



ATTACHMENTS TO MINUTES ORDINARY COUNCIL MEETING

23 JULY 2020

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
8.1	Adoption of Schedule of General Fees and Charges 2020/2021	
	Attachment 1 Schedule of General Fees and Charges 2020/2021	3
8.2	Policy Framework and Policies Review	
	Attachment 1 Policy Framework	61
	Attachment 2 PL-CS081 - Legal Services for Councillors and Employees Policy	75
	Attachment 3 PL-GV085 - Councillors Investigation Policy	85
	Attachment 4 PL-GV024 - Reimbursement of Expenses and Provision of Facilities for Councillors Policy	93
9.1	Advisory Committee Terms of Reference	
	Attachment 1 Shaping Southern Downs Advisory Committee Terms of Reference	107
	Attachment 2 Pest Management Advisory Committee Terms of Reference	111
	Attachment 3 Saleyards Advisory Committee Terms of Reference	115



Southern Downs

REGIONAL COUNCIL

Amended SCHEDULE OF GENERAL FEES and CHARGES 2020/21

(INCLUDING GST TREATMENT)

Table Of Contents

Southern Downs Regional Council.....	7
Sustainable Development.....	7
Animals – Registration and Impounding.....	7
Stock Route Agistment Permit.....	7
Stock Route Travel Permit.....	7
Impounding Fee (per animal).....	7
Supervision Fee.....	7
Release Fee.....	7
Fee of Notice.....	7
Droving/Transport.....	7
All Other Animals.....	8
Hire of Cat/Fox Trap or Barking Collar.....	8
Cats and Dogs – Registration and Impounding.....	8
Dog Registration (Calendar Year).....	8
Standard Rate.....	8
Discount Period Rate.....	9
Impounding Release Fees (Registration fee and microchipping extra).....	9
Purchase of unclaimed dogs.....	9
Purchase of unclaimed cats.....	10
Purchase of desexed dog or cat.....	10
Other Animal Fees.....	10
Wild Dog Bounty.....	10
Building Fees.....	10
Class 1.....	10
Removal Buildings.....	10
Class 10 – Without Plumbing Fixtures (unless only wash basin).....	11
Class 10 – Alterations and Additions not exceeding 50m ²	11
Class 10 – With Plumbing Fixtures.....	11
Class 2-9.....	11
Application for extension of building approval.....	11
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 Renewal/New Licence for Existing Approved Premise (no plans required).....	15
Application for New Licence or Alterations to Existing Premise (plans required).....	16
Design Approval for Food Premises Plans.....	16
Temporary Permit Fee (Still) (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.....	17
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. 1.9 (Operation of Caravan Parks) 2011.....	17
Installation of Advertising Devices (Sub LL No. 1.4).....	18
Commercial Use of Roads and Regulated Activities on Footpaths (Sub LL No. 1.2 and 1.14).....	18
Operation of Temporary Entertainment Events (Sub LL No. 1.12).....	19

Miscellaneous Health/Pest Fees.....	20
Transfer Fee.....	20
Application for Permit involving variation of Local Law/provisions (does not include annual fee).....	20
Charge Out Rate.....	20
Hire of Spray Equipment Unit.....	20
Tree Pear Injectors.....	20
Pest Plant Treatment – on site time (only if approved by ME S in special circumstances).....	20
Slashing of Overgrown Allotments.....	21
Sale of Pest Animal Control Baits.....	21
Waste Disposal Fees.....	21
Commercial Waste Disposal Fees – Stockpile spaces subject to availability.....	21
Commercial Operators Only.....	23
Waste Generated Outside of SDRCA Area (Asbestos not accepted from outside SDRCA).....	23
Disposal of Tyres.....	23
Sale of Mulch – when available.....	24
Council's 240 litre Wheelie Bins for Community/Special Events.....	24
Planning Fees.....	24
Development Applications for Material Change of Use.....	25
Impact Assessment.....	26
Code Assessment.....	27
Development Applications for Reconfiguring a Lot – Impact Assessment.....	27
Development Applications for Reconfiguring a Lot – Code Assessment.....	27
Request for Approval of Plans of Subdivision.....	27
Applications for Preliminary Approval.....	28
Concurrence Agency Response for Building Work on Local Heritage Place.....	28
Exemption Certificates.....	28
Change Representations, Change Applications and Extension Applications.....	28
Making Change Representations during the applicant's appeal period (i.e. request a Negotiated decision).....	28
Making a change application to change a development approval.....	29
Other Planning Fees.....	29
Planning Certificates.....	29
Development Contributions.....	30
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.....	30
For contributions relating to development approvals issued prior to 14 August 2012.....	30
Park Contributions (in lieu of Park Land) (per allotment).....	30
Hardworks Contributions.....	30
Car parking Contributions (per car parking space not provided on site).....	30
Operational Works Fees.....	31
Development Applications for Operational Works.....	31
Development Applications for Operational Works Associated with a Material Change of Use or Reconfiguring a Lot.....	31
Development Applications for Operational Works other than those associated with a Material Change of Use or Reconfiguring a Lot.....	31
Other Operational Works Fees.....	32
Bond for works required by a Development Approval.....	32
Security Deposit.....	32
"On Maintenance" Bond.....	32
Infrastructure Services.....	34
Administration Charges in Respect of Private Works.....	34
Private Works Charges – The charge for private works is calculated as follows.....	34
Works on Road Reserves.....	34
Minor Works in Road Reserve Permit.....	34
Sewerage Fees.....	34
Connection Fee – Sewerage and CEB.....	34
(a) All connections on allotments where the developer has installed the jump-up and marked the location of the connection on site.....	34
(b) All other connections in Council's defined sewerage areas or designated CED areas.....	34
(c) Additional fee for properties not currently rated for sewerage and are not required to pay wastewater headworks contributions as a condition of a development approval.....	34
(d) Reconnection if vacant charges apply.....	35
Disconnection Fee – Sewerage & CEB.....	35
Location of Services (Water and Sewerage).....	35
Extensions or special connections.....	35
Disposal of Septic Tank Wastes at Sewerage Treatment Plant.....	35
Recycled Water.....	35
Trade Waste (Trade waste charges are subject to review).....	35
Water Fees.....	36
Engineering Works Fees.....	36
Cemeteries.....	37

Burial Fees	37
Walls and Vaults	37
Lawn Cemetery	37
Monument/General Cemetery	38
Children (1 to 10 years of age)	39
Stillborn or Baby (under 1 year of age)	39
Reservation Fees – Reservation Fees are non refundable at time of interment	39
Cremated Remains All Cemeteries	40
Interment (Site fee to be included on unreserved sites)	40
Site Fee (not paid on sites reserved prior to 1 July 2014) refer Cemetery Note 1	40
Reservation (includes site fee)	40
Memorialisation	40
Other Fees	40
Plaque Administration (Other than lawn)	40
Services conducted after hours, on weekends or public holidays	40
Exhumation	40
Hire of Public Halls	41
Warwick Town Hall	41
Function Hire – including wedding receptions	41
Rehearsal	41
Bond	41
Extra Services (no discounts)	41
Allora Community Hall	41
Function Hire including wedding receptions	41
Rehearsal	42
Bond	42
Extra Services (no discounts)	42
Stanthorpe Civic Centre	42
Function Hire – including wedding receptions	42
Rehearsal	42
Bond	43
Extra Services (no discounts)	43
Stanthorpe Civic Centre Meeting Rooms	43
Casual Hire	43
Stanthorpe Office Space	43
Parks	43
Sundry Fees – Infrastructure Services	43
Corporate and Community Services	44
Saleyards	44
Cattle (including 1 off scale NLIS scan)	44
Agent Fee – National Vendor Declaration	44
NLIS Fees	44
Sheep and Goats	44
Horses	44
Stud, Horse, Goat and Sheep Sales	44
Special Store and Fat Cattle Sales	44
Application Fees	45
Transshipping Fees	45
Private Weighings	45
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	45
Use of Saleyards Infrastructure to Process Stock	45
Truck Wash Facility	45
After Hours Access (Avdata Gatekeeper) must have own Avdata tag	46
Feeding Charges	46
Disposal of Dead Animals – from Saleyards	46
Call Out Fee	46
Sale of Animal Waste	46
Advertising Space	46
Stanthorpe Fitness Centre	46
Gym only	46
Gym and Exercise Classes	47
General Fees and Charges	47
Personal Training	48
Stanthorpe Out of School Care	48
Swimming Pools	48
Stanthorpe Swimming Pool	48

Admission Fees.....	48
Allora and Killarney Swimming Pools.....	48
Admission Fees.....	48
Schools.....	48
Swimming Club.....	48
Warwick Indoor Recreation and Aquatic Centre.....	49
Aquatics/Aqua Aerobics.....	49
Casual Per Person.....	49
10 Visit Pass – pool only.....	49
25 Visit Pass – pool only.....	49
Aquatic Membership – includes pool, hydrotherapy and aqua classes.....	49
1 Month Membership.....	49
3 Month Membership.....	49
6 Month Membership.....	49
12 Month Membership.....	49
Direct Debit (Fortnightly).....	50
Pool Hire.....	50
Special Hire.....	50
Stadium.....	50
Learn To Swim.....	50
Gym/Group Fitness.....	51
Casual Per Person.....	51
10 Visit Pass.....	51
25 Visit Pass.....	51
1 Month Membership.....	51
3 Month Membership.....	51
6 Month Membership.....	51
12 Month Membership.....	51
Direct Debit (Fortnightly).....	51
All In One Membership.....	52
1 Month Membership.....	52
3 Month Membership.....	52
6 Month Membership.....	52
12 Month Membership.....	52
Direct Debit (Fortnightly).....	52
Special Programs.....	52
Personal Training.....	52
Beach Volleyball.....	52
Indoor Rock Climbing.....	53
Stadium.....	53
School Groups.....	53
Aerodromes.....	53
Connolly Dam and Washpool Reserve.....	53
Camping Site Fee.....	53
Powered Sites (in addition to Camping Site Fee).....	53
Bagged Ice.....	54
Fred Rogers Camp.....	54
Sports Hall.....	54
Main Hall.....	54
Kitchen.....	54
Dormitory.....	54
Kayak.....	54
Cottage.....	54
Allora Race Track.....	55
For use of the Allora Racecourse for horse training purposes.....	55
Libraries.....	55
Public Meeting Rooms (including Willi Street Rooms).....	55
Membership.....	55
Miscellaneous.....	55
Photocopies and Printing.....	55
Replacement Charges.....	55
Sundry Fees Corporate and Community Services.....	56
Photocopying, Scanning and Printing Fees.....	56
Provision of ad-hoc documents in electronic format.....	56
Search Fees.....	56
Right to Information – In accordance with fees set by State Government.....	56
Miscellaneous Fees.....	57
Rural Numbering.....	57

Digital Mapping & GIS.....57

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

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
----------------------------	--------------------------------------	---	----------------------

Droving/Transport

Fee	Local Government Act 2009 s97 2(d)	N	At Cost + \$65.00
-----	--------------------------------------	---	----------------------

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

All Other Animals

Fee	Local Government Act 2009 s97 2(d)	N	As determined by CEO
-----	--------------------------------------	---	-------------------------

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 Manager Environmental and Regulatory Services or Local Laws Coordinator 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

continued on next page ...

Printed 2/07/2020 | Page 8 of 57

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

Standard Rate [continued]

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
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
Declared Menacing Dog (no discount)	Local Government Act 2009 s97 2(a)	N	\$151.00
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

continued on next page ...

Printed 2/07/2020 | Page 9 of 57

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

Purchase of unclaimed dogs [continued]

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
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
---	--------------------------------------	---	---------

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
Application to Council as a Concurrence Agency for Amenity and Aesthetics Assessment of removal building only – see other assessment requests	Local Government Act 2009 s97 2(e)	N	\$164.00/hr Min. Fee excl. GST: \$720.00
Demolition Fee	Local Government Act 2009 s97 2(e)	Y	\$308.00

continued on next page ...

Printed 2/07/2020 | Page 10 of 57

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

Removal Buildings [continued]

Security bond for removal dwelling	Local Government Act 2009 s97 2(e)	N	Determined in accordance with building assessment Min. Fee excl. GST: \$10,000.00
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 Min. Fee excl. GST: \$400.00
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 Min. Fee excl. GST: \$200.00
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 Min. Fee excl. GST: \$400.00

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

Class 10 – Alterations and Additions not exceeding 50m2

up to 50m2	Local Government Act 2009 s97 2(e)	Y	\$300.00
------------	--------------------------------------	---	----------

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
-----------------	--------------------------------------	---	----------

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

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 excl. GST: \$300.00 Min. Fee incl. GST: \$330.00
--	--------------------------------------	---	---

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 Min. Fee excl. GST: \$500.00
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 Min. Fee excl. GST: \$500.00
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
-----------------	---	---	-----------------------------

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 excl. GST: \$800.00 Min. Fee incl. GST: \$880.00

Erection of Structures

New pool and fence	Local Government Act 2009 s97 2(e)	Y	\$533.00
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 excl. GST: \$635.00 Min. Fee incl. GST: \$698.50

continued on next page ...

Printed 2/07/2020 | Page 12 of 57

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

Erection of Structures [continued]

Special Structure (cannot comply with a BSA classification)	Local Government Act 2009 s97 2(e)	Y	\$164.00/hr Min. Fee excl. GST: \$650.00 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 excl. GST: \$254.54 Min. Fee incl. GST: \$279.99
------------------------------	--------------------------------------	---	---

Inspection Fee

Fee	Local Government Act 2009 s97 2(e)	Y	\$164.00/hr Min. Fee excl. GST: \$254.54 Min. Fee incl. GST: \$279.99
-----	--------------------------------------	---	---

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 Min. Fee excl. GST: \$410.00
--	--------------------------------------	---	--

**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 Min. Fee excl. GST: \$720.00
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
-----------------	--------------------------------------	---	----------

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%

continued on next page ...

Printed 2/07/2020 | Page 13 of 57

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

Refund of Building Fees and Plumbing Fees [continued]

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%
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 Min. Fee excl. GST: \$205.00
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
--	--------------------------------------	---	----------

continued on next page ...

Printed 2/07/2020 | Page 14 of 57

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

Other [continued]

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

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 & Regulatory Services.

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

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 & Regulatory 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			

continued on next page ...

Printed 2/07/2020 | Page 15 of 57

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

Additional Inspections [continued]

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

Design Approval for Food Premises Plans

Design Approval for Food Premises Plans	Local Government Act 2009 s97 2(a)	N	\$402.00
---	--------------------------------------	---	----------

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
---	--------------------------------------	---	----------

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

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			

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 Min. Fee excl. GST: \$325.00

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

continued on next page ...

Printed 2/07/2020 | Page 17 of 57

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

Annual renewal of approval for caravan park [continued]

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 30th September each year.

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 Min. Fee excl. GST: \$38.00
---	--------------------------------------	---	--

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
---	--------------------------------------	---	----------

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
--	--------------------------------------	---	--------

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 Min. Fee excl. GST: \$38.00
Display of goods for sale on footpath	Local Government Act 2009 s97 2(d)	N	\$2.90 per week Min. Fee excl. GST: \$38.00
Mobile roadside vending	Local Government Act 2009 s97 2(d)	N	\$2.90 per week Min. Fee excl. GST: \$38.00

continued on next page ...

Printed 2/07/2020 | Page 18 of 57

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

**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)** [continued]

Fundraiser	Local Government Act 2009 s97 2(d)	N	\$2.90 per week Min. Fee excl. GST: \$38.00
E.g. cake stall, sausage sizzle, car wash			
Display or information booth	Local Government Act 2009 s97 2(d)	N	\$2.90 per week Min. Fee excl. GST: \$38.00
Musical or theatrical performance (eg busking)	Local Government Act 2009 s97 2(d)	N	\$2.90 per week Min. Fee excl. GST: \$38.00
Other commercial use of road not described elsewhere	Local Government Act 2009 s97 2(d)	N	\$2.90 per week Min. Fee excl. GST: \$38.00

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
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

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

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 ad 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 Min. Fee excl. GST: \$98.00
---	---	---	---

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			

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

continued on next page ...

Printed 2/07/2020 | Page 20 of 57

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

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

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

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
---	---	---	---

continued on next page ...

Printed 2/07/2020 | Page 21 of 57

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

Commercial Waste Disposal Fees – Stockpile space subject to availability [continued]

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
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 <i>Waste Reduction and Recycling Act 2011</i> , Construction and Demolition Waste- (i) means waste generated from carrying out building work within the meaning of the <i>Building Act 1975</i> , section 5; and (i) 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
Note: Only clean (unpainted and untreated) pallets are accepted to stockpile.			
Asbestos	-	Y	SDRC \$150.00 + QSWL \$0.00 = Total \$150.00 per tonne
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)
------	---------------	-----	----------------------------------

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

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

Sale of Mulch – when available

Sale of Bulk Mulch (per tonne) to be at the discretion of the Director of Sustainable Development or Manager of Waste Services	-	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.

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

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
<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

continued on next page ...

Printed 2/07/2020 | Page 25 of 57

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

Development Applications for Material Change of Use [continued]

Material Change of Use		
Category 1 Tourist Use	Category 2 Tourist Use	Category 3 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 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 instillation 	<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

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)
			Min. Fee excl. GST: \$3,050.00

continued on next page ...

Printed 2/07/2020 | Page 26 of 57

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

Impact Assessment [continued]

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 Min. Fee excl. GST: \$5,725.00
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
Realignment of boundaries which are subject to Impact Assessment	Local Government Act 2009 s97 2(e)	N	\$725.00

continued on next page ...

Printed 2/07/2020 | Page 27 of 57

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

Request for Approval of Plans of Subdivision [continued]

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
---	--------------------------------------	---	------------

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			

continued on next page ...

Printed 2/07/2020 | Page 28 of 57

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

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

(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			
(iii) making change representations other than described above	Local Government Act 2009 s97 2(e)	N	\$0.00

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

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

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%
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
-----	---	---	------------

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
-----	---	---	------------

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

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
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.

continued on next page ...

Printed 2/07/2020 | Page 31 of 57

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

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

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
\$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.

continued on next page ...

Printed 2/07/2020 | Page 32 of 57

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

Security Deposit [continued]

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

"On Maintenance" Bond

Bond	-	N	10% of the constructed cost of the works Min. Fee excl. GST: \$2,280.00
------	---	---	---

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.

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

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
---	---	---	----------

Sewerage Fees

Connection Fee – Sewerage and CED

CCTV inspection of sewer main	-	Y	\$6.75/m
-------------------------------	---	---	----------

(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
-----	--------------------------------------	---	--------

(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
-----	--------------------------------------	---	------------

(c) additional fee for properties not currently rated for sewerage and are not required to pay wastewater headworks contributions as a condition of a development approval

Properties to be connected to the Warwick sewerage scheme	Local Government Act 2009 s97 2(a)	N	As per the fee for Headworks Contribution in the Development Contributions Section
---	--------------------------------------	---	--

continued on next page ...

Printed 2/07/2020 | Page 34 of 57

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

(c) additional fee for properties not currently rated for sewerage and are not required to pay wastewater headworks contributions as a condition of a development approval [continued]

Properties to be connected to the Stanthorpe sewerage scheme	Local Government Act 2009 s97 2(a)	N	As per the fee for Headworks Contribution in the Development Contributions Section
--	--------------------------------------	---	--

(d) Reconnection if vacant charges apply

Fee	Local Government Act 2009 s97 2(a)	N	\$2,000.00
-----	--------------------------------------	---	------------

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
-----	---	---	---

Disposal of Septic Tank Wastes at Sewerage Treatment Plant

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

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
Category 1 Annual Fee (fixed)	-	N	\$83.50

continued on next page ...

Printed 2/07/2020 | Page 35 of 57

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

Trade Waste (Trade waste charges are subject to review) [continued]

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
--	---	---	----------

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

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)
------	---------------	-----	----------------------------------

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
--	---	---	------------

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)
------	---------------	-----	----------------------------------

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)
------	---------------	-----	----------------------------------

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
--	---	---	--

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)
------	---------------	-----	----------------------------------

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			

continued on next page ...

Printed 2/07/2020 | Page 41 of 57

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

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			

continued on next page ...

Printed 2/07/2020 | Page 42 of 57

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

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
---	---	---	--------------------

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
-----------------------------------	---	---	--------------------

Parks

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

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)
------	---------------	-----	----------------------------------

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
--------------------------------	---	---	--------

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)
------	---------------	-----	----------------------------------

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	\$1.15
All sheep and goats – per head (removed within 24 hours)	-	Y	\$0.30
Infrastructure Replacement Levy Sheep and Goats per head	-	Y	\$0.45

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)
------	---------------	-----	----------------------------------

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

continued on next page ...

Printed 2/07/2020 | Page 46 of 57

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

Gym only [continued]

12 Months	-	Y	\$525.00
-----------	---	---	----------

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

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

Personal Training

Personalised Program	-	Y	\$15.00
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
-------------------------------	---	---	---------

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

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)
------	---------------	-----	----------------------------------

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)
------	---------------	-----	----------------------------------

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)
------	---------------	-----	----------------------------------

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

Beach Volleyball

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

continued on next page ...

Printed 2/07/2020 | Page 52 of 57

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

Beach Volleyball [continued]

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
----------	---	---	--------

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

Bagged Ice

Fee per 5kg bag	-	Y	\$6.70
-----------------	---	---	--------

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)
------	---------------	-----	----------------------------------

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
--	---	---	---------

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 item (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)
------	---------------	-----	----------------------------------

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
--	---	---	--------

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
-----------------	--------------------------------------	---	----------------------------------

continued on next page ...

Printed 2/07/2020 | Page 56 of 57

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

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

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

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
---	--------------------------------------	---	--

POLICY FRAMEWORK

July 2020



Southern Downs
REGIONAL COUNCIL

Document Control Information

Title	Policy Framework
Date of First Version	23 July 2020
File Name or Number	Policy Framework FINAL Jul 2020
Storage Location	S:\Corporate Services\Business Services\Governance\Policies & Procedures\Policy Framework

History

Version	Date	Author	Comments
Draft	30 June 2020	Governance, Risk and Land Coordinator	Initial release
Draft	7 July 2020	Governance, Risk and Land Coordinator	Amendments following EMT consideration
Final	23 July 2020	Governance, Risk and Land Coordinator	Adopted at Ordinary Council Meeting

Amendments

Date	Issued by	Amendment	Version

Amendments that affect the intent of the Framework are considered to major and must be approved by the Chief Executive Officer. The Manager Corporate and Commercial Services may approve minor amendments to the Framework. All changes to the Framework will be logged into a Document Control Register.

Authorisation for the framework

Version	Date	Name	Position	Signature

Table of Contents

1. Introduction.....	5
1.1 Purpose.....	5
1.2 Scope	5
1.3 Legislative Context	5
1.4 Structure.....	5
2. General Policy principles	6
2.1 Compliance	6
2.2 Consultation	6
2.3 Consistency and content	6
2.4 Clarity	6
2.5 Ownership	7
2.6 Categories	7
3. Policy Development Process	7
3.1 Needs Identification	7
3.2 Policy Development.....	7
3.3 Policy Consideration and Approval.....	7
3.4 Policy Implementation	7
3.5 Policy Review	8
4. Strategic Policies	9
4.1 Needs Identification	9
4.2 Development	9
4.3 Consideration and Approval	9
4.4 Implementation.....	10
4.5 Review	10
4.5.1 Annual Review	10
4.5.2 Post-Election Review	10
5. Operational Policies	10
5.1 Needs Identification	10
5.2 Development	10
5.3 Consideration and Approval	11
5.4 Implementation.....	11
5.5 Review	11
5.5.1 Annual Review	11
5.5.2 Post-Election Review	11
6. Procedures	12
6.1 Needs Identification	12
6.2 Development	12
6.3 Consideration and Approval	12
6.4 Implementation.....	12
6.5 Review	12

1. Introduction

1.1 Purpose

This Policy Framework provides guidance for the development, classification and categorisation of policy and procedure documents for Southern Downs Regional Council. In addition to defining the appropriate levels of policy and outlining the resultant area of authority and responsibility, this framework (in conjunction with the supporting policy development documents) aims to provide structure that will encourage consistency, control, clarity and quality in the development, approval and review processes associated with Council policies and procedures.

1.2 Scope

This policy pertains to all Council policies and procedures and applies to all Southern Downs Regional Council Councillors and employees.

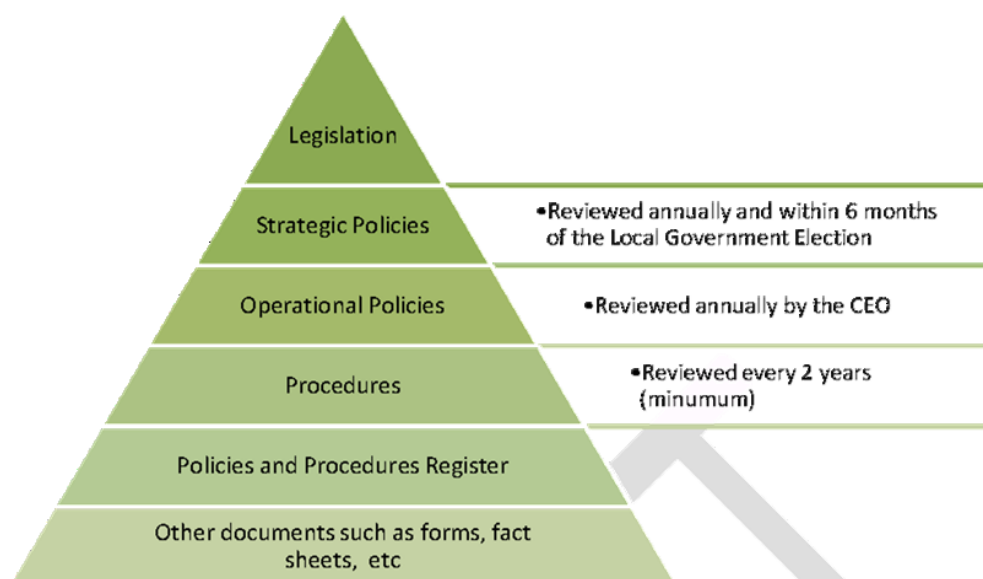
1.3 Legislative Context

In accordance with section 12 of the *Local Government Act 2009*, all Councillors are responsible for policy development for the benefit of the local government area. Additionally, the Chief Executive Officer is responsible for implementing the policies and priorities of the local government in a way that promotes the effective, efficient and economical management of public resources; excellence in service delivery; and continual improvement (section 13 (2) (a) of the *Local Government Act 2009*).

1.4 Structure

The Policy Framework is the structure within Southern Downs Regional Council that supports effective policy development, compliance, responsibilities and review at all levels across the organisation. The Policy Framework consists of the following components:

- New Policy Workflow
- Policy template
- Policy Review Workflow
- Procedure template
- Policy register
- Procedure register



2. General Policy principles

A Policy is a general statement outlining strategic objectives and/or adherence to statutory or other corporate requirements and directs decision-making in areas affected by the policy.

2.1 Compliance

All Policies must comply with all relevant legislation e.g. *Local Government Act 2009*, *Workplace Health and Safety Act 2011*, *Environmental Protection Act 1994*, *Human Rights Act 2009*, etc., Council resolutions and/or with the Corporate Plan. Where a Policy is ambiguous or is inconsistent with current State or Federal legislation, the relevant legislation takes precedence over the Policy.

2.2 Consultation

All Policies should be developed, implemented, reviewed, revised or rescinded in consultation with key stakeholders (both internal and external), unless urgent approval is required.

2.3 Consistency and content

Terminology used in policies should reflect that used in the legislation, if appropriate. Use of the relevant Policy Template will ensure consistency of format, content, and process. Policies will be consistent, not duplicative or conflict with other Council policies.

2.4 Clarity

There are two dimensions relating to clarity in the development of Policies, they are:

- Clarity of approval: All policies will clearly state where responsibility for final approval lies and when approval was formally given; and

Policy Framework

- **Clarity of writing:** All policy documents will contain plain, clear, concise English, enabling a wide range of users to understand the content. Where prescribed terminology is used (e.g. extracted from legislation) a clear description of the terminology will be contained in the Definitions section within the policy document, to allow cross-referencing and comprehension.

2.5 Ownership

A Policy Owner will be designated for the Policy and the owner will bear responsibility for regular review of the policy, for incorporating required changes as well as assessment of the resultant policy to ascertain the following:

- Whether the intent of the Policy differs from the original policy document;
- Whether formal approval needs to be sought; and
- Who needs to be notified/educated subsequent to the revision.

2.6 Categories

Council's policy categories and definitions are:

Category	Definition
Strategic Policy	Policy which provides direction to achieve strategic objectives, is based on legislative responsibilities or relates to service provision to communities. This policy is either driven by and/or contains an external focus.
Operational Policy	Policy with an internal focus, relating to organisational wide attitudes, philosophies and intent, which can be based on legislative requirements.

3. Policy Development Process

3.1 Needs Identification

This includes identifying the matter to be addressed, seeking authority to proceed and selection of the appropriate policy category which will contribute to achievement of Council's Corporate Plan objectives.

3.2 Policy Development

This stage incorporates the identification of appropriate stakeholders, commencement of the consultation process, gathering relevant background information and authoring the policy document, as well as incorporating feedback.

Policies should be developed and reviewed to ensure best practice within a local government context. In order to achieve this, Council policies should be, where possible, benchmarked against other local government policies and take into consideration any Departmental and LGAQ guidelines/templates and Australian Standards.

3.3 Policy Consideration and Approval

This stage includes notifying the appropriate officers, or Council, of the requirement to evaluate the policy document, and submitting the policy for consideration and approval.

3.4 Policy Implementation

This is the final stage in the policy process, but is ongoing. It includes such activities as activating the policy, notification, distribution, awareness and education.



3.5 Policy Review

During the policy drafting stage, consideration will be given as appropriate timelines for review of the policy. A review schedule will be incorporated into the policy document, which will commence once implementation has occurred.

All Policies and Procedures are to be endorsed and approved in accordance with the following table:

	Strategic Policy	Operational Policy	Procedure
AUTHORITY TO PROCEED			
Council	✓		
EMT	✓	✓	
Director		✓	
Manager		✓	✓
APPROVAL			
Council	✓		
CEO		✓	
Director			✓
POLICY REVIEW - AMENDMENT TO INTENT			
Council	✓		
CEO	✓	✓	
Director			✓
POLICY REVIEW - MINOR AMENDMENT NOT AFFECTING INTENT			
Manager	✓	✓	✓

4. Strategic Policies

Strategic Policies provide direction to achieve strategic objectives, is based on legislative responsibilities or relates to service provision to communities. This type of policy is either driven by and/or contains an external focus.

4.1 Needs Identification

The need for a new/amended Strategic Policy must be approved by the Executive Management Team (EMT) before being presented to Council for consideration. In consultation with Council's Governance Section, the Policy Owner should prepare a report which outlines the policy intent, purpose, scope and category of the Policy. Should approval be granted by EMT, the report (as amended by EMT) should be distributed to all Councillors for comment.

Councillors should advise if they require a workshop to discuss the Strategic Policy to provide direction on its intent, purpose and/or scope or if they are satisfied that a Strategic Policy should proceed to be drafted by Council staff.

4.2 Development

Once approval and direction has been obtained regarding the Strategic Policy need, the Policy owner should consult with Council's Governance section to discuss engagement with key stakeholders and obtain a new Policy number. As a minimum key stakeholders would include the relevant Director, Manager and any other staff who will be involved in administering the Strategic Policy. The relevant Portfolio Councillor should also be consulted. Once the Strategic Policy has been drafted, the list of internal and external stakeholders should be reviewed in the event that, during the course of the policy development, new stakeholders have emerged.

Consultation with the Executive Management Team (EMT) regarding all draft Strategic Policies must occur before being presented to Council for consideration. Should the Strategic Policy affect the organisation more broadly, the draft Strategic Policy should be distributed to the Senior Leadership Team (SLT) for comment for at least one week or be presented at a relevant SLT meeting.

Following approval by EMT or SLT (where relevant), a draft Strategic Policy should be distributed to all Councillors for comment for at least one week. Councillors should advise if they require a workshop to discuss the content or if they are satisfied that the draft Strategic Policy should be included in the next available Standing Committee Agenda.

4.3 Consideration and Approval

All feedback on draft policies should be considered but does not necessarily have to be incorporated in the final draft Strategic Policy. Along with a final word version of the draft Strategic Policy, a list of stakeholder consultation and the outcome should be submitted to the Governance Section once the policy development stage is complete but before the draft policy is included in a Council meeting agenda. Governance staff will review the Strategic Policy to ensure that the general policy principles outlined in this Framework have been met.

Following amendments and general agreement on the draft Strategic Policy content from Councillors by email or workshop, the Policy Owner will present the final draft Strategic Policy to the relevant Standing Committee meeting. It is noted that prior to inclusion in the Standing Committee Agenda, the Agriculture and Corporate and Commercial Services Portfolio Councillor will be fully briefed on the Strategic Policy.

All new Strategic Policies must be adopted by Council at an Ordinary Meeting following consideration at the relevant Standing Committee. Strategic Policies may be adopted at a Special Council Meeting but this should only occur on an exceptional basis.

4.4 Implementation

Following the adoption of the Strategic Policy, Council's Governance Section will arrange for the policy be published on Council's website within seven business days. Council's Governance Section will also update the Policy and Procedure Register and review dates will be noted for follow up.

The Policy Owner must ensure that all relevant stakeholders are notified of the policy adoption. This may include an email to all Council staff, advice to individual Departments, Sections, Teams, individuals or via a media release.

4.5 Review

4.5.1 Annual Review

The Policy Owner must ensure that all Strategic Policies are reviewed at least annually or at a period as specified in the relevant legislation requiring the policy.

Amendments to Strategic Policies that do not change the intent of the Policy do not need to be considered for adoption by Council, they should be approved by the relevant Manager. Examples include a change in position title or references to legislation (where the legislative intent has not changed).

Amendments to Strategic Policies that change the intent of the Policy must be considered for adoption by Council. The review process to be followed should be consistent with sections 4.1.1 to 4.1.4 of this Framework.

4.5.2 Post-Election Review

In addition to the annual review, all Strategic Policies must be submitted for review by Council within six months following the Local Government Quadrennial Election. The review process to be followed should be consistent with sections 4.1.1 to 4.1.4 of this Framework.

5. Operational Policies

Operational Policies have an internal focus and relate to organisational wide attitudes, philosophies and intent.

5.1 Needs Identification

The need for a new/amended Operational Policy must be approved by the relevant Manager or Director before being presented to the Chief Executive Officer (CEO) for consideration. In consultation with Council's Governance Section, the Policy Owner should prepare a report for the relevant Director which outlines the policy intent, purpose, scope and category of the Policy. Should approval be granted by the relevant Director, the report (as amended by the relevant Director) should be distributed to the EMT for comment.

Importantly, the EMT should advise if the policy is correctly categorised as an Operational Policy or if it should be referred to all Councillors as a Strategic Policy (refer to section 4.1.1 of this Framework).

5.2 Development

Once approval and direction has been obtained regarding the Operational Policy need, the Policy owner should consult with Council's Governance section to discuss engagement with key stakeholders and obtain a new Policy number. As a minimum key stakeholders would include the relevant Director, Manager and any other staff who will be involved in administering the Strategic Policy. Once the Operational Policy has been drafted, the list of internal and external stakeholders should be reviewed in the event that, during the course of the policy development, new stakeholders have emerged.

Consultation with the Executive Management Team (EMT) regarding all draft Operational Policies must occur before it is approved by the CEO. Should the Operational Policy affect the organisation more broadly, the draft Operational Policy should be distributed to the Senior Leadership Team (SLT) for comment for at least one week or be presented at a relevant SLT meeting.

5.3 Consideration and Approval

All feedback on the draft Operational Policy should be considered but does not necessarily have to be incorporated in the final draft policy. Along with a final word version of the draft policy, a list of stakeholder consultation and the outcome should be submitted to the Governance Section once the policy development stage is complete but before the draft policy is submitted to the CEO for approval. Governance staff will review the Operational Policy to ensure that the general policy principles outlined in this Framework have been met.

Following amendments and general agreement on the draft Operational Policy content from the SLT and EMT, a final draft Operational Policy will be submitted to the CEO for approval.

5.4 Implementation

Following the approval of the Operational Policy, Council's Governance Section will arrange for the policy be published on Council's intranet within seven business days. Council's Governance Section will also update the Policy and Procedure Register and review dates will be noted for follow up.

The Policy Owner must ensure that all relevant stakeholders are notified of the policy adoption. This may include an email to all Council staff, advice to individual Departments, Sections, Teams, individuals or via a media release.

5.5 Review

5.5.1 Annual Review

The Policy Owner must ensure that all Operational Policies are reviewed at least annually or at a period as specified in the relevant legislation requiring the policy.

Amendments to Operational Policies that do not change the intent of the Policy do not need to be approved by the CEO, they should be approved by the relevant Manager. Examples include a change in position title or references to legislation (where the legislative intent has not changed).

Amendments to policies that change the intent of the Operational Policy must be approved by the CEO. The review process to be followed should be consistent with sections 4.1.1 to 4.1.4 of this Framework.

5.5.2 Post-Election Review

It is acknowledged that Operational Policies do not require approval or review by Council, however within six months following the Local Government Quadrennial Election, copies of all Operational Policies will be provided to all Councillors.

6. Procedures

The purpose of a Council Procedure is to outline the steps to be taken to implement a Council Policy and may outline responsibilities for task achievement, timelines, flow charts, documentation lists and approvals required.

The principles for procedures are largely the same as those for Policies as outlined in section 2 of this Framework, although the language used in Procedures should be more specific, factual and detailed.

6.1 Needs Identification

The need for a new/amended Procedure must be approved by the relevant Manager before being presented to the relevant Director for consideration. In consultation with Council's Governance Section, the Procedure Owner should discuss the procedure intent, purpose and scope of the Procedure with the relevant Manager.

6.2 Development

Once Manager approval has been obtained regarding the need for the Procedure, the Procedure Owner should consult with Council's Governance section to discuss engagement with key stakeholders and obtain a new Procedure number. As a minimum key stakeholders would include any staff who will be involved in administering the Procedure. Once the Procedure has been drafted, the list of internal and external stakeholders should be reviewed in the event that, during the course of the policy development, new stakeholders have emerged.

Should the Procedure affect the organisation more broadly, the draft Procedure should be distributed to the Senior Leadership Team (SLT) for comment for at least one week or be presented at a relevant SLT meeting.

6.3 Consideration and Approval

All feedback on the draft Procedure should be considered but does not necessarily have to be incorporated in the final draft Procedure. Along with a final word version of the draft Procedure, a list of stakeholder consultation and the outcome should be submitted to the Governance Section once the Procedure development stage is complete but before the draft Procedure is submitted to the relevant Director for approval. Governance staff will review the draft Procedure to ensure that the general principles outlined in this Framework have been met.

Following amendments and general agreement on the draft Procedure, a final draft Procedure will be presented to the relevant Director for approval.

6.4 Implementation

Following the adoption of the Procedure, Council's Governance Section will arrange for the Procedure be published on Council's intranet within seven business days. Council's Governance Section will also update the Policy and Procedure Register and review dates will be noted for follow up.

The Procedure Owner must ensure that all relevant stakeholders are notified of the Procedure approval. This may include an email to all Council staff, advice to individual Departments, Sections, Teams, individuals or via a media release.

6.5 Review

The Procedure Owner must ensure that all Procedures are reviewed every two years or at a period as specified within the relevant Policy.

Policy Framework

Amendments to Procedures that do not change the intent of the Procedure do not need to be approved by the Director, they should be approved by the relevant Manager. Examples include a change in position title or references to legislation {where the legislative intent has not changed}.

Amendments to Procedures that change the intent of the Procedure must be approved by the relevant Director. The review process to be followed should be consistent with sections 6.1.1 to 6.1.4 of this Framework.

DRAFT



Legal Services for Councillors and Employees Policy

Policy Number:	PL-CS081
Department:	Corporate and Commercial Services
Section:	Governance
Responsible Manager:	Manager Corporate and Commercial Services
Date Adopted:	22 May 2019
Date to be Reviewed:	22 July 2021
Date Reviewed:	23 July 2020
Date Rescinded:	N/A

REVISION RECORD

Date	Version	Revision description
06/07/20	1	Reviewed - included reference to Councillors and Officers Liability insurance cover, ability to seek legal advice as well as representation and separated sections for Councillors and Employees/volunteers

Legal Services for Councillors and Employees Policy

Policy no: PL-CS081

Updated: 6 July 2020

Page 1 - 9

© Southern Downs Regional Council

CONTENTS

1	Purpose.....	3
2	Scope	3
3	Legislative Context	3
4	Policy Details.....	3
4.1	Criteria	3
4.2	Councillors	4
4.2.1	Legal costs that may be Approved	4
4.2.2	Application Process.....	4
4.2.3	Limitations.....	5
4.2.4	Application outcomes	5
4.3	Council Employees/Volunteers.....	6
4.3.1	Legal costs that may be Approved	6
4.3.2	Application Process.....	6
4.3.3	Limitations.....	7
4.3.4	Application outcomes	7
4.4	Repayment of Legal Costs	8
4.5	Reporting.....	8
5	Definitions.....	9
6	Related Documents.....	9

1 Purpose

The purpose of this policy is to assist Council in dealing with situations where a Councillor or employee/volunteer is defending or will need to defend a legal action, requires legal advice or representation and is requesting assistance. The policy sets out the circumstances under which financial support will be provided, the level of financial support that will be provided and the processes to be followed by the applicant when making a request.

2 Scope

This policy applies to current Councillors, employees and volunteers who are covered under Council's Councillors and Officer's Liability insurance cover.

3 Legislative Context

Section 235 of the *Local Government Act 2009* (the *LGA*) provides that a local government administrator is not civilly liable for an act done under the *LGA* or the *Local Government Electoral Act 2011* (the *LGEA*), or an omission made under the *LGA* or *LGEA*, honestly and without negligence. Instead, such a liability will attach to Council.

4 Policy Details

4.1 Criteria

There are four major criteria for determining whether Council will pay the legal service costs of a Councillor or employee/volunteer, these are:

- (a) legal advice or representation costs must relate to a matter that arises from the performance, by the Councillor or employee/volunteer, in relation to his or her work related duties;
- (b) legal representation costs must be in respect of legal proceedings that have been, or may have commenced;
- (c) in performing his or her work related duties, to which the legal advice or representation relates, the Councillor or employee/volunteer must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- (d) the legal advice or representation costs do not relate to a matter that is of a personal or private nature.

Notably, Council will not approve the payment of legal service costs for a Councillor or employee/volunteer for advice regarding commencing or to commence, proceedings against the lawful act of another Southern Downs Regional Councillor or employee/volunteer.

4.2 Councillors

4.2.1 Legal costs that may be Approved

If the criteria in section 4.1 of this policy are satisfied, the Chief Executive Officer (CEO) may approve the payment of legal service costs:

- (a) where proceedings are brought against a Councillor in connection with his or her work related duties, for example, an action for defamation or negligence arising out of a decision made or action taken by a Councillor; or
- (b) to enable proceedings to be commenced and/or maintained by a Councillor permit him or her to carry out his or her work related duties, for example, where a Councillor seeks to take action to obtain a restraining order against a person using threatening behaviour to the Councillor; or
- (c) where exceptional circumstances are involved, including:
 - (i) where a person or organisation is lessening the confidence of the community in the Local Government by publicly making adverse personal comments about Councillors; or
 - (ii) to commence or consider advice about commencing legal proceedings regarding actions in defamation or other personal proceedings against a person that pursues damages or compensation. Consideration will be given to the extent, frequency and impact of the actions that give rise to the request; or
 - (iii) election issues or conduct associated with an election campaign, as Council acknowledges the implied right to political communication as recognised in Australia.

4.2.2 Application Process

A Councillor or employee/volunteer who seeks assistance under this policy is to make an application(s), in writing, to the CEO.

The written application for payment of legal costs is to give details of:

- (a) the matter for which legal advice or representation is sought and how that matter relates to the work related duties of the Councillor making the application;
- (b) the lawyer (or law firm) who is to be asked to provide the legal representation;
- (c) the extent of the legal matter to be sought (such as advice, representation in court, preparation of a document etc);
- (d) an estimated cost of the legal advice or representation; and
- (e) why it is in the interests of Council for payment to be made.

The application is to contain a declaration by the applicant that he or she has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

As far as possible, the application is to be made before commencement of the legal advice or representation to which the application relates.

The application is to be accompanied by a signed written statement by the Councillor that he or she:

- (a) has read and understands, the terms of this policy;
- (b) acknowledges that any approval of legal costs is conditional on the repayment provisions of section 4.6 of this policy and any other conditions to which the approval is subject; and
- (c) undertakes to repay to Council any legal costs in accordance with the provisions of section 4.6 of this policy.

In relation to (c), when a Councillor is to be in receipt of such monies, the person should sign a document which requires repayment of those monies to Council as may be required by Council and the terms of the policy.

The Councillor may also be required to sign a more formalised contractual document regarding the repayment of monies to the Council in return for the provision of assistance under the terms of this policy.

Any application made under this policy will be kept confidential and in alignment with the relevant privacy provisions of the *LGA*, the *Local Government Regulation 2012* and the *Information Privacy Act 2009*.

4.2.3 Limitations

The CEO, in approving an application in accordance with this policy, may set a limit on the costs to be paid based on the estimated costs in the application or refer the decision to approve the application to Council. Any further application in respect to the same matter must be referred to Council for approval.

4.2.4 Application outcomes

Following due consideration of the application submitted in accordance with section 4.2.2 of this Policy, the CEO may:

- (a) refuse;
- (b) grant; or
- (c) grant subject to conditions;
- (d) an application for payment of legal costs.

Conditions under section 4.2.4 (c) may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment and repayment, of legal representation costs.

In assessing an application, the CEO may have regard to any insurance benefits that may be available to the applicant under Council's insurance policies or its equivalent. The CEO may at any time, revoke or vary an approval, or any conditions of approval, for the payment of legal costs.

The CEO may, subject to findings of a court, tribunal or inquiry, determine that a Councillor whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved:

- (a) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
- (b) given false or misleading information in respect of the application.

The above mentioned determination may be made by the CEO only on the basis of and consistent with, the findings of a court, tribunal or inquiry and will result in the legal costs paid by the Council to be repaid by the Councillor in accordance with section 4.6 of this policy.

4.3 Council Employees/Volunteers

4.3.1 Legal costs that may be Approved

If the criteria in section 4.1 of this policy are satisfied, the CEO (or his/her delegate) or in the case of the CEO seeking assistance, the Mayor, may approve the payment of legal costs:

- (a) where proceedings are brought against an employee/volunteer in connection with his or her work related duties, for example, an action for defamation or negligence arising out of a decision made or action taken by an employee/volunteer; or
- (b) to enable proceedings to be commenced and/or maintained by an employee/volunteer to permit him or her to carry out his or her work related duties, for example, where an employee/volunteer seeks to take action to obtain a restraining order against a person using threatening behaviour to the employee/volunteer; or
- (c) where exceptional circumstances are involved, including:
 - (i) where a person or organisation is lessening the confidence of the community in the Local Government by publicly making adverse personal comments about an employee/volunteer; or
 - (ii) to commence or consider advice about commencing legal proceedings regarding actions in defamation or other personal proceedings against a person that pursues damages or compensation. Consideration will be given to the extent, frequency and impact of the actions that give rise to the request.

4.3.2 Application Process

If the CEO seeks assistance under this policy, he or she is required to make an application(s), in writing, to the Mayor. All other employees/volunteers who are seeking assistance under this policy are to make an application(s), in writing, to the CEO.

The written application for payment of legal costs is to give details of:

- (a) the matter for which legal advice or representation is sought and how that matter relates to the work related duties of the Council member or employee/volunteer making the application;
- (b) the lawyer (or law firm) who is to be asked to provide the legal advice or representation;
- (c) the extent of the legal matter to be sought (such as advice, representation in court, preparation of a document etc);
- (d) an estimated cost of the legal advice or representation; and
- (e) why it is in the interests of Council for payment to be made.

The application is to contain a declaration by the employee/volunteer that he or she has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

As far as possible, the application is to be made before commencement of the legal representation to which the application relates.

The application is to be accompanied by a signed written statement by the employee/volunteer that he or she:

- (a) has read and understands, the terms of this policy;
- (b) acknowledges that any approval of legal costs is conditional on the repayment provisions of section 4.6 of this policy and any other conditions to which the approval is subject; and
- (c) undertakes to repay to Council any legal costs in accordance with the provisions of section 4.6 of this policy.

In relation to (c), when a person is to be in receipt of such monies the person should sign a document which requires repayment of those monies to Council as may be required by Council and the terms of the policy.

The employee/volunteer may also be required to sign a more formalised contractual document regarding the repayment of monies to the Council in return for the provision of assistance under the terms of this policy.

Any application made under this policy will be kept confidential and in alignment with the relevant privacy provisions of the LGA, the *Local Government Regulation 2012* and the *Information Privacy Act 2009*.

4.3.3 Limitations

The CEO or Mayor, in approving an application in accordance with this policy, may set a limit on the costs to be paid based on the estimated costs in the application. An employee/volunteer may make a further application in respect of the same matter.

4.3.4 Application outcomes

Following due consideration of the application submitted in accordance with section 4.3.2 of this Policy, the CEO or Mayor may:

- (a) refuse;
- (b) grant; or
- (c) grant subject to conditions;
- (d) an application for payment of legal representation costs.

Conditions under section 4.5 (c) may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment and repayment, of legal representation costs.

In assessing an application, the CEO or Mayor may have regard to any insurance benefits that may be available to the applicant under Council's insurance policies or its equivalent.

The CEO or Mayor may at any time, revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

The CEO or Mayor may, subject to findings of a court, tribunal or inquiry, determine that a Councillor or employee/volunteer whose application for legal costs has been approved has, in respect of the matter for which legal representation costs were approved:

- (a) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
- (b) given false or misleading information in respect of the application.

The above mentioned determination may be made by the CEO or Mayor only on the basis of and consistent with, the findings of a court, tribunal or inquiry and will result in the legal representation costs paid by the Council to be repaid by the Councillor or employee/volunteer in accordance with section 4.4 of this policy.

4.4 Repayment of Legal Costs

A Councillor or employee/volunteer whose legal costs have been paid by Council is to repay Council:

- (a) all or part of those costs – in accordance with a determination by the CEO or Mayor under section 4.3 or 4.4 (relevantly);
- (b) if monies are awarded in the form of costs orders, damages or any settlement relating to the matter for which Council originally paid legal costs, the Councillor or employee/volunteer is to repay such sum to Council up to the amount of legal costs that were incurred by the Council under this policy.

Council may take the required action in a court to recover any monies due to it under this policy.

4.5 Reporting

Any approved expenses incurred under this policy will be reported through the audit process, however the name of the Councillor or employee/volunteer may be redacted for privacy reasons.

5 Definitions

Term	Meaning
Councillors	Shall mean the current Mayor, Deputy Mayor and other Councillors.
Council employee	Means a current employee of Southern Downs Regional Council.
Legal proceedings	May be civil, criminal or investigative.
Legal representation costs	Are the costs, including fees and disbursements, properly incurred in providing legal representation.
Legal services	Includes advice, representation or documentation that is provided by an approved lawyer.
Local government administrator	Includes a Councillor, the Chief Executive Officer, an authorised person, another local government employee or an interim administrator.
Payment	By the Council of legal representation costs may be either by: (a) a direct payment to the approved lawyer (or the relevant firm); or (b) a reimbursement to the Councillor or employee/volunteer.
Volunteer	Means a person who is duly authorised and inducted by Council as a volunteer.

6 Related Documents

- Reimbursement of Expenses and Provision of Facilities for Councillors Policy



Councillors Investigation Policy

Policy Number:	PL-GV085
Department:	Corporate and Commercial Services
Section:	Governance
Responsible Manager:	Manager Corporate and Commercial Services
Date Adopted:	3 December 2018
Date to be Reviewed:	22 July 2021
Date Reviewed:	23 July 2020
Date Rescinded:	N/A

REVISION RECORD

Date	Version	Revision description
21/05/2020	1.0	Minor amendments

CONTENTS

1	Purpose.....	3
2	Scope	3
3	Legislative Context	3
4	Policy Details.....	3
4.1	Confidentiality.....	3
4.2	Natural Justice	3
4.3	Assessor's referral.....	4
4.4	Receipt of Assessor's referral.....	4
4.5	Investigator.....	4
4.6	Early resolution	5
4.7	Timeliness.....	5
4.8	Assistance for investigator.....	6
4.9	Possible misconduct or corrupt conduct	6
4.10	Completion of investigation	6
4.11	Notice about the outcome of investigation	6
4.12	Councillor conduct register	7
4.13	Expenses	7
5	Definitions.....	8
6	Related Documents.....	8
7	References.....	8

1 Purpose

The Southern Downs Regional Council's Investigation Policy details how complaints about how suspected inappropriate conduct of Councillors will be dealt with as required by the section 150AE of the *Local Government Act 2009* (the LGA). However, this policy does not relate to more serious Councillor conduct.

2 Scope

This investigation policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s which has been referred by the Independent Assessor.

3 Legislative Context

Sections 150D to 150DZ of the LGA.

4 Policy Details

4.1 Confidentiality

Matters of suspected inappropriate conduct of a Councillor are confidential except as otherwise specifically provided for either in the LGA or this investigation policy.

Note: It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to the Local Government. Any release of confidential information that a Councillor knows, or should reasonably know, to be confidential to the local government may be contrary to section 171(3) of the LGA and dealt with as misconduct.

4.2 Natural Justice

Any investigation of suspected inappropriate conduct of a Councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

"Natural justice" or procedural fairness, refers to three key principles:

- the person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing)
- the investigator(s) should be objective and impartial (absence of bias), and
- any action taken is based on evidence (not suspicion or speculation).

A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided with an opportunity to put their case in writing with the investigation report provided to the Councillors as part of the meeting agenda.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

Decisions based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material.

A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

4.3 Assessor's referral

The Council may receive from the Assessor a referral notice about the suspected inappropriate conduct of a Councillor/s. Council may also receive referrals of suspected inappropriate conduct directly from members of the public, however these will be referred to the Independent Assessor within five business days. Council will advise the complainant that the details of the matter have been referred to the Independent Assessor.

4.4 Receipt of Assessor's referral

On receipt of a referral notice about the suspected inappropriate conduct of a Councillor/s from the Assessor, the Council's Chief Executive Officer will forward a copy of that referral notice to the Mayor and all Councillors as a confidential document.

Should the Mayor or a Councillor/s (other than the subject of the complaint or the complainant) disagree with any recommendation accompanying the Assessor's referral notice or form the opinion that the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting to decide on the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council's meeting procedure requirements.

4.5 Investigator

Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.

If the suspected inappropriate conduct involves conduct that in the circumstances, the Mayor believes, it is in the best interests of the investigation to refer the matter for external investigation, the Chief Executive Officer must refer the suspected inappropriate conduct to the President of the Councillor Conduct Tribunal (Tribunal) to investigate and make recommendations to the Council about dealing with the conduct.

If the suspected inappropriate conduct involves:

- an allegation about the conduct of the Mayor, or
- the Mayor as the complainant, then

the Chief Executive Officer must refer the suspected inappropriate conduct to the President of the Tribunal to investigate and make recommendations to the Council about dealing with the conduct.

After the appointment of an investigator (either the Mayor or an external investigator), Council's

Chief Executive Officer will provide the complainant(s) and the subject Councillor/s with a written notice that states:

- a reference to this Policy; and
- an estimated timeframe for the investigation and outcome as per this Policy;
- that the complainant(s) and subject Councillor may be required to provide further information about the suspected inappropriate conduct; and
- that the complainant(s) and subject Councillor may be requested to attend an early resolution meeting/s in the event that the matter is deemed appropriate for resolution prior to the investigation (refer to section 10 of this Policy).

4.6 Early resolution

Before beginning an investigation, the investigator must consider whether the matter is appropriate for resolution prior to the investigation. This consideration includes any recommendation made by the Assessor.

A matter is only appropriate for early resolution if the parties to the matter agree to explore early resolution.

The investigator may engage an independent person with suitable qualifications or experience to facilitate this process.

If the matter cannot be resolved, the matter will then be investigated as outlined in this investigation policy.

If the matter is resolved prior to investigation, the investigator will advise the Chief Executive Officer of this outcome. In turn, the Chief Executive Officer will advise the Mayor (if the Mayor is not the investigator) and all Councillors that the matter has been resolved. The Chief Executive Officer will also update the Councillor Conduct Register to reflect this.

4.7 Timeliness

The investigator will make all reasonable endeavors to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight weeks after the receipt of the complaint.

Note: If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the Mayor (if the Mayor is not the investigator) to seek an extension of time.

In the event where the investigation is likely to exceed the above timeframe and providing Council has the complainant's contact details, Council will notify the Independent Assessor and the subject Councillor of the following in writing:

- a) the reasons for the delay; and
- b) an estimated date of completion.

4.8 Assistance for investigator

If the Mayor is the investigator of a matter of suspected inappropriate conduct, the Mayor may use section 170A of the *LGA* to seek assistance during the investigation (refer to Council's Acceptable Request Guidelines for further information).

The Mayor is authorised by Council to expend money as reasonably needed to engage contractors in accordance with the Council's procurement policy.

4.9 Possible misconduct or corrupt conduct

If during the course of an investigation the investigator (including an external investigator) obtains information which indicates a Councillor/s may have engaged in misconduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer and/or the external investigator will notify the Assessor of the possible misconduct.

If during the course of an investigation, the investigator obtains information which indicates a Councillor/s may have engaged in corrupt conduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Crime and Corruption Commission of the possible corrupt conduct.

Instances of suspected misconduct or corrupt conduct may be referred back to the Council if determined by the Assessor or Crime and Corruption Commission to be inappropriate conduct.

4.10 Completion of investigation

On the completion of an investigation, the investigator will provide a report to the Council outlining the investigation process, the investigation findings, any recommendations about dealing with the conduct and a record of the investigation costs.

The Council will consider the findings and recommendations of the investigator's report and decide whether the Councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the *LGA*.

Provisions for internal and external review of decisions are set out in sections 150CO to 150CS of the *LGA*.

Wherever possible, Council must be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with suspected inappropriate conduct in an open meeting of the Council. As per section 4.5 of the Council Meetings Policy, Council may consider the findings and recommendations of the investigators report in a closed session so that the complainant or other parties are not adversely affected due to the nature of the complaint.

4.11 Notice about the outcome of investigation

After an investigation is finalised, the Council must give notice about the outcome of the investigation to the Independent Assessor, the subject Councillor and the person who made the complaint about the Councillor/s' conduct that was the subject of the investigation.

4.12 Councillor conduct register

The Chief Executive Officer of the respective Council must ensure decisions about suspected inappropriate conduct of a Councillor/s must be entered into the Councillor Conduct register.

Where a complaint has been resolved under section 4.10 of this policy, the Chief Executive Officer will update the register to reflect that the complaint was finalised.

4.13 Expenses

Council must pay any reasonable expenses incurred by Council associated with the informal early resolution or investigation of suspected inappropriate conduct of a Councillor including any costs of:

- the President of the Tribunal in undertaking an investigation for Council;
- a Mediator engaged under this investigation policy;
- a Private Investigator engaged on behalf of or by the investigator;
- travel where the investigator needed to travel to undertake the investigation or to interview witnesses;
- seeking legal advice;
- engaging an expert.

Note: Council may order the subject Councillor to reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct where it has been found that the Councillor breached the provisions of the Local Government Act 2009.

Any costs incurred by complainants or the subject Councillor/s will not be met by Council.

5 Definitions

Term	Meaning
Assessor	Means the Independent Assessor appointed under section 150CV of the <i>LGA</i> .
Behavioural standard	Means a standard of behaviour for Councillors set out in the Code of Conduct approved under section 150E of the <i>LGA</i> .
Conduct	Includes: (a) failing to act; and (b) a conspiracy, or attempt, to engage in conduct.
Councillor conduct register	Means the register required to be kept by Council as set out in section 150DX of the <i>LGA</i> .
Inappropriate conduct	See section 150K of the <i>LGA</i> .
Investigation policy	Refers to this policy, as required by section 150AE of the <i>LGA</i> .
Investigator	Means the person responsible under this investigation policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or Mayor.
LGA	Means the <i>Local Government Act 2009</i> .
Local government meeting	Means a meeting of: (a) a local government; or (b) a committee of a local government.
Misconduct	See section 150L of the <i>LGA</i> .
Model procedures	See section 150F of the <i>LGA</i> .
Natural justice	A set of principles to ensure fair and just decision making, including a fair hearing, an absence of bias, decisions based on evidence, and the proper examination of all issues.
Referral notice	See section 150AC of the <i>LGA</i> .
Tribunal	Means the Councillor Conduct Tribunal as established under section 150DK of the <i>LGA</i> .
Unsuitable meeting conduct	See section 150H of the <i>LGA</i> .

6 Related Documents

- Council Meetings Policy
- Councillors Acceptable Request Guidelines

7 References

- Department of Local Government, Racing and Multicultural Affairs example Investigations Policy (October 2018).



Reimbursement of Expenses and Provision of Facilities for Councillors

Policy Number:	PL-GV024
Department:	Corporate and Commercial Services
Section:	Governance
Responsible Manager:	Manager Corporate and Commercial Services
Date Adopted:	26 September 2012
Date to be Reviewed:	22 July 2021
Date Reviewed:	23 July 2020
Date Rescinded:	N/A

REVISION RECORD

Date	Version	Revision description
10/09/2012	2	Revision of policy by new council and necessity to clarify definitions
16/01/2013	2	Amendment to section 4.3.2 <i>Telecommunication Needs</i> to establish a set amount Councillors may claim, Changed Adopted date to the date when version 2 of policy was adopted on 26 September 2012, Changed 3 months review to yearly review, Added retrospective claims statement in section 4.4 <i>Claims for Reimbursement</i> , Amended legislation references to reflect new Act and Regulation
25/01/2013	2	Amended as per council resolution of January 2013 meeting
27/01/2016	3	Amended as per council resolution of 27 April 2016 meeting
05/06/2019	3	Minor amendments including reference to Legal Representation for Councillors and Employees Policy
06/07/2020	4	Amendments – section 4.2.3.2 amended to remove annual capping of travel expenses and exclude accumulation of rewards points, amended definition of Council Business in section 5 and added Appendix A Expense Reimbursement rates (removed from policy content).
13/07/2020	5	Amendments – section 4.2.3.2 amended to include annual capping of travel expenses and 4.6 to include quarterly reporting for all expenses reimbursed.

Reimbursement of Expenses and Provision of Facilities for Councillors

Policy no: PL-GV024

Updated: 13 July 2020

Page 1 - 13

© Southern Downs Regional Council

CONTENTS

1	Purpose.....	3
2	Scope	3
3	Legislative Context	3
4	Policy Details.....	3
4.1	Policy Statement	3
4.2	Policy Content	4
4.2.1	Commencement	4
4.2.2	General Entitlement	4
4.2.3	Expenses.....	4
4.3	Provision of Facilities.....	6
4.3.1	Administrative Tools and Access to Council Office Amenities	6
4.3.2	Telecommunication Needs.....	6
4.3.3	Maintenance of Council Owned Equipment	7
4.3.4	Vehicle.....	7
4.3.5	Insurance Cover	7
4.3.6	Legal Representation.....	7
4.4	Claims for Reimbursement	8
4.5	Responsibility for Claims Accuracy.....	8
4.6	Reporting.....	8
4.7	Operation of the Policy During Caretaker Period	9
5	Definitions.....	10
6	APPENDIX A – Expense Reimbursement rates.....	12
7	APPENDIX B - Councillor Reimbursement of Expenses Claim Form.....	13

1 Purpose

The purpose of this policy is to authorise the payment of reasonable expenses incurred, or to be incurred by Councillors, and to authorise the provision of facilities to Councillors, necessary for the discharge of their duties and responsibilities.

Councillors should not be financially disadvantaged when carrying out the requirements of the role of Councillor and should be fairly and reasonably compensated in accordance with statutory requirements and community expectations.

2 Scope

This policy applies to the Mayor and Councillors.

3 Legislative Context

- *Local Government Act 2009*
- *Local Government Regulation 2012*, Chapter 8, Part 1, Division 2

4 Policy Details

4.1 Policy Statement

The provisions of this policy have been developed in consideration of local circumstances and are consistent with the following mandatory principles:

- **Use of public monies in the public interest by responsible budgeting and accounting.**
- **Fair and reasonable allocation of Council resources (allowances, facilities and other benefits) to enable all Councillors to conduct the duties of office.**

Council has considered what is fair and reasonable in consideration of the size and population of the Council region and of the responsibilities of Councillors, both in the context of statutory obligations and community expectations.

- **Transparent decision-making by public disclosure of policy and resolutions.**
- **Accountability for expenditure and use of facilities through full justification and acquittal.**

Councillors incurring expenses should not gain personal funds as a result of their role serving the community. All reimbursement of expenses or provision of facilities must be for legitimate business use only, that is, to enable Councillors to effectively and efficiently carry out their civic duties. Facilities and resources provided to Councillors by Council are for the sole use of Councillors in undertaking their duties and must be used responsibly and appropriately. Spouses, partners and family members of Councillors are not entitled to reimbursement of expenses or to have access to

facilities allocated to Councillors. Expense reimbursements made to Councillors will be disclosed in the Annual Report.

4.2 Policy Content

4.2.1 Commencement

This policy commences upon its adoption by Council.

4.2.2 General Entitlement

Council will be responsible for the payment of all reasonable expenses incurred, or to be incurred, by a Councillor representing Council on Council business, and will also be responsible for the provision of facilities necessary for the discharge of a Councillors responsibilities and duties of office. Subject to the applicable provisions of this Policy, where Council is unable to pay up-front for any expense covered by the Policy, a Councillor is entitled to be reimbursed for reasonable expenses incurred in this regard, in accordance with section 3 of the Policy. The limits of such entitlement are as follows:

4.2.3 Expenses

4.2.3.1 Professional Development Needs

Mandatory Training

Council will pay all applicable registration fees associated with a Councillor's attendance at mandatory training. Costs, such as travel, accommodation, transfers, meals etc, that are incidental to a Councillor's attendance at such mandatory training will also be paid by Council or reimbursed to the Councillor, in accordance with the relevant expenditure categories within this Policy.

Discretionary Training

Council will pay all applicable registration fees associated with a Councillor's attendance at discretionary training, up to a limit of \$10,000 each over the four-year term of office. Costs, such as travel, accommodation, transfers, meals etc. that are incidental to a Councillor's attendance at such mandatory training are not included in the \$10,000 maximum limit and will also be paid by Council or reimbursed to the Councillor, in accordance with the relevant expenditure categories within this Policy.

NOTE: Registrations should be made in sufficient time to take advantage of any 'early bird' discounts.

4.2.3.2 Travel Costs

Council will pay all reasonable travel costs (including local, regional, intrastate, interstate and overseas) associated with a Councillor representing Council on Council business. Where a Councillor uses his or her private vehicle for such travel, he or she is entitled to be reimbursed an

appropriate mileage allowance (refer to section 4.3.4 Vehicle) - approved by the Mayor. Personal travel expenses will be capped at \$5,000 per Councillor.

NOTE:

- Councillors should make use of a Council vehicle for travel associated with representing Council on Council business.
- Councillors are to travel via the most direct route, using the most economical and efficient mode of transport.
- All fines incurred while travelling in either a Council or privately owned vehicle on Council related business, will be the responsibility of the Councillor incurring the fine.
- Council will be responsible for the payment of toll fees incurred during travel associated with representing Council on approved Council business.
- All airline travel will be booked and paid for by Council at the economy class rate.
- Requests for travel should be made in sufficient time to take advantage of discounts and to gain access to the widest range of flights.
- Retail reward scheme points – where these accrue from the use of a corporate credit card or other purchasing arrangement, the reward scheme points belong to Council.

4.2.3.3 Accommodation

Council will pay for accommodation required as a necessary consequence of a Councillor representing Council on Council business.

In the case of a Councillor attending approved training such as a conference or workshop, the accommodation will be booked and paid for by Council and will, where practicable, take advantage of the package provided by the conference or workshop organisers. Should more than one Councillor attend the same event, Council will book and pay for a separate accommodation room for each attending Councillor.

NOTE: Requests for accommodation should be made in sufficient time to take advantage of discounts and to gain access to the widest range of accommodation options.

4.2.3.4 Meals

Council will reimburse the reasonable cost of meals (generally in line with the meal allowance limits mentioned in Appendix A) where a Councillor:

- incurs the cost personally; and
- is not provided with a meal within the registration costs of the approved activity/event; and
- produces a valid tax invoice.

If a Councillor, for some legitimate reason, is unable to produce a tax invoice and seeks reimbursement for meals while attending official Council business, he/she may claim up to a maximum of the following meal allowance amounts. Noting this can only occur when the meal was not provided within the registration costs of the approved activity/event.

NOTE:

- Should the Councillor choose not to attend a provided dinner/meal, then the full cost of the alternative meal shall be met by the Councillor.
- Only one method of reimbursement will be permitted.

4.2.3.5 Transfer Expenses

Councillors are entitled to be reimbursed for transfer costs (e.g. taxi fares or public transport tickets) associated with travelling for Council business.

4.3 Provision of Facilities

4.3.1 Administrative Tools and Access to Council Office Amenities

Council will provide Councillors with access to executive support in both the Warwick and Stanthorpe Administration Centres, necessary for the conduct of Council business. This shall include shared office space, shared access to office equipment (including photocopier, scanner and printer) and stationery. Councillors are provided with Council stationery for official purposes only. Council stationery (such as letterhead) is not to be converted or modified in any way and may only be used for carrying out the functions of the role of Councillor. No use of such facilities for private purposes will be permitted.

Council will provide and maintain a laptop computer or tablet, with internet access to enable access to relevant databases, meeting agendas etc. Limited use of a Council owned laptop for private purposes is permitted, subject to any Council use having priority.

Council may resolve for Councillors to be provided with any other administrative necessities to meet the business of Council.

4.3.2 Telecommunication Needs

Councillors may elect to choose to be provided with a mobile telephone. Where Council provides a mobile telephone or hand held device, Council will pay for all costs associated with the Council business use. Any personal calls made by the councillor must be reimbursed to Council. Council accepts that reasonable personal use may occur; for example if a Councillor is away calling home each day is considered reasonable personal use.

When a Councillor decides to use a personally owned mobile device instead of a Council's provided one, they may elect to claim the cost of the plan up to \$100 per month. For example, if the Councillor has a \$150 monthly plan, Council will reimburse \$100 per month. If the Councillor has a \$70 monthly plan, Council will reimburse \$70. Proof of the monthly plan must be provided once during the duration of the plan or when the plan is amended.

4.3.3 Maintenance of Council Owned Equipment

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs associated with Council owned equipment to ensure that it is operating for optimal professional use.

4.3.4 Vehicle

Councillors will have access to a suitable Council vehicle for official business. A Councillor wishing to use a Council vehicle for Council business must submit a request to the Chief Executive Officer. A fully maintained Council owned vehicle shall be provided for unlimited use by the Mayor for Council business and private purposes in recognition of the duties required to be performed by the Mayor and the irregular hours required to attend Council business responsibilities. The standard of vehicle provided will be in accordance with Council's Motor Vehicle Tender Specification.

- All fines incurred while travelling in either a Council or privately owned vehicle on Council related business, will be the responsibility of the Councillor incurring the fine.

Use of a Councillor's private vehicle for official Council business will be reimbursed by Council in circumstances where a Council vehicle is unavailable.

Councillors making a claim for reimbursement of using their private vehicle for Council business shall submit the appropriate form detailing the relevant travel based on log book details.

4.3.5 Insurance Cover

The Council will include Councillor's under its annual Local Government Workcare (LGW) Worker's Compensation policy as per section 107(4) *Local Government Act 2009*. Cover under this policy will provide substantially similar benefits to those provided to employees, with the exception that elected members cannot bring a common law claim for damages against the Council under the *Worker's Compensation and Rehabilitation Act 2003*. Cover will be provided at all times whilst a Councillor is engaged in Council business.

The Council will also include Councillors under its Local Government Mutual (LGM) Professional Indemnity policy.

4.3.6 Legal Representation

Council will cover costs incurred through injury, investigation, hearings or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillors performance of his/her civic functions. Where it has been found that the Councillor breached the provisions of the *Local Government Act 2009*, the Councillor will reimburse Council with all associated costs incurred by Council. Refer to Council's Legal Services for Councillors and Employees Policy for further details regarding the circumstances under which funding will be provided, the level of funding that will be provided and the processes to be followed when a Councillor is requesting financial assistance to defend a legal action, requires legal advice or representation.

4.4 Claims for Reimbursement

All claims for reimbursement must be made on the approved form, which is included in APPENDIX B to this Policy, and will only be processed upon submission of the original receipts and any relevant supporting documentation. All claims must be received within 3 months of the expense being incurred.

Claims can be submitted retrospectively up to the adoption date of version 3 of this policy, which is 27 April 2016.

The payment or reimbursement of expenses and the provision of facilities for Councillors is subject to Council approval where necessary (e.g. for travel), budget provisions and the authorisation of Council's Mayor.

Requests for payment/reimbursement of expenses associated with the following will not be paid or reimbursed:

- unreasonable alcohol expenses (a glass of alcoholic beverage with a meal is not considered unreasonable);
- unreasonable personal telephone expenses (a short daily telephone call to home would not be considered unreasonable);
- toiletries;
- mini bar purchases;
- traffic infringements;
- laundering or dry cleaning;
- airline membership;
- in flight and in house movies; and/or
- expenses incurred by or on behalf of others such as partners, family members and associates;
- expenses incurred where a Councillor is unable to attend as a part of a Council organised group inspection.

4.5 Responsibility for Claims Accuracy

Councillors are responsible to ensure that all claims for reimbursement are strictly in accordance with this policy.

4.6 Reporting

A Councillor who attends a Professional Development course shall present a written report to Council on the particular course within 1 month of the event.

Quarterly reports will be presented to Council detailing all Councillor expenses reimbursed for that period.

4.7 Operation of the Policy During Caretaker Period

Once an election is called and the caretaker provisions of section 90(A) of *Local Government Act 2009* are in force, Councillors shall only be eligible to claim expense reimbursement for costs relating to statutory meetings or as otherwise approved by Council resolution.

5 Definitions

Term	Meaning
Approved Activities	Activities approved by the resolution of Council.
Councillors	Shall mean the Mayor, Deputy Mayor and other Councillors.
Council Business	<p>Official business conducted on behalf of, and/or approved by Council where a Councillor is required to undertake tasks to satisfy legislative requirements or achieve business continuity for the Council. Council business should result in a benefit being achieved either for Council, the local government area or the community. This includes:</p> <ul style="list-style-type: none"> ▪ Preparing for, attending and participating in Statutory Council meetings (including Committee, Ordinary and Special Meetings), other meetings as described by Council's Meetings Policy and deputations and inspections at which the Councillor is entitled or required to attend; ▪ Attending Portfolio meetings, Advisory Committee meetings and Other Committee meetings as the nominated Councillor as outlined within Council's Councillor Portfolio's, Advisory Committee and Other Committees Policy; ▪ Attending civic ceremonies and community events such as representing Council at Anzac Day ceremonies or opening a school fete, where they have been formally invited in their capacity as Councillor to undertake the official duty; ▪ Attending meetings of community groups (Scout Associations, Progress Associations, etc.) where invited to speak about Council programs or initiatives; ▪ Attending meetings with constituents (residents, ratepayers, community groups, developers, etc.), where arranged through official Council channels and details of discussions are documented in official records or diaries; ▪ Attending mandatory training and approved discretionary training opportunities; and ▪ Irregular service club special events to which Councillor's may be invited to attend such as changeover events at a Rotary Club. <p>The following are not regarded as 'Council Business' unless benefit to Council will be achieved as a result of the attendance or participation:</p> <ul style="list-style-type: none"> ▪ Attending or participating in a community event, community group including service clubs or being a representative on a board as a community member; ▪ Attendance at fund raising events; ▪ Attending events organised by political parties.

Term	Meaning
Discretionary Training	Training is discretionary where a Councillor identifies a personal interest in attending such training on the basis that the training will improve their skills and knowledge relevant to their role as a Councillor. Examples of this type of training courses, public speaking development courses, etc. All discretionary training must be directly related to Council business and must be approved by Council.
Expenses	Expenses are payments made by Council to reimburse Councillors for their reasonable expenses incurred or to be incurred when discharging their duties as Councillors. These payments are not regarded as remuneration. The expenses may be either reimbursed to Councillors or paid direct for something that is deemed a necessary cost or charge when performing their roles.
Facilities	Facilities provided by Council to Councillors are "tools of trade" and constitute a fair and reasonable allocation of resources required to enable them to conduct their duties of office with relative ease and at a standard appropriate to fulfil the community expectation of their role.
Mandatory Training	Training is mandatory where Council has resolved that one or more Councillors should attend due to a direct correlation between the particular training and the Councillor's duties of office. Examples of such training include, but are not limited to: the Australian Local Government Association (ALGA) Conference, the Local Government Association of Queensland (LGAQ) Conference, or specific conferences of events that are relevant to the business of a particular Council Committee, such as the Planning Institute of Australia (PIA) Conference. Subject to approved budget limits, no expenditure limit will apply to the costs for mandatory training.
Reasonable	Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.
Statutory Meeting	Meetings of a Local Government as well as Committee Meetings mandatory under legislation.

6 APPENDIX A – Expense Reimbursement rates

Meals

As per section 4.2.3.4 of the Policy, the meal limits listed below will be paid in accordance with Australian Tax Office (ATO) Determinations and will escalate in line with future Determinations as issued by the ATO from time-to-time.

Breakfast - \$27.55

Lunch - \$31.00

Dinner - \$52.80

Vehicles

The amount reimbursed to Councillors for use of their private vehicle for Council business as per section 4.3.4 of the Policy, will be based on the published Australian Tax Office business use of motor vehicle cents per kilometre method and the per kilometre rate applicable at the time of travel.

This rate is currently 68 cents per kilometre (irrespective of engine capacity).

7 APPENDIX B - Councillor Reimbursement of Expenses Claim Form

[illegible]



SHAPING SOUTHERN DOWNS ADVISORY COMMITTEE (SSDAC)

TERMS OF REFERENCE

Table of Contents

1. TERMS OF REFERENCE.....	2
2. PURPOSE.....	2
3. TENURE OF THE SSDAC.....	2
4. STRUCTURE OF MEMBERSHIP	2
5. APPOINTMENT OF COUNCILLORS TO THE SSDAC	2
6. QUORUM	2
7. DUTIES ENTRUSTED TO THE SSDAC	2
8. ADMINISTRATIVE SUPPORT	3
9. MEETINGS.....	3
10. REPORTING TO COUNCIL.....	3

Shaping Southern Downs Advisory Committee Terms of Reference

Version Date: 12/12/2018

Page 1 of 3

1. Terms of Reference

The Terms of Reference for the Shaping Southern Downs Advisory Committee (SSDAC) need to be read in conjunction with Council's Advisory Committee Policy.

2. Purpose

The purpose of the SSDAC is to provide Council with strategic guidance and/or recommendations in relation to its Shaping Southern Downs strategy, the Urban design frameworks for towns and villages, and the Granite Belt Strategic Plan, focussing on the future of the Southern Downs region.

3. Tenure of the SSDAC

The SSDAC will remain operational for the current term of Council and will be reviewed at the commencement of the next term of Council.

4. Structure of Membership

The SSDAC shall comprise at least nine (9) members in total made up of:

- Three (3) - Individual community and/or community organisation representatives, who represent areas of the region not subject to an existing or identified future town or village to be subject to an Urban design framework.
- One (1) representative from the consultative working group of each current and any future adopted Urban design frameworks for towns and villages.
- One (1) representative from the Granite Belt Planning Group in relation to the Granite Belt Strategic Plan.
- Two (2) – Councillors.
- Council personnel as required, for example, Director, Manager and Council officers. (Council officers are not allowed to move, second or vote on decisions).

Membership of the SSDAC shall continue until the end of the current term of Council (April 2024) unless a recommendation to the contrary is adopted by Council at a Ordinary or Special Council Meeting.

An increase or decrease in the SSDAC membership must be approved by resolution of Council at a Ordinary or Special Council Meeting.

5. Appointment of Councillors to the SSDAC

Councillors will be appointed to the SSDAC by resolution at a General, Ordinary or Special Council Meeting.

6. Quorum

The quorum for the SSDAC shall be half the number of members of the SSDAC, plus one.

7. Duties Entrusted to the SSDAC

The duties entrusted to the SSDAC are as follows:

Shaping Southern Downs Advisory Committee Terms of Reference

- Oversight of the implementation of the Shaping Southern Downs Strategy.
- Oversight of the implementation of the existing and any future adopted Urban design frameworks, including the development of yearly action plans.
- Oversight of the implementation of the Granite Belt Strategic Plan, including the development of a yearly action plan.
- Review, recommend and promote the Shaping Southern Downs Strategy.
- Provide input into the review of the Southern Downs Regional Council Planning Scheme.
- Provide feedback on Southern Downs Regional Council's Corporate Plan.

Shaping Southern Downs Advisory Committee Terms of Reference

Version Date: 12/12/2018

Page 3 of 3

8. Administrative Support

SDRC will provide administrative support to the SSDAC by way of distributing the Notice of Meetings, creating and circulating to the members an agenda, taking the minutes of each meeting, circulating to members the minutes of each meeting, writing an agenda report and attaching the SSDAC minutes and including recommendations made by the SSDAC to Council for inclusion in the General Council Meeting Agenda. SDRC will provide appropriate advice and administrative support to assist the SSDAC to meet its obligations.

9. Meetings

The SSDAC shall meet a minimum of four (4) times per annum.

A schedule of SSDAC meetings shall be developed and agreed to by the members and additional meetings shall be convened at the discretion of Council.

Meetings shall be Chaired by one of the SSDAC members. The Chairperson may be a Councillor or other member of the SSDAC determined by the members' majority vote. In the event the Chairperson is unable to attend a meeting, the Chairperson shall nominate an Acting Chair for that meeting.

Council staff are not permitted to vote or move or second recommendations, but can contribute advice during discussions on any subject.

10. Reporting to Council

The SSDAC shall report regularly on its activities, provide Council with its guidance and/or make recommendations to Council through the provision of the SSDAC meeting minutes to Council.

The minutes of each SSDAC meeting shall be attached to an agenda report to be dealt with accordingly at the General Council Meeting following the SSDAC meeting.



PEST MANAGEMENT ADVISORY COMMITTEE (PMAC) TERMS OF REFERENCE

Table of Contents

1. Terms of Reference	2
2. Purpose	2
3. Tenure of the PMAC	2
4. Structure of Membership	2
5. Appointment of Councillors to the PMAC	2
6. Quorum	3
7. Duties Entrusted to the PMAC	3
8. Administrative Support.....	3
9. Meetings.....	3
10. Reporting to Council.....	3

Pest Management Advisory Committee Terms of Reference

Version Date : 30/03/2020

Page 1 of 3

1. Terms of Reference

The Terms of Reference for the Pest Management Advisory Committee (PMAC) needs to be read in conjunction with the Councillor Portfolios, Advisory Committees and Other Committees Policy (PL-EX021).

2. Purpose

The purpose of the PMAC is to provide Council with strategic guidance and/or recommendations in relation to its regional pest and plant management on an ongoing basis.

3. Tenure of the PMAC

The PMAC will remain operational for the current term of Council, i.e. four (4) years, to be reviewed at the commencement of the next term of Council.

4. Structure of Membership

The PMAC shall comprise of twelve (13) members in total made up of:

- Five (5) - Community group representatives being :
 - Granite Borders Landcare Committee
 - Condamine Headwaters Landcare Group
 - Southern Queensland Landscapes
 - Chair, Southern Downs Community Wild Dog Working Group
 - An individual community member with an interest in invasive pest management
- Five (6) – State Government and industry bodies being :
 - AgForce Queensland
 - Granite Belt Growers Association
 - Darling Downs Moreton Rabbit Board
 - Department of Transport and Main Roads
 - Department of Agriculture and Fisheries (Biosecurity Queensland)
 - Queensland Parks and Wildlife Service
- Two (2) - Councillors
- Council personnel as required, for example, Director, Manager and Council officers. (Council officers are not allowed to move, second or vote on decisions).

Membership of the PMAC shall be for the term of the appointing Council unless a recommendation to the contrary is adopted by Council at a General or Special Council Meeting.

An increase or decrease in the PMAC membership must be approved by resolution of Council at an Ordinary or Special Council Meeting.

One month prior to the expiration of a member's term on the PMAC, Council shall seek nominations for a replacement, with the successful appointee being approved by Council at an Ordinary or Special Council Meeting.

5. Appointment of Councillors to the PMAC

Councillors will be appointed to the PMAC by resolution at an Ordinary or Special Council Meeting.

Pest Management Advisory Committee Terms of Reference

6. Quorum

The quorum for the PMAC shall be half the number of members of the PMAC, plus one.

7. Duties Entrusted to the PMAC

The duties entrusted to the PMAC are as follows:

- Promote the awareness of strategic and effective pest management with Council and the community.
- Advise Council on current and emerging pest management issues;
- Provide input into the planning and provision of pest management services; and
- Provide feedback from Council to the community regarding pest management.

8. Administrative Support

SDRC will provide administrative support to the PMAC by way of distributing the Notice of Meetings, creating and circulating to the members an agenda, taking the minutes of each meeting, circulating to members the minutes of each meeting, writing an agenda report and attaching the PMAC minutes and including recommendations made by the PMAC to Council for inclusion in the Ordinary Council Meeting Agenda. SDRC will provide appropriate advice and administrative support to assist the PMAC to meet its obligations.

9. Meetings

The PMAC shall meet four (4) times per annum, or as otherwise deemed necessary.

A schedule of PMAC meetings shall be developed and agreed to by the members and additional meetings shall be convened at the discretion of Council.

The meetings will be an opportunity for Councillors to interact with the Group and receive views and opinions on matters relevant to the PMAC.

Meetings shall be chaired by one of the PMAC members. The Chairperson may be a Councillor or other member of the PMAC determined by the members' majority vote. In the event the Chairperson is unable to attend a meeting, the Chairperson shall nominate an acting chair for that meeting.

Council staff are not permitted to vote or move or second recommendations, but can contribute advice during discussions on any subject.

10. Reporting to Council

The PMAC shall report regularly on its activities, provide Council with its guidance and/or make recommendations to Council through the provision of the PMAC meeting minutes to Council.

The minutes of each PMAC meeting shall be attached to an agenda report to be dealt with accordingly at a General Council Meeting following the PMAC meeting.

Pest Management Advisory Committee Terms of Reference



SALEYARDS ADVISORY COMMITTEE (SAC)

TERMS OF REFERENCE

Table of Contents

1. Terms of Reference	2
2. Purpose	2
3. Tenure of the SAC	2
4. Structure of Membership	2
5. Appointment of Councillors to the SAC	2
6. Quorum	2
7. Duties Entrusted to the SAC	2
8. Administrative Support.....	3
9. Meetings.....	3
10. Reporting to Council.....	3

Saleyards Advisory Committee Terms of Reference

Version Date: 27/07/2016

Page 1 of 3

1. Terms of Reference

The Terms of Reference for the Saleyards Advisory Committee (SAC) needs to be read in conjunction with the Councillors Portfolios, Advisory Committees and Other Committees Policy (PL-EX021).

2. Purpose

The purpose of the SAC is to provide Council with strategic guidance and/or recommendations in relation to the Warwick Saleyards on an ongoing basis.

3. Tenure of the SAC

The SAC will remain operational for the current term of Council, i.e. four (4) years, to be reviewed at the commencement of the next term of Council.

4. Structure of Membership

The SAC shall comprise of six (6) members in total made up of:

- Four (4) – one member from each of the following: Livestock Agents, Cattle Industry, Sheep Industry and Transport Operators
- Two (2) - Councillors
- Council personnel as required e.g. Director, Manager and Council officers.

Membership of the SAC shall be for the term of the appointed Council unless a recommendation to the contrary is adopted by Council at an Ordinary or Special Council Meeting.

An increase or decrease in the SAC membership must be approved by resolution of Council at an Ordinary or Special Council Meeting.

One month prior to the expiration of a member's term on the SAC, Council shall seek nominations for a replacement, with the successful appointee being approved by Council at an Ordinary or Special Council Meeting.

5. Appointment of Councillors to the SAC

Councillors will be appointed to the SAC by resolution at an Ordinary or Special Council Meeting.

6. Quorum

The quorum for the SAC shall be half the number of members of the SAC, plus one.

7. Duties Entrusted to the SAC

The duties entrusted to the SAC are as follows:

- Provide a strategic direction regarding priority actions to improve the saleyards over the short, medium and long term in partnership with the Council.
- Make recommendations to the Council on a suggested capital works program for each financial year.
- Advocate to the community, the development and maintenance of the saleyards in keeping with industry standards and Council's legal obligations as a PCBU.

Saleyards Advisory Committee Terms of Reference

- Identify grant and external funding opportunities.
- Act as a central point of communication between the Council and the saleyards users.
- Promote the saleyards beyond the LG border.

8. Administrative Support

SDRC will provide administrative support to the SAC by way of distributing the Notice of Meetings, Agendas, Minutes and writing relevant reports to Council which includes the minutes of SAC meetings. SDRC will provide appropriate advice and administrative support to assist the SAC to meet its obligations.

9. Meetings

The SAC shall meet a minimum of four (4) times per annum.

A schedule of SAC meetings shall be developed and agreed to by the members and additional meetings shall be convened at the discretion of Council.

The meetings will be an opportunity for Councillors to interact with the Committee's external representatives and receive views and opinions on matters relevant to the SAC.

Meetings will be chaired by one of the SAC members. The Chairperson may be a Councillor or other member of the SAC determined by the members' majority vote. In the event the Chairperson is unable to attend a meeting, the Chairperson will nominate an acting Chairperson for that meeting.

Council staff are not permitted to vote, move, or second recommendations, but can contribute advice during discussions on any subject.

10. Reporting to Council

The SAC shall report regularly on its activities, provide Council with guidance and/or make recommendations to Council through the provision of the SAC meeting minutes to Council.

The minutes of each SAC meeting shall be attached to an agenda report to be dealt with accordingly at the Committee Meeting following the SAC meeting.