

Policy and Procedure Register updates – Summary of changes to:

User charging procedure

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input checked="" type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Red tape reduction initiative	<input type="checkbox"/> Audit/review recommendation
<input type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>The procedure has been updated to align with the <i>Human Rights Act 2019</i> (Qld). The School fees matrix has also been updated to clarify that certain learning resources and educational services cannot be charged to parents.</p>		
2. Summary of changes		
<p>Key changes to the procedure include:</p> <ul style="list-style-type: none"> clarifying that costs already funded by the department cannot be charged by Principals of Outdoor and Environmental Education Centres (e.g. through appropriations or notional salary allocations) conducting human rights impact assessments when deciding whether to charge a fee, determining fee amounts and waiver/exemption/refund criteria, and reflecting on whether the decision engages, limits or justifies human rights adding the definition of P&C to match that used in the SRS procedure updating legislative references to include the <i>Human Rights Act 2019</i> (Qld). <p>Key changes to the School fees matrix include:</p> <ul style="list-style-type: none"> adding guidance that short-term or incidental use of equipment (e.g. for assignments or assessments) is not considered a hire arrangement under the SRS updating the terminology and scope of swimming-related costs to reflect the Water Safety and Swimming Education Program and clarifying what can and cannot be charged, including costs for teaching, pool admission and transport adding reference to extra-curricular swimming activities (e.g. carnivals) as chargeable items when not part of the formal Water Safety and Swimming Education program Removing “lockers” and “cameras” from examples. 		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way</i> ?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, select the type of change: <i>(select all that apply)</i>		
<input type="checkbox"/> Revised responsibilities	<input checked="" type="checkbox"/> New/additional responsibilities	<input type="checkbox"/> Removed responsibilities
Position title	Summary of change	Page #
Principals, Principals of Outdoor and Environmental Education Centres and Executive Directors or above	Consider human rights impacts when setting and charging fees or making fee decisions, ensuring compatibility with the Human Rights Act 2019 (Qld).	1, 2, 3

Regional Financial Advisory Services (FAS) team	Consider human rights impacts when giving advice on fees, ensuring compatibility with the Human Rights Act 2019 (Qld).	3
4. Communication and support for implementation		
<p>Consultation has occurred with subject matter experts, State Schools (swimming), Governance, Strategy and Planning (human rights), Privacy team and legal services (privacy statement) and Financial Advisory Services.</p> <p>Department wide communication of the procedure and supporting documents has been developed in consultation with the department's communication team.</p> <p>Online training will be delivered through master classes in Term 3 2025.</p>		
<p>For further assistance, please contact:</p> <ul style="list-style-type: none"> Procedure contact: Financial Business Policy Email: FinancialPolicy.Finance@qed.qld.gov.au 		