CANINE CONTROL COUNCIL (QUEENSLAND) LTD

CORPORATIONS ACT 2001 COMPANY LIMITED BY GUARANTEE

1 Replaceable Rules excluded

1.1 The Replaceable Rules contained in the Act do not apply to the Company.

2 Definitions and interpretations

2.1 In this Constitution:

- (1) headings are for convenience only and shall not affect the interpretation;
- (2) unless a contrary intention appears, words importing the singular include the plural and vice versa;
- (3) words importing the masculine gender include the female gender and vice versa;
- (4) a word or meaning that is not defined in this constitution, but is defined in the *Corporation's Act 2001* has, if the context permits, the meaning given by the Act; and
- (5) unless a contrary intention appears:

“Act”	The <i>Corporations Act 2001</i> (Cth) including any amendment or re-enactment, or any legislation passed in substitution for it.
“Affiliated Body”	A Club, Society or Company of natural persons engaged in the practice of breeding purebred dogs or a Company approved by the CCCQ Ltd as an affiliated body and where the context so admits, includes an associate affiliate under clause 33.3(8).
“Affiliated All Breeds Club”	A club for all breeds, including All Breeds Clubs participating in any of the Disciplines, affiliated with the CCCQ Ltd as listed in the Dog World magazine, a successor or an equivalent publication.
“Affiliated Breed Club”	A club for a single breed, affiliated with the CCCQ Ltd as listed in the Dog World magazine, a successor or an equivalent publication.
“Affiliated Group or Multi Breeds Club”	A club for a single dog group or multiple breeds, affiliated with the CCCQ Ltd as listed in the Dog World magazine, a successor or an equivalent publication.
“ANKC”	The Australian National Kennel Council Limited ACN 151 544 679.
“Annual General Meeting”	A General Meeting of the Members convened annually in accordance with clauses 45 and 46 of this Constitution.
“Application for Membership”	Includes applications for re-admission to membership.

“Attorney”	An attorney as defined in clause 58.
“Auditor”	Any person appointed for the time being to perform the duties of an auditor of the Company.
“Ballot”	A form of voting, poll or polling which may be conducted by mail, facsimile or any other electronic method suitable for conducting the vote or poll.
“Board”	The Board of Directors.
“Board of Directors”	The Directors of the CCCQ Ltd as elected in accordance with this Constitution.
“Breeder”	In relation to a dog, means the registered owner of the dam of a litter of puppies at the time of the birth of that litter PROVIDED that for such purposes, a person shall be deemed to be the owner of the dam to the exclusion of the registered owner if at the time of the birth of the litter:- <ul style="list-style-type: none"> (1) the dam is in the possession or control of such person and has been lent or leased to such person for breeding; (2) notice of the loan or lease verified by submission of a Transfer of Ownership by the registered owner of the dam has been lodged with the CCCQ Ltd prior to the date of birth of such dog; (3) further information as may be required has been furnished prior to the date of birth of such dog; and (4) the appropriate fee has been paid by such person to the CCCQ Ltd prior to the date of birth of such dog.
“Business Day”	A day that is not a Saturday, Sunday or a public holiday or bank holiday in the place where the Company has its registered office.
“Canine Controlling Body”	Any body recognised as such by the Board.
“CCCQ Ltd”	The Canine Control Council (Queensland) Limited.
“Central Register”	The central register of prefixes kept by the ANKC.
“Code of Ethics”	The Code of Ethics of the CCCQ Ltd made by the Board under clause 63.4 and as amended from time to time and published in the Dog World magazine
“Committee”	A Committee, Sub-Committee or Working Party of the CCCQ Ltd other than the Board as appointed in accordance with clause 44.
“Company”	The Canine Control Council (Queensland) Limited.
“Conformation Discipline”	Any Conformation Show or Event.
“Conformation Show or Event”	A dog show or event in which a Judge familiar with a specific dog breed evaluates individual purebred dogs for how well the dogs conform to the established breed type for their breed, as described in a breed’s individual ANKC breed standard.
“Constitution”	This Constitution of the Company.
“Days”	Means calendar days and includes a Saturday, Sunday or public holiday where the Company has its registered office.

“Director”	A duly elected member of the Board of the CCCQ Ltd, eligible to be a member of the Board in accordance with clause 25.3.
“Discipline”	Includes both Conformation and Sports disciplines.
“Disqualified Member”	A Member disbarred from membership in accordance with clause 19, who must reapply for membership at the end of the period of the disqualification.
“Dog”	Includes both sexes where the context reasonably permits.
“Dogs Queensland”	The business or trading name of the CCCQ Ltd as referred to in clause 3.2.
“Dog World magazine”	The official monthly magazine of the CCCQ Ltd distributed to all financial Members.
“Election”	The process of voting using ballot papers, which includes: (1) sending Members the ballot papers and each nominee’s résumé (where it is available); and (2) the counting of the completed, returned eligible ballot papers as set out in this Constitution.
“Exhibit”	(i) used as a noun means a dog entered for exhibition at a Show or Trial; and (ii) used as a verb includes the verb “to show” and “to exhibit” or “to show” includes “to compete”.
“Exhibition”	Includes any Championship Show, Open Show, Endurance Test, Earthdog Test, Field Trial, Obedience Trial, Obedience Sweepstake, Tracking Trial, Agility Trial, Herding Trial, Dances with Dogs, Flyball, Puppy Match or Training Event, assessment event or any other canine activity approved by the CCCQ Ltd.
“Exhibitor”	A person in whose name an exhibit is entered for exhibition in a show but where the context reasonably permits, shall be deemed to include a person by whom such exhibit is displayed or handled or the person in whose charge the exhibit is whilst on the showground or exhibition ground.
“Fees”	Includes membership fees and moneys payable in respect of the registration of or in respect of any entry of a dog in the records of the CCCQ Ltd and shall include charges made by the CCCQ Ltd with respect to an inspection of a dog or of books or records of a Member.
“Financial Year”	Means 1 January to 31 December.
“Foundation Members”	Those persons who are named as Members in the application for registration of the Company.
“General Meeting”	Any meeting of the Members convened as either an Annual General Meeting or Special General Meeting in accordance with clauses 45 to 47 of this Constitution.
“Junior Vice President”	Any Director appointed to perform the duties of Junior Vice President of the Company in accordance with clause 26 and any Director appointed to act temporarily as Junior Vice President.
“Member”	Any current Member of the CCCQ Ltd registered in accordance with the relevant clauses of this Constitution.

“Person”	Means natural persons, companies, corporations, partnerships, institutions, bodies and entities (whether incorporated or not).
“President”	Any Director appointed to perform the duties of President of the Company in accordance with clause 26 and any Director appointed to act temporarily as President.
“Prefix”	A breeder’s prefix appearing in the central register of ANKC prefixes.
“Prize”	Includes any award, whether in the form of a certificate, a card, a ribbon, a rosette, a sash, a monetary payment, a trophy or otherwise.
“Purebred dog”	A dog that is recognised as a separate breed by the ANKC for which a separate register shall be kept.
“Register”	The Canine Register or General Register kept by the Council for the purpose of recording dogs considered by Council as eligible for exhibition and admitted to registration in accordance with the Rules.
“Register of Members”	The register of Members to be kept pursuant to the Act and this Constitution.
“Resolution”	An ordinary resolution passed by more than fifty-percent (50%) of the number of Members personally present at a meeting of Members and eligible to vote and voting on the resolution.
“Rules”	The Rules of the CCCQ Ltd made by the Board under clause 63 and as amended from time to time and published in the Queensland Dog World magazine.
“Scrutineers”	Either: (1) a current Ordinary Member or Honorary Life Member, not currently a member of the Board or nominated for election in the current election year; or (2) a person engaged through the Australian Electoral Commission or equivalent organisation for this purpose.
“Secretary”	Any person appointed to perform the duties of Secretary of the Company in accordance with clause 22 and any person appointed to act temporarily as Secretary.
“Senior Vice President”	Any Director appointed to perform the duties of Senior Vice President of the Company in accordance with clause 26 and any Director appointed to act temporarily as Senior Vice President.
“Show”	(1) used as a noun beginning with a capital “S”, includes any exhibition at which dogs are judged or at which dogs compete and at which prizes are awarded; (2) used as a verb, includes the verb to exhibit and vice versa and to exhibit or show includes to compete.
“Sign”	Includes signing by authorised electronic signature.
“Special General Meeting”	A General Meeting of the Members, other than an Annual General Meeting, called in accordance with clause 47.
“Special Resolution”	A resolution passed by at least seventy-five percent (75%) of Members present.

“Sports Disciplines”	Includes the disciplines of Obedience, Agility, Retrieving & Field, Herding, Endurance Test, Tracking, Track & Search, Earthdog Tests, Sled Sports, Dances with Dogs, Lure Coursing and Drafting and any future disciplines adopted by the ANKC.
“State”	The State of Queensland.
“Sub-Committee”	A Committee convened under the powers of any other Committee to perform the tasks and with the authority given by the Committee to it.
“Writing”	Includes any means of communicating words in visible form. Words importing the male gender shall, where the context reasonably admits, include the female and neuter gender and the singular number shall include the plural.
“Zone”	Means Zone 1, Zone 2 or Zone 3 as defined in clause 72 of this Constitution.

3 Name and business address

- 3.1 The name of the Company is the Canine Control Council (Queensland) Limited.
- 3.2 The trading name of the Company shall be Dogs Queensland and this shall be registered as a business name in Australia.
- 3.3 The office of the Company shall be 3/134 Constance Street, Fortitude Valley, 4006 or such other office as shall be determined from time to time by the Board of the CCCQ Ltd.

4 Objects

- 4.1 The objects of the Company shall be:
 - (1) to be the governing canine body for the State;
 - (2) to maintain membership of the National Canine Body and to enhance and promote its standing within that body;
 - (3) to promote and encourage the development and responsible breeding of healthy purebred registered dogs throughout the State;
 - (4) to promote and encourage the recreation, sport, exhibition and training of the CCCQ Ltd registered dogs throughout the State;
 - (5) to promote and encourage the training of all dogs throughout the State;
 - (6) to promote the development and improvement of the health and welfare of purebred registered dogs throughout the State;
 - (7) to promote and encourage membership of the CCCQ Ltd with its attendant advantages and privileges;
 - (8) to promote and develop policies and regulations that shall be used as a quality benchmark for dog breed standards ensuring that the welfare and health of dogs remains paramount;

- (9) to promote, develop and maintain close working relationships with all levels of Government (Commonwealth, State and Local) to ensure the best interests of Members and the registered dogs of the CCCQ Ltd are protected and enhanced;
- (10) to promote, develop and maintain close working relationships with other organisational bodies and other stakeholder groups with similar objectives to ensure the best interests of Members and the registered dogs of the CCCQ Ltd are protected and enhanced;
- (11) to promote and encourage public interest and participation in the CCCQ Ltd sanctioned exhibitions and events;
- (12) to promote and encourage scientific research into canine related health issues both in Queensland and interstate;
- (13) to act as the control of the CCCQ Ltd registered dog related activities throughout Queensland including:
 - (i) to administer Rules for the conduct and regulation of all the CCCQ Ltd exhibitions and events;
 - (ii) to keep a register of purebred dogs and their ownership;
 - (iii) to keep a register of all breeder prefixes;
 - (iv) to administer rules relating to purebred dogs;
 - (v) to grant or withhold affiliation to bodies with similar objectives referred to as affiliated bodies;
 - (vi) to administer certificates, awards, championships and titles;
 - (vii) to assist in the prevention of illegal or dishonest practices in relation to dog related activities in Queensland; and
 - (viii) to facilitate the operation of independent registers for Sports Disciplines including registers for non-purebred dogs;
- (14) to promote and encourage development of knowledge and skills relating to canine activities.

5 Powers

- 5.1 The CCCQ Ltd has the powers of an individual and a body corporate but does not have the power to issue shares.
- 5.2 Despite clause 5.1, the powers of the CCCQ Ltd are ancillary to and exercisable only to pursue the objects of the CCCQ Ltd set out in clause 4.
- 5.3 For the purpose of carrying out its objects, the CCCQ Ltd may:
 - (1) enter into contracts;
 - (2) acquire, hold, deal with and dispose of real and personal property;
 - (3) charge for the services and the facilities it provides;

- (4) enter into arrangements with any Government or Authority for purposes incidental to the objects of the CCCQ Ltd;
- (5) appoint and employ such managers, clerks, secretaries, servants and agents as are necessary to carry out the objects of the CCCQ Ltd;
- (6) construct, improve, maintain, manage and alter any houses, buildings, grounds, works or fixtures which are utilised for the purposes of the CCCQ Ltd;
- (7) invest any funds of the CCCQ Ltd which are not immediately required for the purposes of the CCCQ Ltd;
- (8) print and publish any newsletters, periodicals or other documents as are necessary or desirable to promote the activities of the CCCQ Ltd and to provide information to Members and to the public more generally;
- (9) teach, train, instruct and examine persons in matters which further any one or more of the objects of the CCCQ Ltd;
- (10) promote and foster educational or scientific research which furthers any one or more of the objects of the CCCQ Ltd;
- (11) accept gifts, donations and testamentary dispositions, conditional or unconditional, whether outright as the beneficiary or as beneficiary of a trust or otherwise;
- (12) execute any trusts, charitable or otherwise, which in the opinion of the Board are calculated to further any one or more of the objects of the CCCQ Ltd;
- (13) establish relations with affiliate Companies or Societies whether in Queensland or elsewhere and to facilitate and cultivate exchanges with them;
- (14) conduct lectures, examinations, courses, seminars and field days and such other forms of educational activities to further the objects of the CCCQ Ltd;
- (15) to the extent permitted by law, to act as a controlling body for all dog-related activities so as to ensure efficient operations within the dog community;
- (16) make Rules for the administration and general management of the operations and affairs of the CCCQ Ltd including, but not limited to, the conduct of canine exhibitions under the auspices of the CCCQ Ltd or affiliated bodies;
- (17) publish a Code of Ethics, having application to Members of the CCCQ Ltd.
- (18) levy fees, borrow or raise money in any manner which the Board considers necessary, prudent or convenient;
- (19) lease or otherwise acquire interests in land to the extent that the Board considers this to be necessary to further the objects of the CCCQ Ltd;
- (20) purchase, hire, lease or dispose of any plant, equipment or machinery to enable the carrying out of the objects of the CCCQ Ltd; and
- (21) otherwise do all things necessary or convenient to carrying out the objects of the CCCQ Ltd.

6 No distribution to Members

- 6.1 No portion of the income or property of the CCCQ Ltd may be paid directly or indirectly by way of dividend, bonus or otherwise to the Members of the CCCQ Ltd.

7 Limited Liability

- 7.1 The Liability of Members is limited.

8 Guarantee

- 8.1 Every Member of the CCCQ Ltd undertakes to contribute an amount not exceeding one-dollar (\$1.00) to the property of the CCCQ Ltd in the event of its being wound up while the Member is a Member or within one (1) year after the Member ceases to be a Member, if required for payment:

- (1) of the debts and liabilities of the CCCQ Ltd (contracted before the Member ceases to be a Member);
- (2) of the costs, charges and expenses of winding up; and
- (3) for the adjustment of the rights of the contributories among themselves.

9 Number of Members

- 9.1 The number of Members for which the CCCQ Ltd proposes to be registered is unlimited.

10 Membership

- 10.1 The Members of the CCCQ Ltd are:

- (1) the Foundation Members; and
- (2) any other persons the Directors admit to membership in accordance with this Constitution.

11 Classes of Members

- 11.1 Membership of the CCCQ Ltd shall consist of the following classes:

- (1) Ordinary Member;
- (2) Joint Member;
- (3) Junior Member;
- (4) Non-Resident Ordinary Member;
- (5) Non-Resident Junior Member;
- (6) Honorary Life Member; and
- (7) such other classes of Member as may from time to time be allowed under the Rules of the CCCQ Ltd.

- 11.2 Ordinary Membership is open to any natural person who:
- (1) is eighteen (18) years of age or older;
 - (2) pays the required fees;
 - (3) has complied with the Constitution, Code of Ethics and Rules regulating the admission of Members; and
 - (4) is resident in the State.
- 11.3 Joint Membership is open to any two (2) people resident at the same address who are otherwise entitled to Ordinary Membership.
- 11.4 Junior Membership is open to any natural person who:
- (1) is over seven (7) years of age and under eighteen (18) years of age;
 - (2) has complied with the Constitution, Code of Ethics and Rules regulating the admission of Members; and
 - (3) is a resident of Queensland.
- 11.5 Non-Resident Ordinary and Junior Membership is open to any person who:
- (1) is an Ordinary or Junior Member of an interstate or overseas Canine Control Authority affiliated with the CCCQ Ltd;
 - (2) pays the required fees to attain the Non-Resident membership status; and
 - (3) has complied with the Constitution, Code of Ethics and Rules regulating the admission of Members.
- 11.6 Despite anything in this Constitution to the contrary, a Non-Resident Ordinary Member or a Junior Member under clause 11.5 and a Resident Junior Member under clause 11.4:
- (1) has the right to receive notices of and attend and be heard at any General Meeting; but
 - (2) has no right to vote at any General Meeting.
- 11.7 Honorary Life Membership is determined by the Board and may be granted to a Member who:
- (1) is nominated for Honorary Life Membership under the Rules of the CCCQ Ltd;
 - (2) has rendered outstanding or special services to the CCCQ Ltd;
 - (3) will be entitled to the same rights and privileges as an Ordinary Member; and
 - (4) will not be required to pay membership fees.
- 11.8 The number of Members for each class shall be unlimited.

12 New membership

- 12.1 An application for membership must be:

- (1) in writing;
- (2) signed by the Applicant;
- (3) in a form prescribed by the Board; and
- (4) accompanied by the prescribed membership fee.

13 Membership fees

- 13.1 The membership fee for each class of membership:
- (1) is the amount prescribed by the Board from time to time; and
 - (2) may constitute a joining fee, an annual subscription fee and such other fees as the Board prescribes from time to time.
- 13.2 The Board shall publish a scale of charges for each class of membership in the Dog World Magazine.
- 13.3 The membership fee is payable yearly in advance.
- 13.4 For new Members, the membership fee, including any joining fee, is payable at the time of making any application for membership and must be received as a condition of being admitted as a Member.
- 13.5 For existing Members, the membership fee is payable on or before 1 January each year.

14 Admission and rejection of new Members

- 14.1 The Board must consider an application for membership at the next Board Meeting after the CCCQ Ltd receives:
- (1) the application for membership; and
 - (2) the prescribed membership fee for the class of membership.
- 14.2 The Board must decide at the meeting whether to accept or reject the application for membership.
- 14.3 Upon the acceptance or rejection of an application for any class of membership the Secretary must, as soon as practicable, give the applicant notice in writing of the Board's decision and in the case of rejection, written reasons for such rejection together with notice of the right of an appeal under clause 18.
- 14.4 Upon acceptance of an application for membership, the new Member shall be deemed to have agreed to be bound by the Constitution and the Rules of the CCCQ Ltd.

15 Privileges of membership

- 15.1 Subject to the restrictions and limitations prescribed by or pursuant to the Constitution and Rules, the privileges of a Member shall be:
- (1) the right to attend and vote at the Annual General Meeting and any Special General Meeting of the CCCQ Ltd;

- (2) A Member who is not a resident of the State shall not be entitled to the privileges granted by clauses 15.1(3) and 15.1(4) or to hold any office or to be elected to the Board or appointed to any Committee;
- (3) the right to submit his or her name as a candidate for appointment as a Judge;
- (4) the right to register such dogs bred or purchased by him or her as are eligible for such registration;
- (5) the right to stand for election to the Board of Directors; and
- (6) the right to compete for any prize available for competition by Members of the CCCQ Ltd.

16 Resignation of membership

- 16.1 A Member may resign as a Member of the CCCQ Ltd at any time by giving notice in writing to the Secretary.
- 16.2 A resignation shall take effect at the time specified in the notice, once the notice is received by the Secretary.

17 Termination of membership

- 17.1 The Board may terminate a Member's membership if the Member:
 - (1) is convicted of an indictable offence or summary offence resulting in a term of imprisonment or an offence involving cruelty to animals;
 - (2) has membership fees in arrears for a period not less than three (3) months;
 - (3) fails to comply with any of the provisions of this Constitution or the Rules of the CCCQ Ltd; or
 - (4) conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of the CCCQ Ltd.
- 17.2 Before the Board terminates a Member's membership, the Board must give the Member notice in writing of the proposed decision and invite the Member to show cause why his or her membership should not be terminated.
- 17.3 If, after considering all representations made by the Member, the Board decides to terminate the Member's membership under clauses 17.1(3) or 17.1(4), the Secretary must give the Member written notice of the decision and of the Member's right to lodge an appeal under clause 18. No right of appeal will attach to a decision to terminate the Member's membership made under clauses 17.1(1) or 17.1(2).

18 Appeal to the Appeal Panel regarding a decision to reject, suspend, disqualify or terminate membership

- 18.1 Each year, the Board of Directors shall appoint:
 - (1) a Legal Chairperson List which shall comprise persons who are lawyers of more than ten (10) years post admission experience, including retired eminent lawyers or other person deemed by the Board of Directors to have comparable experience, who may or may not have a current or former association with the CCCQ Ltd; and

- (2) a Dogs Queensland Specialist Member List which comprises persons with specialist knowledge of one or more of the CCCQ Ltd discipline areas and / or canine matters more generally but will not include current Members of the Board. Each year, the Executive of each of the Clubs affiliated with the CCCQ Ltd shall be requested to nominate Members of the CCCQ Ltd to be appointed to this list. The final composition of this list will be determined by the Board.
- 18.2 A person whose application for membership has been rejected or whose membership has been suspended, disqualified or terminated (**Appellant**) may give the Secretary written notice of the person's intention to appeal the decision.
- 18.3 A notice of intention to appeal must be given to the Secretary:
 - (1) in the prescribed form; and
 - (2) within fourteen (14) days of being notified of the decision to reject, suspend, disqualify or terminate the person's membership.
- 18.4 The Appellant must lodge a formal appeal in accord with the Dogs Queensland Appeal Procedure within fourteen (14) days of the notice of intention to appeal. Then, the Secretary must appoint an Appeal Panel.
- 18.5 The Appeal Panel will comprise one (1) person from the Legal Chairperson List and two (2) persons from the Dogs Queensland Specialist Member List. The three (3) persons comprising this Panel will have a decision-making role. In each appeal instance, the Secretary must nominate the next person on the Legal Chairperson list and the next two (2) persons from the Dogs Queensland Specialist Member List. If a potential conflict of interest is identified, or the person is excused for another reason, the next person on the relevant list is to be nominated by the Secretary.
- 18.6 Within seven (7) days of nominating the Appeal Panel, the Secretary must notify the Appellant of the persons comprising the Appeal Panel. Within seven (7) days of receiving notice from the Secretary, the Appellant may have the initial and once only right to reject any or all Members of the Appeal Panel, in which event the Secretary must appoint the next person or persons on the relevant list and within seven (7) days, notify the Appellant of the revised Appeal Panel.
- 18.7 Before the appeal is determined, the Appellant must be given a full and fair opportunity to submit evidence to the Appeal Panel. Thereafter, the Respondent be provided with such evidence and may submit rebuttal evidence detailing reasons for the decision to reject, suspend, disqualify or terminate membership. The Appeal Panel will be guided by the principles of procedural fairness and natural justice in determining the appeal.
- 18.8 The decision of the Appeal Panel shall be final except where the Board of Directors is advised and subsequently determine the decision of the Appeal Panel is unconstitutional, wrong in law or a denial of natural justice, then such decision of the Appeal Panel will be vacated and the matter determined *de novo*.
- 18.9 The Secretary shall advise the Appellant in writing of the decision of the Appeal Panel as soon as practicable.

19 Conduct of Members

- 19.1 A Member shall strictly observe and act in accordance with the Constitution, Rules and Code of Ethics of the CCCQ Ltd; and
- 19.2 Without limiting clause 19.1, a Member must not engage in any conduct that could reasonably be considered to be: contrary to the spirit and intent of the Constitution, Rules

and Code of Ethics or any other code, resolution policy or direction of the CCCQ Ltd or any Committee.

- 19.3 Failure of a Member to adhere to clauses 19.1 or 19.2 may result in a warning, a fine, suspension and/or termination of membership.

20 Register of Members

20.1 The Board must keep a register of Members of the CCCQ Ltd.

20.2 The register of Members must include the following particulars of each Member:

- (1) the full name of the Member;
- (2) the postal or residential address of the Member;
- (3) the date of admission as a Member;
- (4) the class of membership;
- (5) the date of death or date of resignation of a Member;
- (6) details about the termination or reinstatement of membership; and
- (7) any other particulars as may be determined by the Board from time to time.

20.3 Each Member must notify the Secretary in writing of any change in the person's name, address, phone number, facsimile number or electronic mail address within one (1) month after the change.

21 Inspection of the Register of Members

21.1 The register shall be open for inspection during normal business hours on a Business Day, in accordance with the requirements set out in this clause 21.

21.2 The Directors or the Members, by a resolution passed at a general meeting, may authorise a Member to inspect the Register of Members of the Company.

21.3 In order to review, inspect or make copies of the Register of Members an application in the prescribed form must be presented to the Secretary, and:

- (1) a Member may make the application without payment of a fee; but
- (2) a member of the public must pay a fee set by the Board up to the amount prescribed by law.

21.4 Notwithstanding clause 21.1, the Board, on receipt of an application in accordance with clause 21.3 may withhold information on the Register of Members (other than the Member's full name, address and date of entry as a Member) if the Board has reasonable grounds for believing that this information ought not to be disclosed.

21.5 A Member, other than a Director, does not have the right to inspect any document of the CCCQ Ltd, other than the Register of Members and the minute books for the meetings of its Members, except as provided by law or authorised by the Directors or by the Members.

21.6 A person must not, without the authorisation of the Board:

- (1) use information obtained from the Register of Members to contact or send material to another Member (past or current) for political, religious, charitable or commercial purposes; or
- (2) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact or to send material to another Member (past or current) for political, religious, charitable or commercial purposes.

22 Appointment and removal of Secretary

- 22.1 The Board must appoint a person to act as Secretary from time to time.
- 22.2 The Secretary may also be employed as General Manager of the CCCQ Ltd under a contract of employment approved by the Board.
- 22.3 The Secretary may be a Member of the CCCQ Ltd or any other suitably qualified person.
- 22.4 The Secretary may be remunerated on such terms as the Board determines.
- 22.5 If the Secretary is employed or remunerated as Secretary or General Manager, then the Secretary must not nominate for election as a Board member.
- 22.6 By accepting the appointment as Secretary, the Secretary agrees to strictly observe and act in accordance with the Constitution, Rules and Code of Ethics of the CCCQ Ltd.
- 22.7 The Secretary must:
 - (1) reside in Queensland; and
 - (2) attend all General Meetings, Special General Meetings and meetings of the Board unless excused on reasonable grounds.

23 Functions of Secretary

- 23.1 Where the Secretary is also the General Manager, the Secretary's functions include, but are not limited to:
 - (1) calling meetings of the CCCQ Ltd, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President of the CCCQ Ltd;
 - (2) keeping minutes, including all decisions and actions, of each meeting;
 - (3) keeping copies of all relevant correspondence and other documents;
 - (4) maintaining the Register of Members of the CCCQ Ltd;
 - (5) managing the office of the CCCQ Ltd; and
 - (6) such duties and powers as may be delegated to the Secretary of the CCCQ Ltd by the Board from time to time.
- 23.2 Where the Secretary is not also the General Manager the person will discharge all the responsibilities in clause 23.1 with the exception of clause 23.1(5).

24 Other Officers

24.1 The Board may appoint other officers as required to fulfil duties and responsibilities on terms approved by the Board including a:

- (1) General Manager;
- (2) Treasurer; or
- (3) Chief Financial Officer,

25 Membership of the Board of Directors

25.1 The Board shall consist of twelve (12) Directors:

- (1) a minimum of one (1) Director must have his / her primary place of residence within Zone 1;
- (2) a minimum of one (1) Director must have his / her primary place of residence within Zone 2; and
- (3) a minimum of one (1) Director must have his / her primary place of residence within Zone 3.

25.2 All Directors must be elected in accordance with this Constitution unless appointed to fill a casual vacancy.

25.3 Any current Ordinary or Honorary Life Member of the CCCQ Ltd of at least five (5) years standing, including equivalent membership of an interstate Canine Controlling Body, may stand for election as a Board member provided that the Member:

- (1) is eighteen (18) years of age or older;
- (2) has not been convicted of an indictable offence or summary offence resulting in a term of imprisonment or an offence involving cruelty to animals;
- (3) is eligible to be a Director of a company in accordance with the *Corporations Act 2001* (Cth);
- (4) is not an undischarged bankrupt under the *Bankruptcy Act 1966* (Cth) or the corresponding law of an external territory or of another country;
- (5) has not executed a deed of arrangement under Part X of the *Bankruptcy Act 1966* (Cth) or the corresponding law of an external territory or of another country;
- (6) does not have creditors who have accepted a composition under the Part X of the *Bankruptcy Act 1966* (Cth) or a corresponding law of an external territory or another country and a final payment has not been made under the composition; and
- (7) is not an employee of the CCCQ Ltd.

26 Election of the President, Senior Vice President and Junior Vice President

26.1 In addition to such officers as may be appointed under clause 24.1, the officeholders of the Company shall include:

- (1) One (1) President;
- (2) One (1) Senior Vice President; and
- (3) One (1) Junior Vice President.

26.2 The Board will elect a President, Senior Vice President and Junior Vice President from amongst the Board to hold office for a period of two (2) years in the relevant election year at the first meeting of the Board following the AGM in that year.

In the event of a tie in any of the above positions, the successful candidate shall be determined by the toss of a coin.

27 Composition of the Board of Directors

- 27.1 There will be three (3) positions on the Board allocated to the candidates from Zone 1, Zone 2 and Zone 3 respectively who gain the highest number of votes.
- 27.2 The remaining nine (9) positions on the Board will be allocated to the candidates receiving the highest number of votes. This is subject to the proviso that positions on the Board will be limited to three (3) Members from any one (1) Affiliated Breed Club. In the event that more than three (3) persons from the one (1) Affiliated Breed Club would have been otherwise eligible for appointment to the Board, the positions will be limited to the three (3) highest vote winning candidates from that Affiliated Breed Club. For the purpose of determining the status of an Affiliated Breed Club Member, membership of the Affiliated Breed Club at any time during the two (2) year period prior to the election will qualify the person as an Affiliated Breed Club Member.
- 27.3 In the event that no nomination is received from one (1) or more of any of the Zones, then the vacancies will be filled from the field of candidates. Positions on the Board will be allocated to the candidates receiving the highest number of votes.
- 27.4 At each election, six (6) members of the Board will retire and the successful six (6) candidates gaining the highest number of votes, subject to clauses 27.1 and 27.2, will be elected.
- 27.5 Subject to compliance with clause 25.3, retiring members of the Board will be eligible to stand for re-election at subsequent elections.
- 27.6 Elections shall be held on a biennial basis.
- 27.7 All Members elected to the Board in accordance with this Constitution shall hold office from the close of the Annual General Meeting for a four (4) year period.

28 Election of the Board of Directors

- 28.1 Only Ordinary Members and Honorary Life Members shall be eligible to vote for members of the Board.
- 28.2 The election of new members of the Board shall take place by a Ballot of eligible Members.
- 28.3 At least sixty (60) days before the beginning of the Election, the Board must appoint a Returning Officer and at least two (2) Scrutineers for the Election.
- 28.4 The duties of the Returning Officer shall be as follows:
 - (1) to prepare a current electoral roll of Members eligible to vote;

- (2) to conduct the Election in accordance with the Constitution and any relevant Rules;
- (3) to maintain the secrecy of the Ballot;
- (4) to not disclose the outcome of the Election to any person other than the Secretary or a Board member authorised to receive the result;
- (5) to make a certified reconciliation of the ballot papers received, unused or spoilt, if appropriate;
- (6) to certify that the Ballot was conducted in accordance with the Constitution and Rules of the CCC Ltd;
- (7) to declare the result by signing a certificate in the presence of the Chairperson; and
- (8) to hold the ballot papers securely for six (6) months after the Election and then destroy all ballot papers unless otherwise directed.

28.5 The duties of the Scrutineers shall be as follows:

- (1) to act as an impartial and objective observer of the counting of the ballot papers by the Returning Officer;
- (2) must be present when the ballot papers are sorted and counted; and
- (3) may check any possible irregularities without causing unreasonable interference or delay.

29 Pre-Election process

- 29.1 In the relevant years, the Secretary shall advise Members which six (6) or more members of the Board are retiring and, where appropriate, whether the vacancy relates to a Zone 2 or Zone 3 representative, and the Secretary shall advertise for nominations to fill those positions on the Board.
- 29.2 The advertising for nominations shall occur at least sixty (60) days before the beginning of the Election and shall specify the date by which nominations must be received which can be no more than twenty-eight (28) days after the advertisement.
- 29.3 The nominations shall be in writing and signed by the nominee and two (2) other Members supporting the nomination and shall include class of membership, status, place of residence and a brief résumé by the nominee (**Nomination**).
- 29.4 Nominations must be received by the Secretary by 5:00pm on the specified date.
- 29.5 The Secretary shall provide the names of all eligible candidates to the Returning Officer at least thirty (30) days before the beginning of the Election.
- 29.6 The names, relevant Zone and résumé of all eligible nominees shall be published by the CCCQ Ltd at least thirty (30) days before the beginning of the Election as defined in clause 29.2.
- 29.7 Should there be insufficient Nominations or Nominations no greater than the number of vacancies to be filled then such candidates shall be declared to be duly elected without the need for an Election.

30 Conducting the Election

- 30.1 The Returning Officer shall prepare a ballot list containing the names of all eligible candidates in alphabetical order together with directions for voting and shall specify the date by which the ballot papers must be received.
- 30.2 The Election shall begin at least sixty (60) days prior to the Annual General Meeting by sending to the Members the ballot papers and résumés of the eligible nominees.
- 30.3 Ballot papers must be received by the Returning Officer no later than 5:00pm on the specified date.
- 30.4 The counting of the ballot papers must take place at least thirty (30) days before the Annual General Meeting;
- 30.5 Voting shall take place on the basis of "first past the post";
- 30.6 The Returning Officer shall count the ballots in the presence of the Scrutineers and will determine the result;
- 30.7 A tie in the votes for any position will be determined by the drawing of lots.
- 30.8 If the Directors retiring include either or both of the Zone 2 and Zone 3 representatives the following process will be undertaken:
 - (1) the candidate resident in Zone 2 or Zone 3 receiving the highest number of votes of any candidate in that Zone will be elected as the Director representing that Zone;
 - (2) the remaining candidates receiving the highest number of votes will fill the remaining vacant positions on the Board with the proviso that at least one (1) Director must reside in Zone 1;
 - (3) in the event that no nominations are received from Zone 2 and / or Zone 3 then the vacancies will be filled from the pool of candidates in accordance with clause 30.8(2); and
 - (4) in the event that the retiring Directors do not include the Zone 2 and / or Zone 3 representative then the candidates receiving the highest number of votes will fill the vacant positions on the Board.
- 30.9 The result of the Election shall be declared by the Returning Officer to the President who will announce the result no later than at the next Annual General Meeting.
- 30.10 No Election shall be invalidated by reason of the fact that a particular Member does not receive his or her ballot paper or because a shorter timeframe is allowed than is otherwise specified under this Constitution.

31 Resignation, removal or vacation of office of Director

- 31.1 A Director may resign from the Board by giving written notice of resignation to the Secretary.
- 31.2 The resignation takes effect at:
 - (1) the time the notice is received by the Secretary; or
 - (2) a later time, as is stated in the notice, the later time.

- 31.3 The Board may determine that a Director has ceased to comply with the requirements of being a Board member if the Director:
- (1) becomes bankrupt or suspends payment or compounds with his or her creditors;
 - (2) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
 - (3) is not present at three (3) consecutive meetings and does not have special leave of absence;
 - (4) ceases to be qualified as a Director under clause 25.3;
 - (5) becomes disqualified from being a Director under the Act or any order made under the Act;
 - (6) is removed from office in accordance with clause 31.6; or
 - (7) resigns from office in accordance with clause 31.1.
- 31.4 If the Board determines that one (1) of their number has ceased to comply with the requirements for being a Board member under clause 25.3 or should otherwise be removed from office, then the Board may call a Special General Meeting to determine whether the Board member should be removed or a Special General Meeting requested pursuant to clause 47.1(2).
- 31.5 Before a vote of Members is taken about removing the Director from office, the Board member must be given a full and fair opportunity to address the meeting and to show cause why he / she should not be removed from office.
- 31.6 If more than fifty percent (50%) of Members present at a Special General Meeting determine that a Director ought to be removed, then the Board member ceases forthwith from the position.
- 31.7 A Director of the Board has no right of appeal against his removal at a Special General Meeting but may stand at the next election if otherwise eligible.

32 Vacancies on the Board

- 32.1 If a casual vacancy occurs on the Board, the continuing members of the Board may appoint another Member of the CCCQ Ltd to fill the vacancy until the next election.
- 32.2 If the casual vacancy is for the Zone 2 or Zone 3 Director, continuing members of the Board must appoint a Member whose primary residence is in the relevant Zone to fill the vacancy until the next election.
- 32.3 If a casual vacancy occurs in the office of President, Senior Vice President or Junior Vice President, the continuing Board members may appoint another Board member to the position of President, Senior Vice President or Junior Vice President.
- 32.4 A casual vacancy shall occur if a Director of the Board or a Director holding the position of President, Senior Vice President or Junior Vice President, as the case may be:
- (1) dies;
 - (2) becomes of unsound mind or is otherwise permanently incapable of acting;

(3) resigns or retires, in writing to the Secretary, from the Board or the position of President, Senior Vice President or Junior Vice President, as the case may be;

(4) is removed from office under clause 31.

32.5 The continuing members of the Board may act despite a casual vacancy on the Board.

32.6 However, if the number of Directors is less than the number fixed under this Constitution as a quorum of the Board, the continuing Directors may act only to:

(1) increase the number of Directors to the number required for a quorum; and/or

(2) call a General Meeting of the CCCQ Ltd.

33 Functions of the Board

33.1 Subject to this Constitution or a resolution of the Members of the CCCQ Ltd, the Board has the general control and management of the administration of the affairs, property and funds of the CCCQ Ltd.

33.2 The Board has authority to interpret the meaning of the Constitution and the Rules of the CCCQ Ltd to the extent permitted by law.

33.3 The Board may exercise the powers of the CCCQ Ltd to:

(1) borrow, raise or secure the payment of amounts in a way the Members of the CCCQ Ltd decide;

(2) secure the amounts mentioned in clause 33.3(1) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the CCCQ Ltd in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the property of the CCCQ Ltd, both present and future;

(3) purchase, redeem or pay off any securities issued;

(4) mortgage or charge the whole or part of its property;

(5) issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the CCCQ Ltd;

(6) provide and pay off any securities issued;

(7) invest in a way the Members of the CCCQ Ltd may from time to time decide; and

(8) determine the Affiliated Bodies.

33.4 Apart from the payment of reasonable out-of-pocket expenses, Directors of the Board will not be entitled to any form of remuneration for work performed.

34 Meetings of the Board

34.1 The Board may meet and conduct its proceedings as it considers appropriate.

34.2 The Board must meet at least ten (10) times each Financial Year to exercise its functions.

34.3 The Board must decide how a meeting is to be called.

- 34.4 Notice of a meeting is to be given in a manner to be decided by the Board.
- 34.5 The Board may hold meetings or permit a Director to take part in its meetings by using any technology that reasonably allows the Director to hear and take part in discussions as they happen.
- 34.6 Questions before the Board shall be resolved by a majority of votes and, in the case of an equality of the votes, the question will be decided in the negative.
- 34.7 No Director of the Board may participate in a discussion and a decision where that person has a conflict of interest.
- 34.8 It shall be deemed that a Director has a conflict of interest if:
- (1) the Director has an interest in a commercial activity by which he or she directly or indirectly profits from the business of the CCCQ Ltd; or
 - (2) the Board of Directors, by majority, determines that the Director has a conflict of interest.
- 34.9 The President shall preside as Chairperson of any meeting of the Board of Directors.
- 34.10 If there is no President or if the President is not present within fifteen (15) minutes after the time fixed for the Board of Directors meeting, then the Senior Vice President will preside as Chairperson at the meeting. If the Senior Vice President is similarly not present, then the Junior Vice President will preside as Chairperson at the meeting. If the Junior Vice President is similarly not present, Board members may choose one (1) of their number to Chair the meeting.

35 Quorum for an adjournment of a meeting of the Board

- 35.1 At a Board meeting, seven (7) Board members shall constitute a quorum.
- 35.2 If there is no quorum within thirty (30) minutes after the time fixed for a Board meeting called on the request of members of the Board, the meeting lapses.
- 35.3 If there is no quorum within thirty (30) minutes after the time fixed for a Board meeting called other than on the request of the members of the Board:
- (1) the meeting is to be adjourned for at least one (1) day; and
 - (2) the members of the Board who are present are to decide the day, time and place of the adjourned meeting and request the Secretary to inform the absent members of the Board of the day, time and place of the rescheduled meeting.
- 35.4 If, at an adjourned meeting there is no quorum within thirty (30) minutes after the time fixed for the meeting, the meeting lapses.

36 Special meeting of the Board

- 36.1 If the Secretary receives a written request signed by at least four (4) Directors, the Secretary must call a Special Meeting of the Board by giving each Director notice of the meeting within fourteen (14) days after the Secretary receives the request.
- 36.2 If the Secretary is unable or unwilling to call the Special Meeting, the President must call the meeting.

- 36.3 A request for a Special Meeting must state:
- (1) why the Special Meeting is called; and
 - (2) the business to be conducted at the meeting.
- 36.4 The notice of a Special Meeting must state:
- (1) the day, time and place of the meeting; and
 - (2) the business to be conducted at the meeting.
- 36.5 A Special Meeting of the Board must be held within fourteen (14) days after notice of the meeting is given to the Directors.

37 Prohibition on Director being present or voting at Board meetings

- 37.1 Except where permitted by the Act, a Director who has a material personal interest in a matter that is being considered by the Board:
- (1) must not be counted in a quorum;
 - (2) must not vote on the matter; and
 - (3) must not be present while the matter is being considered at the meeting.

38 Director to disclose interests

- 38.1 A Director who is in any way, whether directly or indirectly, interested in a contract or proposed contract with the CCCQ Ltd must, as soon as practicable after the relevant facts have come to the Director's knowledge, declare the nature of the interest at a meeting of the Board or by written notice to the Secretary of the CCCQ Ltd.
- 38.2 A Director who holds any office or possesses any property by which, whether directly or indirectly, duties or interests might be created in conflict with his or her duties or interests as Director, must declare at a Board meeting or by written notice to the Secretary of the CCCQ Ltd the fact and the nature, character and extent of the conflict.
- 38.3 For the purpose of clauses 38.1 and 38.2, a Director's interest or any conflict must be disregarded if it arises from, or relates to:
- (1) a guarantee to be given by the Director (or persons including the Director or by a body corporate of which the Director is a member or officer) in respect of a loan to the CCCQ Ltd; or
 - (2) the position of the Director as a Director of a related body corporate.

39 Effect of interest in contract

- 39.1 Subject to the Act, if a Director has an interest in a contract with the CCCQ Ltd (other than as a Member), or a conflicting interest or duty in relation to any other matter being considered by the Directors and the Director discloses the nature and extent of the interest or duty at a meeting of the Board or by written notice to the Secretary of the CCCQ Ltd:
- (1) the contract may be entered into; and

- (2) if the disclosure is made before the contract is entered into:
 - (i) the Director may retain benefits under the contract even though the Director has an interest in a contract;
 - (ii) the CCCQ Ltd cannot void the contract merely because of the existence of the interest; and
 - (iii) the Director is not disqualified from the office of Director.

39.2 For the purpose of clause 39.1, contract includes an arrangement, dealing or other transaction.

40 Standing notice of Directors' interest

40.1 A Director who has an interest in a matter may give the other Directors standing notice of the nature and extent of the interest in the matter. The notice may be given at any time and whether or not the matter relates to the affairs of the CCCQ Ltd at the time the notice is given.

40.2 A notice under clause 36.1 above may be given:

- (1) at a Board meeting (either orally or in writing); or
- (2) to the other Directors individually in writing.

40.3 If the standing notice is given to the other Directors individually in writing:

- (1) the notice is effective when it has been given to every Director; and
- (2) the notice must be tabled at the next Board meeting after it is given.

40.4 The Director must ensure that the nature and extent of the interest is recorded in the minutes of the meeting at which the standing notice is given or tabled.

41 Minutes of Board meetings

41.1 The Secretary must ensure that full and accurate minutes of all questions, matters, resolutions and other proceedings of each Board meeting are entered into a minute book.

41.2 To ensure the accuracy of the minutes, the minutes of each Board meeting must be signed by the Chairperson verifying their accuracy.

41.3 A summary of the minutes of each Board meeting will be made available to the Members of the CCCQ Ltd. Matters determined by the Board to be confidential will not be included in the minutes made available to Members.

42 Circulating Resolutions

42.1 The Directors may pass a Resolution without a Board meeting being held if all the Directors entitled to vote on the Resolution (except a Director absent from Australia who has not left a facsimile number, email address or other contact details acceptable to the Directors, at which he / she may be given notice) sign a document containing a statement that they are in favour of the resolution set out in the document.

42.2 Separate copies of a document may be used for signing by Directors if the wording of the Resolution and statement is identical in each copy.

- 42.3 The Resolution is passed when the last Director signs.
- 42.4 A facsimile or email addressed to or received by the CCCQ Ltd and purporting to be signed or sent by a Director for the purpose of this clause 42 must be treated as a document in writing signed by that Director.

43 Technology meeting of Directors

- 43.1 A Board meeting may be held using telephone or, if consented to by all Directors, other technology. The consent may be a standing one. A Director may only withdraw the consent within a reasonable period before the meeting.
- 43.2 If a Board meeting is held using any technology and all the Directors take part in the meeting, they must be treated as having consented to the use of the technology for that meeting.
- 43.3 The following provisions apply to a technology meeting:
- (1) each of the Directors taking part in the meeting must be able to hear and be heard by each of the other Directors taking part in the meeting; and
 - (2) at the commencement of the meeting, each Director must announce his / her presence to all the other Directors taking part in the meeting.

44 Delegation of powers to a Committee or Employee

- 44.1 The Board may appoint Committees consisting of Members of the CCCQ Ltd to assist the Board in the conduct of the affairs of the CCCQ Ltd.
- 44.2 If the Board has not appointed a Chairperson, the Committee may elect a Chairperson for its meetings.
- 44.3 If the Chairperson is not present within fifteen (15) minutes after the time fixed for a meeting, the Members present may choose one (1) of their number to be Chairperson of the meeting.
- 44.4 No Member of the Committee shall be entitled to remuneration for any work performed.
- 44.5 A question arising at a Committee meeting shall be determined by a majority vote of the Members present at the meeting and, if the votes are equal, the question is decided in the negative.
- 44.6 With the exception of this power of delegation, the Board may delegate any of its powers to a Committee and the Committee shall exercise its powers in accordance with the limited authority granted to it.

45 Annual General Meetings

- 45.1 Each AGM must be held:
- (1) at least once a year; and
 - (2) within five (5) months after the end date of the reportable financial year of the CCCQ Ltd.
- 45.2 The Secretary is to give notice of an AGM of the CCCQ Ltd on the direction of the Board.

46 Business to be conducted at AGM

- 46.1 The following business must be conducted at an AGM:
- (1) receiving the report of the Board for the previous year;
 - (2) receiving the annual financial accounts duly certified by the Auditor;
 - (3) the appointment of an auditor for the next Financial Year;
 - (4) the declaration of the results of any election of members of the Board in an election year; and
 - (5) any other item of business submitted in writing by a Member to the Secretary not less than fourteen days (14) days prior to the date fixed for the AGM.

47 Special General Meetings

- 47.1 The Secretary must call a Special General Meeting (**SGM**) upon:
- (1) being directed to call the meeting by the Board; or
 - (2) being given a written request signed by a Member holding at least 5 percent (5%) of the votes that may be cast at the General Meeting.
- 47.2 A request for a SGM must state:
- (1) why the SGM is being called; and
 - (2) the business to be conducted at the meeting.
- 47.3 A SGM must be held within two (2) months after the date the Secretary receives a request for a SGM in accordance with this clause 47. The reason for the SGM must be made available to all Members at the time of calling of the SGM.
- 47.4 If the Secretary is unable or unwilling to call a SGM within two (2) months, then the President must call the meeting.

48 Notice of all General Meetings

- 48.1 The Secretary must give at least twenty-one (21) days' notice of the General Meeting to each Member of the CCCQ Ltd.
- 48.2 If the Secretary is unable or unwilling to give notice of the meeting, the President must give notice of the meeting.
- 48.3 The notice of a General Meeting must set out the place, date and time for the meeting and, if the meeting is to be held in two (2) or more places, the technology that will be used.
- 48.4 A notice of a General Meeting must state the business to be conducted at the meeting. If a Special Resolution is to be proposed at the meeting, the notice is to set out an intention to propose the Special Resolution and its content.
- 48.5 A notice of a General Meeting must contain a statement that the Members have a right to appoint a proxy;

- 48.6 The accidental omission to give notice of any General Meeting or the non-receipt of the notice by any person entitled to receive notice of a General Meeting does not invalidate the proceedings or any resolution passed at the meeting.

49 Quorum for, and adjournment of, General Meetings

- 49.1 The quorum for a General Meeting shall be the number of members of the Board plus one (1).
- 49.2 No business may be conducted at a General Meeting unless there is a quorum of Members when the meeting proceeds to business.
- 49.3 If there is no quorum within thirty (30) minutes after the time fixed for a General Meeting, the meeting lapses.
- 49.4 The Chairperson may, with the consent of the majority present at a meeting where there is a quorum, adjourn the meeting to a time and place to be determined by the Chairperson.
- 49.5 If the meeting is adjourned, only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- 49.6 The Secretary is not required to give Members notice of an adjournment or of the business to be conducted at the adjourned meeting unless a meeting is adjourned for at least thirty (30) days.
- 49.7 If a meeting is adjourned for at least thirty (30) days, then notice of the adjourned meeting is to be given in the same way as notice of any General Meeting.

50 Procedure at General Meetings

- 50.1 A Member may take part and vote in a General Meeting in person, by proxy, by attorney or by using any technology that reasonably allows the Member to hear and to take part in the meeting.
- 50.2 A Member who participates in any of the ways in clause 50.1 is taken to be present at the meeting.
- 50.3 At each General Meeting:
- (1) the President shall preside as Chairperson;
 - (2) if there is no President or if the President is not present within fifteen (15) minutes after the time fixed for the meeting or is unwilling to act, the Senior Vice President shall chair the meeting or otherwise the Members present must elect one (1) of their number to be Chairperson of the meeting; and
 - (3) the Chairperson must conduct the meeting in a proper and orderly way.

51 Voting at General Meetings

- 51.1 At a General Meeting, each question, matter or resolution, other than a Special Resolution must be decided by a majority of votes of the Members present.
- 51.2 On a show of hands, a declaration by the Chair is conclusive evidence of the result. Neither the Chair nor the minutes need to state the number or proportion of the votes recorded in favour or against.

- 51.3 Each Member present and eligible to vote is entitled to one (1) vote only and, if the votes are equal, the question is decided in the negative.
- 51.4 A Member is not entitled to vote at a General Meeting if the Member's annual subscription is in arrears at the date of the meeting.
- 51.5 The method of voting shall be decided by the Board.
- 51.6 However, if at least twenty percent (20%) of the Members present demand a secret ballot, voting must be by secret ballot.
- 51.7 If a secret ballot is held, the Chairperson must appoint two (2) Members to conduct the secret ballot in the way the Chairperson decides.
- 51.8 The result of a secret ballot as declared by the Chairperson is taken to be a resolution of the meeting at which the ballot was held.
- 51.9 Unless otherwise required by this Constitution or the Act, all resolutions of the CCCQ Ltd are ordinary resolutions which are passed by more than fifty percent (50%) of the votes cast by Members entitled to vote on the resolutions.

52 Technology

- 52.1 The CCCQ Ltd may hold a meeting of its Members at two (2) or more venues using any technology that gives the Members as a whole a reasonable opportunity to participate.
- 52.2 While using technology to conduct a meeting, voting by show of hands shall not be permitted, unless the technology allows for both audio and visual technology to be used at the same time throughout the duration of the meeting.
- 52.3 Each meeting using technology shall be conducted in accordance with procedures for the use of technology prescribed by the Board which shall set out such things as:
- (1) who shall be responsible to conduct the meeting in each venue;
 - (2) the keeping of the attendance roll of the Members;
 - (3) the distribution of relevant documents and voting papers (when required);
 - (4) how to conduct a vote by show of hands (if applicable), by poll and by proxy; and
 - (5) appointment of a scrutineer at each venue to count the votes and to report on the outcome to the Chairman of the meeting.

53 Proxies

- 53.1 A Member who is entitled to attend and cast a vote at a meeting of the Company's Members may appoint another Member as the Member's proxy to attend and vote for the Member at the meeting.
- 53.2 A proxy to attend and vote for a Member has the same rights as the Member:
- (1) to speak at the meeting;
 - (2) to vote (but only to the extent allowed by the appointment); and
 - (3) to join in a demand for a poll.

- 53.3 If a proxy is only for a single meeting, it may be used at any postponement or adjournment of that meeting, unless the proxy states otherwise.
- 53.4 A proxy's authority to speak and vote for a Member at a meeting is suspended while the Member is present at the meeting.
- 53.5 A proxy may be revoked at any time by notice in writing to the CCCQ Ltd.
- 53.6 A Member is limited to exercising a total of five (5) proxies for other Members at any meeting of Members.
- 53.7 The Secretary can hold an unlimited number of proxies for Members at any meeting of Members.

54 Appointing a proxy

- 54.1 An appointment of a proxy is valid if it is signed or otherwise electronically authenticated (as referred to in *Regulation 2G.2.01 of the Corporations Regulations 2001*) by the Member making the appointment and contains the following information:
- (1) the Member's name and address and membership number;
 - (2) the name of the CCCQ Ltd;
 - (3) the proxy's name and membership number; and
 - (4) the meetings at which the appointment may be used.
- An appointment may be a standing one.
- 54.2 An un-dated appointment is taken to have been dated on the day it is given to the CCCQ Ltd.
- 54.3 An appointment may specify the way the proxy is to vote on a particular resolution. If it does;
- (1) the proxy need not vote on a show of hands, but if the proxy does so, the proxy must vote that way;
 - (2) if the proxy has two (2) or more appointments that specify different ways to vote on the resolution, the proxy must not vote on a show of hands;
 - (3) if the proxy is the Secretary, the proxy must vote on a poll and must vote that way; and
 - (4) if the proxy is not the Secretary, the proxy need not vote on a poll, but if the proxy does so, the proxy must vote that way.
 - (5) As a Member, this clause 54.3 does not affect the way that the person can cast any votes the person holds as a Member.
- 54.4 An appointment does not have to be witnessed.
- 54.5 A later appointment revokes an earlier one if both appointments could not be validly exercised at the meeting.

55 Form of proxy sent out by the CCCQ Ltd

- 55.1 A form of proxy sent out by the CCCQ Ltd may be in a form determined by the Directors but must:
- (1) enable the Member to specify the manner in which the proxy must vote in respect of a particular resolution; and
 - (2) leave a blank space for the Member to fill in the name of the Member primarily appointed as proxy.
- 55.2 The form may provide that if the Member leaves it blank as to the person primarily appointed as proxy or if the Member or Members named as proxy fails or fail to attend, the Secretary of the meeting is appointed proxy.
- 55.3 Despite clause 56.1, an instrument appointing a proxy may be in the following form or in a form that is as similar to the following form as the circumstances allow:

The CCCQ Ltd
ACN

I/We, _____ of _____, being a Member/
Members of the Company, appoint _____ of _____ or, in his or
her absence, _____ of _____ as my/our proxy to
vote for me/us on my/our behalf at the *Annual General/*General Meeting of the
Company to be held on _____ and at any adjournment of that meeting.

† This form is to be used *in favour of/*against the resolution.

Signed on

* Strike out whichever is not desired.

† To be insert if desired

56 Receipt of proxy documents

- 56.1 For an appointment of a proxy for a meeting of the Members of the CCCQ Ltd to be effective, the following documents must be received by the Secretary at least forty-eight (48) hours before the meeting;
- (1) the proxy's appointment; and
 - (2) if the appointment is signed or otherwise authenticated by the appointor's attorney, the authority under which the appointment was signed or authenticated or a certified copy of the authority.
- 56.2 If a meeting of the Members of the CCCQ Ltd has been adjourned, an appointment and any authority received by the CCCQ Ltd at least forty-eight (48) hours before the resumption of the meeting are effective for the resumed part of the meeting.

The CCCQ Ltd receives an appointment or authority when it is received at any of the following:

- (1) the registered office of the CCCQ Ltd;

- (2) a facsimile number at the registered office of the CCCQ Ltd; or
- (3) a place, facsimile number or electronic mail address specified for the purpose in the notice of meeting; or

An appointment of a proxy is ineffective if:

- (1) the CCCQ Ltd receives either or both the appointment or authority at a facsimile number or electronic address; and
- (2) a requirement (if any) in the notice of meeting that:
 - (i) the transaction be verified in a way specified in the notice; or
 - (ii) the proxy produces the appointment and authority (if any) at the meeting;is not complied with.

57 Validity of proxy vote

57.1 Unless the CCCQ Ltd receives written notice of one (1) of the following matters before the start or resumption of the meeting at which the proxy votes, a vote cast by the proxy will be valid, even if;

- (1) the appointing Member dies;
- (2) the Member is mentally incapacitated;
- (3) the Member revokes the proxy's appointment; or
- (4) the Member revokes the authority under which the proxy was appointed by a third party;

before the proxy votes.

57.2 A proxy is not revoked by the Member attending and taking part in the meeting unless the Member actually votes at the meeting on a resolution for which the proxy is proposed to be used.

58 Attorney of Member

58.1 An attorney for a Member may do whatever the Member could do personally as a Member, but if the attorney is to vote at a meeting of Members or a class of Members, the instrument conferring the power of attorney or a certified copy of it must be produced to the CCCQ Ltd at least forty-eight (48) hours before the meeting, in the same way as the appointment of a proxy. The attorney would be restricted to acting as an attorney for just one (1) Member at a meeting of Members.

59 Voting at meetings of Members

59.1 Subject to clauses 60 and 61, at any General Meeting of Members, each Ordinary Member and each Honorary Life Member present has one (1) vote on a show of hands and on a poll.

59.2 The vote may be exercised in person or by proxy, or attorney.

60 Voting disqualification

60.1 A Member is not entitled to vote at a General Meeting if:

- (1) the annual subscription of the Member is more than one (1) month in arrears at the date of the meeting or the postponed or adjourned meeting; or
- (2) in the instance of a person who is a nominated representative or proxy, the annual subscription of the proxy Member is more than one (1) month in arrears at the date of the meeting or the postponed or adjourned meeting.

61 Objections to right to vote

61.1 A challenge to a right to vote at a meeting of Members:

- (1) may only be made at the meeting; and
- (2) must be determined by the Chair, whose decision is final.

61.2 A vote not disallowed following the challenge is valid for all purposes.

62 Minutes of General Meetings

62.1 The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings for each General Meeting are entered into a minute book.

62.2 To ensure the accuracy of the minutes, the minutes of each General Meeting must be signed by the Chairperson of the meeting or the Chairperson of the next General Meeting, to verify their accuracy.

62.3 If asked by a Member of the CCCQ Ltd, the Secretary must, within twenty-eight (28) days after the request is made, make the minutes for a particular general meeting available for inspection by a Member at a mutually agreed time and place.

63 Rules and Code of Ethics

63.1 The Board may make Rules for the conduct of Shows and Exhibitions, the regulation of other activities of the CCCQ Ltd and dealing with conduct of Members.

63.2 The Board may amend or repeal any of the Rules as the Board deems appropriate.

63.3 The Members of the CCCQ Ltd may set aside a Rule by passing a Special Resolution at a Special General Meeting.

63.4 The Board may make and from time to time amend, repeal or add to a Code of Ethics for Members for responsible dog ownership and for the conduct of Members and Judges.

64 Common seal

64.1 The Board must ensure that the CCCQ Ltd has a common seal.

64.2 The Common Seal must be:

- (1) kept securely by the Board; and

(2) used only under the authority of the Board.

65 Financial year

65.1 The financial year of the CCCQ Ltd shall be the twelve (12) months ending at 31 December each calendar year.

66 Documents

66.1 The Board must ensure the safe custody of the books, documents, instruments of title and securities of the CCCQ Ltd.

67 General financial matters

67.1 The funds of the CCCQ Ltd must be kept in an account or accounts in the name of the CCCQ Ltd in one or more financial institutions to be decided by the Board.

67.2 Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the CCCQ Ltd.

67.3 All amounts received by the CCCQ Ltd must be deposited into an account approved under clause 67.1 as soon as practicable after receipt.

67.4 A payment by the CCCQ Ltd of more than an amount determined by the Board or a finance committee appointed by the Board must be made by cheque or Electronic Funds Transfer.

67.5 If a payment of less than an amount determined by the Board or a finance committee appointed by the Board is made by cheque, then the cheque must be signed by both the Secretary and another person or two (2) persons, both of whom must be authorised by the Board to operate on the bank account of the CCCQ Ltd.

67.6 If a payment of more than an amount determined by the Board or a finance committee appointed by the Board is made by cheque, then the cheque must be signed by at least one (1) of the President, Senior Vice President, Junior Vice President or Treasurer of the Board and by one (1) other person authorised by the Board to operate on the bank account of the CCCQ Ltd.

67.7 Cheques other than cheques for wages, allowances or petty cash recoupment must be crossed not negotiable.

67.8 The CCCQ Ltd must keep a petty cash account and the Board must decide the amount to be kept in petty cash.

67.9 The Board or a finance committee appointed by the Board must approve all expenditure and may approve an annual budget for the CCCQ Ltd.

67.10 Any expenditure in excess of an amount determined in accordance with clause 67.9 must be approved by the Board.

67.11 As soon as practicable after the end of each Financial Year the Board must ensure that financial statements for the last Financial Year are prepared in accordance with the requirements of the Act.

67.12 The Board may delegate any of the Secretary's duties to an employed accountant or bookkeeper as the Board so determines.

67.13 Subject to the Act, a suitably qualified company auditor must be appointed.

68 Amendments to the Constitution

68.1 Subject to the Act, this Constitution may be amended only if:

- (1) a Special Resolution is passed at a General Meeting that a proposed constitutional amendment be put to Members for a vote; and
- (2) seventy-five percent (75%) of all Members who vote, vote in favour of the proposed amendment at a subsequent ballot.

69 Indemnity and insurance

69.1 To the extent permitted by the Act, the CCCQ Ltd indemnifies every person who is or has been an officer of the Company against all losses, liabilities, costs, charges and expenses incurred by that person in his or her capacity as an officer of the Company. This indemnity includes, without limitation:

- (1) a liability for negligence; and
- (2) a liability for reasonable legal costs on a solicitor client basis including in respect of civil or criminal proceedings except to the extent prohibited by section 199A(3) of the Act.

69.2 The indemnity does not extend to and is not an indemnity against any amount in respect of which the indemnity would otherwise be illegal, void or unenforceable or not permitted by law and does not operate in respect of any liability of the officer to the extent that liability is covered by insurance.

70 Income and property

70.1 The income and property of the CCCQ Ltd whensoever derived shall be applied solely towards the promotion of the objects of the CCCQ Ltd set out in clause 4 and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise by way of profit or gain to the individual Members of the CCCQ Ltd.

70.2 Notwithstanding clause 70.1, nothing herein shall prevent:

- (1) payment of reasonable and proper remuneration for services rendered to the CCCQ Ltd by any employee or contractor of the CCCQ Ltd provided that such person is not a Board member; and
- (2) payment of any reasonable out of pocket expenses preapproved by the Board.

71 Winding up

71.1 If upon the winding up or dissolution of the CCCQ Ltd there remains, after satisfaction of all debts and liabilities, any property whatsoever, the same shall be paid to or distributed to ANKC Ltd (provided that, at that time, it has similar objects to the CCCQ Ltd) or to another entity with similar objects to the CCCQ Ltd that is not carried on for the profit or gain of its Members, as determined by the Members.

72 State Zones

72.1 For the purposes of this Constitution, the State shall be divided into three (3) Zones.

72.2 The Zones shall be defined as follows:

- (1) Zone 1: The area from the QLD/NSW border to the latitude 26.18 degrees South, including Gympie;
- (2) Zone 2: The area north of latitude 26.18 degrees South to latitude 21 degrees South; and
- (3) Zone 3: The area north of latitude 21 degrees South to the northern most part of the State.



City of
Ipswich

**Register of
Fees and Charges**

2018-2019

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

HEALTH, SECURITY AND REGULATORY SERVICES DEPARTMENT

2. Animal Management

Note:

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

2.4 Dog Registration (Annual Fee)

2.4.13 Dogs QLD Members

Dogs QLD Members: Per Entire Dog (i.e. the dog is not desexed) – Pay by Date	50% of 2.4.2 Dog Registration Per Entire Dog (i.e. the dog is not desexed) – Pay by Date	Animal Management (Cats and Dogs) Act 2008		(a)
Dogs QLD Members: Per Entire Dog (i.e. the dog is not desexed) – Pay After Date	50% of 2.4.2 Dog Registration Per Entire Dog (i.e. the dog is not desexed) – Pay After Date	Animal Management (Cats and Dogs) Act 2008		(a)

Health, Security and Community Safety Committee	
Mtg Date: 09.10.18	OAR: YES
Authorisation: Maree Walker	

MW:MW

3 October 2018

MEMORANDUM

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

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

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

INTRODUCTION:

This is a joint report by the Principal Officer (Business Operations) and Manager, Strategic Policy and Systems dated 3 October 2018 concerning the monthly update on the activities of the Health, Security and Regulatory Services (HSRS) Department.

BACKGROUND:

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

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

Other Program Delivery Status: Provides an update on other programs, such as the Immunisation clinics, implementation of new laws, special events and any stakeholder engagement which may include the progress of projects for the HSRS Health and Amenity Plan for 2018-2019.

CONCLUSION:

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

ATTACHMENT:

Name of Attachment	Attachment
HSRS Monthly Activity Report – September 2018	Attachment A

RECOMMENDATION:

That the report be received and the contents noted.

Barbara Dart and Maree Walker

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

I concur with the recommendation contained in this report.

Kylie Goodwin

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

Health, Security and Regulatory Services

September 2018
MONTHLY ACTIVITY REPORT



ipswich.qld.gov.au



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Introduction

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

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

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

Compliance Delivery Status

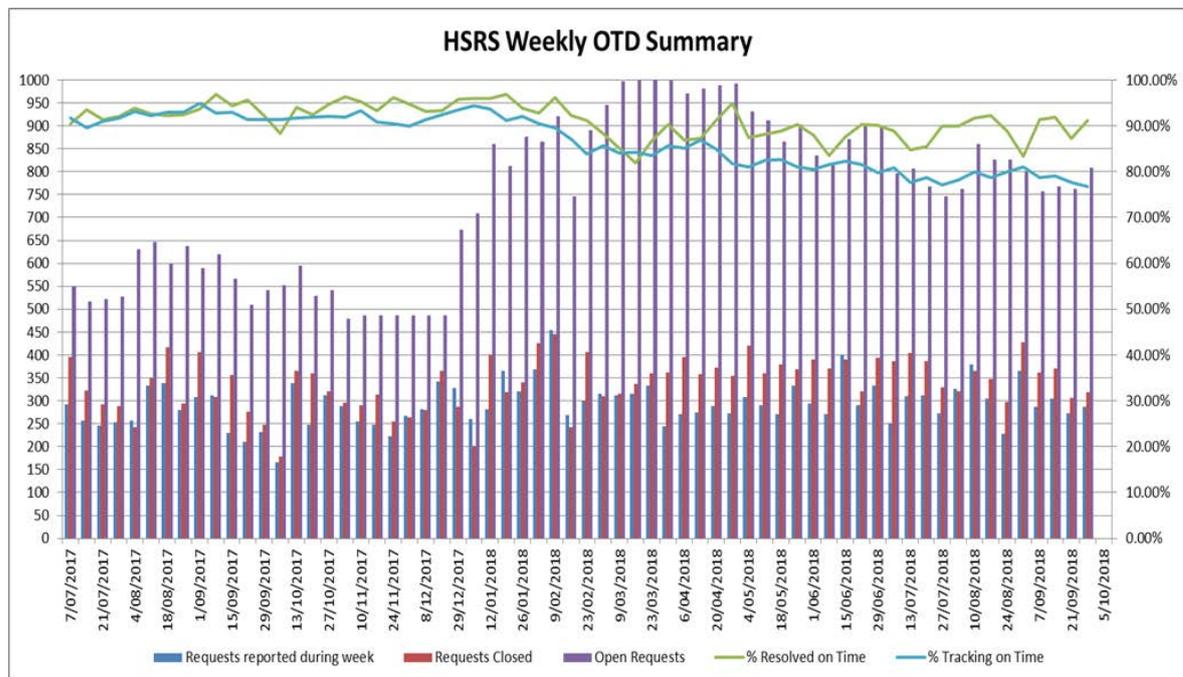
Customer Service Requests

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

HSRS Weekly Compliance Activity - Ongoing

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

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



Total requests actioned each month for HSRS

MONTH	Total Customer Service Requests Created	Variance to previous month
Jan-16	1204	↑246
Feb-16	1011	↓193
Mar-16	1029	↑18
Apr-16	1078	↑49
May-16	1032	↓46
Jun-16	1007	↓25
Jul-16	1067	↑60
Aug-16	1238	↑171
Sep-16	1053	↓185
Oct-16	1166	↑113
Nov-16	1317	↑151
Dec-16	1079	↓238
Jan-17	1561	↑482
Feb-17	1403	↓158
Mar-17	1405	↑2
Apr-17	1197	↓208
May-17	1340	↑143
Jun-17	1388	↑48
Jul-17	1199	↓189
Aug-17	1581*	↑382
Sep-17	1260	↓321
Oct-17	1233	↓27
Nov-17	1368	↑135
Dec-17	1129	↓239
Jan-18	1607	↑478
Feb-18	1431	↓176
Mar-18	1606	↑175
Apr-18	1394	↓212
May-18	1473	↑79
Jun-18	1469	↓4
Jul-18	1544	↑75
Aug-18	1728	↑184
Sep-18	1478	↓250

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

Top 10: Customer Service Requests and Volumes for September 2018

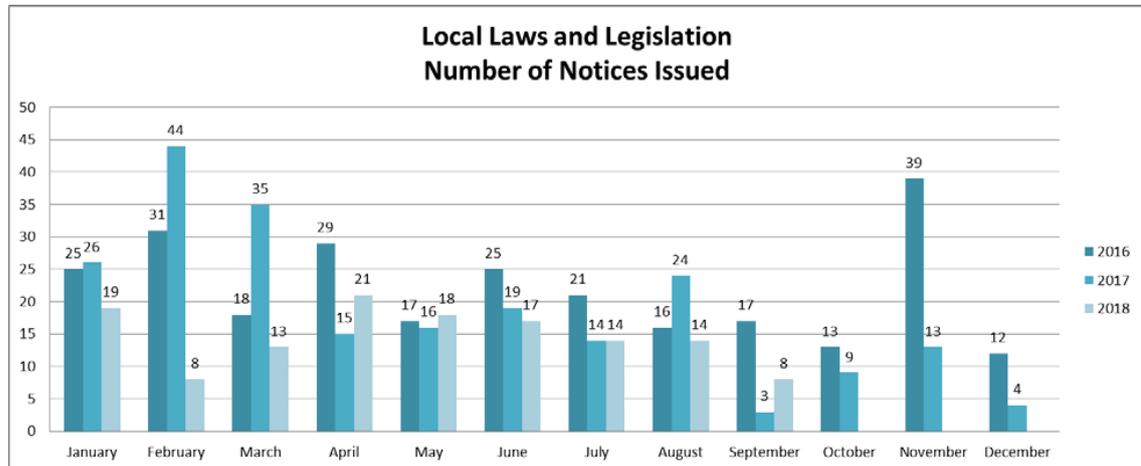
The following dashboard highlights the top 10 service requests raised by customers for **September 2018** with variances from the previous month for HSRS officers to investigate. Service request numbers for the top 10 have remained relatively steady.

	Roaming Dogs	98	Ranking	This Month 1	Last Month 1
	Collection of Impounded Dog	91	Ranking	This Month 2	Last Month 2
	Unregistered Dog	70	Ranking	This Month 3	Last Month 5
	Illegal Parking on Footpath	65	Ranking	This Month 4	Last Month 3
	Dog Noise Nuisance	61	Ranking	This Month 5	Last Month 4
	Dog Attack	53	Ranking	This Month 6	Last Month 6
	Abandoned Vehicle	52	Ranking	This Month 7	Last Month 8
	Loan of Cat Trap	39	Ranking	This Month 8	Last Month 7
	Overgrown Private Property	26	Ranking	This Month 9	Last Month 10
	Dog Fencing Issue	32	Ranking	This Month 10	Last Month 11

Penalty Infringement Notices (PINs) and Warnings

Local Laws and Legislation – PINs Issued

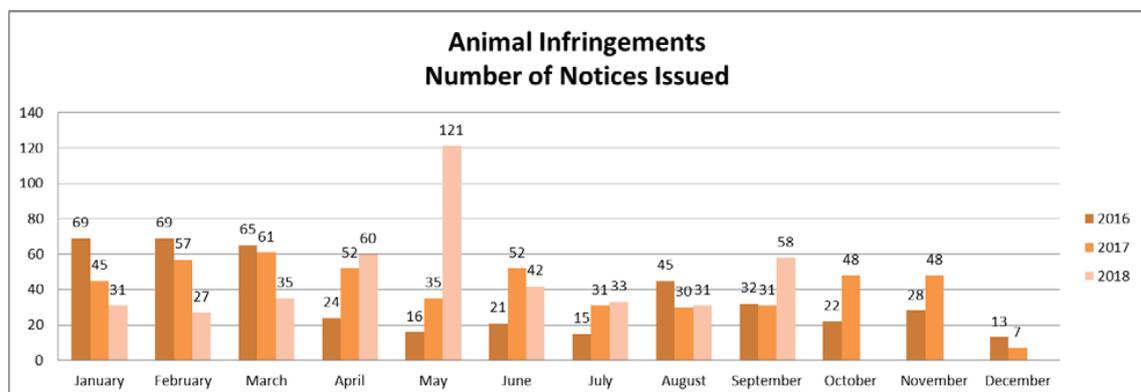
The HSRS Department issues PIN's and where applicable warnings for a variety of offences under the Local Laws and the *Transport Operation Road Use Management Act*. HSRS issues PIN's and warnings in order to protect the health, safety and wellbeing of the community generally however these are used in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



Previous 12 month period (October 2016 to September 2017) total = 260

Current 12 month period (October 2017 to September 2018) total = 158

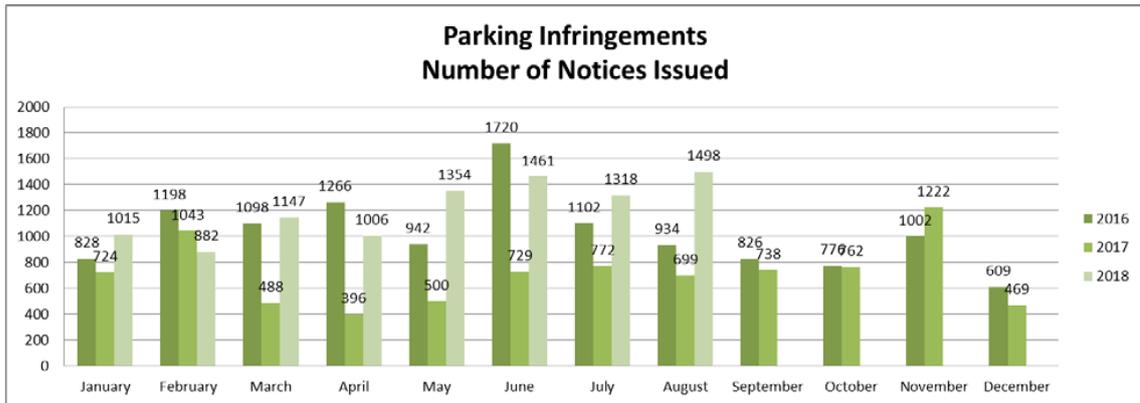
Animal Management – PINs Issued



Previous 12 month period (October 2016 to September 2017) total = 457

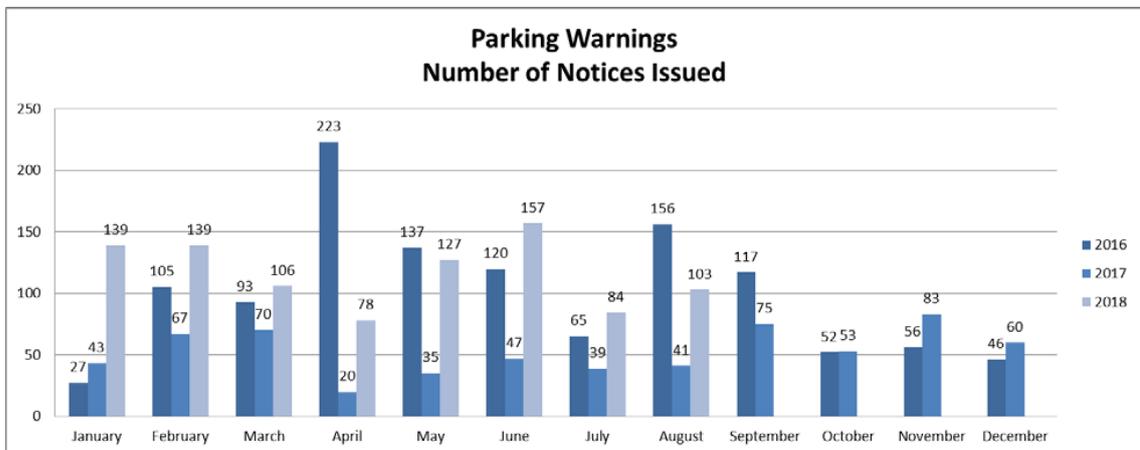
Current 12 month period (October 2017 to September 2018) total = 541

Parking – PINs Issued



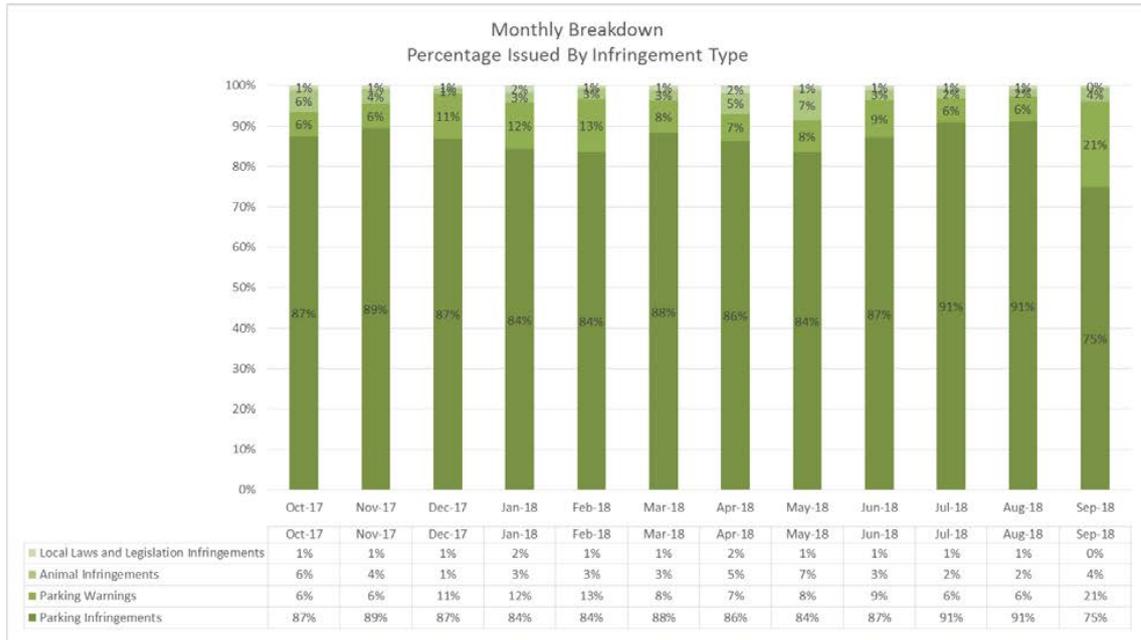
Previous 12 month period (October 2016 to September 2017) total = 8,476
 Current 12 month period (October 2017 to September 2018) total = 13,367

Parking – Warnings Issued



Previous 12 month period (October 2016 to September 2017) total = 591
 Current 12 month period (October 2017 to September 2018) total = 1,478

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



Prosecutions and Appeals

The HSRS Department completes investigations into compliance matters which range from complex environmental offences through to regulated parking breaches. The Investigations, Prosecutions and Training team compile briefs of evidence when persons elect to have infringements dealt with by a Magistrates Court. These briefs of evidence are presented to Council's Legal Branch. The matters are then considered by Council's Prosecution Panel to determine whether they should proceed to prosecution. The decision is based on the sufficiency of evidence and whether it is in the public interest to prosecute. The panel make a recommendation to the Chief Operating Officer HSRS who is responsible for making the final determination of the matter.

List of prosecutions and appeals as of 2 October 2018

Current Register Status	
Investigation (Brief in development)	9
Brief (with Legal Branch)	12
Court	7
TOTAL	28

Infringement Review requests for September 2018

A total of **268** requests for infringements to be reviewed were received in the month.

Licences, Permits and Design Assessments

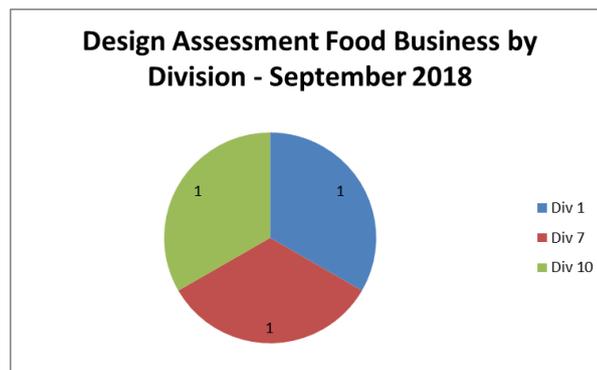
The HSRS Department approve a range of licences (commercial activities) and permits (non-commercial activities) under Council's local laws and State Legislation such as the *Food Act 2006*. Design Assessments are also carried out by HSRS to determine suitability and compliance with standards for fit-outs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

Licences/Permits

Licence/Permit Type	No. Issued September 2018
Accommodation Meals requires a Food Safety Program	1
Baker / Patisserie	2
Cafe / Restaurant	9
Care Facility Meals	1
Child Care Centre Meals	1
Domestic Dog Permit	4
Driveway Permits (Standard/Non-Standard)	6
Heavy & Other Vehicle Parking Permit	1
Horse Permit >2000m2 Residential (Standard)	2
Mobile Food Premises excluding Preparation	1
Mobile Food Premises involving Preparation	1
Outdoor Entertainment Venue/Arena	1
Personal Appearance - Tattooing	1
Public Swimming Pool Licence	1
Takeaway Food Premises	7
Temporary Entertainment Event	3
Temporary Food Stall	5
Temporary Food Stall (One Off Event)	2

Design Assessments

Application Type	Total Approved in September
Design Assessment Food Business	3



Development Compliance Contributions

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

- The number of applications being received by Council as a result of HSRS compliance action is generally tracking in line with 2017 figures, indicating a consistency in compliance being achieved.
- The number of infringements being issued has already surpassed the 2017 infringement data. This is mainly due to taking a firmer approach to our Development Compliance activities particularly with commercial and/or blatant offenders.

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

2018 Quarter	# of PINs Issued	Applications Submitted Following Compliance Investigation
2018 Jan-Mar	3	11
2018 Apr-Jun	3	5
2018 Jul-Sep	8	18
2018 Year to Date	14	34

Other Program Delivery Status

Systematic Inspection Program (Animal Registrations)

The Systematic Inspection Program to identify unregistered dogs and update Council's registration database is undertaken on an on-going basis and within the month of September the core program focussed on Booval and North Booval.

Booval & North Booval

The suburbs of Booval and North Booval are currently being completed. To date, the Inspection Officer has attended 509 of the 968 properties with 88 unregistered dogs identified so far.

There have been 54 database updates completed as a result of the inspection program to date.

The Booval & North Booval program is expected to continue for all of October.



City-wide Database Updates

The Animal Management Branch (the Branch) identified 9,852 animal registration records (individual animals) which have become orphaned within the registration database as a result of incomplete administrative updates, non-payment of fees or owners not advising Council when their animal moves/passes away.

All Compliance Officers within the Branch have undertaken to verify each of these records, in person, with the registered animal owner. These will be completed in addition to routine/standard workloads, with each officer generally dedicating one to two hours each day to property visits.

While the updates only commenced in September, the officers have completed 18 suburbs of the total 83 suburbs in the local government area. The project aims to have the database updated (all 9,852 records) by the end of the year.

To date, approximately 10% of properties had an unregistered dog (for a variety of reasons).

Immunisation Program

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

Ipswich City Community clinics are held at the following locations:

Every second Tuesday – 1st and 3rd of the month

Bell Street Health Plaza – 8.30am – 10.00am

Priceline Pharmacy Riverlink Tuesday -11.00am – 12.00 noon

Every alternate Tuesday – 2nd and 4th of the month

Goodna Community Health – 9.00am – 11.00am

1st Thursday of each month

Redbank Plaza Library – 3.30pm – 5.30pm

Every second Thursday – 2nd and 4th of the month

Ipswich Library – 3.45pm – 6.00pm

September Clinics

Type	Individuals Treated	Immunisations Issued
Community Clinics	50	102
Schools (catch-ups)	57	71
School Clinics	629	643
Special Projects (seasonal flu vaccinations)		

Eat Safe Program

The Eat Safe Program is a system where a licenced food business can receive a food star rating based on compliance with the Food Act 2006 and Food Safety Standards.

The objective of the voluntary Eat Safe program is to increase and reward compliance with the Food Act 2006 and Food Safety Standards which will in turn optimise service delivery. If a business calculates a 3 star or above rating they can opt-in to have their results publicly displayed.

The program has now been completed and will officially be launched 15 October 2018.

Below shows the number of visits/inspections undertaken as of September by month:

Month	Eat Safe Education Visits	Eat Safe Education Calls	Eat Safe Initial Audits	Reinspections for Non-Compliant Businesses
January	24	67	0	0
Feb	66	120	28	3
March	80	135	67	16
April	43	66	126	36
May	110	133	117	62
June	123	217	121	18
July	19	30	115	32
August	0	0	123	49
September	0	0	58	48

Environment Health and Protection

Conservation Park Patrols

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

The focus on these activities is due to the risk of harm to wildlife and native plants; erosion issues; and the transportation of seeds around the estates and risk to recreational users (eg potential for UXOs). The desired outcome of the patrols is to provide a safe environment for lawful users; prevent and reduce impacts on flora; prevent and reduce damage to infrastructure (including gates and fencing); and reduced injuries and fatalities of wildlife.

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

Environmental

HSRS investigates a range of Environmental issues including Erosion Sediment Control, Noise, Land Dust, and Contaminated Land. The focus for compliance is driven through building relationships with key officers across Council and externally (developers, contractors, builders and others).

The use of education to drive a change in behaviour is vital, with enforcement used as a last resort to help achieve compliance in line with the *Environmental Protection Act*.

HSRS work with entities such as QUU to attend to sediment erosion concerns that may impact our waterways. This work contributes to raising the healthy waterways rating report card.

Below is a summary of service requests undertaken in September:

Investigation Type	Volume
Erosion Sediment Control - Field	16
Land Dust - Business/Commercial	9
Noise - Business/Commercial	5
Water Contamination	3
Water Contamination - Sediment Erosion	2
Commercial Use of Roads - Business	1
Total	36

Sediment and Erosion Control

Increase erosion sediment control compliance can be seen on sites occupied by previously engaged companies and builders. This can be seen through the increase in compliant sites compared to the noncompliant actions undertaken by officers.

An increased awareness of ICC presence in areas of building and the need for ESC measures and potential actions for noncompliance can be seen within the building industry. This has been identified by Officers through discussion and engagement with both compliant and noncompliant builders within the various building areas in the City.

Current customer concerns relate to large scale development sites with dust leaving the site and impacting quality of life for nearby residents. Engagement and compliance inspections are currently being undertaken in relation to a number of sites throughout the City to ensure compliance with both the *Environmental Protection Act 1994* and any associated development conditions.

Road Permits

A Road Permit is required to carry out certain activities within road reserves in the Ipswich City Council (ICC) area. A road reserve is the area from property boundary to property boundary including the verges, footpaths, shoulders, traffic lanes, and median.

Permits are issued pursuant to the *Local Government Act 2009*. HSRS work with entities including the Department of Transport and Main Roads (DTMR) and QPS regarding the issuing of permits. HSRS also manage Road Permits for significant events.

Below shows number of permit applications received in September:

Permit Type	# Issued
Road Permit	98
Non-standard traffic control permit application	24
Non-standard works on road permit application	13
Standard traffic control permit application	5
Standard works on road permit application	2
Total	142

PetPEP Program

Council participate with Australian Veterinary Association (AVA) in a PetPEP (Pets and People Education Program).

The program teaches infant and primary school students, along with community groups, about the responsibilities associated with owning pets and safe behaviour around animals.

The program helps primary school teachers integrate responsible pet care messages into their classroom teaching, to teach our next generation about the responsibilities associated with owning animals and how to behave safely around them.

No classes were delivered in September due to school holidays.

Ipswich City Council
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Tel (07) 3810 6666
Fax (07) 3810 6731
council@ipswich.qld.gov.au

Join us online on:



Health, Security and Community Safety Committee	
Mtg Date: 09.10.18	OAR: YES
Authorisation: Kylie Goodwin	

HT:HT
A5093920

23 September 2018

MEMORANDUM

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

FROM: ACTING MANAGER (ANIMAL MANAGEMENT)

RE: REVIEW OF HERBICIDE SUBSIDY FOR THE MANAGEMENT OF FIREWEED

INTRODUCTION:

This is a report by the Acting Manager (Animal Management) dated 23 September 2018 concerning the Herbicide Subsidy for the Management of Fireweed.

HEALTH AND AMENITY PLAN PRIORITY:



BACKGROUND:

Fireweed is an introduced weed that can be poisonous to livestock and competes with pasture species, reducing the viability of agricultural production.

Large infestations of Fireweed on both private and public land had become quite visible towards the end of 2016, due to favourable weather conditions that allowed infestations to survive the winter. This resulted in media attention and community concern, particularly within Division 10 where rural parcels are most prevalent.

While the 2016 winter was particularly optimal for Fireweed, the infestation of sizable rural parcels is largely due to mismanagement of the species (too little, too late), or neglect.

To encourage landholders to develop a plan for the on-going management of Fireweed, Council approved a Herbicide Subsidy Program which ran from 20 April 2017 to 30 June 2018. This program subsidised the purchase of herbicides for landholders who developed and implemented a Property Pest Management Plan and provided Council with the appropriate supporting documentation.

The program's authorising resolution required a review of the Herbicide Subsidy Program be undertaken upon its completion and a report provided to Committee outlining uptake and outcomes.

Further detail on the background of the program is provided within Policy and Administration Board No. 2017(04) Item 01. (Attachment A) and Health and Community Safety Committee No. 2016(08) Item 03. (Attachment B).

UPTAKE, BUDGET EXPENDITURE AND OUTCOMES:

Council received 16 applications for subsidisation, although only processed eight direct payments. The total expenditure for the program was \$2,488.35 (average subsidy of \$311.04), this represents only 12.44% of the total budget expenditure approved for the program.

In terms of quantifiable outcomes, the only certainty upon completion was that the landholders have purchased herbicide and entered into a Property Pest Management Plan. Given that Fireweed is an annual or a short-lived perennial, it is difficult to accurately measure the success of the herbicidal application over the short-term.

This difficulty measuring success is only compounded by growth conditions, with the 2017 winter being notably cooler and dryer than 2016 (resulting in infestations largely dying off) and the 2018 peak growth period being far too dry for Fireweed (resulting in almost non-existent growth). These two factors mean infestations are largely invisible at present, while the seed bank in the soil is still viable it may be some time before landholders are able to treat (or even see the extent of) their infestations.

Participants in the program have a plan in place, it remains to be seen as to how effectively those plans are put into action when weather conditions become more favourable for Fireweed growth.

CONCLUSION:

Herbicide subsidy programs have their advantages and disadvantages, with the most effective being supported by long term management strategies and the appropriate resourcing commitment (by all levels of government, landholders and industry). In this case, the management of Fireweed has little of either.

The species requires significant investment from landholders to control, has little to no environmental impacts, is concentrated in the South East of Queensland and is not prioritised in local government areas with broad scale infestations.

To this end, the department is not seeking a continuation of this program.

ATTACHMENT/S:

Name of Attachment	Attachment
Herbicide Subsidy Program for the Management of Fireweed Policy and Administration Board No. 2017(04) Item 01.	Attachment A
Fireweed (<i>Senecio madagascariensis</i>) Health and Community Safety Committee No. 2016(08) Item 03.	Attachment B

RECOMMENDATION:

That the Interim Administration of Ipswich City Council resolve:

That Council discontinue the herbicide subsidy for the management of fireweed.

Haiden Taylor

ACTING MANAGER (ANIMAL MANAGEMENT)

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

Kylie Goodwin

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

Policy and Administration Board	
Mtg Date: 04/04/17	OAR: YES
Authorisation: Sean Madigan	

HT:HT
A4075309

27 March 2017

MEMORANDUM

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

FROM: COORDINATOR (ANIMAL MANAGEMENT)

RE: HERBICIDE SUBSIDY PROGRAM FOR THE MANAGEMENT OF FIREWEED
(SENECIO MADAGASCARIENSIS)

INTRODUCTION:

This is a report by the Coordinator (Animal Management) dated 27 March 2017 concerning the provision of a herbicide subsidy program to assist landholders with the management of Fireweed (senecio madagascariensis).

BACKGROUND:

Fireweed is an introduced weed that can be poisonous to livestock and competes with pasture species, reducing the viability of agricultural production.

This annual, or short-lived perennial is a daisy-like herb that can vary greatly in size and shape depending on environmental conditions. In ideal conditions fireweed will grow to 50cm tall with multiple branches, long and wide leaves and about 100 flowers.

Flowers and seeds are produced continuously over the growing season and an average plant can produce over 10,000 seeds during this time. Even light infestations of fireweed can produce 1 million seeds per hectare.

Fireweed readily invades pastures and is equally at home in low-elevation, arid pastures as in high-elevation, moist pastures.

Council officers encourage impacted landholders to take an integrated approach, consisting of prevention and early detection, followed by mechanical and herbicidal control. Although officers acknowledge, that with almost all Fireweed infestations, effective management will require notable financial and resource investment from landholders.

To this end, it has been raised by some Ipswich landholders that Somerset Regional Council (SRC) assists in reducing the financial burden associated with the control of Fireweed through a herbicide subsidy program.

SRC's "Chemical Subsidy Program" subsidises a third of the total cost of herbicides (capped at \$2,000 per landholder per annum) for landholders who are operating under a SRC approved Property Pest Management Plan. These landholders submit a receipt for specific herbicides and a third of the cost is credited to their nominated rate account.

Lockyer Valley Regional Council (LVRC) operates a similar program, although not for Fireweed, where a set fee is paid for two specific herbicides. In effect, the landholder purchases the herbicide at a reduced and fixed price from LVRC.

Both SRC and LVRC have calculated some degree of subsidisation by nominating priority species and appropriate, yet cost effective herbicides from the Australian Pesticides and Veterinary Medicines Authority (APVMA) approved herbicide list.

The below table has been prepared to provide some guidance on herbicides that could be used to control Fireweed within the Ipswich region. As with SRC and LVRC's approach, this is not the complete list of APVMA approved herbicides, but each nominated herbicide is applicable to most situations and the plant's different growth phases/life cycles.

Situation	Herbicide	Rate	Application	Approx. Cost
Agricultural non-crop land, bushland, forests, wetlands, costal and adjacent areas	2,4-D 625 g/L Adama Australia 2,4-D Amine 625	300 mL/100 L water or 3 L/ha	Permit 11463 (expires 30/06/2018) spot spray only	\$129.55 20 L
Agricultural non-crop land and pastures	2,4-D 300 g/L Affray 300	700 mL/100 L water	Apply as a high-volume or spot spray when the plant is actively growing	\$340 20 L
Agricultural non-crop land, commercial and industrial land, forests, pastures and right-of-way's	Triclopyr 300 g/L Picloram 100 g/L Aminopyralid 8 g/L Grazon Extra	350 mL/100 L water	Apply as a high-volume or spot spray when the plant is flowering.	\$679.20 20 L

Like SRC, there is inherit benefit in ensuring landholders have an approved Property Pest Management Plan prior to receiving any subsidisation. These plans promote control to be targeted to areas that represent the best value and commit landholders to longer term, holistic management.

PROGRAM REACH:

The effective reach (number of landholders involved) would be dependent on the herbicide of choice and subsequent subsidisation of the herbicide’s retail cost. The table below provides an indication of landholder numbers and has assumed a percentage monetary payment to a landholder on presentation of a valid receipt:

Herbicide	Subsidy (%)	Subsidy (\$)	Total landholders
Adama Australia 2,4-D Amine 625	100%	\$129.55	154
Adama Australia 2,4-D Amine 625	75%	\$97.16	205
Adama Australia 2,4-D Amine 625	50%	\$64.77	308
Adama Australia 2,4-D Amine 625	25%	\$32.38	617
Affray 300	100%	\$340	58
Affray 300	75%	\$255	78
Affray 300	50%	\$170	117
Affray 300	25%	\$85	235
Grazon Extra	100%	\$679.20	29
Grazon Extra	75%	\$509.40	39
Grazon Extra	50%	\$339.60	58
Grazon Extra	25%	\$169.80	117

Averaged combined subsidy (assuming the three herbicides were included in the subsidy and an even amount of each type of herbicide is selected by landholders):

Subsidy (%)	Average Subsidy (\$)	Total landholders
100%	\$382.91	52
75%	\$287.18	69
50%	\$191.45	104
25%	\$95.72	208

LIMITATIONS:

Limiting access to the program, particularly multiple claims in a single financial year, will ensure both Council and the community realise the maximum benefit. To this end, regardless of the number of land holdings, or size of the infestation, an individual property owner should only be subsidised on one occasion, per financial year.

Where landholders have multiple parcels and large infestations, Council officers will provide guidance through Property Management Plan(s) on how to maximise the subsidy benefit. This will be achieved through efficient herbicidal application rates and integrated control strategies.

PROCESS CONSIDERATIONS:

Council Officers will develop and implement a process incorporating Council's Customer Engagement System (CES), which will streamline applications for herbicide subsidisation. This process will provide governance to ensure:

- Landholders complete a Property Pest Management Plan;
- Property Pest Management Plans are approved by suitably experienced Council Officers, with a focus on integrated management that aims to reduce infestations over time;
- Landholders provide Council with a valid tax invoice for one of the approved herbicides, which is recorded in corporate memory;
- Landholders only receive a single subsidisation per financial year; and
- Payments to landholders are approved by delegated officers and processed using electronic funds transfer in a timely manner.

BUDGETARY CONSIDERATIONS:

With the distribution of Fireweed across the region and recent weather conditions being favourable to the species, it is estimated that a program of this nature would consume \$20,000 in a 12 month period.

To balance subsidy with program reach, it is proposed to provide a 50% subsidy of the cost of a single 20 L purchase of a nominated herbicide. This subsidy will be reimbursed to approved participants through Electronic Funds Transfer upon presentation of a valid tax invoice and officer confirmation (payment may be subject to internal processing time – approx. 14 days).

CONCLUSION:

Fireweed is a difficult species to control, but equally is of concern to residents of the Ipswich region. The provision of a subsidy may encourage landholders to both plan and subsequently control infestations proactively, which may potentially reduce the compliance burden on Council and improve the viability of agricultural production and rural living.

ATTACHMENT/S:

Name of Attachment	Attachment
Item 2. Herbicide Subsidy Program for the Management of Fireweed – Policy and Administration Board March 2017	Attachment A
Somerset Regional Council Chemical Subsidy Program Flyer	Attachment B
Lockyer Valley Regional Council Herbicide Subsidy Program 2016-2017 Application Form	Attachment C

RECOMMENDATION:

Amended P&A Board No. 2017(03) of 4 April 2017

- A. That a Herbicide Subsidy Program for the Management of Fireweed be initiated effective 20 April 2017 until 30 June 2018, which subsidises 50% of the purchase cost associated with:
- 2,4-D Amine/Amicide 625 (2,4-D 625 g/L);
 - Affray 300 (2,4-D 300 g/L); and
 - Grazon Extra (Triclopyr 300 g/L, Picloram 100 g/L and Aminopyralid 8 g/L)
 - or any other chemical authorised by the Chief Operating Officer (Health, Security and Regulatory Services).
- B. That the budget considerations outlined in the report by the Coordinator (Animal Management) dated 27 March 2017, be approved.
- C. That the Chief Operating Officer (Health, Security and Regulatory Services) be authorised to approve or reject either applications for Herbicide subsidisation or Property Pest Management Plans and that each application be required to be accompanied by a pest management plan.
- D. ~~That the Chief Operating Officer (Health, Security and Regulatory Services) be authorised to reject subsidy claims, when satisfied a landholder has been reasonably subsidised already, yet a further application is received involving the same or similar landholders and/or properties. That in each financial year a land owner be entitled to one (1) subsidy unless special circumstances apply which are approved by the Chief Operating Officer (Health, Security and Regulatory Services).~~
- E. That the Herbicide Subsidy Program cease once the allocated \$20,000 budget is expended.
- F. That a review of the Herbicide Subsidy Program be undertaken upon its completion and a report be provided to Committee outlining uptake and outcomes.

Haiden Taylor
COORDINATOR (ANIMAL MANAGEMENT)

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

Sean Madigan

CHIEF OPERATING OFFICER (HEALTH, SECURITY AND REGULATORY SERVICES)

Policy and Administration Board	
Mtg Date: 14 March 2017	OAR: YES
Authorisation: Sean Madigan	

HT:HT
A4046137

3 March 2017

MEMORANDUM

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

FROM: COORDINATOR (ANIMAL MANAGEMENT)

RE: HERBICIDE SUBSIDY PROGRAM FOR THE MANAGEMENT OF FIREWEED
(SENECIO MADAGASCARIENSIS)

INTRODUCTION:

This is a report by the Coordinator (Animal Management) dated 3 March 2017 concerning the provision of a herbicide subsidy program to assist landholders with the management of Fireweed (*senecio madagascariensis*).

BACKGROUND:

Fireweed is an introduced weed that can be poisonous to livestock and competes with pasture species, reducing the viability of agricultural production.

This annual, or short-lived perennial is a daisy-like herb that can vary greatly in size and shape depending on environmental conditions. In ideal conditions fireweed will grow to 50cm tall with multiple branches, long and wide leaves and about 100 flowers.

Flowers and seeds are produced continuously over the growing season and an average plant can produce over 10,000 seeds during this time. Even light infestations of fireweed can produce 1 million seeds per hectare.

Fireweed readily invades pastures and is equally at home in low-elevation, arid pastures as in high-elevation, moist pastures.

Council officers encourage impacted landholders to take an integrated approach, consisting of prevention and early detection, followed by mechanical and herbicidal control. Although officers acknowledge, that with almost all Fireweed infestations, effective management will require notable financial and resource investment from landholders.

To this end, it has been raised by some Ipswich landholders that Somerset Regional Council (SRC) assists in reducing the financial burden associated with the control of Fireweed through a herbicide subsidy program.

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Both SRC and LVRC have calculated some degree of subsidisation by nominating priority species and appropriate, yet cost effective herbicides from the Australian Pesticides and Veterinary Medicines Authority (APVMA) approved herbicide list.

The below table has been prepared to provide some guidance on herbicides that could be used to control Fireweed within the Ipswich region. As with SRC and LVRC's approach, this is not the complete list of APVMA approved herbicides, but each nominated herbicide is applicable to most situations and the plant's different growth phases/life cycles.

Situation	Herbicide	Rate	Application	Approx. Cost
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Agricultural non-crop land and pastures	2,4-D 300 g/L Affray 300	700 mL/100 L water	Apply as a high-volume or spot spray when the plant is actively growing	\$340 20 L
Agricultural non-crop land, commercial and industrial land, forests, pastures and right-of-way's	Triclopyr 300 g/L Picloram 100 g/L Aminopyralid 8 g/L Grazon Extra	350 mL/100 L water	Apply as a high-volume or spot spray when the plant is flowering.	\$679.20 20 L

Like SRC, there is inherit benefit in ensuring landholders have an approved Property Pest Management Plan prior to receiving any subsidisation. These plans promote control to be targeted to areas that represent the best value and commit landholders to longer term, holistic management.

BUDGETARY CONSIDERATIONS:

With the distribution of Fireweed across the region and recent weather conditions being favourable to the species, it is estimated that a program of this nature would consume approximately \$20,000 in the first year. Importantly, this is currently not accounted for within the Health, Security and Regulatory Services budgeted operating expenditure.

The effective reach (number of landholders involved) would be dependent on the herbicide of choice and subsequent subsidisation of the herbicide’s retail cost. The table below provides an indication of landholder numbers and has assumed a percentage monetary payment to a landholder on presentation of a valid receipt:

Herbicide	Subsidy (%)	Subsidy (\$)	Total landholders
Adama Australia 2,4-D Amine 625	100%	\$129.55	154
Adama Australia 2,4-D Amine 625	75%	\$97.16	205
Adama Australia 2,4-D Amine 625	50%	\$64.77	308
Adama Australia 2,4-D Amine 625	25%	\$32.38	617
Affray 300	100%	\$340	58
Affray 300	75%	\$255	78
Affray 300	50%	\$170	117
Affray 300	25%	\$85	235
Grazon Extra	100%	\$679.20	29
Grazon Extra	75%	\$509.40	39
Grazon Extra	50%	\$339.60	58
Grazon Extra	25%	\$169.80	117

Averaged combined subsidy (assuming the three herbicides were included in the subsidy and an even amount of each type of herbicide is selected by landholders):

Subsidy (%)	Average Subsidy (\$)	Total landholders
100%	\$382.91	52
75%	\$287.18	69
50%	\$191.45	104
25%	\$95.72	208

It may also be pertinent to consider that the likelihood of eradicating Fireweed within the Ipswich region is quite low. The species produces a large number of seed within relatively small infestations and the seed can remain viable in soil for a number of years (usually 3-5, some studies have estimated up to 10 years).

As such, even with a containment and reduction strategy in place, both new and reinfestation may occur indefinitely (given the vast number of seed vectors). This may result in community expectations that a herbicide subsidy program remains in place for the same.

CONCLUSION:

Fireweed is a difficult species to control, but equally is of concern to residents of the Ipswich region. The provision of a subsidy may encourage landholders to both plan and subsequently control infestations proactively, which may potentially reduce the compliance burden on Council and improve viability of production.

ATTACHMENT/S:

Name of Attachment	Attachment
Somerset Regional Council Chemical Subsidy Program Flyer	Attachment A
Lockyer Valley Regional Council Herbicide Subsidy Program 2016-2017 Application Form	Attachment B

RECOMMENDATION:

[Amended P&A Board No. 2017\(02\) of 14 March 2012](#)
~~For discussion~~ [That the report be received and the contents noted.](#)

Haiden Taylor
COORDINATOR (ANIMAL MANAGEMENT)

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

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



Chemical Subsidy Program

What is the Chemical Subsidy Program?

Somerset Regional Council offers a Chemical Subsidy Program to support landholders in meeting their general Biosecurity obligation under the *Biosecurity Act 2014*. The program applies to restricted invasive plants; Mother of millions, Giant rats tail grass, Parthenium, Annual ragweed, and Fireweed and allows approved landholders to receive a subsidy of one-third of the herbicide cost upon presentation of receipts to Council (conditions apply).

How do I participate in the program?

Phone Council to arrange for a pest management officer to conduct a site inspection and recommend appropriate management strategies. The officer can assist you in completing a Property Pest Management Plan detailing how the invasive plant can be controlled. Once the plan is approved, the property information and details will be added to a register to receive the subsidy.

How do I make a claim?

Approved landholders can claim the subsidy at any Council office by submitting their receipt and tax invoice for the agreed herbicide purchased in the Somerset region. Pest management officers will monitor the use of herbicide by the landholders and monitor the progress of each Property Pest Management Plan.

Are there limits to subsidy payments?

The subsidy is available until funds are expended, however, subsidy payments to any landholder or entity will be limited to 20% of the total chemical subsidy budgeted by Council in any financial year. Chemical subsidy payments will be made to Somerset Regional Council rate accounts nominated by the subsidy claimant.

These are payments made on behalf of the claimant at a date to be determined by Council and are not rate rebates by Somerset Regional Council.

What are the Restricted Invasive Plants and approved chemicals included in the program?

Invasive plants	Approved herbicide
Mother of millions	AFFRAY 300
Giant rats tail grass	Taskforce
Parthenium	Brush off
Annual ragweed	Amicide 625
Fireweed	Grazon Extra, Hotshot, and AFFRAY 300

For more information or to participate in the program visit Council's website, www.somerset.qld.gov.au or phone Council's pest management section on (07) 5424 4000.



Mother of millions. Picture Courtesy: Department of Agriculture and Fisheries.



Giant rats tail. Picture courtesy: The Weed Society of Queensland Inc.



Parthenium. Picture courtesy: Department of Agriculture and Fisheries.



Annual ragweed. Picture courtesy: Department of Agriculture and Fisheries.



Fireweed. Picture courtesy: Department of Agriculture and Fisheries.

Application – Herbicide Subsidy Program 2016/2017

Please use **BLOCK LETTERS** to complete the application and tick boxes where applicable. If you have any specific enquiries regarding this program, please contact Council's Pest Management Officer Henri-Paul Blanco on 1300 005 872

Applicant & Landholder's Details: <i>(Note: The applicant must be a person and landholder in Lockyer Valley Regional Council area)</i>					
Title :					
Given Name :		Family Name :			
Title :					
Given Name :		Family Name :			
Address of Landholder					
Street/ House no.		Street Name/Suburb:		State/ Postcode	
Home/ Work No.		Mobile No.		Email Address:	
Address of Land for Herbicide Treatment					
Street/ House no.		Street Name/Suburb:		State/ Postcode	
Declaration and Signature of Applicant (s)					
I / We knowledge and that the following information was received.			certify that the information supplied is correct to the best of my		
<input type="checkbox"/>	Information Sheet – Herbicide Subsidy Program 2016 (including Safety Information)				
<input type="checkbox"/>	Receipt of Payment				
And I / We will use the herbicide to treat Parthenium and/or Giants Rats Tail on the stated property (ies) within Lockyer Valley Regional Council area.					
Signature : _____ <i>(Individual)</i>			Signature : _____ <i>(Individual)</i>		
Date:		Date:			
Office Use Only:					
Herbicides Available (<i>Customer Service Officer to tick ✓</i>)					
Weed Type	Herbicide Name	Herbicide Volume	No. of unit	Unit cost to Landholder	Customer Service Officer to tick (✓)
Parthenium	Amicide - Advance	20 Litres		\$26.00	
Parthenium	Amicide - Advance	5 Litres		\$12.00	
Giants Rat Tail (GRT)	Taskforce	20 Litres		\$205.00	
Amount of Fee Paid:	\$	Receipt No.:			
Date of payment:		Name of Registering Officer			

For more information call Henri-Paul Blanco on 1300 005 872.

Lockyer Valley Regional Council, PO Box 82, GATTON QLD 4343 / Email: mailbox@lvrc.qld.gov.au.

Lockyer Valley Regional Council

26 Railway Street, Gatton
PO Box 82
GATTON QLD 4343
Telephone 1300 005 872 Facsimile (07) 5462 3269
Email: mailbox@lvrc.qld.gov.au
Website: www.lockyervalley.qld.gov.au



Spraying Herbicides Safely Standard Operating Procedures (SOP)

DO NOT perform this task unless a competent person has instructed you in the safe work method and you have read and understood this SOP and Equipment Instruction Manual

 Safety glasses must be worn at all times.	 Long and loose hair must be contained.
 Steel capped footwear must be worn at all times.	 Close fitting/protective clothing must be worn.
 Chemical resistant gloves must be worn.	 Appropriate face mask/respirator must be worn.
 Take action to avoid Spray Drift	 Avoid physical contact with chemicals

POTENTIAL HAZARDS

There are three main routes available for absorption of hazardous substances:

- 1) Inhalation – breathing of the substance
- 2) Skin Contact – contact between the skin (and eyes) and the hazardous substance.
- 3) Ingestion – swallowing of the hazardous substance.

OPERATIONAL SAFETY CHECKS/JOB STEPS

Safety Notes:

- 1) Wash gloves and boots at end of day;
- 2) Wear appropriate face mask/respirator in accordance with the Material Safety Data Sheet (MSDS)
- 4) Store protective equipment away from the pesticide/herbicide.
- 5) Persons using Pesticides/herbicides or any hazardous substance must always wash hands and face before eating, drinking, smoking or using toilets.
- 6) Discard used face masks or remove respirator cartridges and wash mask with soap and water and thoroughly rinse with clean water.
- 7) If a person comes into contact with the chemical/poison, take action in accordance with the Material Safety Data Sheet and/or contact the Poisons Hotline 13 11 26

PREVENT CONTAMINATION OF WATER SUPPLY AND ASSOCIATED HEALTH RISKS TO HUMANS, ANIMALS, FISH AND BIRDS

- Herbicide tank filling water supply pipework must contain an approved functional, reduced-pressure zone, backflow preventer (RPZ). As an option to the (RPZ), there must be a complete physical break (air gap) between the outlet end of the fill pipe and the top or overflow rim of the reservoir tank of at least twice the inside diameter of the fill pipe.
- FILL HOSES OR PIPE MUST NOT ENTER TANK AS BACK SIPHONAGE MAY OCCUR.

OPERATIONAL SAFETY CHECKS

1. STORAGE AND DIRECTIONS:

- Read all directions on the chemical container or Material Safety Data Sheet (MSDS) before opening container.
- Container is only to be left open for the time necessary for the removal of the substance and then immediately closed.
- Return pesticide/herbicide to storage when work is completed.

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references. It is designed to be used as an adjunct to Workplace Health and Safety Procedures and to act as a reminder to users prior to machine use.

- Store in a safe place, preferably a locked storeroom with ventilation
- Do not store in unapproved containers

2. MIXING

- Always mix in an open area.
- Avoid splashing
- Use a flat stick for mixing (Stir Slowly)

3. SPRAYING

- Do not spray in windy conditions.
- Take appropriate action to reduce spray drift, particularly on or near property boundaries.
- Do not spray in adverse weather conditions.
- Be aware of the surroundings – holes, trip hazards, low branches, trees, embankments, neighbours and the public.

Be prepared

- Keep your knowledge of application methods up to date. Attend equipment manufacturer or product manufacturer field days when these are organised in your area.
- Read the agricultural chemical product label and follow the instructions accurately. Many products have specific spray drift management instructions dealing with optimal weather conditions and spray equipment.
- If you don't understand a label instruction, ask someone who does before commencing the application. Product labels provide contact details of the manufacturer who can provide reliable technical advice to assist you if necessary.
- If you're not sure what you're doing, consider engaging a professional contractor

Be careful of surrounding areas and Avoid Spraying Drift

- Take appropriate action to reduce spray drift, particularly on or near property boundaries.
- Identify sensitive crops and areas (e.g. creeks and streams, livestock paddocks or schools) around the area where you intend to spray, and let the spray operator know about these areas.
- Discuss your spray plans with your neighbours and contractors. Good communication can often avoid complaints from neighbours or prevent misunderstandings and unnecessary conflict.
- If possible, maintain a buffer zone between areas of application and areas where there is a risk of damage from spray drift.

Check weather conditions

- Measure and record the weather conditions before and after the applications. If you think they have changed, stop and measure them during the application as well.
- Spray only in favourable weather conditions. Ideal wind speeds are between 3-15km/h.
- Ideally, wind should be blowing away from susceptible crops. If not, try leaving a buffer zone.
- Avoid spraying in temperatures near or above 30°C and when humidity is low as spray droplet size may be reduced, increasing the risk of spray drift.
- Do not spray when inversion conditions exist. Visual indicators include no wind, fog, dew, frost and smoke or dust hanging in the air or forming distinct layers. Inversion conditions are very prevalent in Australia.

Keep records

- Keep detailed records of each spray application. Good records will prove beneficial if complaints are made, particularly if you need to accurately recall information months after a spray event.

Think before spraying

- Have you notified neighbours?
- Have you chosen the right chemical for the job?
- Have you chosen the right equipment for the job?
- Are the weather conditions right for spraying?
- Are there sensitive areas nearby that require special care when spraying (e.g. schools, grazing livestock or susceptible crops)?
- Have you considered your own personal safety needs?

Further information

- Workplace Health and Safety Queensland <https://www.worksafe.qld.gov.au/>
- Spray Drift Issues: <http://www.business.qld.gov.au/industry/agriculture/land-management/chemical-controls/spray-drift-issues/reporting-spray-drift>

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references. It is designed to be used as an adjunct to Workplace Health and Safety Procedures and to act as a reminder to users prior to machine use.

Health & Community Safety Committee	
Mtg Date: 3.11.16	OAR: Yes
Authorisation: Sean Madigan	

HT:HT

19 October 2016

MEMORANDUM

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

FROM: COORDINATOR (ANIMAL MANAGEMENT)

RE: FIREWEED (SENECIO MADAGASCARIENSIS)

INTRODUCTION:

This is a report by the Coordinator (Animal Management) concerning Fireweed and its management within the Ipswich City Council Local Government Area.

HEALTH AND AMENITY PLAN PRIORITY:



BACKGROUND:

Fireweed is an introduced weed that can be poisonous to livestock and competes with pasture species, reducing the viability of agricultural production.

Fireweed is an annual or short lived perennial that prefers mild, warm conditions between 15-27°C. Most seedlings appear between March and June then grow quickly to produce their first flowers in 6-10 weeks. With an increase in temperature in the summer months, the top growth usually dies leaving a base and roots that can re-grow the following autumn.

Single plants have been recorded to produce between 25 000 and 30 000 seeds per annum, with up to 150 seeds per flower head (Parsons and Cuthbertson 1992). Total seed production of 9163 seeds per square metre (per annum) was recorded in New South Wales (Radford and Cousens 2000).

The latter authors also reported that an average of 42% of seedlings survived to maturity, that the species was reproductive in all months except December and January and that 50% of plants flowered before they were 3 months old.

With the ability for Fireweed to disperse substantial seed and re-grow year after year, heavy infestations are often the result of neglect, with steadily increasing infestations over time.

Queensland experienced its second-wettest and second-warmest (mean minimum temperatures) winter on record in 2016. This has resulted in some invasive species, like Fireweed, surviving through the winter conditions that would normally see the plants reduced to a basic root structure.

These optimal conditions have resulted in large infestations and significant community concern.

PROCESSES, ACTIONS AND INITIATIVES:

Council's process for managing Fireweed complaints was inadvertently misrepresented by some members of the community, who believed the advice being provided to other landholders was actually compliance action.

To clarify, the process has been to engage and educate in an effort to promote longer term control. This involved a holistic approach summarised below:

Landholder (with infestation):

1. Council officers provide written and verbal advice on the general biosecurity obligation and fireweed specifically (including plant information and control methods).
2. Council officers will attempt to make contact, or to re-inspect property to determine if landholder has either undertaken some risk mitigation/control or if a plan is in place to manage infestations.
3. In the event insufficient action has been taken, Council officers will consider the appropriateness of issuing a Biosecurity Order.
4. If the Biosecurity Order is not actioned, Council officers will consider what practically a landholder could achieve and whether Council should undertake this work on their behalf (with costs recoverable through rates).

Community:

- Infestations are considered in the context of a localised area, while a complaint is often about 'the worst infestation' the customer usually notes Fireweed is localised in the area. In these cases, Council officers have provided advice to all affected landholders (usually within the street), rather than just the single property complained about.
- Council initiated a program where picked Fireweed could be dumped without incurring the standard disposal fees. To date 15 approvals have been issued to landholders. Anecdotal information is that a considerable number of garbage bags have been disposed of through this program.

- The first Fireweed information day/workshop is scheduled to occur in Rosewood in November 2016. These meetings will provide information on the *Biosecurity Act 2014* and Fireweed issues, especially actions to take in preparation for the next Fireweed growth season.

To date, this educative approach has provided positive outcomes for the Ipswich community. This has meant Council officers have only issued a single Biosecurity Order for Fireweed.

RESOURCING RESPONSE:

Council's Health, Security and Regulatory Services Department engaged a temporary officer to assist with managing the large number of customer requests and infestations of invasive plant and animal species, particularly Fireweed.

During the period of 1 July 2016 to 23 October 2016, Council received 118 requests relating to pest plants and animals, compared to 48 over the same period in 2015.

This additional resourcing provided capability for greater interaction with landholders, to broadly map infestations of Fireweed and the ability to coordinate community engagement meetings (scheduled for November 2016).

SOUTH EAST QUEENSLAND REGION:

During this growth period, Fireweed impacted all local governments (to varying extents) in South East Queensland although, not all local governments are responding to the species in the same way.

Discussions with other Councils identified two distinct categorisations (of sorts) and subsequent responses to both complaints and known infestations. These categorisations can be broadly summarised as whether Fireweed is considered to be 'high/medium risk' or 'low risk'.

Regionally, the following local governments consider Fireweed to be either 'high risk', or 'medium risk':

- Ipswich City Council;
- Lockyer Valley Regional Council;
- Moreton Bay Regional Council;
- Redland City Council; and
- Somerset Regional Council.

While the specific compliance process differs slightly, broadly, these local governments have an eradication or reduction target. In support of these targets, community programs may have been implemented, supplemented by educative compliance action to progress control.

Whereas, the following local governments consider Fireweed to be a 'low risk':

- Brisbane City Council;
- City of Gold Coast;
- Logan City Council; and
- Scenic Rim Regional Council.

These local governments generally have no reduction or eradication target and consider the control of Fireweed to be a property management issue for each landholder. This generally involves either no action, or some written advice to a landholder without follow up.

While there are some obligations under the *Biosecurity Act 2014* to plan regionally, this will most likely not progress until all South East Queensland local governments have developed Biosecurity Plans (potentially as far away as 2018-2019, due to transitional provisions).

PREPARATION FOR NEXT GROWTH SEASON:

Fireweed seeds germinate in mild, warm conditions (15–27°C) in the presence of light and moisture. Most seedlings appear between March and June then grow quickly to produce their first flowers in 6–10 weeks.

In preparation to the March growth season, compliance officers will endeavour to undertake the following:

- Finalise the mapping of observed infestations within the Ipswich City Local Government Area (LGA);
- Prepare a mailing list of impacted properties and landholders to remind landholders of the upcoming growth period (closer to March 2017);
- Finalise a fact sheet specific to Fireweed in the Ipswich City LGA; and
- Undertake community education workshops within heavily infested localities to inform the community on Fireweed management practices.

CONCLUSION:

Fireweed is invasive, toxic to livestock and large scale infestations are a concern for the Ipswich community. While eradication is unlikely, given the species is found throughout all the remaining rural localities, reduction of infestations may be achievable, with an appropriate level of resourcing.

RECOMMENDATION:

That the report be received and the contents noted.

Haiden Taylor
COORDINATOR (ANIMAL MANAGEMENT)

I concur with the recommendation contained in this report.

Sean Madigan

CHIEF OPERATING OFFICER – HEALTH, SECURITY AND REGULATORY SERVICES

Health, Security and Community Safety	
Mtg Date: 9/10/18	OAR: Yes
Authorisation: Kylie Goodwin	

JP:JP

28 September 2018

MEMORANDUM

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

FROM: PRINCIPAL OFFICER (INVESTIGATIONS, PROSECUTIONS AND TRAINING)

RE: SWIMMING POOL INSPECTION PROGRAM TRIAL

INTRODUCTION

This is a report by the Principal Officer (Investigations, Prosecutions and Training) dated 28 September 2018 detailing the results of the Council Proactive Swimming Pool Inspection Program trial.

HEALTH AND AMENITY PLAN PRIORITY:



BACKGROUND

On 17 July 2018, a report (**Attachment A**) was presented to the Health, Security and Community Safety Committee and subsequent Council meeting on the Proactive Swimming Pool Inspection Program which forms part of the approved Health and Amenity Plan 2018-2019. Additionally, the requirement for a Proactive Swimming Pool Program is a legislative requirement and a recommendation of an internal audit business review. The objective of the proactive program is to reduce the risk of drowning for infants and young children within our community.

To assist with the rollout of the program, a trial was conducted in the suburbs of Camira and Wood End. The purpose of the trial was to test the inspection procedures and to determine the average time to conduct a pool inspection. This information was required to provide an estimate of the level of resourcing required to run the program longer term.

PROCESS

A priority was placed on identifying pools with no record of any Council approval. Subject properties were identified from data analysis of Council's existing systems and a register of certified pools. A spatial search of a geographical information systems was then conducted to identify swimming pools that were not listed on any register.

A small sample of 20 pools within the trial suburbs were identified and inspections were conducted over a 4 week period commencing from 6 August 2018. A range of compliance issues were identified and appropriate enforcement action was taken.

INSPECTION OUTCOMES

At least one compliance issue was identified with every pool inspected. The most common of the compliance issues are listed in the following table:

Issue	Description
Gate	Pool gate failed to self-close or had faulty latch.
CPR signage	Missing or out of date CPR signs.
Climbable Objects	Items placed within climbable zone of pool fence.
Gaps	Distance between ground and bottom of fence was greater than 100mm.

TIME TAKEN FOR INSPECTIONS

Out of the 20 pools, 18 have been inspected. One pool was not inspected due to a locked gate and a non-responsive property owner. The other pool was not inspected due to cancellations of appointments made with the property owner. These two pools will be inspected in the future.

Only nine inspections had been finalised at the time of writing this report. A further nine inspections had not been completed. This was due to a range of follow up work that was required after the issue of statutory notices. Some properties required second and third follow up inspections to confirm that the pool fencing barriers were compliant.

The time taken for all activities relating to the inspections were recorded. The average time to conduct a pool inspection during our trial program was 230 minutes per inspection. This comprised of preliminary administration tasks including raising the service request (38 minutes) and performing the actual inspection and associated research and notices (192 minutes).

RESOURCING

The Development Compliance Team will require additional resources to enable the program to continue into the future. A contract compliance officer is currently being engaged to continue with the program on a temporary basis.

There are an estimated 8,000 swimming pools in the Ipswich local government area. These figures were derived from Council's records on building approvals and through the QBCC register of pools. Based on the data from the trial inspection program we know that one completed inspection takes 230 minutes on average. There are 450 minutes in normal working day. Therefore 1.87 pool inspections could be done each day by one compliance officer. This inspection rate has been rounded up for ease of calculation.

The table below provides an estimate based on an inspection rate of 2 inspections per day. The calculations are based on one officer working 5 days per week and taking 4 weeks annual leave (240 working days). Other leave types and absences have not been taken into account.

Number of Compliance Officers	Pools Inspected Daily	Pools Inspected Yearly (daily x 240)	Percentage of Pools Inspected Yearly
1	2	480	6%
2	4	960	12%
3	6	1440	18%
4	8	1920	24%
5	10	2400	30%

Staff

The number of staff required will be dependent upon the target agreed to by Council for the percentage of pools to be inspected each year. For example, if the annual inspection target is 6%, there would be a requirement for an additional 1 Full Time Equivalent (FTE) position to achieve this.

Vehicle

Depending on the inspection target, additional vehicle usage will be required to conduct the pool inspection program.

Budget Impacts

The base salary for a level 4.1 officer is \$71,828 + 20% on costs total (\$86,193.60) per person.

Number of Compliance Officers	Salary
1	\$86,193.60
2	\$172,387.20
3	\$258,580.80
4	\$344,774.40
5	\$430,968.00

Whilst a range of enforcement tools are available to ensure compliance (direction notices, fines, prosecution), the focus of this program is education and to achieve compliance so risks of drowning of infants and young children are reduced. This means there would be minimal revenue received. The trial resulted in direction notices being issued and follow up inspections required but all completed inspections have reached compliance.

Based on the trial it is recommended that two officers be appointed with a review of the program to be completed at the end of 12 months to determine how the program may continue.

CONCLUSION

The real value in the swimming pool inspection program is the awareness and education of the public in relation to the safety requirements for residential swimming pools. It is unrealistic to expect that the program could be sufficiently resourced to enable every pool in Ipswich to be inspected within a few years. However, knowledge that an inspection program is running should help to motivate members of the community to keep their pools compliant. This will be achieved through a comprehensive marketing campaign while the program is in operation.

It is important to again highlight the aim of the swimming pool inspection program. And that is to reduce the risk of drowning for infants and young children within our community.

ATTACHMENT:

Description	Item
Previous Council Report	 Attachment A

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council appoint two Full Time Equivalent (FTE) officers to the Health, Security and Regulatory Services Department for the Proactive Pool Inspection Program.
- B. That Council approve a budget of \$172,387.20 pa to the Health, Security and Regulatory Services Department for the costs of 2 FTE officers.
- C. That the findings of a 12 month review of the Proactive Swimming Pool Fencing Program be presented to Council at that time.

John Pukallus

PRINCIPAL OFFICER (INVESTIGATIONS, PROSECUTIONS AND TRAINING)

I concur with the recommendations contained in this report.

Kylie Goodwin

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

Health, Security and Community Safety	
Mtg Date: 17.07.18	OAR: YES
Authorisation: Graeme Kane	

JP:JP

3 July 2018

MEMORANDUM

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

FROM: ACTING PRINCIPAL OFFICER (INVESTIGATIONS, PROSECUTIONS AND TRAINING)

RE: SWIMMING POOL INSPECTION PROGRAM

INTRODUCTION

This is a report by the Principal Officer (Investigations, Prosecutions and Training) dated 3 July 2018 detailing the ICC Proactive Swimming Pool Inspection Program.

HEALTH AND AMENITY PLAN PRIORITY:



BACKGROUND

In Queensland, swimming pools are required to have a pool barrier that meet certain safety requirements, pursuant to the *Building Act 1975*. These requirements were mandated by the State Government primarily to reduce the risk of infants drowning in residential swimming pools. Ipswich is estimated to have over 8000 swimming pools within its local government area.

Local Governments have been given the responsibility to enforce the safety requirements under the Act. At Ipswich City Council, officers in the Development Compliance team in the Health, Security and Regulatory Services Department carry out this function as part of their duties. They respond to complaints and notifications from members of the public and other agencies in relation to non-compliant swimming pools and barriers. The response typically involves conducting an inspection of the subject pool and taking enforcement action where any non-compliance is identified.

In 2017 the Internal Audit Branch of Council conducted an audit (A1718-16 – Residential Swimming Pools) into the compliance performance of Council with regards to swimming pool safety. As a result of the audit, a number of recommendations were made. One of these recommendations was for HSRS to undertake a proactive swimming pool inspection program.

The aim of the swimming pool inspection program is to achieve compliance with the safety requirements to reduce the likelihood of infants drowning.

LEGISLATIVE REQUIREMENTS

The *Local Government Act 2009* (LGA) provides Council with the powers necessary for compliance officers to enter properties for various enforcement purposes. Section 134 of the LGA states that Council can, by resolution, approve inspection programs to allow officers to enter properties and conduct inspections. However, under section 134A of the Act, Council are already provided the powers of entry to inspect pools on residential properties. The swimming pool inspection program can be effectively conducted by using the powers under section 134A without the need for a formal resolution of Council pursuant to section 134.

Using section 134A to run the program negates the notification requirements under section 134 that is often required for other inspection programs. Even though it is not a formal requirement, it is planned to notify the community of the swimming pool inspection program in a similar way to that prescribed under section 134. This is acknowledged in the program and is included in the plan to advise the community about planned inspections.

PROPOSED INSPECTION PROGRAM:

In response to the audit recommendations, a project group was established to determine the best method to conduct the program. It proposed a program that will be trialled by inspecting a sample number of swimming pools within two suburbs or areas. These locations will be identified from data analysis of Council's existing systems and from other data available, including certified pools (by age). A spatial search of geographical information systems will also be conducted to identify swimming pools that may not be otherwise identified, primarily because of how long ago they were constructed, through other available systems or information. The trial location selection will be based upon two differing scenarios. The reason for this is to better inform the way in which the ongoing program will be implemented. Of the two locations in the initial trial, one will be based on a higher population density per geographical area basis and the other will be of a less urban/larger property size nature. The final decision in relation to the trial areas will be made in consultation with the relevant divisional Councillors.

Pools to be inspected will be prioritised according to the level of risk as shown in Table 1.

Table 1 – Inspection Prioritisation

Circumstances regarding the swimming pool	Priority
No building approval for a swimming pool	1
Pools on rental properties (no current safety certificate)	2
Pools on rental properties (not on QBCC register)	3
Pools on owner occupied properties (no current safety certificate)	4
Pools on owner occupied properties (not on QBCC register)	5
All other pools	6

Swimming pools not having a building approval will be identified through using data held or identified by Council and cross referencing to the master swimming pool list.

OUTCOMES

The aim of the program is to reduce the risk of infant drowning.

The following outcomes are expected as a result of the implementation of this program:

- Illegal pools without building approval will be identified. The owners will obtain an approval or the pool will need to be decommissioned.
- Pools with non-compliant barriers will be identified and action taken to ensure compliance.
- The community will become more aware of the safety risks associated with swimming pools and the compliance requirements for them. Through an educative process owners will be more likely to take the initiative to meet the safety requirements for swimming pools without Council intervention.
- Where necessary, property owners will receive penalty infringement notices (e.g. if owners are given an enforcement notice but fail to make their pool safe without any reasonable excuse, or the owner is a repeat offender.)

It is not the intention of this program to issue penalties to every pool owner who has a non-compliant pool. That is a necessary component of a suite of compliance options, however that may be appropriate in some circumstances.

EDUCATION AND MARKETING

Educating pool owners on the safety requirements for swimming pools will be an important component of the compliance strategy to achieve success with this program. It is not practical for officers to inspect every swimming pool within Ipswich within a short time period, and reliance on responsible pool swimming owners doing the right thing will necessarily be a component of the program.

A marketing campaign will be developed to educate pool owners with the following key topics:

- Safety requirements for swimming pools
- Details of the proposed pool inspection program
- Powers of entry for compliance officers to inspect pools
- Assistance available to help owners achieve compliance

TIMING



RESOURCES

The initial trial will be undertaken using existing departmental resources.

The evaluation of the trial will include identification of any additional officer and/or physical resources required, and options for delivery of the program, including the estimated number of dwellings with pools to be inspected.

CONCLUSION

The Swimming Pool Inspection Program will identify non-compliance with the safety requirements for residential swimming pools and barriers. The program will ensure that any deficiencies in these safety requirements are rectified. This will lead to an overall increase in compliance which will contribute to a reduction in the risk of drowning for infants and young children within our community.

RECOMMENDATION

That the report be received and the contents noted.

Peter McBean

ACTING PRINCIPAL OFFICER (INVESTIGATIONS, PROSECUTIONS AND TRAINING)

I concur with the recommendation contained in this report.

Graeme Kane

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