



ATTACHMENTS TO MINUTES GENERAL COUNCIL MEETING

24 JUNE 2020

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
11.2	Adoption of Schedule of General Fees and Charges 2020/2021	
	Attachment 1. Schedule of Fees and Charges 2020/2021.....	3
11.7	Asset Management Report	
	Attachment 1. Major Structure Asset and Service Management Plan.....	59
16.6	Higher Duties Policy	
	Attachment 1. PL-ES090 Higher Duties Policy	107



Southern Downs

REGIONAL COUNCIL

Proposed SCHEDULE OF GENERAL FEES and CHARGES 2020/21

(INCLUDING GST TREATMENT)

Table Of Contents

Southern Downs Regional Council.....	8
Sustainable Development.....	8
Animals – Registration and Impounding.....	8
Stock Route Agistment Permit.....	8
Stock Route Travel Permit.....	8
Impounding Fee (per animal).....	8
Supervision Fee.....	8
Release Fee.....	8
Fee of Notice.....	8
Droving/Transport.....	8
All Other Animals.....	9
Hire of Cat/Fox Trap or Barking Collar.....	9
Cats and Dogs – Registration and Impounding.....	9
Dog Registration (Calendar Year).....	9
Standard Rate.....	9
Discount Period Rate.....	10
Impounding Release Fees (Registration fee and microchipping extra).....	10
Purchase of unclaimed dogs.....	10
Purchase of unclaimed cats.....	10
Purchase of desexed dog or cat.....	11
Other Animal Fees.....	11
Wild Dog Bounty.....	11
Building Fees.....	11
Class 1.....	11
Removal Buildings.....	11
Class 10 – Without Plumbing Fixtures (unless only wash basin).....	11
Class 10 – With Plumbing Fixtures.....	12
Class 2-9.....	12
Application for extension of building approval.....	12
Re-inspection fee.....	12
Building Searches.....	12
List of Building Approvals Issued Each Month.....	12
Change of Classification.....	12
Erection of Structures.....	12
Existing Pool Fence Inspection Fee.....	13
Inspection Fee.....	13
Other Assessment Requests.....	13
Lodgement/Archival Fee.....	13
Refund of Building Fees and Plumbing Fees.....	13
Request for Development Information (Form 19).....	14
Plumbing Fees.....	14
Plumbing and Drainage Application.....	14
Application for plumbing and drainage works (includes inspection fee).....	14
Assessment and inspection for internal hydraulic plans including commercial premises, industrial premises, retail premises and multiple unit development for common property.....	14
Other.....	14
Licence, Registration and Permit Fees.....	15

Food Premises.....	15
Application for Licence Renewals/New Licence for Existing Approved Premise (no plans required).....	15
Application for New Licence or Alterations to Existing Premise (plans required).....	15
Design Approval for Food Premises Plans.....	16
Temporary Permit Fee (Stall) (Food Licence).....	16
Food Safety Program Requirement.....	16
Personal Appearance Service Premises.....	16
Local Laws.....	16
New Applications.....	16
Local Law No 5 (Parking) 2011.....	16
Subordinate Local Law No 1.5 (Keeping of Animals) 2011 (Application to keep animals under Schedule 2 of Subordinate Local Law No. 2 (Animal Management) 2011).....	17
Subordinate Local Law No. 1.3 (Establishment or Occupation of a Temporary Home) 2011.....	17
Subordinate Local Law No. 1.11 and 1.19 (Accommodation) 2011.....	17
Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011.....	17
Installation of Advertising Devices (Sub LL No. 1.4).....	17
Operation of Temporary Entertainment Events (Sub LL No. 1.12).....	18
Miscellaneous Health/Pest Fees.....	19
Transfer Fee.....	19
Application for Permit involving variation of Local Law provisions (does not include annual fee).....	19
Charge Out Rate.....	19
Hire of Spray Equipment Unit.....	19
Tree Pear Injectors.....	20
Pest Plant Treatment – on site time (only if approved by MES in special circumstances).....	20
Slashing of Overgrown Allotments.....	20
Sale of Pest Animal Control Baits.....	20
Waste Disposal Fees.....	20
Commercial Waste Disposal Fees – Stockpile space subject to availability.....	21
Commercial Operators Only.....	22
Waste Generated Outside of SDRC Area (Asbestos not accepted from outside SDRC).....	22
Disposal of Tyres.....	22
Sale of Mulch – when available.....	22
Council's 240 litre Wheelie Bins for Community/Special Events.....	23
Planning Fees.....	23
Development Applications for Material Change of Use.....	23
Impact Assessment.....	25
Code Assessment.....	25
Development Applications for Reconfiguring a Lot – Impact Assessment.....	25
Development Applications for Reconfiguring a Lot – Code Assessment.....	25
Request for Approval of Plans of Subdivision.....	25
Applications for Preliminary Approval.....	26
Concurrence Agency Response for Building Work on Local Heritage Place.....	26
Exemption Certificates.....	26
Change Representations, Change Applications and Extension Applications.....	26
Making Change Representations during the applicant's appeal period (i.e. request a Negotiated decision).....	26
Making a change application to change a development approval.....	27
Other Planning Fees.....	27
Planning Certificates.....	27
Development Contributions.....	27

For contributions relating to development approvals issued on or after 14 August 2012: As per the Adopted Infrastructure Charges Resolution on the Southern Downs Regional Council Website.....	27
For contributions relating to development approvals issued prior to 14 August 2012.....	28
Park Contributions (in lieu of Park Land; per allotment).....	28
Headworks Contributions.....	28
Carparking Contributions (per car parking space not provided on site).....	28
Operational Works Fees.....	28
Development Applications for Operational Works.....	28
Development Applications for Operational Works Associated with a Material Change of Use or Reconfiguring a Lot.....	29
Development Applications for Operational Works other than those associated with a Material Change of Use or Reconfiguring a Lot.....	29
Other Operational Works Fees.....	30
Bond for works required by a Development Approval.....	30
Security Deposit.....	30
"On Maintenance" Bond.....	31
Infrastructure Services.....	32
Administration Charges in Respect of Private Works.....	32
Private Works Charges – The charge for private works is calculated as follows.....	32
Works on Road Reserves.....	32
Minor Works in Road Reserve Permit.....	32
Sewerage Fees.....	32
Connection Fee – Sewerage and CED.....	32
(a) All connections on allotments where the developer has installed the jump-up and marked the location of the connection on site.....	32
(b) All other connections in Council's defined sewerage areas or designated CED areas.....	32
(c) additional fee for properties not currently rates for wastewater and are not required to pay wastewater headworks contributions as a condition of a development approval.....	32
(d) Reconnection if vacant charges apply.....	33
Disconnection Fee – Sewerage & CED.....	33
Location of Services (Water and Sewerage).....	33
Extensions or special connections.....	33
Disposal of Septic Tank Wastes at Sewerage Treatment Plant.....	33
Recycled Water.....	33
Trade Waste (Trade waste charges are subject to review).....	33
Water Fees.....	34
Engineering Works Fees.....	34
Cemeteries.....	35
Burial Fees.....	35
Walls and Vaults.....	35
Lawn Cemetery.....	35
Monumental/General Cemetery.....	36
Children (1 to 10 years of age).....	36
Stillborn or Baby (under 1 year of age).....	37
Reservation Fees – Reservation fees are non refundable at time of interment.....	37
Cremated Remains All Cemeteries.....	38
Interment (Site fee to be included on unreserved sites).....	38
Site Fee (not paid on sites reserved prior to 1 July 2014) refer Cemetery Note 1.....	38
Reservation (includes site fee).....	38
Memorialisation.....	38
Other Fees.....	38

Plaque Administration (Other than lawn).....	38
Services conducted after hours, on weekends or public holidays.....	38
Exhumation.....	38
Hire of Public Halls.....	39
Warwick Town Hall.....	39
Function Hire – including wedding receptions.....	39
Rehearsal.....	39
Bond.....	39
Extra Services (no discounts).....	39
Allora Community Hall.....	39
Function Hire including wedding receptions.....	39
Rehearsal.....	40
Bond.....	40
Extra Services (no discounts).....	40
Stanthorpe Civic Centre.....	40
Function Hire – including wedding receptions.....	40
Rehearsal.....	40
Bond.....	41
Extra Services (no discounts).....	41
Stanthorpe Civic Centre Meeting Rooms.....	41
Casual Hire.....	41
Stanthorpe Office Space.....	41
Parks.....	41
Sundry Fees – Infrastructure Services.....	41
Corporate and Community Services.....	42
Saleyards.....	42
Cattle (including 1 off scale NLIS scan).....	42
Agent Fee – National Vendor Declaration.....	42
NLIS Fees.....	42
Sheep and Goats.....	42
Horses.....	42
Stud, Horse, Goat and Sheep Sales.....	42
Special Store and Fat Cattle Sales.....	42
Application Fees.....	43
Transshipping Fees.....	43
Private Weighings.....	43
Holding Fees – except in relation to use of the yards for regional events where there is a recognised community benefit (eg Warwick Campdraft and Rodeo, Warwick Show etc) where no holding fee will be applicable.....	43
Use of Saleyards Infrastructure to Process Stock.....	43
Truck Wash Facility.....	43
After Hours Access (AvData Gatekeeper) must have own Avdata tag.....	44
Feeding Charges.....	44
Disposal of Dead Animals – from Saleyards.....	44
Call Out Fee.....	44
Sale of Animal Waste.....	44
Advertising Space.....	44
Stanthorpe Fitness Centre.....	44
Gym only.....	44
Gym and Exercise Classes.....	45

General Fees and Charges.....	45
Personal Training.....	45
Stanthorpe Out of School Care.....	46
Swimming Pools.....	46
Stanthorpe Swimming Pool.....	46
Admission Fees.....	46
Allora and Killamey Swimming Pools.....	46
Admission Fees.....	46
Schools.....	46
Swimming Club.....	46
Warwick Indoor Recreation and Aquatic Centre.....	47
Aquatics/Aqua Aerobics.....	47
Casual Per Person.....	47
10 Visit Pass – pool only.....	47
25 Visit Pass – pool only.....	47
Aquatic Membership – includes pool, hydrotherapy and aqua classes.....	47
1 Month Membership.....	47
3 Month Membership.....	47
6 Month Membership.....	47
12 Month Membership.....	47
Direct Debit (Fortnightly).....	48
Pool Hire.....	48
Special Hire.....	48
Stadium.....	48
Learn To Swim.....	48
Gym/Group Fitness.....	49
Casual Per Person.....	49
10 Visit Pass.....	49
25 Visit Pass.....	49
1 Month Membership.....	49
3 Month Membership.....	49
6 Month Membership.....	49
12 Month Membership.....	49
Direct Debit (Fortnightly).....	49
All-In-One Membership.....	50
1 Month Membership.....	50
3 Month Membership.....	50
6 Month Membership.....	50
12 Month Membership.....	50
Direct Debit (Fortnightly).....	50
Special Programs.....	50
Personal Training.....	50
Beach Volleyball.....	51
Indoor Rock Climbing.....	51
Stadium.....	51
School Groups.....	51
Aerodromes.....	51
Connolly Dam and Washpool Reserve.....	51
Camping Site Fee.....	51

Powered Sites (in addition to Camping Site Fee).....	51
Bagged Ice.....	52
Fred Rogers Camp.....	52
Sports Hall.....	52
Main Hall.....	52
Kitchen.....	52
Dormitory.....	52
Kayak.....	52
Cottage.....	52
Allora Race Track.....	53
For use of the Allora Racecourse for horse training purposes.....	53
Libraries.....	53
Public Meeting Rooms (including Willi Street Rooms).....	53
Membership.....	53
Miscellaneous.....	53
Photocopies and Printing.....	53
Replacement Charges.....	53
Sundry Fees Corporate and Community Services.....	54
Photocopying, Scanning and Printing Fees.....	54
Provision of ad-hoc documents in electronic format.....	54
Search Fees.....	54
Right to Information – In accordance with fees set by State Government.....	54
Miscellaneous Fees.....	55
Rural Numbering.....	55
Digital Mapping & GIS.....	55

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Southern Downs Regional Council

Sustainable Development

Animals – Registration and Impounding

Stock Route Agistment Permit

Large stock per head per week	Local Government Act 2009 s97 2(a)	N	As set by State Government
Small stock per head per week	Local Government Act 2009 s97 2(a)	N	As set by State Government

Stock Route Travel Permit

Large stock per km per 20 head or part thereof	Local Government Act 2009 s97 2(a)	N	As set by State Government
Small stock per km per 100 head or part thereof	Local Government Act 2009 s97 2(a)	N	As set by State Government

Impounding Fee (per animal)

Horses, cattle	Local Government Act 2009 s97 2(d)	N	\$34.50
Sheep, goats	Local Government Act 2009 s97 2(d)	N	\$34.50
Stallion or bull	Local Government Act 2009 s97 2(d)	N	\$60.00

Supervision Fee

Horses, cattle (for each group of 5 animal or part/day)	Local Government Act 2009 s97 2(d)	N	\$71.00
Sheep, goats (up to 10 head per day)	Local Government Act 2009 s97 2(d)	N	\$40.00
Sheep, goats (where more than 10 for each group of 50 or part/day)	Local Government Act 2009 s97 2(d)	N	\$35.00

Release Fee

Horses, cattle (for each 5 head)	Local Government Act 2009 s97 2(d)	N	\$65.50
Sheep, goats (up to 10 head)	Local Government Act 2009 s97 2(d)	N	\$18.60
Sheep, goats (where more than 10 for each group of 50 or part)	Local Government Act 2009 s97 2(d)	N	\$34.50
Stallion or bull	Local Government Act 2009 s97 2(d)	N	\$65.50

Fee of Notice

Advertisement in Newspaper	Local Government Act 2009 s97 2(d)	N	At Cost + \$54.50
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Droving/Transport

Fee	Local Government Act 2009 s97 2(d)	N	At Cost + \$65.00
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Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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All Other Animals

Fee	Local Government Act 2009 s97 2(d)	N	As determined by CEO
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Hire of Cat/Fox Trap or Barking Collar

Hire per week or part thereof	-	Y	\$10.40
Deposit (refundable)	-	N	\$80.00

Cats and Dogs – Registration and Impounding

Dog Registration (Calendar Year)

For each dog kept at any premises;
All dogs within the Southern Downs Region are to be registered from 3 months of age.

Working Dogs

No registration fees apply to working dogs in the Region, except those kept in a designated town area. Written evidence must be provided to demonstrate that the dog is a bone fide Working Dog in accordance with the Animal Management (Cats & Dogs) Act 2008.

> Desexed dogs include dogs that have been purchased from Council as an unclaimed dog, the purchase price for which includes desexing.

> Owners of dogs who produce proof of membership of Dogs Queensland for the current year shall be entitled to a 50% reduction in fees. The owner must demonstrate that they comply with the Planning Scheme & Council's Local Laws.

> Owners of dogs which are kept in a kennel in accordance with the Planning Scheme shall be entitled to a 50% reduction in fees for the first 20 dogs kept at the kennel and a 75% reduction in fees for all dogs in excess of the first 20 dogs kept at the kennel, subject to the kennel complying with the conditions of the planning permit for the use of the site as a kennel, and the Animal Management (Cats & Dogs) Act. Council may cancel this reduction in fees at any time where circumstances change or where matters of non compliance with the planning approval, Local Law or the Act occur.

> Owners of dogs who produce evidence that dogs are registered with the appropriate authorities as seeing-eye dogs/hearing-aid dogs shall not be charged a registration fee.

NOTE: OWNERS OF DOGS ARE ONLY ENTITLED TO ONE REDUCTION IN FEES DEPENDING ON THEIR CIRCUMSTANCES AND CANNOT OBTAIN A NUMBER OF DIFFERENT REDUCTIONS FOR THE SAME DOG.

> A 50% refund may be sought on cancellation of registration before 30 June because of death of dog or relocation of dog. This refund must be requested in writing.

> Any new dog registered after 30 June will be at 50% of the standard annual fee for the first year of registration. (For a dog due for registration prior to 30 June, the full registration fee applies)

The amount of refund of three year dog registration fees for deceased dogs and dogs removed from the region is at the discretion of MES or LLC taking into consideration time elapsed.

> **Pensioner's Discount** on dog registration will be given to all Pension Holders eligible for a Rates Concession

Standard Rate

Desexed – 1 year Registration	Local Government Act 2009 s97 2(a)	N	\$38.00
Desexed – 3 years Registration	Local Government Act 2009 s97 2(a)	N	\$111.00
Pensioner's Desexed Dog – 1 year Registration	Local Government Act 2009 s97 2(a)	N	\$34.00
Pensioner's Desexed Dog – 3 years Registration	Local Government Act 2009 s97 2(a)	N	\$97.50
Not Desexed – 1 year Registration	Local Government Act 2009 s97 2(a)	N	\$151.00
Not Desexed – 3 years Registration	Local Government Act 2009 s97 2(a)	N	\$435.00

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Page 9 of 55

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Standard Rate [continued]

Pensioner's Not Desexed Dog – 1 year Registration	Local Government Act 2009 s97 2(a)	N	\$133.50
Pensioner's Not Desexed Dog – 3 years Registration	Local Government Act 2009 s97 2(a)	N	\$369.00
Guide Dog/Assistance Dog	Local Government Act 2009 s97 2(a)	N	\$0.00
Declared Dangerous Dog	Local Government Act 2009 s97 2(a)	N	\$332.00
Puppy Registration (aged 3-6 months)	Local Government Act 2009 s97 2(a)	N	\$148.00
Puppies desexed after 6 months entitled to refund	Local Government Act 2009 s97 2(a)	N	\$106.00
Upon presentation of proof of desexing			

Discount Period Rate

Discount period is 30 days from issue of the renewal notice.

Desexed – 1 year Registration	Local Government Act 2009 s97 2(a)	N	\$22.50
Desexed – 3 years Registration	Local Government Act 2009 s97 2(a)	N	\$59.00
Pensioner's Desexed Dog – 1 year Registration	Local Government Act 2009 s97 2(a)	N	\$18.00
Pensioner's Desexed Dog – 3 years Registration	Local Government Act 2009 s97 2(a)	N	\$47.50
Not Desexed – 1 year Registration	Local Government Act 2009 s97 2(a)	N	\$134.50
Not Desexed – 3 years Registration	Local Government Act 2009 s97 2(a)	N	\$414.00
Pensioner's Not Desexed Dog – 1 year Registration	Local Government Act 2009 s97 2(a)	N	\$123.00
Pensioner's Not Desexed Dog – 3 years Registration	Local Government Act 2009 s97 2(a)	N	\$348.00
Guide Dog/Assistance Dog	Local Government Act 2009 s97 2(a)	N	\$0.00
Declared Dangerous Dog	Local Government Act 2009 s97 2(a)	N	\$332.00
Puppy Registration (aged 3-6 months)	Local Government Act 2009 s97 2(a)	N	\$131.50
Puppies desexed after 6 months entitled to refund	Local Government Act 2009 s97 2(a)	N	\$106.00
Upon presentation of proof of desexing			

Impounding Release Fees (Registration fee and microchipping extra)

Release of registered dog/release of cat	Local Government Act 2009 s97 2(d)	N	\$76.50
PLUS per day after the first day	Local Government Act 2009 s97 2(d)	N	\$30.50
Release of unregistered dog to owner	Local Government Act 2009 s97 2(d)	N	\$153.00
PLUS per day after the first day	Local Government Act 2009 s97 2(d)	N	\$30.50
PLUS applicable registration fee			

Purchase of unclaimed dogs

Male – Small	Local Government Act 2009 s97 2(d)	Y	\$228.00
Male – Large	Local Government Act 2009 s97 2(d)	Y	\$245.00
Female – Small	Local Government Act 2009 s97 2(d)	Y	\$255.50
Female – Large	Local Government Act 2009 s97 2(d)	Y	\$281.00
Microchipping of animals (extra)	Local Government Act 2009 s97 2(d)	Y	\$59.50
Only animals born or acquired after 1st December 2008 applicable			

Purchase of unclaimed cats

Male	Local Government Act 2009 s97 2(d)	Y	\$102.50
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Page 10 of 55

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Purchase of unclaimed cats [continued]

Female	Local Government Act 2009 s97 2(d)	Y	\$195.00
Microchipping of animals (extra)	Local Government Act 2009 s97 2(d)	Y	\$59.50
Only animals born or acquired after 1st December 2008 applicable			

Purchase of desexed dog or cat

Purchase of desexed dog or cat (not including registration (whole SDRC Area))	Local Government Act 2009 s97 2(d)	Y	\$84.50
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Other Animal Fees

Replacement of registration tag	Local Government Act 2009 s97 2(a)	N	\$5.70
Dangerous Dog signs	-	Y	\$49.00

Wild Dog Bounty

Wild Dog Bounty per head – whole SDRC area	Local Government Act 2009 s97 2(a)	N	\$100.00
Wild Dog Pups (Determined by Authorised Officers)	Local Government Act 2009 s97 2(a)	N	\$50.00

Building Fees

Class 1

Up to 150m2	Local Government Act 2009 s97 2(e)	Y	\$1,180.00
For each additional 10m2 or part thereof	Local Government Act 2009 s97 2(e)	Y	\$51.50
For alterations and additions not exceeding 50m2	Local Government Act 2009 s97 2(e)	Y	\$718.00
NOTE: No Owner Builder Fees, No additional storeys fees			

Removal Buildings

Assessment of building work (including Amenity and Aesthetics assessment)	Local Government Act 2009 s97 2(e)	Y	\$2,050.00
Amenity and Aesthetics Assessment of removal building only	Local Government Act 2009 s97 2(e)	Y	\$164.00/hr Min. Fee incl. GST: \$770.00
Demolition Fee	Local Government Act 2009 s97 2(e)	Y	\$308.00
Security bond for removal dwelling	Local Government Act 2009 s97 2(e)	N	Determined in accordance with building assessment
Partial refund of security bond (does not apply to final release of bond) where inspection is required	Local Government Act 2009 s97 2(e)	N	\$164.00/hr
Partial refund of security bond (does not apply to final release of bond) – where no inspection is required	Local Government Act 2009 s97 2(e)	N	\$164.00/hr
Final release of bond (including inspection) where building work is not completed within 12 months of approval	Local Government Act 2009 s97 2(e)	N	\$164.00/hr

Class 10 – Without Plumbing Fixtures (unless only wash basin)

Up to 100m2	Local Government Act 2009 s97 2(e)	Y	\$513.00
For each additional 10m2 or part thereof	Local Government Act 2009 s97 2(e)	Y	\$31.00

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Class 10 – With Plumbing Fixtures

Up to 100m2	Local Government Act 2009 s97 2(e)	Y	\$923.00
For each additional 10m2 or part thereof	Local Government Act 2009 s97 2(e)	Y	\$31.00

Class 2-9

For first 200m2	Local Government Act 2009 s97 2(e)	Y	\$1,745.00
For each additional 10m2 floor area or part thereof	Local Government Act 2009 s97 2(e)	Y	\$51.50
Extension up to 100m2	Local Government Act 2009 s97 2(e)	Y	\$923.00
Buildings in excess of 2 storeys or 2,000m2	Local Government Act 2009 s97 2(e)	Y	Quote to be provided

Application for extension of building approval

Application Fee	Local Government Act 2009 s97 2(e)	Y	\$102.50
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Re-inspection fee

Where required to re-inspect building work previously inspected or where application has lapsed (per inspection)	Local Government Act 2009 s97 2(e)	Y	\$164.00/hr Min. Fee incl. GST: \$330.00
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Building Searches

Physical searches on land to see whether all building on the land have received approval	Local Government Act 2009 s97 2(e)	N	\$210.00/hr
Records search	Local Government Act 2009 s97 2(e)	N	\$174.50
This search is using Council's computer and manual records only and may not reflect what is on the land			
Reissue of records search	Local Government Act 2009 s97 2(e)	N	\$82.00
Urgent records search (within 2 working days)	Local Government Act 2009 s97 2(e)	N	\$308.00
Urgent reissue of Records search	Local Government Act 2009 s97 2(e)	N	\$164.00
Certificate of Classification	Local Government Act 2009 s97 2(e)	N	\$210.00/hr
Certificate of Classification – Copy	Local Government Act 2009 s97 2(e)	N	\$92.50

List of Building Approvals Issued Each Month

Application Fee	-	Y	\$615/year or \$62/month
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Change of Classification

Class 1a-1b	Local Government Act 2009 s97 2(e)	Y	\$677.00
Class 10-1	Local Government Act 2009 s97 2(e)	Y	\$1,075.00
Any change within or changing to Classes 2-9	Local Government Act 2009 s97 2(e)	Y	\$210.00/hr Min. Fee incl. GST: \$880.00

Erection of Structures

New pool and fence	Local Government Act 2009 s97 2(e)	Y	\$533.00
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Page 12 of 55

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Erection of Structures [continued]

Signs and Billboards	Local Government Act 2009 s97 2(e)	Y	\$533.00
Awning – erection of an awning to a commercial building	Local Government Act 2009 s97 2(e)	Y	\$667.00
Verandah/Patio/Pergola	Local Government Act 2009 s97 2(e)	Y	\$533.00
Temporary Structure (eg Marquees)	Local Government Act 2009 s97 2(e)	Y	\$164.00/hr Min. Fee incl. GST: \$698.50
Special Structure (cannot comply with a BSA classification)	Local Government Act 2009 s97 2(e)	Y	\$164.00/hr Min. Fee incl. GST: \$715.00

Existing Pool Fence Inspection Fee

Existing Pool Inspection Fee	Local Government Act 2009 s97 2(e)	Y	\$164.00/hr Min. Fee incl. GST: \$279.99
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Inspection Fee

Fee	Local Government Act 2009 s97 2(e)	Y	\$164.00/hr Min. Fee incl. GST: \$279.99
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Other Assessment Requests

Application to Council as a Concurrence Agency for Building Works in accordance with the Sustainable Planning Regulation (excluding removal buildings)	Local Government Act 2009 s97 2(e)	N	\$164.00/hr
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**Amenity and aesthetic impact or particular building work (including shipping containers; dwellings <60m²; dwellings resembling shed; dwelling in flood area),
Whether building (other than Class 1 – 4) may be occupied for residential purpose,
Design and siting (eg siting concession),
Fire safety in particular budget accommodation buildings,
Higher risk personal appearance services,
Building work for residential service**

Application to Council as a Concurrence Agency for Amenity and Aesthetics Assessment of removal building only	Local Government Act 2009 s97 2(e)	N	\$164.00/hr
Application to extend relevant period of building approval for which Council was a Concurrence Agency	Local Government Act 2009 s97 2(e)	Y	\$100.00

Lodgement/Archival Fee

Application Fee	Local Government Act 2009 s97 2(c)	N	\$145.00
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Refund of Building Fees and Plumbing Fees

Application approved but no inspections carried out (where No GST paid on original charge)	-	N	30%
Application assessed but not approved (where No GST paid on original charge)	-	N	50%
Application received, initial processing, including splitting (where No GST paid on original charge)	-	N	90%
Approval Lapsed (where No GST paid on original charge)	-	N	No Refund
Application received, initial processing, including splitting (where GST paid on original charge)	-	Y	90%

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Page 13 of 55

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Refund of Building Fees and Plumbing Fees [continued]

Application assessed but not approved (where GST paid on original charge)	-	Y	50%
Application approved but no inspections carried out (where GST paid on original charge)	-	Y	30%
Approval Lapsed (where GST paid on original charge)	-	Y	No Refund

Request for Development Information (Form 19)

Request	Local Government Act 2009 s97 2(c)	N	\$123.00
D1 – refer to Building Record search (for additional fee); D2 – refer to Certificate of Classification – copy (for additional fee); D3 – refer to Building Record search (for additional fee); E1 – E3 – refer to Standard Planning & Development Certificate (for additional fee)			

Plumbing Fees

Plumbing and Drainage Application

The following fees for plumbing and drainage also apply in respect of septic tank installations and on-site treatment plants

Non-Profit Organisations

50% discount of the Application and Permit Fees for non-profit organisations (upon receipt of a written application to the Director Sustainable Development verifying their non-profit status)

Application for plumbing and drainage works (includes inspection fee)

Class 1 and 10	Local Government Act 2009 s97 2(e)	N	\$115 per fixture
Class 2-9 Building – commercial work (this applies to new buildings and additions to buildings with more than 5 fixtures)	Local Government Act 2009 s97 2(e)	N	Fixture Fee + \$670.00
Relocatable Dwellings (includes in-factory inspection fee)	Local Government Act 2009 s97 2(e)	N	\$318.00
Temporary Site Ablution Buildings	Local Government Act 2009 s97 2(e)	N	\$310.00

Assessment and inspection for internal hydraulic plans including commercial premises, industrial premises, retail premises and multiple unit development for common property

Water and sewer pipe work	Local Government Act 2009 s97 2(e)	N	\$6.15 per metre
Fire service landing valve	Local Government Act 2009 s97 2(e)	N	\$154.00
Sewer maintenance hole (MH)	Local Government Act 2009 s97 2(e)	N	\$154.00

Other

Inspection fee – includes advisory inspection prior to application (to be paid at time of booking)	Local Government Act 2009 s97 2(e)	N	\$158.50
Re-inspection fees – when work not ready or incomplete at time notified for inspection	Local Government Act 2009 s97 2(e)	N	\$308.00
Conversion from Septic to Treatment Plant and or Installation of a Treatment Plant	Local Government Act 2009 s97 2(e)	N	\$308.00
Copy of "as constructed" Drainage Plan – no cost to property owners or plumbers working on behalf of owners with written permission	Local Government Act 2009 s97 2(e)	N	\$70.00

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Licence, Registration and Permit Fees

Replacement Licence Fee	Local Government Act 2009 s97 2(a)	N	\$39.00
Amendment of Licence Fee (Administrative Details of Licence Only)	Local Government Act 2009 s97 2(a)	N	\$68.00

Food Premises

Notes:

Licence for Mobile Food Vehicle not required if licensed by another Local Government.

For Personal Appearance Services and Food Premises, 'Existing Approved Premises' means, premises has been operating as that use within the last 12 months.

New applications received in April, May or June will be continued until the end of the next licensing period (ie 30 June the next year).

50% discount of the Food Licence and Personal Appearance Fees for non-profit organisations (upon receipt of a written application to the Director Sustainable Development verifying their non-profit status)

Application for Licence Renewals/New Licence for Existing Approved Premise (no plans required)

Low Risk Premises

Bed & Breakfast, Homestay, Motels (that only serve to occupants), **Food shops** that only sell unpackaged food (all handling/preparation is done elsewhere), **Takeaway food bars** with 2 or less employees, **Domestic Water Carriers**, **Home Kitchens** (depending on food type and volume of food produced) and **Other Food Premises** considered low risk by Manager Environmental Services.

Low Risk Premises	Local Government Act 2009 s97 2(a)	N	\$255.50
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High Risk Premises

Food manufacturers, Cafe/Restaurant, Takeaway food bar, (3 or more employees), **Caterer** (on-site and off-site), **Childcare centre**, **Hospital kitchen**, **Nursing home** and **Mobile food vehicle**, **Home Kitchens** and **Other Food Premises** not consider low risk by Manager Environmental Services

High Risk Premises – Category 1	Local Government Act 2009 s97 2(a)	N	\$369.00
High Risk Premises: Premises with a single customer service area & food preparation area			
High Risk Premises – Category 2	Local Government Act 2009 s97 2(a)	N	\$457.00
High Risk Premises: Premises with more than one customer service area & food preparation area			

Additional Inspections

Additional routine inspection(s) required, as determined by inspecting Environmental Health Officer	Local Government Act 2009 s97 2(a)	N	\$174.50
Per inspection			
Additional re-inspection(s) required, as determined by inspecting Environmental Health Officer	Local Government Act 2009 s97 2(a)	N	\$174.50
Per re-inspection			

Application for New Licence or Alterations to Existing Premise (plans required)

Low Risk Premises	Local Government Act 2009 s97 2(a)	N	\$544.00
As defined above.			
High Risk Premises (as defined above) – Category 1	Local Government Act 2009 s97 2(a)	N	\$674.00

continued on next page ...

Page 15 of 55

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Application for New Licence or Alterations to Existing Premise (plans required) [continued]

High Risk Premises (as defined above) – Category 2	Local Government Act 2009 s97 2(a)	N	\$815.00
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Design Approval for Food Premises Plans

Design Approval for Food Premises Plans	Local Government Act 2009 s97 2(a)	N	\$402.00
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Temporary Permit Fee (Stall) (Food Licence)

1 event (max 5 days)	Local Government Act 2009 s97 2(a)	N	\$109.00
Annual (Valid for 12 months after date of issue)	Local Government Act 2009 s97 2(a)	N	\$211.50

Food Safety Program Requirement

Accreditation of Food Safety Program with Third Party Audit Report	Local Government Act 2009 s97 2(a)	N	\$310.00
Assessment of Amended Food Safety Program	Local Government Act 2009 s97 2(a)	N	\$244.00

Personal Appearance Service Premises

Notes:

For Personal Appearance Services and Food Premises, 'Existing Approved Premises' means, premises has been operating as that use within the last 12 months.

New applications received in April, May or June will be continued until the end of the next licensing period (ie 30 June the next year).

50% discount of the Food Licence and Personal Appearance Fees for non-profit organisations (upon receipt of a written application to the Director Sustainable Development verifying their non-profit status)

Application for Licence Renewal/Application for New Licence (Existing Approved Premise)	Local Government Act 2009 s97 2(a)	N	\$311.00
Application for New Licence (New Premise or Alterations to Existing Premise)	Local Government Act 2009 s97 2(a)	N	\$614.00

Local Laws

Non-Profit Organisations

50% discount of the Local Law Permit Fees for non-profit organisations (upon receipt of a written application to the Director verifying their non-profit status) - excluding the Local Law Fees for Animals (1.5) and Advertising Devices (1.4))

New Applications

Applications for amendment of approval under Local Laws	Local Government Act 2009 s97 2(d)	N	\$244.00
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Local Law No 5 (Parking) 2011

Parking permit to occupy a parking space in a regulated parking area (Subordinate Local Law Section 7)	Local Government Act 2009 s97 2(a)	N	\$50.00 per day
Application to view security tapes – contested parking infringement	Local Government Act 2009 s97 2(a)	N	\$129.00
Fully refundable if security tape evidence is found to validate contention of error			

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Subordinate Local Law No 1.5 (Keeping of Animals) 2011 (Application to keep animals under Schedule 2 of Subordinate Local Law No. 2 (Animal Management) 2011)

Application to keep breeding dogs or breeding cats (Animal Breeder Permit)	Local Government Act 2009 s97 2(a)	N	\$277.00
Any other application for the keeping of animals	Local Government Act 2009 s97 2(a)	N	\$168.50
Annual renewal of approval for the keeping of animals	Local Government Act 2009 s97 2(a)	N	\$45.00

Subordinate Local Law No. 1.3 (Establishment or Occupation of a Temporary Home) 2011

Application for Approval under Local Law	Local Government Act 2009 s97 2(a)	N	\$321.00
Application to renew or extend the term of approval	Local Government Act 2009 s97 2(a)	N	\$105.50

Subordinate Local Law No. 1.11 and 1.19 (Accommodation) 2011

New Applications (in addition to annual renewal fee)	Local Government Act 2009 s97 2(d)	N	\$359.00
Annual renewal fee for rental accommodation	Local Government Act 2009 s97 2(a)	N	\$95.00/accommodation unit (maximum \$515.00)
E.g. motel, hotel, bed & breakfast and backpackers etc. Fee per accommodation unit (cabin, suite, dwelling unit or bedroom)			
Rental accommodation search	Local Government Act 2009 s97 2(a)	N	\$165.00/hr

Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011

Application for caravan park	Local Government Act 2009 s97 2(d)	N	\$651.00
Plus Annual Fee			

Application for overflow area only

(i) within an existing caravan park	Local Government Act 2009 s97 2(d)	N	\$244.00
(ii) not within an existing caravan park	Local Government Act 2009 s97 2(d)	N	\$435.00

Annual renewal of approval for caravan park

(i) that provides for caravans and/or tents only	Local Government Act 2009 s97 2(d)	N	\$419.00
(ii) that includes complementary accommodation	Local Government Act 2009 s97 2(d)	N	\$544.00
(iii) that includes an overflow area (in addition to (i) or (ii) above)	Local Government Act 2009 s97 2(d)	N	\$109.00
(iv) that is an overflow area only	Local Government Act 2009 s97 2(d)	N	\$109.00
Renewal of approval for 3 year term	Local Government Act 2009 s97 2(d)	N	200% of the fee for an annual renewal of approval

Installation of Advertising Devices (Sub LL No. 1.4)

Billboards – Application for Permit and Annual Renew Fee per billboard

Fees are payable only if an application for a permit is received after 30/09/2019

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Page 17 of 55

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Billboards – Application for Permit and Annual Renew Fee per billboard [continued]

Advertising tourist use (as determined by Director Sustainable Development)	Local Government Act 2009 s97 2(a)	N	\$125.50
Advertising other type of business located within former Warwick Shire	Local Government Act 2009 s97 2(a)	N	\$234.00
Other	Local Government Act 2009 s97 2(a)	N	\$577.00

Mobile sign located on footpath

Application for permit under Local Law and annual renewal fee, per sign	Local Government Act 2009 s97 2(a)	N	\$2.90 per week
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Other Advertising Device

Application for permit under Local Law and annual renewal fee, per sign	Local Government Act 2009 s97 2(a)	N	\$234.00
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Commercial Use of Roads and Regulated Activities on Footpaths (Sub LL No. 1.2 and 1.14)

Application for permit and annual renewal fee for Community Groups and Charities and for planter boxes	Local Government Act 2009 s97 2(a)	N	\$0.00
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Application for Permit under Local law and Annual renewal fee per site for each of the following activities (other than by a community group or charity)

Stationary roadside vending	Local Government Act 2009 s97 2(d)	N	\$2.90 per week
Display of goods for sale on footpath	Local Government Act 2009 s97 2(d)	N	\$2.90 per week
Mobile roadside vending	Local Government Act 2009 s97 2(d)	N	\$2.90 per week
Fundraiser	Local Government Act 2009 s97 2(d)	N	\$2.90 per week
E.g. cake stall, sausage sizzle, car wash			
Display or information booth	Local Government Act 2009 s97 2(d)	N	\$2.90 per week
Musical or theatrical performance (eg busking)	Local Government Act 2009 s97 2(d)	N	\$2.90 per week
Other commercial use of road not described elsewhere	Local Government Act 2009 s97 2(d)	N	\$2.90 per week

Application for permit under Local Law and annual renewal fee for Footpath Dining per site

Within the principal centre zone of Warwick and Stanthorpe	Local Government Act 2009 s97 2(a)	N	\$87.00 + \$16.50/chair
In all other areas	Local Government Act 2009 s97 2(a)	N	\$49.00 + \$11.00/chair

Operation of Temporary Entertainment Events (Sub LL No. 1.12)

Music Events

Single day event, maximum 500 people	Local Government Act 2009 s97 2(a)	N	\$501.00
Single day event, maximum 1,000 people	Local Government Act 2009 s97 2(a)	N	\$707.00
Multiple day event or high impact (fee includes officer attendance at event)	Local Government Act 2009 s97 2(a)	N	\$1,360.00

Other Events

Camping only	Local Government Act 2009 s97 2(a)	N	\$196.00
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Page 18 of 55

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Other Events [continued]

Single day, low impact event (as determined by Director Sustainable Development)	Local Government Act 2009 s97 2(a)	N	\$196.00
Other single day events, medium impact (includes motor sport (not racing))	Local Government Act 2009 s97 2(a)	N	\$501.00
Multiple day events or high impact, including motor racing (fee includes officer attendance at event)	Local Government Act 2009 s97 2(a)	N	\$1,360.00

Miscellaneous Health/Pest Fees

Transfer Fee

Non-Profit Organisations

50% discount of the Transfer Fees for non-profit organisations (upon receipt of a written application to the Director verifying their non-profit status)

Transfer of approval (or applicable approval fee if this is lesser amount)	Local Government Act 2009 s97 2(a)	N	\$101.00
Issue of new permit following cancellation of permit in accordance with Local Law	Local Government Act 2009 s97 2(a)	N	\$135.00 + permit fee
Release Fee for impounded goods (per item impounded, as determined by Director Sustainable Development)	Local Government Act 2009 s97 2(d)	N	\$168.50
Health Search Inspection Fee (including food premises, caravan parks, ERA's and personal appearance services premises)	Local Government Act 2009 s97 2(c)	N	\$228.00 + \$99.00/hr for greater than 2 hours
Water Quality Testing Fee (Drinking Water Only)	-	N	\$245.00 + Qld Health Lab Charge

Application for Permit involving variation of Local Law provisions (does not include annual fee)

Determined by Director Sustainable Development	Local Government Act 2009 s97 2(a)	N	\$135.50
Requiring Council resolution	Local Government Act 2009 s97 2(a)	N	\$391.00

Charge Out Rate

Environmental Health Officer and Environmental Officer (includes vehicle costs and charged at quarter hour increments after the first hour)	-	N	\$98.00/hr
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Hire of Spray Equipment Unit

NOTE: No GST if levied under Local Law

To Farmer Groups and individuals – per week	-	Y	\$0.00
If landholder spraying on own land			
To Farmer Groups and individuals – per day	-	Y	\$0.00
If landholder spraying on own land			
To Farmer Groups and individuals – Security deposit	-	N	\$261.50
Maximum hire period is 2 weeks			

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Tree Pear Injectors

Tree pear injectors (Contractors excluded) Security Deposit	-	N	\$102.50
Maximum hire period is 2 weeks			

Pest Plant Treatment – on site time (only if approved by MES in special circumstances)

NOTE: No GST if levied under Local Law

1 hour or more (If not levied under local law GST applies)	-	Y	At Cost + \$148.00 Administration Fee
15 minutes (If not levied under local law GST applies)	-	Y	\$73.85
30 minutes (If not levied under local law GST applies)	-	Y	\$155.60
Administration Fee for Premises without a Notice to Clear (If not levied under local law GST applies)	-	Y	At Cost + \$33.00
15 minutes (If levied under Local Law No GST)	-	N	\$61.50
30 minutes (If levied under Local Law No GST)	-	N	\$129.00
1 hour or more (If levied under Local Law No GST)	-	N	At Cost + \$148.00 Administration Fee
Administration Fee for Premises without a Notice to Clear (If levied under Local Law No GST)	-	N	At Cost + \$33.00

Slashing of Overgrown Allotments

NOTE: No GST if levied under Local Law

Applicable to whole of SDRC area (If not levied under local law GST applies)	-	Y	At Cost + \$179.00
Applicable to whole of SDRC area (If levied under Local Law No GST)	-	N	At Cost + \$179.00

Sale of Pest Animal Control Baits

30 gram Foxoff econobait – 30 pack	-	Y	\$55.00
60 gram Foxoff fox bait – 12 pack	-	Y	\$33.00
60 gram Doggone – 12 pack	-	Y	\$33.00

Waste Disposal Fees

Note: where there is no weighbridge or weighbridge is inoperable, tonnage will be deemed using State Government Regulation.

Note: QSWL (Queensland State Waste Levy) is a State Government Levy and is subject to change by the State Government.

Note: Scrap metal and clean earth can be disposed of for no charge, at waste facilities that accept these products.

Note: Contaminated soil will only be accepted with test results in compliance with the *Environmental Protection Regulation 2019*. The appropriate fee will be applied dependent on the classification of the waste (Category 1 or 2 Regulated Waste). At least 7 days notice is required prior to the disposal of material to determine whether the material can be accepted.

Keys for Refuse Facilities (key cost + admin costs)	-	Y	\$22.50
Copy of Waste Disposal Docket	-	Y	\$102.50

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Commercial Waste Disposal Fees – Stockpile space subject to availability

C & I Waste – Commercial and Industrial	-	Y	SDRC \$75 + QSWL \$82.50 = Total \$157.50 per tonne
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Under the *Waste Reduction and Recycling Act 2011*, Commercial and Industrial Waste means waste generated from any of the following activities, unless the waste is construction and demolition waste—

- (a) a manufacturing or industrial activity;
- (b) a mining activity;
- (c) a recycling activity, including, for example, sorting, resource recovery and reprocessing;
- (d) wholesale or retail trading;
- (e) an activity carried out at domestic premises under a commercial arrangement; *Example*— waste generated from a printing business carried out at domestic premises
- (f) providing accommodation services;
- (g) providing hospitality services, including, for example, catering;
- (h) a primary industry activity, including, for example, an agricultural, forestry or fishing activity;
- (i) an activity within the meaning of veterinary science under the *Veterinary Surgeons Act 1936*, section 2A;
- (j) providing health services, including, for example, operating a nursing home;
- (k) providing educational services;
- (l) an activity carried out by a charity or church;
- (m) a concert or other entertainment event;
- (n) another business activity, including, for example, an administrative service.

Hydrovac truck waste (only for loads that contain clean, uncontaminated earth and water)	-	Y	SDRC \$75.00 + QSWL \$0.00 = Total \$75.00 per tonne
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Note: If loads do not meet this criteria, the C&D Waste to Landfill fee will apply.

C & D Waste to Landfill (mixed load)	-	Y	SDRC \$75 + QSWL \$82.50 = Total \$157.50 per tonne
C & D Waste – Construction and Demolition to stockpile (clean concrete only)	-	Y	SDRC \$45.00 + QSWL \$0.00 = Total \$45.00 per tonne

Under the *Waste Reduction and Recycling Act 2011*, Construction and Demolition Waste—
) means waste generated from carrying out building work within the meaning of the *Building Act 1975*, section 5; and
) without limiting paragraph (a), includes waste generated from building, repairing, altering or demolishing infrastructure for roads, bridges, tunnels, sewerage, water, electricity, telecommunications, airports, docks or rail.

Green Waste or Pallet Waste to stockpile	-	Y	SDRC \$45.00 + QSWL \$0.00 = Total \$45.00 per tonne
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Note: Only clean (unpainted and untreated) pallets are accepted to stockpile.

Asbestos	-	Y	SDRC \$150.00 + QSWL \$0.00 = Total \$150.00 per tonne
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Note: This fee is applicable for asbestos containing material exempt from the Queensland Waste Levy in accordance with the Department of Environment and Science fact sheet, 'Queensland waste levy and asbestos waste disposed in Queensland'. For any asbestos containing material that is not exempt, the Queensland Waste Levy will also be applicable.

Category 1 Regulated Waste (Refer Schedule 7, Environmental Protection Regulation 2008)	-	Y	SDRC \$75.00 + QSWL \$170.50 = Total \$245.50 per tonne
Category 2 Regulated Waste (Refer Schedule 7, Environmental Protection Regulation 2008)	-	Y	SDRC \$75.00 + QSWL \$115.50 = Total \$190.50 per tonne

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Commercial Operators Only

Refrigerators, freezers and air conditioning units	-	Y	SDRC \$10.00 + QSWL \$0.00 = Total \$10.00 per unit
Gas Bottles (each)	-	Y	SDRC \$5.00 + QSWL \$0.00 = Total \$5.00 per unit

Waste Generated Outside of SDRC Area (Asbestos not accepted from outside SDRC)

Commercial Users	-	Y	Applicable Commercial Waste SDRC & QSWL Fees + \$30/tonne
Domestic Users	-	Y	Applicable Commercial Waste SDRC & QSWL Fees

Disposal of Tyres

Note: Any tyres not listed are not accepted at Council's Waste Facilities.

Note: For any tyres with dirt or rubbish in the cavities, please refer to the fees for dirty tyres below.

Passenger Car/Motorcycle	-	Y	SDRC \$5.50 + QSWL \$0.00 = Total \$5.50 per unit
Passenger Car/Motocycle – with rim or dirty	-	Y	SDRC \$8.50 + QSWL \$0.00 = Total \$8.50 per unit
Light Truck and 4WD	-	Y	SDRC \$8.50 + QSWL \$0.00 = Total \$8.50 per unit
Light truck and 4WD – with rim or dirty	-	Y	SDRC \$15.50 + QSWL \$0.00 = Total \$15.50 per unit
Truck	-	Y	SDRC \$20.00 + QSWL \$0.00 = Total \$20.00 per unit
Truck – with rim or dirty	-	Y	SDRC \$37.50 + QSWL \$0.00 = Total \$37.50 per unit
Fork Lift/Bobcat	-	Y	SDRC \$20.00 + QSWL \$0.00 = Total \$20.00 per unit

Sale of Mulch – when available

continued on next page ...

Page 22 of 55

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Sale of Mulch – when available [continued]

Sale of Bulk Mulch (per tonne) to be at the discretion of the Director or Manager of Waste	-	Y	\$30.00
This fee includes a visual clearance certificate from a licensed Class A asbestos removalist. An indemnity form will need to be signed by the customer before any material is removed.			

Council's 240 litre Wheelie Bins for Community/Special Events

Wheelie Bins (hire of bin only – no service and no delivery)	-	Y	\$0.00
Wheelie Bins cleaning fee – per bin	-	Y	\$11.00
Wheelie Bins damaged or not returned to be replaced	-	Y	At cost

Planning Fees

A Development Application will not be a properly made application for the purposes of Section 51 of the Planning Act 2016 unless accompanied by the prescribed fee.

Combined applications (involving more than one type of development) and/or multiple land uses

Fees for a combined application are to be the sum of those fees that would have been required in the event of a separate development application being lodged for each type (e.g. Material Change of Use, Reconfiguration of a Lot, Building Work and Operational Work). Where an application involves more than one type of land use, then the fee is to be based on the highest land use fee for the application.

Refund of Fees for Withdrawn Applications

If an application is withdrawn before it is decided by Council a percentage of the application fee will be refunded depending on the process stage reached at the time of withdrawal:

- Application Stage: 75%
- Information and Referral Stage: 50%
- Public Notification Stage: 25%
- Decision Stage: Nil

Note: If an application lapses during the DAS process no refund of fees is applicable.

Development Applications for Material Change of Use

Material Change of Use		
Category 1	Category 2	Category 3
Rural use	Rural use	Rural use
<ul style="list-style-type: none"> • Animal husbandry • Animal keeping • Cropping • Roadside stall • Rural workers' accommodation - up to and including 12 guests 	<ul style="list-style-type: none"> • Aquaculture • Intensive horticulture • Rural industry 	
Residential use	Residential use	Residential use
<ul style="list-style-type: none"> • Caretaker's accommodation • Community residence • Dual occupancy • Home based business • Non-resident workforce accommodation - up to and including 12 guests • Rooming accommodation - up to and including 12 guests 	<ul style="list-style-type: none"> • Multiple dwelling - up to and including 12 units • Non-resident workforce accommodation - more than 12 guests • Relocatable home park • Residential care facility - up to and including 50 dwelling units • Retirement facility - up to and including 50 dwelling units • Rooming accommodation - more than 12 guests 	<ul style="list-style-type: none"> • Multiple dwelling - 13 or more units • Residential care facility - 51 or more dwelling units • Retirement facility - more than 50 dwelling units
Industrial use	Industrial use	Industrial use

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Page 23 of 55

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Development Applications for Material Change of Use [continued]

<ul style="list-style-type: none"> • Extractive industry - extracting up to 5,000 tonnes • Low impact industry - up to and including 750m2 GFA • Warehouse - up to and including 750m2 GFA 	<ul style="list-style-type: none"> • Extractive industry - more than 5,000 tonnes and up to and including 100,000 tonnes • High impact industry - up to and including 2,000m2 GFA • Low impact industry - more than 750m2 GFA • Medium impact industry • Special industry • Transport depot - up to and including 4,000m2 site area • Warehouse - more than 750m2 GFA 	<ul style="list-style-type: none"> • Extractive industry - more than 100,000 tonnes • High impact industry - more than 2,000m2 GFA • Transport depot - more than 4,000m2 site area
Business use	Business use	Business use
<ul style="list-style-type: none"> • Agricultural supplies store - up to and including 750m2 GFA • Bulk landscape supplies • Food and drink outlet - up to and including 500m2 GFA • Garden centre • Market • Office - up to and including 500m2 GFA • Outdoor sales • Parking station • Service industry • Shop - up to and including 500m2 GFA • Showroom - up to and including 500m2 GFA • Veterinary services • Wholesale nursery 	<ul style="list-style-type: none"> • Adult store • Food and drink outlet - more than 500m2 GFA • Function facility • Health care services • Office - more than 500m2 GFA • Service station • Shop - more than 500m2 GFA and up to and including 2,000m2 GFA • Showroom - more than 500m2 GFA and up to and including 2,000m2 GFA • Theatre - up to and including 2,000m2 GFA 	<ul style="list-style-type: none"> • Shop - more than 2,000m2 GFA • Showroom - more than 2,000m2 GFA • Theatre - more than 2,000m2 GFA
Tourist use	Tourist use	Tourist use
<ul style="list-style-type: none"> • Short-term accommodation - up to and including 4 units • Tourist park - up to and including 20 individual sites • Winery 	<ul style="list-style-type: none"> • Motor sport facility • Short-term accommodation - more than 4 units and up to and including 12 units • Tourist park - more than 20 individual sites 	<ul style="list-style-type: none"> • Hotel • Short-term accommodation - more than 12 units
Community services use	Community services use	Community services use
<ul style="list-style-type: none"> • Club • Emergency services • Outdoor sport and recreation - up to and including 200m2 GFA • Park 	<ul style="list-style-type: none"> • Cemetery • Child care centre • Community use • Crematorium • Educational establishment • Funeral parlour • Hospital • Indoor sport and recreation - up to and including 2,000m2 GFA • Outdoor sport and recreation - more than 200m2 GFA and up to and including 1,000m2 GFA • Place of worship 	<ul style="list-style-type: none"> • Detention facility • Outdoor sport and recreation - more than 1,000m2 GFA
Other use	Other use	Other use
<ul style="list-style-type: none"> • Telecommunications facility • Utility installation 	<ul style="list-style-type: none"> • Air services • Major electricity infrastructure • Permanent plantation • Renewable energy facility • Substation 	

Separate categories:

- Intensive animal industry - as per the current charge in Fees and Charges

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Impact Assessment

Category 1 (per table above)	Local Government Act 2009 s97 2(e)	N	\$2,200.00
Category 2 (per table above)	Local Government Act 2009 s97 2(e)	N	\$5,500.00
Category 3 (per table above)	Local Government Act 2009 s97 2(e)	N	\$8,000.00
Feedlots and Piggeries (SCU = Standard Cattle Unit, SPU = Standard Pig Unit)	Local Government Act 2009 s97 2(e)	N	\$3.50/SPU or SCU (maximum \$27,200.00)
Large Poultry Farms (as determined by the Director Sustainable Development)	Local Government Act 2009 s97 2(e)	N	\$1,400.00 per 100,000 birds or part thereof
Impact Assessable development commenced without Development Approval, where a Show Cause and/or Enforcement Notice has been issued (this fee is in addition to the development application fee)	Local Government Act 2009 s97 2(e)	N	\$1,800.00

Code Assessment

Category 1 (per table above)	Local Government Act 2009 s97 2(e)	N	\$1,600.00
Category 2 (per table above)	Local Government Act 2009 s97 2(e)	N	\$3,200.00
Category 3 (per table above)	Local Government Act 2009 s97 2(e)	N	\$5,500.00
Dwelling house or ancillary shed in the Rural or Rural Residential Zone which are Accepted development subject to requirements but becomes code assessable development under s5.3.3(2) of the planning scheme	Local Government Act 2009 s97 2(e)	N	\$920.00
Code assessable development, including development that becomes code assessable development under s5.3.3(2) of the planning scheme, commenced without Development Approval, where a Show Cause and/or Enforcement Notice has been issued (this fee is in addition to the development application fee)	Local Government Act 2009 s97 2(e)	N	\$1,000.00

Development Applications for Reconfiguring a Lot – Impact Assessment

Subdivision for rural residential purposes	Local Government Act 2009 s97 2(e)	N	\$4,000.00 + \$165.00/extra lot
Realignment of boundaries	Local Government Act 2009 s97 2(e)	N	\$3,385.00
Subdivision by Community Title Scheme – when completed with MCU application	Local Government Act 2009 s97 2(e)	N	\$900.00 + \$85.00/extra lot
Subdivision by Community Title Scheme – other than as indicated above	Local Government Act 2009 s97 2(e)	N	\$1,750.00 + \$165.00/extra lot
Reconfiguring a lot other than as indicated above	Local Government Act 2009 s97 2(e)	N	\$2,800.00 + \$165.00/extra lot

Development Applications for Reconfiguring a Lot – Code Assessment

Reconfiguring a lot (other than as described below)	Local Government Act 2009 s97 2(e)	N	\$1,500.00 + \$165.00/extra lot (maximum fee \$27,200)
Subdivision by Community Title Scheme – when combined with a MCU application	Local Government Act 2009 s97 2(e)	N	\$725.00 + \$165.00/extra lot

Request for Approval of Plans of Subdivision

All reconfigurations other than those listed below	Local Government Act 2009 s97 2(e)	N	\$500.00 + \$65.00/extra lot
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continued on next page ...

Page 25 of 55

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Request for Approval of Plans of Subdivision [continued]

Realignment of boundaries which are subject to Impact Assessment	Local Government Act 2009 s97 2(e)	N	\$725.00
Building Format Plan	Local Government Act 2009 s97 2(e)	N	\$900.00 + \$60.00/extra lot
Re-approval of lapsed Plan of Subdivision	Local Government Act 2009 s97 2(e)	N	\$460.00
Re-inspection for compliance with conditions of Development Approval (following failed compliance inspection)	Local Government Act 2009 s97 2(e)	N	\$360.00

Applications for Preliminary Approval

Building works assessable under the Planning Scheme ie Demolition or removal of a building on the Local Heritage Register	Local Government Act 2009 s97 2(e)	N	\$4,100.00
Variation request for Preliminary Approval varying the effect of the Planning Scheme (this fee is in addition to the development application fee)	Local Government Act 2009 s97 2(e)	N	\$1,800.00
All other applications for Preliminary Approval	Local Government Act 2009 s97 2(e)	N	As for Impact or Code Assessment

Concurrence Agency Response for Building Work on Local Heritage Place

Building works on a local heritage place – internal works and/or minor external works only	Local Government Act 2009 s97 2(e)	N	\$200.00
Building works on local heritage place involving external works	Local Government Act 2009 s97 2(e)	N	\$900.00

Where new structures:

- are in keeping with the form and scale of the existing building
- utilise similar materials to those in the existing building or utilise neutral materials and finishes;
- incorporate similar elements, detailing and ornamentation to those in the existing building;
- do not dominate the street elevation of the place; and
- do not impact on the setting of the place.

Building works on local heritage place involving external works, other than described above	Local Government Act 2009 s97 2(e)	N	\$2,000.00
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Exemption Certificates

Application under Queensland Heritage Act for Exemption Certificate for works on Local Heritage Place	Local Government Act 2009 s97 2(e)	N	\$200.00
Application under the Planning Act 2016 for Exemption Certificate for assessable development	Local Government Act 2009 s97 2(e)	N	\$575.00

Change Representations, Change Applications and Extension Applications

Making an extension application to extend a currency period of a development approval	Local Government Act 2009 s97 2(e)	N	\$800.00
Making representations about an Infrastructure Charges Notice (i.e. request for a Negotiated notice)	Local Government Act 2009 s97 2(e)	N	\$275.00

Making Change Representations during the applicant's appeal period (i.e. request a Negotiated decision)

(i) involving changes to more than two conditions but less than five conditions	Local Government Act 2009 s97 2(e)	N	\$400.00
Where a request is made due to a Council error, the Director may waive the fee			
(ii) involving changes to five or more conditions	Local Government Act 2009 s97 2(e)	N	\$800.00
Where a request is made due to a Council error, the Director may waive the fee			

continued on next page ...

Page 26 of 55

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Making Change Representations during the applicant's appeal period (i.e. request a Negotiated decision) [continued]

(iii) making change representations other than described above	Local Government Act 2009 s97 2(e)	N	\$0.00
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Making a change application to change a development approval

(i) If a minor change	Local Government Act 2009 s97 2(e)	N	\$800.00
(ii) if a change, other than a minor change, required to undergo public notification	Local Government Act 2009 s97 2(e)	N	As for an impact assessable application
(iii) if a change, other than a minor change, not required to undergo public notification	Local Government Act 2009 s97 2(e)	N	As for a code assessable application

Other Planning Fees

Development application involving staging (this fee is in addition to the application fee)	Local Government Act 2009 s97 2(e)	N	\$175.00/Stage in excess of one stage
Request for application to be considered under a Superseded Planning Scheme (this fee is in addition to the development application fee)	Local Government Act 2009 s97 2(e)	N	\$820.00
Part of application fee retained by Council if development application does not proceed due to application not being properly made within legislative timeframe	Local Government Act 2009 s97 2(e)	N	\$200.00
Re-submission of an application that lapsed during the assessment process – if submitted within six months of lapse of application and generally accords with former proposal and relevant provisions of the Planning Scheme remain unchanged	Local Government Act 2009 s97 2(e)	N	80% of applicable fees
Other applications pursuant to Planning Act 2016 not detailed above	Local Government Act 2009 s97 2(e)	N	\$1,950.00
Other applications pursuant to Planning Scheme not detailed above	Local Government Act 2009 s97 2(e)	N	\$1,550.00
Public Notification sign	Local Government Act 2009 s97 2(e)	Y	\$55.00
Fee to bond works required by Development Approval	Local Government Act 2009 s97 2(e)	N	\$820.00
Peer review of technical report submitted with development application (need for review to be determined by Director Sustainable Development)	Local Government Act 2009 s97 2(e)	Y	\$150.00 + Actual Cost
A fee proposal will be obtained from the external consultant and forwarded to the applicant for payment within 10 days of receiving a copy of the fee proposal. In the event that the actual consultant's fee is greater or less than the fee proposal, Council will refund any excess amount to the applicant, or alternatively the applicant is required to pay any shortfall to Council			
Copy of Decision Notice of Planning Approval	Local Government Act 2009 s97 2(c)	N	\$60.00

Planning Certificates

Limited Planning and Development Certificate	Local Government Act 2009 s97 2(e)	N	\$350.00
Standard Planning and Development Certificate	Local Government Act 2009 s97 2(e)	N	\$750.00
Full Planning and Development Certificate	Local Government Act 2009 s97 2(e)	N	\$1,800.00

Development Contributions

For contributions relating to development approvals issued on or after 14 August 2012: As per the Adopted Infrastructure Charges Resolution on the Southern Downs Regional Council Website

Date of AIC Notice 14 August 2012 – 30 June 2013	-	N	Charge on AIC Notice + 7.5%
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Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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For contributions relating to development approvals issued on or after 14 August 2012: As per the Adopted Infrastructure Charges Resolution on the Southern Downs Regional Council Website [continued]

Date of AIC Notice 1 July 2013 – 31 December 2013	-	N	Charge on AIC Notice + 6.0%
Date of AIC Notice 1 January 2014 – 30 June 2014	-	N	Charge on AIC Notice + 4.5%
Date of AIC Notice 1 July 2014 – 31 December 2014	-	N	Charge on AIC Notice + 3.5%
Date of AIC Notice 1 January 2015 – 30 June 2015	-	N	Charge on AIC Notice + 3.0%
Date of AIC Notice 1 July 2015 – 31 December 2015	-	N	Charge on AIC Notice + 2.0%
Date of AIC Notice 1 January 2016 – 30 June 2016	-	N	Charge on AIC Notice + 1.8%
Date of AIC Notice 1 July 2016 – 31 December 2016	-	N	Charge on AIC Notice + 1.8%
Date of AIC Notice 1 January 2017 – 30 June 2017	-	N	Charge on AIC Notice + 1.5%
Date of AIC Notice 1 July 2017 – 31 December 2017	-	N	Charge on AIC Notice + 1.0%
Date of AIC Notice 1 January 2018 – 30 June 2018	-	N	Charge on AIC Notice + 0.5%
Date of AIC Notice After 30 June 2018	-	N	Charge on AIC Notice

For contributions relating to development approvals issued prior to 14 August 2012

Park Contributions (in lieu of Park Land; per allotment)

Fee	-	N	\$1,335.00
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Headworks Contributions

Water Supply Headworks (in designated areas)	-	N	\$4,205.00
Sewerage Headworks (in designated areas)	-	N	\$2,565.00

Carparking Contributions (per car parking space not provided on site)

Fee	-	N	\$3,280.00
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Operational Works Fees

Note: The fees listed under Operational Works Fees do not include sanitary plumbing/drainage works, water service installation or works that are elsewhere included in the Fees and Charges.

Note: Where a specific Operational Works fee is not specified in this section, the relevant planning fee applies (eg Request for Negotiated Decision and lapsing of not properly made application)

Development Applications for Operational Works

Code assessable operational works other than Engineering Works	Local Government Act 2009 s97 2(a)	N	\$1,445.00
Impact assessable operational works for advertising device inconsistent with the acceptable outcomes of the Advertising Devices Code	Local Government Act 2009 s97 2(a)	N	\$6,900.00

continued on next page ...

Page 28 of 55

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Development Applications for Operational Works [continued]

Earthworks up to 200 cubic metres and not exceeding an area of 1,000 square metres	Local Government Act 2009 s97 2(a)	N	\$2,450.00
Earthworks other than above	Local Government Act 2009 s97 2(a)	N	\$3,915.00
Driveway crossover (per single cross over)	Local Government Act 2009 s97 2(a)	N	\$289.00
Stormwater crossover (per single cross over)	Local Government Act 2009 s97 2(a)	N	\$289.00
Street lighting (up to five street lights)	Local Government Act 2009 s97 2(a)	N	\$446.00
Street lighting (over five street lights)	Local Government Act 2009 s97 2(a)	N	\$440.00+ \$58.50/additional light

Development Applications for Operational Works Associated with a Material Change of Use or Reconfiguring a Lot

Note: Fees are based on the value of the operational works approval. 50% of the fee (for design approval) is payable at the date of lodgement of design plans. The balance amount is payable prior to pre-start meeting.

Up to \$9,999	Local Government Act 2009 s97 2(a)	N	\$595.00 or 8% of the value of works whichever is higher
\$10,000 – \$49,999	Local Government Act 2009 s97 2(a)	N	\$915.00 + 7% of the value of works above \$10,000.00
\$50,000 – \$499,999	Local Government Act 2009 s97 2(a)	N	\$4,210.00 + 4% of the value of works above \$50,000.00
\$500,000 – \$999,999	Local Government Act 2009 s97 2(a)	N	\$23,390.00 + 3% of the value of works above \$500,000.00
Over \$1 Million	Local Government Act 2009 s97 2(a)	N	\$39,780.00 + 0.75% of the value of works above \$1 Million

Development Applications for Operational Works other than those associated with a Material Change of Use or Reconfiguring a Lot

These works include roadworks, car parks, stormwater drainage, wastewater infrastructure, water supply infrastructure and other associated works. This can involve provision of new services, or diversion, modification, alteration or replacement of existing services.

Note: Fees are based on the value of works. 50% of the fee (for design approval) is payable at the date of lodgement of design plans. The balance amount is payable prior to pre-start meeting.

Up to \$9,999	Local Government Act 2009 s97 2(a)	N	\$840.00 or 9% of the value of works whichever is higher
\$10,000 – \$49,999	Local Government Act 2009 s97 2(a)	N	\$1000.00 + 8% of the value of works above \$10,000.00
\$50,000 – \$499,999	Local Government Act 2009 s97 2(a)	N	\$4,410.00 + 5% of the value of works above \$50,000.00

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Page 29 of 55

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Development Applications for Operational Works other than those associated with a Material Change of Use or Reconfiguring a Lot [continued]

\$500,000 – \$999,999	Local Government Act 2009 s97 2(a)	N	\$28,370.00 + 3.5% of the value of works above \$500,000.00
Over \$1 Million	Local Government Act 2009 s97 2(a)	N	\$47,930.00 + 0.8% of the value of works above \$1 Million

Other Operational Works Fees

Request to change an Existing Development Approval	Local Government Act 2009 s97 2(a)	N	\$800.00
Assessment of amended plans where such amendments are of a major nature (per amended plan)	Local Government Act 2009 s97 2(a)	N	\$260.00
Re-inspection fee – Payable where insufficient preparation, or contractor's staging and/or programming of works necessitates additional inspections (per inspection)	Local Government Act 2009 s97 2(a)	N	\$391.00
Preparation of an Infrastructure agreement	Local Government Act 2009 s97 2(a)	N	At Cost

Bond for works required by a Development Approval

Request to allow the bonding of works	-	N	\$800.00
Bond for works under \$50,000	-	N	200% of estimated cost
Bond for works \$50,000 or over	-	N	150% of estimated cost

Security Deposit

The security deposit is for the purpose of ensuring the due and proper performance of the works associated with the approval. The security bond is to be lodged with Council prior to the pre-start meeting. Prior to the pre-start meeting, the Owner shall lodge or procure to be lodged with Southern Downs Regional Council a security deposit of: The Supervising RPEQ Engineer shall provide the Council an estimate of the value of the works (in the form of a schedule of rates) prior to the lodgement of security for subsequent confirmation in writing of appropriate security. Where Council considers this estimate of value inappropriate, it may require a revised estimate and schedule of rates. The security deposit shall be either of the following: (a) cash; or (b) an unconditional irrevocable guarantee (bank guarantee) from a financial institution approved by Council.

The costs of and incidental to providing the security (including, without limitation, all stamp duty and other taxes payable in respect of the security) shall be borne by the developer. At the pre-start meeting, a copy of the Council receipt (if the bond is paid by cash) or a copy of the completed Bank Guarantee, is to be supplied as evidence that the security bond has been provided.

Where estimated value of works is up to \$50,000	-	N	\$7,000
Where estimated value of works is from \$50,000 to \$100,000	-	N	\$7,000 plus 5% of the estimated value of works exceeding \$50,000
Where estimated value of works is over \$100,000	-	N	\$7,000 plus 3% of the estimated value of works exceeding \$50,000

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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"On Maintenance" Bond

Bond	-	N	10% of the constructed cost of the works
<p>Before the works can be placed "on maintenance" a bank guarantee (in favour of Council), to the value of 10% of the constructed cost of the works is to be lodged with Council. This bond, provided by and in the name of the developer, is held for twelve months or until the works are placed "off maintenance". Prior to the development being placed "on maintenance" all fees and documentation, including "As Constructed" drawings, must be provided to, and accepted by, Council. The works are not generally placed "off maintenance" until all outstanding items from the "on maintenance" inspection have been rectified.</p>			

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Infrastructure Services

Administration Charges in Respect of Private Works

Private Works Charges – The charge for private works is calculated as follows

Labour	-	Y	Labour Cost (including oncosts)
Plant	-	Y	At cost according to internal hire rates
Materials	-	Y	At cost (including stores oncosts)
Total Charge	-	Y	(Labour + Plant + Materials) x 1.25

Works on Road Reserves

Minor Works in Road Reserve Permit

Application fee – street pavement or footpath works or crossing into private property, Private Water Crossing, Irrigation Pipe Crossing, Anchor Tie Downs, Awning Works	-	N	\$175.00
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Sewerage Fees

Connection Fee – Sewerage and CED

CCTV inspection of sewer main	-	Y	\$6.75/m
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(a) All connections on allotments where the developer has installed the jump-up and marked the location of the connection on site

Fee	Local Government Act 2009 s97 2(a)	N	\$0.00
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(b) All other connections in Council's defined sewerage areas or designated CED areas

Fee	Local Government Act 2009 s97 2(a)	N	\$2,000.00
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(c) additional fee for properties not currently rates for wastewater and are not required to pay wastewater headworks contributions as a condition of a development approval

Properties to be connected to the Warwick wastewater scheme	Local Government Act 2009 s97 2(a)	N	As per the fee for Headworks Contribution in the Development Contributions Section
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Page 32 of 55

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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(c) additional fee for properties not currently rates for wastewater and are not required to pay wastewater headworks contributions as a condition of a development approval [continued]

Properties to be connected to the Stanthorpe wastewater scheme	Local Government Act 2009 s97 2(a)	N	As per the fee for Headworks Contribution in the Development Contributions Section
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(d) Reconnection if vacant charges apply

Fee	Local Government Act 2009 s97 2(a)	N	\$2,000.00
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Disconnection Fee – Sewerage & CED

Where property is to be left vacant (if work carried out by Council)	Local Government Act 2009 s97 2(a)	N	\$1,105.00
If work carried out by licensed plumber/drainier	Local Government Act 2009 s97 2(a)	N	Refer to plumbing fees

Location of Services (Water and Sewerage)

(a) Works near Water Supply or Sewerage infrastructure application	-	Y	\$316.00
(b) On site inspection (only)	-	Y	\$254.50
(c) Physical location (requiring equipment)	-	Y	As per the Private Works Charges system

Extensions or special connections

Fee	-	Y	As per the Private Works Charges system
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Disposal of Septic Tank Wastes at Sewerage Treatment Plant

Warwick STP and Stanthorpe STP	-	N	\$49.00 per kilolitre
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Recycled Water

Community Clubs and Schools – not for commercial use – Class A supplied to on-site storage – per ML	-	N	\$253.50
Community Clubs and Schools – not for commercial use – Class A supplied direct to irrigation at main's pressure – per ML	-	N	\$253.50
Commercial Users – Class A – per ML	-	N	\$253.50
Class B Stanthorpe	-	N	As per current agreement

Trade Waste (Trade waste charges are subject to review)

Trade waste application fee	-	N	\$164.00
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Page 33 of 55

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Trade Waste (Trade waste charges are subject to review) [continued]

Category 1 Annual Fee (fixed)	-	N	\$83.50
Category 2 Annual Fee (fixed)	-	N	\$83.50
Category 2 – Discharge to sewer: Quality Charge – per kl	-	N	\$0.60
Category 3 – Annual Fee	-	N	\$552.00
Category 3 – Discharge to sewer: Quality Charge – BOD5 per kg	-	N	\$0.95
Category 3 – Discharge to sewer: Quality Charge – TSS per kg	-	N	\$0.90
Category 3 – Discharge to sewer: Quality Charge per kl	-	N	\$0.60
Non complying Category 1 and 2 (excluding volumetric)	-	N	\$473.00
Non complying Category 3	-	N	As per Trade Waste Management Plan
Other charges such as inspections, lab tests	-	N	Full Cost Recovery

Water Fees

(a) All connections on allotments where the developer has installed the service and meter	Local Government Act 2009 s97 2(a)	N	\$0.00
(b) Single 20mm connection for full and restricted flow service where the developer has installed the water service components excluding the actual water meter	Local Government Act 2009 s97 2(a)	N	\$332.00
(c) All other 20mm connections	Local Government Act 2009 s97 2(a)	N	\$2,130.00
(d) All other single connections greater than 20mm and all multiple connections	Local Government Act 2009 s97 2(a)	N	As per the Private Works Charges System
(e) Additional fee for properties not currently rated for water supply and are not required to pay water supply headworks contributions as a condition of a development approval	Local Government Act 2009 s97 2(a)	N	As per the fee for Headworks Contribution in the Development Contributions section
Properties to be connected to the Warwick water supply scheme			
Properties to be connected to the Stanthorpe water supply scheme			
Disconnection Fee – for 20mm domestic residential services only	Local Government Act 2009 s97 2(a)	N	\$772.00
Disconnection Fee – for all other services	Local Government Act 2009 s97 2(a)	N	As per the Private Works Charges System
Water meter test (refundable if faulty) – for 20mm meters only	Local Government Act 2009 s97 2(a)	N	\$576.00
Water meter test (refundable if faulty) – for meters greater than 20mm	Local Government Act 2009 s97 2(a)	N	By Quote
Fire Flow Test – Single hydrant	Local Government Act 2009 s97 2(a)	Y	\$352.00
Fire Flow Test – Dual hydrant	Local Government Act 2009 s97 2(a)	Y	\$574.00
Bulk Water – per KL	Local Government Act 2009 s97 2(a)	N	\$6.80
Water supply standpipe key deposit – deposit on key to standpipe (refundable on return)	-	N	\$45.00

Engineering Works Fees

Flood level requests (development) ARI 1% flood level only	-	N	\$171.50
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Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Cemeteries

Cemetery Notes

1. A high reservation fee was paid prior to 1 July 2014 allowing for a reduced burial fee.
2. Where a plaque fee is included in the interment fee: If the family have not finalised the arrangements for the plaque with Council within 12 months of the date of interment, the customer will be required to pay any additional costs for the plaque in the subsequent financial year.
3. Second interment may not be permitted in Southern Downs Cemeteries due to insufficient ground depth.

Burial Fees

Walls and Vaults

Outdoor Burial Wall

Single vault	-	Y	\$10,680.00
Interment fee	-	Y	\$2,985.00

Vault (Below Ground)

Purchase – one single (including interment)	-	Y	\$3,670.00
Interment in reserved vault	-	Y	\$2,985.00
Removal of monumental work (if required)	-	Y	\$670.00

Vault (Above Ground)

Purchase – one single (including interment)	-	Y	\$6,795.00
Purchase – two singles (including one interment)	-	Y	\$11,090.00
Interment in reserved vault	-	Y	\$2,985.00
Removal of monumental work (if required)	-	Y	\$670.00

Lawn Cemetery

Stanthorpe

Burial in plot reserved prior to 1 July 2014 (refer Cemetery Note 1)	-	Y	\$1,670.00
Burial in a new plot or one reserved after 1 July 2014	-	Y	\$3,100.00
Second interment	-	Y	\$1,940.00
Fees include plaque fitting fee			

Warwick, Allora and Killarney

Burial	-	Y	\$3,995.00
Fees include standard bronze plaque (refer Cemetery Note 2)			
Second interment	-	Y	\$2,835.00
Fees include standard bronze plaque (refer Cemetery Note 2)			

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Eden Gardens Warwick

No second interments permitted

Fees include standard bronze plaque (refer Cemetery Note 2)

Burial in a plot purchased prior to 18 March 1993	-	Y	\$2,105.00
Burial in a plot purchased after 18 March 1993	-	Y	\$3,995.00
Burial in an unreserved (new) plot in General Lawn	-	Y	\$5,135.00
Burial in an unreserved (new) plot in Inner Circle	-	Y	\$5,685.00

The Grove Warwick

Fees include standard bronze plaque (refer Cemetery Note 2)

Burial in a plot with a reservation	-	Y	\$3,995.00
Burial in a plot without a reservation (new)	-	Y	\$4,890.00
Second interment	-	Y	\$2,835.00

Wallangarra

Burial in a new plot or one reserved after 1 July 2014	-	Y	\$3,100.00
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Monumental/General Cemetery

Stanthorpe and Wallangarra

Burial in a plot reserved prior to 1 July 2014	-	Y	\$1,715.00
Burial in a new plot or one reserved after 1 July 2014	-	Y	\$3,140.00
Fees include permit to erect monument			

All Other Cemeteries

Burial	-	Y	\$3,140.00
Second interment	-	Y	\$1,820.00
Fees include permit to erect monument			

Children (1 to 10 years of age)

Lawn Cemetery

Stanthorpe

Burial	-	Y	\$2,060.00
Second interment	-	Y	\$900.00
Fees include plaque fitting fee			

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Eden Gardens Warwick

No second interments permitted

Fees include standard bronze plaque (refer Cemetery Note 2)

Burial General Lawn	-	Y	\$4,095.00
Burial Inner Circle	-	Y	\$4,640.00

The Grove Warwick

Fees include standard bronze plaque (refer Cemetery Note 2)

Burial	-	Y	\$3,855.00
Second interment	-	Y	\$1,835.00

Warwick, Allora and Killarney

Fees include standard bronze plaque (refer Cemetery Note 2)

Burial	-	Y	\$2,960.00
Second interment	-	Y	\$1,835.00

Monumental/General Cemetery

All Cemeteries

Fees include permit to erect monument

Burial	-	Y	\$2,105.00
Second interment	-	Y	\$1,380.00

Stillborn or Baby (under 1 year of age)

All Cemeteries

Burial (without plaque)	-	Y	\$850.00
Burial (with plaque)	-	Y	\$1,550.00
Refer Cemetery Note 2			

Reservation Fees – Reservation fees are non refundable at time of interment

All Lawn Cemetery	-	Y	\$235.00
All Monumental/General Cemetery	-	Y	\$235.00
The Grove (includes site fee)	-	Y	\$871.00
Eden Gardens – General Lawn	-	Y	\$1,020.00
Eden Gardens – Inner Circle	-	Y	\$1,525.00

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Cremated Remains All Cemeteries

Interment (Site fee to be included on unreserved sites)

Columbarium, Garden, Grove	-	Y	\$450.00
Full service including awning & chairs	-	Y	\$900.00

Site Fee (not paid on sites reserved prior to 1 July 2014) refer Cemetery Note 1

Columbarium	-	Y	\$75.00
Garden	-	Y	\$75.00

Reservation (includes site fee)

Columbarium (single)	-	Y	\$180.00
Columbarium (double)	-	Y	\$220.00
Garden	-	Y	\$180.00

Memorialisation

Plaque	-	Y	At cost
Administration Fee	-	Y	\$125.00
Fitting/Placement (as part of service)	-	Y	\$0.00
Base (if applicable)	-	Y	At cost

Other Fees

Break open concrete/remove monumental work	-	Y	\$670.00
Permit to erect monument	-	N	\$140.00
Burial on Private Land – new application assessment only (Subordinate Local Law 1.13 conditions apply)	-	N	\$130.00
Burial on Private Land – already approved by Council	-	N	\$6,515.00

Plaque Administration (Other than lawn)

Administration	-	Y	\$125.00
Fitting/Placement	-	Y	\$110.00

Services conducted after hours, on weekends or public holidays

All interments that require work to be carried out after hours, on weekends or public holidays	-	Y	\$143.50 per half hour, maximum \$1,435.00
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Exhumation

Body (includes grave opening and removal of monumental work)	-	Y	\$6,970.00
Cremated remains	-	Y	\$130.00
Transfer Vault to Vault	-	Y	\$2,100.00

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Hire of Public Halls

Warwick Town Hall

Function Hire – including wedding receptions

Private function hire	-	Y	\$770.00
Includes day for hirer to set up and day for hirer to clean up (3 days hire)			
Additional set up/cleaning day	-	Y	\$65.00
Per day			
Foyer/Bar Area only	-	Y	\$190.00
Per day			
Foyer/Bar Area only	-	Y	Not for Profits No Hire Costs
Up to 4 hours			
Funeral/Memorial/Wake Service	-	Y	\$300.00
Schools, Churches, Not for Profit Organisations	-	Y	\$300.00
Proof of Not for Profit status required			

Rehearsal

Rehearsal – Two hours maximum	-	Y	\$100.00
No discounts. No audience viewing. Bond not required			
Rehearsal – Four hours maximum	-	Y	\$190.00
No discounts. No audience viewing. Bond not required			

Bond

Hire bond	-	N	\$1,000.00
Refundable once final inspection completed and everything deemed to be left in original condition			

Extra Services (no discounts)

Set up (if not done by hirer) 24 hours notice required	-	Y	\$554.00
Cleaning (if not done by hirer) 24 hours notice required	-	Y	\$603.00
Fees may also apply if hirer does not pack up/clean to Council's standard			

Allora Community Hall

Function Hire including wedding receptions

Private function hire	-	Y	\$600.00
Includes day for hirer to set up and day for hirer to clean up (3 days hire)			
Not for profits No Hire Cost			

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Page 39 of 55

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Function Hire including wedding receptions [continued]

Additional set up/cleaning day	-	Y	\$65.00
Per day			
Funeral/Memorial/Wake Service	-	Y	\$300.00
Schools and Churches	-	Y	\$300.00
Proof of Not for Profit Status required			

Rehearsal

Rehearsal – Two hours maximum	-	Y	\$99.50
No discounts. No audience viewing. Bond not required			
Rehearsal – Four hours maximum	-	Y	\$190.00
No discounts. No audience viewing. Bond not required			

Bond

Hire bond	-	N	\$1,000.00
Refundable once final inspection completed and everything deemed to be left in original condition			

Extra Services (no discounts)

Set up (if not done by hirer) 24 hours notice required	-	Y	\$400.00
Cleaning (if not done by hirer) 24 hours notice required	-	Y	\$600.00
Fees may also apply if hirer does not pack up/clean to Council's standard			

Stanthorpe Civic Centre

Function Hire – including wedding receptions

Whole Building	-	Y	\$960.00
Includes day for hirer to set up and day for hirer to clean up (3 days hire)			
Main Auditorium and Exhibition Space	-	Y	\$684.00
Main Auditorium and Supper Room	-	Y	\$684.00
Exhibition Space	-	Y	\$335.00
Supper Room per day	-	Y	\$300.00
Per day			
Additional set up/cleaning day	-	Y	\$124.50
Up to 4 hours			

Rehearsal

Rehearsal – Two hours maximum	-	Y	\$99.50
No discounts. No audience viewing. Bond not required			

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Page 40 of 55

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Rehearsal [continued]

Rehearsal – Four hours maximum	-	Y	\$190.00
No discounts. No audience viewing. Bond not required			

Bond

Hire bond	-	N	\$1,000.00
Refundable once final inspection completed and everything deemed to be left in original condition			

Extra Services (no discounts)

Set up (if not done by hirer) 24 hours notice required	-	Y	\$363.00
Cleaning (if not done by hirer) 24 hours notice required	-	Y	\$600.00
Fees may also apply if hirer does not pack up/clean to Council's standard			

Stanthorpe Civic Centre Meeting Rooms

Hire of Stanthorpe Civic Centre Meeting Rooms	-	Y	\$5.05/m2 per week
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Casual Hire

Civic Centre Large Meeting Room (upstairs to left, 62m2)	-	Y	\$100.00
Civic Centre Large Meeting Room (upstairs to right, 59m2)	-	Y	\$100.00
Shared kitchenette facilities available – must be cleaned by hirer following event			

Stanthorpe Office Space

Hire of office space – Stanthorpe	-	Y	\$4.90/m2 per week
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Parks

Storm King Dam Hire for Water Sport Competitions (waters closed to public, spectators permitted on foreshore) – per day	-	Y	\$111.00
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Sundry Fees – Infrastructure Services

Abandoned Vehicle Impounding Fee	-	N	\$448.00
Abandoned Vehicle Release Fee	-	N	\$569.00

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Corporate and Community Services

Saleyards

Cattle (including 1 off scale NLIS scan)

Yarded regular sales per head	-	Y	\$9.30
Yarded regular store sales per head	-	Y	\$9.30
Carcass competition and Fat Cattle competition (through agent) per head	-	Y	\$9.30
Infrastructure Replacement Levy Cattle per head	-	Y	\$1.15
EU pre-scanning and checking EU eligibility per head	-	Y	\$4.70

Agent Fee – National Vendor Declaration

NVD scanning (this is per NVD)	-	Y	\$1.65
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NLIS Fees

Saleyards Tag Fee (per tag) (replacement of non-reader tag)	-	Y	\$14.80
Saleyards Tag Fee (per tag) (fitted by agent prior to scan)	-	Y	\$14.80
Saleyards Tag Fee (per tag) (presented at scan without tag)	-	Y	\$38.00
NLIS Sheep Tag Fee (per tag)	-	Y	\$1.00

Sheep and Goats

Sold per head	-	Y	\$0.85
Infrastructure Replacement Levy Sheep per head	-	Y	\$0.45

Horses

Yarded per head	-	Y	\$8.20
Infrastructure Replacement Levy Horses per head	-	Y	\$1.15

Stud, Horse, Goat and Sheep Sales

Application fee in advance at time of booking (plus standard yard dues per head)	-	Y	\$784.00
Bookings must be made 6 weeks in advance			

Special Store and Fat Cattle Sales

Application fee in advance at time of booking (plus standard yard dues per head)	-	Y	\$164.00
Bookings must be made 6 weeks in advance			

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Application Fees

Any individual/agent who receives any type of commission from the sale of livestock will be required to pay agent selling permit fees. These fees will be payable even where sales are made through contracted auctioneers and commissions are earned by a third party, then that third party will be liable to pay the agent selling permit fees.

New Agent	-	Y	\$1,500.00
Agent – Cattle Selling Permit (including Security Access Gate Key)	-	Y	\$5,875.00
Agent – Sheep Selling Permit (including Security Access Gate Key)	-	Y	\$3,460.00
Agent – Special Stud Sale Selling Permit – per sale	-	Y	\$718.00
Replacement Security Access Key	-	Y	\$45.50

Transshipping Fees

All cattle and horse – per head (removed within 24 hours)	-	Y	\$1.40
Infrastructure Replacement Levy Cattle and Horses per head	-	Y	\$1.10
All sheep and goats – per head (removed within 24 hours)	-	Y	\$0.30
Infrastructure Replacement Levy Sheep and Goats per head	-	Y	\$0.40

Private Weighings

All sales must be conducted through an agent with a current Warwick Saleyards selling permit

Minimum fee	-	Y	\$88.50
Or per head whichever is the greater	-	Y	\$9.30
Horses per head	-	Y	\$8.00
Infrastructure Replacement Levy per head	-	Y	\$1.15

Holding Fees – except in relation to use of the yards for regional events where there is a recognised community benefit (eg Warwick Campdraft and Rodeo, Warwick Show etc) where no holding fee will be applicable

Cattle and Horses – per head per day	-	Y	\$2.60
Applicable midday on Thursday following cattle sale or held longer than 24 hours for stock not purchased at sale			
Sheep and Goats – per head per day	-	Y	\$0.30
Applicable midday on Friday following sheep sale or held longer than 24 hours for stock not purchased at sale			

Use of Saleyards Infrastructure to Process Stock

Minimum charge	-	Y	\$52.50
Plus charge per head	-	Y	\$2.40
Infrastructure Replacement Levy per head (cattle)	-	Y	\$1.15
Agents who have a current selling permit are exempt from this charge			

Truck Wash Facility

Use of facility (per minute)	-	Y	\$0.95
Minimum	-	Y	\$6.00
Avdata Truck Wash Tag	-	Y	\$45.00

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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After Hours Access (AvData Gatekeeper) must have own Avdata tag

Yearly Access Fee First Tag (application)	-	Y	\$106.00
Yearly Additional Avdata Tag	-	Y	\$11.20
Avdata Gate Tag	-	Y	\$45.00

Feeding Charges

All stock must be fed to the satisfaction of the Superintendent. All stock will be fed at 10.00 am the day following the sale, unless special arrangements have been made.

Small Bale Hay Cost + Fee	-	Y	Cost per Bale + \$4.40 Handling Fee
Round Bale Hay Cost + Fee	-	Y	Cost per Bale + \$21.80 Handling Fee

Disposal of Dead Animals – from Saleyards

Per animal > 100kg	-	Y	\$183.50
Per animal < 100kg	-	Y	\$36.00

Call Out Fee

Monday – Saturday	-	Y	\$198.00
Sunday	-	Y	\$294.50

Sale of Animal Waste

Sale of Animal Waste (waste is to be loaded and transported at the purchasers own expense and risk) – per box trailer or ute load	-	Y	\$10.00
Minimum \$5.30			

Advertising Space

Conditions of Hire: Only available for businesses within the Southern Downs Region and only products generally associated with farming and primary production can be displayed

Space 1 (900mm x 600mm x 4,800mm) – per year	-	Y	\$1,015.00
Space 2-7 (1,200mm x 2,400mm) – per year	-	Y	\$759.00
Space 8-12 (900mm x 2,700mm) – per year	-	Y	\$507.00
Product Display Area – per week	-	Y	\$58.50

Stanthorpe Fitness Centre

Gym only

Casual visit	-	Y	\$11.00
Casual visit – student	-	Y	\$8.50
Casual visit – People with disability via NDIS/Endeavour Foundation	-	Y	\$3.50
1 Month	-	Y	\$55.00

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Page 44 of 55

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Gym only [continued]

12 Months	-	Y	\$525.00
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Gym and Exercise Classes

1 Month	-	Y	\$80.00
12 Months	-	Y	\$790.00

General Fees and Charges

10 Visits	-	Y	\$85.00
20 Visits	-	Y	\$160.00
Court Hire (between 6pm and 10pm) per hour	-	Y	\$53.00
Court Hire (between 7am and 6pm) per hour	-	Y	\$42.50
Gymnastics per 1.5 hours	-	Y	\$13.00
Gymnastics per hour	-	Y	\$10.00
Gymnastics Room Hire (per hour, per person) includes limited set up of equipment	-	Y	\$6.00
Former Office Room (2 hour session, includes gym)	-	Y	\$35.00
Aerobic Room Hire per hour	-	Y	\$35.00
Aerobic Room Hire (schools only) per hour	-	Y	\$26.00
Court Hire (schools only) per hour	-	Y	\$30.00
Showers (during critical water restrictions – local residents only – proof of identity required)	-	Y	\$3.10
Showers (during critical water restrictions – local residents only – proof of identity required)	-	Y	\$0.00
Spin Bikes (group exercise)	-	Y	\$11.00
Gym Circuit (group exercise)	-	Y	\$11.00
Heart Fit (group exercise)	-	Y	\$7.00
Table Tennis (all ages)	-	Y	\$5.20
Line Dancing (group exercise)	-	Y	\$7.00
Tai Chi (group exercise)	-	Y	\$11.00
Step Pump (group exercise)	-	Y	\$11.00
Cardio (group exercise)	-	Y	\$11.00
Complete Abs (group exercise)	-	Y	\$11.00
Weights and Balance (group exercise)	-	Y	\$8.00
Strength and Toning (group exercise)	-	Y	\$11.00
Latin Line Dancing (group exercise)	-	Y	\$11.00
Kids Bootcamp (group exercise)	-	Y	\$8.00
Group Punch (group exercise)	-	Y	\$11.00
Exercise to Music (group exercise)	-	Y	\$11.00
Raging Aging (group exercise)	-	Y	\$7.00
Boot camp (group exercise)	-	Y	\$11.00
Box Fit (group exercise)	-	Y	\$11.00
Strength and conditioning (group exercise)	-	Y	\$11.00

Personal Training

Personalised Program	-	Y	\$15.00
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Page 45 of 55

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Personal Training [continued]

30 minute session	-	Y	\$40.00
3 x 30 minute pack (valid 2 months)	-	Y	\$110.00
5 x 30 minute pack (valid 3 months)	-	Y	\$175.00
10 x 30 minute pack (valid 6 months)	-	Y	\$320.00

Stanthorpe Out of School Care

Vacation Care per child	-	N	\$44.00
Per day (8.00am to 6.00pm)			
After School Hours Care per child	-	N	\$19.00
Per afternoon (3.00pm to 6.00pm)			

Swimming Pools

Stanthorpe Swimming Pool

Admission Fees

Child	-	Y	\$2.30
Adult	-	Y	\$4.50
Season Pass – Child	-	Y	\$165.00
Season Pass – Adult	-	Y	\$200.00
Season Pass – Family (2 adults and 2 children)	-	Y	\$345.00

Allora and Killarney Swimming Pools

Admission Fees

Child	-	Y	\$2.10
Adult	-	Y	\$3.20
Season Pass – Child	-	Y	\$90.00
Season Pass – Adult	-	Y	\$115.00
Season Pass – Family (2 adults and 2 children)	-	Y	\$325.00
Family Swim Pass	-	Y	\$8.80

Schools

School half day	-	Y	\$205.00
School full day	-	Y	\$295.00

Swimming Club

Club Night Hire (Max 3 hours)	-	Y	\$48.00
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Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Warwick Indoor Recreation and Aquatic Centre

Aquatics/Aqua Aerobics

Casual Per Person

Adult	-	Y	\$6.00
Concession	-	Y	\$4.80
Family (up to 2 adults and 4 children)	-	Y	\$19.50

10 Visit Pass – pool only

Adult	-	Y	\$53.00
Concession	-	Y	\$41.00

25 Visit Pass – pool only

Adult	-	Y	\$129.00
Concession	-	Y	\$104.00

Aquatic Membership – includes pool, hydrotherapy and aqua classes

Aquatics membership includes Aqua Classes from 01/07/2020.

Family Membership should not be offered to new members. Past family members can discuss with Manager re Family Memberships.

1 Month Membership

Adult	-	Y	\$64.00
Concession	-	Y	\$51.20

3 Month Membership

Adult	-	Y	\$180.00
Concession	-	Y	\$144.00

6 Month Membership

Adult	-	Y	\$299.00
Concession	-	Y	\$239.20

12 Month Membership

Adult	-	Y	\$499.00
Concession	-	Y	\$424.15

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Direct Debit (Fortnightly)

No minimum contract, however 30 days notice is required to cancel.

Adult	-	Y	\$23.00
Concession	-	Y	\$19.00
Adult Joining Fee	-	Y	\$59.00
Concession Joining Fee	-	Y	\$59.00
Suspension Fee	-	Y	\$10.00

Pool Hire

1 Lane 25m	-	Y	\$25.00
Per hour			
1 Lane Learn to Swim	-	Y	\$25.00
Per hour			
Hydrotherapy	-	Y	\$48.00
Per hour			

Special Hire

School Carnival – exclusive use of pool hall – up to 4 hours	-	Y	\$350.00
School Carnival – exclusive use of pool hall – up to 7 hours	-	Y	\$520.00
Swim Club Night – up to 5 lanes – up to 2 hours	-	Y	\$99.00
Outside Business Hours – per hour – excl staff cost	-	Y	\$125.00
Staff Hire (Minimum 1 hour) – per hour	-	Y	\$60.00

Stadium

*Court hire bookings that require carpet to be laid will include an extra fee of \$200 for one court and \$400 for two courts

*Bookings must complete facility hire instructions and requirements

1 court – per hour	-	Y	\$99.00
2 courts – per hour	-	Y	\$135.00
1 court – per day*	-	Y	\$420.00
2 courts – per day*	-	Y	\$850.00
Function – offer according to needs*	-	Y	POA
Carpet laying – 1 court	-	Y	\$200.00
Carpet laying – 2 courts	-	Y	\$400.00

Learn To Swim

Group lesson 30 minutes (1 child) – per lesson	-	N	\$14.90
Private lesson 30 minutes (maximum 3 children) – per lesson	-	N	\$45.00
NDIS lesson (special needs)	-	N	Price on Application. In accordance with plan.

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Gym/Group Fitness

Fitness membership includes gym & group fitness classes from 01/07/2020

Casual Per Person

Adult	-	Y	\$13.50
Concession	-	Y	\$10.80

10 Visit Pass

Adult	-	Y	\$115.00
Concession	-	Y	\$92.00

25 Visit Pass

Adult	-	Y	\$270.00
Concession	-	Y	\$216.00

1 Month Membership

Adult	-	Y	\$120.00
Concession	-	Y	\$96.00

3 Month Membership

Adult	-	Y	\$275.00
Concession	-	Y	\$220.00

6 Month Membership

Adult	-	Y	\$399.00
Concession	-	Y	\$319.20

12 Month Membership

Adult	-	Y	\$649.00
Concession	-	Y	\$551.65

Direct Debit (Fortnightly)

No minimum contract, however 30 days notice is required to cancel.

Adult	-	Y	\$31.90
Concession	-	Y	\$27.90
Adult Joining Fee	-	Y	\$59.00
Suspension Fee	-	Y	\$10.00

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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All-In-One Membership

Includes pool access, gym, all group fitness classes including aqua classes, hydrotherapy, rock wall and courts.

1 Month Membership

Adult	-	Y	\$144.00
Concession	-	Y	\$115.20

3 Month Membership

Adult	-	Y	\$320.00
Concession	-	Y	\$256.00

6 Month Membership

Adult	-	Y	\$475.00
Concession	-	Y	\$380.00

12 Month Membership

Adult	-	Y	\$799.00
Concession	-	Y	\$679.15

Direct Debit (Fortnightly)

No minimum contract, however 30 days notice is required to cancel.

Adult	-	Y	\$35.90
Concession	-	Y	\$31.90
Adult Joining Fee	-	Y	\$59.00
Suspension Fee	-	Y	\$10.00

Special Programs

Sports Ability – Casual	-	Y	\$4.00
Senior Fit – Casual	-	Y	\$6.50
Badminton – Casual	-	Y	\$6.00

Personal Training

Per 30 minute session	-	Y	\$45.00
3 x 30 minute pack (valid 2 months)	-	Y	\$120.00
5 x 30 minute pack (valid 3 months)	-	Y	\$190.00
10 x 30 minute pack (valid 6 months)	-	Y	\$350.00

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Beach Volleyball

Court – per hour	-	Y	\$25.00
Court – per day	-	Y	\$100.00

Indoor Rock Climbing

Casual per person – Adult	-	Y	\$5.00
Casual per person – Concession	-	Y	\$5.00

Stadium

Casual per person – Adult	-	Y	\$4.50
Casual per person – Concession	-	Y	\$3.80

School Groups

Pool – per student – minimum 10 students	-	Y	\$3.80
Stadium – per student – minimum 10 students	-	Y	\$3.80
Gym – per student – minimum 10 students	-	Y	\$4.70
Rockwall – per student – minimum 10 students	-	Y	\$4.70

Aerodromes

Conditions: Aerodrome may be closed to aircraft (Emergency Services aircraft excepted); Full payment of fee required prior to closure of aerodrome; The hirer must reimburse Council for any damage caused during the hire period; Depending on the time of day, noise limitations may apply; Applications for hire will be considered individually and may be refused at the discretion of Council

Aerodromes – Additional or replacement key	-	Y	\$16.50
Landing Fee Warwick and Stanthorpe Aerodromes (Emergency Services Exempt from payment) – per annum	-	Y	\$270.00
Landing Fee Warwick and Stanthorpe Aerodromes (Emergency Services Exempt from payment) – per landing	-	Y	\$10.00
Aircraft (including gliders) will be charged for each arrival or full stop landing.			
Aircraft Parking Fee (more than 24 hours)	-	Y	\$10.00
Aerodrome Runway Hire (conditions apply) – per day	-	Y	\$1,845.00

Connolly Dam and Washpool Reserve

Camping Site Fee

Children (under 13 years of age) – per camper per night	-	Y	\$6.70
Adults (13 years of age and over) – per camper per night	-	Y	\$14.00
Family (2 adults and up to 2 children under 13 years of age) – per night	-	Y	\$36.00
Additional Children (under 13 years of age) – per camper per night	-	Y	\$6.70
Children under 4 years of age	-	Y	\$0.00

Powered Sites (in addition to Camping Site Fee)

Site Fee	-	Y	\$6.70
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Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Bagged Ice

Fee per 5kg bag	-	Y	\$6.70
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Fred Rogers Camp

Sports Hall

Daily Hire per person per day (Group hire only – minimum 10 people)	-	Y	\$15.40
Hire Bond	-	N	\$256.50
Refundable once final inspection completed and everything deemed to be left in original condition			

Main Hall

Sporting/Community/Schools (non commercial) per day	-	Y	\$770.00
Commercial use per day	-	Y	\$2,515.00
Hire Bond	-	N	\$515.00
Refundable once final inspection completed and everything deemed to be left in original condition			

Kitchen

Daily use	-	Y	\$155.00
Hire Bond	-	N	\$515.00
Refundable once final inspection completed and everything deemed to be left in original condition			

Dormitory

Per person per night (no linen provided)	-	Y	\$36.00
Hire Bond	-	N	\$256.00
Refundable once final inspection completed and everything deemed to be left in original condition			

Kayak

Daily hire	-	Y	\$51.50
Hire Bond	-	N	\$102.50
Refundable once final inspection completed and everything deemed to be left in original condition			

Cottage

Daily rate	-	Y	\$154.00
Weekly rate	-	Y	\$615.00
Hire Bond	-	N	\$615.00
Refundable once final inspection completed and everything deemed to be left in original condition			

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Allora Race Track

For use of the Allora Racecourse for horse training purposes

1-5 horses – annual fee	-	Y	\$310.00
6-10 horses – annual fee	-	Y	\$600.00
11-15 horses – annual fee	-	Y	\$900.00

Libraries

Public Meeting Rooms (including Willi Street Rooms)

Meetings or similar functions by community, charity, welfare, school and church groups	-	Y	\$5.00
Meetings, conferences, seminars and similar functions by other users per day	-	Y	\$67.50
Meetings, conferences, seminars and similar functions by other users – meetings of up to 5 hours duration	-	Y	\$44.00

Membership

Membership subscription for non-Regional Council residents (except Tenterfield Shire) – annual fee	-	N	\$30.00
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Miscellaneous

Library Bag	-	Y	\$3.00
Inter-library Loan Charge (Public Library)	-	Y	\$2.30
Inter-library Loan Charge (Special/University Library)	-	Y	As charged by lending library
Late Fee	-	N	\$1.00 per day (maximum \$15.00)
Facsimile Fees	-	Y	\$2.70
Sale of USB	-	Y	\$7.10
Headphones	-	Y	\$1.20
Recyclable coffee cups	-	Y	\$0.20

Photocopies and Printing

A4 Page (black and white)	-	Y	\$0.20
A3 Page (black and white)	-	Y	\$0.40
A4 Page (colour)	-	Y	\$1.50
A3 Page (colour)	-	Y	\$3.00

Replacement Charges

Membership Card	-	N	\$3.00
Library Item	-	N	Cost of item

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Sundry Fees Corporate and Community Services

Photocopying, Scanning and Printing Fees

Photocopy, Scanning and Printing at Admin Office – per A4 one side – black and white	-	Y	\$0.65
Photocopy, Scanning and Printing at Admin Office – per A4 double sided – black and white	-	Y	\$0.75
Photocopy, Scanning and Printing at Admin Office – per A4 one side – colour	-	Y	\$0.75
Photocopy, Scanning and Printing at Admin Office – per A4 double sided – colour	-	Y	\$0.95
Photocopy, Scanning and Printing at Admin Office – per A3 one side – black and white	-	Y	\$0.95
Photocopy, Scanning and Printing at Admin Office – per A3 double sided – black and white	-	Y	\$1.25
Photocopy, Scanning and Printing at Admin Office – per A3 one side – colour	-	Y	\$1.15
Photocopy, Scanning and Printing at Admin Office – per A3 double sided – colour	-	Y	\$1.55
Hard copy of Council's Annual Budget	-	N	\$18.00
Hard copy of Council's Annual Report	-	N	\$18.00
Copy of reports on CD	-	N	\$12.00
Postage and packaging of CD (as per Australia Post)	-	Y	\$12.40

Provision of ad-hoc documents in electronic format

Provision of ad-hoc documents in electronic format	-	N	\$6.20
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Search Fees

Property Search Fees	Local Government Act 2009 s97 2(c)	N	\$222.50
Urgent property search fees (within 2 working days)	Local Government Act 2009 s97 2(c)	N	\$277.00
Counter search (ownership, valuation, rates and charges)	Local Government Act 2009 s97 2(c)	N	\$28.00
Property & Rating transaction list (pdf copies free to current owner or last owner if requested within 12 months of the sale/transfer) Per property	Local Government Act 2009 s97 2(c)	N	\$23.00
Archived transactions not held in Property & Rating System are subject to Archives/Records Search & Retrieval Fee			
Water Meter Readings	Local Government Act 2009 s97 2(c)	N	\$82.00
Administration Fee for Dishonoured Payment	-	N	\$33.00
Real Estate Agent Search Fee	Local Government Act 2009 s97 2(c)	N	\$1,360.00
Rate & Certificate Refund Processing Fee – for all rate & certificate refund transactions (one free rate refund per year)	-	N	\$24.50
Archive/Records Search and Retrieval Fee	-	N	\$54.80/hour or part thereof for greater than 1 hour

Right to Information – In accordance with fees set by State Government

Application Fee	Local Government Act 2009 s97 2(c)	N	As set by State Government
Inspection and processing fee	Local Government Act 2009 s97 2(c)	N	As set by State Government
Photocopying	Local Government Act 2009 s97 2(c)	N	As set by State Government

Name	Head Of Power	GST	Year 20/21 Fee (incl. GST)
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Miscellaneous Fees

Bond for large events such as circuses or similar amusements/events	-	N	\$1,285.00
Refundable upon passing inspection by Council staff			
Copy of Rate Notice (pdf copies free to current owner for notices within the current financial year)	Local Government Act 2009 s97 2(c)	N	\$9.80

Rural Numbering

Rural addressing number – new installation	-	N	\$100.00
Rural addressing number – supply of replacement module only	-	N	\$57.50

Digital Mapping & GIS

Requests for Digital Mapping/aerial photography and GIS Data or similar	Local Government Act 2009 s97 2(c)	N	Labour Costs (including on costs) x 1.25
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Major Structures Asset and Service Management Plan



Document Control

Date	Version	Description
June 2020	1	Plan developed

EXECUTIVE SUMMARY

Purpose of the Plan

Asset management planning is a comprehensive process to ensure delivery of services from infrastructure is provided in a financially sustainable manner.

This Asset and service management sub-plan details information about infrastructure assets including actions required to provide an agreed level of service in the most cost effective manner while outlining associated risks. The plan defines the services to be provided, how the services are provided and what funds are required to provide the services over a 20-year planning period.

This sub-plan covers the bridge and major culvert assets that contribute to providing transport services.

Assets

Bridge and Major Culvert assets that contribute to providing transport services include:

Asset Category	Quantity	Unit	Replacement Value
Bridges	57	number	\$ 24.56 M
Major Culverts	54	number	\$ 8.24 M
TOTAL			\$ 32.80 M

Levels of Service

Present funding levels are insufficient to provide existing services at current levels in the short term.

The main service consequences are the inability to:

- Complete identified proactive and reactive maintenance
- address known service performance issues, and
- plan for the renewal and replacement of assets as they reach the end of their useful life.

Future Demand

The main demands for new services are created by:

- known asset capacity and performance deficiencies, and
- desire for more flood resilient structures.

These will be managed through a combination of managing service levels on existing assets, upgrading assets as they reach end-of-life and looking at the service level/ cost trade off when considering upgrades.

Bridge and Major Culvert Expenditures

What does it Cost?

The projected outlays necessary to provide the services covered by this Asset and service management sub-plan includes operations, maintenance, renewal, upgrade and new assets over the 10-year planning period is **\$9.24 M** or **\$0.92 M** on average per year.

What we will do

Estimated available funding for this period is **\$6.99 M** or **\$0.70 M** on average per year as per the long term financial plan or budget forecast. This is **76¹** per cent of the cost to sustain the minimum level of service at the lowest lifecycle cost.

¹ Budget/Projected requirements expressed as a percentage.

The infrastructure reality is that only what is funded in the long term financial plan can be provided. The emphasis of the Asset and service management plan is to communicate the consequences that this will have on the service provided and risks, so that decision making is informed.

The allocated funding leaves a shortfall of **\$225,000** on average per year of the projected expenditure required to provide services in the Asset and service management plan compared with planned expenditure currently included in the Long Term Financial Plan. This is shown in the figure below.

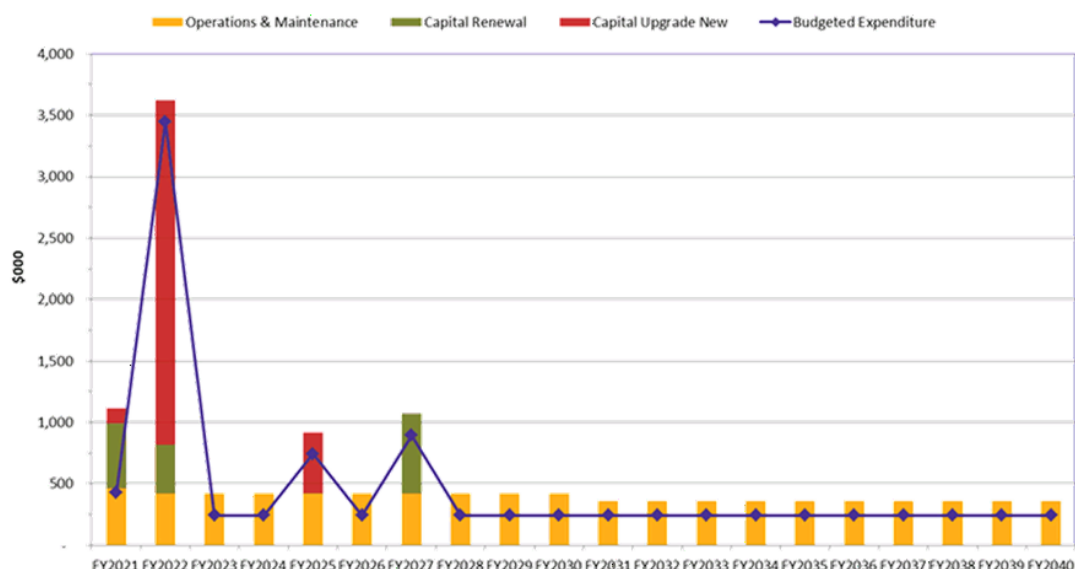


Figure values are in 2020 (real) dollars.

With the available funding Council will provide the following services:

- Continue to perform routine and condition and defect inspections of major structures
- Some maintenance activities, on a prioritised basis
- Replace two structures that have reached end-of-life, and
- Upgrade two assets to more resilient structures.

What we cannot do

We currently do **not** allocate enough funding to sustain these services at the desired standard. Under present funding levels maintenance is unable to be completed as it is identified.

Managing the Risks

Our present funding levels are insufficient to continue to manage risks in the short term.

The main risk consequences are:

- Reduction in the level of service to the community through the load limiting or closure of structures
- Increased costs to the community to provide major structures as a result of underfunding of maintenance activities

Council will endeavour to manage these risks within available funding by:

- Prioritising maintenance of higher order structures to ensure they remain fit-for purpose
- Performing cost-benefit analysis on the impacts of reducing service levels, and
- Considering alternative solutions where the cost-benefit analysis does not stack up.

Monitoring and Improvement Program

The next steps resulting from this Asset and service management plan to improve asset management practices are:

- Implement the WhichBridge prioritisation tool for maintenance activities
- Monitor and report on levels of service, and
- Improve the end-to-end planning for major structures by improving the connectivity between maintenance and capital functions.

Contents

EXECUTIVE SUMMARY	2
1. INTRODUCTION	6
Purpose	6
Transport Services	6
Road Classification & Hierarchy	7
Assets Covered by this Plan	10
Relationship with other Council Policies, Strategies and Plans	10
Legislative Requirements	12
Core and Advanced Asset Management	13
2. LEVELS OF SERVICE	14
Customer Levels of Service	14
Technical Levels of Service	16
3. GROWTH AND DEMAND	20
Demand Forecasts	20
Demand Management Plan	22
Asset Programs to meet Demand	23
Climate Change and Adaption	23
4. MAJOR STRUCTURE ASSETS	24
Summary of Assets and Value	24
Asset Condition	24
Critical Bridge & Major Culvert Assets	28
Asset capacity and performance	29
5. MAJOR STRUCTURE EXPENDITURE PROGRAMS	30
Operations and Maintenance Expenditure	30
Capital Expenditure Program	31
Projected Operating and Capital Expenditure Requirements	34
6. RISK MANGEMENT	35
Service Risk Trade Offs	37
7. FINANCIAL SUMMARY	38
Financial Statements and Projections	38
Funding Strategy	40
Valuation Forecasts	40
Key Assumptions Made in Financial Forecasts	41
Forecast Reliability and Confidence	41
8. CONTINUOUS IMPROVEMENT	42
Asset Management Practices	42
Improvement Plan	42
APPENDIX A: Background Information for the Planning Assumptions for the Local Government Infrastructure Plan	44
APPENDIX B: Major Structure Expenditure Projections	45
APPENDIX C: Major Structure Projects in Long Term Financial Plan	46

1. INTRODUCTION

Purpose

Southern Downs Regional Council (Council or SDRC) is required to prepare a long-term asset management plan under the *Local Government Act 2009* and *Local Government Regulations 2012*. Under the legislation the asset management plan must:

- Cover a period of at least 10 years
- Provide strategies to ensure the sustainable management of long-term infrastructure assets
- State the estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan, and
- Inform, and be consistent with, the long term financial plan.

Council is committed to implementing sound asset management principles and practices to ensure that transport services are delivered to the community in a socially, economically and environmentally responsible manner that does not compromise the ability of future generations to make their own choices.

This Asset and service management sub-plan seeks to enable the sustainable delivery of transport services by integrating community values, priorities and an informed understanding of the trade-offs between risks, costs and service performance over a 20-year planning period. To do this, this sub-plan:

- Describes the bridge and major culvert assets that contribute to providing transport services to the community
- Defines Council's level of service and how we monitor performance,
- Outlines our strategy to manage the impact of growth through demand management and infrastructure investment,
- Takes a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,
- Outlines how Council identifies, assesses and appropriately controls risk; and
- Links to a long-term financial plan which identifies required, affordable expenditure and how it will be allocated.

Transport Services

Council provides transport services to the community to:

- provide access to, and enable movement of goods, commodities, services, and skills
- drive productivity and efficiency to maximise economic and community benefits, and
- link urban centres and rural communities.

Council has a legislative obligation under the *Local Government Act 2009* to provide transport services.

Council's transport services comprise of seven elements:

- sealed roads
- unsealed roads
- bridges and major culverts
- kerb and channel
- car parks
- footpaths, and
- street furniture.

This Asset and Service Management sub-plan addresses bridge and major culvert assets.

Major Culverts

A definition for a major culvert was formalised in January 2020. The definition adopted aligns Council with the Transport and Main Roads Structures Inspection Manual.

Major Culverts are defined as culverts that meeting the following criteria:

- Metal Culverts (steel and aluminium) with at least one barrel (cell) with a span, height or diameter greater than or equal to 1.2m
- Pipe culverts with at least one barrel (cell) with a diameter greater than or equal to 1.8m, or
- Rectangular, oval or arch culverts with at least one barrel (cell) with a span greater than 1.8m and a height 1.5m.

State and Federal Government Responsibilities

The Queensland Department of Transport and Main Roads is responsible for the maintenance and renewal of bridges and major culvert assets that facilitate the provision of the State Controlled Road network (Cunningham and New England Highways and other major roads).

Road Classification & Hierarchy

Council's manages roads, bridges and major structures totalling approximately \$428 M². It is not practical or financially possible to manage all roads, bridges and major structures to the same standard. A functional road classification organises roads (and structures) into categories according to their purpose, strategic importance and level of use.

The road hierarchy further delineates roads within a functional class, where the functional classification does not provide sufficient granularity on its own.

Together the functional road classification and road hierarchy provide a basis for establishing construction, maintenance and operational standards and assists Council to communicate with the community regarding the:

- delineation of responsibilities between Federal, State and Local governments
- services we provide, and
- standard to which Council can afford to deliver the services.

Functional Road Classification

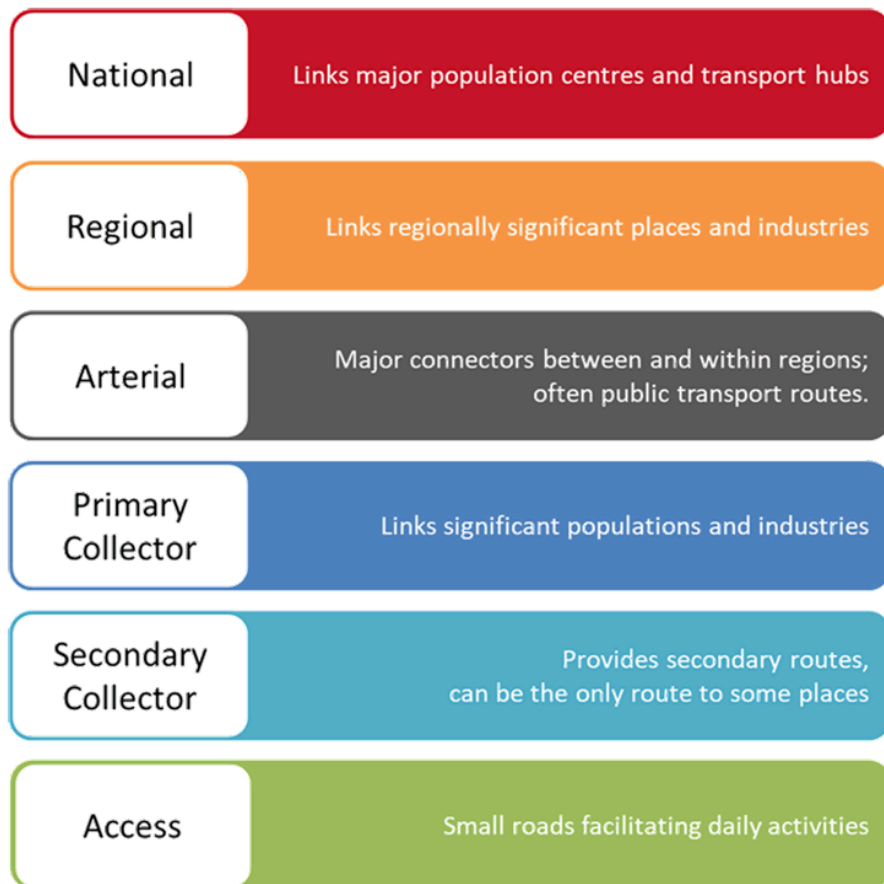
Southern Downs Regional Council uses the One Network Road Classification. This classification classifies Council's roads based on:

- traffic volumes
- commercial use (ie, heavy commercial vehicle volumes), and
- roads that link communities.

The road classes within the One Network Road Classification are identified in Figure 1.1.

² Replacement Cost as at 30 June 2019. Replacement cost is in current (real) dollars.

Figure 1.1: One Network Road Classification



Council is responsible for Primary Collector, Secondary Collector and Access roads within the region. Arterial Roads can be the responsibility of either the Queensland Department of Transport and Main Roads or Council.

Each road, or section of road, is classified in accordance with the One Network Classification Criteria. Where a road meets criteria for multiple classes, a holistic view of the roads function and importance to the community is considered. The One Network Road Classification criterion is provided at Figure 1.2.

Figure 1.2: One Network Road Classification Criterion.

	Average Daily Traffic	Heavy Commercial Vehicles/ day	Linking Places (population)
National			
Regional			
Arterial	> 3,000	> 300	> 10k
Primary Collector	> 1,000	> 150	> 2k
Secondary Collector	> 200	> 25	> 250
Access	< 200	< 25	< 250

Road Hierarchy

Council's road hierarchy sets out the technical requirements, maintenance practices and levels of service within each (functional) class of road. Where the length of road within a functional class is too large to manage as a homogeneous cohort the road hierarchy also organises roads into secondary categories according to the hierarchy characteristics (ie, vehicles per day, access to houses).

Assets Covered by this Plan

The infrastructure assets covered by the Major Structures Asset and service management sub-plan are listed in Table 1.1.

Table 1.1: Assets covered by this Plan

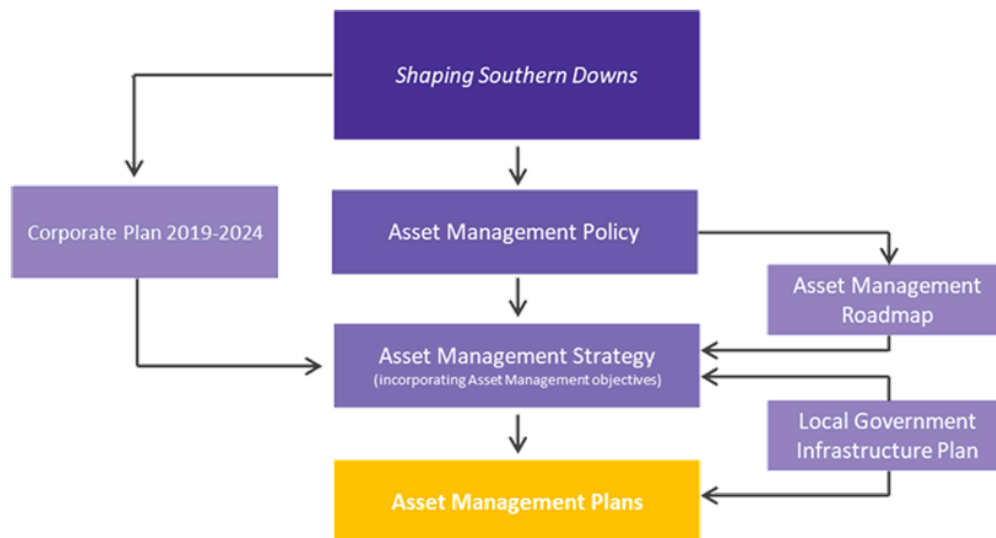
Asset Category	Quantity	Unit	Replacement Value
Bridges	57	number	\$ 24.56 M
<i>Road bridges</i>	<i>45</i>		<i>\$ 23.90 M</i>
<i>Pedestrian bridges</i>	<i>12</i>		<i>\$ 0.66 M</i>
Major Culverts	54	number	\$ 8.24 M
TOTAL	111		\$ 32.8 M

Relationship with other Council Policies, Strategies and Plans

This asset service and management sub-plan communicates the actions required for the responsive provision of transport services and the management of the bridge and major culvert assets that contribute to the provision of these services. This plan also outlines how Council complies with relevant regulatory requirements, and the funding needed to provide the defined levels of service over a 20-year planning period.

The plan is to be read in conjunction with the Council planning documents. The relationship between Shaping Southern Downs, Council's Asset Management Policy and other planning documents is shown in Figure 1.3.

Figure 1.3: Relationship between Council's Planning Documents



Strategic and Corporate Goals

The vision for Southern Downs Region is "To be a prosperous, diverse and growing community because it is a sought-after location for people to visit, live and invest."³

Shaping Southern Downs has four themes that underpin the vision:

- Grow;
- Connect;
- Prosper; and
- Sustain.

Table 1.2 outlines how these themes link to this Asset and service management plan.

³ Shaping Southern Downs Strategy, p8

Table 1.2: Strategic Themes and how these are addressed in this Plan

Theme	Objective	How Goal and Objectives are addressed in AM Plan
Grow	Improve the relationship between Council policy, service delivery, infrastructure, advocacy and community priorities.	This Asset and service management sub-plan is a step towards improving Council and community understanding of major structure assets. This sub-plan seeks to inform Council policy in relation to the transport services provided by Council. This includes articulating the services provided to customers, the cost of providing those services and the risks and opportunities presented by current funding levels.
Connect	<p>People and freight move efficiently around the region as population grows, maximizing community and economic benefits.</p> <p>Regional and local infrastructure networks are maintained and enhanced to provide interlinked service and facilities for greater choice and access</p>	This sub-plan outlines the plan for the maintenance, renewal and upgrade of major structures that contribute to the provision of transport services. A strategic and effective approach to the delivery of transport infrastructure will maximize community and economic benefits through the provision of a interlinked and accessible transport network.
Prosper	To delivery well-placed and high-quality infrastructure and services that support local and regional economic activity.	This plan enables the delivery of high-quality transport infrastructure by identifying the actions required to manage and deliver infrastructure that meets the needs of the community over the long term in a cost-effective manner.

Legislative Requirements

Council's legislative obligations relating to the management of bridge and major culvert assets are outlined in Table 1.3.

Table 1.3: Legislative Requirements

Legislation	Requirement
<p><i>Local Government Act 2009</i></p> <p><i>Local Government Regulation 2012</i></p>	<p>Outlines the nature and extent of a local government's responsibilities, powers and a system of local government that is accountable, effective, efficient and sustainable.</p> <p>Under the Act and Regulation local governments must prepare:</p> <ul style="list-style-type: none"> ▪ A long-term asset management plan ▪ A long term financial forecast ▪ Asset registers
<i>Disaster Management Act 2003</i>	Details the roles and responsibilities of local and state governments in a disaster or emergency event.
<i>Transport Infrastructure Act 1994</i>	Details a regime that allows for and encourages effective integrated planning and efficient management of a system of transport infrastructure.
<i>Transport Operations (Road Use Management) Act 1995</i>	Details a scheme for managing the use of the State's roads ensuring roads are managed effectively and efficiently.

12

<i>Planning Act 2016</i>	<p>The purpose of the Planning Act is to establish an efficient, effective, transparent, integrated, coordinated, and accountable system of land use planning, development assessment and related matters that facilitate the achievement of ecological sustainability.</p> <p>Ecological sustainability is a balance that integrates—</p> <ul style="list-style-type: none"> the protection of ecological processes and natural systems at local, regional, State and wider levels; and economic development; and <p>the maintenance of the cultural, economic, physical and social wellbeing of people and communities.</p>
<i>Environmental Protection Act 1994</i>	<p>Details the role and responsibilities to protect Queensland's environment while allowing for development that improves the total quality of life, both now and in the future, in a way that maintains the ecological processes (ecologically sustainable development).</p>
<i>Vegetation Management Act 1999</i>	<p>The purpose of this act is to regulate the clearing of vegetation.</p>
<i>Work Health and Safety Act 2011</i>	<p>Details the roles and responsibilities in the workplace to enable the protection of health, safety and welfare of all workers.</p>

Core and Advanced Asset Management

This Asset and service management plan is prepared as a core Asset and service management plan over a 20 year planning period in accordance with the International Infrastructure Management Manual⁴. Core asset management is a 'top down' approach where analysis is applied at the system or network level. An 'advanced' asset management approach uses a 'bottom up' approach for gathering detailed asset information for individual assets.

This Asset and service management plan has been developed with references to the benefits, fundamentals principles and objectives of asset management outlined in:

- International Infrastructure Management Manual 2015⁵
- ISO 55000: 2014 Asset Management – Overview, principles and terminology⁶

⁴ IPWEA, 2015, IIMM

⁵ Based on IPWEA 2015 IIMM, Sec 2.1.3, p 2 | 13

⁶ ISO 55000 Overview, principles and terminology

2. LEVELS OF SERVICE

Customer Levels of Service

Levels of Service are defined in two terms: customer levels of service and technical levels of service. Customer levels of service describe how the community receives or experiences transport services in a way they can understand.

Levels of service are monitored and measured on two bases, performance measures and customer measures. Performance measures are those that can be measured objectively, and are related to the service delivery outcomes. Customer measures are subjective and are used to identify potential trends in asset performance.

Research has not been conducted on customer expectations. Community satisfaction will be investigated for future iterations of the Major Structures Asset and service management sub-plan.

Council's customer levels of service are detailed in Table 2.1. Based on the current Budget and Long Term Financial plan it is expected that the performance of bridge and major culvert assets over the forecast period (to FY2040) will deteriorate. Sufficient planning, and funding of maintenance activities is essential for Council to achieve the services levels outlined below.

Table 2.1: Customer Levels of Service

Strategic Outcome	<ul style="list-style-type: none"> Provide access to, and enable movement of goods, commodities, services, and skills Drive productivity and efficiency to maximise economic and community benefits Link urban centres and rural communities
Service level Statements	<ul style="list-style-type: none"> Bridges and Major Culverts are generally in fair condition, with adequate warning, delineating, guidance & roadside furniture in line with Council's road classification and hierarchy. Bridges and major culverts have adequate capacity in line with the design and road classification. Bridges and major culverts are fit-for-purpose in line with Council's road classification and hierarchy. Bridges and major culverts are appropriately services by undertaking routine inspections and operational activities.
Performance measures	<ul style="list-style-type: none"> Percentage of assets in fair condition or better Number of load limited bridges and major culverts Number of bridges or major culverts on collector roads closed for more than 24 hours from any given rain event. Percentage of condition and defect inspections completed when due Percentage of urgent and high priority maintenance activities completed.
Customer performance measures	<p>Number of service requests relating to:</p> <ul style="list-style-type: none"> Silt and/or vegetation Delineation, signage, guideposts & line marking Damage to asset

Performance measures and customer performance measures are monitored on an annual basis. Current performance and planned targets are outlined in Table 2.2.

Table 2.2: Levels of Service - Current performance and planned targets

	2019 result	2020 result	2021 result	2022 result	2023 result	2024 result	2025 result
Performance Measures							
Percentage of assets in fair ⁷ condition or better							
Bridges	70% ⁸	75%					
Major Culverts	Insufficient data ⁹	41%					
Number of load limited bridges and major culverts							
Bridges	5	tba					
Major Culverts	1	tba					
Percentage of condition and defect inspections completed when due	-	New measure					
Percentage of urgent and high priority maintenance activities completed	-	New measure					
Customer Measures							
Service requests relating to silt and/or vegetation	6	tba					
Service requests related to delineation, signage, guideposts & line marking	3	tba					
Service requests related to damage to asset	4	tba					

⁷ Fair being a condition state 2 under the TMR SIM

⁸ 13 Bridges currently have no condition data as at 30 June 2020.

⁹ 37 Major Culverts have no condition data as at 30 June 2019.

Technical Levels of Service

Supporting the customer service levels are technical levels of service. Technical levels of service relate to the allocation of resources to service activities to best achieve the desired customer outcomes and demonstrate effective performance.

Technical levels of service can be separated into two components:

- Operational levels of service, and
- Capital levels of service.

Operational levels of service describe the day-to-day activities undertaken to keep the assets in good order. These include:

- routine inspections, cleaning, and repairs identified from inspections
- a condition assessment program, and
- emergency response and reactive works as identified by Council and the community

The implementation of the technical levels of service influence the customer levels of service.

The technical levels of service expected to be provided under this Asset and service management plan are outlined below.

Indicative costs have been provided where they an external contractor is used. Future iterations of this plan will aim to identify activity level costing for internally managed activities.

Operational Levels of Service

Routine Inspections

Routine inspections assesses the asset's ability to operate as required on a day-to-day basis and identifies any maintenance required to keep the asset functioning properly (patching of minor defects, clearing of debris, etc.).

Activity	Purpose	Intervention	Schedule	Indicative Cost (p.a.)
Routine Inspection (Level 1)	Visual inspection to check the serviceability of the structure, particularly for the safety of road users and to identify any emerging problems.	n/a	Annual (July-Sept)	\$35,200

Rain Event Response

Following major rain events bridge and major culvert assets are inspected to identify any emergent repairs and maintenance required.

Activity	Purpose	Intervention	Schedule	Indicative Cost
Declared rain event	Visual inspection of the structure to assess general welfare and plan a prioritised response.	n/a	On declaration	Internally managed activity

Condition and Defect Inspections

Condition and defect inspections are carried out to determine the condition of the assets and identify any preventative or remedial action required. A condition and defect inspection program ensures that assets are identified before their point of failure, minimizing the risk and consequences of failure to the community.

Condition and defect inspections are carried in accordance with the Queensland Department of Transport and Main Roads Structures Inspection Manual (SIM).

Activity	Purpose	Intervention	Schedule	Indicative Cost (p.a.)
Condition Inspection (Level 2)	Assessment of the current condition of the structure and effectiveness of past maintenance. Inspection also identifies current maintenance requirements and estimate future budget requirements.	As specified in the Structures Inspection Manual (TMR). Generally based on structure condition: <ul style="list-style-type: none"> - 1 & 2 – once in every 5 years - 3 – once in every 3 years - 4 – annually 	Annual (July-Sept)	\$23,000
Special Inspection (Level 3)	Detailed condition assessment of the structure including assessment of load capacity.	On recommendation, following a Level 2 inspection	Annual (July-Sept)	\$40,000

Routine, Preventative, and Reactive Maintenance activities

Maintenance activities aim to slow down deterioration and delay the requirement for rehabilitation or replacement. Maintenance does not increase the service potential of the asset or keep it in its original condition.

Routine and preventative maintenance is an essential part of the on-going care and upkeep of an asset. Cleaning is an example of a routine maintenance activity that enables assets to function as designed. Assets that have a higher likelihood or consequence of failing to function properly are maintained more regularly.

Reactive maintenance activities are those that are identified following an inspection, assessment or complaint and restore an asset as near as practicable to its current condition.

SDRC has a limited maintenance program for bridge and major culvert assets. Maintenance activities undertaken are predominately reactive in nature and a back log of maintenance activities exists. Maintenance activities are discussed further at Section 5.

Activity Priority	Type of Maintenance (Indicative)	Consequences of Inaction
Urgent	<ul style="list-style-type: none"> Repairs to, or replacement of, critical components: <ul style="list-style-type: none"> Piles and headstocks Scouring at base of structure Significant cracking Timber piles 	<ul style="list-style-type: none"> Load limit structure Close structure Structure prematurely reaches end of life
High	<ul style="list-style-type: none"> Repairs to principle components: <ul style="list-style-type: none"> Girders, deck units, piles Repairs to wearing surface (where dangerous) 	
Moderate	<ul style="list-style-type: none"> Repairs to minor cracking Bridge barriers Minor concrete repairs/ sealing Replacement of fixed joints (minor components) Pavement repairs Maintenance of bearings 	
Low	<ul style="list-style-type: none"> Delineation, signage & linemarking Cleaning of structural components Removal of silt and/ or vegetation 	<ul style="list-style-type: none"> Accelerates the rate of decline or wear and tear on the structure. Maintenance transitions from proactive to reactive and cost of repair increases



Type of maintenance is indicative and may be escalated or de-escalated depending on severity, risk, and time taken between identification and repair.



Capital Works Program

Renewal, Replacement and Upgrade program

Renewal activities are those that replace existing assets with an (usually new) asset of equivalent capacity or performance capability. Upgrade activities create a bridge or major culvert that increases the level of service by improving the capacity or performance of the asset.

An upgrade to a bridge or major culvert (ie, increasing the number of lanes or capacity for heavier vehicles) usually only occurs at the point of replacement.

Council has a condition based renewal, replacement and upgrade program. Assets are identified for renewal through the condition inspection program taking into account:

- Risk
- Proximity of structure to end of life
- Cost of maintenance v. renewal v replacement

Activity	Schedule	Who
Renewal, Replacement or Upgrade of Structure	As approved following successful CPD submission to EMT and adoption by Council.	SDRC Capital Works program

New Assets

New assets provide a service that was not previously provided or significantly increases the level of service by changing how the service was provided (eg, floodway to culvert).

Activity	Schedule	Who
Creation of a new Bridge or Major Culvert	As approved following successful CPD submission to EMT and adoption by Council	SDRC Capital Works program

Selection criteria

New assets and the upgrade of existing assets are identified from various sources including community requests, proposals identified by strategic plans or partnerships with others. Council has adopted a Capital Prioritisation and Decision Making Framework (CPD) to evaluate capital works proposals. Capital proposals are ranked by priority and available funds and scheduled in future works programmes. Southern Downs Regional Council has adopted a multi-criteria assessment for capital project selection. The multi-criteria assessment considers Asset Strategy, Risk, Community outcomes, Financial implications, Environmental outcomes, Council commitments, and Efficiencies.

3. GROWTH AND DEMAND

Southern Downs Regional Council covers an area of 7,500 km², adjoining South East Queensland, south of Toowoomba and north of Queensland's border with New South Wales. The region has a current population of approximately 35,500 and is projected to grow to approximately 38,300 by 2036³⁰, an annual average growth rate of 0.4 per cent.

Southern Downs is a community that welcomes growth and population diversity by offering a rural lifestyle with a temperate climate which is well-connected to South East Queensland's services and facilities. Council is seeking to leverage the strengths and attributes of the region to drive population growth to 50,000 in the foreseeable future.³¹ Understanding where and how the region will grow is a critical factor in the effective management of infrastructure and community assets.

Growth is one factor affecting demand. Other drivers affecting demand include (but are not limited to) State and Federal Government regulations, seasonal factors and climate change, environmental awareness, technological changes, economic factors, and community preferences and expectations.

Demand Forecasts

The demand and growth assumptions used in this Asset and service management plan are consistent with Southern Downs Regional Council's Local Government Infrastructure Plan and are detailed in Appendix A. Where more recent growth figures are available these have been used and referenced.

The present position, projections and impact of demand drivers that may impact future service delivery and use of assets are identified and documented in Table 3.1. Further opportunities will be developed in future revisions of this Asset and service management sub-plan.

³⁰ Queensland Government Statistician Office, accessed 23 May 2020.

³¹ Shaping Southern Downs Strategy, p1

Table 3.1: Demand Drivers, Projections and Impact on Services

Demand drivers	Present position	Projection	Impact on services
Known service performance deficiencies	There are a number of locations throughout the region within known service performance deficiencies.	-	<ul style="list-style-type: none"> Requirement to load limit or close structures Reduction in levels of service (in some locations) Increased costs associated with upgrading to higher capacity structures where appropriate (in line with road classification & hierarchy).
Climate Change		<p>Climate change is likely to exacerbate the frequency and severity of climate extremes. For Southern Downs this will mean:</p> <ul style="list-style-type: none"> More intense downpours Higher temperatures Hotter and more frequent hot days Harsher fire weather Fewer frosts Less rainfall in winter and spring¹² 	<ul style="list-style-type: none"> Increased disruption to services. Increased maintenance costs. Increased costs associated with upgrading to more resilient structures (where appropriate).
Population growth	~35,500 as at 30 June 2019	<p>~38,000 people by 2036¹³</p> <p>Council has established a population target of 50,000 people.</p>	<ul style="list-style-type: none"> Increase in demand on transport infrastructure. Increased urbanisation (new development) results in increased asset base.

¹² Queensland Department of Environment and Heritage Protection, Climate change in the Eastern Downs region (Draft), 2016

¹³ Queensland Government Statistician Office, accessed 23 April 2020.

Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices can include non-asset solutions, insuring against risks and managing failures.

Opportunities identified to date for demand management are shown in Table 3.2. Further opportunities will be developed in future revisions of this Asset and service management plan.

Table 3.2: Demand Management Plan Summary

Demand Driver	Impact on Services	Demand Management Plan
Known service performance deficiencies	<ul style="list-style-type: none"> Requirement to load limit or close structures Reduction in levels of service (in some locations) Increased costs associated with upgrading to higher capacity structures where appropriate (in line with road classification & hierarchy). 	<ul style="list-style-type: none"> Cost-benefit analysis of impacts of service deficiency Consideration of alternative asset solutions where cost-benefit does not stack up.
Climate Change	<ul style="list-style-type: none"> Erosion and infrastructure damage from extreme rainfall events. Increased maintenance costs. Increased disruption to services. 	<ul style="list-style-type: none"> Engage community regarding impact of climate change on existing service levels and trade-offs between cost and risk. Review impact of climate change on existing design standards
Population growth	<ul style="list-style-type: none"> Increase in demand on transport services. Increased urbanisation (new development) results in increased runoff. 	<ul style="list-style-type: none"> Target population growth at existing regional centres of Warwick and Stanthorpe to utilise existing infrastructure and services Review infrastructure charging arrangements for new developments

Asset Programs to meet Demand

New bridge and major culvert assets required to meet demand are generally constructed by Council. Constructing new assets, commits Council to operations, maintenance and renewal costs in perpetuity. See Section 5 for further discussion of additional assets and future operations, maintenance and renewal costs for inclusion in the long term financial plan.

Climate Change and Adaption

The impacts of climate change can have a significant impact on the assets Council manages and the services they provide. In the context of the Asset and service management planning process climate change can be considered as both a future demand and a risk.

How climate change will impact on assets can vary significantly depending on the location and the type of services provided, as will the way in which we respond and manage those impacts.

As a minimum we should consider both how to manage our existing assets given the potential climate change impacts, and then also how to create resilience to climate change in any new works or acquisitions. Opportunities identified to date for management of climate change impacts on existing assets are shown in Tables 3.1 and 3.2.

4. MAJOR STRUCTURE ASSETS

Summary of Assets and Value

The assets covered by this Asset and service management plan are shown in Table 1.1 which is reproduced below.

Asset Category	Quantity	Unit	Replacement Value
Bridges	57	number	\$ 24.56 M
<i>Road bridges</i>	<i>45</i>		<i>\$ 23.90 M</i>
<i>Pedestrian bridges</i>	<i>12</i>		<i>\$ 0.66 M</i>
Major Culverts	54	number	\$ 8.24 M
TOTAL	111		\$ 32.80 M

Council does not have a full asset age profile for bridge and major culvert assets. This is largely due to construction data not being collected for many assets constructed prior to the 1990s.

The lack of age profile for the bridge and major culvert assets means that Council does not have an age indicator for when assets will require renewal in the future. Bridge and major culvert assets are generally accessible and a robust routine inspection and condition assessment program can appropriately inform and provide a basis to develop a renewal profile for Council's major structure assets.

Asset Condition

The condition of Council's bridge and major culvert assets are monitored on an annual basis in line with the Queensland Department of Transport and Main Roads Structures Inspection Manual (SIM). The SIM sets out the required inspection frequencies based on the structure type, the structure material, and the overall condition of the structure.

Asset condition is measured using a 1 – 5 grading system¹⁴ as detailed in Table 4.2.

Table 4.2: Structures Inspection Manual Condition State Descriptions

Condition State	Subjective Rating	Description
1	Good ('as new')	Free of defects with little or no deterioration evident.
2	Fair	Free of defects affecting structural performance, integrity and durability. Deterioration of a minor nature in a protective coating and/or parent material is evident.
3	Poor	Defects affecting the durability/ serviceability which may require monitoring and/ or remedial action or inspection by a structural engineer. Intervention is normally required.
4	Very Poor	Defects affecting the performance and structural integrity which required immediate intervention including an inspection by a structural engineer, if principal components are affected.
5	Unsafe	Structural integrity is severely compromised and the structure must be taken out of service until a structural engineer has inspected the structure and recommended the required remedial action.

¹⁴ TMR, 2016, Structures Inspection Manual, Table 3.8.3, p 24.

Assessment of asset condition is an important tool in assessing asset performance. The benefits of knowing the current and future asset performance include:

- being able to assess the probability of asset failure and mitigate the associated risks
- avoiding unplanned outages
- more robust prediction of future expenditure and capital expenditure requirements
- enhanced value for money (cost effectiveness) as the service life of an asset can be optimised and in some cases extended through effective, proactive management.

A condition assessment program for bridge and major culvert assets has been adopted as part of the Major Structures Operational Levels of Service. Refer to Section 2 for further discussion.

The condition profile of bridge and major culvert assets based on this program is detailed in Figures 4.1 and 4.2¹⁵.

Council, in conjunction with the Australian Government, has undertaken the renewal (replacement) of a number of timber bridges over the past 5 years. As a result, Council has a small percentage of bridge assets (~5 per cent) in condition 4 and 5. One of the three bridges in condition state 5 (Bourke Rd) is currently being replaced.

The \$15.6 M (replacement value) of bridge assets in condition 2 represents a future risk to Council. The estimated end of life for these assets is beyond the planning period of this Asset and service management sub-plan (FY2040). It is important that the service life of these assets is optimised through effective maintenance to minimise the risk of these assets prematurely reaching end of their life. Maintenance of these assets is discussed further in Section 5.

The percentage of major culvert assets in condition state 4 and 5 is larger at ~22 per cent, and concentrated to condition state 4. The replacement cost of these assets is approximately, \$1.8 M. Council should continue to monitor these assets and begin to plan for replacement. Renewal of these assets is discussed further in Section 5.

¹⁵ Replacement Cost(s) are in current (real) dollars.

Figure 4.1: Bridge Condition Profile by Value

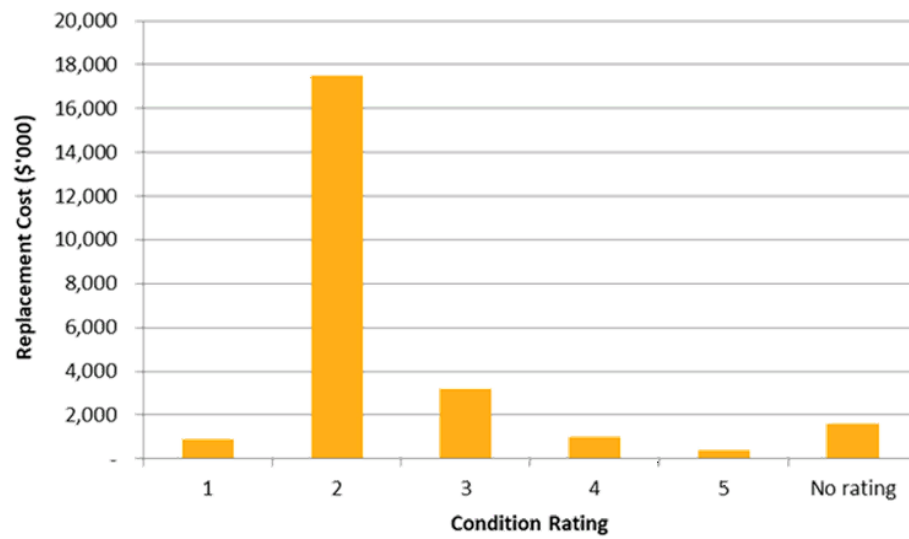
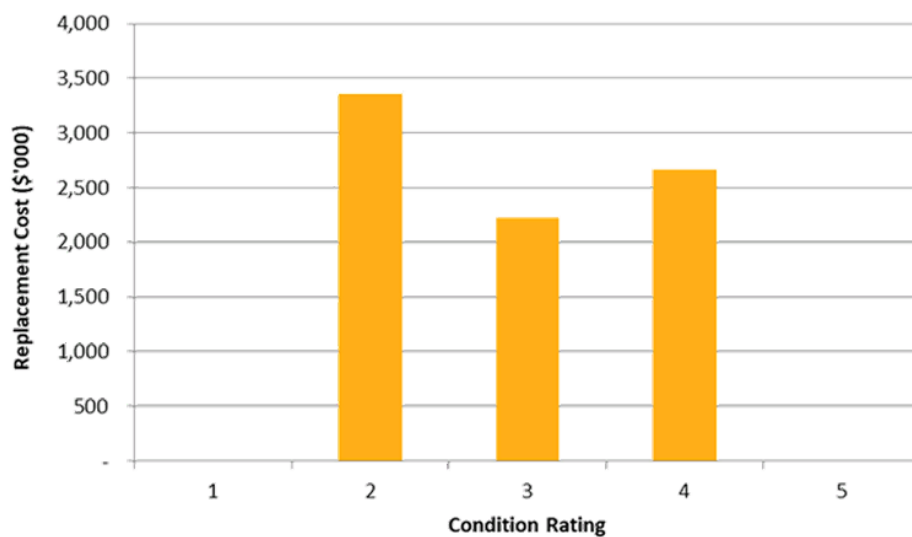


Figure 4.3: Major Culvert Condition Profile by Value



Condition profiles by asset number are detailed in Figures 4.3 and 4.4.

Figure 4.2: Bridge Condition Profile by Number

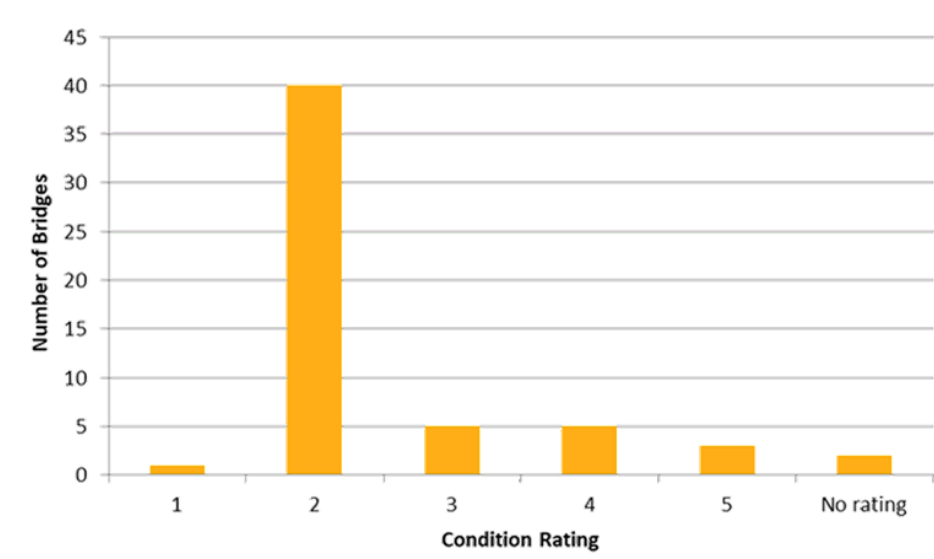
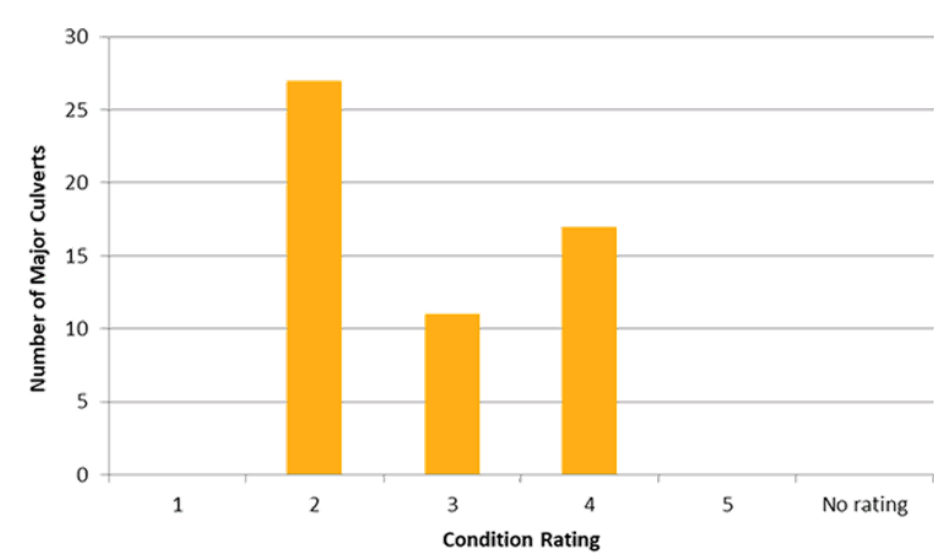


Figure 4.4: Major Culvert Condition Profile by Number



Critical Bridge & Major Culvert Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Critical assets have been identified utilising Council's Road Classification and are summarised in Table 4.3 along with the impact of reduced levels of service.

In future, major structure maintenance will be assessed and prioritised utilising Queensland Transport and Main Roads WhichBridge tool. WhichBridge is a dynamic risk based analysis tool that ranks bridges based on a number factors including:

- Condition of Structure
- Structure design class and load limit
- Road classification
- Average daily traffic and heavy vehicle usage
- Detour routes, and
- Cost to replace.

Table 4.3 Major Structures on Primary Collector Roads

Location	Structure Type	Current Condition	Impact
Bridge – Allora Drive, Allora	Deck Unit	4 (Very Poor)	Load limited or closure of structures resulting in disruption to the movement of goods and commodities throughout the region.
Bridge – Grafton Street, Warwick	Deck Unit	2 (Fair)	
Bridge – Amiens Rd, Broadwater	Deck Unit	3 (Poor)	
Britannia Street, Stanthorpe	Box Culvert	2 (Fair)	
Park Rd, Warwick (CL00005)	Arch Culvert	4 (Very Poor)	
Wallace St, Warwick (CL00369)	Pipe Culvert	3 (Poor)	
Lock St, Stanthorpe (CL00495)	Box Culvert	2 (Fair)	

Asset capacity and performance

Known deficiencies in service performance and the affected location are detailed in Table 4.4.

Table 4.4: Known Service Performance Deficiencies

Service Deficiency	Location
Load Limited structures	Bourkes Rd, Loch Lomond ¹⁶
	Connells Bridge Rd, Wheatvale
	Ellinthorp-Hendon Rd, Taigai
	Lairds Ln, Yangan
	Boxs Rd, Tannymorel
Flood resilience	Connolly Dam Rd, Silverwood
	Homestead Rd, Rosenthal Heights (Rosenthal Creek)
	Victoria St, Warwick (Condamine River)

The projected operations and maintenance expenditure outlined in Section 5.1 does not include the costs associated with addressing known service performance deficiencies. The known service performance deficiencies outlined in Table 4.4 will be scoped and prioritised, prior to an operational or capital budget submission as part of Council's annual budget processes.

¹⁶ Bridge is currently being replaced (under construction)

5. MAJOR STRUCTURE EXPENDITURE PROGRAMS

Operations and Maintenance Expenditure

Operational and Maintenance activities are the day to day activities undertaken by Council to keep bridge and major culvert assets in good order.

Operational activities include regular activities that provide services such as public health, safety and amenity. This includes activities such as routine and condition and defect inspections, and cleaning.

Maintenance activities include all actions necessary to retain an asset as near as practicable to an appropriate service condition including any regular ongoing day-to-day work necessary to keep the asset operating. This includes instances where portions of an asset fail and require immediate repair to make the asset operational again.

Historical operations and maintenance expenditure

Council's historical maintenance expenditure is shown in Table 5.1.

Table 5.1: Maintenance Expenditure Trends

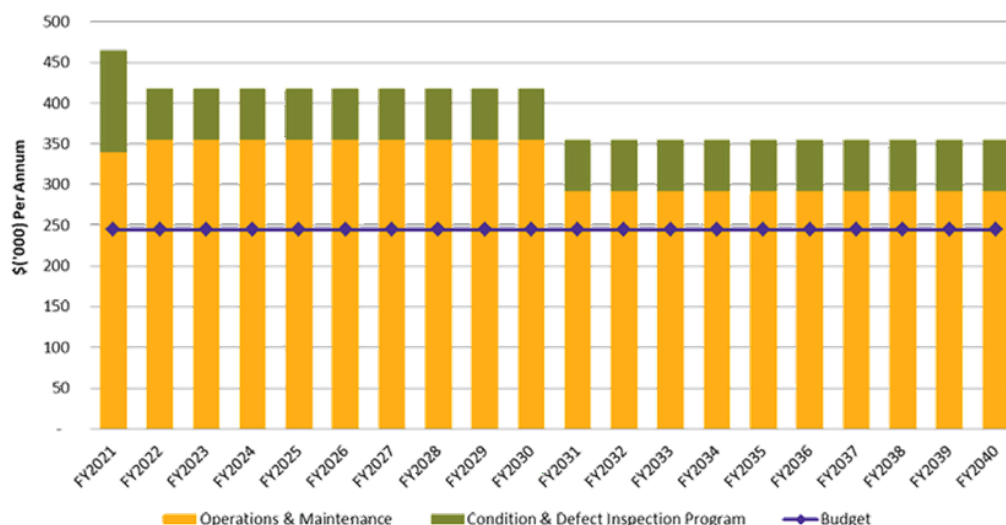
Operations and Maintenance Budget	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Budget
Maintenance			\$46,437	\$34,270
	\$274,822	\$178,297		
Inspections			\$79,755	\$56,500

The above operational and maintenance expenditure levels do not reflect the minimum levels of service outlined in Section 2 of this Asset and service management plan. Historical operational and maintenance expenditure levels are **not adequate** to meet the minimum levels of service. A failure to increase operational and maintenance expenditure will result in load limiting or closing additional structures in the short to medium term. The consequences and risks of not fully funding the operational and maintenance program are identified and discussed in Section 6.

Future operations and maintenance expenditure

Forecast operational and maintenance expenditure is shown in Figure 5.1.

Figure 5.1: Projected Operations and Maintenance Expenditure¹⁷



Future operations and maintenance expenditure is based on the minimum levels of service outlined in Section 2. The projected operations and maintenance expenditure does not include the costs associated with addressing operational performance issues identified in Section 4.4

Council has a predominately reactive maintenance program for bridge and major culvert assets. Assets are able to be effectively managed through operational activities, maintenance activities and renewals **provided that they are funded and completed when required**.

Deferred maintenance, i.e. works that are identified for maintenance and unable to be funded are to be included in the risk assessment and analysis in the infrastructure risk management plan (Section 6).

Capital Expenditure Program

Renewal Program

Renewal or replacement expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an upgrade or new expenditure resulting in additional future operational and maintenance costs.

Assets requiring renewal are identified using Council's condition data and outputs from the routine inspection program. Incomplete asset age date makes it difficult to project renewal costs solely using the acquisition or construction year and useful life.

Assets are identified for renewal and entered into the 10 year Capital Works Program as they approach end of life. Projected future renewal and replacement expenditures are expected to increase over time as the existing asset stock ages, asset data improves and there are better linkages between operational and capital activities.

Council currently has bridges with a replacement cost of \$1.4 M and major culverts with a replacement cost of \$2.7 M in condition rating 4 and 5. Critical assets in condition rating 4 (very poor) amount to \$1.5 M¹⁸. There are no critical assets in condition rating 5 (unsafe).

¹⁷ Figure values are in current (real) dollars.

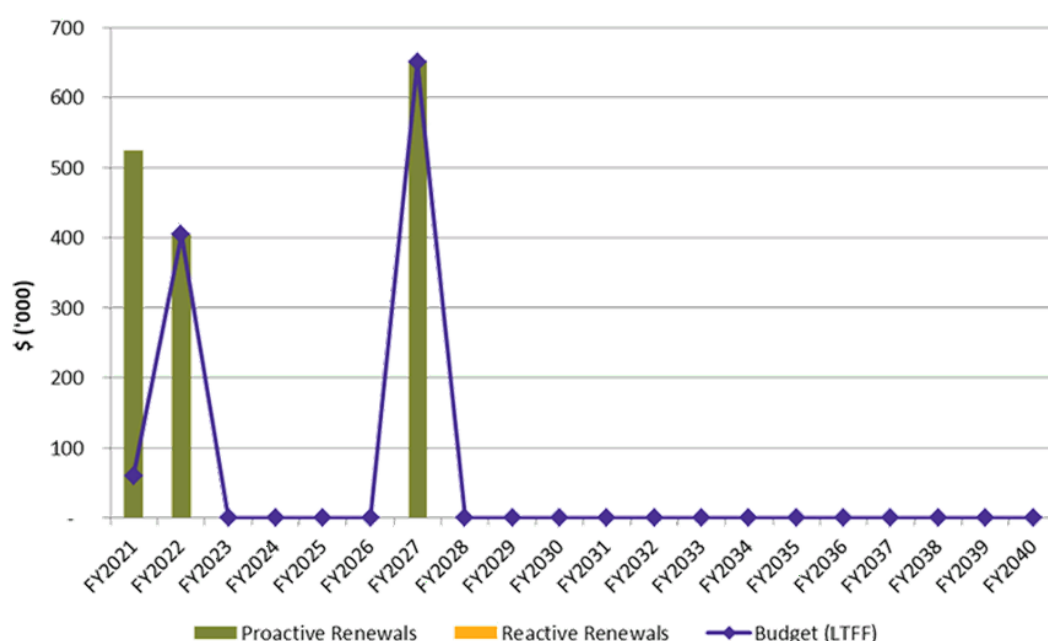
¹⁸ William Deacon Bridge, Allora Drive and Major Culvert on Park Rd, Warwick

Table 5.2: Estimated value of assets in Condition 4 and 5

	Estimated Replacement Cost
Bridges in Condition 4	\$1.0 M
Major Culverts in Condition 4	\$2.7 M
Bridges in Condition 5	\$0.4 M
Major Culverts in Condition 5	-

The \$0.4 M of assets in condition level 5 relate to three bridges. One bridge is currently being replaced. The two remaining bridges are low-order timber bridges. A cost-benefit analysis for the replacement of the two low-order bridges will be conducted and alternative solutions evaluated.

Figure 5.2: Projected Capital Renewal and Replacement Expenditure



Projects identified for renewal have been budgeted for in the long term financial plan. It is likely that additional assets will be identified for renewal in the medium term as linkages between operational and capital activities improved.

Asset renewal and replacement is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replacing a bridge that is at end-of-life), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. load capacity of a structure is appropriate for the road class).¹⁹

¹⁹ IPWEA, 2015, IIMM, Sec 3.4.4, p 3|91.

It is possible to get some indication of capital renewal and replacement priorities by identifying assets or asset groups that:

- Have a high consequence of failure,
- Have high use and subsequent impact on users would be greatest,
- Have a total value representing the greatest net value,
- Have the highest average age relative to their expected lives,
- Are identified in the AM Plan as key cost factors,
- Have high operational or maintenance costs, and
- Have replacement with a modern equivalent asset that would provide the equivalent service at a savings.²⁰

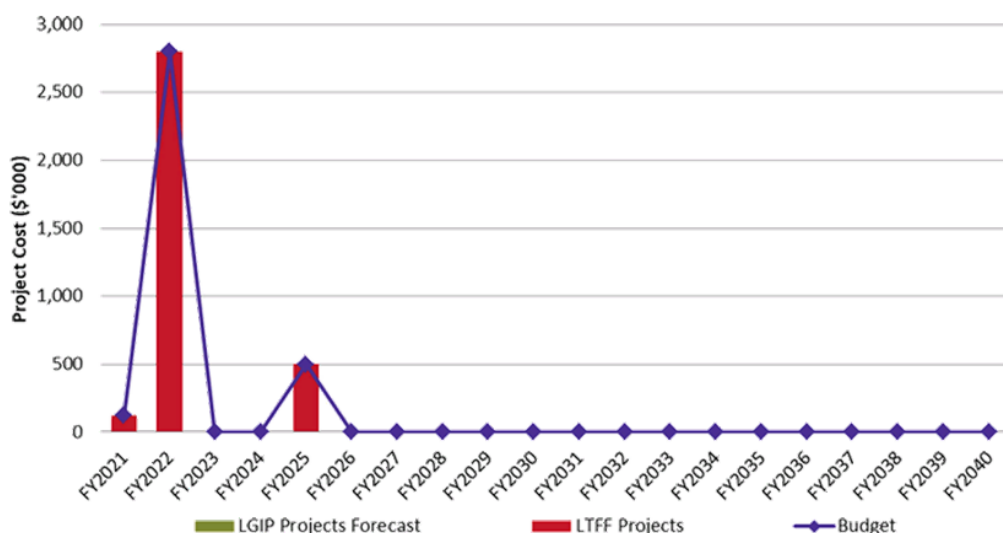
Upgrade and New Assets

New and upgrade works create an asset that did not previously exist, or increases the level of service by improving the capacity or performance of an existing asset. New and upgrade assets may result from growth, social or environmental needs.

New major structures within the Southern Downs and Granite Belt region are generally constructed by Council. Council's upgrade and new asset program for major structures is mostly limited to projects improve flood resilience. No Major structure assets are currently identified in the LGIP.

Projected capital upgrade and new asset expenditure is outlined in Figure 5.4.

Fig 5.4: Projected Capital Upgrade and New expenditure²¹



Construction of new assets will impact the funding required for ongoing operations, maintenance and renewal expenditure. All new and upgrade assets should be taken into consideration as Council develops a robust projection of the funding required for the ongoing operation, maintenance and renewal of existing major structures. This is further discussed in Operations and Maintenance Expenditure and Section 8.

²⁰ Based on IPWEA, 2015, IIMM, Sec 3.4.5, p 3|97.

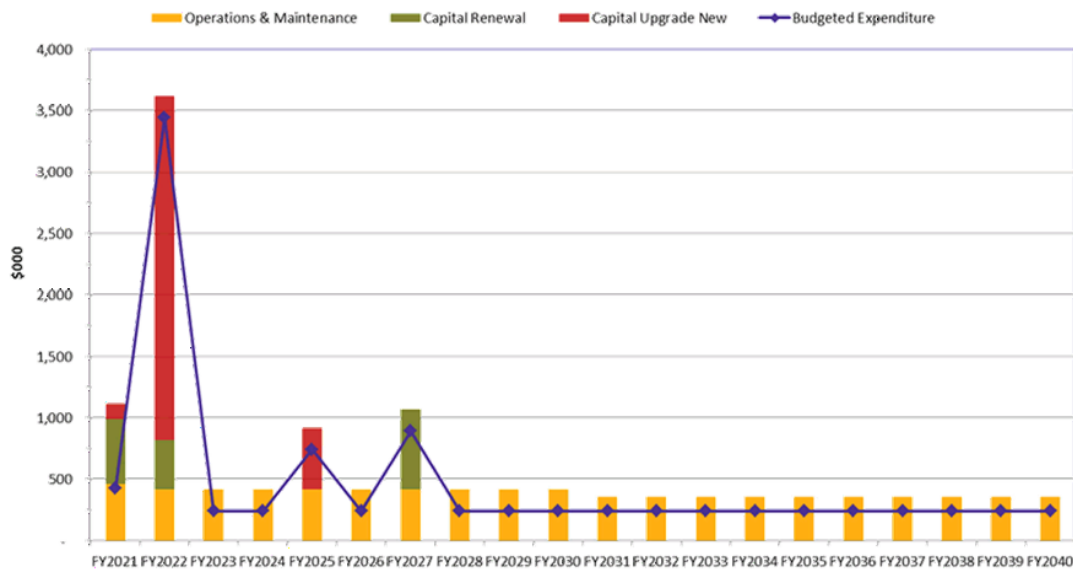
²¹ All amounts are shown in real values.

Projected Operating and Capital Expenditure Requirements

The financial projections from this Asset and service management plan are shown in Figure 5.6 for projected operating (operations and maintenance) and capital expenditure (renewal and upgrade /new assets).

The bars in the graph represent the anticipated budget needs required to meet service levels, the budget line indicates what is currently available. The gap between these informs the discussion on achieving the balance between services, costs and risk to achieve the best value outcome.

Figure 5.6: Projected Operating and Capital Expenditure



6. RISK MANGEMENT

Council's Risk Management Policy describes Council's commitment to risk management, staff responsibilities for risk management, and how the risk management process is managed. Procedural information regarding the implementation of the risk management program is described in the Risk Management Framework. Council's Policy and Framework are consistent with ISO 31000: 2009 Risk Management – Principles and Guidelines.

Figure 6.1 describes Council's risk management process.

Figure 6.1: Council's Risk Management Process



An assessment of risks²² associated with service delivery from major structure assets has identified critical risks that will result in loss or reduction in service from infrastructure assets or a 'financial shock'. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

²² Southern Downs Regional Council Risk Management Procedure, July 2017.

Key Major Structure Risks

The key risks associated with bridge and major culverts are identified in Table 6.1.

Table 6.1 Key Risks and Treatment Plans

Risk	Likelihood	Consequence	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *
Failure of a major structures causing injury or death to a community member or resulting in damage to infrastructure or property (<\$500k)	Possible	Catastrophic	Extreme	<ul style="list-style-type: none"> Annual condition and defect inspection program in line with the Transport and Main Roads Structures Inspection Manual (2016) Risk based prioritisation of maintenance activities to ensure higher order assets remain fit for purpose. 	High
Major structures fail to reach design life and require early renewal due to underfunding of major structures operations and maintenance.	Likely	Moderate	High	<ul style="list-style-type: none"> Annual reporting of performance measures which include % completion of urgent & high priority maintenance activities completed. Risk based prioritisation of maintenance activities to ensure higher order assets remain fit for purpose and more likely to reach design life. 	Moderate
Increased requirement for renewal or upgrade expenditure in the medium term due to better information and planning	Likely	Moderate	High	<ul style="list-style-type: none"> Cost-benefit analysis of impacts on service delivery. Consideration of alternative solutions where cost-benefit does not stack up. 	Moderate

Service Risk Trade Offs

The decisions made in adopting this Asset and service management plan are based on the objective to achieve the optimum benefits from the available resources.

What we cannot do

At current levels of funding (i.e. proposed FY2021 Budget) the following operational and maintenance activities and capital projects **will not** be undertaken within the next 10 years. These include:

- Completing maintenance activities as they are identified, and
- Addressing all known service performance deficiencies.

Service trade-off

Operations and maintenance activities and capital projects that cannot be undertaken will maintain or create service consequences for users. These include reduction in levels of service through load limiting or closing structures.

Risk trade-off

The operations and maintenance activities and capital projects that cannot be undertaken may create risk consequences. These include:

- Failure of a major structure causing injury, death or resulting in significant damage to infrastructure
- Increased cost to the community due to assets failing to reach design life

These actions and expenditures are considered in the projected expenditures, and where developed are included in the Risk Management Plan.

7. FINANCIAL SUMMARY

This section contains the financial requirements resulting from all the information presented in the previous sections of this Asset and service management plan. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

Financial Statements and Projections

Asset valuations

The best available estimate of the value of assets included in the Asset and service management plan are shown in Table 7.1.

Table 7.1: Value of Bridge Assets

Gross Replacement Cost	\$24.56 M
Accumulated Depreciation	\$4.20 M
Fair Value	\$20.36 M
Annual Average Asset Consumption	\$0.17 M

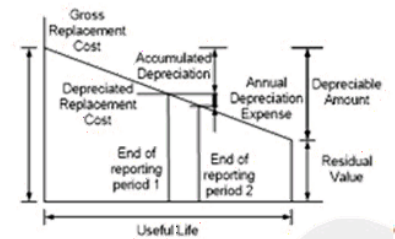


Table 7.2: Value of Major Culvert Assets

Gross Replacement Cost	\$8.24 M
Accumulated Depreciation	\$3.32 M
Fair Value	\$4.92 M
Annual Average Asset Consumption	\$0.08 M

Sustainability of service delivery

Two key indicators for service delivery sustainability that have been considered in the analysis of the services provided by this asset category, these being the:

- asset renewal funding ratio, and
- medium term budgeted expenditures/ projected expenditures (over the 10 year planning period).

Asset renewal funding ratio

Asset Renewal Funding Ratio²³ 70%

The Asset Renewal Funding Ratio is the most important indicator and indicates that over the next 10 years of the forecasting that we expect to have 70 per cent of the funds required for the optimal renewal and replacement of assets.

Medium term – 10 year financial planning period

This Asset and service management plan identifies the projected operations, maintenance and capital renewal expenditures required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

These projected expenditures may be compared to budgeted expenditures in the 10 year period to identify any funding shortfall.

²³ AIFMM, 2015, Version 1.0, Financial Sustainability Indicator 3, Sec 2.6, p.9.

	Projected Expenditure (FY21 to FY30)	Budgeted Expenditure per LTFP (FY21 to FY30)	Total Shortfall	Ave. Annual Shortfall	% of Projected Expenditures Budgeted
Operations & Maintenance	\$4.23 M	\$2.45 M	\$1.78 M	\$178,000	58%
Capital Renewals	\$1.58 M	\$1.11 M	\$0.47 M	\$47,000	70%
Capital Upgrade & New	\$3.43 M	\$3.43 M	-	-	100%
Total	\$9.24 M	\$6.99 M	\$2.25 M	\$225,000	

The projected operations, maintenance and capital renewal expenditure required over the 10 year planning period is \$5.81 M or \$581,000 on average per year.

Estimated (budget) operations, maintenance and capital renewal funding is \$356,000 on average per year giving an average 10 year funding shortfall of \$225,000 per year. This means that Major Structure assets are receiving only 62 per cent of the projected expenditures needed to provide the services documented in the Asset and service management plan.

Providing services from infrastructure in a sustainable manner requires the matching and managing of service levels, risks, projected expenditures and financing to achieve a financial indicator of approximately 1.0 for the first years of the Asset and service management plan and ideally over the 10-year life of the Long Term Financial Plan.

Projected operating, maintenance and capital expenditures required over the 10 year planning period are detailed in Appendix B.

Projected expenditures for long term financial plan

Table 7.2 shows the projected expenditure for the 10 year long term financial plan.

Expenditure projections are in 2020 real values.

Table 7.2: Projected Expenditures for Long Term Financial Plan (\$000)

Year	Operations and Maintenance	Capital Renewal	Capital Upgrade/ New	Disposals
FY2021		60	125	-
FY2022		404	2,800	-
FY2023		-	-	-
FY2024		-	-	-
FY2025		-	500	-
FY2026		-	-	-
FY2027		650	-	-
FY2028		-	-	-
FY2029		-	-	-
FY2030		-	-	-
Total		1,114	3,425	-

Appendix C provides a breakdown of the projected Capital expenditures by project in the Long Term Financial Plan.

Funding Strategy

Funding for assets is provided from the budget and long term financial plan.

Valuation Forecasts

Asset values are forecast to increase as additional assets are built by Council and assets are renewed as they reach end of life.

Additional assets will generally add to the operational and maintenance needs in the longer term, as well as the need for future renewal. Additional assets will also add to future depreciation forecasts.

Key Assumptions Made in Financial Forecasts

The expenditure and valuation projections in this AM plan are based on:

- Asset data obtained from the Council's technical asset register
- Financial information obtained from Council's:
 - Financial system
 - FY2021 budget, and
- Council's (FY2021) Long Term Financial Forecast.

The robustness of the asset and financial data used in future revisions of this Plan will be improved by better:

- data capture and maintenance,
- understanding of the asset condition profile, and
- understanding of operational and capital funding levels.

Forecast Reliability and Confidence

The expenditure and valuations projections in this AM Plan are based on best available data. The estimated confidence level for and reliability of data used in this AM Plan is considered to be Reliable.

Currency and accuracy of data is critical to effective asset and financial management. Data confidence is classified on a 5 level scale²⁴ in accordance with Table 7.5.

Table 7.5: Data Confidence Grading System

Confidence Grade	Description
Highly reliable	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$
Reliable	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$
Uncertain	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$
Very Uncertain	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete and most data is estimated or extrapolated. Accuracy $\pm 40\%$
Unknown	None or very little data held.

²⁴ IPWEA, 2015, IIMM, Table 2.4.6, p 2 | 71.

8. CONTINUOUS IMPROVEMENT

Asset Management Practices

Asset management data sources

Southern Downs Regional Council does not currently have a dedicated Strategic Asset Management software solution. Geographic and technical asset data is held within Intramaps.

Accounting and financial data sources

Southern Downs Regional Council operates the Technology One software system for management of financial information and Queensland Treasury Corporation Long Term Forecasting Model. The Technology One system and Long Term Forecasting model is managed by the Finance and Information Technology team.

Plan Review

This Asset and service management plan is intended to be a living document that is updated regularly as new or improved information becomes available. To ensure the plan becomes a living document the review activities are outlined in Table 8.1.

Table 8.1: Plan review activities

Action	Frequency	Audience
Reporting on Levels of Service	Annual	Asset Management Steering Committee
Track and report progress of improvement plan	Annual	Asset Management Steering Committee
Update Asset and service management plan with: <ul style="list-style-type: none"> new knowledge condition data operations and capital projections annual budget and financial forecasts 	Annual (August)	Asset Management Steering Committee
Formal review of Asset and service management plan	~ 4 years	Council

Improvement Plan

The asset management improvement plan generated from this Asset and service management plan is shown in Table 8.2.

Table 8.2: Major Structures Asset Management Improvement Plan

Area	Task	Responsibility
Criticality & Risk	Implement TMR's Whichbridge structures prioritisation tool	Maintenance Principal Engineer
Asset Data	Improve asset data on load capacity of Major Structures	Maintenance Principal Engineer
Asset Data	Implement defect tracking through reflect to improve maintenance back-log forecast	Maintenance Principal Engineer
Growth & Demand	Develop a comprehensive view of assets where resilience issues have been identified	Maintenance Principal Engineer Capital Delivery Principal Engineer
Service Strategy	Develop a management plan for major culverts to proactively manage replacement and maintenance as the asset base ages.	Maintenance Principal Engineer
Service Strategy	Review the service statement and performance measure for resilience level of service to align with current level of service once performance data has been obtained.	Asset Management Coordinator
Asset Information	Identify where hydraulic modelling is required for the future replacement of major culverts on high-order roads	Maintenance Principal Engineer
Expenditure Programs/ Financial Forecasts	Review actual costs for inspections and maintenance and review assumptions included in the Asset Management Plan and/or Operational Budget	Asset Management Coordinator

APPENDIX A:Background Information for the Planning Assumptions for the Local Government Infrastructure Plan

Attach planning assumption document

APPENDIX B: Major Structure Expenditure Projections

	Budget FY2021	F'cast Y1 FY2022	F'cast Y2 FY2023	F'cast Y3 FY2024	F'cast Y4 FY2025	F'cast Y5 FY2026	F'cast Y6 FY2027	F'cast Y7 FY2028	F'cast Y8 FY2029	F'cast Y9 FY2030
Operations & Maintenance										
Routine Inspection Program	20,000	35,200	35,200	35,200	35,200	35,200	35,200	35,200	35,200	35,200
Maintenance Program	320,100	320,100	320,100	320,100	320,100	320,100	320,100	320,100	320,100	320,100
Total General O & M	340,100	355,300	355,300	355,300	355,300	355,300	355,300	355,300	355,300	355,300
Condition & Defect Inspection Program										
Level 2 Inspections	54,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000
Level 3 Inspections	70,800	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Total Condition Program	124,800	63,000	63,000	63,000	63,000	63,000	63,000	63,000	63,000	63,000
Operations & Maintenance	464,900	418,300	418,300	418,300	418,300	418,300	418,300	418,300	418,300	418,300
Capital Program										
Proactive Renewals										
Renewals identified and scoped (from LTFFP)	60,000	404,000	-	-	-	-	650,000	-	-	-
Renewals not included in LTFFP	467,000	-	-	-	-	-	-	-	-	-
Renewals identified and yet to be scoped (from Condition Data)	-	-	-	-	-	-	-	-	-	-
Total Proactive Renewals	527,000	404,000	-	-	-	-	650,000	-	-	-
Reactive Renewals										
Emergent Renewals of failed assets	-	-	-	-	-	-	-	-	-	-
Total Reactive Renewals	-	-	-	-	-	-	-	-	-	-
Capital Renewal	527,000	404,000	-	-	-	-	650,000	-	-	-
Upgrade and New Works										
LGIP Projects	-	-	-	-	-	-	-	-	-	-
LTFF Projects	125,000	2,800,000	-	-	500,000	-	-	-	-	-
Capital Upgrade New	125,000	2,800,000	-	-	500,000	-	-	-	-	-
Capital Program	652,000	3,204,000	-	-	500,000	-	650,000	-	-	-
Operating Budget	244,800	244,800	244,800	244,800	244,800	244,800	244,800	244,800	244,800	244,800
Capital Budget	185,000	3,204,000	-	-	500,000	-	650,000	-	-	-
Budgeted Expenditure	429,800	3,448,800	244,800	244,800	744,800	244,800	894,800	244,800	244,800	244,800

APPENDIX C: Major Structure Projects in Long Term Financial Plan

<i>Projects</i>	Budget	F'cast Y1	F'cast Y2	F'cast Y3	F'cast Y4	F'cast Y5	F'cast Y6	F'cast Y7	F'cast Y8	F'cast Y9
	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Renewal										
Bourke Rd Bridge Replacement	-									
Connolly Dam Rd - Major Culvert Widening	60,000	404,000								
Laidis Ln Bridge Replacement							650,000			
Renewal Total	60,000	404,000	-	-	-	-	650,000	-	-	-
Upgrade/ New										
Victoria St - Major Culvert to Bridge Upgrade	50,000	1,810,000								
Homestead Rd - Minor Culvert to Major Culvert Upgrade	75,000	990,000								
Bronson Bridge - New Bridge					500,000					
Upgrade/ New Total	125,000	2,800,000	-	-	500,000	-	-	-	-	-
Capex Total	185,000	3,204,000	-	-	500,000	-	650,000	-	-	-



Higher Duties Policy

Policy Number:	PL-ES090
Directorate:	Executive Services
Department:	People and Culture
Responsible Manager:	Manager People and Culture
Date Adopted:	24 June 2020
Date to be Reviewed:	23 June 2021
Date Reviewed:	N/A
Date Rescinded:	N/A

REVISION RECORD

Date	Version	Revision description

Higher Duties Policy

Policy no: PL-ES090

Updated: 24 June 2020

Page 1 - 8

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CONTENTS

1	Purpose.....	3
2	Scope	3
3	Legislative Context	3
4	Policy Details.....	3
4.1	Principles.....	3
4.2	Higher Duties Entitlements	4
4.2.1	Award Staff Acting in a Role within Stream A (Administration Staff).....	4
4.2.2	Award Staff Acting in a Role within Stream B & Stream C (Field Staff).....	5
4.2.3	Staff Acting in Management Roles.....	5
5	Responsibilities.....	7
6	Definitions.....	8

1 Purpose

To provide a framework and guideline to follow when considering higher duties opportunities for staff. Higher duties provides opportunities for employees that promote career development and professional growth.

2 Scope

This policy applies to all Council employees excluding cadets, apprentices and trainees. Volunteers and contractors are not covered by this policy.

3 Legislative Context

- *Local Government Act 2009 (Qld)*
- *Queensland Local Government Industry Award - State 2017 (QLGIA)*
- Southern Downs Regional Council Determination 2019 – Stream A Employees
- Southern Downs Regional Council Certified Agreement 2018 – Operational Employees
- *Human Rights Act 2019*

4 Policy Details

4.1 Principles

The appointment of an employee to act into a role higher than their substantive role ensures operational efficiency is maintained in all sections of Council, while providing employees the opportunity to develop new skills and carry out new duties.

It is recommended that an employee should not be appointed to perform the duties of another position that is more than two (2) levels above their substantive level unless they have the appropriate qualifications, skills and knowledge to perform the majority of the duties. If an employee is appointed at more than two (2) levels above their substantive position classification, the employee may not be able to perform the full range of duties of the position. Under these circumstances, an appropriate level of higher duties allowance i.e. one (1) level below the normal classification, will be negotiated between the Manager and the employee.

The purpose of a higher duties allowance is to compensate an employee for temporarily filling a position classified at a higher level than their substantive role. An employee is not eligible for higher duties as a result of taking on additional duties within their current position.

A higher duties allowance is normally for shorter periods of relief, for a period of more than one (1) day up to three (3) months in duration and is not subject to advertisement. If the placement is for a

period greater than three (3) months, an appointment to the position should be carried out through a recruitment process.

An employee can be appointed to a higher level position without the mandatory qualifications required to perform the duties of the position provided that a documented risk based review has been undertaken and the appointment is for a period of three (3) months or less (for example, if the incumbent is on annual leave). The employee appointed should be able to provide evidence that they have the skills and experience required to undertake the majority of the duties of the position. Consideration also needs to be given to the nature of the mandatory qualifications required. For example, if the position that the employee is to act in requires them to have certain qualifications for legal reasons or for delegation of exercise of powers, then the appointment would not be appropriate.

If an employee is required to fill a position classified at a lower level to their substantive role, they will be maintained at their current salary.

It is an expectation of Council that any employee acting in a higher level position will be given the support required to fulfil the role to the best of their abilities. This support may include training in unfamiliar tasks/expectations, a handover with the current incumbent and an introduction or orientation to the role and/or the work area. Communication to the organisation and team should also occur.

The Chief Executive Officer (CEO) may consider and approve applications outside of the requirements outlined in this policy having regard to the particular circumstances, relevant Award, legislative provisions and Council's obligations under the *Human Rights Act 2019*.

4.2 Higher Duties Entitlements

4.2.1 Award Staff Acting in a Role within Stream A (Administration Staff)

Higher duties will be approved when an employee is engaged wholly or mainly in duties other than those of the employee's substantive position for more than one (1) day at a time.

All employees acting at a higher level will receive the higher duty allowance at the lowest increment of the salary classification for the role in which they are acting.

If the employee is only partially engaged in the duties and not fulfilling the main duties of the position, then an appropriate level of higher duties allowance will be negotiated between the Manager and the employee.

Where an employee is acting in a higher level position, the employee shall be paid the appropriate salary level applicable to the first year of service. Whilst continuing to perform such higher duties the employee shall receive annual increments.

A junior employee engaged wholly or mainly on duties for which adult rates of salary apply shall be paid at the minimum adult rate applicable to those duties. The junior employee's engagement wholly or mainly in such duties shall mean and include:

- (a) the carrying out of more than fifty (50) per cent of the duties usually performed in the position to which the adult rates apply; and

- (b) acceptance of more than fifty (50) per cent of the responsibility usually associated with those duties.

In the case of an employee who was performing higher duties immediately prior to the taking of annual leave, the employee's aggregate time spent performing higher duties in the twelve (12) months immediately before taking annual leave shall be taken into account when calculating their annual leave payment, as set out in the following table:

Period of performing higher duties	Proportion of annual leave to be paid at higher duties rate
less than 3 months	25%
3 months or more but less than 6 months	50%
6 months or more but less than 9 months	75%
9 months or more	100%

Appointment of an employee to higher duties is as per the level of delegation associated with that role.

4.2.2 Award Staff Acting in a Role within Stream B & Stream C (Field Staff)

An employee who is required to perform duties at a level that is higher than their usual classification level shall be paid as follows:

- (a) If required to perform higher duties for more than two (2) hours on any day the employee shall be paid at the rate applicable to the higher level duties for the whole of that day
- (b) Higher duties can be approved by the employee's Supervisor via their timesheet. An Approval for Higher Duties Allowance form is not required.

4.2.3 Staff Acting in Management Roles

Managerial salaries are determined by employment contracts and the salary incorporates a component to recognise experience and performance.

The following principles will apply when acting in a Manager or Director role:

- (a) An award employee acting in a Manager role will be paid on a sliding scale of 80% to 100% of the base salary of the Manager role provided it is greater than the Award entitlement of Level 8.1 + Senior Officer Additional Payment. If an employee is employed as Level 8 the sliding scale is 90% to 100% of the base salary of the Manager role.
- (b) A Manager acting in a Director role will be paid on a sliding scale of 80% to

100% of the base salary of the Director role.

- (c) A Director acting as the CEO will be paid 80% to 100% of the base salary of the CEO, which is determined by the Mayor, who is acting within delegation and resolutions of Council.
- (d) Acting appointments to managerial roles will only be made where the incumbent is absent from duty for a period of one (1) week or more. Consequently, a higher duties allowance will only be approved for an employee to act in a managerial position where they do so for at least one week.
- (e) In order to undertake a managerial role, the individual appointed to the acting position will be able to use the delegations that apply to the position as per the Register of Delegations. All acting appointments to Manager and Director level roles require approval from the CEO.

5 Responsibilities

Level of Responsibility/Accountability/Delegation	Supervisor	Manager	Director	CEO
Approval for Acting Higher Duties: Higher Duties of employees from Level 1 to 7 of the QLGA* Stream A		X		
Stream B & C: Supervisor has delegated authority to approve higher duties via the employee's timesheet	X			
Approval for Acting Higher Duties : Higher Duties of employees at Level 8 of the QLGA* Stream A Backdating Higher Duties of an employee from Level 1 to 8 of the QLGA* Stream A and all levels of Stream B & C (i.e. falling outside of the current pay period)			X	
Approval for Acting Higher Duties : Higher Duties of employees at Manager or Director level must also have attached a completed 'Delegation to Exercise Powers' Memorandum and instrument of appointment.				X
Approval for Acting Higher Duties : Higher duties of employees at Chief Executive level must also have attached a completed 'Delegation to Exercise Powers' Memorandum and instrument of appointment.	Mayor			

6 Definitions

Term	Definition
Higher Duties	<p>Higher duties is a formal means of recognition and remuneration for when an employee temporarily undertakes the full duties or majority of the duties of a position evaluated at a higher level than that of their substantive position.</p> <p>Higher duties is an opportunity for an employee to be selected by their Manager/Supervisor to act in a higher level position for personal and professional development, as well as ensuring service continuity to the organisation.</p> <p>Appointment of employees to undertake higher duties is conducted in accordance with the relevant Award, legislation and certified agreements.</p>
Junior Employee	A junior employee is classified as an employee aged 20 years of age and under – Stream A.
Managerial Roles	Chief Executive Officer, Director, Manager
Position	A role within the Staff Establishment that has a labour budget allocation, classification level, unique position number and
Register of Delegations	Council's Register of Delegation lists the matters in which the right to act or exercise discretion has been delegated by resolution of the Council or by delegation from the Chief Executive Officer.
Staff Establishment	Data maintained by the People and Culture Department listing all positions in Council and the persons assigned to those positions. All positions will have a defined position status, position number and
Substantive Position	The employee's base position within the Council's Staff Establishment.