



# ORDINARY MEETING LATE ITEMS AGENDA

Tuesday 16 July 2024  
commencing at 9:30 AM

Quilpie Shire Council Boardroom  
50 Brolga Street, Quilpie

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## Ordinary Meeting of Council

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15 July 2024

The Mayor and Council Members  
Quilpie Shire Council  
QUILPIE QLD 4480

Dear Members

Reference is hereby made to the Ordinary Meeting of the Quilpie Shire Council scheduled to be held at the Council Chambers, on **Tuesday 16 July 2024**, commencing at **9:30 AM**.

An agenda for the Ordinary Meeting was forwarded to all Members on 12 July 2024. In addition to the agenda, please find attached a summary of "Late Items".

Yours faithfully

Justin Hancock  
Chief Executive Officer





# ORDINARY MEETING OF COUNCIL AGENDA

Tuesday 16 July 2024  
Quilpie Shire Council Boardroom  
50 Broлга Street, Quilpie

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## 16 LATE ITEMS

### 16.1 REGISTER OF COST-RECOVERY FEES AND COMMERCIAL CHARGES

IX: 251889

Author: Hannah Tully, Finance Officer

Attachments: 1. Fees & Charges July [↓](#)

#### KEY OUTCOME

**Key Outcome:** 4. Strong Governance

**Key Initiative:** 4.4 Long-term financial sustainability underpinned by sound financial planning and accountability

#### EXECUTIVE SUMMARY

The purpose of this report is to present a new Register of Cost-Recovery Fees and Commercial Charges to be effective from 16 July 2024. Minor changes are proposed to the planning and building fees and Council facilities including new fees, deletions and some increases and changed fee structures.

#### RECOMMENDATION

That Council:

1. Receive and note the report;
2. Adopt the fees in the Register of Cost-Recovery Fees and Commercial Charges effective from 16 July 2024;
3. Resolve that, in relation to those cost-recovery fees to which Section 97 of the *Local Government Act 2009* applies:
  - (i) the applicant is the person liable to pay these fees; and
  - (ii) the fee must be paid at or before the time the application is lodged; and
4. Delegate to the Chief Executive Officer the power to amend commercial charges to which section 262 (3) (c) of the *Local Government Act 2009* applies.

#### BACKGROUND

Council is required to keep a register of its cost-recovery fees. Fees and changes can be changed by Council resolution at any time. Cost-recovery fees will be progressively reviewed throughout the year.

A review of the Building and Planning Fees was undertaken at the June 2024 meeting and has since been incorporated. Further review into these fees has found a few additional changes required.

A review of the Facility & Equipment Hire has recently been completed and changes identified.

The attached draft register of cost-recovery fees and commercial charges incorporates the following proposed changes:

**QUILPIE SHIRE COUNCIL | GOVERNANCE | PLANNING ASSESSMENT**

- Request to Change an Existing Approval
  - Previously listed as \$500 however after a review, request to amend to “50% of original application fee”.

**QUILPIE SHIRE COUNCIL | COMMUNITY SERVICES | FACILITY AND EQUIPMENT HIRE**

- Table & Chairs
  - Events Trailer (Unit 2415) includes 150 Chairs & 24 Tables to be delivered to hiree
    - Bond \$150, Hire Fee \$111
    - Additional Tables & Chairs available upon request.
  - Table & Chair Set up Fee and/or Pack up Fee  
Price quoted upon hire – Max \$200. Additional fees will apply if outside regular operating hours.
- Other Equipment
  - Outdoor Theatre Screen – Bond \$150
  - Projector & Screen – Bond \$150
  - PA System – Bond \$150
  - Generator on Trailer (unit 5006)
    - Bond \$150, Hire Fee \$100/day or part thereof.
  - Enclosed Trailer (for use with Community Buses only) (Unit 2411)
    - Bond \$150, Hire Fee \$50/day or part thereof.

**OPTIONS**

That Council:

1. Receive and note the report;
2. Adopt the fees in the Register of Cost-Recovery Fees and Commercial Charges effective from 1 July 2024;
3. Resolve that, in relation to those cost-recovery fees to which Section 97 of the *Local Government Act 2009* applies:
  - (i) the applicant is the person liable to pay these fees; and
  - (ii) the fee must be paid at or before the time the application is lodged; and
4. Delegate to the Chief Executive Officer the power to amend commercial charges to which section 262 (3) (c) of the *Local Government Act 2009* applies.

**CONSULTATION (Internal/External)**

- Records Officer
- Contract Service Provider - Building Certification and Town Planning Services
- Director Community & Corporate Services
- Manager Finance & Administration
- Manager of Works
- Administration Officer

**LEGAL IMPLICATIONS**

Council is required to keep a register of Cost-Recovery Fees – section 98 of the *Local Government Act 2009*.

**POLICY AND LEGISLATION*****Local Government Act 2009*****97 Cost-recovery fees**

- (1) A local government may, under a local law or a resolution, fix a cost-recovery fee.
- (2) A **cost-recovery fee** is a fee for—
  - (a) an application for the issue or renewal of a licence, permit, registration or other approval under a Local Government Act (an **application fee**); or
  - (b) recording a change of ownership of land; or
  - (c) giving information kept under a Local Government Act; or
  - (d) seizing property or animals under a Local Government Act; or
  - (e) the performance of another responsibility imposed on the local government under the [Building Act](#) or the [Plumbing and Drainage Act](#).
- (3) A local law or resolution for subsection (2)(d) or (e) must state—
  - (a) the person liable to pay the cost-recovery fee; and
  - (b) the time within which the fee must be paid.
- (4) A cost-recovery fee must not be more than the cost to the local government of taking the action for which the fee is charged.
- (5) However, an application fee may also include a tax—
  - (a) in the circumstances and for a purpose prescribed under a regulation; and
  - (b) if the local government decides, by resolution, that the purpose of the tax benefits its local government area.
- (6) The local law or resolution that fixes an application fee that includes a tax must state the amount, and the purpose, of the tax.
- (7) If an application fee that includes a tax is payable in relation to land, the tax applies only in relation to land that is rateable land.
- (8) A local government may fix a cost-recovery fee by resolution even if the fee had previously been fixed by a local law.

**98 Register of cost-recovery fees**

- (1) A local government must keep a register of its cost-recovery fees.
- (2) The register must state the paragraph of [section 97](#)(2) under which the cost-recovery fee is fixed.

- (3) Also, the register must state—
  - (a) for a cost-recovery fee under [section 97\(2\)\(a\)](#)—the provision of the Local Government Act under which the licence, permit, registration or other approval is issued or renewed; or
  - (b) for a cost-recovery fee under [section 97\(2\)\(c\)](#)—the provision of the Local Government Act under which the information is kept; or
  - (c) for a cost-recovery fee under [section 97\(2\)\(d\)](#)—the provision of the Local Government Act under which the property or animals are seized; or
  - (d) for a cost-recovery fee under [section 97\(2\)\(e\)](#)—the provision of the [Building Act](#) or the [Plumbing and Drainage Act](#) under which the responsibility is imposed.
- (4) The public may inspect the register at the local government’s public office.

*Environmental Protection Act 1994*

*Food Act 2006*

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

*Planning Act 2016*

*Water Act 2002*

**FINANCIAL AND RESOURCE IMPLICATIONS**

Fees and charges revenue form part of the proposed budget for 2024/25 and the long-term financial forecasts.

A rounding policy has been applied to ensure the new fees are rounded to the nearest 10 cents or \$1.00 as follows:

From	To	Rule	Rounding Value
\$0.00	\$3.00	Round to Nearest	\$0.10
\$3.01	onwards	Round Up	\$1.00

**RISK MANAGEMENT IMPLICATIONS**

Nil – Council currently maintains a register of fees and charges. A review of the cost-recovery and commercial fees has been undertaken. This report presents an updated register for adoption, which if adopted, will be effective from 1 July 2024.

Fee Name	2023/2024 Fee	Suggested 2024/2025 Fee
	(incl. GST)	(incl. GST)
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   PLANNING ASSESSMENT</b>		
Reconfiguring a Lot	\$657.00	\$ 670.00
Material change of use – Code assessable	\$657.00	\$ 670.00
Material change of use – Impact assessable	\$1,150.00	\$ 1,208.00
Planning Search	Cost + \$115.50 admin fee	\$ 174.00
Exemption Certificate (Where council deems development doesn't require approval)	\$165.00	\$ 174.00
<b>Request to Change an Existing Approval</b>		<b>50% of original application fee</b>
Request to Extend an Approval		\$ 450.00
Operational Works (Dams etc)		Price Quoted on Application
Copy of Survey Plans/Plans		\$ 174.00
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   BUILDING</b>		
Amendment to Building Application	50% of original building application fee	50% of original building application fee
Assessment Approval post Construction	Application fee plus 50%	Application fee plus 50%
Building Records Search	\$174.00	\$174.00
Private Certification Document Archival Lodgement Fee	\$120.00	\$ 240.00
Certificate of Classification Pre 1998 Class 2-9 buildings		Price Quoted on Application
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   NEW CONSTRUCTIONS   CLASS 1 – DWELLINGS</b>		
< 300m <sup>2</sup> GFA – Registered builder	\$830.00	\$840.00 Assessmnt Fee + \$360.00 Inspection Fee (per Inspection)
< 300m <sup>2</sup> GFA – Owner builder	\$1,129.00	\$840.00 Assessmnt Fee + \$360.00 Inspection Fee (per Inspection)
> 300m <sup>2</sup> GFA – Registered builder	\$2.30/m2 + \$930.00	Assessmnt Fee- \$960.00 + \$360.00 per inspection
> 300m <sup>2</sup> GFA – Owner builder	\$3.25/m2 + \$1,240.00	Assessmnt Fee- \$960.00 + \$360.00 per inspection
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   NEW CONSTRUCTIONS   CLASS 2 &amp; 3 – FLATS, MOTELS, ACCOMMODATION UNITS</b>		
< 300m <sup>2</sup> GFA – Registered builder	\$1,150.00	Price Quoted on Application
< 300m <sup>2</sup> GFA – Owner builder	\$1,150.00	Price Quoted on Application
> 300m <sup>2</sup> GFA – Registered builder	\$3.30/m2 + \$1,250.00	Price Quoted on Application
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   NEW CONSTRUCTIONS   CLASS 4 – 9 – COMMERCIAL &amp; INDUSTRIAL BUILDING</b>		
< 300m <sup>2</sup> GFA – Registered builder	\$1,119.00	Price Quoted on Application
300m <sup>2</sup> – 500m <sup>2</sup> GFA – Registered builder	\$1,822.00	Price Quoted on Application
500m <sup>2</sup> – 800m <sup>2</sup> GFA – Registered builder	\$3,292.00	Price Quoted on Application
> 800m <sup>2</sup> GFA – Registered builder	\$3.82/m2 + \$3,402.00	Price Quoted on Application
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   NEW CONSTRUCTIONS   CLASS 10 – GARDEN SHEDS, UNROOFED PERGOLAS &amp; DECKS ETC</b>		
10m <sup>2</sup> – 120m <sup>2</sup> GFA – Registered builder	\$342.00	Assessmnt Fee- \$720.00 + \$360.00 per inspection
10m <sup>2</sup> – 120m <sup>2</sup> GFA – Owner builder	\$420.00	Assessmnt Fee- \$720.00 + \$360.00 per inspection
120m <sup>2</sup> – 300m <sup>2</sup> GFA – Registered builder	\$483.00	Assessmnt Fee- \$840.00 + \$360.00 per inspection
120m <sup>2</sup> – 300m <sup>2</sup> GFA – Owner builder	\$552.00	Assessmnt Fee- \$840.00 + \$360.00 per inspection
300m <sup>2</sup> + GFA – Registered builder		Price Quoted on Application
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   NEW CONSTRUCTIONS   CLASS 10 – SWIMMING POOL &amp; FENCING</b>		
Fee (including inspection) – Registered builder	\$615.00	Assessmnt Fee- \$720.00 + \$360.00 per inspection
Fee (including inspection) – Owner builder	\$762.00	Assessmnt Fee- \$720.00 + \$360.00 per inspection
Swimming pool inspection fee (including certificate) – Registered builder	\$284.00	Pool compliance \$600.00 (includes certificate & one inspection)

Swimming pool inspection fee (including certificate) – Owner builder	\$284.00	Pool compliance \$600.00 (includes certificate & one inspection)
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   NEW CONSTRUCTIONS   AWNINGS &amp; ADVERTISING SIGNS</b>		
Minimum fee	\$410.00	Assessmnt Fee- \$600.00 + \$360.00 per inspection
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   NEW CONSTRUCTIONS   UNCLASSIFIED BUILDINGS</b>		
Minimum fee	\$410.00	Price Quoted on Application
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   RELOCATIONS   CLASS 1 - DWELLINGS</b>		
< 300m <sup>2</sup> GFA – Owner builder	\$1,129.00	Assessmnt Fee- \$840.00 + \$360.00 per inspection
< 300m <sup>2</sup> GFA – Registered builder	\$830.00	Assessmnt Fee- \$840.00 + \$360.00 per inspection
> 300m <sup>2</sup> GFA – Owner builder	\$3.30/m <sup>2</sup> + \$1,240.00	Assessmnt Fee- \$960.00 + \$360.00 per inspection
> 300m <sup>2</sup> GFA – Registered builder	\$2.30/m <sup>2</sup> + \$930.00	Assessmnt Fee- \$960.00 + \$360.00 per inspection
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   EXTENSIONS &amp; RENOVATIONS   CLASS 1 – DWELLINGS</b>		
< 150m <sup>2</sup> GFA – Registered builder	\$667.00	Assessmnt Fee- \$720.00 + \$360.00 per inspection
< 150m <sup>2</sup> GFA – Owner builder	\$825.00	Assessmnt Fee- \$720.00 + \$360.00 per inspection
> 150m <sup>2</sup> addition – Registered builder	\$3.55/m <sup>2</sup> + \$772.00	Assessmnt Fee- \$840.00 + \$360.00 per inspection
> 150m <sup>2</sup> addition – Owner builder	\$4.60/m <sup>2</sup> + \$930.00	Assessmnt Fee- \$840.00 + \$360.00 per inspection
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   EXTENSIONS &amp; RENOVATIONS   CLASS 2 &amp; 3 – FLATS, MOTELS, ACCOMMODATION UNITS</b>		
< 150m <sup>2</sup> GFA – Registered builder	\$819.00	Price Quoted on Application
> 150m <sup>2</sup> addition – Registered builder	\$4.60/m <sup>2</sup> + \$105.00	Price Quoted on Application
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   EXTENSIONS &amp; RENOVATIONS   CLASS 4 – 9 – COMMERCIAL &amp; INDUSTRIAL BUILDING</b>		
< 300m <sup>2</sup> GFA – Registered builder	\$819.00	Price Quoted on Application
300m <sup>2</sup> – 500m <sup>2</sup> GFA – Registered builder	\$1,092.00	Price Quoted on Application
> 500m <sup>2</sup> GFA – Registered builder	\$1,780.00	Price Quoted on Application
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   EXTENSIONS &amp; RENOVATIONS   CLASS 10 – GARDEN SHEDS, UNROOFED PERGOLAS &amp; DECKS ETC</b>		
10m <sup>2</sup> – 120m <sup>2</sup> GFA – Registered builder	\$268.00	Assessmnt Fee- \$720.00 + \$360.00 per inspection
10m <sup>2</sup> – 120m <sup>2</sup> GFA – Owner builder	\$331.00	Assessmnt Fee- \$720.00 + \$360.00 per inspection
> 120m <sup>2</sup> GFA – Registered builder	\$546.00	Assessmnt Fee- \$720.00 + \$360.00 per inspection
> 120m <sup>2</sup> GFA – Owner builder	\$609.00	Assessmnt Fee- \$720.00 + \$360.00 per inspection
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   EXTENSIONS &amp; RENOVATIONS   CLASS 10 – SWIMMING POOL &amp; FENCING</b>		
Minimum fee – Registered builder	\$478.00	\$600.00 (includes certificate & one inspection)
Minimum fee – Owner builder	\$609.00	\$600.00 (includes certificate & one inspection)
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   EXTENSIONS &amp; RENOVATIONS   AWNINGS &amp; ADVERTISING SIGNS</b>		
Minimum fee – Registered builder	\$478.00	Assessmnt Fee- \$600.00 + \$360.00 per inspection
Minimum fee – Owner builder	\$609.00	Assessmnt Fee- \$600.00 + \$360.00 per inspection
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   EXTENSIONS &amp; RENOVATIONS   UNCLASSIFIED BUILDINGS</b>		
Minimum fee – Registered builder	\$478.00	Price Quoted on Application
Minimum fee – Owner builder	\$609.00	Price Quoted on Application

<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   EXTENSIONS &amp; RENOVATIONS   DEMOLITION, REMOVAL OR MISCELLANEOUS MINOR WORKS REQUIRING APPROVAL</b>		
Minimum fee – Registered builder	\$331.00	Assessmnt Fee- \$720.00 + \$360.00 per inspection
Minimum fee – Owner builder	\$415.00	Assessmnt Fee- \$720.00 + \$360.00 per inspection
Class 1 - Underpinning/Restumping		Assessmnt Fee- \$720.00 + \$360.00 per inspection
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   ANIMAL CONTROL   ANIMAL REGISTRATION</b>		
Puppy (under 6 months – evidence required)	\$32.00	
Entire dog	\$116.00	
Entire dog – Aged pensioners (entitlement card required)	\$58.00	
Desexed dog (evidence required)	\$42.00	
Desexed dog – Aged Pensioners (entitlement card required)	\$21.00	
Dangerous Dog (Declared Regulated Dog as per the Animal Management (Cats & Dogs) Act 2008)	\$289.00	
Menacing dog (Declared Menacing Dog as per the Animal Management (Cats & Dogs) Act 2008)	\$179.00	
Working dog (an application with supporting evidence must be submitted to Council)	\$0.00	
Guide dog and assistance dog – no registration fee applies (must still submit an animal registration)	\$0.00	
Kennel permit (per year – by application to Council) (up to 6 dogs/puppies) (includes registration)	\$331.00	
Replacement registration tag	\$6.00	
Boarding fee (eg emergency accommodation)	\$33.00	
Cat trap bond (dependent on availability)	\$33.00	
Barking collar bond (dependent on availability)	\$55.00	
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   ANIMAL CONTROL   IMPOUNDMENT</b>		
1st impoundment (dog & cat)	\$121.00	
2nd impoundment (dog & cat)	\$184.00	
3rd impoundment (dog & cat)	\$242.00	
Micro-chipping fee for all impounded animals not micro-chipped (dog & cat)	\$121.00	
Sustenance fee – per day or part thereof for detained animals (dog & cat)	\$28.00	
Entire bull	\$121.00	
Entire stallion	\$300.00	
All other horses and cattle	\$121.00	
Sheep	\$11.00	
Goats	\$121.00	
Sustenance fee – all other animals (except sheep)	\$33.00	
Sustenance fee – sheep	\$11.00	
Driving fees for leading, transporting etc. to pound	At cost	
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   ANIMAL CONTROL   COMMON PERMIT</b>		
Application fee	\$63.00	
Annual fee (renewal)	\$63.00	
Mustering fee	At cost	
Out of hours call outs deemed non-urgent by the CEO or delegated officer	At cost	
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   ANIMAL CONTROL   RESERVES AGISTMENT</b>		
Warrabin Lane (upon approved application to Council)	\$4.00	
Dillon’s Well (upon approved application to Council)	\$4.00	
Gunnadorah Reserve	\$3,060.00	

<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   ANIMAL CONTROL   PORTABLE FENCING PANELS</b>		
Bond per panel		\$216.00
Fee per panel/per week		\$6.00
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   LICENCE FEES   FOOD LICENCE FEES</b>		
Food licence application (new food premises) (includes annual fee)		\$284.00
Food premise licence renewal fee (annual)		\$147.00
Amendment (change address/minor)		\$61.00
Amendment to premises (major)		At cost
Copy/replacement of licence		\$11.00
Additional inspection (per hour)		\$132.00
Volunteer group (eg sporting/school)		\$11.00
Home based catering service		\$33.00
Accrediting a food safety program		\$121.00
Auditing a food safety program		At cost
Amending a food safety program		\$61.00
Environmental Health Search only		\$121.00
Apiary Site Application Fee		\$294.00
Apiary site yearly fee		\$121.00
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   LICENCE FEES   BEAUTY THERAPY</b>		
Beauty therapy licence application (new)		\$153.00
Beauty therapy licence application (renewal)		\$121.00
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   LICENCE FEES   ENVIRONMENTALLY RELEVANT ACTIVITIES</b>		
All other ERA's		\$352.00
Registration of motor vehicle workshop		\$352.00
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   LICENCE FEES   HEALTH COMPLIANCE INSPECTIONS</b>		
Inspection fee		\$153.00
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   LICENCE FEES   REGULATED WASTE FEES</b>		
Application for Trade Waste Licence discharge – Category 1 (Schedule 9 of the EP Regulation)		\$410.00
Application for Trade Waste Licence discharge – Category 2 (Schedule 9 of the EP Regulation)		\$410.00
Burial of trade asbestos/CCA treated timber or other waste greater than 10m2		\$331.00
Asbestos 10m2 or less (MUST CONTACT COUNCIL PRIOR)		\$216.00
Contaminated soil (low level)		\$45.00
Contaminated soil (High level)		POA
Disposal of septic or grey water waste (any quantity)		\$0.10
<b>QUILPIE SHIRE COUNCIL   GOVERNANCE   LICENCE FEES   UNREGULATED WASTE FEES</b>		
Commercial/industrial and demolition waste fee per tonne		\$55.00
Commercial/industrial and demolition waste fee per m3		\$18.00
<b>QUILPIE SHIRE COUNCIL   CORPORATE   COPIES OF DOCUMENTS</b>		
Annual Report		\$13.00
Budget & Revenue Statement		\$13.00
Corporate Plan		\$13.00
Operational Plan		\$13.00

Minutes – monthly	\$13.00
Local Laws	\$13.00
Archive fee	\$13.00
Planning Scheme – complete hard copy	\$13.00
Planning Scheme – complete electronic copy	\$13.00
Planning Scheme – sections (hardcopy/electronic)	\$13.00
<b>QUILPIE SHIRE COUNCIL   CORPORATE   RIGHT TO INFORMATION</b>	
Right to Information Access Application Fee	As per regulation
Processing fee where total processing is 5 hours or less	As per regulation
Processing fee for each 15 minutes or part thereof where the processing is greater than 5 hours	As per regulation
Access charge for each black and white copy of an A4 document	As per regulation
<b>QUILPIE SHIRE COUNCIL   CORPORATE   PHOTOCOPYING</b>	
A4 single sided page – black & white	\$0.70
A4 single sided page – colour	\$1.20
A4 double sided page – black & white	\$0.90
A4 double sided page – colour	\$2.20
A3 single sided page – black & white	\$0.90
A3 single sided page – colour	\$1.30
A3 double sided page – black & white	\$1.10
A3 double sided page – colour	\$1.60
<b>QUILPIE SHIRE COUNCIL   CORPORATE   LAMINATING</b>	
A4 laminating	\$4.00
A3 laminating	\$6.00
<b>QUILPIE SHIRE COUNCIL   CORPORATE   BINDING</b>	
All sizes	\$4.00
<b>QUILPIE SHIRE COUNCIL   CORPORATE   RATE / PROPERTY SEARCHES</b>	
Property Search – full rate search	\$174.00
Property Search – full rate search (24 hour reply)	\$289.00
<b>QUILPIE SHIRE COUNCIL   CORPORATE   VISITOR INFORMATION CENTRE / GALLERY</b>	
Quilpie Night Show Experience (Mon - Fri) – Adult	\$28.00
Quilpie Night Show Experience (Mon - Fri) – Child	\$10.00
Quilpie Night Show Experience (Mon - Fri) – Family 2x Adult & 2x Child	\$66.00
Quilpie Night Show Experience (Mon - Fri) – Family 2x Adult & 3x Child	\$76.00
Quilpie Night Show Experience (Saturday - request/coach group bookings only) Adult	\$34.00
Quilpie Night Show Experience (Sunday - request/coach group bookings only) Adult	\$38.00
Quilpie Town Tours & Morning Tea (Monday – Friday + weekends before 1pm)	\$22.00
Quilpie Town Tours & Morning Tea (Saturday after 1pm)	\$28.00
Quilpie Town Tours & Morning Tea (Sunday after 1pm)	\$32.00
Quilpie Town Tours (Monday – Friday + weekends before 1pm)	\$8.00
Quilpie Town Tours (Saturday after 1pm)	\$16.00
Quilpie Town Tours (Sunday after 1pm)	\$20.00
Gallery – commission on all gallery sales	15% per item
<b>QUILPIE SHIRE COUNCIL   CORPORATE   RENTAL ACCOMMODATION   QUILPIE HOUSES</b>	
18 Boobook Street, Quilpie (house – modular) – 5 bedroom	\$350.00
27 Dukamurra Street, Quilpie (house – modular) – 4 bedroom	\$330.00

62 Jabiru Street, Quilpie (house – modular) – 5 bedroom	\$350.00
9 Boobook Street, Quilpie (house – modular) – 4 bedroom	\$330.00
8 Boobook Street, Quilpie (house – timber) – 3 bedroom (Employment Contract)	\$310.00
30 Boonkai Street, Quilpie (house – brick) – 3 bedroom (Lease Agreement – Catholic Education)	\$190.00
51 Dukamurra Street, Quilpie (house – timber) – 4 bedroom (Employment Contract)	\$350.00
41 Galah Street, Quilpie (house – brick) – 3 bedroom (Employment Contract)	\$330.00
53 Galah Street, Quilpie (house – brick) – 3 bedroom	\$190.00
57 Galah Street, Quilpie (house – brick) – 3 bedroom (Lease Agreement Ergon Energy)	\$360.00
62 Galah Street, Quilpie (house – modular) – 4 bedroom (Employment Contract)	\$330.00
65-67 Galah Street, Quilpie (house – timber) – 4 bedroom (Lease Agreement – Queensland Health)	\$520.00
57 Jabiru Street, Quilpie (house – timber) – 3 bedroom	\$190.00
7 Kookaburra Street, Quilpie (house – timber) – 3 bedroom	\$190.00
41 Pegler Street, Quilpie (house – timber) – 3 bedroom	\$190.00
64 Pegler Street, Quilpie (house – timber) – 3 bedroom (Employment Contract)	\$190.00
66 Pegler Street, Quilpie (house – timber) – 3 bedroom	\$190.00
74 Pegler Street, Quilpie (house – brick) – 4 Bedroom (Lease Agreement Ergon Energy)	\$425.00
<b>QUILPIE SHIRE COUNCIL   CORPORATE   RENTAL ACCOMMODATION   EROMANGA HOUSES</b>	
16 Donald Street, Eromanga (house – modular) – 3 bedroom	\$170.00
7 Neal Street, Eromanga (house – timber) – 3 bedroom	\$160.00
5 Neal Street, Eromanga (house – timber) – 3 bedroom	\$160.00
14 Donald Street, Eromanga (house – modular) – 3 bedroom	\$170.00
<b>QUILPIE SHIRE COUNCIL   CORPORATE   RENTAL ACCOMMODATION   UNITS/DUPLEXES</b>	
60 Pegler Street, Quilpie – Unit 1 – 2 bedroom	\$170.00
60 Pegler Street, Quilpie – Unit 2 – 2 bedroom	\$170.00
88 Quarrion Street, Quilpie – Unit 1 – 2 bedroom	\$170.00
88 Quarrion Street, Quilpie – Unit 2 – 2 bedroom	\$170.00
67 Boonkai Street, Quilpie – Unit 1 – 2 bedroom	\$170.00
67 Boonkai Street, Quilpie – Unit 2 – 2 bedroom	\$170.00
43 Galah Street, Quilpie – Unit 1 – 2 bedroom	\$170.00
43 Galah Street, Quilpie – Unit 2 – 2 bedroom	\$170.00
1 Boobook Street, Quilpie (Duplex 1) Timber – 2 bedroom	\$230.00
54 Chipu Street, Quilpie (Duplex 2) Timber – 2 bedroom	\$230.00
5 Boobook Street, Quilpie (Duplex 1) Brick – 2 bedroom	\$235.00
5 Boobook Street, Quilpie (Duplex 2) Brick – 2 bedroom	\$235.00
<b>QUILPIE SHIRE COUNCIL   CORPORATE   RENTAL ACCOMMODATION   AGED PERSON HOUSING</b>	
1-17 Gyrica Gardens, Quilpie (unit – brick) 2 bedroom - Non Pensioner	\$160.00
1-17 Gyrica Gardens, Quilpie (unit – brick) 2 bedroom - Pensioner Rate (Evidence required)	\$150.00
<b>QUILPIE SHIRE COUNCIL   COMMUNITY SERVICES   COMMERCIAL CHARGES USE OF ROADS / STREETS</b>	
Permit – per week	\$174.00
Permit – per year	\$373.00
Business activities – sale of good – traders/tinerant vendors	\$714.00
<b>QUILPIE SHIRE COUNCIL   COMMUNITY SERVICES   FACILITY &amp; EQUIPMENT HIRE   TOWN HALLS   QUILPIE HALL &amp; SUPPER ROOM</b>	
Hall only – Hire fee	\$82.00
Hall only – Bond	\$163.00

Supper room only – Hire fee	\$82.00	
Supper room only – Bond	\$163.00	
Hall & supper room – Hire fee	\$137.00	
Hall & supper room – Bond	\$216.00	
<b>QUILPIE SHIRE COUNCIL   COMMUNITY SERVICES   FACILITY &amp; EQUIPMENT HIRE   TOWN HALLS   ADAVALE, EROMANGA &amp; TOOMPINE HALL</b>		
Hall – Hire fee	\$82.00	
Hall – Bond	\$163.00	
<b>QUILPIE SHIRE COUNCIL   COMMUNITY SERVICES   FACILITY &amp; EQUIPMENT HIRE   PARKS   BULLOO PARK</b>		
Stabling & Camping fee (horses only – pre approval needed)	\$20.00	
Complex only (Kitchen, Bar, Kiosk, Toilets & Furniture)– Hire fee	\$163.00	
Complex only (Kitchen, Bar, Kiosk, Toilets & Furniture) – Bond	\$111.00	
Complete facility (all inclusive) – Hire fee	\$331.00	
Complete facility (all inclusive) – Bond	\$216.00	
<b>QUILPIE SHIRE COUNCIL   COMMUNITY SERVICES   FACILITY &amp; EQUIPMENT HIRE   PARKS   JOHN WAUGH PARK</b>		
Complete Complex – Hire fee	\$111.00	
Complete Complex – Bond	\$163.00	
<b>QUILPIE SHIRE COUNCIL   COMMUNITY SERVICES   FACILITY &amp; EQUIPMENT HIRE   EQUIPMENT   TABLE &amp; CHAIRS</b>		
Tables & chairs – Hire fee	<del>\$111.00</del>	
Tables & chairs – Bond	<del>\$111.00</del>	
Events Trailer (Unit 2415) includes 150 Chairs & 24 Tables - Hire Fee		\$ 111.00
Events Trailer (Unit 2415) includes 150 Chairs & 24 Tables - Bond		\$ 150.00
Table & Chair Set up Fee and/or Pack up Fee		Price quoted upon hire – Max \$200. Additional fees will apply if outside regular operating hours.
<b>QUILPIE SHIRE COUNCIL   COMMUNITY SERVICES   FACILITY &amp; EQUIPMENT HIRE   EQUIPMENT   TABLECLOTHS &amp; CHAIR COVERS</b>		
Tablecloths (round or rectangular) each	\$7.00	
Chair covers each	\$2.10	
Tablecloths and chair covers (regardless of number)	\$111.00	
<b>QUILPIE SHIRE COUNCIL   COMMUNITY SERVICES   FACILITY &amp; EQUIPMENT HIRE   EQUIPMENT   CROCKERY &amp; CUTLERY</b>		
Crockery & cutlery – Hire fee	\$111.00	
Crockery & cutlery – Bond	\$111.00	
<b>QUILPIE SHIRE COUNCIL   COMMUNITY SERVICES   FACILITY &amp; EQUIPMENT HIRE   EQUIPMENT   PORTABLE TOILETS</b>		
Portable toilet (single unit) – hire fee (per day/weekend/event (maximum of 3 days)	\$176.00	
Portable toilet (single unit) – hire fee (per week)	\$204.00	
Portable toilets (single unit) – Bond	\$242.00	
Portable toilets (twin unit) – hire fees (per day/weekend/event (maximum of 3 days)	\$337.00	
Portable toilets (twin unit) – hire fees (per week)	\$389.00	
Portable toilets (twin unit) – Bond	\$447.00	
<b>QUILPIE SHIRE COUNCIL   COMMUNITY SERVICES   FACILITY &amp; EQUIPMENT HIRE   EQUIPMENT   OUTDOOR THEATRE EQUIPMENT</b>		<b>QUILPIE SHIRE COUNCIL   COMMUNITY SERVICES   FACILITY &amp; EQUIPMENT HIRE   EQUIPMENT   OTHER EQUIPMENT</b>
Outdoor theatre equipment – Bond	\$137.00	\$ 150.00
Projector & Screen - Bond		\$ 150.00

PA System - Bond		\$	150.00
Generator on Trailer (unit 5006) - Hire Fee			\$100/day or part thereof
Generator on Trailer (unit 5006) - Bond		\$	150.00
Enclosed Trailer (for use with Community Buses only) (Unit 2411) - Hire Fee			\$50/day or part thereof
Enclosed Trailer (for use with Community Buses only) (Unit 2411) - Bond		\$	150.00
<b>QUILPIE SHIRE COUNCIL   COMMUNITY SERVICES   FACILITY &amp; EQUIPMENT HIRE   EQUIPMENT   COMMUNITY BUS</b>			
Usage fee – Commercial use & non-Quilpie Shire community groups		\$1.70	
Usage fee – Quilpie Shire community non-profit use		\$0.50	
Minimum charge		\$44.00	
Cleaning fee		\$66.00	
Bond		\$66.00	
<b>QUILPIE SHIRE COUNCIL   COMMUNITY SERVICES   SWIMMING POOLS</b>			
Entry Fee – Quilpie Pool		\$0.00	
Entry Fee – Eromanga Pool		\$0.00	
Full day hire Quilpie (9.00am to 5.00pm)		\$111.00	
After hours hire Quilpie		\$28.00	
Quilpie Swimming Club	As negotiated with pool manager		
School swimming sessions	As negotiated with pool manager		
<b>QUILPIE SHIRE COUNCIL   COMMUNITY SERVICES   LIBRARY SERVICES</b>			
Library membership		\$0.00	
Internet usage – ½ hour maximum usage at any one time		\$0.00	
Wifi/lpads/BOYD (Bring your own device)		\$0.00	
<b>QUILPIE SHIRE COUNCIL   COMMUNITY SERVICES   CEMETERIES</b>			
Grave digging fee Quilpie (Monday – Friday)		\$1,119.00	
Grave digging fee Quilpie (weekends and public holidays)		\$2,237.00	
Grave digging fee Toompine, Eromanga and Adavale		At cost	
Grave site reservation fee		\$137.00	
Columbarium niche fee		\$168.00	
Columbarium reservation fee		\$137.00	
Columbarium plaque fixing fee		\$137.00	
Ashes to be interred into grave (32.5cm long x 20cm wide x 17.5cm deep)		\$284.00	
<b>QUILPIE SHIRE COUNCIL   ENGINEERING   WATER &amp; SEWERAGE</b>			
Water – connection charge		\$573.00	
Water – disconnection charge		Quote	
Bulk water supply – access fee*		\$1,150.00	
Bulk water supply – consumption*		\$0.10	
Sewerage – connection charge		\$578.00	
Sewerage – disconnection charge		Quote	
<b>QUILPIE SHIRE COUNCIL   ENGINEERING   QUILPIE AERODROME</b>			
Aerodrome operations (out of ordinary working hours)		At cost + 40%	
Quilpie Airport refuelling card including replacement card		\$28.00	
AvGas fuel		At cost + 10%	
Jet A1 fuel		At cost + 10%	
<b>QUILPIE SHIRE COUNCIL   ENGINEERING   PRIVATE WORKS</b>			

Labour (at cost including oncosts)	At cost + 30%	
Plant hire	At cost + 30%	
Parts and materials (at cost including oncosts)	At cost + 30%	
<b>QUILPIE SHIRE COUNCIL   ENGINEERING   ACCOMMODATION</b>		
Adavale permanent camp (per room per day)	\$65.00	
Cheepie permanent camp (per room per day)	\$65.00	
Eromanga permanent camp (per room per day)	\$65.00	
Own facilities using Council camp (all camps) per day	\$14.00	
<b>QUILPIE SHIRE COUNCIL   ENGINEERING   WASTE</b>		
Bulk refuse bin hire – 12m <sup>2</sup> bin	\$347.00	
Bulk refuse bin hire – 18m <sup>2</sup> bin	\$520.00	
Internal delivery charge (incl final collection) 12m <sup>2</sup> bin within township of Quilpie	\$342.00	
Internal delivery charge (incl final collection) 18m <sup>2</sup> bin within township of Quilpie	\$441.00	
Internal delivery charges (incl final collection) all other areas	At cost + 30%	
Additional bin collection (per collection) 12m <sup>2</sup> bin within township of Quilpie	\$273.00	
Additional bin collection (per collection) 18m <sup>2</sup> bin within township of Quilpie	\$373.00	
Additional bin collection (per collection) all other areas	At cost + 30%	
Lost or damaged bins	At cost + 30%	

**16.2 POLICY REVIEW****IX: 251968****Author: Janelle Menzies, Manager Governance and Compliance****Attachments:**

1. **Asset Management Policy** [↓](#)
2. **Private Work Policy** [↓](#)
3. **Private Works Policy with Tracked Changes** [↓](#)

**KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.1 Excellence in customer service**EXECUTIVE SUMMARY**

This report is for Council to adopt the recently reviewed policy and rescind policy no longer required.

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**RECOMMENDATION**

1. That council
  - (a) Adopt the recently revised Private Works Policy and Asset Management Policy;
  - (b) Rescind the Council Swimming Pools Policy due to the Eromanga and Quilpie Swimming Pool operation currently under lease; and
  - (c) Rescind the Invasive Pests Scheme Policy as this scheme never commenced.

**BACKGROUND**

As part of the Council's policy review program the Private Works Policy and the Asset Management Policy have been reviewed for approval. The changes to the policies are as follows:-

- Asset Management Policy – addition highlighted in yellow.
- Private Works Policy – tracked changes version attached.

The Council Swimming Pool Policy is no longer required due to the Eromanga and Quilpie swimming pools now being leased.

The Invasive Pest Scheme Policy can be rescinded as the program never commenced.

**CONSULTATION (Internal/External)**

Leadership Team

**LEGAL IMPLICATIONS**

N/A

**POLICY AND LEGISLATION**

Local Government Act 2009

Local Government Regulation 2012

**FINANCIAL AND RESOURCE IMPLICATIONS**

N/A

**RISK MANAGEMENT IMPLICATIONS**

N/A



# G.01 Asset Management Policy

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<b>1</b>	<b>OBJECTIVE</b> .....	<b>1</b>
<b>2</b>	<b>SCOPE</b> .....	<b>1</b>
<b>3</b>	<b>STATEMENT</b> .....	<b>1</b>
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	3.2 Asset Management Principles .....	2
	3.3 Council Responsibilities .....	2
	3.4 Chief Executive Officer Responsibilities .....	2
	3.5 Senior Management Responsibilities .....	3
<b>4</b>	<b>HUMAN RIGHTS COMPATIBILITY STATEMENT</b> .....	<b>3</b>
<b>5</b>	<b>DEFINITIONS</b> .....	<b>3</b>
<b>6</b>	<b>RELATED POLICIES   LEGISLATION   OTHER DOCUMENTS</b> .....	<b>3</b>
<b>7</b>	<b>VERSION CONTROL</b> .....	<b>3</b>

Under Review

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**Responsible Officer:** Chief Executive Officer  
**Policy Owner:** Council  
**Policy No:** G.01 **Version:** 7  
**Council Resolution Number:** QSC XXX-XX-XX  
**Effective Date:** 17 July 2024

**UNCONTROLLED DOCUMENT WHEN PRINTED**  
**Review Due:** July 2027  
**IX:** 251375



RESPECT | COMMUNICATION | FUN & HUMOUR | PRIDE | TRUST | TEAMWORK



## G.01 Asset Management Policy

### 1 OBJECTIVE

Quilpie Shire Council (Council) recognises that assets are important to the local community and are fundamental to Council's overall service delivery. Planning and responsibility for them requires strong and informed Councillor and executive oversight which is crucial to achieving strategic asset management, financial management and sustainability.

This policy aims to ensure that the importance of effectively and efficiently managing Council's Assets for present and future generations is clearly recognised by Council and the community, in accordance with current legislation and best practice.

The policy aims to provide the overall framework to guide the strategic management of Council's Assets in a co-ordinated and structured manner by:

- Establishing corporate and community objectives for asset management based on service delivery needs;
- Integrating asset management with the Council's corporate planning utilising an integrated multi-disciplinary approach;
- Maximising value for money by adoption of whole of life cycle costing, combined with disciplined performance management;
- Assigning accountability and responsibility for service delivery together with asset management; and
- Promoting sustainability to plan for the needs of future generations.

### 2 SCOPE

This policy applies to all Council owned and operated assets and the associated services, regardless of how they were acquired.

### 3 STATEMENT

#### 3.1 POLICY STATEMENT

In order to achieve Council's stated corporate and community objectives, Council is committed to achieving financial sustainability of its assets over a period of time through the following measures:

- Ensuring assets are managed in accordance with current legislation and government policies;
- Ensuring that the asset base is not increased without considering the impact on Council's ability to fund future maintenance and renewal of the asset including operational costs;
- Not replacing those assets that are determined to be underutilised, at the end of their useful lives, following consultation with the community and determining the impact that replacing the Asset will have on the community;
- Continually improving Council's maintenance and renewal practices and adopting best practice wherever possible;
- Increasing contributions and other funding to ensure that assets are maintained to the service level prescribed by Council;
- Utilising technology advances and innovative solutions that assist and are relevant to asset preservation and maintenance;

**Responsible Officer:** Chief Executive Officer  
**Policy Owner:** Council  
**Policy No:** G.01 **Version:** 7  
**Council Resolution Number:** QSC XXX-XXX-XX  
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**IX:** 251375

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### G.01 Asset Management Policy

- Maintaining and renewing Council's existing assets in a manner which is acceptable to Council and the community in terms of safety, access, quality, impact on the environment, meeting community needs and Council's ability to fund those works;
- Maximising resources to achieve the best outcome for the community;
- Regularly consulting with the community to determine whether its needs are being met;
- Preparation and review of detailed asset management plans for all major classes of assets and using these plans to assist Council to determine the priorities for expenditure; and
- Information about assets is recorded and kept up to date for both technical and financial aspects of the assets.

### 3.2 ASSET MANAGEMENT PRINCIPLES

Council acknowledges the following principles in determining its approach to Asset Management:

- Service delivery forms the basis for Asset Management;
- Asset Management will be integrated with corporate, financial, business and budgetary planning;
- Informed decision making, incorporating a life cycle approach to Asset Management;
- Establishing accountability and responsibility for asset condition, use and performance; and
- Sustainability, providing for present needs while sustaining resources for future generations.

### 3.3 COUNCIL RESPONSIBILITIES

- Act as custodians and trustees for assets;
- Provide stewardship of community assets;
- Approve the Asset Management Plan and monitor its outcomes;
- After assessing competing priorities, set levels of service, risk and cost within available resources;
- Approve the annual budget on sound asset management principles and ensure appropriate resources for asset management activities are made available; and
- Evaluate asset management improvement.

### 3.4 CHIEF EXECUTIVE OFFICER RESPONSIBILITIES

- Develop and agree on the corporate Asset Management Policy with Council;
- Develop and implement the corporate Asset Management Plans with agreed resources;
- Ensure compliance with legal obligations;
- Monitor, review and report performance of the organisation in achieving the Asset Management Plan; and
- Ensure that accurate and reliable information is presented to Council for decision making.

**Responsible Officer:** Chief Executive Officer  
**Policy Owner:** Council  
**Policy No:** G.01 **Version:** 7  
**Council Resolution Number:** QSC XXX-XXX-XX  
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## G.01 Asset Management Policy

### 3.5 SENIOR MANAGEMENT RESPONSIBILITIES

- Assist the Chief Executive Officer to develop, implement and regularly review the Asset Management Policy and Plan;
- Develop Asset Management Plans for individual asset groups, using the principles of whole life cycles analysis including operational expenditure;
- Implement maintenance programs and capital works programs in accordance with Asset Management Plan, Operational Management Plan and Budget;
- Develop and maintain asset information systems;
- Participate in appropriate training to develop skills required to undertake asset management tasks as appropriate for the responsibility of the role or position;
- Deliver levels of service to agreed service risk and costs standards; and
- Present information to the Chief Executive Officer and Council in terms of whole life cycle risks and costs.

## 4 HUMAN RIGHTS COMPATIBILITY STATEMENT

This Policy has been assessed as compatible with the Human Rights protected under the Human Rights Act 2019.

## 5 DEFINITIONS

Nil

## 6 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

IX #	Details
	G.01-A Asset Management Strategy
	G.01-B Asset Management Procedures – Major Plant

## 7 VERSION CONTROL

Version	Date	Details
V1	20-Sep-11	Developed and adopted
V2	08-Apr-14	Reviewed and adopted
V3	06-Mar-15	Reviewed and adopted
V4	10-Jun-16	Reviewed and adopted
V5	13-Apr-18	Reviewed – no changes
V6	12-Jun-20	Reviewed – no changes
V7	16-Jul-24	Reviewed

**Responsible Officer:** Chief Executive Officer  
**Policy Owner:** Council  
**Policy No:** G.01 **Version:** 7  
**Council Resolution Number:** QSC XXX-XXX-XX  
**Effective Date:** 17 July 2024

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**Review Due:** July 2027  
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# F.09 Private Works Policy

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<b>1</b>	<b>OBJECTIVE</b> .....	<b>1</b>
<b>2</b>	<b>SCOPE</b> .....	<b>1</b>
<b>3</b>	<b>STATEMENT</b> .....	<b>1</b>
	3.1 Register of Private Works.....	1
	3.2 Intent.....	1
	3.3 Undertaking Private Works.....	1
<b>4</b>	<b>HUMAN RIGHTS COMPATIBILITY STATEMENT</b> .....	<b>2</b>
<b>5</b>	<b>DEFINITIONS</b> .....	<b>2</b>
<b>6</b>	<b>RELATED POLICIES   LEGISLATION   OTHER DOCUMENTS</b> .....	<b>2</b>
<b>7</b>	<b>VERSION CONTROL</b> .....	<b>2</b>

Under Review

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**Responsible Officer:** Chief Executive Officer  
**Policy Owner:** Council  
**Policy No:** F.09 **Version:** 6  
**Council Resolution Number:** QSC XXX-XX-XX  
**Effective Date:** 16 July 2024

**UNCONTROLLED DOCUMENT WHEN PRINTED**  
**Review Due:** July 2027  
**IX:** 251423



RESPECT | COMMUNICATION | FUN & HUMOUR | PRIDE | TRUST | TEAMWORK


**F.09 Private Works Policy**
**1 OBJECTIVE**

The objectives of this policy are:

- To ensure Quilpie Shire Council's (Council) processes for the quotation and undertaking of private works are done in a fair, prudent and transparent manners; and
- To ensure that Council staff are aware of their obligations regarding private works.

**2 SCOPE**

This policy applies to all private works.

This policy does not apply to works undertaken by Council on a contractual basis for a third party such as Department of Transport & Main Roads contracts and the supply of concrete to Council Contractors.

**3 STATEMENT**
**3.1 REGISTER OF PRIVATE WORKS**

Managers & Supervisors are supplied with pre-numbered Private Works (PW) request books. These books constitute a register of private works.

**3.2 INTENT**

It is not Council's intent that they will compete with local businesses. Council will only carry out work or supply stores items if there is no local supplier at a reasonable price or in a reasonable timeframe or where quality of the product cannot be guaranteed.

Where there is a dispute as to the meaning of "reasonable" the decision of Council's CEO shall be final.

**3.3 UNDERTAKING PRIVATE WORKS**

Council reserves the right to refuse to undertake private works if it is deemed to be outside of Council's scope of works, timeframes cannot be met, resources are not available for any other reason deeming the works unachievable by Council.

When undertaking private works Council shall ensure that all relevant approvals have been sought by the person(s) requesting the works and copies of any necessary approvals shall be retained by Council.

All works relating to new, upgraded or redevelopment of Council infrastructure shall be undertaken in accordance with Council's requirements for the design and construction of the works.

All private works will be invoiced with full cost recovery including corporate overheads plus an additional 10% and GST as soon as practicable after the works have been completed.

All minor works to the value of \$5,000 (exclusive of GST) shall be undertaken and invoiced in accordance with relevant procedures.

All works greater than the value of \$5,000 will require a 20% deposit to be paid prior to commencement of work.

Council may refuse to continue with the undertaking of any works should any prescribed monies due not be paid within the required timeframe.

**Responsible Officer:** Chief Executive Officer  
**Policy Owner:** Council  
**Policy No:** F.09 **Version:** 6  
**Council Resolution Number:** QSC XXX-XXX-XX  
**Effective Date:** 16 July 2024

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**Review Due:** July 20247  
**IX:** 251423

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F.09 Private Works Policy

**4 HUMAN RIGHTS COMPATIBILITY STATEMENT**

This Policy has been assessed as compatible with the Human Rights protected under the Human Rights Act 2019.

**5 DEFINITIONS**

Council      Quilpie Shire Council

**6 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS**

IX #	Details
251425	F.09-A Private Works Procedure

**7 VERSION CONTROL**

Version	Date	Details
V1	16-Jun-15	Developed and adopted
V2	08-Jul-16	Reviewed and adopted
V3	13-Apr-18	Reviewed – no changes
V4	09-Jul-19	Reviewed – no changes
V5	11-Sep-20	Reviewed and adopted
V6	16-Jul-24	Reviewed, new format and adopted

**Responsible Officer:** Chief Executive Officer  
**Policy Owner:** Council  
**Policy No:** F.09 **Version:** 6  
**Council Resolution Number:** QSC XXX-XXX-XX  
**Effective Date:** 16 July 2024

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## F.09 Private Works Policy

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3	STATEMENT .....	1
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	3.2 Intent.....	1
	3.3 Undertaking Private Works.....	1
	3.4 Payment.....	1
4	HUMAN RIGHTS COMPATIBILITY STATEMENT.....	2
5	DEFINITIONS.....	2
6	RELATED POLICIES   LEGISLATION   OTHER DOCUMENTS .....	2
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Style Definition: TOC 1

Responsible Officer: Chief Executive Officer  
 Policy Owner: Council  
 Policy No: F.09 Version: 6  
 Council Resolution Number: QSC XXX-XX-XX  
 Effective Date: 16 July 2024

UNCONTROLLED DOCUMENT WHEN PRINTED  
 Review Due: July 2027  
 IX: 251423

RESPECT | COMMUNICATION | FUN & HUMOUR | PRIDE | TRUST | TEAMWORK

**F.09 Private Works Policy**

**1 OBJECTIVE**

The objectives of this policy are:

- To ensure Quilpie Shire Council's (Council) processes for the quotation and undertaking of private works are done in a fair, prudent and transparent manners; and
- To ensure that Council staff are aware of their obligations regarding private works.

**2 SCOPE**

This policy applies to all private works.

This policy does not apply to works undertaken by Council on a contractual basis for a third party such as Department of Transport & Main Roads contracts.

**Commented [GU1]:** maybe expand this to include concrete the town houses etc

**3 STATEMENT**

**3.1 REGISTER OF PRIVATE WORKS**

Delegates are supplied with pre-numbered Private Works (PW) request books. These books constitute a register of private works.

**Commented [GU2]:** Should 'Delegate' be defined below in definitions?

**Commented [GU3R2]:** Change to Managers/Supervisors

**3.2 INTENT**

It is not Council's intent that they will compete with local businesses. Council will only carry out work or supply stores items if there is no local supplier at a reasonable price or in a reasonable timeframe, or where quality of the product cannot be guaranteed.

**Deleted:** .

Where there is a dispute as to the meaning of "reasonable" the decision of Council's CEO shall be final.

**3.3 UNDERTAKING PRIVATE WORKS**

Council reserves the right to refuse to undertake private works if it is deemed to be outside of Council's scope of works, timeframes cannot be met, resources are not available, or for any other reason deeming the works unachievable by Council.

**Deleted:** lity

When undertaking private works Council shall ensure that all relevant approvals have been sought by the person(s) requesting the works and copies of any necessary approvals shall be retained by Council.

All works relating to new, upgraded or redevelopment of Council infrastructure shall be undertaken in accordance with Council's requirements for the design and construction of the works.

All private works will be charged at full cost recovery including corporate overheads plus an additional 10%.

**Commented [GU4]:** Plus GST

**3.4 PAYMENT**

All minor works to the value of \$5,000 (exclusive of GST) shall be undertaken and invoiced in accordance with relevant procedures.

**Commented [GU5]:** All works are invoiced out at cost plus GST approximately every 1-2 months (when i have a char review costs). No deposit paid.

**Commented [GU6]:** What about under \$5000?

All works greater than the value of \$5,000 will require a 20% deposit to be paid prior to commencement of work.

**Commented [GU7]:** This has not happened at all since i h been at council. Works are often completed before job number created.

Council may refuse to continue with the undertaking of any three one

**Commented [GU8]:** This needs amending

Responsible Officer: Chief Executive Officer  
 Policy Owner: Council  
 Policy No: F.09 Version: 6  
 Council Resolution Number: QSC XXX-XXX-XX  
 Effective Date: 16 July 2024

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 Review Due: July 20247  
 IX: 251423

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F.09 Private Works Policy

**4 HUMAN RIGHTS COMPATIBILITY STATEMENT**

This Policy has been assessed as compatible with the Human Rights protected under the Human Rights Act 2019.

**5 DEFINITIONS**

Council      Quilpie Shire Council

**6 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS**

IX #	Details
251425	F.09-A Private Works Procedure

**7 VERSION CONTROL**

Version	Date	Details
V1	16-Jun-15	Developed and adopted
V2	08-Jul-16	Reviewed and adopted
V3	13-Apr-18	Reviewed – no changes
V4	09-Jul-19	Reviewed – no changes
V5	11-Sep-20	Reviewed and adopted
V6	16-Jul-24	Reviewed, new format and adopted

Responsible Officer: Chief Executive Officer  
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RESPECT | COMMUNICATION | FUN & HUMOUR | PRIDE | TRUST | TEAMWORK

**16.3 HOUSING SUPPORT PROGRAM - COMMUNITY ENABLING INFRASTRUCTURE  
STREAM GRANT APPLICATION****IX: 251984****Author: Justin Hancock, Chief Executive Officer****Attachments: Nil****KEY OUTCOME****Key Outcome:** 1. Great Place to Live**Key Initiative:** 1.1 Well-planned and highly liveable communities**Key Outcome:** 2. Flourishing Economy**Key Initiative:** 2.1 Reach the Q1000 population target**EXECUTIVE SUMMARY**

The purpose of this report is to consider a grant application under the Housing Support Program – Community Enabling Infrastructure Stream.

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**RECOMMENDATION**

1. That Council:
  - (a) support an application under the Housing Support Program – Community Enabling Infrastructure Stream for the Quilpie Rural Residential Subdivision; and
  - (b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to finalise and execute any and all matters associated with the grant application.

**BACKGROUND**

The Australian Government's \$500 million Housing Support Program (HSP) is one of a range of measures designed to help achieve the National Housing Accord's target of building 1.2 million new, well-located homes over 5 years from 1 July 2024. The HSP will support the delivery of increased housing supply by funding projects that seek to deliver enabling infrastructure and provide amenities to support new housing development or improve building planning capability or deliver social housing.

More specifically the program will support:

- Infrastructure projects that support new housing, such as connecting essential services like water, power, sewage, and roads; and
- Infrastructure projects that provide amenities to support new housing, including shared facilities like community centres and parks.

- Building planning capability, including resources to support increased delivery of new housing and master planning to support increasing housing in well-located areas.

The second stream, the Community Enabling Infrastructure Stream (CEI), is now open to local, state and territory governments. It will provide funding for enabling infrastructure and community amenity projects. Applications for HSP Stream 2 will open 9.00am AEST on Friday 5 July 2024 and close 5.00pm AEST 16 August 2024.

Examples of eligible construction (enabling infrastructure and community amenities) projects could include, but are not limited to, construction or installation of:

- new, or upgrade of existing, roads or railways to support development of and/or access to new, well-located housing development(s), not including roads or railways which are listed on the National Land Transport Network (NLTN);
- new, or upgrade or augmentation of existing, utilities<sup>1</sup> to support new housing development(s);
- amenities to support new housing development(s) such as parks, sporting facilities, community halls and/or libraries, common outdoor spaces, etc.; or
- fixed infrastructure for integrated public transport (e.g.: bus priority lanes and signalling; bus, train or light rail stops; transit interchanges) and/or active transport (e.g. footpaths; pedestrian crossings; cycle paths and lanes, etc.) to support new housing development(s).

Where an application proposes to construct car parking, that car parking must be constructed as part of a broader project, retained under state/territory or local government ownership, and not be subject to user charging before 1 July 2030.

The maximum funding amount available through HSP-CEI is \$45 million per application.

The Australian Government will contribute up to 100 per cent of the total project cost for successful local government projects, and up to 50 per cent for successful state and territory projects.

There is no limit to the number of applications an applicant may submit under HSP-CEI. An application may include multiple sub-projects provided those sub-projects have a clear and logical link to each other. For example, the construction of new public transport facilities within a new housing estate could be combined with the installation of utilities infrastructure within that new estate. Applications with multiple sub-projects will be considered in full; sub-projects will not be considered separately.

The full scope of the project(s) as described within the application must be able to be completed on or before 30 June 2026.

Having reviewed the funding guidelines, the most applicable project to be funded through this program would be the new Quilpie Rural Residential Subdivision. The Development Application for this project will be tabled for Councils consideration on 16 July 2024 which will deliver the construction of 30 new rural residential lots.

## OPTIONS

### Option 1 – Recommended

1. That Council:
  - (a) support an application under the Housing Support Program – Community Enabling Infrastructure Stream for the Quilpie Rural Residential Subdivision; and

- (b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to finalise and execute any and all matters associated with the grant application.

### Option 2

1. That Council does not support an application under the Housing Support Program – Community Enabling Infrastructure Stream.

### **CONSULTATION (Internal/External)**

Director Engineering Services

Manager Finance and Administration

Precinct Urban Planning

GBA Consulting Engineers

Morcom Surveyors

### **LEGAL IMPLICATIONS**

N/A

### **POLICY AND LEGISLATION**

Local Government Act 2009

Local Government Regulation 2012

Planning Act 2016

### **FINANCIAL AND RESOURCE IMPLICATIONS**

To date, Council have incurred expenses totalling \$49,851.31 with committed costs of \$158,027.70 bringing the total costs associated with the design and approval of the subdivision to \$207,879.01.

Council have received a draft predesign estimate for civil/ water excluding power, including contingency and project management, this totals \$2,319,307.95. Council is awaiting estimates costing from Ergon Energy, however these are predicted to cost between \$10,000 and \$20,000 per lot, therefore totalling between \$300,000 and \$600,000.

This would bring the total design and construction costs for 30 lots between \$2.83M and \$3.13M, resulting in an average cost per block between \$94,333.33 and \$104,333.33. Lot sizes will range between 2Ha and 3.2Ha.

As per the funding guidelines, the Australian Government will contribute up to 100 per cent of the total project cost for successful local government projects. To support the applications, it is recommended that Council make a co-contribution of 10% of the Construction costs and also recognise the planning costs as Council's in kind contribution. This contribution would range between the following:

	Scenario A	Scenario B
Design Costs	\$207,879.01	\$207,879.01
Construction Costs	\$2,619,307.95	\$2,919,307.95
<b>Total Costs</b>	<b>\$2,827,186.96</b>	<b>\$3,127,186.96</b>

Council In-Kind	\$207,879.01	\$207,879.01
Council Cash Contribution	\$261,930.80	\$291,930.80
HSP – Stream 2	\$2,357,377.15	\$2,627,377.15
<b>Total Funding</b>	<b>\$2,827,186.96</b>	<b>\$3,127,186.96</b>

If successful, Council will need to undertake a budget review to include the co-contribution amount, the majority of this expense is anticipated to occur in the 2025/26 FY.

**RISK MANAGEMENT IMPLICATIONS**

Low Risk – As part of the funding application a full risk management plan must be submitted.

**16.4 LGAQ ANNUAL CONFERENCE 2024 - MOTION REQUEST****IX: 251985****Author: Justin Hancock, Chief Executive Officer****Attachments: 1. Draft motion 2024 [↓](#)****KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.6 Inclusive community engagement and decision-making**EXECUTIVE SUMMARY**

The Local Government Association of Queensland (LGAQ) has called for agenda items/motions for consideration at the Annual Conference to be held in October 2024. Motions are required to be submitted by no later than Monday 29 July 2024. The Agenda Committee will review all submitted motions and provide a Preliminary Agenda for Member Councils four (4) weeks prior to the commencement of the Conference.

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**RECOMMENDATION**

1. That Council endorse the following motion for the annual LGAQ conference:
  - (a) That the LGAQ calls on the State Government to increase funding for regulated long distance air services for rural, remote & first nation communities.

**BACKGROUND**

The Local Government Association of Queensland (LGAQ) has called for agenda items/motions for consideration at the Annual Conference to be held between 21st October 2024 - 23rd October 2024. Motions are required to be submitted by no later than Monday 29 July 2024. The Agenda Committee will review all submitted motions and provide a Preliminary Agenda for Member Councils four (4) weeks prior to the commencement of the Conference.

The proposed motion has been attached for Council's consideration.

**OPTIONS**Option 1

1. That Council endorse the following motion for the annual LGAQ conference:
  - (a) That the LGAQ calls on the State Government to increase funding for regulated long distance air services for rural, remote & first nation communities.

Option 2

2. That Council resolve not to put forth a motion for the annual LGAQ Conference.

**CONSULTATION (Internal/External)**

Councillors

SWQROC

**LEGAL IMPLICATIONS**

N/A

**POLICY AND LEGISLATION**

N/A

**FINANCIAL AND RESOURCE IMPLICATIONS**

N/A

**RISK MANAGEMENT IMPLICATIONS**

Low Risk



Every Queensland community deserves to be a liveable one

2024 LGAQ Annual Conference – Motions template

<b>Who is the key contact for this motion?</b> (required)	Justin Hancock – CEO Quilpie Shire Council
<b>Submitting council</b> (required)	Quilpie Shire Council
<b>Supporting organisation</b> (if applicable)	SWQROC
<b>Council resolution #</b> (required)	
<b>Date of council resolution</b> (required)	16/07/2024
<input type="checkbox"/> Does this motion have state-wide relevance? <b>(This is a required field)</b>	
<b>Title of motion</b> (required)	Increased funding for regulated long distance air services
<b>Motion</b> (required)	The LGAQ calls on the State Government to increase funding for regulated long distance air services for rural, remote & first nation communities.
<b>What is the desired outcome sought?</b> (required) 200 word limit	<p>That the State Government increase funding allocations towards providing long distance air services in regional, remote and first nation communities to improve access to essential services such as health, education and employment.</p> <p>Through regulation and service contracts, the State Government fund the delivery of reliable air services with capped maximum fares to 23 regional Queensland communities. These fares can often be exorbitant, with recent fares reaching \$938.00 one way (Birdsville-Brisbane 19 July 2024).</p> <p>With cost-of-living impacting residents and small businesses alike, no reprieve has been provided for the increase in air services expenses in regional, remote and first nation communities. The increase in funding sought should be prioritised to provide more low cost airfares for residents living in regional, remote and</p>



	<p>first nation communities to improve access to essential services such as health, education and employment.</p>
<p><b>Background</b> (required) 350 word limit</p>	<p>An extensive, competitive open tender process was held during 2021 and new regulated service contracts commenced on 1 January 2022. The following regional, remote and first nation communities receive the regulated air service:</p> <ul style="list-style-type: none"> <li>• Barcaldine</li> <li>• Bedourie</li> <li>• Birdsville</li> <li>• Blackall</li> <li>• Boulia</li> <li>• Burketown</li> <li>• Charleville</li> <li>• Cunnamulla</li> <li>• Doomadgee</li> <li>• Hughenden</li> <li>• Julia Creek</li> <li>• Longreach</li> <li>• Mornington Island</li> <li>• Mount Isa</li> <li>• Normanton</li> <li>• Quilpie</li> <li>• Richmond</li> <li>• Roma</li> <li>• St George</li> <li>• Thargomindah</li> <li>• Toowoomba</li> <li>• Windorah</li> <li>• Winton</li> </ul> <p>The regulated air service contracts are designed to cap the maximum fares to the 23 regional Queensland communities listed above. With recent inflationary pressures, fares have risen to exorbitant prices, with recent fares reaching \$938.00 one way (Birdsville-Brisbane 19 July 2024).</p> <p>On 26 May 2024, Premier Steven Miles announces a six-month trial of charging just 50c for all public transport trips in the state, regardless of trip length. The 50c</p>



	<p>trip trial will come into effect from 5 August, and apply to all Translink public transport services around the state.</p> <p>It is estimated that this 6 month trail will cost the Queensland State Government \$150 Million. While this announcement has been publicised as a cost-of-living relief for Queenslanders, the predominant beneficiaries of this initiative will be residents of South East Queensland.</p> <p>Residents in regional, remote and first nation communities have not received any cost-of-living relief when it comes to accessing affordable public transport. This is resulting in residents foregoing access to services such as health, education and employment, or alternatively being forced to drive long stances upwards of 1000Km to access these services.</p>
<p><b>Case study/ Example</b> (optional) 350 word limit</p>	<p>N/A</p>