ORDINARY MEETING

AGENDA

22 SEPTEMBER 2026

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 22 September 2026 commencing at 9:00 AM for transaction of the enclosed business.

CHIEF EXECUTIVE OFFICER
16 September 2026

Next Meeting Date: 13.10.26

Please note:

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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1 OPENING

1.1 Acknowledgement of Country

2 PRESENT

Members Present:

The Mayor, Councillor A P Williams (Chairperson)
Deputy Mayor, Councillor M D Wickerson
Councillor S Latcham
Councillor E W Oram
Councillor C R Rutherford
Councillor M A Taylor
Councillor G D Mathers
Councillor E B Hilse

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 8 September 2026

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

Nil

10 COUNCILLOR/DELEGATE REPORTS

Nil

11 OFFICERS' REPORTS

11.1 DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE FOR AN UNDEFINED USE (FUNCTION FACILITY AND ANCILLARY SHORT-TERM GUEST ACCOMMODATION)

File No:	**D/75-2026**
Attachments:	**1. Locality Plan⇩** **2. Site plan - stage 1⇩** **3. Site plan - stage 2⇩**
Authorising Officer:	**Amanda O'Mara - Coordinator Development Assessment** **Angela Arnold - Acting Manager Planning & Regulatory Services** **Damon Morrison - General Manager Communities and Lifestyle**
Author:	**Sophie Muggeridge - Planning Officer**

SUMMARY

Development Application Number:	D/75-2026
Applicant:	G D & J A Paddison c/- Gideon Town Planning
Real Property Address:	Lot 187 on RP614688
Common Property Address:	Lot 187 Harnsworth Road, Alton Downs
Area of Site:	7.313 hectares
Planning Scheme:	Rockhampton Region Planning Scheme 2015 (v5)
Planning Scheme Zone:	Rural Zone
Planning Scheme Precinct:	Alton Downs Precinct
Planning Scheme Overlays:	Airport Environs Overlay Steep Land Overlay
Existing Development:	Existing vacant building
Approval Sought:	Development Permit for a Material Change of Use for an Undefined Use (Function Facility and Ancillary Short-Term Guest Accommodation)
Category of Assessment:	Assessable subject to Impact assessment
Submissions:	20
Referral Agency:	Nil

OFFICER'S RECOMMENDATION

THAT in relation to the application for a Development Permit for a Material Change of Use for an Undefined Use (Function Facility and Ancillary Short-Term Guest Accommodation), made by G D & J A Paddison c/- Gideon Town Planning, located at Lot 187 Harnsworth Road, Alton Downs, described as Lot 187 on RP614688, Council resolves to provide the following reasons for its decision:

STATEMENT OF REASONS

Description of the development
Material Change of Use for an Undefined Use (Function Facility and Ancillary Short-Term Guest Accommodation)
Reasons for Decision
a) Assessment of the development against the relevant zone purpose, planning scheme codes and planning scheme policies demonstrates that the proposed development will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity; and b) On balance, the application should be approved because the circumstances favour Council exercising its discretion to approve the application even though the development does not comply with an aspect of the assessment benchmarks.
Assessment Benchmarks
The development was assessed against the following assessment benchmarks: • Local Government Infrastructure Plan • Strategic Framework • Rural Zone Code • Access, Parking and Transport Code • Landscape Code • Stormwater Management Code • Waste Management Code • Water and Sewer Code • Steep Land Overlay Code
Compliance with assessment benchmarks
The development was assessed against all of the assessment benchmarks listed above and complies with all of these with the exceptions listed below.

Assessment Benchmark	**Reasons for the approval despite non-compliance with benchmark**
Rural Zone Code	**6.7.4.2 Purpose** **(2) (c) i, ii, iii and iv** The proposed development conflicts with the following Overall Outcomes of the Rural Zone Code Purpose: *2 (c) non rural uses may be appropriate where they do not detract from the productivity or residential amenity of rural areas and can demonstrate:* *i. a direct relationship with the rural use in the immediate locality; or* *ii. the potential to make a contribution to primary production or the diversification of rural industries; or* *iii. a need to be remote from urban uses as a result of their impacts; or* *iv. they cannot be located in an urban area (for example, due to land area requirements).*

	The proposed development is for a non-rural use within the Rural Zone. However, despite this conflict: • The development is substantially setback from all property boundaries, with a separation of approximately 180 metres from the closest existing residential land use. The development maintains a high level of rural amenity, with structures consistent with the surrounding built form and the rural landscape retained as part of the development. • The subject site is not located on a state-controlled road network, with all access achieved via Sheldrake Road (Minor Rural Collector). Conditions have been imposed for the Sheldrake Road network to be upgraded with a Basic Right Turn treatment to meet the traffic generated by the development and to restrict vehicle movements on the lower order road network (Harnsworth Road). • The development makes provisions for adequate onsite water supply and sewerage treatment and disposal. The development complies in full with the additional overall outcomes of the Alton Downs precinct and despite the non-compliances with the purpose of the Rural Zone Code, does not compromise the Strategic Framework of the *Rockhampton Region Planning Scheme 2015*.
	Performance Outcome (PO) 14 The proposed development does not comply with PO 14 (a) because the development is located within land mapped as agricultural land classification A or B, where PO14 (a) requires development to be located on land outside of the overlay. However, the development footprint is inconsequential to the mapped agricultural land classification overlay, with a majority of the lot remaining vacant for rural uses to be established and/or retained. The subject site is located within the Alton Downs Precinct which accommodates predominately rural residential land uses and the development does not restrict any surrounding potential or existing rural uses. The development is substantially setback from all property boundaries and conditions have been imposed to ensure any potential offsite impacts are mitigated against. Therefore, on balance the proposed development is taken to comply with PO 14.
	Performance Outcome (PO) 35 The proposed development may have a perceived conflict with PO 35 which states: *Development:* *a. is compatible with the residential amenity of the area and avoids impacts on surrounding dwellings; and* *b. has adequate water supply and sewerage treatment and disposal.*

	However, despite this perceived conflict: • The development reuses the existing buildings on site, with any new buildings being small scale and consistent with the surrounding built form of the area. When functions are not occurring, the property will otherwise present as rural residential. • The development makes provisions for adequate onsite water supply and sewerage treatment and disposal. • The land use area is substantially setback from the property boundaries and road frontages to reduce any visual impacts on the surrounding area during functions and is separated approximately 180 metres from the closest dwelling house; and • Conditions have been imposed to limit the number of people and days of operation, along with noise nuisance monitoring requirements to ensure impacts to the surrounding areas are mitigated. Therefore, the proposed development has been conditioned to comply with PO 35.
Relevant Matters	
The proposed development was not assessed against any relevant matters outside of the matters prescribed by regulation.	
Matters raised in submissions	
The proposal was the subject of public notification between 15 June 2026 and 3 July 2026, in accordance with the requirements of the Planning Act 2016 and the Development Assessment Rules, and twenty (20) submissions were received.	
Submitter Concerns	**Response**
Loss of rural residential amenity & inconsistent use within the Rural Zone Submitters raised concerns the development will impact on the rural residential amenity and should be located within a commercial zone as it is inconsistent with the intent of the rural zone.	The proposed development utilises an existing building on site, with any additional structures being small scale and of a consistent design with the surrounding rural amenity. All storage for the use is contained within buildings to ensure the subject site is kept in an attractive state and when functions are not occurring, the property will otherwise present as rural residential. The development is substantially setback from all property boundaries, with a separation of approximately 180 metres from the closest existing dwelling house. The rural landscape is retained due to the small development footprint and is not anticipated to add any significant limitations on the ability to use the land for its intended purpose. Whilst a function facility may be consistent with a centre zone, the intent of the development is to provide a rural type setting and alternative area for special events away from a conventional setting.

	Conditions have been imposed to limit the number of people and days of operation, along with noise nuisance monitoring requirements to ensure impacts to the surrounding rural area can be mitigated.
Noise Impacts and hours of operation Submitters raised concerns with noise impacts on nearby residences with the potential to generate an increase in barking dogs. Concerns have also been raised around mid-week operations causing a regular disruption to the surrounding area.	Conditions have been imposed to limit the number of people for functions along with hours of operation for the function facility component and day operations for the ancillary accommodation component. Standard conditions have also been imposed to ensure any noise generated by the development is in line with the requirements of the *Environmental Protection Act*.
Traffic, road network impacts and access Submitters raised concerns around the increased traffic generated by the development and the impact on the surrounding area and road network. Concerns were raised that the traffic assessment provided did not provide an accurate assessment against the potential number of vehicles generated by the development and that the access does not meet the current standards for a commercial use.	The applicant provided a traffic statement that was prepared by a Registered Professional Engineer of Queensland (RPEQ) that determined the proposed development will have a negligible impact in the adjacent road network. Due to the nature of the development, the traffic movements are considered intermittent, with vehicle movements focused on the start and end of events. It is also considered reasonable to assume that guests will generally carpool to the site, or that small buses may be utilised for guests to travel to and from the venue. Access to the site is achieved via the existing access point and via the higher order road, being Sheldrake Road. Conditions have been imposed to restrict access off Harnsworth Road and for the existing access point to be upgraded to comply with the requirements of the Capricorn Municipal Development Guidelines (CMDG), including a Basic Right Turn treatment to be constructed as per the recommendations of the approved traffic statement.
Impact on local Fauna Submitters raised concerns the increased traffic will increase wildlife fatalities.	The subject site is not mapped as an area with environmental significance. In this regard the Biodiversity Overlay Code is not an assessment benchmark that Council Officers can have regard to during the assessment of this development. The increase in traffic demand was addressed as part of the traffic statement that was prepared by a Registered Professional Engineer of Queensland (RPEQ) that determined the proposed development will have a negligible impact in the adjacent road network.
Dust and waste management Submitters raised concerns in relation to increased dust generated from vehicle movements and increased waste generated by the development.	All dust generated by the development is the responsibility of the applicant to incorporate mitigation measures which is reflected in standard conditions imposed as part of the application. Furthermore, conditions have been imposed for a waste storage facility to be provided in accordance with the *Waste*

	Management Code and SC6.20 — Waste Management Planning Scheme Policy and for all waste is to be collected from the site by a commercial waste collection contractor.
Bushfire and emergency management Submitters raised concerns around the lack of information provided in the application material in relation to onsite water supply for bushfire management and emergency management.	The subject site is not mapped as an area within the Bushfire Hazard Overlay. In this regard the Bushfire Hazard Overlay Code is not an assessment benchmark that Council Officers can have regard to during the assessment of this development. Any requirements for mitigation measures would be at the owner/occupier's discretion and regulated through the building certifier with the requirements under the Fire Services Act 1990 and the Building Fire Safety Regulation 2008. A standard condition is imposed to ensure adequate fire-fighting protection must be provided to the development and is further addressed at the building works stage.
Poor public consultation/notification Submitters raised concerns about the lack of public awareness of the proposed development. Particularly, why residents located across Sheldrake Road did not receive any correspondence in relation to the application.	The Applicant undertook public notification in accordance with the mandatory requirements of the *Planning Act 2016*. There is no requirement for the Applicant or Assessment Manager (Council) to consult with or undertake public notification beyond that required by the *Planning Act 2016*. It is noted that the submitter who raised concerns was not an adjoining landowner.
Ancillary camping impacts Submitters raised concerns that the onsite ancillary camping facilities will be increased/expanded on and utilised outside of the function facility use.	Conditions have been imposed to ensure all camping facilities are utilised only by function/reception patrons within the designated days of operation. Furthermore, the use definition clearly sets out the camping facilities is ancillary to the function facility operations and does not allow for the camping facilities to be utilised by the general public or independent of an event.
Non-Planning matters	
Impact on property values Submitters raised concerns the proposal would devalue their properties and make the surrounding area less attractive to prospective buyers.	Property values are not a matter Council Officers may or must have regard to under the *Planning Act 2016* when assessing and deciding a development application. Notwithstanding, there is no evidence that the establishment of non-rural activities within the rural zone has had any adverse or direct impact upon property values.
Onsite dam safety Submitters raised concerns that the existing open dam onsite poses safety risks for event patrons.	The dam is significantly setback from the land use area onsite and does not form part of the application. The safety risks associated with the dam are not considered a planning matter and is therefore not addressed when assessing and deciding the development application. Notwithstanding, it would be the responsibility of the owner/occupier of the land to obtain the appropriate public liability insurance.

Liquor License requirements Submitters raised concerns in relation to liquor license requirements.	All liquor licences are regulated by the Office of Liquor and Gaming Regulation (OLGR) and therefore is not further addressed as part of this application.
Matters prescribed by regulation	
• The Rockhampton Region Planning Scheme 2015 (version 5). • Central Queensland Regional Plan 2013; and • The common material, being the material submitted with the application.	

RECOMMENDATION B

THAT in relation to the application for a Development Permit for a Material Change of Use for an Undefined Use (Function Facility and Ancillary Short-Term Guest Accommodation), made by G D & J A Paddison c/- Gideon Town Planning, located at Lot 187 Harnsworth Road, Alton Downs, described as Lot 187 on RP614688, Council resolves to Approve the application subject to the following conditions:

1.0 ADMINISTRATION

1.1 The development must be carried out in accordance with the following use definition:

Undefined Use (Function Facility and Ancillary Short-Term Guest Accommodation)

"Means the use of premises for:

(a) Receptions or functions;

(b) Preparing and providing food and liquor for consumption on the premises as part of a reception or function; and

(c) The provision of ancillary, short-term accommodation in the form of campsites, used solely by the guests attending a reception or function on the premises.

The Ancillary Short-Term Guest Accommodation is subordinate to and directly associated with the Function Facility and is not available for general public use independent of an event.

1.2 The owner, the owner's successors in title, and any occupier of the premises is responsible for ensuring compliance with the conditions of this development approval.

1.3 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.

1.4 All conditions, works, or requirements of this development approval must be undertaken, completed, and be accompanied by a Compliance Certificate for any operational works required by this development approval:

1.4.1 to Council's satisfaction;

1.4.2 at no cost to Council; and

1.4.3 prior to the commencement of the use

unless otherwise stated.

1.5 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:

1.5.1 Operational Works:

(i) Road Works; and

(i) Access Works.

1.5.2 Plumbing and Drainage Works; and

1.5.3 Building Works.

1.6 All Development Permits for Operational Works and Plumbing and Drainage Works must be obtained prior to the issue of a Development Permit for Building Works.

1.7 All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant Australian Standards and must be approved, supervised and certified by a *Registered Professional Engineer of Queensland (RPEQ)*.

1.8 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.

1.9 All development conditions contained in this development approval about infrastructure under Chapter 4 of the *Planning Act 2016* should be read as being non-trunk infrastructure conditioned under section 145 of the *Planning Act 2016*, unless otherwise stated.

2.0 APPROVED PLANS AND DOCUMENTS

2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by any condition of this development approval:

Plan/Document Name	Prepared by	Date	Reference No.	Version/ Issue
Location Plan	Gideon Town Planning	25 August 2026	SK-001	3
Proposed Site Plan	Gideon Town Planning	25 August 2026	SK-002	3
Proposed Site Plan 2	Gideon Town Planning	25 August 2026	SK-003	3
Venue Floor Plan	Gideon Town Planning	25 August 2026	SK-004	3
Technical Memorandum	McMurtrie Consulting Engineers	11 March 2026	R002-25-26/014	-

2.2 Where there is any conflict between the conditions of this development approval and the details shown on the approved plans and documents, the conditions of this development approval must prevail.

3.0 STAGED DEVELOPMENT

3.1 This development approval is for a development to be undertaken in two (2) discrete stages and two (2) substages, namely:

3.1.1 Function Facility, storage container, bar container, amenities block and access upgrades (Stage One);

3.1.2 Ancillary Short-term guest accommodation (Stage Two):

3.1.2.1 10 campsites and amenities block (Stage Two A); and

3.1.2.2 10 campsites (Stage Two B).

Stage One must be completed prior to any other stage. All other stages are not required to be undertaken in any chronological order.

3.2 Unless otherwise expressly stated, the conditions must be read as being applicable to all stages.

3.3 The currency period for all stages is six (6) years from the date this approval takes effect.

4.0 ROAD WORKS

4.1 A Development Permit for Operational Works (road works) must be obtained prior to the commencement of any road works required by this development approval.

4.2 A Basic Right-Turn Treatment must be constructed for the proposed access to the development as per the recommendations of the approved technical memorandum (refer to condition 2.1).

4.3 All road works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, relevant Australian Standards and Austroads Guidelines and the provisions of a Development Permit for Operational Works (road works).

5.0 ACCESS WORKS

5.1 A Development Permit for Operational Works (access works) must be obtained prior to the commencement of any access and parking works on the development site.

5.2 All access works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines, Australian Standard AS2890 "Parking facilities"* and the provisions of a Development Permit for Operational Works (access works).

5.3 The existing access from Sheldrake Road to the development must be upgraded to comply with the requirements of the *Capricorn Municipal Development Guidelines* and in accordance with the approved plans (refer to condition 2.1).

5.4 All vehicles must ingress and egress the development in a forward gear.

5.5 All vehicular access to and from the development must be via Sheldrake Road only.

5.6 All vehicle operations associated with the development must be directed by suitable directional, informative, regulatory or warning signs in accordance with *Australian Standard AS1742.1 "Manual of uniform traffic control devices"* and *Australian Standard AS2890.1 "Parking facilities – Off-street car parking"*.

6.0 PLUMBING AND DRAINAGE WORKS

6.1 All internal plumbing and drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act 2008, Plumbing and Drainage Act 2018*, Council's Plumbing and Drainage Policies and the provisions of a Development Permit for Plumbing and Drainage Works.

6.2 Adequate fire-fighting protection must be provided to the development and must be certified by a hydraulic engineer or other suitably qualified person.

6.3 Alteration, disconnection or relocation of internal plumbing and sanitary drainage works associated with the existing building must be in accordance with regulated work under the *Plumbing and Drainage Act 2018* and Council's Plumbing and Drainage Policies.

6.4 On-site sewerage treatment and disposal must be provided in accordance with the *Queensland Plumbing and Wastewater Code* and Council's Plumbing and Drainage Policies. The on-site system must be sized to accommodate the ultimate (Stage 2) development scenario.

Note: On-site sewerage facilities that have a total daily peak design capacity of 21 EP (equivalent persons) or more is considered an Environmentally Relevant Activity. *Environmental Protection Agency (EPA)* approval will be required for an on-site

system of this capacity.

7.0 BUILDING WORKS

7.1 A Development Permit for Building Works assessable under the Building Assessment Provisions must be obtained prior to the commencement of any building works on the site.

7.2 Structures must not be located within the on-site sewerage treatment and disposal area or conflict with the separation distances, in accordance with the *Queensland Plumbing and Wastewater Code*.

7.3 Any lighting devices associated with the development, such as sensory lighting, must be positioned on the development site and shielded so as not to cause glare or other nuisance to nearby residents and motorists. Night lighting must be designed, constructed and operated in accordance with *Australian Standard AS4282 "Control of the obtrusive effects of outdoor lighting".*

7.4 Impervious paved waste storage area/s must be provided in accordance with the *Environmental Protection Regulation 2019* and must be:

7.4.1 designed and located so as not to cause a nuisance to neighbouring properties;

7.4.2 screened to obstruct from view the contents of the waste storage area;

7.4.3 of a sufficient size to accommodate commercial type bins that will be serviced by a commercial contractor plus clearances around the bins for manoeuvring and cleaning; and

7.4.4 setback a minimum of two (2) metres from any road frontage.

8.0 ELECTRICITY

8.1 Electricity services must be provided to the development in accordance with the standards and requirements of the relevant service provider.

Alternatively, the development must be provided with an on-site energy supply installed in accordance with all laws and regulations and current best practice. An on-site energy supply may be installed at the time of the first material change of use on the approved lots at no cost to Council.

9.0 TELECOMMUNICATIONS

9.1 Telecommunications services can be provided to the development in accordance with the standards and requirements of the relevant service provider. Unless otherwise stipulated by telecommunications legislation at the time of installation, this includes all necessary pits, pipes and conduits that provide a connection to the telecommunications network.

Note: The *Telecommunications Act 1997 (Commonwealth)* specifies where the deployment of optical fibre and the installation of fibre-ready facilities is required.

10.0 ASSET MANAGEMENT

10.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.

10.2 Any damage to existing stormwater, water supply and sewerage infrastructure, kerb and channel, pathway or roadway (including removal of concrete slurry from public land and Council infrastructure), that occurs while any works are being carried out in association with this development approval must be repaired at full cost to the developer. This includes the reinstatement of any existing traffic signs or pavement markings that may have been removed or damaged.

11.0 ENVIRONMENTAL

11.1 An Erosion Control and Stormwater Control Management Plan prepared and certified by a suitably qualified person (Certified Professional in Erosion and Sediment Control or a Registered Professional Engineer of Queensland) in accordance with the *State Planning Policy 2017* and *Capricorn Municipal Design Guidelines* requirements, must be:

11.1.1 implemented, monitored and maintained for the duration of the development works, and until all exposed soil areas are permanently stabilised (for example, turfed, hydromulched, concreted, landscaped); and

11.1.2 available on-site for inspection by Council Officers whilst all works are being carried out.

12.0 ENVIRONMENTAL HEALTH

12.1 Noise emitted from the activity must not cause an environmental nuisance.

12.2 Operations on the site must have no significant impact on the amenity of adjoining premises or the surrounding area due to the emission of light, noise or dust.

12.3 When requested by Council, nuisance monitoring must be undertaken and recorded within three (3) months, to investigate any genuine complaint of nuisance caused by light or dust. An analysis of the monitoring data and a report, including nuisance mitigation measures, must be provided to Council within fourteen (14) days of the completion of the investigation. Council will require any mitigation measures identified in the assessment to be implemented within appropriate timeframes.

12.4 When requested by Council, noise monitoring must be undertaken and recorded within three (3) months, to investigate any genuine complaint of nuisance caused by noise. The monitoring data, an analysis of the data and a report, including noise mitigation measures, must be provided Council within fourteen (14) days of the completion of the investigation. Council will require any noise mitigation measures identified in the assessment to be implemented within appropriate timeframes. Noise measurements must be compared with the acoustic quality objectives specified in the most recent edition of the *Environmental Protection (Noise) Policy*.

12.5 Waste and regulated waste and any other waste must not be released to the environment, stored, transferred or disposed of in such a manner that it will or may cause environmental harm or nuisance. This includes any waste being burnt or incinerated at the premises.

13.0 OPERATING PROCEDURES

13.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site. Storage of materials or parking of construction machinery or contractors' vehicles must not occur within Sheldrake Road or Harnsworth Road.

13.2 Where un-sealed surface treatments are utilised in access, parking and vehicle manoeuvring areas, contaminants such as oils or chemicals must not be released onto the surface treatment.

13.3 All surface treatments must be operated and maintained in a manner so that there is no significant impact as determined by Council on the amenity of adjoining premises or the surrounding area being caused due to the emission of dust or resulting in sediment laden water.

Note: If the amenity impacts cannot be mitigated, the area must be sealed to Council's satisfaction.

13.4 All waste is to be collected from the site by a commercial waste collection contractor.

13.5 All waste storage areas must be:

13.5.1 kept in a clean and tidy condition; and

13.5.2 maintained in accordance with *Environmental Protection Regulation 2019*.

13.6 All receptions or functions must be limited to Tuesday to Saturday with no events on Sundays or Mondays.

13.7 The hours of operations for the Function Facility component of the proposed use must be limited to:

13.7.1 0700 hours to 2200 hours on Tuesday to Thursday, and

13.7.2 0700 hours to 2400 hours on Friday to Saturday.

13.8 All venue preparation or pack down, including cleanup and collection of equipment and supplies, may occur outside the specified days of operation.

13.9 The Ancillary Short-Term Guest Accommodation must be limited to Tuesday-Sunday, with no operations on Mondays.

13.10 All accommodation must be limited to function patrons only. General public use is prohibited.

13.11 Any camping activities are restricted to the designated camping areas as shown on the approved plans (refer to condition 2.1). No camping is permitted outside of the designated camping area.

13.12 A maximum of 100 guests (excluding staff) is permitted on site at any given time for any given function.

13.13 The storage of all equipment associated with the function facility is to be wholly contained within the storage container in accordance with the approved plans (refer to condition 2.1).

13.14 The existing shed (refer to condition 2.1) does not form part of this development permit and the storage of equipment is prohibited within this structure or any outdoor area.

ADVISORY NOTES

NOTE 1. Aboriginal Cultural Heritage

It is advised that under section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care"). Maximum penalties for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism website https://www.dwatsipm.qld.gov.au/

NOTE 2. General Environmental Duty

General environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

NOTE 3. Licensable Activities

Should an activity licensable by Rockhampton Regional Council be proposed for the development site, Council's Environment and Public Health Unit must be consulted to determine whether any approvals are required. Such activities may include food preparation or environmentally relevant activities. Approval for such activities is required before 'fit out' and operation.

NOTE 4. General Safety of Public During Construction

The *Work Health and Safety Act 2011* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

NOTE 5. Infrastructure Charges Notice

This application is subject to infrastructure charges in accordance with Council policies. The charges are presented on an Infrastructure Charges Notice.

NOTE 6. Rating Category

Please note, a Material Change of Use approval may result in an adjustment to a property's rating category. Please contact Council's Rates Department should you require further information.

NOTE 7. Building Works

A Building Works Permit for a change of building classification or new building application may be required in accordance with the *Building Act 1975*. It is recommended a building certifier is engaged for advice.

NOTE 8. Default noise standard for indoor venues

Under the *Environmental Protection Act 1994* there is a default noise standard for indoor venues. It states that the activity must not use or permit the use of:

a) Before 7am on any day, if the noise is audible; or

b) From 7am to 10pm on any day, if the noise is more than 5 dB(A) above background; or

c) From 10pm to midnight, if the noise is more than 3 dB(A) above the background level.

BACKGROUND

SITE AND LOCALITY

The site is located at Lot 187 Harnsworth Road, Alton Downs, formally described as Lot 187 on RP614688, is a rectangular shaped lot and has a total site area of 7.313 hectares. The site is improved by existing rural structures.

The subject site is immediately bound by:

North: Rural Zone (Alton Downs Precinct) with established rural dwelling houses

East: Rural Zone (Alton Downs Precinct) with established rural dwelling houses

South: Sheldrake Road, classified as a Minor Rural Collector

West: Harnsworth Road, classified as a Rural Access.

The wider area is characterised by the rural suburb of Alton Downs.

PROPOSAL

Overview

The Applicant seeks a Development Permit for Material Change of Use for an Undefined Use (Function Facility and Ancillary Short-Term Guest Accommodation) over the subject site. The use is defined as follows:

Undefined Use (Function Facility and Ancillary Short-Term Guest Accommodation)

"Means the use of premises for:

(d) Receptions or functions;

(e) Preparing and providing food and liquor for consumption on the premises as part of a reception or function; and

(f) The provision of ancillary, short-term accommodation in the form of campsite, used solely by the guests attending a reception or function on the premises.

The Ancillary Short-Term Guest Accommodation is subordinate to and directly associated with the Function Facility and is not available for general public use independent of an event.

Specifically, the proposal is to establish a function facility and ancillary camping accommodation over the subject site, completed over two (2) discrete stages, with stage 2 including two substages (2A and 2B). The function facility is intended to host a range of events, including weddings, elopements, retreats and other similar events, with guest accommodation to be utilised in conjunction with the events. Notable components of the proposal include:

Stage 1:

- Existing building utilised as main reception/function facility space (112m^2);
- Outdoor event area adjacent to function building (2,400m^2);
- Proposed amenities attached to existing building (6.745m^2);
- Proposed car parking area (1,000m^2);
- 40ft Shipping container (30m^2) for function facility storage; and
- 12ft shipping container (9m^2) for bar.

Stage 2:

Stage 2A:

- Proposed second amenity block; and
- Ten (10) campsites.

Stage 2B:

- Ten (10) campsites.

Site Layout

Access to the site is achieved via the existing cross-over along Sheldrake Road, with a proposed car park being setback 35 metres from the Sheldrake Road frontage. A vehicle entry point is proposed within the site for the outdoor venue area, allowing for access for vendors within the site. The existing function facility building is setback approximately 62 metres from the Sheldrake Road frontage. The ancillary accommodation space is located to the left of the function facility building.

Built Form

The existing building is proposed to be refurbished to include a bridal room, make up room & bathroom at the rear of the building and an open venue and decks located within the front portion of the building. Additional amenities are proposed for both Stage 1 and Stage 2A. Two shipping containers are proposed throughout the development. The larger container (30m^2) is located to the left of the internal access driveway and is utilised for the purpose of storage of equipment for functions. A smaller container (9m^2) is located within the outdoor area and is utilised for the purposed of a bar during events. No changes to the design of the existing building are proposed.

Operational Details

The development proposes events to be conducted Tuesdays to Saturdays, with no operations on Sundays or Mondays. The ancillary accommodation will be conducted Tuesdays to Sundays, with no operations on Mondays.

A maximum capacity of 100 guests is proposed for each event and approximately five (5) staff. The ancillary camping ground will be limited to the use of guests attending events and will not be available to the general public.

PLANNING ASSESSMENT

MATTERS FOR CONSIDERATION

This application has been assessed by relevant Council planning, engineering, environmental health, and other technical officers as required. The assessment has been in accordance with the assessment process provisions of the Development Assessment Rules, based on consideration of the relevant State Planning Policy; State Government guidelines; the Council's Planning Scheme, Planning Policies and other general policies and procedures, as well as other documents as considered relevant.

Development Engineering Comments

Support, subject to conditions.

Public and Environmental Health Comments

Support, subject to conditions.

Strategic Planning Comments

Recommended for approval based on the following comments:

- *The site is within the Alton Downs precinct which supports smaller lots for lifestyle purposes;*
- *The site is not of a size to support significant agriculture uses despite its classification as Agricultural Land Classification Class A and B;*
- *The proposed development is not anticipated to add any significant limitations on the ability to use the land for agricultural purposes; and*
- *The proposed use can be considered appropriate even on protected land if it ensures the protection of ecological, cultural and visual values. The re-use of existing buildings and limited new buildings limits the impact the proposed development would have on the ecological and visual values of the site therefore it can be considered appropriate even in protected areas.*

HUMAN RIGHTS ACT

The relevant provisions of the *Human Rights Act 2019* have been considered as part of the decision-making process for this application.

TOWN PLANNING COMMENTS

State Planning Policy 2017

Section 2.1 of Rockhampton Region Planning Scheme 2015 noted the State Planning Policy 2017 is integrated in the planning scheme. The State planning interests are therefore addressed as part of this assessment of the development against the Rockhampton Region Planning Scheme 2015.

Central Queensland Regional Plan 2013

The Central Queensland Regional Plan 2013 is a statutory document which came into effect on 18 October 2013. The Regional Plan is identified as being appropriately integrated with the Planning Scheme and therefore an assessment against the Planning Scheme is taken to be an assessment against the Central Queensland Regional Plan 2013.

Rockhampton Region Planning Scheme 2015

Rockhampton Regional Planning Scheme Codes

The following codes are applicable to this application:

- Rural Zone Code
- Steep Land Overlay Code
- Access, Parking and Transport Code
- Landscape Code
- Stormwater Management Code
- Waste Management Code
- Water and Sewer Code

An assessment has been made against the requirements of the abovementioned codes and the proposed development generally complies with the relevant Performance Outcomes and Acceptable Outcomes. Where the application is in conflict with an Acceptable Outcome and is not otherwise conditioned to comply an assessment of the Performance Outcomes is contained in the Statement of Reasons in **Recommendation A** of this report.

Rural Zone

The subject site is situated within the Rural Zone under the Rockhampton Region Planning Scheme 2015. The purpose of the Rural Zone identifies that:

1. *The purposes of the rural zone code is to:*
   - ***a. ensure that land with productive capacity is maintained for a range of existing and emerging rural uses that are significant to the economy of the planning scheme area;***
   - *b. recognise that different types of rural land are suited to specific uses such as animal industries, horticulture, cropping, intensive animal industries, intensive grazing and extractive industries;*
   - ***c. prevent the establishment of development which may limit the productive capacity of the land;***
   - *d. provide for diversification of rural industries where impacts can be managed; and*
   - *e. maintain the environmental values of all rural land.*
2. *The purpose of the zone will be achieved through the following outcomes:*
   - ***a. development in the zone accommodates predominantly rural uses;***
   - *b. development:*
     - *i. does not detract from the scenic landscape features of rural land including the Fitzroy River, floodplains, lagoons, wetlands, salt pans, mountains and ridges and the coastline;*
     - *ii. is responsive to the environmental characteristics and constraints of the land, and minimises impacts on natural features such as waterways, wetlands and remnant vegetation;*
     - *iii. has legal and practical access to the road hierarchy;*
     - *iv. is serviced by infrastructure that is commensurate with the needs of the use; and*
     - *v. maximises energy efficiency and water conservation;*
   - ***c. non-rural uses may be appropriate where they do not detract from the productivity or residential amenity of rural areas and can demonstrate:***
     - ***i. a direct relationship with the rural use in the immediate locality; or***
     - ***ii. the potential to make a contribution to primary production or the diversification of rural industries; or***

iii. a need to be remote from urban uses as a result of their impacts; or

iv. they cannot be located in an urban area (for example, due to land area requirements);

d. transport and freight uses, which do not meet the definition of a home based business, are not established in the rural zone;

e. development does not alienate or impact on the productive agricultural capacity of rural areas and agricultural land is protected from incompatible development;

Editor's note—Agricultural land classified as Class A or Class B is identified on the agricultural land classification overlay map OM-13.

f. all rural land is maintained in large land holdings to protect the agricultural production capacity. In this regard, the reconfiguration of land only occurs when lot size is 100 hectares unless otherwise stated in a precinct;

g. animal keeping (being kennels and catteries), intensive animal industries, intensive horticulture, aquaculture and rural industries establish where they:

i. are located on sites that are large enough to accommodate appropriate buffering to sensitive land use(s), residential, township and emerging community zones. Intensive animal industries are preferred in proximity to the lower Fitzroy River, west of Ridgelands;

ii. do not cause adverse impacts on sensitive land use(s) in relation to traffic, noise and air quality;

iii. do not cause a negative impact on water quality;

iv. protect natural, scenic and environmental values;

v. do not diminish the productive capacity of other land nearby;

vi. gain access from roads which are constructed to accommodate the traffic generated by the use; and

vii. are not located in areas identified on the Agricultural Land Classification (ALC) overlay maps (except for intensive horticulture);

h. Rural workers' accommodation is appropriate where:

i. directly associated with the primary rural use undertaken at the site;

ii. compatible with the rural character of the zone;

iii. not compromising the existing or potential future operation of rural uses on adjoining lots; and

iv. not located in areas identified on the Agricultural Land Classification (ALC) overlay maps;

i. urban and rural residential development is contained within the designated growth areas and does not expand into the rural zone;

j. sensitive land use(s) are adequately separated from animal keeping (being kennels and catteries), intensive animal industry, aquaculture, rural industry, and industrial zoned areas (including the Gracemere industrial area, Stanwell power station, Bajool explosives reserve and Boulder combe brickworks);

k. renewable energy facilities are located on sites that are large enough to accommodate appropriate buffering from sensitive land use(s) and minimise adverse impacts on the natural environment;

l. extractive industries (including Marmor limeworks) on rural land are protected from encroachment by incompatible uses;

m. extractive industry minimises environmental and traffic impacts. Once the operation has ceased the site is rehabilitated;

n. aquaculture activities may be integrated with horticulture operations, where benefits of diversification are evident and there are no adverse impacts on amenity, ecological values and existing fish habitats; and

o. the establishment of two (2) precincts within the zone where particular requirements are identified:

i. Alton Downs precinct; and

ii. Cropping and intensive horticulture precinct.

Alton Downs precinct

3. The following overall outcomes of the Alton Downs precinct are additional to those of the rural zone and takes precedence in the event of a conflict:

a. rural land in this precinct includes smaller lots used for primarily residential purposes;

b. residential uses are established where the amenity and safety of residents can be maintained;

c. residential uses are provided with adequate water supply and sewage treatment and disposal; and

d. reconfiguration of a lot only occurs if it results in new rural lots that:

i. have developable areas that are not subject to natural hazards and constraints;

ii. have a minimum lot size of eight (8) hectares; and

iii. must have access to a sealed road where sequential connection or integration with an existing sealed road can be achieved.

An assessment of the proposal identifies that the development presents conflicts with the purpose of the Rural Zone. An assessment against the purpose of the zone is contained in the Statement of Reasons in **Recommendation A** of this report.

Strategic Framework

The subject site is situated within the Rural Designation and Cropping and Intensive Horticulture Precinct under the scheme's strategic framework map. The strategic framework themes and their strategic outcomes, as identified within Part 3 of the Rockhampton Region Planning Scheme 2015 are applicable:

- Settlement Pattern
- Natural Environment and Hazards
- Community Identity diversity
- Access and Mobility
- Infrastructure and Services
- Natural Resources and Economic Development

An assessment of the proposal demonstrates that the development will not compromise the Rockhampton Region Planning Scheme 2015 strategic outcomes.

CONSULTATION

The proposal was the subject of public notification between 15 June 2026 and 3 July 2026 in accordance with the requirements of the Planning Act 2016 and the Development Assessment Rules, and 20 submissions were received.

Of the 20 properly made submissions:

- Six (6) properly made submissions against the application; and
- Fourteen (14) properly made submissions in support of the application were received.

The issues raised and how they were considered and addresses is outlined in the Statement of Reasons in **Recommendation A** of this Report.

CONCLUSION

THAT the proposed development is not anticipated to compromise the Strategic Framework of Rockhampton Region Planning Scheme 2015. Furthermore, the proposal generally complies with the provisions included in the applicable codes. The proposal is therefore, recommended for approval in accordance with the approved plans and subject to the conditions outlined in the recommendation.

DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE FOR AN UNDEFINED USE (FUNCTION FACILITY AND ANCILLARY SHORT-TERM GUEST ACCOMMODATION)

Locality Plan

Meeting Date: 22 September 2026

Attachment No: 1

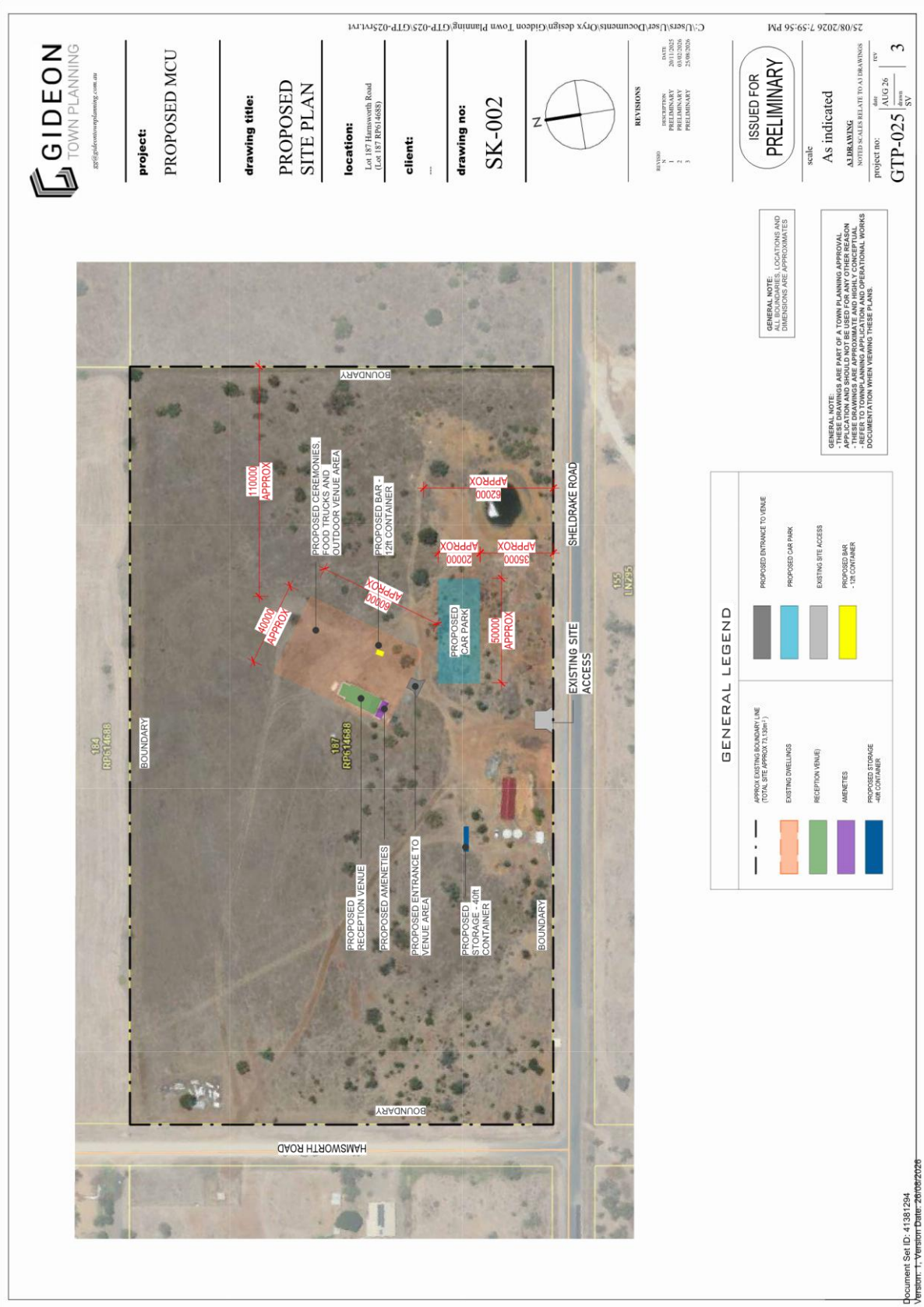

Rockhampton Regional Council
D/75-2026 - Locality Plan
RGIS
Printed from RGIS on 11-September-2026
A4 Page - Scale 1: 1800
Lot 192 RP614688
19
Lot 195 RP614688
9
Harnsworth Rd
Lot 210 PL4027
95
Lot 155 LN295
39
Sheldrake Rd
Lot 187 RP614688
L 187
Lot 184 RP614688
40
Lot 185 RP614688
355
Lot 186 RP613368
8
600 RCP USIL D
450 RCP USIL D
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DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE FOR AN UNDEFINED USE (FUNCTION FACILITY AND ANCILLARY SHORT-TERM GUEST ACCOMMODATION)

Site plan - stage 1

Meeting Date: 22 September 2026

Attachment No: 2



Document Set ID: 4138129
Version: 1, Version Date: 26/08/2026

DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE FOR AN UNDEFINED USE (FUNCTION FACILITY AND ANCILLARY SHORT-TERM GUEST ACCOMMODATION)

Site plan - Stage 2

Meeting Date: 22 September 2026

Attachment No: 3

Document Set ID: 4138 1294
Version: 1, Version Date: 26/08/2026

11.2 DEVELOPMENT PERMIT FOR A MATERIAL CHANGE OF USE FOR A SHOWROOM (EXTENSION) AND OPERATIONAL WORKS FOR ADVERTISING DEVICES (2 X WALL SIGN AND 1 X AWNING FASCIA SIGN)

File No: D/59-2026

Attachments:
1. Locality Plan⇩
2. Site Plan⇩
3. Elevations⇩
4. Elevations⇩

Authorising Officer: Amanda O'Mara - Coordinator Development Assessment
Angela Arnold - Coordinator Building, Plumbing and Compliance
Damon Morrison - General Manager Communities and Lifestyle

Author: Sophie Muggeridge - Planning Officer

SUMMARY

Development Application Number:	D/59-2026
Applicant:	GT Rocky Property Pty Ltd A.C.N 655 056 750 Tte and ADC Nominees (QLD) PTY LTD A.C.N 618 855 459 Tte
Real Property Address:	Lot 1 on RP612250 and Lot 2 on RP608823
Common Property Address:	6 Alexandra Street, Park Avenue
Area of Site:	18,378 square metres
Planning Scheme:	Rockhampton Region Planning Scheme 2015 (v5)
Planning Scheme Zone:	Low Density Residential Zone – Lot 2 RP608823 Specialised Centre Zone – Lot 1 RP612250
Planning Scheme Precinct:	Yaamba Road Precinct – Lot 1 RP612250
Planning Scheme Overlays:	Acid Sulfate Soils Overlay; Airport Environs Overlay; Flood Hazard Overlay; and Steep Land Overlay.
Existing Development:	Outdoor Sales (Tropical Auto Group)
Approval Sought:	Development Permit for Material Change of Use for a Showroom (extension) and Operational Works for Advertising Devices (2 x wall sign and 1 x awning fascia sign)
Category of Assessment:	Assessable subject to impact assessment
Submissions:	Nil
Referral Agency:	Department of State Development, Infrastructure and Planning (State Assessment and Referral Agency

OFFICER'S RECOMMENDATION

RECOMMENDATION A

THAT in relation to the application for a Development Permit for Material Change of Use for a Showroom (extension) and Operational Works for Advertising Devices (2 x wall sign and 1 x awning fascia sign), made by GT Rocky Property Pty Ltd A.C.N 655 056 750 Tte and ADC Nominees (QLD) Pty Ltd A.C.N 618 855 459 Tte, located at 6 Alexandra Street, Park Avenue, described as Lot 1 on RP612250 and Lot 2 on RP608823, Council resolves to provide the following reasons for its decision:

STATEMENT OF REASONS

Description of the development
Material Change of Use for a Showroom (extension) and Operational Works for Advertising Devices (2 x wall sign and 1 x awning fascia sign)
Reasons for Decision
a) Assessment of the development against the relevant zone purpose, planning scheme codes and planning scheme policies demonstrates that the proposed development will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity; and b) On balance, the application should be approved because the circumstances favour Council exercising its discretion to approve the application even though the development does not comply with an aspect of the assessment benchmarks.
Assessment Benchmarks
The development was assessed against the following assessment benchmarks: • Local Government Infrastructure Plan; • Strategic Framework; • Specialised Centre Zone Code; • Low Density Residential Zone Code; • Access, Parking and Transport Code; • Landscape Code; • Stormwater Management Code; • Waste Management Code; • Water and Sewer Code; • Advertising Devices Code; • Airport Overlay Code; and • Flood Hazard Overlay Code.
Compliance with assessment benchmarks
The development was assessed against all of the assessment benchmarks listed above and complies with all of these with the exceptions listed below.

Assessment Benchmark	**Reasons for the approval despite non-compliance with benchmark**

Strategic Framework	**3.3 Settlement Pattern** **3.3.12 Element – Urban Area** **3.3.12.1 Specific Outcomes (8)** The proposed development does not comply with Specific Outcomes (8) of the Urban Area designation because the non-residential use is an expansion of an existing centre into a residential zone where Specific Outcomes (8) requires that: *(8) No expansion of existing centres or industrial areas will occur into residential zoned areas (unless otherwise identified within the planning scheme). This will:* *a. maintain the viability and sustainability of existing centres and industrial areas;* *b. provide certainty to the owners and occupants;* *c. encourage the reinvestment and redevelopment of existing centres and industrial areas; and* *d. prevent the spread of 'ribbon' development along state controlled roads and major roads.* Despite this, the proposed development does comply on balance with the remaining relevant overall outcomes of the Settlement Pattern theme because: • The expansion does not constitute the type of centre expansion contemplated by the strategic framework. The extension is limited in scale, functionally integrated with the existing development, and does not introduce new commercial tenancies or activities that compromise the urban area. • The proposal does not result in ribbon development, nor does it disperse or fragment centre activities. Instead, it supports the ongoing viability and reinvestment of an established use within the Specialised Centre Zone. • The extension is designed with a built form that is consistent with the existing buildings throughout the subject site and is designed with a high level of articulation to soften the impact on surrounding residential areas. • Landscaping is implemented throughout the design of the site to soften the appearance of the development; • No new access points are proposed as part of the expansion with all existing access provided via the established higher order road network, ensuring no reliance on local residential streets. Therefore, on balance the proposed development is not anticipated to compromise the Strategic Framework of the *Rockhampton Region Planning Scheme 2015*.
Low Density Residential Zone Code	**6.2.1.2 Purpose** **(2), (e), (ii), (iii), (v) and (f) and Performance Outcome (PO) 16** The proposed development does not comply with Overall Outcome (e) (ii), (iii) and (v) and (f) of the Low Density Residential Zone Code purpose. *(e) non-residential uses only occur within the zone where they:*

	ii. are small-scale and consistent with the surrounding urban form; *iii. primarily function to service the needs of the immediate local residential community;* *v. do not result in the expansion of a centre zone;* *(f) no expansion of existing centres or industrial areas will occur into the low density residential zone. In addition, no additional local centres or higher order centres are required within the low density residential zone;* Furthermore, the proposed development is in conflict with Performance Outcome (PO) 16 subsections (a), (c) and (f): *(a) it services the day-to-day needs of residents of the local neighbourhood or is a community or emergency facility that primarily services the needs of the local neighbourhood;* *(c) is small in scale;* *(f) does not adjoin an existing centre zone;* Despite the non-compliances the development can demonstrate the following assessment outcomes: • The proposed development does not result in an increase of commercial activities onsite, with the intent of the extension to upgrade the existing Kia facilities on site. • An acoustic report was provided as part of the application material that demonstrates that the proposed expansion does not increase or introduce any additional impacts to the site. • Conditions are imposed to ensure residential amenity is protected by incorporating fencing, articulation and deep planting landscape buffers into the design. • The expansion is of a consistent built form with the existing buildings on site. The proposal includes extensive landscaping along Alexandra Street to contribute to the streetscape appearance. • The expansion does not introduce or change the access arrangements throughout the sites; and • Both lots are conditioned to be amalgamated to allow for all showroom activities to be contained within the one land parcel and within the specialised centre zone. Despite the non-compliances the development is not considered to compromise the Strategic Framework. Refer to above assessment against 3.3 Settlement Pattern.
	Performance Outcome (PO) 1 The proposed development does not comply with Acceptable Outcome (AO) 1.1 because the proposed showroom has a maximum height of 9.09 metres where AO1.1 requires a maximum height of 8.5 metres for a slope of less than fifteen percent. Despite this, the developments alternative solution can achieve the requirements of PO 1, because:

	• Despite the building being taller than the existing showroom on the adjoining lot, it is a continuation of the building rather than a single standalone structure. The design of the building is consistent with the built form of the existing use on site, with a high level of articulation included to reduce any visual impact on surrounding residents and roadways. • The showroom is setback approximately 29 metres from the common residential boundary and landscaping is conditioned to further reduce any visual impacts. Therefore, the proposed development is taken to comply with PO 1.
	Performance Outcome (PO) 13 The proposed development does not comply with Acceptable Outcome (AO) 13.4 because no fence is proposed along Alexandra Street where AO13.4 requires a fence to be provided along the primary street frontage. Despite this, the developments alternative solution can achieve the requirements of PO 13, because: • The proposed building is oriented towards the Alexandra Street road frontage; • The development incorporates landscaping throughout the site and along the common and road boundaries; • The proposed building is of a consistent built form with the existing structures on site; • Fencing is conditioned along the shared common property boundary to maintain the residential amenity of the area; • No fencing is proposed along any other road boundaries. Therefore, the proposed development is taken to comply with PO 13.
Landscape Code	**Performance Outcome (PO) 11** The proposed development does not comply with Acceptable Outcome (AO) 11.1 because shade tree parking for single sided bays has not been provided in accordance with the requirements of the Landscape Code, where AO11.1 requires shade trees to be provided for single sided parking bays at the ratio of one tree per three car parking spaces and for double sided parking spaces one tree per six car parking spaces. Despite this, the developments alternative solution can achieve the requirements of PO 11, because: • The extension provides a landscaped area of 17 per cent throughout Lot 2 that exceeds the requirements outlined within the Low Density Residential Zone. The landscaping enhances the subject site from the public roadways which improves the current arrangement on site where minimal internal landscaping is proposed. • Wide shade tree spacing is better suited for the use onsite to ensure vehicles can be manoeuvred and stored safely throughout the site. Therefore, the proposed development is taken to comply with PO 13.

Relevant Matters
The proposed development was not assessed against any relevant matters outside of the matters prescribed by regulation.
Matters raised in submissions
The proposal was the subject of public notification between 18 June 2026 and 2 July 2026, in accordance with the requirements of the Planning Act 2016 and the Development Assessment Rules, and no submissions were received.
Matters prescribed by regulation
• The Rockhampton Region Planning Scheme 2015 (version 5); • Central Queensland Regional Plan 2013; • D/11-2026 – Material Change of Use for Showroom; and • The common material, being the material submitted with the application.

RECOMMENDATION B

THAT in relation to the application for a Development Permit for a Material Change of Use for a Showroom (extension) and Operational Works for Advertising Devices (2 x wall sign and 1 x awning fascia sign), made by GT Rocky Property Pty Ltd A.C.N 655 056 750 Tte and ADC Nominees (QLD) Pty Ltd A.C.N 618 855 459 Tte, located at 6 Alexandra Street, Park Avenue, described as Lot 1 on RP612250 and Lot 2 on RP608823, Council resolves to Approve the application subject to the following conditions:

Material Change of Use Conditions

1.0 ADMINISTRATION

1.1 The owner, the owner's successors in title, and any occupier of the premises is responsible for ensuring compliance with the conditions of this development approval.

1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.

1.3 All conditions, works, or requirements of this development approval must be undertaken, completed, and be accompanied by a Compliance Certificate for any operational works required by this development approval:

1.1.1 to Council's satisfaction;

1.1.2 at no cost to Council; and

1.1.3 prior to the issue of the Certificate of Classification for the Building Works,

unless otherwise stated.

1.4 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the issue of the Certificate of Classification for the Building Works, unless otherwise stated.

1.5 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:

1.1.4 Operational Works:

(i) Access and Parking Works; and

(i) Site Works.

1.1.5 Plumbing and Drainage Works; and

1.1.6 Building Works.

1.6 All Development Permits for Operational Works and Plumbing and Drainage Works must be obtained prior to the issue of a Development Permit for Building Works.

1.7 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.

1.8 All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant Australian Standards and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.

1.9 All development conditions contained in this development approval about infrastructure under Chapter 4 of the *Planning Act 2016* should be read as being non-trunk infrastructure conditioned under section 145 of the *Planning Act 2016*, unless otherwise stated.

1.10 Lot 1 RP612250 and Lot 2 RP608823 must be amalgamated and registered as one lot prior to the commencement of the use.

2.0 APPROVED PLANS AND DOCUMENTS

2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by any condition of this development approval:

Plan/Document Name	Prepared by	Date	Reference No.	Version/ Issue
Traffic Impact Statement Report	ITE Consulting	16 March 2026	001	01
Engineering Report incl Stormwater Management	ARCOS	18 May 2026	2500616-01	1
Waste Management Plan	ITE Consulting	16 March 2026	001	01
Car parking allocation plan	ITE Consulting	25 May 2026	01	-
Development Site Plan	ARCOS	18 May 2026	OPW-C-301	B
Proposed Site Plan	JSTN Architects	20 August 2026	SK1003	02
External Works Plan	JSTN Architects	9 February 2026	SD1301	02
Ground Floor – Proposed New Showroom	JSTN Architects	9 February 2026	SD2001	02
Diagram - GFA	JSTN Architects	9 February 2026	SD2801	02
Diagram - Access	JSTN Architects	9 February 2026	SD2802	02
Diagram – Site Cover	JSTN Architects	9 February 2026	SD2803	02
Diagram – Pervious Area	JSTN Architects	9 February 2026	SD2804	02

Diagram – Impervious Area	JSTN Architects	9 February 2026	SD2805	02
Diagram - Setbacks	JSTN Architects	9 February 2026	SD2806	01
Elevation 01	JSTN Architects	9 February 2026	SD3001	02
Elevation 02	JSTN Architects	9 February 2026	SD3002	02
Elevation 03	JSTN Architects	9 February 2026	SD3003	02
Ground Floor – Proposed New Container	JSTN Architects	20 August 2026	SK2002	01
Elevations	JSTN Architects	20 August 2026	SK3001	02
Elevations	JSTN Architects	20 August 2026	SK3002	02
Sections	JSTN Architects	9 February 2026	SD3101	02
Sections	JSTN Architects	9 February 2026	SD3102	02
Landscape Concept Plan	Element Design Landscape Architecture	27 February 2026	ED 26110 MCU - 01	A
Landscape Concept Plan	Element Design Landscape Architecture	27 February 2026	ED 26110 MCU - 02	A
Landscape Concept Plan	Element Design Landscape Architecture	27 February 2026	ED 26110 MCU - 03	A
Photo Montage	Element Design Landscape Architecture	27 February 2026	ED 26110 MCU - 01	A

2.2 Where there is any conflict between the conditions of this development approval and the details shown on the approved plans and documents, the conditions of this development approval must prevail.

3.0 REFERRAL AGENCY CONDITIONS

3.1 Prior to the commencement of the use, provide written confirmation to Council that the conditions as per the State Assessment and Referral Agency Response dated 9 June 2026 (Ref:2604-52082 SRA), or as amended, have been complied with.

4.0 ACCESS AND PARKING WORKS

4.1 A Development Permit for Operational Works (access and parking works) must be obtained prior to the commencement of any access and parking works on the development site.

4.2 All access and parking works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines, Australian Standard AS2890 "Parking facilities"* and the provisions of a Development Permit for Operational Works (access and parking works).

4.3 All car parking and access areas must be paved or sealed to Council's satisfaction. Design and construction must be in accordance with the provisions of a Development Permit for Operational Works (access and parking works).

4.4 A minimum of fifty-seven (57) parking spaces must be provided on site. These spaces must be available for customer vehicles and not be used to display vehicle stock.

4.5 All vehicular access for customers to and from the development must be via Alexandra Street only.

4.6 All vehicles must ingress and egress the development in a forward gear.

4.7 Universal access parking spaces must be provided on-site in accordance with *Australian Standard AS2890.6 "Parking facilities - Off-street parking for people with disabilities"*.

4.8 Parking spaces must be line-marked in accordance with the approved Site Plan (refer to condition 2.1) and in accordance with the *Australian Standard AS2890 "Parking facilities"* and the provisions of a Development Permit for Operational Works (access and parking works).

4.9 All vehicle operations associated with the development must be directed by suitable directional, informative, regulatory or warning signs in accordance with *Australian Standard AS1742.1 "Manual of uniform traffic control devices"* and *Australian Standard AS2890.1 "Parking facilities – Off-street car parking"*.

4.10 All internal pedestrian pathways must be provided in accordance with the approved plans (refer to condition 2.1) and designed and constructed in accordance with *Australian Standard AS1428 "Design for access and mobility"*.

5.0 PLUMBING AND DRAINAGE WORKS

5.1 All internal plumbing and drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act 2008, Plumbing and Drainage Act 2018,* Council's Plumbing and Drainage Policies and the provisions of a Development Permit for Plumbing and Drainage Works.

5.2 The development must be connected to Council's reticulated sewerage and water networks.

5.3 The existing sewerage and water connection point(s) must be retained, and upgraded if necessary, to service the development.

5.4 Sewer connections and water meter boxes located within trafficable areas must be raised or lowered to suit the finished surface levels and must be provided with heavy duty trafficable lids.

5.5 Alteration, disconnection or relocation of internal plumbing and sanitary drainage works associated with the existing building must be in accordance with regulated work under the *Plumbing and Drainage Act 2018* and Council's Plumbing and Drainage Policies.

5.6 The development must comply with *Queensland Development Code, Mandatory Part 1.4 "Building over or near relevant infrastructure."* Any permit associated with the Building Over/Adjacent to Local Government Sewerage Infrastructure Policy must be obtained prior to the issue of a Development Permit for Building Works.

6.0 ROOF AND ALLOTMENT DRAINAGE WORKS

6.1 All roof and allotment runoff from the development must be directed to a lawful point of discharge and must not restrict, impair or change the natural flow of runoff water or cause a nuisance to surrounding land or infrastructure.

7.0 SITE WORKS

7.1 A Development Permit for Operational Works (site works) must be obtained prior to the commencement of any site works on the development site.

7.2 Any application for a Development Permit for Operational Works (site works) must be accompanied by an earthworks plan that clearly identifies the following:

7.2.1 the location of cut and/or fill;

7.2.2 the type of fill to be used and the manner in which it is to be compacted;

7.2.3 the quantum of fill to be deposited or removed and finished cut and/or fill levels;

7.2.4 details of any proposed access routes that are intended to be used to transport fill to or from the development site; and

7.2.5 the maintenance of access roads to and from the development site so that they are free of all cut and/or fill material and cleaned as necessary.

7.3 All earthworks must be undertaken in accordance with Australian Standard AS3798 “Guidelines on earthworks for commercial and residential developments”.

7.4 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.

7.5 Retaining structures above one (1) metre in height require a Development Permit for Building Works. Structural engineering plans must be prepared and endorsed by a Registered Professional Engineer of Queensland (Structural Engineer) for all structural components of the retaining wall.

7.6 Retaining structures close to or crossing sewerage infrastructure must comply with *Queensland Development Code, Mandatory Part 1.4 “Building over or near relevant infrastructure”.* The structure must be self-supporting and no additional load must be applied to Council’s sewerage infrastructure.

8.0 BUILDING WORKS

8.1 A Development Permit for Building Works assessable under the Building Assessment Provisions must be obtained prior to the commencement of any building works on the site.

8.2 A Development Permit for Building Works must be obtained for the removal and/or demolition of any existing structure on the development site.

8.3 All building works must be undertaken in accordance with Council’s Building Over/Adjacent to Local Government Sewerage Infrastructure Policy and any permit obtained in respect of this policy.

8.4 Any lighting devices associated with the development, such as sensory lighting, must be positioned on the development site and shielded so as not to cause glare or other nuisance to nearby residents and motorists. Night lighting must be designed, constructed and operated in accordance with *Australian Standard AS4282 “Control of the obtrusive effects of outdoor lighting”*.

8.5 Access to and use of the land the subject of this application must comply with the provisions of the *Disability Discrimination Act 1992* and/or the *Anti-Discrimination Act 1991*. If either of the statutes require the provision of access or facilities in a way that is inconsistent with this development approval, those facilities must be provided.

8.6 All external elements, such as air conditioners, building plant equipment and other associated equipment, must be adequately screened from public view of the street and adjoining residential uses by a solid screen fence.

8.7 Buildings are finished with high-quality materials which are easily maintained and do not readily stain, discolour or deteriorate.

8.8 All windows/glass utilised throughout the development must be properly glazed or screened to not reflect solar rays directly into windows of adjoining buildings.

8.9 Impervious paved waste storage area/s must be provided in accordance with the approved plans (refer to condition 2.1) and the *Environmental Protection Regulation 2019* and must be:

8.9.1 designed and located so as not to cause a nuisance to neighbouring properties;

8.9.2 aesthetically screened from any road frontage or adjoining property;

8.9.3 of a sufficient size to accommodate commercial type bins that will be serviced by a commercial contractor plus clearances around the bins for manoeuvring and cleaning;

8.9.4 setback a minimum of two (2) metres from any road frontage; and

8.9.5 provided with a suitable hosecock and hoses at the refuse container area, and washdown must be drained to the sewer in accordance with the Sewerage Trade Waste provisions and the *Plumbing and Drainage Act 2018.*

8.10 A minimum 1.8 metre high solid screen fence must be erected along the common boundary of Lot 25 and Lot 26 on RP609356.

9.0 LANDSCAPING WORKS

9.1 Landscaping must be constructed and/or established prior to the commencement of the use in all areas shown on the approved plans (refer to condition 2.1).

9.2 Landscaping must be designed in accordance with the requirements of *Australian Standard AS 1428 — Design for access and mobility.*

9.3 Planting types used within the landscaping areas (refer to condition 2.1) must include either trees, shrubs or groundcovers, or any combination of these planting types. These plantings must be established and maintained generally at the following density rates:

9.3.1 trees at five (5) metre intervals;

9.3.2 shrubs at two (2) metre intervals; and

9.3.3 groundcovers at one (1) metre intervals.

9.4 A landscape buffer with a minimum width of three (3) metres must be provided along the full frontage of Alexandra Street and Moores Creek Road in accordance with the approved plans (refer to condition 2.1).

9.5 Landscaping must be provided for the full length of the common boundary of Lot 25 and Lot 26 on RP609356 with a minimum width of 1.5 metres. The landscaping must consist of dense screen planting (refer to condition 2.1).

9.6 At least fifty (50) per cent of all new plantings within the landscaping areas (refer to condition 2.1) must be locally native species with low water dependency and must comply with the following requirements:

9.6.1 Plant species are chosen from sources recommended in *Planning Scheme Policy SC6.12 – Landscape Design and Street Trees Planning Scheme Policy*; and

9.6.2 Plant species must not include undesirable species identified in *Planning Scheme Policy SC6.12 – Landscape Design and Street Trees Planning Scheme Policy*.

Note: The *Archontophoenix cunninghamiana Bangalow Palm* is not a preferred species of Council.

9.7 Shade trees must comply with the following requirements:

9.7.1 Be planted clear of services and utilities;

9.7.2 Be planted clear of park furniture and embellishments;

9.7.3 Not obstruct pedestrian or bicycle traffic; and

9.7.4 Comply with crime prevention through environmental design principles.

9.8 Shade trees within car parking areas are to be provided and planted within a deep natural ground/structured soil garden bed/island/bay and are protected by wheel stops or bollards as required.

9.9 Root control barriers must be installed where invasive roots may cause damage to car parking areas, pedestrian paths and road carriageways.

9.10 Large trees must not be planted within one (1) metre of the centreline of any sewerage and/or water infrastructure; small shrubs and groundcover are acceptable.

9.11 Landscaping, or any part thereof, upon reaching full maturity, must not:

9.11.1 obstruct sight visibility zones as defined in the Austroads 'Guide to Traffic Engineering Practice' series of publications;

9.11.2 adversely affect any road lighting or public space lighting; or

9.11.3 adversely affect any Council infrastructure, or public utility plant.

9.12 The landscaped areas must be subject to:

9.12.1 a watering and maintenance plan during the establishment moment; and

9.12.2 an ongoing maintenance and replanting programme.

9.13 The street trees along Ludgate Street shown on the approved landscaping plans (refer to condition 2.1) are not approved by Council.

10.0 ASSET MANAGEMENT

10.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.

10.2 Any damage to existing stormwater, water supply and sewerage infrastructure, kerb and channel, pathway or roadway (including removal of concrete slurry from public land and Council infrastructure), that occurs while any works are being carried out in association with this development approval must be repaired at full cost to the developer. This includes the reinstatement of any existing traffic signs or pavement markings that may have been removed or damaged.

11.0 ENVIRONMENTAL

11.1 An Erosion Control and Stormwater Control Management Plan prepared and certified by a suitably qualified person (Certified Professional in Erosion and Sediment Control or a Registered Professional Engineer of Queensland) in accordance with the *State Planning Policy 2017* and *Capricorn Municipal Design Guidelines* requirements, must be:

11.1.1 implemented, monitored and maintained for the duration of the development works, and until all exposed soil areas are permanently stabilised (for example, turfed, hydromulched, concreted, landscaped); and

11.1.2 available on-site for inspection by Council Officers whilst all works are being carried out.

12.0 ENVIRONMENTAL HEALTH

12.1 Noise emitted from the activity must not cause an environmental nuisance.

12.2 When requested by Council, noise monitoring must be undertaken and recorded within three (3) months, to investigate any genuine complaint of nuisance caused by noise. The monitoring data, an analysis of the data and a report, including noise mitigation measures, must be provided Council within fourteen (14) days of the completion of the investigation. Council will require any noise mitigation measures identified in the assessment to be implemented within appropriate timeframes. Noise measurements must be compared with the acoustic quality objectives specified in the most recent edition of the *Environmental Protection (Noise) Policy*.

13.0 OPERATING PROCEDURES

13.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site. Storage of materials or parking of construction machinery or contractors' vehicles must not occur within Alexandra Street, Ludgate Street, Cowap Street or Martin Street.

13.2 Operations on the development site must have no significant impact as determined by Council on the amenity of adjoining premises or the surrounding area due to the emission of light, noise, odour or dust.

13.3 All waste storage areas must be:

13.3.1 kept in a clean and tidy condition; and

13.3.2 maintained in accordance with *Environmental Protection Regulation 2019*.

ADVISORY NOTES

NOTE 1. Aboriginal Cultural Heritage

It is advised that under section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care"). Maximum penalties for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism website https://www.dwatsipm.qld.gov.au/

NOTE 2. General Environmental Duty

General environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

NOTE 3. Licensable Activities

Should an activity licensable by Rockhampton Regional Council be proposed for the development site, Council's Environment and Public Health Unit must be consulted to determine whether any approvals are required. Such activities may include food preparation, storage of dangerous goods or environmentally relevant activities. Approval for such activities is required before 'fit out' and operation.

NOTE 4. General Safety Of Public During Construction

The *Work Health and Safety Act 2011* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

NOTE 5. Infrastructure Charges Notice

This application is subject to infrastructure charges in accordance with Council policies. The charges are presented on an Infrastructure Charges Notice.

Operational Works Conditions

Table 1: Abbreviations/terms used in the Conditions

Abbreviation / Term	**Meaning**
AS/NZS	Australian and New Zealand Standard
Cd	Candela – a unit of luminous intensity
Luminance	Brightness (intensity of light) leaving the display, which is measured in Candela per square metre.
OMA	Outdoor Media Authority Digital Guideline
RPEQ	Registered Professional Engineer of Queensland

1.0 ADMINISTRATION

1.1 The owner, the owner's successors in title, and any occupier of the premises is responsible for ensuring compliance with the conditions of this development approval.

1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.

1.3 All conditions of this approval must be undertaken and completed to the satisfaction of Council, at no cost to Council.

1.4 The following further development permits are required prior to the commencement of any works on the site:

1.4.1 Building Works.

1.5 Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.

2.0 APPROVED PLANS AND DOCUMENTS

2.1 The approved advertising device must be completed and maintained generally in accordance with the approved drawings and documents, except where amended by the conditions of this permit.

Plan/Document Name	Prepared by	Date	Reference No.	Version/ Issue
Signage Schedules & Details	JSTN Architects	-	DD6005	01
Signage Schedules & Details	JSTN Architects	-	DD6006	01

Elevation 01	JSTN Architects	9 February 2026	SD3001	02
Elevation 02	JSTN Architects	9 February 2026	SD3002	02
Elevation 03	JSTN Architects	9 February 2026	SD3003	02
Elevations Shipping Container	JSTN Architects	20 August 2026	SK3001	02

2.2 A set of the above approved plans are returned to you as the Consultant. The Consultant is to supply one (1) Approved set to the contractor to be retained on site at all times during construction.

2.3 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.

3.0 OPERATING PROCEDURE

3.1 All advertising devices must only display or advertise a matter associated with the primary purpose for which the premises are used, or the purpose stated in this approval.

3.2 All text and images displayed on the approved advertising device:

3.2.1 must be static;

3.2.2 must not imitate a traffic control device, move contrary to any traffic control device or include traffic instructions (for example ‘stop’); and

3.2.3 must not involve moving parts or flashing lights.

3.3 Any lighting devices associated with the advertising device, such as sensory lighting, must be positioned on the site and shielded so as not to cause glare or other nuisance to nearby residents or motorists. Night lighting must be designed, constructed and operated in accordance with ‘*Australian Standard AS4282 – Control of the obtrusive effects of outdoor lighting’ and ‘Civil Aviation Safety Authority (CASA) Guidelines: Lighting in the vicinity of aerodromes: Advice to lighting designers’*.

4.0 LUMINANCE

4.1 Luminance levels of the advertising device must not exceed the applicable levels listed in Table 2 below.

Table 2: Luminance levels for Advertising Devices

(Source: OMA)

Lighting Condition	Zone 1	Zone 2	Zone 3
Full Sun on Sign face	Maximum Output	Maximum Output	Maximum Output
Day Time Luminance	6000-7000 cd/m2	6000-7000 cd/m2	6000-7000 cd/m2
Morning/Evening/Twilight/inclement weather	1000 cd/m2	700 cd/m2	600 cd/m2
Night Time	500 cd/m2	350 cd/m2	300 cd/m2

Note:

Zone 1 very high ambient off street lighting i.e. central city locations

Zone 2 high to medium off street ambient lighting

Zone 3 low levels of off street ambient lighting, i.e. most residential areas, rural areas.

5.0 BUILDING WORKS

5.1 A Development Permit for Building Works assessable under the Building Assessment Provisions must be obtained prior to the commencement of any building works on the site.

6.0 ASSET MANAGEMENT

6.1 Any damage to, or alterations necessary, to electricity, telephone, water mains, sewerage mains, stormwater drains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken immediately, at no cost to Council, and completed within the following timeframes:

6.1.1 where damage causes a hazard to pedestrian/traffic safety or interrupts a community service, immediately; or

6.1.2 as soon as reasonably possible as agreed with Council.

7.0 ADVERTISING DEVICE CONSTRUCTION AND MAINTENANCE

7.1 Council reserves the right for uninterrupted access to the site at all times during construction.

7.2 All Construction work and other associated activities are permitted only between 0630 hours and 1800 hours Monday to Saturday. No work is permitted on Sundays or public holidays. All requirements of the *Environmental Protection Act 1994* and the *Environmental Protection Regulation 2019* must be observed at all times, unless otherwise approved by Council in writing.

7.3 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the site.

7.4 Any proposed works within the vicinity (or zone of influence) of existing Council infrastructure will not adversely affect the integrity of the infrastructure. Any restoration works required on existing Council infrastructure as a result of proposed works will be at the developer's expense.

7.5 The sign/s must be designed and certified by a Registered Professional Engineer of Queensland (RPEQ) and constructed in accordance with the requirements of the *Queensland Development Code* and the *Building Code of Australia*.

7.6 All conduits, wiring, switches or other control apparatus installed on an Advertising Device must be concealed from general view, with control apparatus secured in a manner to prevent unauthorised entry and display setting tampering.

7.7 All electrical services and systems must comply with *Australian and New Zealand Standard AS/NZS 3000:2007 – "Electrical Installations*".

7.8 All advertising devices must be maintained at all times on the premises by the owner of the premises to the same standard as it was when it was installed, and be maintained in a safe, clean, condition that does not adversely impact the visual amenity

ADVISORY NOTES

NOTE 1. Aboriginal Cultural Heritage

It is advised that under section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care"). Maximum penalties for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism website https://www.dwatsipm.qld.gov.au/

NOTE 2. General Environmental Duty

General environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

NOTE 3. General Safety Of Public During Construction

The *Work Health and Safety Act 2011* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

BACKGROUND

SITE AND LOCALITY

The site is located at 6 Alexandra Street, Park Avenue, formally described as Lot 1 on RP612250 and Lot 2 on RP608823. The subject land parcels are irregular shaped lots and have a total combined site area of 18,378 square metres. The site is fully developed and improved by an existing showroom land use currently operated by Tropical Auto Group.

The subject site is immediately bound by:

- North: Low Density Residential Zone with established dwelling houses and Martin Street and Cowap Street, classified as Urban Access Place and Urban Access Street respectively.
- East: Moores Creek Road, classified as a Highway and Major Centre Zone being the Stocklands shopping centre and various commercial businesses.
- South: Alexandra Street, classified as Urban Arterial Road and a major traffic intersection between Alexandra Street, Moores Creek Road and High Street.
- West: Ludgate Street, classified as Urban Access Place Low Density Residential Zone with established dwelling houses and Alexandra Street.

The wider area is characterised by the mixed use suburb of Park Avenue which includes residential, commercial, sports and recreation and open space uses.

PROPOSAL

Overview

Material Change of Use (Showroom)

The Applicant seeks a Development Permit for Material Change of Use for a Showroom (extension) and Operational Works for Advertising Device (2 x wall sign and 1 x awning fascia sign), over the subject site, specifically within Lot 2 of the subject site.

The proposal is for the establishment of a new showroom building within Lot 2, expanding on the existing primary showroom and servicing hub within Lot 1 which was approved under D/11-2026. The intent of the expansion is to upgrade the existing Kia facilities within the site into a larger and more modern facility. A four bay awning is proposed to connect the new showroom and existing service centre building. The showroom is for indoor display and sale of vehicles and has a gross floor area of approximately 380 square metres and a total height of 9.09 metres.

The remainder of Lot 2 is proposed to include a total of fifty-seven (57) additional vehicle parking spaces and vehicle manoeuvring areas. No access is proposed off Alexandra Street via Lot 2.

An additional smaller showroom container is proposed within the front portion of Lot 1 and has a gross floor area of 28 square metres and has a total height of 3.2 metres.

The container maintains the design of a shipping container, with the front façade glazed for pedestrians/customers to view vehicles stored within the container. The container is setback 0.4 metres from the front property boundary.

The proposal includes the formalisation of vehicle parking spaces within the existing showroom site (Lot 1), with a total of 153 spaces proposed and a carpark display spot located within the existing lot. Landscaping is proposed along all lot boundaries and internally within parking areas.

The new building is connected to the primary showroom use via the servicing awning extension. The building is oriented towards Alexandra Street, with visitor entry along the front of the building and display vehicle entry via the rear of the building. The building is designed with materials that are consistent with the built form throughout the development site.

The proposal includes the relocation of the existing waste room and collection points to the rear of Lot 1. No changes to the hours of operation are proposed.

Operational Works for Advertising Devices

Wall signs and above awning fascia signs are proposed throughout the subject sites, specifically:

- Three (3) wall signs on showroom container within the Specialised Centre Zone:
    - Sign face area – 1.8m^2 and 4.12m^2
- Four (4) awning fascia signs along the proposed awning within the Specialised Centre Zone;
    - Sign face area – approximately 0.57m^2 each
- Two (2) wall signs on new showroom building within the Low Density Residential Zone; and
    - Sign face area – approximately 2.23m^2 each
- One (1) awning fascia on new showroom building within the Low Density Residential Zone.
    - Sign face area – approximately 2.23m^2

The proposed advertising devices within the Specialised Centre Zone are accepted subject to requirements and meet the requirements of the Advertising Device code and are therefore not further addressed as part of the application.

The proposed advertising devices within the Low Density Residential Zone trigger a code assessable application however comply or can be conditioned to comply with all assessable benchmarks.

PLANNING ASSESSMENT

MATTERS FOR CONSIDERATION

This application has been assessed by relevant Council planning, engineering, environmental health, and other technical officers as required. The assessment has been in accordance with the assessment process provisions of the Development Assessment Rules, based on consideration of the relevant State Planning Policy; State Government guidelines; the Council's Planning Scheme, Planning Policies and other general policies and procedures, as well as other documents as considered relevant.

Development Engineering Comments

Support, subject to conditions.

Public and Environmental Health Comments

Support, subject to conditions.

Strategic Planning Comments

The proposal involves a small-scale extension to an existing showroom use into land zoned for residential purposes. It does not constitute the type of centre expansion contemplated by the strategic framework. The extension is limited in scale, functionally integrated with the existing development, and does not introduce new commercial tenancies or activities.

The proposal does not result in ribbon development, nor does it disperse or fragment centre activities. Instead, it supports the ongoing viability and reinvestment of an established use within the Specialised centre zone.

Furthermore, the development will not compromise the residential amenity or character of the surrounding area, given its small scale extension, appropriate design, setbacks and landscaping treatments. Access is provided via the established higher-order road network, ensuring no reliance on local residential streets.

Based on the information provided, the application is recommended to be approved.

TOWN PLANNING COMMENTS

State Planning Policy 2017

Section 2.1 of Rockhampton Region Planning Scheme 2015 noted the State Planning Policy 2017 is integrated in the planning scheme. The State planning interests are therefore addressed as part of this assessment of the development against the Rockhampton Region Planning Scheme 2015.

Central Queensland Regional Plan 2013

The Central Queensland Regional Plan 2013 is a statutory document which came into effect on 18 October 2013. The Regional Plan is identified as being appropriately integrated with the Planning Scheme and therefore an assessment against the Planning Scheme is taken to be an assessment against the Central Queensland Regional Plan 2013.

Rockhampton Region Planning Scheme 2015

Rockhampton Regional Planning Scheme Codes

The following codes are applicable to this application:

- Specialised Centre Zone Code;
- Low Density Residential Zone Code;
- Access, Parking and Transport Code;
- Landscape Code;
- Stormwater Management Code;
- Waste Management Code;
- Water and Sewer Code;
- Advertising Devices Code;
- Airport Overlay Code; and
- Flood Hazard Overlay Code.

An assessment has been made against the requirements of the abovementioned codes and the proposed development generally complies with the relevant Performance Outcomes and Acceptable Outcomes. Where the application is in conflict with an Acceptable Outcome and is not otherwise conditioned to comply an assessment of the Performance Outcomes is contained in the Statement of Reasons in **Recommendation A** of this report.

Specialised Centre Zone

The subject site is situated within the Specialised Centre Zone under the Rockhampton Region Planning Scheme 2015. The purpose of the Specialised Centre Zone identifies that:

1. *The purpose of the specialised centre zone code provides for one (or more) specialised uses:*
    a. ***enable the specialised centres to strengthen and maintain their role within the network of centres in the region, providing services and facilities appropriate to their respective function and catchment****; and*
    b. *facilitate the development of specialised centres which are readily accessible, integrated and well designed, form vibrant focal points for the community, promote the efficient provision of services and contribute to the quality of life, character and identity of communities*
2. *The following overall outcomes of the Yaamba Road precinct are additional to those of the specialised centre zone and take precedence in the event of a conflict:*
    a. the precinct is reinforced as a destination for 'homemaker' and other bulky goods, warehousing and showroom outlets;
    b. *this precinct does not accommodate large-scale shops such as discount department stores, supermarkets or shopping centres (with the exception of Lot 25 on RP610513);*
    c. *ancillary uses which provide for customers in the precinct, including cafes and passive recreation uses are supported;*
    d. *short-term accommodation such as a motel is supported where fronting onto Yaamba Road;*
    e. *development does not compromise the role and function of Yaamba Road as the major thoroughfare through the precinct; and*
    f. *office activities exceeding 200 square metres in gross floor area will not occur.*

This application is consistent with the purpose of the Zone.

Low Density Residential Zone

The subject site is situated within the Low Density Residential Zone under the Rockhampton Region Planning Scheme 2015. The purpose of the Low Density Residential Zone identifies that:

1. The purpose of the low density residential zone code is to:
    a. provide locations where residential uses, predominantly in the form and type of single detached one (1) storey and two (2) storey dwelling houses on individual lots are preferred to develop;
    b. provide for the development of a mixture of other residential land use types that provide for long-term residency, where they are sited and designed to maintain the existing urban form (low rise and low density) and amenity of the surrounding area;
    c. minimise land use conflict and ensure that community and recreation facilities develop only where they are consistent with amenity and characteristics of the surrounding area; and
    d. ensure that development within the zone has appropriate standards of infrastructure and essential services.
2. The purposes of the zone will be achieved through the following overall outcomes:
    a. development provides for predominantly single detached dwelling houses on individual lots of varying sizes and dual occupancies, maintaining a generally a low-rise, 1-2 storey built form and low density character with small scale, detached buildings;

b. residential development within the zone is of a type which primarily provides for the long-term accommodation of residents and not for short-term accommodation, except in the circumstances stated in d.;

c. low-rise multiple dwellings, relocatable home parks, residential care facilities and retirement facilities develop in the zone when they are situated in proximity (convenient walking distance) to parks, centres, major community facilities (hospital, university, etcetera) and have access to higher order roads (minor urban collector or higher) or public transport;

d. short-term accommodation only occurs where it:

   i. is established in an existing dwelling;

   ii. does not adversely impact on the amenity of the surrounding residential area;

   iii. maintains the appearance of an ordinary dwelling that is consistent with the intentions of the zone; and

   iv. is limited in scale and duration;

   Note—Use of a dwelling for short-term accommodation in this context may take the form of short term stay, rental or similar accommodation. Purpose built commercially run short-term accommodation facilities are not intended. Short-term accommodation does not include a party house, which is separately defined.

e. non-residential uses only occur within the zone where they:

   i. do not compromise the residential character and existing amenity of the surrounding area;

   ii. are small-scale and consistent with the surrounding urban form;

   iii. primarily function to service the needs of the immediate local residential community;

   iv. do not detract from the role and function of centres;

   v. do not result in the expansion of a centre zone; and

   vi. have direct access to higher order roads (minor urban collector or higher) and are in proximity to public transport;

f. no expansion of existing centres or industrial areas will occur into the low density residential zone. In addition, no additional local centres or higher order centres are required within the low density residential zone;

g. neighbourhood centres do not expand to service a wider local centre catchment. South Gracemere is to accommodate a neighbourhood centre commensurate with the population of the immediate catchment;

h. new proposed centres within greenfield areas are not intended to accommodate full-line supermarkets;

   Editor's note—To remove any doubt specialised centres are a centre zones category.

i. development maximises opportunities for surveillance, activation of street fronts, integration with surrounding streetscapes, and presents an attractive appearance to the street with variations in built form, shape and colour;

j. development maintains a high level of residential amenity having regard to traffic, noise, dust, odour, lighting and other locally specific impacts;

k. new residential developments are not located in proximity to existing incompatible uses such as rural uses, industrial uses and major community facilities without separation distances, landscaping and screening that minimise impacts on amenity in relation to noise, odour, dust, light, loss of privacy or other adverse impacts;

l. new residential developments are located and integrated with existing neighbourhoods;

m. development is sited and designed to respond to the region's climate (sustainable practices for maximising energy efficiency, water conservation and public/active transport use), local heritage features, natural landscape features and environmental constraints;

n. development provides connection to pathways, cycle ways, roads and public transport infrastructure commensurate with the needs of the use;

o. development is serviced by infrastructure that is commensurate with the needs of the use; and

p. the establishment of one (1) precinct within the zone where particular requirements are identified:

    i. Fitzroy River accommodation precinct; and

    ii. Residential stables precinct.

An assessment of the proposal identifies that the development presents conflicts with the purpose of the Low Density Residential Zone. An assessment against the purpose of the zone is contained in the Statement of Reasons in **Recommendation A** of this report.

Strategic Framework

The subject site is situated within the Urban Area designation under the scheme's strategic framework map. The strategic framework themes and their strategic outcomes, as identified within Part 3 of the Rockhampton Region Planning Scheme 2015 are applicable:

- Settlement Pattern
- Natural Environment and Hazards
- Community Identity diversity
- Access and Mobility
- Infrastructure and Services
- Natural Resources and Economic Development

An assessment of the proposal identifies that the development presents conflicts with elements of the Strategic Framework. An assessment against the Strategic Framework is contained in the Statement of Reasons in **Recommendation A** of this report.

CONSULTATION

The proposal was the subject of public notification between 18 June 2026 and 2 July 2026, in accordance with the requirements of the *Planning Act 2016* and the *Development Assessment Rules*, and no submissions were received.

REFERRALS

The application was referred to the Department of State Development, Infrastructure and Planning (State Assessment and Referral Agency) as a Concurrence. The Department assessed the application and provided a referral agency response with conditions on 9 June 2026.

CONCLUSION

THAT the proposed development is not anticipated to compromise the Strategic Framework of *Rockhampton Region Planning Scheme 2015*. Furthermore, the proposal generally complies with the provisions included in the applicable codes. The proposal is therefore, recommended for approval in accordance with the approved plans and subject to the conditions outlined in the recommendation.

DEVELOPMENT PERMIT FOR A MATERIAL CHANGE OF USE FOR A SHOWROOM (EXTENSION) AND OPERATIONAL WORKS FOR ADVERTISING DEVICES (2 X WALL SIGN AND 1 X AWNING FASCIA SIGN)

Locality Plan

Meeting Date: 22 September 2026

Attachment No: 1

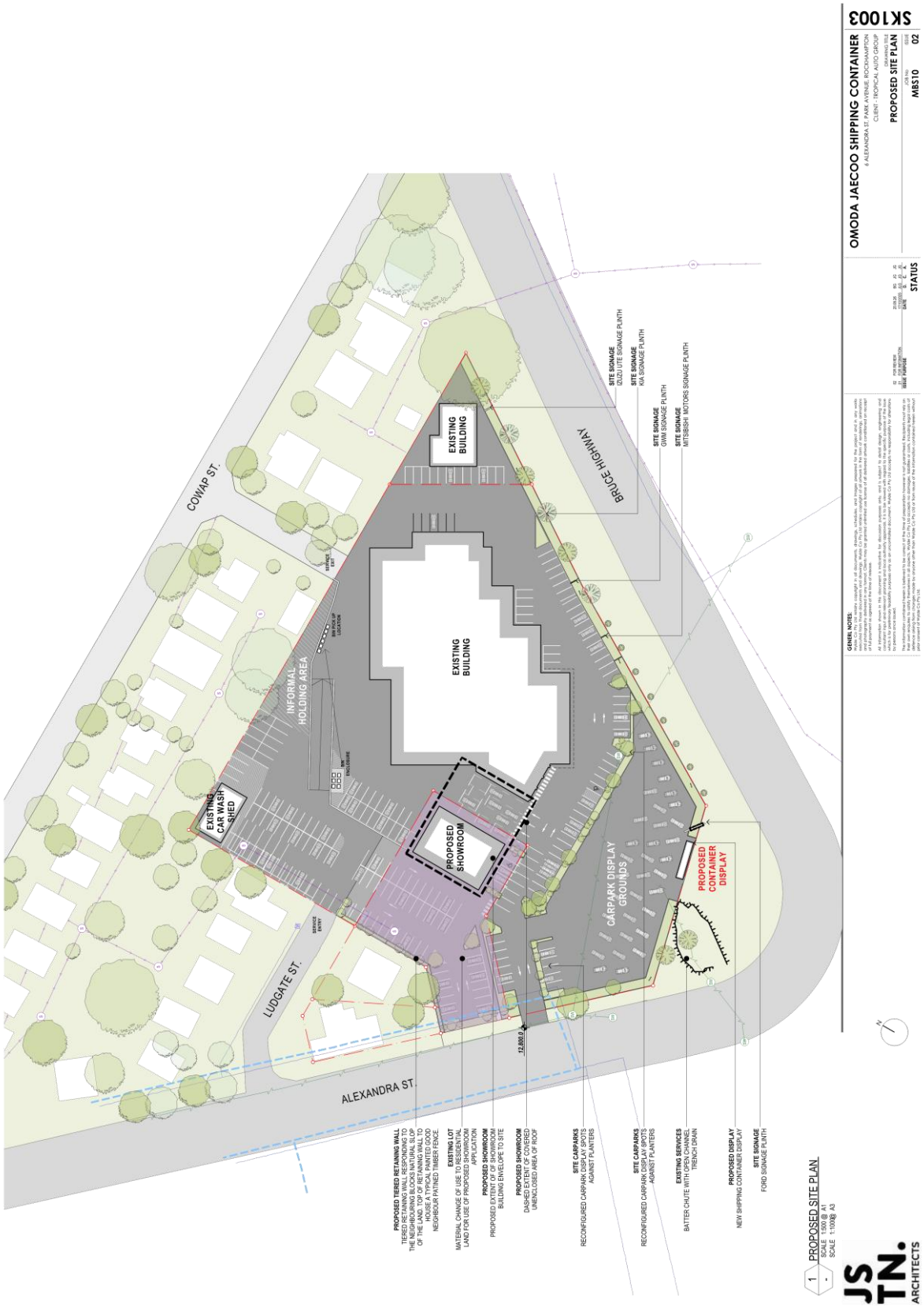

Rockhampton Regional Council
D/59-2026 - Locality Plan
RGIS
Printed from RGIS on 10-September-2026
A4 Page - Scale 1: 1054
Lot 1 RP612250
Lot 2 RP608823
Moores Creek Rd
Alexandra St
Alexandra St Service Rd
Ludgate St
Martin St
Lot 1 RP613011
Lot 26 RP607789
Lot 27 RP607789
Lot 29 RP607789
Lot 4 RP617564
Lot 2 GTP60143
Lot 1 GTP60143
Lot 0 GTP60143
Lot 0 GTP60050
Lot 4 GTP60050
Lot 5 RP617564
Lot 3 GTP60050
Lot 11 RP606626
Lot 2 RP606626
Lot 1 RP606626
Lot 3 RP606626
Lot 13 RP606626
Lot 25 RP609356
Lot 26 RP609356
Lot 83 RP603522
Lot 84 RP603522
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DEVELOPMENT PERMIT FOR A MATERIAL CHANGE OF USE FOR A SHOWROOM (EXTENSION) AND OPERATIONAL WORKS FOR ADVERTISING DEVICES (2 X WALL SIGN AND 1 X AWNING FASCIA SIGN)

Site Plan

Meeting Date: 22 September 2026

Attachment No: 2


SK1003
OMODA JAECOO SHIPPING CONTAINER
6 ALEXANDRA ST, PARK AVENUE ROCKHAMPTON
CLIENT - TROPICAL AUTO GROUP
PROPOSED SITE PLAN
JOB No MBS10
ISSUE 02
STATUS
GENERAL NOTES:
COWAP ST.
BRUCE HIGHWAY
LUDGATE ST.
ALEXANDRA ST.
EXISTING BUILDING
EXISTING BUILDING
INFORMAL HOLDING AREA
EXISTING CAR WASH SHED
PROPOSED SHOWROOM
CARPARK DISPLAY GROUNDS
PROPOSED CONTAINER DISPLAY
SITE SIGNAGE (ZUZU) UTE SIGNAGE PLINTH
SITE SIGNAGE KIA SIGNAGE PLINTH
SITE SIGNAGE GWM SIGNAGE PLINTH
SITE SIGNAGE MITSBISHI MOTORS SIGNAGE PLINTH
PROPOSED TIERED RETAINING WALL
EXISTING LOT
MATERIAL CHANGE OF USE TO RESIDENTIAL
PROPOSED SHOWROOM
PROPOSED SHOWROOM
SITE CARPARKS
SITE CARPARKS
EXISTING SERVICES
PROPOSED DISPLAY
SITE SIGNAGE
1 PROPOSED SITE PLAN
SCALE 1:1000@ A1
SCALE 1:1000@ A3
JS TN. ARCHITECTS

DEVELOPMENT PERMIT FOR A MATERIAL CHANGE OF USE FOR A SHOWROOM (EXTENSION) AND OPERATIONAL WORKS FOR ADVERTISING DEVICES (2 X WALL SIGN AND 1 X AWNING FASCIA SIGN)

Elevations

Meeting Date: 22 September 2026

Attachment No: 3

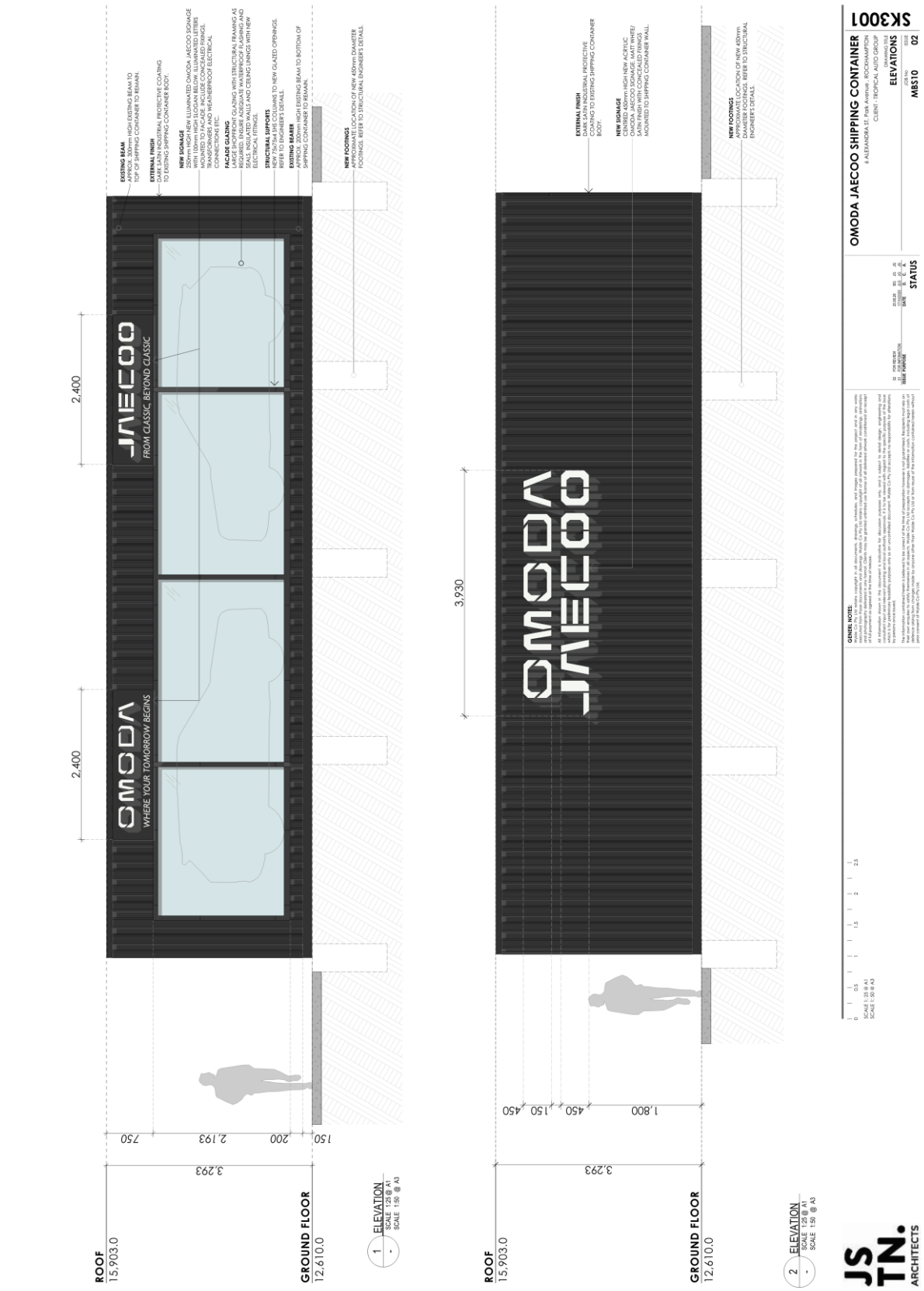

LOGO
ENTRY
GWM
ISUZU UTE
MITSUBISHI MOTORS
KIA
FINISH
FEATURE EXPRESSED JOINT
AWNING IN SELECT FINISH
FACADE
ALUMINIUM GLAZED FACADE
MULLIONS SET-OUT TO
MODULE OF INTERNAL
COLUMNS BEHIND
DROP-OFF
4 LANE UNDERCOVER DROP-
OFF AREA FOR SERVICE
CENTRE
SHOWROOM ENTRY
PROPOSED SHOWROOM
ENTRY WITH AWNING OVER
LEVEL 02
20,890.0
GROUND FLOOR
13,690.0
1 SHOWROOM ELEVATION 01
SCALE 1:50 @ A1
SCALE 1:100 @ A3
EXISTING FORD
SHOWROOM BEYOND
EXISTING SERVICES
BOOK-IN
SIGNAGE
LOCATION OF TENANTS
FEATURE LOGO
2 SHOWROOM ELEVATION 01
SCALE 1:50 @ A1
SCALE 1:100 @ A3
TROPICAL AUTO MERC
ELEVATION 01
SD3001
STATUS
JS TN. ARCHITECTS

DEVELOPMENT PERMIT FOR A MATERIAL CHANGE OF USE FOR A SHOWROOM (EXTENSION) AND OPERATIONAL WORKS FOR ADVERTISING DEVICES (2 X WALL SIGN AND 1 X AWNING FASCIA SIGN)

Elevations

Meeting Date: 22 September 2026

Attachment No: 4


OMODA
WHERE YOUR TOMORROW BEGINS
JAECOO
FROM CLASSIC, BEYOND CLASSIC
2,400
2,400
3,930
ROOF
15,903.0
GROUND FLOOR
12,610.0
3,293
750
2,193
200
150
1,800
450
150
450
1 ELEVATION
SCALE 1:25 @ A1
SCALE 1:50 @ A3
2 ELEVATION
SCALE 1:25 @ A1
SCALE 1:50 @ A3
EXISTING BEAM
APPROX. 300mm HIGH EXISTING BEAM TO TOP OF SHIPPING CONTAINER TO REMAIN.
EXTERNAL FINISH
EXISTING INDUSTRIAL PROTECTIVE COATING TO EXISTING SHIPPING CONTAINER BODY.
NEW SIGNAGE
250mm HIGH NEW ILLUMINATED OMODA JAECOO SIGNAGE WITH 100mm HIGH JAECOOAN BELOW. ILLUMINATED LETTERS MOUNTED TO FACE OF EXISTING CONTAINER INCLUDING TRANSFORMERS AND WEATHERPROOF ELECTRICAL CONNECTIONS ETC.
FACADE GLAZING
EXISTING WINDOWS / GLAZING WITH STRUCTURAL FRAMING AS REQUIRED. ENSURE ADEQUATE WATERPROOF FLASHING AND SEALANT DETAILS AND CEILING LININGS WITH HEM ELECTRICAL FITINGS.
STRUCTURAL SUPPORTS
NEW 75x75x4 SHS COLUMNS TO NEW GLAZED OPENINGS. REFER TO ENGINEER'S DETAILS.
EXISTING BEAM
APPROX. 350mm HIGH EXISTING BEAM TO BOTTOM OF SHIPPING CONTAINER TO REMAIN.
NEW FOOTINGS
APPROXIMATE LOCATION OF NEW 450mm DIAMETER FOOTINGS. REFER TO STRUCTURAL ENGINEER'S DETAILS.
EXTERNAL FINISH
EXISTING INDUSTRIAL PROTECTIVE COATING TO EXISTING SHIPPING CONTAINER BODY.
NEW SIGNAGE
OMODA JAECOO SIGNAGE: MATT WHITE/ LAMINATED ACRYLIC LETTERS MOUNTED TO SHIPPING CONTAINER WALL.
NEW FOOTINGS
APPROXIMATE LOCATION OF NEW 450mm DIAMETER FOOTINGS. REFER TO STRUCTURAL ENGINEER'S DETAILS.
GENERAL NOTES:
OMODA JAECOO SHIPPING CONTAINER
4 ALEXANDRA ST, TOM PRICE, ROCKHAMPTON
CLIENT - TROPICAL AUTO GROUP
DRAWING TITLE
ELEVATIONS
JOB No
MBS10
ISSUE
02
STATUS
SK3001
JS TN. ARCHITECTS

11.3 MINOR CHANGE TO DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE FOR RESIDENTIAL CARE FACILITY, RETIREMENT FACILITY AND COMMUNITY USE

File No:	**D/30-2019**
Attachments:	**1. Locality Plan⇩** **2. New Plans - Stage 3⇩**
Authorising Officer:	**Amanda O'Mara - Coordinator Development Assessment** **Doug Scott - Manager Planning & Regulatory Services** **Damon Morrison - General Manager Communities and Lifestyle**
Author:	**Aidan Murray - Senior Planning Officer**

SUMMARY

Development Application Number:	D/30-2019
Applicant:	Benevolent Aged Care Ltd
Real Property Address:	Lots 2 and 4 on SP329080
Common Property Address:	60 West Street, The Range
Area of Site:	9,643 + 4,498 square metres (14,141m^2 total)
Planning Scheme:	*Rockhampton Region Planning Scheme 2015 v1.1*
Planning Scheme Zone:	Low Density Residential Zone
Overlays:	Acid Sulfate Soils Overlay Airport Environs Overlay Steep Land Overlay
Existing Development:	Residential Care Facility, Retirement Facility and Community Use
Approval Sought:	Amended Decision Notice for a Development Permit for Material Change of Use for a Residential Care Facility, Retirement Facility and Community Use
Affected Entity:	N/A

OFFICER'S RECOMMENDATION

RECOMMENDATION A

THAT in relation to the application for a Minor Change to Development Permit D/30-2019 for Residential Care Facility, Retirement Facility and Community Use, made by Benevolent Aged Care Ltd, located at 60 West Street, The Range, described as Lots 2 and 4 on SP329080, Council resolves to issue an Amended Decision Notice subject to the following conditions:

ADMINISTRATION

1.1 The Developer and his employee, agent, contractor or invitee is responsible for ensuring compliance with the conditions of this development approval.

1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.

1.3 All conditions, works, or requirements of this development approval must be undertaken, completed, and be accompanied by a Compliance Certificate for any operational works required by this development approval:

1.3.1 to Council's satisfaction;

1.3.2 at no cost to Council; and

1.3.3 prior to the commencement of the use,

unless otherwise stated.

1.4 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the commencement of the use unless otherwise stated.

1.5 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:

1.5.1 Operational Works:

(i) Road Works;

(ii) Access and Parking Works;

(iii) Sewerage Works;

(iv) Stormwater Works;

(v) Roof and Allotment Drainage;

(vi) Site Works;

1.5.2 Plumbing and Drainage Works;

1.5.3 Building Works:

(i) Demolition Works; and

(ii) Building Works.

1.6 DELETED

2.0 APPROVED PLANS AND DOCUMENTS

2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by any condition of this development approval:

Plan / Document Name	Prepared by	Reference No.	Revision	Dated
Basement Site Master Plan	Deike Richards	SD-0101	P7	24 September 2019
Ground Level Site Master Plan	Deike Richards	SD-0102	P8	24 September 2019
Level 1 Site Master Plan	Deike Richards	SD-0103	P8	24 September 2019
Level 2 Site Master Plan	Deike Richards	SD-0104	P4	16 July 2019
Basement Staging Plan	Deike Richards	AS-CD-0301	DA01	29 September 2020

Ground Level MS Plan	Deike Richards	AS-CD-0901	DA1	17 November 2020
Level 1 MS Plan	Deike Richards	AS-CD-0902	DA1	17 November 2020
Level 2 MS Plan	Deike Richards	AS-CD-0903	DA1	17 November 2020
Building A (RAC) Ground Level GA Plan	Deike Richards	A-SD-1001	P4	16 July 2019
Building A (RAC) Level 1 GA Plan	Deike Richards	A-SD-1002	P4	16 July 2019
Building A (RAC) Level 2 GA Plan	Deike Richards	A-SD-1003	P4	16 July 2019
Building A (RAC) Level 3 GA Plan	Deike Richards	A-SD-1004	P4	16 July 2019
Building A (RAC) Roof Plan	Deike Richards	A-SD-1005	P3	16 July 2019
Building A (RAC) North East Elevation and South East Elevation	Deike Richards	A-SD-2001	P4	16 July 2019
Building A (RAC) North West Elevation and South West Elevation	Deike Richards	A-SD-2002	P4	16 July 2019
Building B (ILU) Basement GA Plan	Deike Richards	B-SD-1001	P5	24 September 2019
Building B (ILU) Ground Level GA Plan	Deike Richards	B-SD-1002	P5	24 September 2019
Building B (ILU) Ground Level Kitchen / Laundry GA	Deike Richards	B-SD-1003	P4	21 March 2019
Building B (ILU) Level 1 GA Plan	Deike Richards	B-SD-1004	P4	24 September 2019
Building B (ILU) Level 2 GA Plan	Deike Richards	B-SD-1005	P4	8 March 2019
Building B (ILU) Level 3 GA Plan	Deike Richards	B-SD-1006	P3	8 March 2019
Building B (ILU) Level 4 GA Plan	Deike Richards	B-SD-1007	P3	8 March 2019

Building B (ILU) Roof Plan	Deike Richards	B-SD-1008	P3	8 March 2019
Building B (ILU) North East Elevation	Deike Richards	B-SD-2001	P4	24 September 2019
Building B (ILU) Cambridge Street Elevation	Deike Richards	B-SD-2002	P4	24 September 2019
Building B (ILU) South West Elevation	Deike Richards	B-SD-2003	P3	8 March 2019
Building B (ILU) North West Elevation	Deike Richards	B-SD-2004	P3	8 March 2019
Benevolent Living Building C – Proposed Site Plan	Deike Richards	251202 - 0102	DA2	No date, Received 15 July 2026
Benevolent Living Building C – Demolition Site Plan	Deike Richards	251202 - 0103	DA2	No date, Received 15 July 2026
Benevolent Living Building C – Basement GA Plan	Deike Richards	251202 - 1001	DA2	No date, Received 15 July 2026
Benevolent Living Building C – Ground Floor GA Plan	Deike Richards	251202 - 1002	DA2	No date, Received 15 July 2026
Benevolent Living Building C – Level 1 GA Plan	Deike Richards	251202 - 1003	DA2	No date, Received 15 July 2026
Benevolent Living Building C – Level 2 GA Plan	Deike Richards	251202 - 1004	DA2	No date, Received 15 July 2026
Benevolent Living Building C – Roof GA Plan	Deike Richards	251202 - 1005	DA2	No date, Received 15 July 2026
Benevolent Living Building C – North West and South West Elevations	Deike Richards	251202 - 2001	DA2	No date, Received 15 July 2026

Benevolent Living Building C – South East and North East Elevations	Deike Richards	251202-2002	DA2	No date, Received 15 July 2026
West and Cambridge Street Elevations	Deike Richards	SD-0201	P5	24 September 2019
Lennox and Voss Park Elevations	Deike Richards	SD-0202	P4	16 July 2019
Site Sections	Deike Richards	SD-0301	P5	16 July 2019
Landscape Concept	Deike Richards	1018050	04	4 April 2019
Engineering Infrastructure Report	Calibre Professional Services Pty Ltd	18-001613	A	8 April 2019
Stormwater Letter for Minor Change	STP Consultants	STP25-2462		19 August 2026
Traffic Engineering Report	Hayes Traffic Engineering	18815	DA RFI V02b	September 2019
Traffic Engineering Assessment	PTT Traffic & Transport Engineering	26-341	B	5 August 2026
Waste Management Plan	Apex Engineers	-	-	August 2019
Waste Management Plan	DDEG	220722-E	2	7 August 2026
RE: 60 West Street, The Range – Benevolent Aged Care, Rockhampton Airport Obstacle Limitation Surfaces Study	Aviation Projects Pty Ltd	062701-01	-	No date

2.2 Where there is any conflict between the conditions of this development approval and the details shown on the approved plans and documents, the conditions of this development approval must prevail.

2.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for approval by Council prior to the submission of an application for a Development Permit for Operational Works.

3.0 STAGED DEVELOPMENT

3.1 This development approval is for a development to be undertaken in three (3) discrete stages, namely:

3.1.1 Stage 1;

3.1.2 Stage 2a and 2b; and

3.1.3 Stage 3.

in accordance with the approved plans (refer to condition 2.1).

The stages are not required to be undertaken in any chronological order.

4.0 ROAD WORKS

4.1 A Development Permit for Operational Works (road works) must be obtained prior to the commencement of any road works required by this development approval.

4.2 All road works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, relevant *Australian Standards, Austroads Guidelines* and the provisions of a Development Permit for Operational Works (road works).

4.3 On-street parking spaces along Lennox Street and West Street must be lined marked for the full frontage of the development site. Appropriate line marking must be provided to this effect in accordance with *Australian Standard AS1742.1 "Manual of uniform traffic control devices"* and *Australian Standard AS2890.1 "Parking facilities and* the provisions of a Development Permit for Operational Works (Road Works).

Note: No on-street parking will be approved on West Street between the proposed new driveway access to Building B and West Street/Cambridge Street intersection.

4.4 The existing 'Loading Zone' signs on Lennox Street must be removed and the pavement area must be utilised for rear-in angled parking spaces.

4.5 A concrete pathway, with a minimum width of 1.2 metres, must be constructed to match the existing pathway of Cambridge and Lennox Street for the full frontage of the development site.

4.6 All pathways and access ramps must be designed and constructed in accordance with *Australian Standard AS1428 "Design for access and mobility"*.

4.7 All pathways located within a road reserve or Public use land must be provided with public space lighting in accordance with *Australian Standard AS1158 "Lighting for roads and public spaces"*.

4.8 All pathways must incorporate kerb ramps at all road crossing points.

4.9 Traffic signs and pavement markings must be provided in accordance with the *Manual of Uniform Traffic Control Devices – Queensland*. Where necessary, existing traffic signs and pavement markings must be modified in accordance with the *Manual of Uniform Traffic Control Devices – Queensland*.

5.0 ACCESS AND PARKING WORKS

5.1 A Development Permit for Operational Works (access and parking works) must be obtained prior to the commencement of any access and parking works on the development site.

5.2 All access and parking works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, *Australian Standard AS2890 "Parking facilities"* and the provisions of a Development Permit for Operational Works (access and parking works).

5.3 All car parking and access areas must be paved or sealed to Council's satisfaction. Design and construction must be in accordance with the provisions of a Development Permit for Operational Works (access and parking works).

5.4 The existing accesses to the development at Lennox Street must be consolidated to one access location.

5.5 Two (2) new accesses to the development must be provided at West Street (refer to condition 2.1).

5.6 Service and delivery vehicles, including refuse collection vehicles must be via Cambridge Street access only.

5.7 Any redundant vehicular crossovers must be replaced by Council standard kerb and channel.

5.8 All vehicles must ingress and egress the development in a forward gear.

5.9 Adequate sight distances must be provided for all ingress and egress movements at the access driveways in accordance with *Australian Standard AS2890.2 "Parking facilities - Off street commercial vehicle facilities"*.

5.10 A minimum of 78 parking spaces must be provided on-site.

5.11 Universal access parking spaces must be provided on-site in accordance with *Australian Standard AS2890.6 "Parking facilities - Off-street parking for people with disabilities".*

5.12 Parking spaces must be line-marked in accordance with the approved Site Plan (refer to condition 2.1) and in accordance with the *Australian Standard AS2890 "Parking facilities"* and the provisions of a Development Permit for Operational Works (access and parking works).

5.13 Any application for a Development Permit for Operational Works (access and parking works) must be accompanied by detailed and scaled plans, which demonstrate the turning movements/swept paths of the largest vehicle to access the development site including refuse collection vehicles.

5.14 All vehicle operations associated with the development must be directed by suitable directional, informative, regulatory or warning signs in accordance with *Australian Standard AS1742.1 "Manual of uniform traffic control devices"* and *Australian Standard AS2890.1 "Parking facilities – Off-street car parking"*.

5.15 Road signage and pavement markings must be installed in accordance with *Australian Standard AS1742.1 "Manual of uniform traffic control devices".*

5.16 All vehicle operation areas must be illuminated in accordance with the requirements of *Australian Standard AS1158* "*Lighting for roads and public spaces"*.

5.17 All internal pedestrian pathways must be designed and constructed in accordance with *Australian Standard AS1428 "Design for access and mobility"*.

6.0 <u>SEWERAGE WORKS</u>

6.1 A Development Permit for Operational Works (sewerage works) must be obtained prior to the commencement of any sewerage works on the development site.

6.2 All sewerage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, *Water Supply (Safety and Reliability) Act 2008*, *Plumbing and Drainage Act 2017* and the provisions of a Development Permit for Operational Works (sewerage works).

6.3 The development must be connected to Council's reticulated sewerage network.

6.4 The existing sewerage connection point(s) must be retained and upgraded, if necessary, to service the development.

6.5 A section of existing 150 millimetre diameter Gravity Sewerage Main must be diverted around proposed Building B in accordance with the approved plans (refer to condition 2.1). This non-trunk infrastructure is conditioned under section 128 of the *Planning Act 2016*.

6.6 The finished sewerage access chamber surface must be at a sufficient level to avoid ponding of stormwater above the top of the chamber. A heavy duty trafficable lid must be provided in the trafficable area.

6.7 Sewer connections located within trafficable areas must be raised or lowered to suit the finished surface levels and must be provided with heavy duty trafficable lids.

6.8 DELETED

6.9 Amended sewerage/Sewerage trade waste permits must be obtained for the discharge of any non-domestic waste into Council's reticulated sewerage network. Arrestor traps must be provided where commercial or non-domestic waste is proposed to be discharged into the sewer system.

6.10 Large trees must not be planted within one (1) metre of the centreline of any sewerage and/or water infrastructure; small shrubs and groundcover are acceptable.

7.0 WATER WORKS

7.1 All water works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, *Water Supply (Safety and Reliability) Act 2008*, and *Plumbing and Drainage Act 2002*.

7.2 The development must be connected to Council's reticulated water network.

7.3 The existing water connection point(s) must be retained and upgraded, if necessary, to service the development.

7.4 Adequate domestic and firefighting protection must be provided to the development and must be certified by a hydraulic engineer or other suitably qualified person.

7.5 Water meter boxes located within trafficable areas must be raised or lowered to suit the finished surface levels and must be provided with heavy duty trafficable lids.

8.0 PLUMBING AND DRAINAGE WORKS

8.1 A Development Permit for Plumbing and Drainage Works must be obtained for the removal and/or demolition of any existing structure on the development site.

8.2 All internal plumbing and drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, *Water Supply (Safety and Reliability) Act 2008, Plumbing and Drainage Act 2018*, Council's Plumbing and Drainage Policies and the provisions of a Development Permit for Plumbing and Drainage Works.

8.3 Alteration, disconnection or relocation of internal plumbing and sanitary drainage works associated with the existing building must be in accordance with regulated work under the *Plumbing and Drainage Act 2018* and Council's Plumbing and Drainage Policies.

9.0 STORMWATER WORKS

9.1 A Development Permit for Operational Works (stormwater works) must be obtained prior to the commencement of any stormwater works required by this development approval.

9.2 All stormwater drainage works must be designed and constructed in accordance with the approved Engineering Infrastructure Report (refer to condition 2.1), *Queensland Urban Drainage Manual*, *Capricorn Municipal Development Guidelines*, and sound engineering practice and the provisions of a Development Permit for Operational Works (stormwater works).

9.3 All stormwater must drain to a demonstrated lawful point of discharge and must not adversely affect surrounding land or infrastructure in comparison to the pre-development conditions, including but not limited to blocking, altering or diverting existing stormwater runoff patterns or having the potential to cause damage to other infrastructure.

9.4 Easements must be provided over any other land required to accommodate the flows associated with the subject development.

9.5 Easements must be provided over all land assessed to be within the inundation area in a one per cent (1%) Annual exceedance probability flood event.

9.6 The installation of gross pollutant traps must be in accordance with relevant *Australian Standards,* and all maintenance of the proposed gross pollutant traps must be the responsibility of the property owner or body corporate (if applicable).

9.7 All proprietary stormwater quality treatment devices must be routinely checked, serviced and cleaned in accordance with the manufacturer's recommendations. Records of all maintenance activities undertaken must be kept and made available to Council upon request. Where replacement cartridges or other necessary components for the system become unavailable, an alternative system approved by Council, is required to be retrofitted into the development to achieve an equivalent pollutant reduction outcome. All maintenance cost must be borne by the site owner.

10.0 ROOF AND ALLOTMENT DRAINAGE WORKS

10.1 A Development Permit for Operational Works (roof and allotment drainage works) must be obtained prior to the commencement of any drainage works on the development site.

10.2 All roof and allotment drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Queensland Urban Drainage Manual*, *Capricorn Municipal Development Guidelines*, sound engineering practice and the provisions of a Development Permit for Operational Works (roof and allotment drainage works).

10.3 All roof and allotment runoff from the development must be directed to a lawful point of discharge and must not restrict, impair or change the natural flow of runoff water or cause a nuisance to surrounding land or infrastructure.

11.0 SITE WORKS

11.1 A Development Permit for Operational Works (site works) must be obtained prior to the commencement of any site works on the development site.

11.2 Any application for a Development Permit for Operational Works (site works) must be accompanied by an earthworks plan that clearly identifies the following:

11.2.1 the location of cut and/or fill;

11.2.2 the type of fill to be used and the manner in which it is to be compacted;

11.2.3 the quantum of fill to be deposited or removed and finished cut and/or fill levels;

11.2.4 details of any proposed access routes that are intended to be used to transport fill to or from the development site; and

11.2.5 the maintenance of access roads to and from the development site so that they are free of all cut and/or fill material and cleaned as necessary.

11.3 All earthworks must be undertaken in accordance with *Australian Standard AS3798 "Guidelines on earthworks for commercial and residential developments".*

11.4 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.

11.5 Any retaining structures above one (1) metre in height that are not incidental works to a Development Permit for Building Works, must not be constructed unless separately and specifically certified by a Registered Professional Engineer of Queensland and must be approved as part of a Development Permit for Operational Works (site works).

11.6 All site works must be undertaken to ensure that there is:

11.6.1 no increase in upstream or downstream flood levels for all levels of immunity up to a one per cent (1%) Annual exceedance probability flood event;

11.6.2 no increase in velocity profiles, for which no remedy exists to prevent erosion and/or scouring. In the event that modelling shows non-compliance with the above, works must be undertaken within the system to satisfy the above criteria for development; and

11.6.3 a lawful point of discharge to which the approved works drain during construction phase.

12.0 BUILDING WORKS

12.1 A Development Permit for Building Works must be obtained for the removal and/or demolition of any existing structures and proposed structures on the development site.

12.2 Any additional structures proposed on top of the approved buildings which have not been identified on the approved plans (refer to condition 2.1) must be referred to the Rockhampton Regional Airport for approval prior to construction to ensure that there is no obstruction into the Obstacle Limitation Surface.

Note: This includes any additional masts, aerials, satellites, chimneys or the like.

12.3 There must be no light sources or reflective surfaces installed on any of the proposed buildings which may generate a distraction to pilots during both construction and throughout the commencement of the use.

12.4 Impervious paved waste storage area/s must be provided in accordance with the approved plans (refer to condition 2.1) and the *Environmental Protection Regulation 2008* and must be:

12.4.1 of a sufficient size to accommodate commercial type 2 x 6m3 Skip Bins, 4 x 200L Recycle Bins, 10 x 240L Recycle Bins, 1 x small Bin and 1 x 8m3 large Skip Bin that will be serviced by a commercial contractor plus clearances around the bins for manoeuvring and cleaning;

12.4.2 provided with a suitable hosecock and hoses at the refuse container area, and washdown must be drained to the sewer and fitted with an approved stormwater diversion valve arrangement in accordance with the Sewerage Trade Waste provisions and the *Plumbing and Drainage Act 2018.*

Note: As an alternative to a washdown facility, a fully contained commercial bin cleaning service is acceptable provided no wastewater is discharged from the site to the sewer.

13.0 LANDSCAPING WORKS

13.1 All landscaping must be established generally in accordance with the approved plans (refer to condition 2.1). The landscaping must be constructed and/or established prior to the commencement of the use and the landscape areas must predominantly contain plant species that have low water dependency.

13.2 Large trees must not be planted within one (1) metre of the centreline of any sewerage and/or water infrastructure; small shrubs and groundcover are acceptable.

13.3 Council approval must be obtained prior to the removal or interference of street trees located on Council land in accordance with Council's Tree Management Policy.

14.0 ENVIRONMENTAL HEALTH

14.1 Any lighting devices associated with the development, such as sensory lighting, must be positioned on the development site and shielded so as to not cause glare or other nuisance to nearby residents and motorists. Night lighting must be designed, constructed and operated in accordance with *Australian Standard AS4282 "Control of the obtrusive effects of outdoor lighting".*

14.2 Noise emitted from the activity must not cause an environmental nuisance.

14.3 When requested by Council, noise monitoring must be undertaken and recorded within three (3) months, to investigate any genuine complaint of nuisance caused by noise. The monitoring data, an analysis of the data and a report, including noise mitigation measures, must be provided to Council within fourteen (14) days of the completion of the investigation. Council may require any noise mitigation measures identified in the assessment to be implemented within appropriate timeframes. Noise measurements must be compared with the acoustic quality objectives specified in the most recent edition of the *Environmental Protection (Noise) Policy*.

15.0 ELECTRICITY

15.1 Electricity services must be provided to the development in accordance with the standards and requirements of the relevant service provider.

16.0 TELECOMMUNICATIONS

16.1 Telecommunications services must be provided to the development in accordance with the standards and requirements of the relevant service provider. Unless otherwise stipulated by telecommunications legislation at the time of installation, this includes all necessary pits and pipes, and conduits that provide a connection to the telecommunications network.

17.0 ASSET MANAGEMENT

17.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.

17.2 Any damage to existing stormwater, water supply and sewerage infrastructure, kerb and channel, pathway or roadway (including removal of concrete slurry from public land and Council infrastructure), that occurs while any works are being carried out in association with this development approval must be repaired at full cost to the developer. This includes the reinstatement of any existing traffic signs or pavement markings that may have been removed or damaged.

17.3 'As Constructed' information pertaining to assets to be handed over to Council and those which may have an impact on Council's existing and future assets must be provided prior to the commencement of the use. This information must be provided in accordance with the *Asset Design and As Constructed Manual (ADAC).*

18.0 OPERATING PROCEDURES

18.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site. Storage of materials or parking of construction machinery or contractors' vehicles must not occur within West Street, Cambridge Street or Lennox Street.

18.2 The Rockhampton Regional Airport must be notified of any temporary obstacles that may infringe the Obstacle Limitation Surface (OLS), prior to the commencement of any construction works on the site. If the obstacle does infringe, a "Notice to Airmen" (NOTAM) must be lodged with the relevant aviation authority to notify aircraft pilots of the obstacle, prior to works taking place.

ADVISORY NOTES

NOTE 1. Aboriginal Cultural Heritage

It is advised that under section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care"). Maximum penalties for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism website https://www.dwatsipm.qld.gov.au/ .

NOTE 2. Asbestos Removal

Any demolition and/or removal works involving asbestos materials must be undertaken in accordance with the requirements of the *Work Health and Safety Act 2011* and *Public Health Act 2005*.

NOTE 3. General Environmental Duty

General environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

NOTE 4. Licensable Activities

Should an activity licensable by Rockhampton Regional Council be proposed for the development site, Council's Environment and Public Health Unit must be consulted to determine whether any approvals are required. Such activities may include food preparation, storage of dangerous goods or environmentally relevant activities. Approval for such activities is required before 'fit out' and operation.

NOTE 5. General Safety of Public During Construction

The *Work Health and Safety Act 2011* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

NOTE 6. Infrastructure Charges Notice

This application is subject to infrastructure charges in accordance with Council policies. The charges are presented on an Infrastructure Charges Notice.

RECOMMENDATION B

THAT in relation to the application for a Minor Change to Development Permit D/30-2019 for Residential Care Facility, Retirement Facility and Community Use, made by Benevolent Aged Care Ltd, located at 60 West Street, The Range, described as Lots 2 and 4 on SP329080, Council resolves to issue an Amended Infrastructure Charges Notice for the amount of $1,175,791.50.

BACKGROUND

Council, at its meeting on 21 October 2019, approved a Development Permit for Residential Care Facility, Retirement Facility and Community Use located at 60 West Street, The Range, described as Lots 2 and 4 on SP329080. Further amended approvals were granted on 11 December 2020, 16 May 2022 and 9 April 2024 through minor change applications.

PROPOSAL

In accordance with section 78 of the *Planning Act 2016*, the applicant has applied for a 'Minor Change' to the development approval.

The proposed changes to the approval are limited to Stage 3 and are primarily targeted at increasing the number of beds in the Aged Care Facility to a total of forty-eight (48), supported by twenty-six (26) full-time staff. Additional facility spaces, such as dining and lounge areas are proposed to provide a commensurate level of amenity to the increase of beds. The proposed increase is accommodated through an expanded building footprint over each level rather than an increase to the building height.

The applicant has proposed to make the following changes to the development:

TABLE 1 – SUMMARY OF PROPOSED CHANGES FOR BUILDING C – STAGE 3

Development Detail	Existing approval	Proposed change
Total suites	36 (12 per floor)	48 (12 at ground, 18 at levels 1 and 2)
Height	Height 4 storeys and 12.74 m (including lift overrun)	4 storeys and 12.2m (including lift overrun)
Gross Floor Area (GFA)	2,442sqm	3,180sqm
Site cover	971sqm	1,283sqm
Setbacks	Front (Lennox St): 2m Side (NW): 3.3m – 7.7m	Front (Lennox St): 2m - 3m Side (NW): 5m – 7.2m
Parking	24 spaces	27 spaces
Access	5.5m wide	7.12m wide
Landscaping strip	0.8m	2m

Consequential changes to conditions of approval are detailed herein:

Table 2 *includes the conditions that are to be amended. All conditions to be amended have been requested to or agreed to by the applicant.*

Table 3 *includes the amended Approved Plans Table; and*

Table 4 *includes a list of the changes to conditions.*

TABLE 2 – ASSESSMENT OF PROPOSED CHANGES TO CONDITIONS

Requested By Applicant	Council Officer's Response
Condition 2.1 is to be Amended as shown in Table 2 below.	Changes to the approved plans table reflect the updated design and proposed amendments to the development.
Condition 5.10 is to be Amended: **From:** A minimum of 75 parking spaces must be provided on-site. **To:** A minimum of 78 parking spaces must be provided on-site.	Changes to the condition reflect the need for additional car parking spaces in line with the increase to the number of proposed rooms in Stage 3 of the development.

TABLE 3 – CHANGES TO APPROVED PLANS

Plan / Document Name	Prepared by	Reference No.	Revision	Dated
Basement Site Master Plan	Deike Richards	SD-0101	P7	24 September 2019
Ground Level Site Master Plan	Deike Richards	SD-0102	P8	24 September 2019
Level 1 Site Master Plan	Deike Richards	SD-0103	P8	24 September 2019
Level 2 Site Master Plan	Deike Richards	SD-0104	P4	16 July 2019
Basement Staging Plan	Deike Richards	AS-CD-0301	DA01	29 September 2020
Ground Level MS Plan	Deike Richards	AS-CD-0901	DA1	17 November 2020
Level 1 MS Plan	Deike Richards	AS-CD-0902	DA1	17 November 2020
Level 2 MS Plan	Deike Richards	AS-CD-0903	DA1	17 November 2020
Building A (RAC) Ground Level GA Plan	Deike Richards	A-SD-1001	P4	16 July 2019
Building A (RAC) Level 1 GA Plan	Deike Richards	A-SD-1002	P4	16 July 2019
Building A (RAC) Level 2 GA Plan	Deike Richards	A-SD-1003	P4	16 July 2019
Building A (RAC) Level 3 GA Plan	Deike Richards	A-SD-1004	P4	16 July 2019
Building A (RAC) Roof Plan	Deike Richards	A-SD-1005	P3	16 July 2019
Building A (RAC) North East Elevation and South East Elevation	Deike Richards	A-SD-2001	P4	16 July 2019
Building A (RAC) North West Elevation and South West Elevation	Deike Richards	A-SD-2002	P4	16 July 2019
Building B (ILU) Basement GA Plan	Deike Richards	B-SD-1001	P5	24 September 2019
Building B (ILU) Ground Level GA Plan	Deike Richards	B-SD-1002	P5	24 September 2019
Building B (ILU) Ground Level Kitchen / Laundry GA	Deike Richards	B-SD-1003	P4	21 March 2019
Building B (ILU) Level 1 GA Plan	Deike Richards	B-SD-1004	P4	24 September 2019

Plan / Document Name	Prepared by	Reference No.	Revision	Dated
Building B (ILU) Level 2 GA Plan	Deike Richards	B-SD-1005	P4	8 March 2019
Building B (ILU) Level 3 GA Plan	Deike Richards	B-SD-1006	P3	8 March 2019
Building B (ILU) Level 4 GA Plan	Deike Richards	B-SD-1007	P3	8 March 2019
Building B (ILU) Roof Plan	Deike Richards	B-SD-1008	P3	8 March 2019
Building B (ILU) North East Elevation	Deike Richards	B-SD-2001	P4	24 September 2019
Building B (ILU) Cambridge Street Elevation	Deike Richards	B-SD-2002	P4	24 September 2019
Building B (ILU) South West Elevation	Deike Richards	B-SD-2003	P3	8 March 2019
Building B (ILU) North West Elevation	Deike Richards	B-SD-2004	P3	8 March 2019
Benevolent Living Building C – Proposed Site Plan	Deike Richards	251202 - 0102	DA2	No date, Received 15 July 2026
Benevolent Living Building C – Demolition Site Plan	Deike Richards	251202 - 0103	DA2	No date, Received 15 July 2026
Benevolent Living Building C – Basement GA Plan	Deike Richards	251202 - 1001	DA2	No date, Received 15 July 2026
Benevolent Living Building C – Ground Floor GA Plan	Deike Richards	251202 - 1002	DA2	No date, Received 15 July 2026
Benevolent Living Building C – Level 1 GA Plan	Deike Richards	251202 - 1003	DA2	No date, Received 15 July 2026
Benevolent Living Building C – Level 2 GA Plan	Deike Richards	251202 - 1004	DA2	No date, Received 15 July 2026
Benevolent Living Building C – Roof GA Plan	Deike Richards	251202 - 1005	DA2	No date, Received 15 July 2026
Benevolent Living Building C – North West and South West Elevations	Deike Richards	251202 - 2001	DA2	No date, Received 15 July 2026

Plan / Document Name	Prepared by	Reference No.	Revision	Dated
Benevolent Living Building C – South East and North East Elevations	Deike Richards	251202-2002	DA2	No date, Received 15 July 2026
West and Cambridge Street Elevations	Deike Richards	SD-0201	P5	24 September 2019
Lennox and Voss Park Elevations	Deike Richards	SD-0202	P4	16 July 2019
Site Sections	Deike Richards	SD-0301	P5	16 July 2019
Landscape Concept	Deike Richards	1018050	04	4 April 2019
Engineering Infrastructure Report	Calibre Professional Services Pty Ltd	18-001613	A	8 April 2019
Stormwater Letter for Minor Change	STP Consultants	STP25-2462		19 August 2026
Traffic Engineering Report	Hayes Traffic Engineering	18815	DA RFI V02b	September 2019
Traffic Engineering Assessment	PTT Traffic & Transport Engineering	26-341	B	5 August 2026
Waste Management Plan	Apex Engineers	-	-	August 2019
Waste Management Plan	DDEG	220722-E	2	7 August 2026
RE: 60 West Street, The Range – Benevolent Aged Care, Rockhampton Airport Obstacle Limitation Surfaces Study	Aviation Projects Pty Ltd	062701-01	-	No date

TABLE 4 – SUMMARY OF CHANGES TO CONDITIONS

1) Condition 2.1	Changed
2) Condition 5.10	Changed

PLANNING ASSESSMENT

The change application has been assessed in accordance with section 81 of the *Planning Act 2016*. Relevantly in assessing the change application, Council as responsible entity has considered:

- The information the applicant included with the application;
- Any properly made submissions about the development application or other change application that was approved;
- Any pre-request response notice or response notice given in relation to the change application; and

- All matters Council, as responsible entity, would or may assess against or have regard to, if the change application were a development application.

The proposed changes do not introduce any additional non-compliances when compared with the applicable assessment benchmarks contained in the **Rockhampton Region Planning Scheme 2015 (v2.2)** that was in effect when the application was originally lodged and assessed. Subsequently, no further assessment is required and no changes to the Statement of Reasons as published in the previously issued Decision Notices is required.

HUMAN RIGHTS ACT

The relevant provisions of the *Human Rights Act 2019* have been considered as part of the decision-making process for this application.

INFRASTRUCTURE CHARGES

For a change application (minor), Council must recalculate the levied charges in accordance with the version of the Charges Resolution in effect when the Infrastructure Charges Notice (ICN) was issued.

Adopted Infrastructure Charges Resolution (No. 5) 2015 for accommodation (short and long term) applies to the application and it falls within Charge Area 1. The Infrastructure Charges are as follows:

Column 1 **Use Schedule**	**Column 1A** **Use (QPP)**	**Column 2** **Charge Area**	**Column 3** **Adopted Infrastructure Charge for residential development** **($/dwelling unit)**			**Column 4** **Unit**	**Calculated Charge**
			1 bed-room	**2 bed-rooms**	**3 or more bed-rooms**		
Accommodation (Long Term)	Retirement facility	Area 1	13,000	15,000	19,000	Per bedroom dwelling	$650,000.00

Adopted Infrastructure Charges Resolution (No. 5) 2015 for non-residential development also applies to the application and it falls within Charge Area 1. The Infrastructure Charges are as follows:

Column 1 **Use Schedule**	**Column 1A** **Use (QPP)**	**Column 2** **Charge Area**	**Column 3** **Adopted Infrastructure Charge**		**Column 4** **Adopted Infrastructure Charge for stormwater network**		**Calculated Charge**
			($)	**Unit**	**($)**	**Unit**	
Places of Assembly	Community Use	Area 1	59.50	per m^2 of GFA			$40,519.50

Essential Services	Residential Care Facility	Area 1	119	per m^2 of GFA			$551,922.00
					8.50	per m^2 of impervious area	$28,628.00
						Total	$1,209,152.90
						Less credit	$185,752.00
						TOTAL CHARGE	**$1,085,317.50**

This is based on the following calculations:

(a) A charge of $650,000.00 for a Retirement Facility, consisting of the following:

  (i) $13,000.00 for 1 x one (1) bedroom unit;

  (ii) $375,000.00 for 26 x two (2) bedroom units; and

  (iii) $247,000.00 for 13 x three (3) bedroom units.

(b) Gross Floor Area being 5,319 square metres, consisting of the following:

  (i) $40,519.50 for 681 square metres for the Community Use (Salon, Gym, training rooms, communal lounge areas, office space located in Building A); and

  (ii) $551,922.00 for 4,638 square metres for the Residential Care Facility (Buildings A and C).

(c) A charge of $28,628.00 for Impervious Area being 3,368 square metres (roof area, hardstand areas, access, and parking areas); and

(d) An Infrastructure Credit of $185,752.00, made up as follows:

  (i) $42,000.00 applicable for the two (2) Dwelling Houses;

  (ii) $101,388.00 applicable for Bill Power buildings (based on a GFA of 852 square metres and rate of $119 per square metre) which will be demolished; and

  (iii) $42,364.00 applicable for the Kitchen building located on Lennox Street (based on a GFA of 356 square metres and rate of $119 per square metre) which was ancillary to the existing Residential Care Facility.

Therefore, a total charge of $1,085,317.50 was previously payable and was reflected in a previously issued Infrastructure Charges Notice for the development.

The above infrastructure charges were subject to an approved application for 75% concession under Council's *Development Incentive's Policy 1 January 2021 to 31 December 2021*. As a result the charges were reduced and $271,329.35 was paid to Council on 17 June 2022.

The policy is no longer in effect, and the proposed changes are not eligible for further concessions. Therefore, infrastructure charges relating to the proposed changes have been calculated separately below.

Adopted Infrastructure Charges Resolution (No. 5) 2015 for non-residential development also applies to the application and it falls within Charge Area 1. The Infrastructure Charges are as follows:

Column 1 Use Schedule	Column 1A Use (QPP)	Column 2 Charge Area	Column 3 Adopted Infrastructure Charge		Column 4 Adopted Infrastructure Charge for stormwater network		Calculated Charge
			($)	Unit	($)	Unit	
Essential Services	Residential Care Facility	Area 1	119	per m^2 of GFA			$87,822.00
					8.50	per m^2 of impervious area	$2,652.00
						Total	$90,474.00
						ADDITIONAL LEVIED CHARGE	**$90,474.00**

This is based on the following calculations:

(a) A charge of $87,822.00 for additional Gross Floor Area being 738 square metres for the Residential Care Facility (Building C); and

(b) A charge of $2,652.00 for additional Impervious Area being 312 square metres (roof area).

Therefore, an additional charge of $90,474.00 is payable for Stage Three and will be reflected in an Amended Infrastructure Charges Notice for the development.

CONCLUSION

The Applicant's minor change request is considered reasonable and recommended for approval.

MINOR CHANGE TO DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE FOR RESIDENTIAL CARE FACILITY, RETIREMENT FACILITY AND COMMUNITY USE

Locality Plan

Meeting Date: 22 September 2026

Attachment No: 1

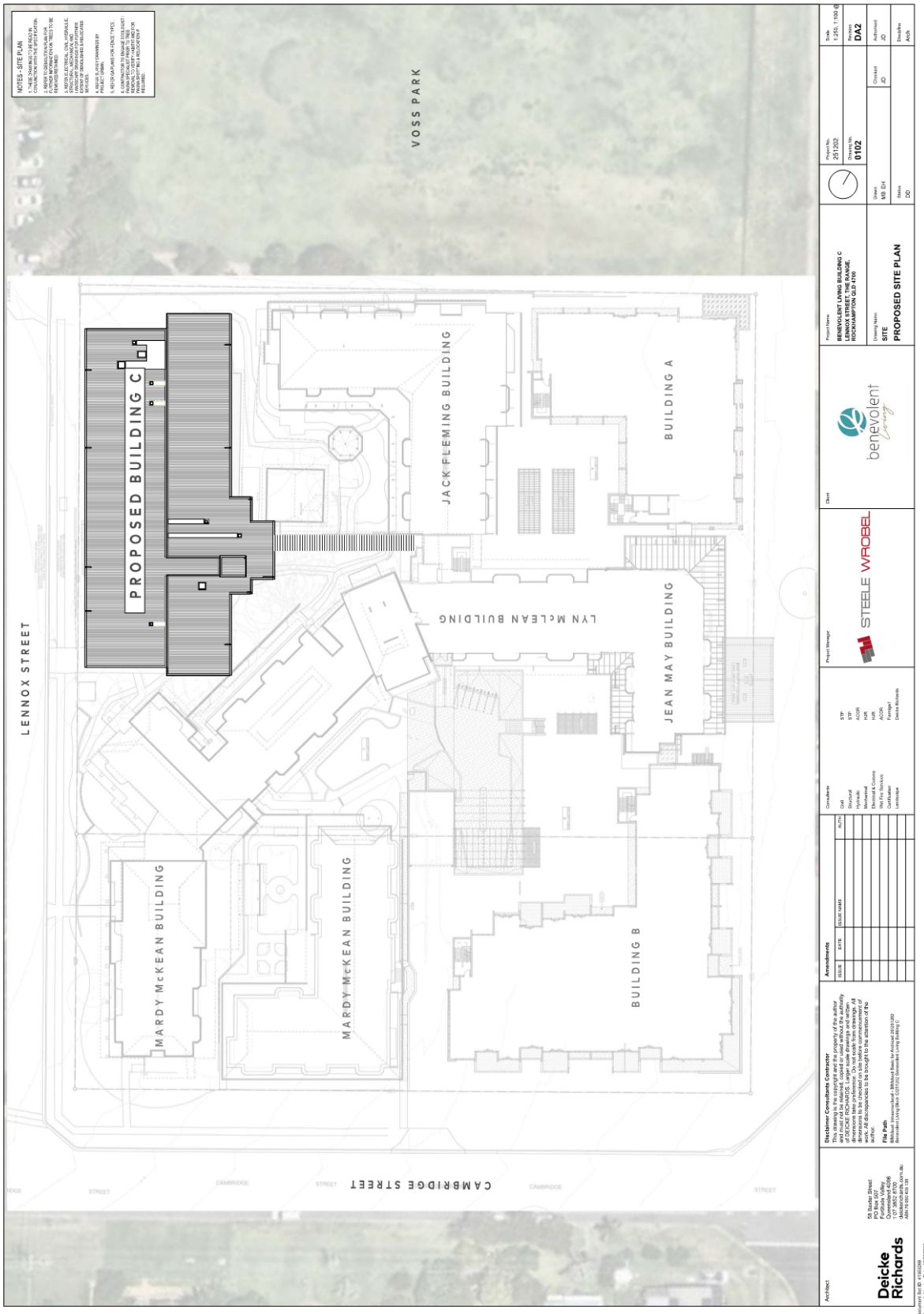

Rockhampton Regional Council
D30-2019 | Locality Plan
RGIS
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West St
Murray L
Cambridge St
Lennox St
32-38
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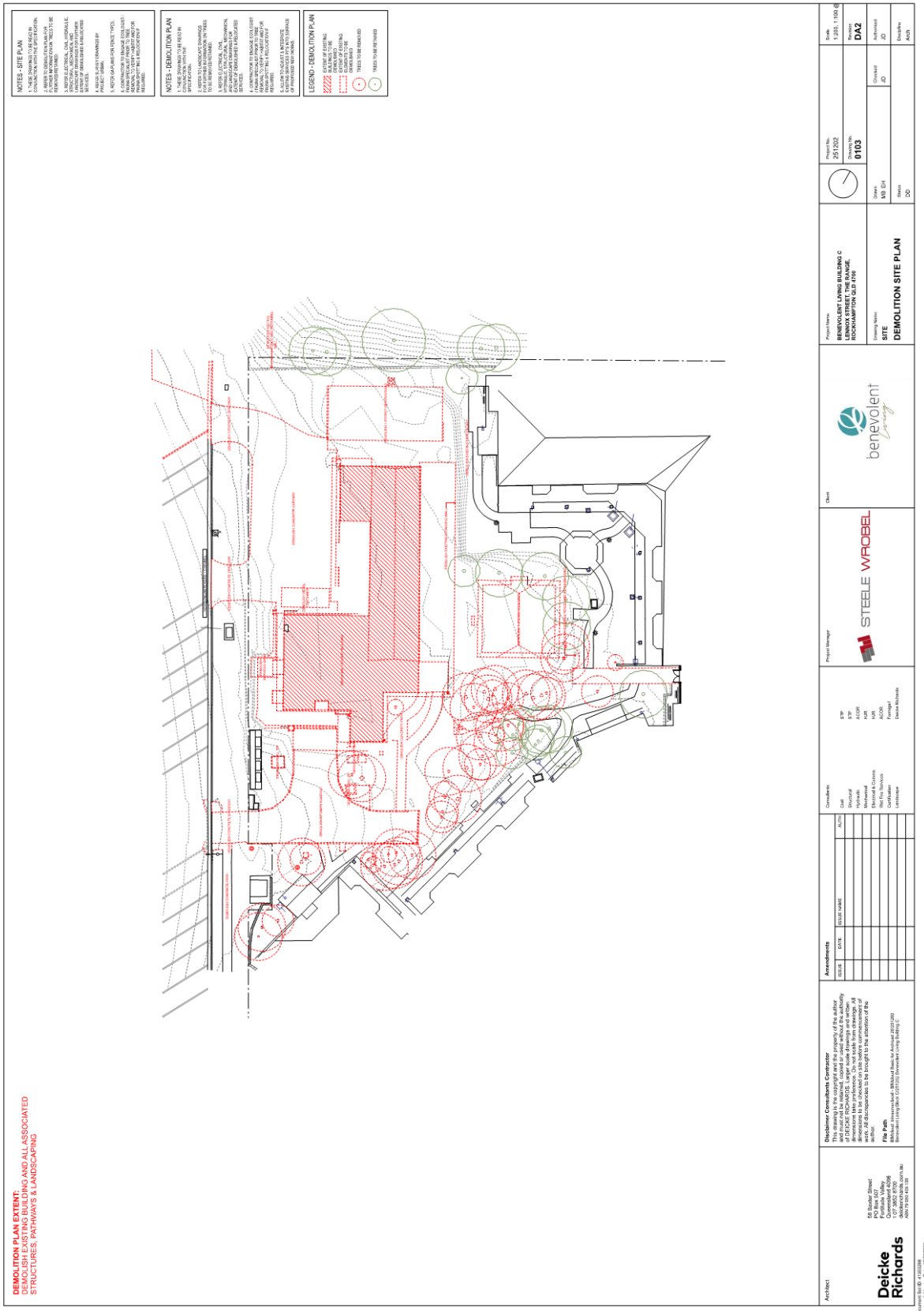
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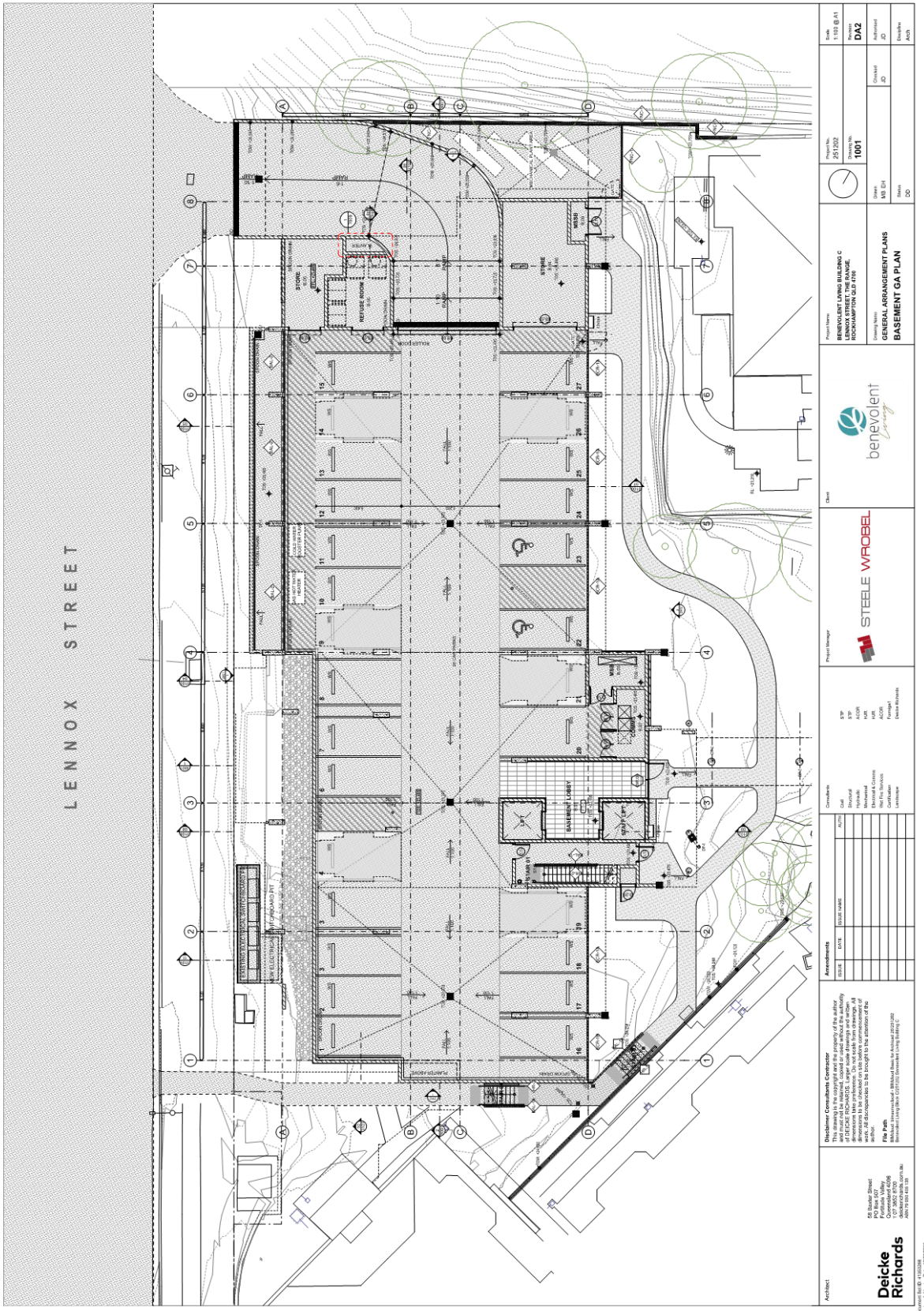
New Plans - Stage 3

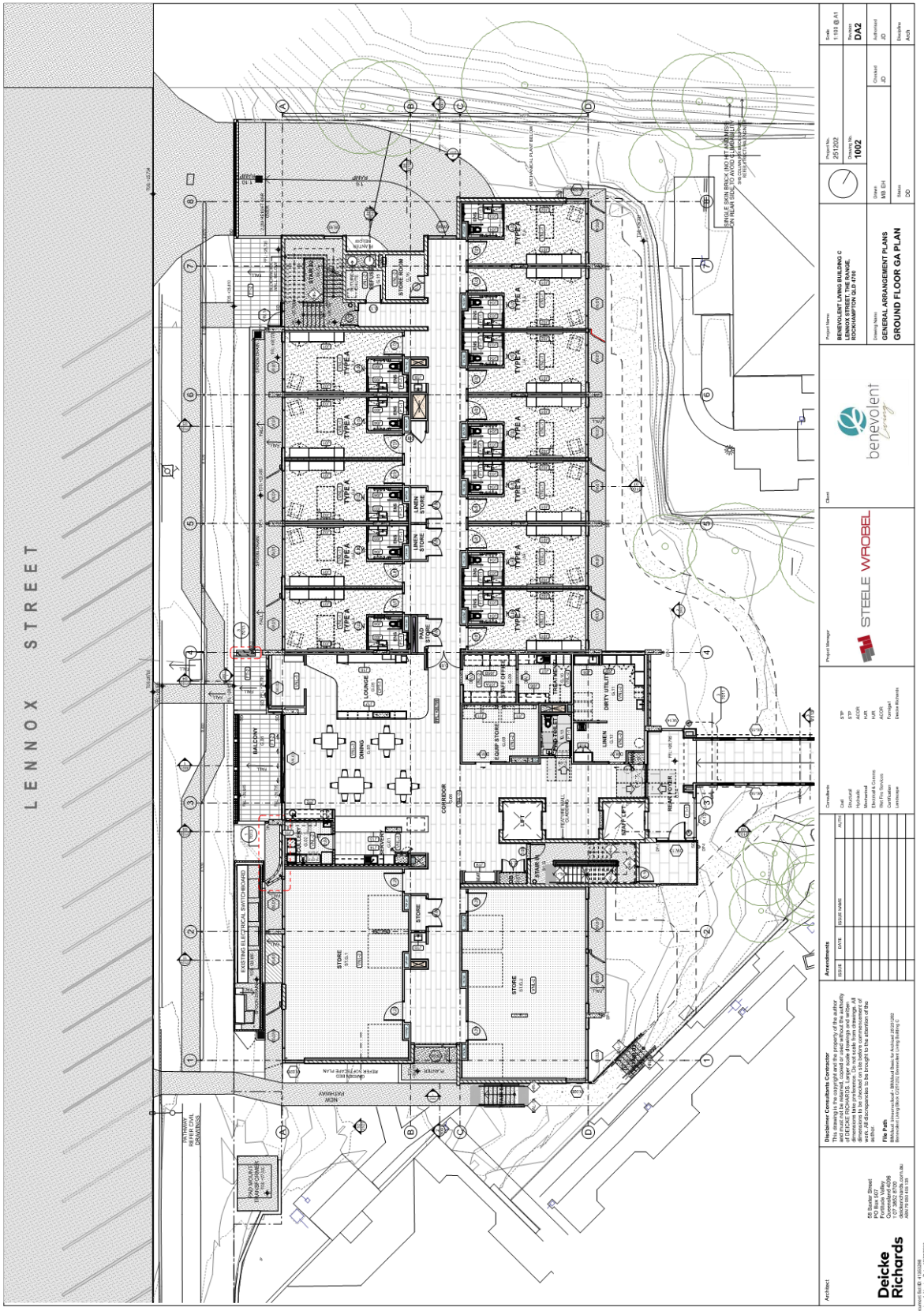
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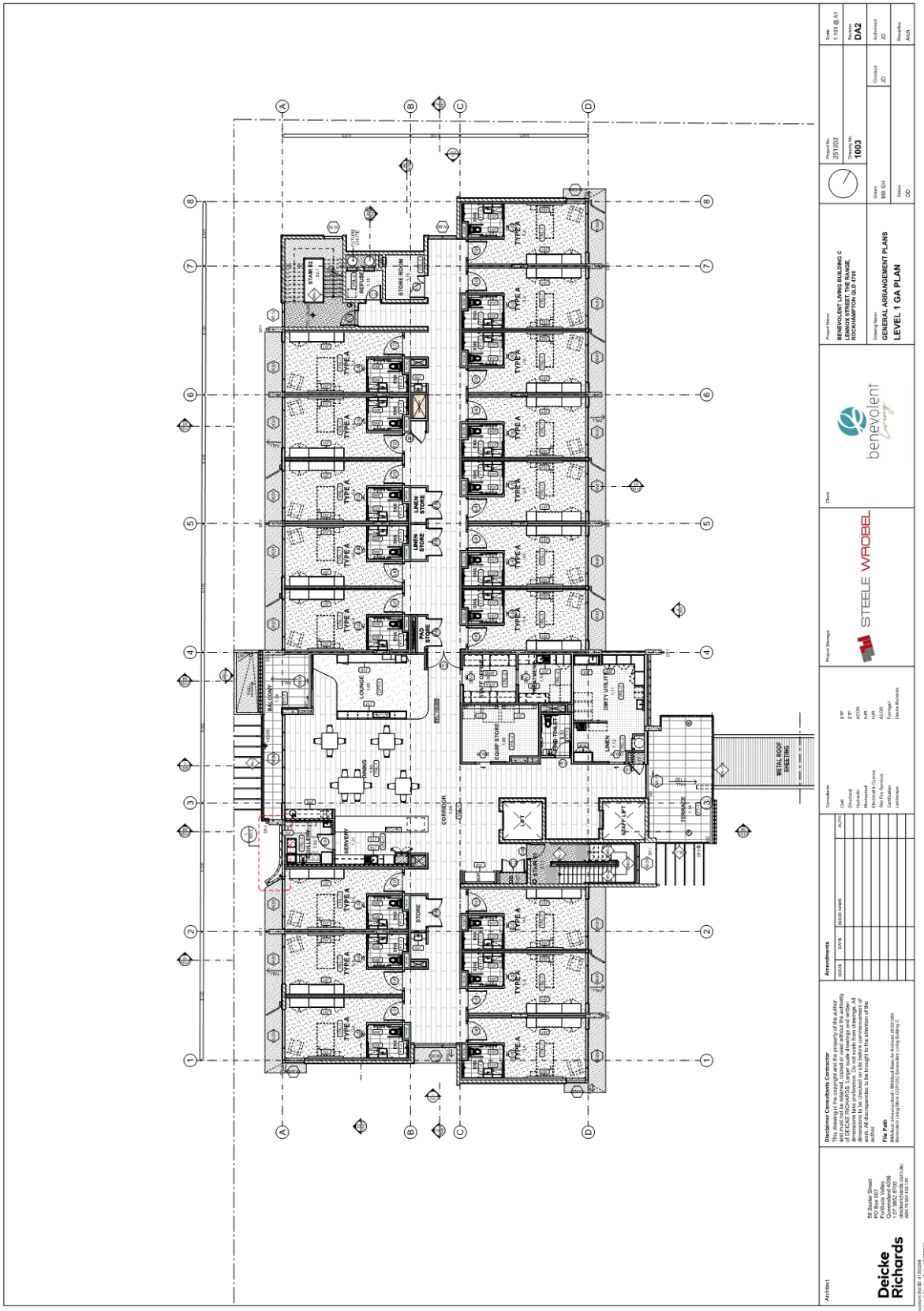
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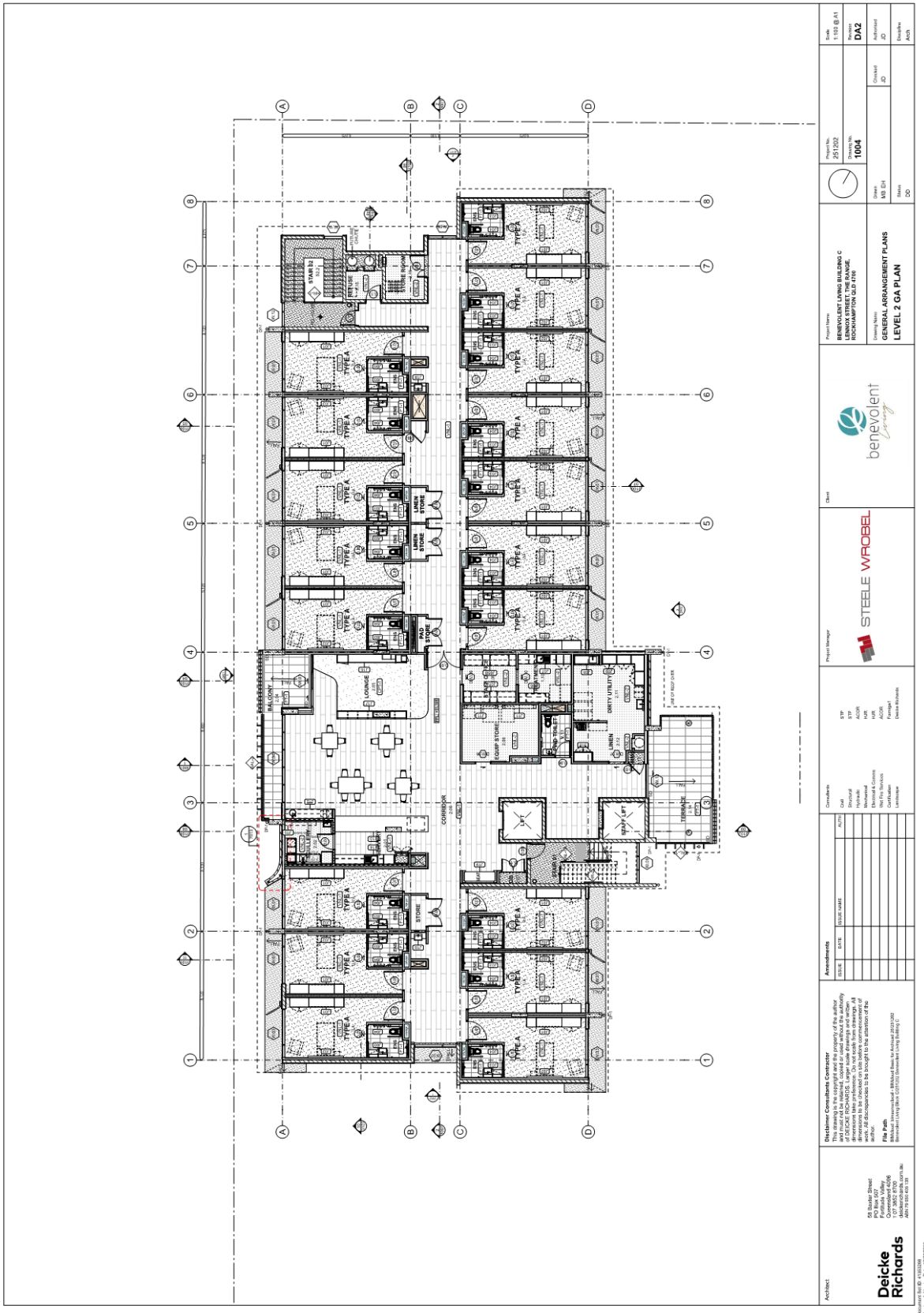

NOTES - SITE PLAN
PROPOSED BUILDING C
LENNOX STREET
VOSS PARK
JACK FLEMING BUILDING
LYN McLEAN BUILDING
JEAN MAY BUILDING
BUILDING A
BUILDING B
MARDY McKEAN BUILDING
MARDY McKEAN BUILDING
CAMBRIDGE STREET
Disclaimer Consultants Contractor
Amendments
Deicke Richards
STEELE WROBEL
benevolent
BENEVOLENT LIVING BUILDING C
LENNOX STREET, THE RANGE,
ROCKHAMPTON QLD 4700
SITE
PROPOSED SITE PLAN
Project No. 251202
Drawing No. 0102
Revision DA2
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Status DD

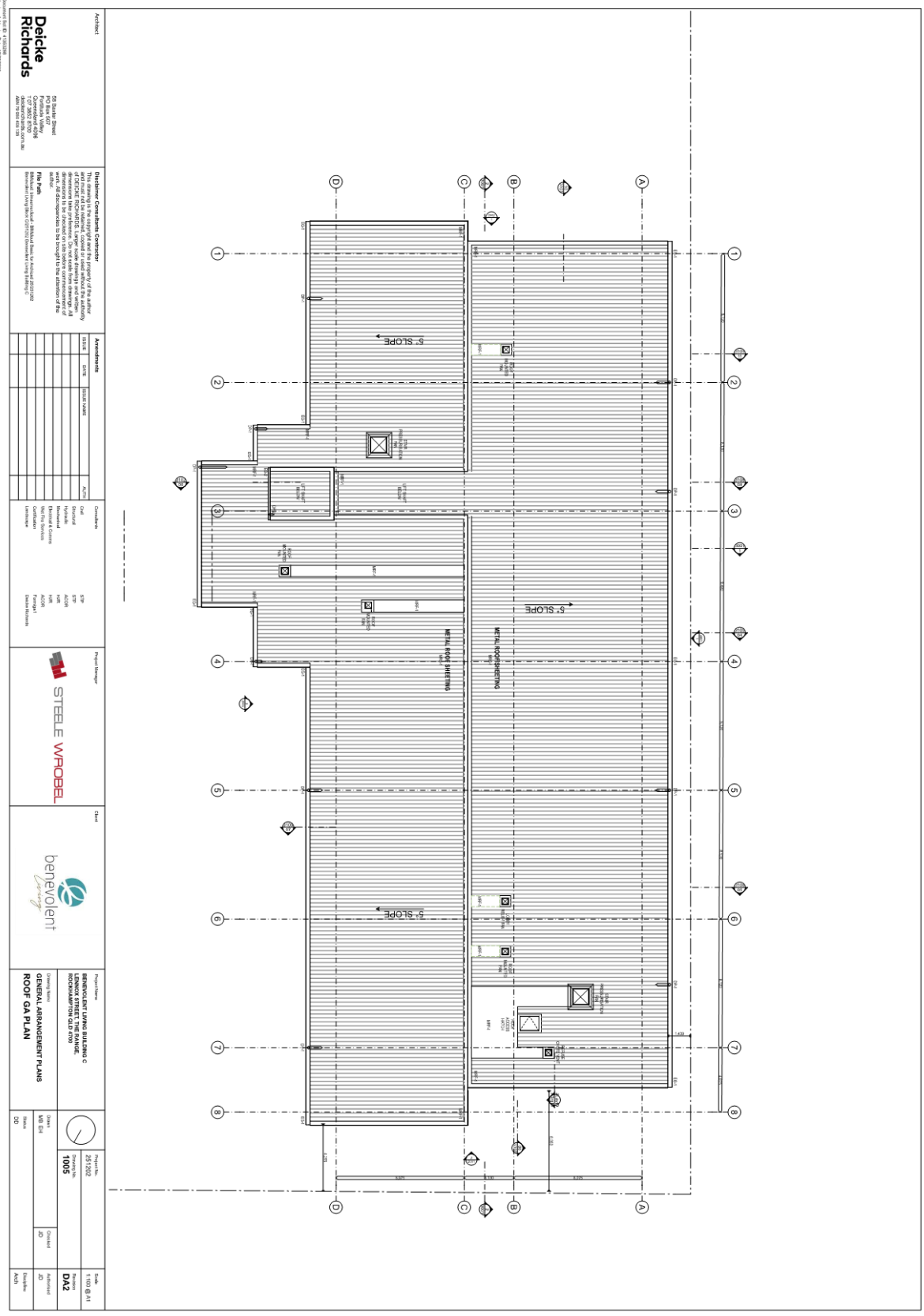

NOTES - SITE PLAN
NOTES - DEMOLITION PLAN
LEGEND - DEMOLITION PLAN
DEMOLITION PLAN EXTENT:
DEMOLISH EXISTING BUILDING AND ALL ASSOCIATED STRUCTURES, PATHWAYS & LANDSCAPING
Deicke Richards
STEELE WROBEL
benevolent
BENEVOLENT LIVING BUILDING C
LENNOX STREET, THE RANGE,
ROCKHAMPTON QLD 4700
SITE
DEMOLITION SITE PLAN
Project No. 251202
Drawing No. 0103
Revision DA2
Scale 1:200, 1:100 @ A1
Status DD
Disclaimer Consultants Contractor
Amendments


LENNOX STREET
BENEVOLENT LIVING BUILDING C
LENNOX STREET, THE RANGE,
ROCKHAMPTON QLD 4700
GENERAL ARRANGEMENT PLANS
BASEMENT GA PLAN
Deicke Richards
STEELE WROBEL
benevolent
BASEMENT LOBBY
GRAV. CPT
STORE
REFUSE ROOM
DA2

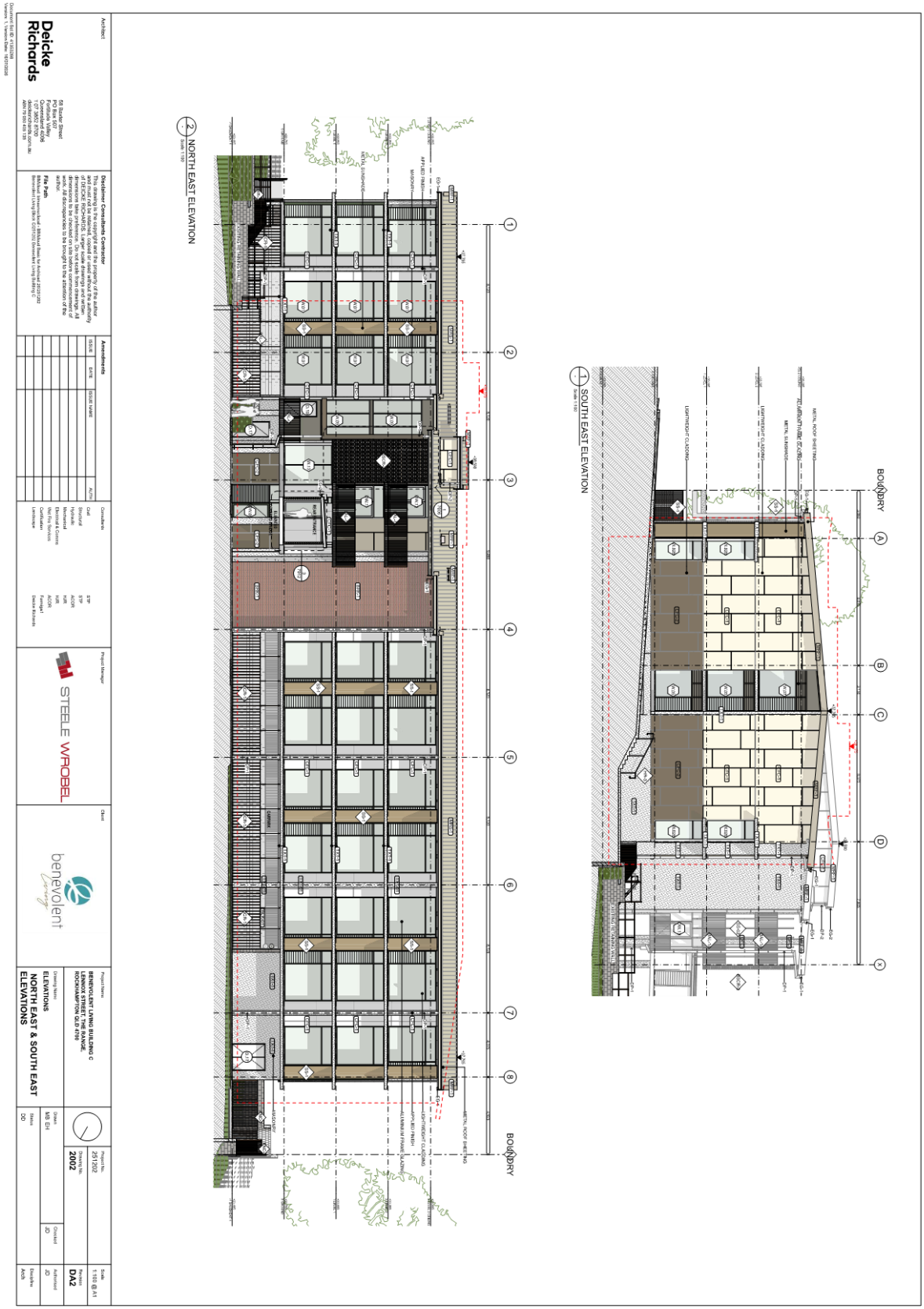

LENNOX STREET
BENEVOLENT LIVING BUILDING C
LENNOX STREET, THE RANGE,
ROCKHAMPTON QLD 4700
GENERAL ARRANGEMENT PLANS
GROUND FLOOR GA PLAN
1002
DA2
STEELE WROBEL
benevolent
Deicke Richards


BENEVOLENT LIVING BUILDING C
LENNOX STREET, THE RANGE, ROCKHAMPTON QLD 4700
GENERAL ARRANGEMENT PLANS
LEVEL 1 GA PLAN
1003
DA2
Deicke Richards
STEELE WROBEL
benevolent
TYPE A
LOUNGE
CORRIDOR
METAL ROOF SHEETING


BENEVOLENT LIVING BUILDING C
LENNOX STREET, THE RANGE,
ROCKHAMPTON QLD 4700
GENERAL ARRANGEMENT PLANS
LEVEL 2 GA PLAN
1004
DA2
Deicke Richards
STEELE WROBEL
benevolent
TYPE A
LOUNGE
CORRIDOR
LIFT
STAIR
LINEN STORE
LAUNDRY
TERRACE
BALCONY


5° SLOPE
5° SLOPE
5° SLOPE
METAL ROOF SHEETING
METAL ROOF SHEETING


SOUTH WEST ELEVATION
NORTH WEST ELEVATION
BOUNDRY
BOUNDRY
Architect
Deicke Richards
Project Manager
STEELE WROBEL
Client
benevolent
Project Name
BENEVOLENT LIVING BUILDING C
LENNOX STREET TWB RANGE,
ROCKHAMPTON QLD 4700
Drawing Name
ELEVATIONS
NORTH WEST & SOUTH WEST
ELEVATIONS
Project No.
251202
Drawing No.
2001
Issue
DA2
Scale
1:100 @ A1
Drawn
MB GH
Checked
JD
Authorised
JD
Status
DD
Date/Rev
Auth


NORTH EAST ELEVATION
SOUTH EAST ELEVATION
BOUNDRY
BOUNDRY
Deicke Richards
NORTH EAST & SOUTH EAST ELEVATIONS
DA2
2002
251202
1:100 @ A1

11.4 INFRASTRUCTURE CHARGES RESOLUTION NO.3 (2026)

File No:	**15223**
Attachments:	**1. Charges Resolution No3. 2026 DRAFT⇩**
Authorising Officer:	**Cameron Wyatt - Coordinator Strategic Planning** **Damon Morrison - General Manager Communities and Lifestyle**
Author:	**Emma Foots - Land User Planner**

SUMMARY

This report seeks to update Council's infrastructure charges to align with the prescribed statutory amounts under the Planning Regulation 2017.

OFFICER'S RECOMMENDATION

THAT Council endorse Charges Resolution No.3 (2026), to align with current statutory amounts under schedule 16 of the *Planning Regulation* 2017, with 1 October 2026 as the commencement date.

COMMENTARY

Local government levies infrastructure charges on new development to recover costs associated with future expenditure on trunk infrastructure that is necessary to support the increased demand that the new development places on trunk networks. Schedule 16 of the *Planning Regulation 2017* sets out the prescribed amounts. Council cannot adopt an amount higher than the prescribed amounts. The prescribed amounts are updated each year to reflect PPI.

Infrastructure charges do not cover the full cost of delivering new infrastructure to meet future demands of new residents. As such there will usually be a gap in infrastructure funding which is covered by ratepayers. Council may choose to adopt the prescribed amounts to get the highest possible cost recovery from developers. Alternatively, it may choose to adopt a lower infrastructure charge to cover more of trunk infrastructure from ratepayers.

Council's current infrastructure charges are set by Charges Resolution No.2 of 2025 which reflected the prescribed amounts (as at 1 July 2025) set by the State Government under schedule 16 of the *Planning Regulation 2017*. The State Government has released the updated prescribed infrastructure charges under Schedule 16 of the *Planning Regulation 2017*, effective from 1 July for 2026.

Now that Council's adopted charge is below the prescribed amounts it gets indexed by PPI until it reaches the new prescribed amounts.

Table 1 below shows a comparison of the current prescribed amount and Council's current charge on a new residential lot scenario.

Item	Amount
Prescribed Amount as at 1 July 2025 (Council endorsed this on 23rd September 2025)	$36,670.77
Council's current charge (reflecting June 2026 PPI)	$37,621.16
Prescribed Amount as at 1 July 2026 (proposed amount for Council to adopt)	$38,029.25
Increase ($)	$408.09
Increase (%)	1.1%

It is recommended that Council update the Charges Resolution to adopt the prescribed charges as outlined in Schedule 16.

The prescribed amounts do not specify charges for reconfiguring a lot or for building work. Charges for reconfiguring a lot and building work are specified in schedule 1 of the Charges Resolution and for additional clarification these have been added to section 2.1 of the Charges Resolution.

The land uses detailed in schedule 1 of the Charges Resolution have been updated to align with the land uses detailed in the prescribed amounts table as per Schedule 16 of the Planning Regulation. Developments for any land uses not specifically detailed in this table are captured by line 86 in schedule 1 of the Charges Resolution which states for “any other use not listed in column 1, including a use that is unknown” the charge is “the rate for another similar use listed in this table that Council decides to apply to the use.”

PREVIOUS DECISIONS

The previous resolution was endorsed on 23 September 2025, that Council adopts the Charges Resolution No. 2 (2025) with its commencement date of 1 October 2025.

BUDGET IMPLICATIONS

Any changes to the Charges Resolution infrastructure charge rates and development incentives policies will affect Council’s revenue and its ability to fund trunk infrastructure delivery. While still not fully covering the cost of development infrastructure, the increased charges will go some way to covering the current funding gap.

LEGISLATIVE CONTEXT

Charges resolutions must be in accordance with the *Planning Act 2016* and Planning Regulation 2017.

Consideration has been given to the human rights protected under the *Human Rights Act 2019* and the application of these rights to this matter. The assessment has determined that no human rights are impacted by the proposed decision.

LEGAL AND RISK IMPLICATIONS

The amendment ensures compliance with the statutory framework and improves clarity around the application of development incentives, reducing the risk of misinterpretation or challenge.

Infrastructure charges do not cover the full cost of delivering new infrastructure to meet future demands of new residents. As such, there is an infrastructure funding gap which is covered by ratepayers. Charging the prescribed amounts reduces the gap covered by ratepayers.

CORPORATE/OPERATIONAL PLAN

Corporate Plan – 1.1 We are fiscally responsible.

Corporate Plan – 3.1 We plan for growth with the future needs of the community, business and industry in mind.

Corporate Plan – 5.1 Our Region has infrastructure that meets current and future needs

Operational Plan – 5.1.2 Our future projects are planned and prioritised

CONCLUSION

It is recommended that Council adopt the updated Charges Resolution No.3 (2026) with 1 October 2026 as the commencement date.

INFRASTRUCTURE CHARGES RESOLUTION NO.3 (2026)

Charges Resolution No3. 2026 DRAFT

Meeting Date: 22 September 2026

Attachment No: 1

Rockhampton Regional Council

Charges Resolution No. ~~23~~ 56 (2025~~56~~)

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1 Preliminary

1.1 This document

This document (resolution) is a charges resolution made by Council under section 113 of the *Planning Act*.

1.2 Citation

This resolution may be cited as the *Rockhampton Regional Council Charges Resolution No. ~~23~~3. (202~~56~~)*.

1.3 Commencement

This resolution has effect on and from 1 October 2026~~2025~~.

1.4 Definitions

Terms used in this resolution are defined in **section 6.1**.

1.5 Application

(a) This resolution applies to all of Council's local government area.

(b) As set out in **section 2**, this resolution adopts charges for providing trunk infrastructure for development, which are no more than the applicable maximum adopted charge, for development that is:

(i) reconfiguring a lot;

(ii) a material change of use; or

(iii) building work.

Editor's note – Section 112(3)(b) of the Planning Act, in combination with section 52(3)(a) of the Planning Reg, allows Council to have an adopted charge for trunk infrastructure for development that is a material change of use, reconfiguring a lot, or building work.

(c) To avoid any doubt, the adopted charge does not apply to development that section 113(3) of the *Planning Act* provides an adopted charge must not be for.

2 Adopted charge

~~2.1 Adopted charge~~

~~**The adopted charge for development is the applicable Base Charge for the development, multiplied by the sum of the percentage increases for each financial quarter since 1 October 2025.**~~

~~***Note – In this section, "percentage increases" has the meaning given in section 112(4) of the Planning Act.***~~

2.1 Adopted charge

The adopted charge under this resolution, for trunk infrastructure, is –

(a) for material change of use, the base charge as detailed at schedule 1, multiplied by the sum of the percentage increases for each financial quarter since 1 October 2026;

(b) for reconfiguring a lot, an amount equivalent to the adopted charge for a Dwelling house with 3 or more bedrooms calculated under item (a) above, for each lot that places demand on trunk infrastructure; and

(c) for building work, an amount equivalent to the adopted charge for the use calculated under item (a) above, where a charge has not previously been levied as part of a material change of use for the development.

2.2 Relationship with maximum adopted charge

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(a) **Section 2.1** is intended to have the effect that, at any given time, the adopted charge under this resolution is no more than the maximum adopted charge.

~~(a)~~ *Note – In this section, "maximum adopted charge" has the meaning given in section 112(2) of the Planning Act.*

(b) If, in any case, this resolution would have the purported effect of adopting a charge that is higher than the maximum adopted charge, this resolution is to be construed and read down as necessary to ensure that the adopted charge is equal to the maximum adopted charge.

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2.3 Trunk infrastructure networks

(a) The adopted charge is a charge for providing trunk infrastructure for development for all trunk infrastructure networks in the LGIP, being the following networks: water supply; wastewater; stormwater; transport (roads); transport (pedestrian and cycle movement); and parks and land for community facilities.

(b) The adopted charge is for trunk infrastructure for all of the above networks, and no part of the adopted charge is earmarked to any particular network. However, the notional proportional breakup of the adopted charge between these networks is as follows:

(i) water supply – 20%

(ii) wastewater – 20%;

(iii) stormwater – 5%;

(iv) transport (roads) – 35%;

(v) transport (pedestrian and cycle movement) – 5%; and

(vi) parks and land for community facilities – 15%.

3 Levied charges

3.1 Calculation of levied charges

The levied charge for development is to be calculated in accordance with the below formula:

LC = (BC x I) – C – EC

Where:

LC = the levied charge for the development

BC = the Base Charge for the development, calculated in accordance with **Schedule 1**.

*Example – For a development involving 4 x 3 bedroom dwellings, the Base Charge will be $1*52,117.00~~46,682.80~~ *(ie $3*8,029.25~~6,670.70~~ *multiplied by 4).*

I = the sum of the percentage increases for each financial quarter since 1 October 202~~5~~6, to the date the charge is levied.

Note – In this section, "percentage increases" has the meaning given in section 112(4) of the Planning Act.

C = the total value of any applicable Credits, determined in accordance with **section 3.2**.

EC = the Establishment Cost of trunk infrastructure mentioned in **sections 3.3** or **3.4** (as applicable), and calculated in accordance with **section 4**.

Notes—

*1 BC x I will be equal to the adopted charge under **section 2.1**.*

*2 All levied charges will be subject to automatic indexation in accordance with **section 3.6.***

*3 If the above formula results in a negative value, a Refund may be payable under **section 3.4**. However, a Refund will not be payable merely because a Credit exceeds the applicable adopted charge.*

*4 If **section 3.5** applies, LC will be reduced by 40% (ie the levied charge will be 60% of the levied charge that would otherwise be payable).*

3.2 Credits

(a) In accordance with section 120 of the *Planning Act*, a Credit will apply if:

(i) there is an existing, lawful use already taking place on the relevant premises;

(ii) a use that was previously, but is no longer, taking place on the premises was lawful at the time the use was carried out; or

(iii) other development on the premises may be lawfully carried out without the need for a further development permit.

(b) If a Credit applies, the value of the Credit is to be calculated in accordance with the following formula:

$$C = (BC \times I)$$

Where:

C = the value of the Credit

BC = the Base Charge that would apply if charges were being levied for the relevant use/s or development/s mentioned in **section 3.2(a)**, calculated in accordance with **Schedule 1**.

I = the sum of the percentage increases for each financial quarter since 1 October 2025~~6~~, to the date the charge is levied.

Note – In this section, "percentage increases" has the meaning given in section 112(4) of the Planning Act.

(c) Despite **section 3.2(a)**, a Credit will not apply for a use or development mentioned in **section 3.2** if:

(i) an infrastructure requirement that applies, or applied, to the use or development has not been complied with; or

(ii) for development mentioned in **section 3.2(a)(iii)** – an infrastructure requirement applies to the premises on which the development will be carried out, and was imposed on the basis of development of a lower scale or intensity being carried on the premises.

Note – In this section, "infrastructure requirement" has the meaning given in section 120(4) of the Planning Act.

(d) Despite **section 3.2(a)**, if more than one type of use or development mentioned in **section 3.2** is relevant to the premises:

(i) to the extent that any such uses or developments are mutually incompatible – a Credit will only apply for the use or development that has the highest Base Charge; and

Examples –

- *If the relevant premises is a building that is currently being lawfully used for an office, but was historically lawfully used for a funeral parlour, a credit will only be available for the current office use (which has a higher Base Charge). Because the two uses concern the same building, they cannot occur simultaneously are mutually incompatible.*
- *If the relevant premises is a parcel of land containing multiple buildings, used for different purposes, multiple Credits may be available in respect of the uses of each building.*

(ii) otherwise, variable "BC" in the formula in **section 3.2(b)** is to be the sum of the Base Charges for all applicable Credits.

3.3 Offsets

(a) In accordance with section 129(2) of the *Planning Act*, an Offset will apply if:

(i) the relevant development is subject to one or more necessary infrastructure conditions;

(ii) the trunk infrastructure that is the subject of the necessary infrastructure condition/s services, or is planned to service, premises other than the subject premises; and

(iii) the total Establishment Cost of the trunk infrastructure is equal to or less than the levied charge that would otherwise apply to the development.

(b) If an Offset applies, the levied charge will be the difference between:

(i) the levied charge that would otherwise apply to the development; and

(ii) the total Establishment Cost of the trunk infrastructure.

*Note – This outcome is reflected in the formula in **section 3.1**.*

3.4 Refunds

(a) In accordance with section 129(3) of the *Planning Act*, a Refund will apply if:

(i) the relevant development is subject to one or more necessary infrastructure conditions;

(ii) the trunk infrastructure that is the subject of the necessary infrastructure condition/s services, or is planned to service, premises other than the subject premises; and

(iii) the total Establishment Cost of the trunk infrastructure is more than the levied charge that would otherwise apply to the development.

(b) If a Refund applies:

(i) no levied charge is payable; and

*Note – This outcome is reflected in the formula in **section 3.1**, as per note 3 to that section.*

(ii) Council will refund to the applicant the difference between:

(A) the levied charge that would otherwise apply to the development; and

(B) the total Establishment Cost of the trunk infrastructure;

Editor's note – If a refund is payable, the relevant infrastructure charges notice will state when the refund will be given, in accordance with section 121(1)(f) of the Planning Act.

3.5 Development incentives policy

(a) This **section 3.5** applies if:

(i) a charge is being levied for a Dual Occupancy or Multiple dwelling use; and

(ii) but for this **section 3.5**, a levied charge would be payable in accordance with the formula in **section 3.1** (i.e. after applying any Offset or Refund).

*Note – This **section 3.5** does not apply if the charge payable is nil, or if a refund applies.*

(b) If this **section 3.5** applies, the levied charge is to be 60% of the amount calculated under the formula in **section 3.1**

*Example – If, under **section 3.1**, the levied charge would normally be $100,000, the amount that will be levied is $60,000.*

3.6 Automatic indexation of levied charges

(a) A levied charge will be automatically increased from the date that it is levied until the date of payment in accordance with this section.

(b) An automatic increase under this section is to be the lesser of the following:

(i) the difference between the levied charge that the maximum adopted charge that Council could have levied for the development when the charge is paid; or

(ii) the increase worked out using the PPI, adjusted according to the 3-yearly PPI average, for the period starting on the day the charge was levied, and ending on the day the charge is paid.

Note – In this section, "3-yearly PPI average" has the meaning given in section 114(6) of the Planning Act.

(c) To avoid any doubt, this section is an automatic increase provision under the *Planning Act*.

4 Method for calculating Establishment Cost

4.1 Default position

By default, the Establishment Cost of trunk infrastructure is:

(a) for trunk infrastructure that is the whole of an item in a table in Schedule 3, SC3.4 of the Planning Scheme – the establishment cost for the item stated in the applicable table, increased using the PPI, adjusted according to the 3-yearly PPI average, for the period:

(i) starting on the base date in the LGIP; and

Editor's note – As of the commencement of this resolution, the base date is 2017.

(ii) ending on the date that the charge is levied.

(b) for trunk infrastructure that is part of an item in a table in Schedule 3, SC3.4 of the Planning Scheme – a proportion of the amount described in **section 4.1(a)** for the relevant part; or

(c) in any case – an amount estimated by Council as reasonably reflecting the approximate costs of land acquisition, financing, and design and construction, for the infrastructure.

*Note – To avoid any doubt, Council may estimate the Establishment cost under **section 4.1(c)** even if **section 4.1(a) or 4.1(b)** applies.*

4.2 Recalculation of Establishment Cost

(a) If an applicant disagrees with the default Establishment Cost under **section 4.1**, the applicant may give Council a notice under section 137 of the *Planning Act* requiring the Establishment Cost to be recalculated.

*Editor's note – An infrastructure charges notice given by Council will, initially, reflect the default Establishment Cost under **section 4.1**. After receiving an infrastructure charges notice, and prior to the charges becoming payable, an applicant may give a notice under this section, in accordance with section 137 of the Planning Act. Where such a notice is given, and the Establishment Cost is recalculated, Council will give an amended infrastructure charges notice to the applicant.*

(b) If a notice is given under section 137 of the *Planning Act* in relation to trunk infrastructure that is land, the Establishment Cost is to be recalculated in accordance with:

(i) the method set out in **Schedule 2**; or

(ii) another method agreed in writing between Council and the applicant.

(c) If a notice is given under section 137 of the *Planning Act* in relation to trunk infrastructure that is works, the Establishment Cost is to be recalculated in accordance with:

(i) the method set out in **Schedule 3**; or

(ii) another method agreed in writing between Council and the applicant.

(d) Where the Establishment Cost is recalculated under this section, the Establishment Cost is to be increased using the PPI, adjusted according to the 3-yearly PPI average, for the period (if any) between:

(i) the date as at which the Establishment Cost is recalculated; and

(ii) the date on which the amended infrastructure charges notice is given.

(e) To avoid any doubt:

(i) **Schedules 2 and 3** state this resolution's method for working out the cost of infrastructure that is the subject of an Offset or Refund, in accordance with section 116 of the *Planning Act*;

(ii) for section 137(2) of the *Planning Act*, the method for recalculating establishment cost is set out in **Schedules 2 and 3**;

(iii) if a notice is given under section 137 of the *Planning Act* in relation to trunk infrastructure that includes both land and works: **section 4.2(b)** applies to the extent that the trunk infrastructure is land; and **section 4.2(c)** applies to the extent that the trunk is works; and

(iv) at any time, Council and an applicant may agree in writing that a stated amount is to be the recalculated Establishment Cost for the purposes of this section.

5 Conversion criteria

5.1 Purpose of this section

(a) This section sets out Council's conversion criteria for the purposes of section 117 of the *Planning Act*.

(b) Non-trunk infrastructure that is the subject of a conversion must comply with all of the conversion criteria in **sections 5.2** to **5.10** in order to be converted to trunk infrastructure.

5.2 Capacity to service other development in accordance with desired standards of service

The development infrastructure must have capacity to service other developments in the area, in accordance with the desired standard of service identified in the LGIP.

5.3 Infrastructure consistent with LGIP

The function and purpose of the development infrastructure must be consistent with other trunk infrastructure identified in the LGIP.

5.4 Not consistent with non-trunk infrastructure

The development infrastructure must not be consistent with non-trunk infrastructure for which a condition may be imposed under section 145 of the *Planning Act*. That is, the infrastructure must not be for any of the following:

(a) a network, or part of a network, internal to premises;

(b) connecting the premises to external infrastructure networks; or

(c) protecting or maintaining the safety or efficiency of the infrastructure network of which the non-trunk infrastructure is a component.

Example – A condition is imposed requiring upgrade works to a trunk road, in order to maintain the safety and efficiency of the network as a result of a development. Although the works relate to a trunk road, they are non-trunk infrastructure and do not satisfy this criterion.

5.5 Cost-effectiveness

(a) The type, size and location of the development infrastructure must be the most cost-effective option for servicing multiple users in the area.

(b) This criterion will be satisfied where the development infrastructure is the least-cost option based upon the life cycle cost of the development infrastructure required to service future urban development in the area at the desired standard of service identified in the LGIP.

5.6 No commencement of construction

Construction of the development infrastructure must not have started.

Editor's note – Separately from this criterion, if construction of the non-trunk infrastructure that is the subject of a conversion application commences after the application is made, this may affect the determination of the application. See Planning Act, section 138(b).

5.7 Not for development incentive

The development infrastructure must not have been proposed by the applicant for the purpose of obtaining:

(a) an increase in height or density; or

(b) any other concession or relaxation of a requirement under the Planning Scheme.

5.8 Not proposed as non-trunk infrastructure

The development infrastructure must not have been proposed by the applicant on the basis that it would be non-trunk infrastructure (or would otherwise not be subject to an Offset or Refund).

5.9 Not to upgrade to service development inconsistent with LGIP assumptions

The development infrastructure must not involve an upgrade of an existing trunk infrastructure item made necessary to service development that is inconsistent with the type, scale, location or timing of development assumed in the LGIP.

5.10 Services development consistent with LGIP assumptions

The development infrastructure must service development that is consistent with the LGIP's assumptions about the type, scale, location and timing of development.

6 Defined terms

6.1 Definitions

In this resolution, these terms have the following meanings:

Term	Definition
Base Charge	The base charge for development calculated in accordance with **Schedule 1**.
Council	The Rockhampton Regional Council.
Credit	A credit calculated in accordance with **section 3.2**.
Establishment Cost	The establishment cost of trunk infrastructure, determined in accordance with **section 4**.
LGIP	Council's local government infrastructure plan, being Part 4 of the Planning Scheme.
Offset	An offset under section 129(2) of the *Planning Act*.
Original Land	That land that is the subject of the overarching development approval guiding development of the land. *Example – If the land the subject of a specific development application is part of a larger parcel that is the subject of a variation approval, the Original Land will be the whole of the land the subject of the variation approval, regardless of whether or not the land is being developed in stages or by different developers.*
Planning Act	The *Planning Act 2016* (Qld).
Planning Reg	The *Planning Regulation 2017* (Qld).
Planning Scheme	The Rockhampton Region Planning Scheme (Version 2.2).
Refund	A refund under section 129(3)(b) of the *Planning Act*.

6.2 Other terms

A term that is used but not defined in this resolution will, unless the context otherwise requires, have the meaning give to it by (in the following order):

(a) the *Planning Act*;

(b) the *Planning Reg*;

(c) the Planning Scheme;

(d) the *Acts Interpretation Act 1954* (Qld); or

(e) its ordinary meaning.

6.3 Construction

Unless expressed to the contrary, in this resolution:

(a) "includes" means includes without limitation;

(b) a reference to:

(i) any legislation includes subordinate legislation under it and includes that legislation and subordinate legislation as modified or replaced;

(ii) "$" or "dollars" is a reference to Australian currency;

(iii) this or any other document includes the document as novated, varied or replaced and despite any change in the identity of the parties;

(iv) writing includes: any mode of representing or reproducing words in tangible and permanently visible form, including fax transmission; and words created or stored in any electronic medium and retrievable in perceivable form;

(v) this resolution includes all schedules and annexures to it;

(vi) a section, schedule or annexure is a reference to a section, schedule or annexure, as the case may be, of this resolution;

(c) if the date on or by which any act must be done under this resolution is not a business day, the act must be done on or by the next business day; and

(d) headings do not affect the interpretation of this resolution.

Schedule 1
Base Charge rates

Notes –

1. *The categories shown in shaded rows below are included only for convenience, and to align with schedule 16 of the Planning Regulations. Rows 2 to 4 of the below table identify the Base Charge rates for development that is a material change of use. Row 1 identifies the Base Charge rate for development that is reconfiguring a lot. Row 2 identifies the Base Charge rate for development that is building work.*
2. *If a development approval approves a material change of use for more than one use, and provides for an area that is able to be used for more than one use, or is common between two or more uses, the Base Charge applicable to that area is to be calculated based on the applicable Base Charge rate for each use. Refer to the 'Level' column in the table below with the 'Level' Base Charge rate.*
3. *For a use approved under a superseded planning scheme, the applicable Base Charge rate will be the rate for another similar use listed in this table that Council decides to apply to the use.*

	Development		Base Charge rate
	Residential uses		
1	Dwelling house	(a)	$26,193.4027,163.80 for each dwelling with 2 or less bedrooms
		(b)	$46,670.7038,029.25 for each dwelling with 3 or more bedrooms
2	Dual occupancy	(a)	$26,193.4027,163.80 for each dwelling with 2 or less bedrooms
		(b)	$36,670.7038,029.25 for each dwelling with 3 or more bedrooms
3	Caretaker's accommodation	(a)	$26,193.4027,163.80 for each dwelling with 2 or less bedrooms
		(b)	$36,670.7038,029.25 for each dwelling with 3 or more bedrooms
4	Multiple dwelling	(a)	$26,193.4027,163.80 for each dwelling with 2 or less bedrooms
		(b)	$36,670.7038,029.25 for each dwelling with 3 or more bedrooms
5	Build to rent	(a)	$27,163.80 for each dwelling with 2 or less bedrooms
		(b)	$38,029.25 for each dwelling with 3 or more bedrooms
	Accommodation (short-term)		
66	Tourist park	(a)	If the tourist park has tent or caravan sites—
			(i) $13,096.6013,581.80 for each group of 2 sites or less
			(ii) $18,338.2019,014.45 for each group of 3 sites
		(b)	If the tourist park has cabins—
			(i) $13,096.6013,581.80 for each cabin with 2 or less bedrooms
			(ii) $18,338.2019,014.45 for each cabin with 3 or more bedrooms
67	Hotel *(accommodation component only – see "Entertainment" category for other components)*	(a)	$13,096.6013,581.80 for each suite with 2 or less bedrooms
		(b)	$18,335.2019,014.45 for each suite with 3 or more bedrooms
		(c)	$13,096.6013,581.80 for each bedroom that is not part of a suite
78	Short-term accommodation	(a)	$13,096.6013,581.80 for each suite with 2 or less bedrooms
		(b)	$18,335.2019,014.45 for each suite with 3 or more bedrooms
		(c)	$13,096.6013,581.80 for each bedroom that is not part of a suite
89	Resort complex *(accommodation component only – see "Entertainment" category for other components)*	(a)	$13,096.6013,581.80 for each suite with 2 or less bedrooms
		(b)	$18,335.2019,014.45 for each suite with 3 or more
9	Nature-based tourism *(accommodation component only – see "Entertainment" category for other components)*	(a)	$13,096.60 for each suite with 2 or less bedrooms
		(b)	$18,335.20 for each suite with 3 or more bedrooms
		(c)	$13,096.60 for each bedroom that is not part of a suite
	Accommodation (long-term)		
10	Relocatable home park	(a)	$26,193.4027,163.80 for each relocatable dwelling site for 2 or less bedrooms
		(b)	$36,670.7038,029.25 for each relocatable dwelling site for 3 or more bedrooms
11	Community residence	(a)	$26,193.4027,163.80 for each suite with 2 or less bedrooms
		(b)	$36,670.7038,029.25 for each suite with 3 or more bedrooms
		(c)	$26,193.4027,163.80 for each bedroom that is not part of a suite
12	Retirement facility	(a)	$26,193.4027,163.80 for each suite with 2 or less bedrooms
		(b)	$36,670.7038,029.25 for each suite with 3 or more bedrooms
		(c)	$26,193.4027,163.80 for each bedroom that is not part of a suite
13	Rooming accommodation	(a)	$26,193.4027,163.80 for each suite with 2 or less bedrooms
		(b)	$36,670.7038,029.25 for each suite with 3 or more bedrooms
		(c)	$26,193.4027,163.80 for each bedroom that is not part of a suite
14	Rural workers' accommodation	(a)	$26,193.40 for each suite with 2 or less bedrooms
		(b)	$36,670.70 for each suite with 3 or more bedrooms
		(c)	$26,193.40 for each bedroom that is not part of a suite
	Places of assembly		
1514	Club	(a)	$91,7695.15 for each square metre of gross floor area
		(b)	$13,4913.60 for each square metre impervious to stormwater
1615	Community use	(a)	$91,7695.15 for each square metre of gross floor area
		(b)	$13,4913.60 for each square metre impervious to stormwater
1716	Function facility	(a)	$91,7695.15 for each square metre of gross floor area
		(b)	$13,4913.60 for each square metre impervious to stormwater
1817	Funeral parlour	(a)	$91,7695.15 for each square metre of gross floor area
		(b)	$13,4913.60 for each square metre impervious to stormwater
1918	Place of worship	(a)	$91,7695.15 for each square metre of gross floor area
		(b)	$13,4913.60 for each square metre impervious to stormwater
	Commercial (bulk goods)		
2019	Agricultural supplies store	(a)	$183,36190.15 for each square metre of gross floor area
		(b)	$13,4913.60 for each square metre impervious to stormwater
2120	Bulk landscape supplies	(a)	$183,36190.15 for each square metre of gross floor area
		(b)	$13,4913.60 for each square metre impervious to stormwater
2221	Garden centre	(a)	$183,36190.15 for each square metre of gross floor area
		(b)	$13,4913.60 for each square metre impervious to stormwater
2322	Hardware and trade supplies	(a)	$183,36190.15 for each square metre of gross floor area
		(b)	$13,4913.60 for each square metre impervious to stormwater
2423	Outdoor sales	(a)	$183,36190.15 for each square metre of gross floor area
		(b)	$13,4913.60 for each square metre impervious to

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	Development		Base Charge rate
			stormwater
2624	Showroom	(a)	$183.36190.15 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
	Commercial (retail)		
2625	Adult store	(a)	$235.76244.50 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
2726	Food and drink outlet	(a)	$235.76244.50 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
2827	Service industry	(a)	$235.76244.50 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
2928	Service station	(a)	$235.76244.50 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
30	Car wash	(a)	~~$235.76 for each square metre of gross floor area~~
		(b)	~~$13.10 for each square metre impervious to stormwater~~
3129	Shop	(a)	$235.76244.50 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
3230	Shopping centre	(a)	$235.76244.50 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
	Commercial (office)		
3331	Office	(a)	$183.36190.15 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
3432	Sales office	(a)	$183.36190.15 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
	Educational facility		
3533	Child care centre	(a)	$183.36190.15 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
3634	Community care centre	(a)	$183.36190.15 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
3735	Educational establishment	(a)	$183.36190.15 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
	Entertainment		
38	Bar	(a)	~~$261.90 for each square metre of gross floor area, other than areas for providing accommodation~~
		(b)	~~$13.10 for each square metre impervious to stormwater~~
39	Brothel	(a)	~~$261.90 for each square metre of gross floor area, other than areas for providing accommodation~~
		(b)	~~$13.10 for each square metre impervious to stormwater~~
4036	Hotel *(non-accommodation component – see "Accommodation (short-term)" category for other components)*	(a)	$261.90271.60 for each square metre of gross floor area, other than areas for providing accommodation
		(b)	$13-1013.60 for each square metre impervious to stormwater
4137	Nightclub entertainment facility	(a)	$261.90271.60 for each square metre of gross floor area, other than areas for providing accommodation
		(b)	$13-1013.60 for each square metre impervious to stormwater
4238	Theatre	(a)	$261.90271.60 for each square metre of gross floor area, other than areas for providing accommodation
		(b)	$13-1013.60 for each square metre impervious to stormwater
4339	Resort complex *(non-accommodation component – see "Accommodation (short-term)" category for other components)*	(a)	$261.90271.60 for each square metre of gross floor area, other than areas for providing accommodation

	Development		Base Charge rate
		(b)	$13-1013.60 for each square metre impervious to stormwater
44	Nature-based tourism *(non-accommodation component – see "Accommodation (short-term)" category for other components)*	(a)	~~$261.90 for each square metre of gross floor area, other than areas for providing accommodation~~
		(b)	~~$13.10 for each square metre impervious to stormwater~~
	Indoor sport and recreation		
4540	Indoor sport and recreation	(a)	$261.90271.60 for each square metre of gross floor area, other than court areas
		(b)	$26-1627.10 for each square metre of gross floor area that is a court area
		(c)	$13-1013.60 for each square metre impervious to stormwater
	High impact industry or special industry		
4641	High impact industry	(a)	$91.75995.15 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
4742	Special industry	(a)	$91.75995.15 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
	Other industry		
4843	Low impact industry	(a)	$86.46467.85 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
4944	Medium impact industry	(a)	$86.46467.85 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
5045	Research and technology industry	(a)	$86.46467.85 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
5146	Rural industry	(a)	$86.46467.85 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
5247	Warehouse	(a)	$86.46467.85 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
5348	Marine industry	(a)	$86.46467.85 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
54	Transport depot	(a)	~~$65.45 for each square metre of gross floor area~~
		(b)	~~$13.10 for each square metre impervious to stormwater~~
	High impact rural		
5549	Cultivating, in a confined area, aquatic animals or plants for sale Aquaculture	(a)	$26-1627.10 for each square metre of gross floor area
5650	Intensive animal industry	(a)	$26-1627.10 for each square metre of gross floor area
5751	Intensive horticulture	(a)	$26-1627.10 for each square metre of gross floor area
5852	Wholesale nursery	(a)	$26-1627.10 for each square metre of gross floor area
5953	Winery	(a)	$26-1627.10 for each square metre of gross floor area
	Low impact rural		
6054	Animal husbandry		Nil
6155	Cropping		Nil
56	Permanent plantation		Nil
57	Wind farm		Nil
	Essential services		
6258	Detention-Correctional facility	(a)	$183.36190.15 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
6359	Emergency services	(a)	$183.36190.15 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
6460	Health care service	(a)	$183.36190.15 for each square metre of gross floor area
		(b)	$13-1013.60 for each square metre impervious to stormwater
6561	Hospital	(a)	$183.36190.15 for each square metre of gross floor area

Development		Base Charge rate
		(b) $13.10 13.60 for each square metre impervious to stormwater
6662	Residential care facility	(a) $183.36 190.15 for each square metre of gross floor area (b) $13.10 13.60 for each square metre impervious to stormwater
6763	Veterinary service	(a) $183.36 190.15 for each square metre of gross floor area (b) $13.10 13.60 for each square metre impervious to stormwater
	Minor uses	
64	Advertising device	Nil
6965	Cemetery	Nil
6966	Home-based business	Nil
7067	Landing	Nil
7168	Market	Nil
7269	Outdoor lighting	Nil
7370	Park	Nil
74	Environment facility	Nil
7571	Roadside stall	Nil
7672	Telecommunications facility	Nil
73	Temporary use	Nil
	Other uses	
7774	Air service	The rate for another similar use listed in this table that Council decides to apply to the use.
7875	Animal keeping	The rate for another similar use listed in this table that Council decides to apply to the use.
7976	Parking stationCar park	The rate for another similar use listed in this table that Council decides to apply to the use.
8077	Crematorium	The rate for another similar use listed in this table that Council decides to apply to the use.
8178	Extractive industry	The rate for another similar use listed in this table that Council decides to apply to the use.
8279	Major sport, recreation and entertainment facility	The rate for another similar use listed in this table that Council decides to apply to the use.
8380	Motor sport facility	The rate for another similar use listed in this table that Council decides to apply to the use.
84	Non-resident workforce accommodation	The rate for another similar use listed in this table that Council decides to apply to the use.
8581	Outdoor sport and recreation	The rate for another similar use listed in this table that Council decides to apply to the use.
86	Outstation	The rate for another similar use listed in this table that Council decides to apply to the use.
8782	Port service	The rate for another similar use listed in this table that Council decides to apply to the use.
8883	Tourist attraction	The rate for another similar use listed in this table that Council decides to apply to the use.
8984	Utility installation	The rate for another similar use listed in this table that Council decides to apply to the use.
85	Workforce accommodation	The rate for another similar use listed in this table that Council decides to apply to the use.
90	Major electricity infrastructure	The rate for another similar use listed in this table that Council decides to apply to the use.
91	Renewable energy facility	The rate for another similar use listed in this table that Council decides to apply to the use.
92	Substation	The rate for another similar use listed in this table that Council decides to apply to the use.
9386	Any other use not listed in column 1, including a use that is unknown	The rate for another similar use listed in this table that Council decides to apply to the use.
	Other development	
9487	Reconfiguring a lot	$36,670.70 38,029.25 per lot
9588	Building work	The highest rate stated in this table for a use for which the building may lawfully be used. *Example – If a building may lawfully be used for either a showroom or a shop, the rate applicable for a shop (ie which is higher than the rate applicable for a showroom) is to be used in calculating the Base Charge applicable to the building work.*

Schedule 2

Method for calculating Establishment Cost - Land

Where **section 4.2(b)** applies, the Establishment Cost of trunk infrastructure that is land is to be recalculated in accordance with the method set out in the below table, and subject to indexation as provided for in **section 4.2(d)**.

Step	Description	Details	Timing
1	**Valuation**	The **applicant** must, at its own cost, obtain and provide Council with a valuation of the land, which must: (a) be prepared by a certified practicing valuer, who must act professionally and as a neutral and independent expert; (b) assess the market value of the land using a before-and-after methodology, by: (i) determining the value of the Original Land, before any land is transferred to Council; (ii) determining the value of the remaining land that will not be transferred to Council; and (iii) subtracting the amount in (ii) from the amount in (i), with the value being the difference between those two amounts. (c) assess the value as at the following date, as applicable: (i) if the land is identified in a table in Schedule 3, SC3.3 of the Planning Scheme – the day the development application which is the subject of the relevant necessary infrastructure condition first became properly made; or (ii) otherwise – the day that the development application which is the subject of the relevant necessary infrastructure condition was approved; (d) include supporting information regarding the highest and best of use the land which the valuer has relied on to form an opinion about the value; (e) identify the area of land that is above the Q100 flood level and the area that is below the Q100 floor level; (f) identify and consider all other relevant constraints, including: vegetation protection; ecological values, including riparian buffers and corridors; stormwater or drainage corridors; slope; bushfire and landslide hazards; heritage; airport environs; coastal erosion; extractive resources; flooding; land use buffer requirement; tenure related constraints; and restrictions such as easements, leases, licences and other dealings, whether or not registered on title; and (g) contain relevant sales evidence and clear analysis of how those sales and any other information was relied upon in forming the valuation assessment.	Within 10 business days after the applicant gives a notice under **section 4.2**.
2	**Response to valuation**	**Council** must consider the valuation report provided under **Step 1** and give the applicant a notice stating either: (a) that Council accepts the applicant's valuation – in which case the Establishment Cost will be the amount stated in the valuation report provided under **Step 1**; or (b) that Council does not accept the applicant's valuation – in which case, **Step 3** applies.	Within 15 business days **Step 1**.
3	**Council valuation**	**Council** must, at its own cost: (a) obtain a further valuation report for the land, in accordance with the parameters set out in **Step 1**; and (b) provide a notice to the applicant stating Council's proposed valuation, and attaching a copy of Council's valuation report.	Within 20 business days after **Step 2**.
4	**Response to Council valuation**	The **applicant** must give a notice to Council stating either: (a) that the Applicant accepts Council's valuation – in which case the Establishment Cost will be the amount stated in Council's notice under **Step 3**; or (b) that the applicant does not accept the applicant's valuation – in which case, **Step 5** applies.	Within 10 business after **Step 3**.
5	**Further valuation**	**Council** must obtain a further valuation report in accordance with the parameters set out in **Step 1**. The valuer is to be chosen by Council, in consultation with the applicant. Council and the applicant are to share equally in the costs of the valuation. If this step applies, the Establishment Cost will be the amount stated in the valuation report.	Within 20 business days after **Step 4**.

Schedule 3

Method for calculating Establishment Cost – works

Where **section 4.2(c)** applies, the Establishment Cost of trunk infrastructure that is works is to be recalculated in accordance with the method set out in the below table, and subject to indexation as provided for in **section 4.2(d)**.

Step	Description	Details	Timing
1	**Scope of works**	The **applicant** must, at its own cost, prepare and provide to Council a scope of works for the works which must include: (a) specifications for the works; (b) the standard to which the works are to be provided; and (c) the location of the works.	Within 10 business days after the applicant gives a notice under **section 4.2**.
2	**Approval of scope of works**	**Council** must review the scope of works provided under **Step 1** and give the applicant a notice stating either: (a) that Council approves the scope of works – in which case, **Step 3** applies; or (b) that Council requires changes to the scope of works – in which case, the applicant must submit a revised scope of works under **Step 1**.	Within 10 business days after **Step 1**.
3	**Bill of quantities and cost estimate**	The **applicant** must, at its own cost, obtain and provide to Council the following, prepared by a suitably qualified person: (a) a bill of quantities for the design, construction and commissioning of the works, in accordance with the approved scope of works; and (b) a "first principles" estimate for the cost of designing, constructing and commissioning the works in accordance with that bill of quantities. The "first principles" estimate may include allowances for: (a) project owner's costs, which must be reasonable in the circumstances, and not exceed the following maximum rates:	Within 15 business days after **Step 2**.

	1%	1%	2%	2%
	2%	2%	2%	2%
	1%	1%	2%	1%
	8%	8%	7%	7%
	5%	5%	5%	5%
	1%	1%	1%	1%

(b) contingency, which must be reasonable in the circumstances, and not exceed whichever of the following maximum rates is applicable (depending on the phase of the relevant works):

(i) project delivery (0 to 5 years) – 7.5%;

(ii) project development (5 to 10 years) – 15%;

(iii) project scoping (10 to 20 years) – 20%; and

(iv) project identification (20+ years) – 25%.

4	**Response to bill of quantities and cost estimate**	**Council** must consider the bill of quantities and cost estimate provided under **Step 3** and give the applicant a notice stating either: (a) that Council accepts the applicant's bill of quantities and cost estimate – in which case, the Establishment Cost will be the amount stated in the applicant's cost estimate; or (b) that Council does not accept the applicant's bill of quantities and cost estimate and either: (i) that the revised cost estimate process in **Steps A1 to A3** is to apply; or	Within 10 business days after **Step 3**.

Step	Description	Details	Timing
		(ii) that the tender process in **Steps B1 to B10** is to apply.	
		Option A – revised cost estimate process	
A1	**Council bill of quantities and cost estimate**	**Council** must, at its own cost, obtain and provide to the applicant a revised bill of quantities and cost estimate, prepared by a suitably qualified person, in accordance with the parameters set out in **Step 3**.	Within 20 business days after **Step 4**.
A2	**Response to Council bill of quantities and cost estimate**	The **applicant** must give a notice to Council stating either: (a) that the Applicant accepts Council's bill of quantities and cost estimate – in which case the Establishment Cost will be the amount stated in Council's cost estimate; or (b) that the applicant does not accept Council's bill of quantities and cost estimate – in which case, **Step A3** applies.	Within 10 business days after **Step A1**.
A3	**Further bill of quantities and cost estimate**	**Council** must obtain a bill of quantities and cost estimate, prepared by a suitably qualified person, in accordance with the parameters set out in **Step 3**. The suitably qualified person is to be chosen by Council, in consultation with the applicant. Council and the applicant are to share equally in the costs of the suitably qualified person. If this step applies, the Establishment Cost will be the amount stated in the suitably qualified person's cost estimate.	Within 20 business days after **Step A2**.
		Option B – tender process	
B1	**Submission of design material**	The **applicant** must obtain and provide to Council designs and specifications for the works, which must comply with all relevant standards and be prepared by a suitably qualified person.	Within 20 business days after **Step 4**.
B2	**Approval of design material**	**Council** must give a notice to the applicant stating either: (a) that Council approves the applicant's design material – in which case, **Step B3** applies; or (b) that Council requires specified changes to the design material – in which case, the applicant must resubmit the design material under **Step B1**.	Within 10 business days after **Step B1**.
B3	**Submission of draft tender material**	The **applicant** must prepare and provide to Council draft tender documentation for the works.	Within 20 business days after **Step B2**.
B4	**Approval of draft tender material**	**Council** must give a notice to the applicant stating either: (a) that Council approves the applicant's draft tender material – in which case, **Step B5** applies; or (b) that Council requires specified changes to the design material – in which case, the applicant must resubmit the design material under **Step B3**.	Within 10 business days after **Step B3**.
B5	**Conduct of tender and submission of recommendation**	The **applicant** must: (a) conduct a tender process in accordance with the approved documentation, which must include a requirement that prospective tenders state a dollar value figure for the construction cost of the works, which must be exclusive of any costs for: (i) project management services; (ii) superintendent fees (iii) planning; (iv) construction administration; and (v) supervision; *Note – for the approved tenderer, the dollar value figure stated under this paragraph will form part of the Establishment Cost, as specified in **Step B10**. The costs mentioned in sub-paragraphs (i) to (v) do not directly form part of the Establishment Cost, but are added to the values mentioned in paragraph (a) of **Step B10**.* (b) undertake an analysis of the properly submitted tenders; and (c) give Council a notice that states: (i) the applicant's recommendation as to the award of the works contract; (ii) the tender documents distributed to prospective tenderers; (iii) each tender submitted; (iv) the applicant's analysis of the tenders; and (v) any other relevant information.	Within 20 business days after **Step B4**.

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Step	Description	Details	Timing
B6	**Approval of tenderer**	**Council** must give a notice to the applicant stating: (a) that Council approves of the applicant's recommendation as to the award of the works contract – in which case, the contractor is to be appointed in accordance with the applicant's recommendation; or (b) that Council requires a different specified tenderer to be appointed – in which case, the contractor specified by Council is to be appointed.	Within 10 business days after **Step B5**.
B7	**Notice of proposed variation**	If, during the course of the works contract, the contractor proposes a variation that will increase the cost of the works, the applicant must give a notice to Council that: (a) describes the proposed variation; and (b) states a dollar value figure for the additional costs arising from the variation, which must be exclusive of any additional costs for: (i) project management services; (ii) superintendent fees (iii) planning; (iv) construction administration; and (v) supervision; *Note – if the variation is approved under **Step B8**, the dollar value figure stated under this paragraph will form part of the Establishment Cost, as specified in **Step B10**. The costs mentioned in sub-paragraphs (i) to (v) do not directly form part of the Establishment Cost, but are included in the allowance mentioned in paragraph (e) of **Step B10**.*	Within 5 business days of any variation being proposed by the contractor.
B8	**Approval of proposed variation**	**Council** must consider the proposed variation and give notice to the applicant stating either: (a) that Council approves the proposed variation; or (b) that Council does not approve the proposed variation, and the reasons why.	Within 5 business days of receiving a notice under **Step B7**.
B9	**Request for confirmation of Establishment Cost**	The **Applicant** must give a notice to Council requesting that Council confirm the Establishment Cost of the works.	Not before **Step B6**, and within 10 business days after the works are completed.
B10	**Confirmation of Establishment Cost**	**Council** must give the Applicant a notice stating the amount of the Establishment Cost, which is to be the sum of the following (each of which must also be stated in the notice): (a) the construction cost of the works, being the dollar value amount stated under paragraph (a) of **Step B5**; (b) the associated QLeave levy amount, being 0.575% of the amount in paragraph (a) above; (c) an allowance for project management, superintended, planning, construction administration and supervision costs, being: (i) for works for the parks and land for community facilities infrastructure networks – 10.5% of the amount in paragraph (a) above; or (ii) otherwise – 16% of the amount in paragraph (a) above; (d) the total additional costs for any approved variations, being the total of the amounts stated under paragraph (b) of **Step B7** for all approved variations; and (e) an allowance for project management, superintendent, planning, construction administration and supervision costs relating to approved variations, being 4% of the amount in paragraph (d) above. The Establishment Cost is to be the amount stated in Council's notice.	Within 10 business after **Step B9**.

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11.5 COMMUNITY ENGAGEMENT POLICY, PROCEDURE AND FRAMEWORK

File No:	**1392**
Attachments:	**1. Community Engagement Procedure - Tracked⇩** **2. Community Engagement Procedure - Clean⇩** **3. Community Engagement Policy - Tracked⇩** **4. Community Engagement Policy - Clean⇩** **5. 2026 Engagement Framework FINAL⇩**
Authorising Officer:	**Lisa Caffery - General Manager Workforce and Governance**
Author:	**Rebekah Yelland - Acting Coordinator Communications and Engagement**

SUMMARY

This report proposes the adoption of the updated Community Engagement Policy, Procedure and Framework to guide and inform Council's community engagement activities within the Rockhampton Region.

OFFICER'S RECOMMENDATION

THAT Council adopts the updated Community Engagement Policy, Procedure and Framework.

COMMENTARY

Community engagement practice has evolved significantly over the past decade across all levels of government, with increased expectations around transparency, participation and community involvement in decision-making.
The revised policy, procedure and framework seeks to ensure Council's community engagement understanding and methods reflect current best practices and provides a consistent and transparent approach to engaging with residents, stakeholders and community groups.

PREVIOUS DECISIONS

The last adopted review of the Community Engagement Policy and Procedure was August 2016.

The Community Engagement Framework was adopted by Council on 13 December 2022.

Councillors were presented with the updated versions of the policy, procedure and framework at a briefing session on 12 August 2026.

BUDGET IMPLICATIONS

There are no budget implications.

LEGISLATIVE CONTEXT

The Community Engagement Policy, Procedure and Framework align with the *Local Government Act 2009 Section 4*.

LEGAL AND RISK IMPLICATIONS

There are no legal or risk implications in relation to the presentation of this report.

CORPORATE/OPERATIONAL PLAN

Corporate Plan 2022-2027
Goal 1.2 - "We are respected and recognised for our engagement with the community and our contributions to the Region."

CONCLUSION

The attached policy, procedure and framework is presented for Council's consideration and adoption.

COMMUNITY ENGAGEMENT POLICY, PROCEDURE AND FRAMEWORK

Community Engagement Procedure - Tracked

Meeting Date: 22 September 2026

Attachment No: 1

COMMUNITY ENGAGEMENT PROCEDURE

1 Scope

This procedure applies to Rockhampton Regional Council employees and external consultants undertaking community engagement on behalf of Council for projects, decisions and services that require community engagement.

2 Purpose

The purpose of this procedure is to outline the process for ~~developing and facilitating~~ community engagement activities at Council ~~for Council projects, facilities, items of infrastructure and services~~.

3 Related documents

3.1 Primary

Community Engagement Policy

3.2 Secondary

Community Engagement Framework

~~Community Engagement Plan~~

~~Community Engagement Register~~Community Engagement Request Form

~~Example Community Engagement Plan~~

4 Definitions

To assist in interpretation, the following definitions apply:

Community/ stakeholders	Any individual, group of individuals, organisation or political entity with an interest or stake in the Council outcome of a decision.~~Residents, ratepayers, businesses, organisations and groups who have a stake or interest in the area served by the Rockhampton Regional Council~~
Community engagement	A planned, proactive approach to working with organisations, stakeholders and the community to shape decisions and actions. It ensures the community can contribute to Council projects, decisions and services. ~~A planned process with the specific purpose of working with identified groups of people, whether they are connected by geographic location, special interest, affiliation or identity to help in the development of policies, planning, service provision that impacts on the community's wellbeing.~~
Community Engagement Framework	A document guided by principles that recognises that engagement is a proactive, planned practice which should be tailored to circumstances. It should consider factors such as complexity, risk, significance, sensitivity, timing or opportunity. It is applicable to the array of engagement processes that shape programs, services and infrastructure provided by Council, and plans that guide Council's work. The Framework enables Council to engage with the community in a strategic, ongoing, flexible and locally appropriate way.
Community Engagement Plan	A tailored plan outlining how Council intends to involve the community and stakeholders on a specific project, service or decision. It sets the purpose, scope, level of participation, stakeholder groups, risks and barriers, engagement methods, timelines and responsibilities. The plan will consider community input and if final decisions need to be communicated back to the community.

Council	Rockhampton Regional Council
Council table	The body of elected Councillors of Rockhampton Regional Council
Public	Those stakeholders who are not typically part of the decision-making entity or entities.
Public participation	Any process that involves the public in problem solving or decision making and that uses public input to make better decisions.
Spectrum	The IAP2 Public Participation Spectrum, which is designed to assist with the level of engagement that is required depending on the community's or stakeholder's role.

5 Procedure

~~Community engagement may be required for a Council project, facility, item of infrastructure or service. The specific type of community engagement will vary and is dependent on the potential level of impact, subject matter, those involved, potential legislative requirements and budget considerations.~~Community engagement plays a vital role in shaping Council decisions, programs, projects, facilities, infrastructure and services. The approach taken for each engagement activity is guided by the potential level of impact, the subject matter, the stakeholders involved, relevant legislative requirements and budget considerations.

Council's commitment to meaningful engagement is grounded in the IAP2 Core Values and the IAP2 Code of Ethics. These frameworks set the benchmark for high-quality community and stakeholder participation.

The IAP2 Core Values outline the expectations and aspirations for effective public participation. They define what quality engagement looks like and are widely recognised as best practice across local government. The IAP2 Code of Ethics complements these values by guiding the professional conduct and responsibilities of those undertaking engagement activities.

Together, the Core Values and Code of Ethics ensure that community engagement is transparent, inclusive and accountable. While the extent to which each value can be applied may vary depending on the level of influence available, they remain the foundation for delivering consistent, high-quality engagement across Council.

Strong engagement can help:

(a) Support better policy and project design;

(b) Reduce delivery risk by identifying concerns early;

(c) Improve public confidence by making decision-making more transparent;

(d) Create a stronger record of participation; and

(e) Meet rising expectations and pressures on local governments.

5.1 Community engagement examples

Community engagement is undertaken to ensure that stakeholders and community members can participate in shaping Council decisions, policies and services. Community engagement may be required ~~to be undertaken if~~when legislation or a funding agreement requires it, or if the Council table resolves it~~, or a new or changed service, facility or event is being proposed~~. ~~Refer to the Community Engagement Policy for specific requirements.~~

~~Examples of when community engagement should be undertaken include, but are not limited to:~~

~~(a) Changing the operating hours of the libraries;~~

~~(b) Closing a facility temporarily;~~

~~(c) Closing access to or within a street for road works;~~

~~(d) Developing a community policy or plan that will guide Council's actions or services;~~

~~(e) Discontinuing a rural waste transfer station;~~

~~(f) Educating the public about a requirement to keep walkways clear;~~

~~(g) Introducing mandatory requirements for microchipping of dogs;~~

~~(h) Installing a dog park in a residential area;~~

~~(i) Opening a recreational facility eg. playground, skate park; or~~

~~(j) Requiring community input into a new youth service.~~

When Council will engage:

(a) Regulatory or mandatory matters.

Examples of when Council may engage:

(a) Revisions to long-term and strategic plans;

(b) New major projects, plans or initiatives;

(c) Complex or difficult matters;

(d) Where there are many possible ways Council could manage a project, program or initiative;~~.~~

(e) Changing the operating hours of a service for example libraries;

(f) Closing a facility;

(g) Closing access to, or within, a street for road works;

(h) Developing a community policy or plan that will guide Council's services or actions;

(i) Discontinuing a rural waste transfer station;

(j) Introducing mandatory requirements;

(k) Installing a dog park in a residential area;

(l) Opening a recreational facility for example playground, skate park; or

(m) Seeking community input into a new youth service.

At times, Council may only inform the community of decisions or actions already taken. The following examples highlight when there may be constraints to the community influencing decisions:

(a) Where there is no scope for community to influence the outcome;

(b) Public safety and health are at risk;

(c) Urgent decisions;

(d) Strictly confidential or commercial matters;

(e) Matters related to other levels of government; or

(f) Critical infrastructure upgrades.

5.2 Community Engagement Model

The Community Engagement Model below is designed to assist employees undertaking engagement. It outlines the differing dynamics between who is leading the engagement and those responsible for the actions that arise from the decision or decisions made.

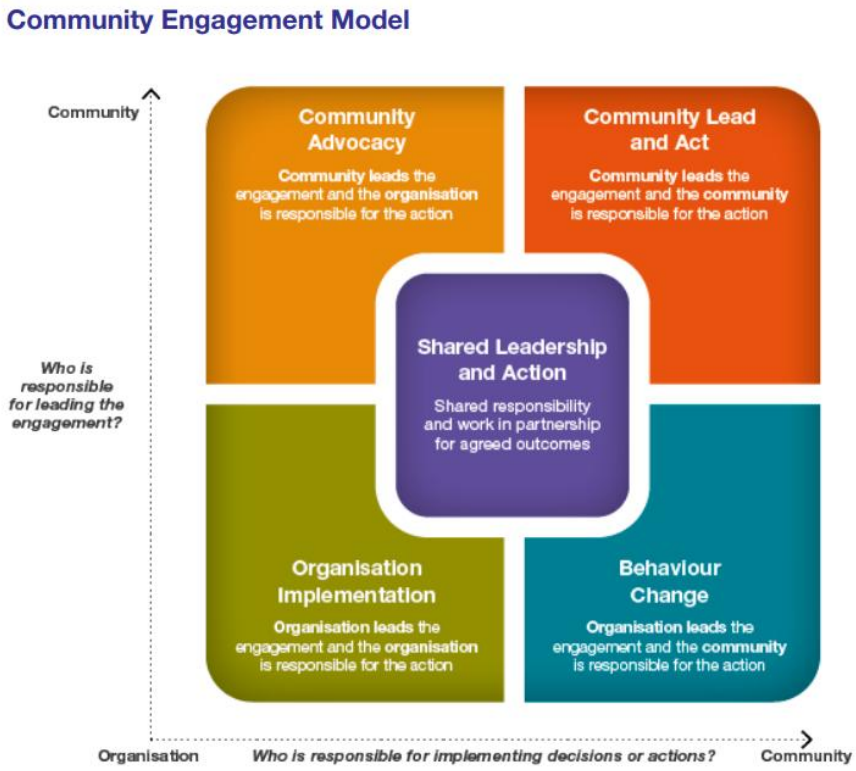


Figure 2. Developed by Anne Pattillo, Amanda Newbery, and Michelle Feenan (2014) for IAP2 Australasia.

~~5.2~~5.3Roles and responsibilities

~~5.2.1~~5.3.1 Unit/section

The relevant unit/section ~~will be~~who is responsible for the project, decision or service that requires community engagement is responsible for the ~~development and delivery of~~ following (with guidance and support from the Communications and Engagement Unit):

(a) Complete the Community Engagement Request Form;

~~(a) Community Engagement Plan;~~

(b) Where required, schedule a meeting with the Senior Communications Officer to discuss the Community Engagement Plan and review content and discuss methods and outcomes;

(c) Develop and deliver the Community Engagement Project;

(d) Comply with any relevant legislation;

(e) Utilise information gathered (i.e. report back to management/Councillors); and

~~(b)~~(f) Ensure sufficient feedback is provided to the community.

~~5.2.2~~5.3.2 Communications and Engagement Unit

The Communications and Engagement unit ~~will be~~ is responsible for:

(a) Providing guidance and support to the unit/section that is planning and delivering the community engagement~~Collaborating with units/sections undertaking engagement~~; and

(b) Support~~ing~~ with communications of the engagement activities and outcomes.

The Senior Communications ~~Engagement~~ Officer ~~will be~~is responsible for:

(a) Developing the Community Engagement Plan, based on information provided in the Community Engagement Request Form;

~~(c) Managing the Community Engagement Register;~~

~~(d)~~(b) Discussing potential community engagement methods with units/sections;

(c) Reviewing and making recommendations relating to Community Engagement Plans;

~~(e)~~(d) Oversee and promote the Engage Rockhampton Region website;

~~(f)~~(e) If deemed necessary, assisting in resourcing/coordinating selected engagements; and

(f) If deemed necessary, developing and supporting the community engagement.

The Community Engagement Plan must be approved by the relevant general manager.

5.3.3 Responsibility Framework Matrix (RACI)

R – Responsible

A – Accountable

C – Consulted

I – Informed

Responsibility Framework Matrix (RACI)

Activity	Unit/ Section	Senior Comms Officer	General Manager
Complete Community Engagement Request form	R	I	C
Develop engagement plan	C	R	A
Approve engagement plan	I	I	A
Brief Mayor & Councillors on engagement	R	C	A
Upload to Engage Rockhampton website	R	R	I
Organise and deliver engagement	R	R	I
Ensure compliance with legislation	R	I	A
Gather community feedback	R	C	I
Generate reports from collected data	C	R	I
Close the loop	C	R	I
Evaluate engagement data	C	R	I
Undertake Community Engagement Evaluation debrief	C	R	I
Report outcomes, update Mayor & Councillors	R	C	A
Update website post engagement	R	R	I
Ongoing monitoring	C	R	I

5.4 Community engagement process

As well as following the IAP2 Core Values as the underlying principles for community and stakeholder engagement, the following process outlines the best practice steps to be taken to ensure a quality community engagement exercise.

Community engagement process:

(a) Community engagement purpose;

(b) Scope and identification of negotiables and non-negotiables;

(c) Level of engagement and participation;

(d) Stakeholders and target groups;

(e) Engagement triggers, risks and barriers;

(f) Development and approval of a communications and an engagement plan;

(g) Deliver engagement plan;

(h) Closing the Loop;

(i) Evaluation; and

(j) Monitoring.

5.5 Community engagement purpose

Regardless of the nature of the engagement exercise, it is important to clearly:

(a) Define its intent;

(b) Explain why the planned engagement is occurring; and

(c) What we hope to achieve.

Common purposes of community engagement include:

(a) Share information;

(b) Comply with legislative requirements;

(c) Understand community reactions and perspectives;

(d) Problem-solve;

(e) Improve or refine proposals;

(f) Build and strengthen relationships;

(g) Community development;

(h) Generate support or buy-in;

(i) Encourage behaviour change;

(j) Inform decision making;

(k) Identify a problem or opportunity;

(l) Build social licence; and

~~(b)~~(m) Manage reputational risk.

5.6 Scope and identification of negotiables and non-negotiables

The development of a scope is crucial to the success of the engagement exercise as it provides comprehensive background information and clearly positions the engagement in the overall project framework.

In most projects, there are likely to be elements that cannot be influenced by stakeholders. This may be due to budget, viability, safety or legislative requirements. These elements are the 'non-negotiables' and need to be clearly communicated to stakeholders at the start of the engagement exercise.

The unit/section undertaking the engagement are responsible for clarifying the opportunity for community change and input and therefore focusing stakeholder attention on the 'negotiables' or project aspects that they can influence, with guidance from a Senior Communications Officer.

Negotiables and non-negotiables therefore should also be clearly identified as a part of the scope of the engagement.

The scope of the engagement shall:

(a) Identify project and engagement objectives;

(b) Specify the decisions that need to be made;

(c) Define the negotiable and non-negotiable elements of the decision making;

(d) Define the internal and external parameters that need to be considered as a part of the engagement exercise; and

(e) Consider the existing culture, values and attitude towards engagement.

5.7 Level of engagement and participation

The IAP2 Public Participation Spectrum provides a tool to determine the level of participation for the public's role in a community engagement project.

The Spectrum shows that differing levels of participation are appropriate and that their legitimacy is dependent on the goals, time frames, resources and levels of concern in the decision to be made.

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
COUNCIL'S ROLE					
COUNCIL'S GOAL	We will keep you informed.	We will keep you informed, listen to and acknowledge your feedback, and let you know how it influenced the decision.	We will work with you to ensure your views, concerns and aspirations are understood and reflected in the decision.	We will look to you for advice and innovation and work together to develop solutions and make decisions where possible.	We will implement what you decide.
COMMUNITY ROLE	Listen	Contribute	Participate	Partner	Lead
COMMUNITY PARTICIPATION GOAL	Council provides clear and accessible information to help the community understand the issue, options and process. Engagement is a one-way communication, and Council retains full decision-making responsibility without requiring feedback from the community.	Council seeks community and stakeholder feedback on proposed options or decisions. While all feedback is considered, final decision-making remains with Council.	Council works more closely with the community to ensure their views, concerns and aspirations are understood and considered throughout the process. Community input helps shape the final decision, which is still made by Council.	Council partners with the community to develop alternatives, explore solutions and work through issues together. Decision-making responsibilities are shared, and the community has a stronger influence on outcomes.	Council places final decision-making in the hands of the community for the specific matter being considered.
POSSIBLE ENGAGEMENT ACTIVITIES	Media Release Social Media Signs/Flyers Newsletters Council Website	Surveys Events/Pop-ups Online Tools Engage Website Fact Sheet Public Meetings Interviews	Workshops Deliberative Polling	Consensus Building	Delegated Decision Making Co-design

5.8 Stakeholders and target groups

Stakeholders for the project are:

(a) Directly involved and/or affected;

(b) Likely to be affected or impact the project outcome; and

(c) Need a voice.

Stakeholder groups should be clearly identified to ensure that, where required, engagement can be effectively tailored to each group, including primary target stakeholders and hard to reach or under-represented groups.

Stakeholder identification shall consider:

(a) Who is involved and what they are responsible for;

(b) How decisions are made, who has authority, and any rules to follow;

(c) How stakeholders relate to each other, including any conflicts;

(d) What we can learn from past projects; and

(e) How stakeholder needs may change as the project progresses.

5.9 Engagement triggers, risks and barriers

Each community engagement project will have its own set of risks, triggers and barriers that may affect delivery. The engagement plan should include an approach to manage these if they arise.

Key considerations include:

(a) Timing and deadlines;

(b) Legal and policy requirements;

(c) Need for specialist expertise or technical knowledge;

(d) Reporting requirements (type and frequency);

(e) Available or lacking resources;

(f) Intended outputs and how they will function;

(g) Protection of organisational reputation;

(h) Community perceptions; and

(i) Political interest and involvement.

5.10 Development and approval of an engagement plan

If, according to the IAP2 Public Participation Spectrum, the project goal is to either consult, involve, collaborate or empower, then an engagement plan is required. An engagement plan communicates how the engagement officer intends to include the stakeholder groups in influencing the relevant project.

The engagement plan is a document that sets out:

(a) A purpose and objective statement, including scope of works;

(b) Methods to be employed for community engagement;

(c) A timeline of activities;

~~(c)~~(d) Resources required and access to these resources;

(e) A risk management plan that identifies risks and barriers to execution of the engagement plan, and accompanying mitigation measures;

(f) A budget;

(g) Roles and responsibilities of the project team;

(h) A communication strategy and reporting mechanism to project owners and stakeholders;

(i) Evaluation points and techniques to be employed; evidence to be gathered; and

(j) A demonstration of commitment to engaging with stakeholders in accordance with the IAP2 Public Participation Spectrum and Core Values.

If relevant, Mayor and Councillors will be notified or briefed on community engagements. This may include an Information Bulletin, presenting a report to the Council table or directly communicated to the relevant Councillor/s.

Once Councillors have been briefed by the relevant department (if required), the project overview is uploaded on Council's Engage Rockhampton Region website.

5.11 Deliver engagement plan

Community and stakeholder engagement shall be implemented according to the details set out in the engagement plan. The execution of the plan should demonstrate creativity and ensure methods of engagement are fit for purpose and appropriate.

Successful execution of the engagement plan requires:

(a) Securing all necessary resources;

(b) Adhering to the proposed timeframes and budget;

(c) Engagement and communication with stakeholders as described in the plan;

(d) Compliance with legal and regulatory requirements;

(e) Confirmation that the decision-making process aligns with project objectives;

(f) Successful development of stakeholder relationships; and

(g) Project evaluation and reporting.

5.12 Closing the loop

It is an essential part of the engagement process to provide outcomes to participants or directly impacted stakeholders on how their involvement influenced engagement.

It is encouraged that each engagement project provides suitable acknowledgement and closes the loop when the engagement project has closed and once a decision is reached.

It is recommended that the following be undertaken at the end of each engagement project:

(a) Provide an update to the Mayor and Councillor/s if deemed appropriate;

(b) Respond to participants; and

~~(d)~~(c) Update information on Council's website.

5.13 Evaluation

Evaluation involves reviewing the engagement project to determine:

(a) The extent to which project scope was achieved;

(b) Successful stakeholder identification and engagement;

(c) Satisfaction levels among all stakeholders from primary groups to minority groups;

(d) How the stakeholders were involved in decision-making compared to the level of engagement outlined in the IAP2 Spectrum of Public Participation;

(e) Change and impact on the community as a result of the engagement outcomes; and

(f) The need for further analysis of outcomes or additional engagement activities.

5.14 Monitoring

Determine whether ongoing monitoring and measuring of performance should be conducted in the future. This ensures community and stakeholder engagement is effective and continually supports the specific project for which the engagement is being conducted.

Monitoring ensures continual improvement in the practice of community and stakeholder engagement. Monitoring gives assurance that the processes effectively engage with stakeholders. It can be scheduled at intervals or conducted as needed.

Monitoring should inform how improvements can be made and organisational culture enhanced to embed appropriate engagement into routine activities.

Responsibilities for monitoring should be clearly defined. Processes for monitoring engagement activities should address each of the stages set out in the engagement process. Monitoring results shall be reported and communicated internally and externally as deemed appropriate.

~~**Community Engagement Matrix**~~

~~Review Appendix A -Community Engagement Matrix to determine the type of engagement that will be required.~~

~~The type of engagement will be linked to the level of impact that the service or activity could have on our Region, user groups or residents. There are mandatory levels of community engagement for each level of impact, however engagement which exceeds these mandatory requirements will be considered favourable in some circumstances.~~

~~**6.1.1 Levels of Impact**~~

~~Level 1: High Regional – High level of real or perceived impact across the Region~~

~~Level 2: High Local – High level of real or perceived impact or risk on a local area, small community or user group of a specific facility or service~~

~~Level 3: Low Regional – Lower, although still some real or perceived impact or risk across our Region~~

~~Level 4: Low Local – Lower level of real or perceived impact or risk on a local area, small community or user group of a specific facility or service~~

~~**1.2 Community Engagement Plan**~~

~~Draft a Community Engagement Plan considering the following:~~

- ~~Access and equity;~~
- ~~Potential cultural or linguistic barriers;~~
- ~~Target audience/s;~~

- ~~Locality differences/barriers;~~
- ~~Historical and current issues relating to the audience/topic;~~
- ~~Review the Community Engagement Register for information/reports that may be relevant;~~
- ~~Set realistic and achievable timeframes;~~
- ~~What budget is available or what is needed.~~

~~**6.3 Communications Calendar**~~

~~Send an electronic meeting request to invite 'Communications' to the community engagement event.~~

~~**6.4 Notify Councillors**~~

~~Councillors will need to be notified or briefed on the community engagement. This may include presenting a report to the Council table.~~

~~**Website**~~

~~Once Councillors have been briefed the project plan and community engagement overview will be placed on the Council website.~~

~~**6.5 Undertake Community Engagement**~~

~~Once approved, community engagement can be undertaken in line with the Community Engagement Plan.~~

~~**6.6 Post Community Engagement**~~

~~Once community engagement has been completed, the unit/section will:~~

~~**6.7.1 Medium to Larger Scale Projects**~~

- ~~Present a report to the Council table within six weeks of completion outlining the:~~
  - ~~Community engagement program undertaken;~~
  - ~~Level of participation;~~
  - ~~Quality of input;~~
  - ~~Findings from the engagement; and~~
  - ~~Intended and actual outcomes achieved.~~
- ~~Evaluate the engagement through a debrief process; and~~
- ~~Update information on Council's website.~~

~~**6.7.2 Smaller Scale Projects**~~

- ~~Provide an update the committee chair and divisional Councillor;~~
- ~~Respond to participants with the outcomes;~~
- ~~Evaluate the engagement through a debrief process; and~~
- ~~Update information on Council's website.~~

6 Review timelines

This procedure ~~will be~~is reviewed when any of the following occur:

(a) The related information is amended or replaced; or

(b) Other circumstances as determined from time to time by the General Manager Workforce and Governance.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	~~Approved, 9 August 2016~~DRAFT	Department:	~~Office of CEO~~Workforce and Governance
Version:	2	Section:	~~Governance Support~~Workforce and Governance
Reviewed Date:		Page No:	Page 11 of 16

7 Document management

Sponsor	Chief Executive Officer
Business Owner	~~Chief Executive Officer~~General Manager Workforce and Governance
Policy Owner	~~Chief Executive Officer~~General Manager Workforce and Governance
Policy Quality Control	~~Corporate Improvement~~Legal and ~~Strategy~~Governance

APPENDIX A

COMMUNITY ENGAGEMENT MATRIX

Determining Level of Impact, Mandatory Engagement Required and Lead Times

The criteria that should be used to determine the level of impact of a project, issue, service or action is detailed in the table below. To determine the level of impact, you will need to determine the stakeholders that are affected by the project and the risks that may apply to Council in regards to the project/service. It may be appropriate to involve other Council staff in making these decisions.

Community Engagement Matrix			
Level of Impact	***Criteria (one or more of the following examples)***	***Mandatory Engagement***	***Timeframes***
Level 1: High Regional High level of real or perceived impact across our Region	• Any significant impact on attributes that are considered to be of high value to the whole of our Region such as the natural environment or heritage • Any impact on the health, safety or wellbeing of our regional community • Potential high degree of controversy or conflict • Likely high level of interact across our Region • Community and Council Plans, Budget, Regional Planning Scheme • Disability Action Plan • Strategy Plans e.g. youth, aged • Removal of a facility or service catering across our Region e.g. library, swimming pool • Provision of a regional facility i.e. skate park, sports centre • Key changes to Region-wide service e.g. waste services	• Flyer or similar • Letterbox drop or written correspondence • Notice in local newspaper • Media promotion inviting comment (incl. advertising) • Public event • Meeting with key users or stakeholder groups (may include one-on-ones) • Website presence with FAQs, Engagement Plan, Project Outline and associated plan, graphics, progress photographs • Briefing and involvement of all Councillors • Signage and/or posters • Potential Advisory Committee/Taskforce requirement • Notice in established communication channels e.g. message on hold, Council generated newsletter etc	**Engagement must commence before decisions as made or plans are finalized. Stakeholders must be involved, not just informed.** Recommended lead time, including planning, is between 3-6 months
Community Engagement Matrix			
Level of Impact	***Criteria (one or more of the following examples)***	***Mandatory Engagement***	***Timeframes***

Level 2: High Local High level of real or perceived impact or risk on a local area, small community or user group of a specific facility or service	• The loss of or significant change to any facility or service to a local community • Potential high degree of controversy or conflict at the local level • Removal or relocation of a local playground or kindergarten • Change to or loss of valued activity or program e.g. local youth activity • Re-development of a sportsground • Increase or removal of car parking in a local shopping centre • Removal of a tree from a public space, median strip or neighbourhood • Road closure (could be a Level 4 impact depending upon circumstance and history)	• Written correspondence or letterbox drop to affected residents • Advice to local user groups • Media Release • Councillor involvement • Signage and/or posters Suggested where applicable: • Individual meetings offered to affected persons • Community Meeting or TaskForce • Public Notice	6 weeks to 3 months Notification must be given to affected persons prior to any action, with an opportunity to provide comment or ask questions, and to receive a response.
Level 3: Low Regional Lower, although still some real or perceived impact or risk across our Region	• Potential for some controversy or conflict • Changes to our Region wide service e.g. temporary or permanent variation to opening hours of a customer service centre • Changes to customer service processes e.g. payment of rates • Changes to the format of the website	• Media Release • Notification to all Councillors • Signage of Posters • Notice on website • Notice in established communication channels e.g.messages on hold, Council generated newsletter	2-6 weeks It is preferable that affected communities are informed or the decision to engage with an appropriate lead time, to enable any input and assessment of concerns to be addressed prior to implementation.

Community Engagement Matrix			
Level of Impact	**Criteria (one or more of the following examples)**	**Mandatory Engagement**	**Timeframes**
Level 4: Low Local Lower level of real or perceived impact or risk on a local area, small community or user group of a specific facility or service	• Only a small change or improvement to a facility or service at the a local level • Low or no risk of controversy or conflict at the local level • Upgrade of a local playground e.g.installation of new equipment • Local streescape upgrade e.g.additional tree planting • Changes to an activity such as Verybl's school holiday activities • Local street road closure	• Advice to local Councillor and photo opportunity where requested • Council website • Signage or Poster • Advice to customers during interactions with Council staff	1-4 weeks The appropriate level of engagement here aims to 'inform'.

Note: At any time during the engagement process, it may be necessary to reassess the level of impact and vary the engagement approach accordingly.

Flexibility

Council's intention is to be flexible and responsive in its approach. While there are mandatory requirements set out in the table above, these may be altered within reason. The timeframes are recommended as there may be instances when a community issue arises which needs to be addressed or responded to immediately. The most important aspect of engagement is that we inform any affected or potentially affected community in our Region, of any action, change or decision, in advance of it occurring.

Urgent Repairs

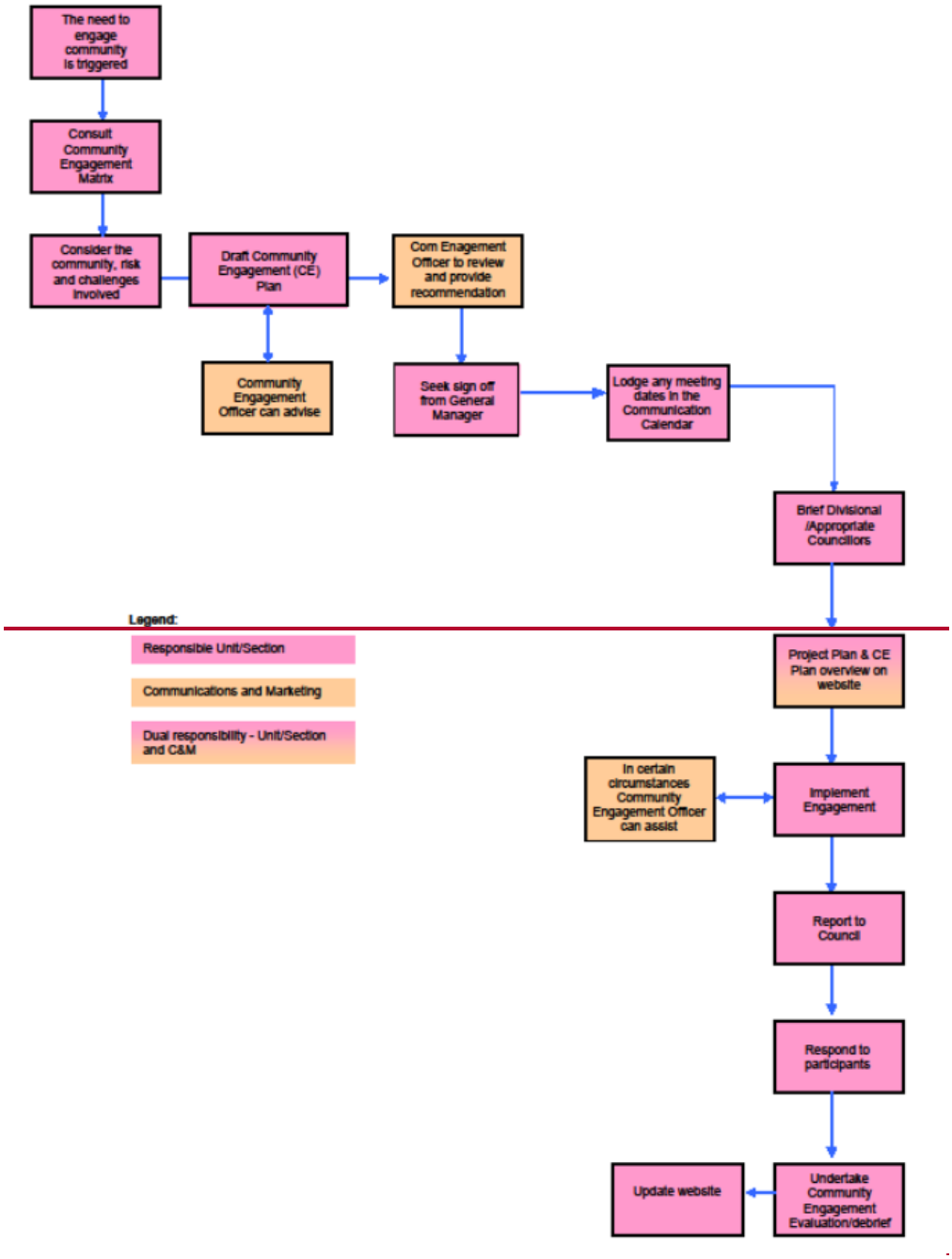
It is acknowledged that in Council's day to day operations, staff may be required to act immediately to repair an amenity or facility (eg. a burst pipeline). The intent of this procedure is not to delay or stop these urgent matters being addressed. There are policies and procedures that will supersede these requirements.

Disaster or Crisis Communications

Any engagement that forms part of a disaster or crisis response will be handled separate to this procedure through the Local Disaster Management Group.

~~APPENDIX B~~

~~PROCESS FOR COMMUNITY ENGAGEMENT~~



COMMUNITY ENGAGEMENT POLICY, PROCEDURE AND FRAMEWORK

Community Engagement Procedure - Clean

Meeting Date: 22 September 2026

Attachment No: 2

COMMUNITY ENGAGEMENT PROCEDURE

1 Scope

This procedure applies to Rockhampton Regional Council employees and external consultants undertaking community engagement on behalf of Council for projects, decisions and services that require community engagement.

2 Purpose

The purpose of this procedure is to outline the process for community engagement activities at Council.

3 Related documents

3.1 Primary

Community Engagement Policy

3.2 Secondary

Community Engagement Framework

Community Engagement Request Form

4 Definitions

To assist in interpretation, the following definitions apply:

Community/ stakeholders	Any individual, group of individuals, organisation or political entity with an interest or stake in the Council outcome of a decision.
Community engagement	A planned, proactive approach to working with organisations, stakeholders and the community to shape decisions and actions. It ensures the community can contribute to Council projects, decisions and services.
Community Engagement Framework	A document guided by principles that recognises that engagement is a proactive, planned practice which should be tailored to circumstances. It should consider factors such as complexity, risk, significance, sensitivity, timing or opportunity. It is applicable to the array of engagement processes that shape programs, services and infrastructure provided by Council, and plans that guide Council's work. The Framework enables Council to engage with the community in a strategic, ongoing, flexible and locally appropriate way.
Community Engagement Plan	A tailored plan outlining how Council intends to involve the community and stakeholders on a specific project, service or decision. It sets the purpose, scope, level of participation, stakeholder groups, risks and barriers, engagement methods, timelines and responsibilities. The plan will consider community input and if final decisions need to be communicated back to the community.
Council	Rockhampton Regional Council
Council table	The body of elected Councillors of Rockhampton Regional Council
Public	Those stakeholders who are not typically part of the decision-making entity or entities.
Public participation	Any process that involves the public in problem solving or decision making and that uses public input to make better decisions.

Spectrum	The IAP2 Public Participation Spectrum, which is designed to assist with the level of engagement that is required depending on the community's or stakeholder's role.

5 Procedure

Community engagement plays a vital role in shaping Council decisions, programs, projects, facilities, infrastructure and services. The approach taken for each engagement activity is guided by the potential level of impact, the subject matter, the stakeholders involved, relevant legislative requirements and budget considerations.

Council's commitment to meaningful engagement is grounded in the IAP2 Core Values and the IAP2 Code of Ethics. These frameworks set the benchmark for high-quality community and stakeholder participation.

The IAP2 Core Values outline the expectations and aspirations for effective public participation. They define what quality engagement looks like and are widely recognised as best practice across local government. The IAP2 Code of Ethics complements these values by guiding the professional conduct and responsibilities of those undertaking engagement activities.

Together, the Core Values and Code of Ethics ensure that community engagement is transparent, inclusive and accountable. While the extent to which each value can be applied may vary depending on the level of influence available, they remain the foundation for delivering consistent, high-quality engagement across Council.

Strong engagement can help:

(a) Support better policy and project design;

(b) Reduce delivery risk by identifying concerns early;

(c) Improve public confidence by making decision-making more transparent;

(d) Create a stronger record of participation; and

(e) Meet rising expectations and pressures on local governments.

5.1 Community engagement examples

Community engagement is undertaken to ensure that stakeholders and community members can participate in shaping Council decisions, policies and services. Community engagement may be required when legislation or a funding agreement requires it, or if the Council table resolves it.

When Council will engage:

(a) Regulatory or mandatory matters.

Examples of when Council may engage:

(a) Revisions to long-term and strategic plans;

(b) New major projects, plans or initiatives;

(c) Complex or difficult matters;

(d) Where there are many possible ways Council could manage a project, program or initiative;

(e) Changing the operating hours of a service for example libraries;

(f) Closing a facility;

(g) Closing access to, or within, a street for road works;

(h) Developing a community policy or plan that will guide Council's services or actions;

(i) Discontinuing a rural waste transfer station;

(j) Introducing mandatory requirements;

(k) Installing a dog park in a residential area;

(l) Opening a recreational facility for example playground, skate park; or

(m) Seeking community input into a new youth service.

At times, Council may only inform the community of decision or actions already taken. The following examples highlight when there may be constraints to the community influencing decisions:

(a) Where there is no scope for community to influence the outcome;

(b) Public safety and health are at risk;

(c) Urgent decisions;

(d) Strictly confidential or commercial matters;

(e) Matters related to other levels of government; or

(f) Critical infrastructure upgrades.

5.2 Community Engagement Model

The Community Engagement Model below is designed to assist employees undertaking engagement. It outlines the differing dynamics between who is leading the engagement and those responsible for the actions that arise from the decision or decisions made.

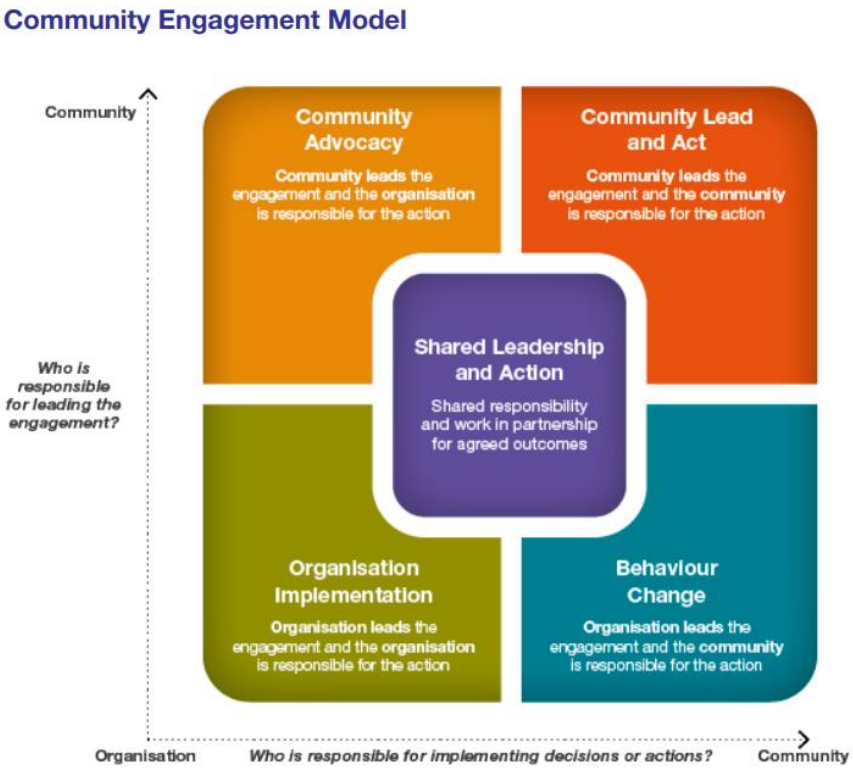


Figure 2. Developed by Anne Pattillo, Amanda Newbery, and Michelle Feenan (2014) for IAP2 Australasia.

5.3 Roles and responsibilities

5.3.1 Unit/section

The relevant unit/section who is responsible for the project, decision or service that requires community engagement is responsible for the following (with guidance and support from the Communications and Engagement Unit):

(a) Complete the Community Engagement Request Form;

(b) Where required, schedule a meeting with the Senior Communications Officer to discuss the Community Engagement Plan and review content and discuss methods and outcomes;

(c) Develop and deliver the Community Engagement Project;

(d) Comply with any relevant legislation;

(e) Utilise information gathered (i.e. report back to management/Councillors); and

(f) Ensure sufficient feedback is provided to the community.

5.3.2 Communications and Engagement Unit

The Communications and Engagement unit is responsible for:

(a) Providing guidance and support to the unit/section that is planning and delivering the community engagement; and

(b) Support with communications of the engagement activities and outcomes.

The Senior Communications Officer is responsible for:

(a) Developing the Community Engagement Plan, based on information provided in the Community Engagement Request Form;

(b) Discussing potential community engagement methods with units/sections;

(c) Reviewing and making recommendations relating to Community Engagement Plans;

(d) Oversee and promote the Engage Rockhampton Region website;

(e) If deemed necessary, assisting in resourcing/coordinating selected engagements; and

(f) If deemed necessary, developing and supporting the community engagement.

The Community Engagement Plan must be approved by the relevant general manager.

5.3.3 Responsibility Framework Matrix (RACI)

R – Responsible

A – Accountable

C – Consulted

I – Informed

Responsibility Framework Matrix (RACI)			
Activity	Unit/ Section	Senior Comms Officer	General Manager
Complete Community Engagement Request form	R	I	C
Develop engagement plan	C	R	A
Approve engagement plan	I	I	A
Brief Mayor & Councillors on engagement	R	C	A
Upload to Engage Rockhampton website	R	R	I
Organise and deliver engagement	R	R	I
Ensure compliance with legislation	R	I	A
Gather community feedback	R	C	I
Generate reports from collected data	C	R	I
Close the loop	C	R	I
Evaluate engagement data	C	R	I
Undertake Community Engagement Evaluation debrief	C	R	I
Report outcomes, update Mayor & Councillors	R	C	A
Update website post engagement	R	R	I
Ongoing monitoring	C	R	I

5.4 Community engagement process

As well as following the IAP2 Core Values as the underlying principles for community and stakeholder engagement, the following process outlines the best practice steps to be taken to ensure a quality community engagement exercise.

Community engagement process:

(a) Community engagement purpose;

(b) Scope and identification of negotiables and non-negotiables;

(c) Level of engagement and participation;

(d) Stakeholders and target groups;

(e) Engagement triggers, risks and barriers;

(f) Development and approval of a communications and an engagement plan;

(g) Deliver engagement plan;

(h) Closing the Loop;

(i) Evaluation; and

(j) Monitoring.

5.5 Community engagement purpose

Regardless of the nature of the engagement exercise, it is important to clearly:

(a) Define its intent;

(b) Explain why the planned engagement is occurring; and

(c) What we hope to achieve.

Common purposes of community engagement include:

(a) Share information;

(b) Comply with legislative requirements;

(c) Understand community reactions and perspectives;

(d) Problem-solve;

(e) Improve or refine proposals;

(f) Build and strengthen relationships;

(g) Community development;

(h) Generate support or buy-in;

(i) Encourage behaviour change;

(j) Inform decision making;

(k) Identify a problem or opportunity;

(l) Build social licence; and

(m) Manage reputational risk.

5.6 Scope and identification of negotiables and non-negotiables

The development of a scope is crucial to the success of the engagement exercise as it provides comprehensive background information and clearly positions the engagement in the overall project framework.

In most projects, there are likely to be elements that cannot be influenced by stakeholders. This may be due to budget, viability, safety or legislative requirements. These elements are the 'non-negotiables' and need to be clearly communicated to stakeholders at the start of the engagement exercise.

The unit/section undertaking the engagement are responsible for clarifying the opportunity for community change and input and therefore focusing stakeholder attention on the 'negotiables' or project aspects that they can influence, with guidance from a Senior Communications Officer.

Negotiables and non-negotiables therefore should also be clearly identified as a part of the scope of the engagement.

The scope of the engagement shall:

(a) Identify project and engagement objectives;

(b) Specify the decisions that need to be made;

(c) Define the negotiable and non-negotiable elements of the decision making;

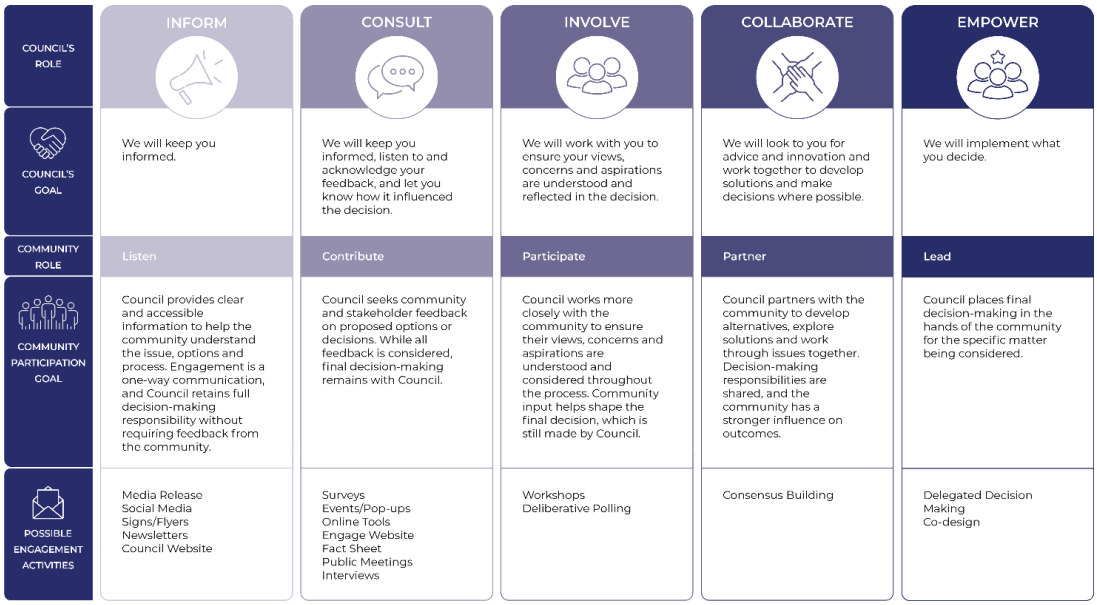
(d) Define the internal and external parameters that need to be considered as a part of the engagement exercise; and

(e) Consider the existing culture, values and attitude towards engagement.

5.7 Level of engagement and participation

The IAP2 Public Participation Spectrum provides a tool to determine the level of participation for the public's role in a community engagement project.

The Spectrum shows that differing levels of participation are appropriate and that their legitimacy is dependent on the goals, time frames, resources and levels of concern in the decision to be made.



5.8 Stakeholders and target groups

Stakeholders for the project are:

(a) Directly involved and/or affected;

(b) Likely to be affected or impact the project outcome; and

(c) Need a voice.

Stakeholder groups should be clearly identified to ensure that, where required, engagement can be effectively tailored to each group, including primary target stakeholders and hard to reach or under-represented groups.

Stakeholder identification shall consider:

(a) Who is involved and what they are responsible for;

(b) How decisions are made, who has authority, and any rules to follow;

(c) How stakeholders relate to each other, including any conflicts;

(d) What we can learn from past projects; and

(e) How stakeholder needs may change as the project progresses.

5.9 Engagement triggers, risks and barriers

Each community engagement project will have its own set of risks, triggers and barriers that may affect delivery. The engagement plan should include an approach to manage these if they arise.

Key considerations include:

(a) Timing and deadlines;

(b) Legal and policy requirements;

(c) Need for specialist expertise or technical knowledge;

(d) Reporting requirements (type and frequency);

(e) Available or lacking resources;

(f) Intended outputs and how they will function;

(g) Protection of organisational reputation;

(h) Community perceptions; and

(i) Political interest and involvement.

5.10 Development and approval of an engagement plan

If, according to the IAP2 Public Participation Spectrum, the project goal is to either inform, consult, involve, collaborate or empower, then an engagement plan is required. An engagement plan communicates how the engagement officer intends to include the stakeholder groups in influencing the relevant project.

The engagement plan is a document that sets out:

(a) A purpose and objective statement, including scope of works;

(b) Methods to be employed for community engagement;

(c) A timeline of activities;

(d) Resources required and access to these resources;

(e) A risk management plan that identifies risks and barriers to execution of the engagement plan, and accompanying mitigation measures;

(f) A budget;

(g) Roles and responsibilities of the project team;

(h) A communication strategy and reporting mechanism to project owners and stakeholders;

(i) Evaluation points and techniques to be employed; evidence to be gathered; and

(j) A demonstration of commitment to engaging with stakeholders in accordance with the IAP2 Public Participation Spectrum and Core Values.

If relevant, Mayor and Councillors will be notified or briefed on community engagements. This may include an Information Bulletin, presenting a report to the Council table or directly communicated to the relevant Councillor/s.

Once Councillors have been briefed by the relevant department (if required), the project overview is uploaded on Council's Engage Rockhampton Region website.

5.11 Deliver engagement plan

Community and stakeholder engagement shall be implemented according to the details set out in the engagement plan. The execution of the plan should demonstrate creativity and ensure methods of engagement are fit for purpose and appropriate.

Successful execution of the engagement plan requires:

(a) Securing all necessary resources;

(b) Adhering to the proposed timeframes and budget;

(c) Engagement and communication with stakeholders as described in the plan;

(d) Compliance with legal and regulatory requirements;

(e) Confirmation that the decision-making process aligns with project objectives;

(f) Successful development of stakeholder relationships; and

(g) Project evaluation and reporting.

5.12 Closing the loop

It is an essential part of the engagement process to provide outcomes to participants or directly impacted stakeholders on how their involvement influenced engagement.

It is encouraged that each engagement project provides suitable acknowledgement and closes the loop when the engagement project has closed and once a decision is reached.

It is recommended that the following be undertaken at the end of each engagement project:

(a) Provide an update to the Mayor and Councillor/s if deemed appropriate;

(b) Respond to participants; and

(c) Update information on Council's website.

5.13 Evaluation

Evaluation involves reviewing the engagement project to determine:

(a) The extent to which project scope was achieved;

(b) Successful stakeholder identification and engagement;

(c) Satisfaction levels among all stakeholders from primary groups to minority groups;

(d) How the stakeholders were involved in decision-making compared to the level of engagement outlined in the IAP2 Spectrum of Public Participation;

(e) Change and impact on the community as a result of the engagement outcomes; and

(f) The need for further analysis of outcomes or additional engagement activities.

5.14 Monitoring

Determine whether ongoing monitoring and measuring of performance should be conducted in the future. This ensures community and stakeholder engagement is effective and continually supports the specific project for which the engagement is being conducted.

Monitoring ensures continual improvement in the practice of community and stakeholder engagement. Monitoring gives assurance that the processes effectively engage with stakeholders. It can be scheduled at intervals or conducted as needed.

Monitoring should inform how improvements can be made and organisational culture enhanced to embed appropriate engagement into routine activities.

Responsibilities for monitoring should be clearly defined. Processes for monitoring engagement activities should address each of the stages set out in the engagement process. Monitoring results shall be reported and communicated internally and externally as deemed appropriate.

6 Review timelines

This procedure is reviewed when any of the following occur:

(a) The related information is amended or replaced; or

(b) Other circumstances as determined from time to time by the General Manager Workforce and Governance.

7 Document management

Sponsor	Chief Executive Officer
Business Owner	General Manager Workforce and Governance
Policy Owner	General Manager Workforce and Governance
Policy Quality Control	Legal and Governance

COMMUNITY ENGAGEMENT POLICY, PROCEDURE AND FRAMEWORK

Community Engagement Policy - Tracked

Meeting Date: 22 September 2026

Attachment No: 3

COMMUNITY ENGAGEMENT POLICY

COMMUNITY POLICY

1 Scope

This policy applies to Rockhampton Regional Council Councillors, employees and external consultants undertaking community engagement on behalf of Council for projects, decisions and services that require community engagement.

2 Purpose

~~To provide direction on developing and facilitating community engagement activities for Council projects, facilities, items of infrastructure and services.~~

The purpose of this policy is to:

(a) Proactively involve the community in shaping Council's projects, services and decisions that affect them;

(b) Apply a consistent, inclusive and transparent approach to engagement, encouraging meaningful participation;

(c) Strengthen community understanding of and support for Council initiatives;

(d) Improve how projects and services are planned and delivered, and build trust and confidence in Council's decision making; and

(e) Ensure engagement outcomes reinforce the relationship between Council and the community by informing, involving and consulting on matters that impact them.

3 Related documents

3.1 Primary

Nil

3.2 Secondary

Human Rights Act 2019

Local Government Act 2009

Local Government Regulation 2012

~~*Local Government and Other Legislation Amendment Act 2012*~~

~~*Sustainable* Planning Act 2009~~*16* ~~(QLD)~~

~~Digital Transformation Office~~

Community Engagement Framework

~~Community Engagement Plan~~

Community Engagement Procedure

Community Engagement Request Form

~~Community Engagement Register~~

~~Community Engagement Toolkits~~

Corporate Plan 2022-2027

Local Disaster Management Plan Communications Sub Plan

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	~~Adopted, 12 December 2012~~DRAFT	Department:	Workforce and Governance~~Office of CEO~~
Version:	2	Section:	~~Governance Support~~Workforce and Governance
Reviewed Date:	9 August 2016	Page No:	Page 1 of 6

~~IAP2~~ Quality Assurance Standard for Community and Stakeholder Engagement - IAP2

4 Definitions

To assist in interpretation, the following definitions apply:

Community engagement	A planned, proactive approach to working with organisations, stakeholders and the community to shape decisions and actions. It ensures the community can contribute to Council projects, decisions and services.~~A planned process with the specific purpose of working with identified groups of people, whether they are connected by geographic location, special interest, affiliation or identity to help in the development of policies, planning, service provision that impacts on the community's wellbeing.~~
Community Engagement Framework	A document guided by principles that recognises that engagement is a proactive, planned practice which should be tailored to circumstances. It should consider factors such as complexity, risk, significance, sensitivity, timing or opportunity. It is applicable to the array of engagement processes that shape programs, services and infrastructure provided by Council, and plans that guide Council's work. The Framework enables Council to engage with the community in a strategic, ongoing, flexible and locally appropriate way.
Community Engagement Plan	A tailored plan outlining how Council intends to involve the community and stakeholders on a specific project, service or decision. It sets the purpose, scope, level of participation, stakeholder groups, risks and barriers, engagement methods, timelines and responsibilities. The plan will consider community input and if final decisions need to be communicated back to the community.
Community/ stakeholders	Any individual, group of individuals, organisation or political entity with an interest or stake in the Council outcome of a decision.
~~Community~~	~~Residents, ratepayers, businesses, organisations and groups who have a stake or interest in the area served by the Rockhampton Regional Council~~
Council	Rockhampton Regional Council
Council table	The body of elected Councillors of Council.
IAP2	International Association of Public Participation
Public	Those stakeholders who are not typically part of the decision-making entity or entities.
Public participation	Any process that involves the public in problem solving or decision making and that uses public input to make better decisions.
Spectrum	The IAP2 Public Participation Spectrum, which is designed to assist with the level of engagement that is required depending on the community's or stakeholder's role.
IAP2 core values	The Core Values outline the expectations and aspirations of the public participation process. Practitioners should adhere to these values for community engagement to be effective and of the highest quality. The extent to which the Core Values can be adhered to is impacted by the level of influence.

5 Policy statement

Council recognises the value of an informed and engaged community being able to contribute to the decision making process. As such, Council will provide opportunities for community engagement to ~~enhance its processes and planning and decision-making.~~contribute to its projects, decisions and services. By providing inclusive and well-designed opportunities for involvement, Council ensures decisions are better informed and reflect local needs, priorities and voices.

Council ~~will~~ undertake~~s~~ community engagement for a range of reasons, including to:

(a) Provide the community and ~~key~~ stakeholders with clear, objective information ~~on decisions, policies, plans and strategies~~ to support Council's projects, decisions and services~~; and~~

(b) ~~Provide~~Create opportunities for appropriate ~~community engagement~~and meaningful participation~~.~~; and

(c) Seek feedback that can improve the efficiency, quality and outcomes of projects.

~~The level of participation will depend on the potential level of impact on the community and the decision that needs to be made.~~

~~Responsibility for the decision-making rests with Council, but may, in some circumstances, be shared with the community and key stakeholders. It is critical that the final decision-maker is predetermined and agreed in the planning process and identified in the Community Engagement Plan.~~

Council is committed to aligning with the IAP2 Core Values and using the IAP2 Spectrum of Public Participation to guide engagement activities. The level of participation depends on the potential level of impact on the community and the nature of the decision being made. While Council remains the final decision-maker, some decisions may involve shared input with the community and stakeholders, and the decision-making responsibilities must be clearly defined in a Community Engagement Plan.

This policy supports Council's Community Engagement Framework.

5.1 Core values

The IAP2 Core Values define the expectations and aspirations of the public participation process. These values should adhere to for community engagement to be effective and of the highest quality. The extent to which the Core Values can be adhered to is impacted by the level of influence.

The IAP2 Core Values are:

(a) Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.

(b) Public participation includes the promise that the public's contribution will influence the decision.

(c) Public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.

(d) Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.

(e) Public participation seeks input from participants in designing how they participate.

(f) Public participation provides participants with the information they need to participate in a meaningful way.

(g) Public participation communicates to participants how their input affected the decision.

5.2 Community engagement principles

Five core principles drive Council's approach to engaging the community. These principles provide direction and can help resolve challenges encountered:

(a) Authentic and meaningful;

(b) Proactive and timely;

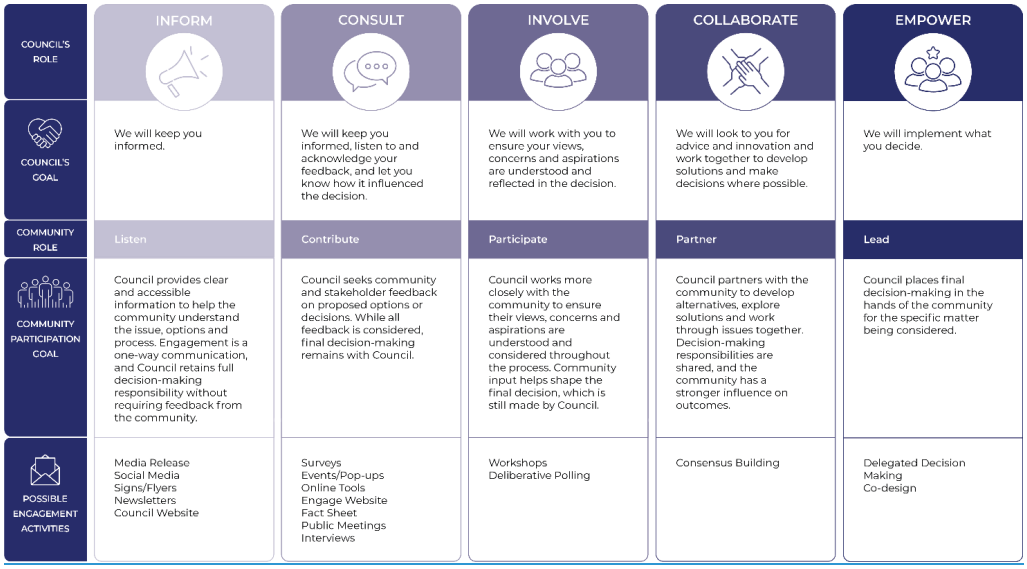
(c) Tailored and flexible;

(d) Inclusive and accessible; and

~~(a)~~(e) Transparent and informative.

5.3 Spectrum of public participation

The IAP2 Spectrum of Public Participation is a tool designed to assist with determining the level of influence that is required, depending on the community or stakeholder's role in the engagement.



~~**5.1 Types of community engagement**~~

~~According to IAP2 there are five levels of engagement available:~~

Council's commitment:

(a) **Inform:** ~~To provide the community and key stakeholders with balanced and objective~~Council provides clear and accessible information to ~~assist them with understanding the problem,~~help the community understand the issue, options and process. Engagement is one-way communication, and Council retains full decision-making responsibility without requiring feedback from the community.

(b) **Consult:** Council seeks community and stakeholder feedback on proposed options or decisions. While all feedback is considered, final decision-making remains with Council. ~~To provide the community and key stakeholders feedback on analysis and alternatives to inform a decision.~~

(c) **Involve:** Council works more closely with the community to ensure their views, concerns and aspirations are understood and considered throughout the process. Community input helps shape the final decision, which is still made by Council. ~~To work directly with the community and key stakeholders to ensure their concerns/issues and aspirations are consistently understood and considered.~~

~~1~~(d) **Collaborate:** Council partners with the community to develop alternatives, ~~opportunities and/or~~ explore solutions~~.~~ and work through issues together. Decision-making responsibilities are shared, and the community has a stronger influence on outcomes. ~~To partner with the community and key stakeholders regarding each aspect of the decision process including the development of alternatives and identification of preferred solutions.~~

(e) **Empower:** ~~To place a~~Council places final decision-making in the hands of the community~~.~~ for the specific ~~type~~matter being considered.

~~of community engagement activity will vary and is dependent on the potential level of impact, subject matter, those involved, potential legislative requirements and budget considerations. In some instances informing exercises will only be required, where in other circumstances integrated engagement activities will be required~~

~~for engagements that have a higher level of impact.~~

~~5.1~~5.4 ~~Required~~ Minimum community engagement requirements

Community engagement ~~will be~~is undertaken as a minimum when:

(a) Legislation requires it~~: There are a number of legislative requirements and standards that apply to Council and its decision making~~.

(b) A funding agreement requires it: Engagement may be an obligation attached to the receipt of government funding~~;~~.

(c) Council chooses to engage proactively on emerging issues or use it as an opportunity to strengthen community trust and participation.

(d) The Council table resolves to recommend the need for community engagement.~~; or~~

~~i. A service, plan, community facility, item of infrastructure, community focused policy or event that is being:~~

~~ii. Introduced;~~
~~iii. Discontinued;~~
~~iv. Built;~~
~~v. Changed;~~
~~vi. Developed;~~
~~vii. Replaced;~~
~~viii. Disrupted;~~
~~ix. Repaired; or~~
~~x. Hosted.~~

Refer to the Community Engagement Procedure and related documentation to undertake community engagement activities.

~~5.3Taskforces and advisory panels~~

~~A taskforce or advisory panel may be established at the discretion of the CEO, by Council resolution, for community engagement activities. The taskforce or advisory panel will:~~

~~(e) Have a terms of reference;~~

~~(f) Explore a major regional issue and potentially assist with implementation of actions;~~

~~(g) Have a defined timeframe;~~

~~(h) Report to the Council table at least once every six months;~~

~~(i) Be chaired by either a suitably qualified external person, employee or Councillor (with no Councillor chairing more than two taskforces or panels);~~

~~(j) Identify staff resources to act as project officer and secretary to the taskforce or panel; and~~

~~(k) Record minutes and membership of the taskforce or panel, ensuring that the minutes will made available on Council's website.~~

5.5 Councillor involvement

~~Council will take a flexible and appropriate approach on how it engages with the community on local issues or business issues with the divisional Councillor and chair of the relevant committee playing a pivotal role.~~

Mayor and Councillors play an important role in the community engagement process.

All engagement projects and plans are created in accordance with the Community Engagement Procedure, while Mayor and Councillors may support this work by sharing key information and ~~Councillor involvement may involve providing important information relating to the engagement or~~ participating in ~~appropriate~~ engagement activities~~,~~ such as ~~taskforces or advisory panels,~~ divisional forums~~, face to face interviews~~ or community meetings. The unit/section responsible for the community engagement will be responsible for briefing the Mayor and Councillors on the engagement, as necessary.

~~It is important that any community engagement considers Council's requirements for objective information relating to a decision that may need to be made.~~

5.6 Disaster or crisis communications

~~Any~~ Engagement ~~that forms part of a~~ during emergencies or disasters is managed separately under Council's disaster ~~or crisis~~ response ~~will be excluded from this procedure and handled~~protocols through the Local Disaster Management Group.

5.7 Engagement by external consultant

Council may appoint an external consultant to conduct community engagement. When community engagement is carried out by an external consultant, Council expects all activities to align with its engagement principles and standards outlined in paragraphs 5.1 and 5.2. Consultants must also comply with relevant legislation, including requirements relating to privacy, information management, anti-discrimination and the correct handling of personal data. They must clearly identify that they are acting on behalf of Council when interacting with the community. While consultants may plan and facilitate engagement activities, gather feedback and prepare reports, Council retains responsibility for oversight, decision-making and ensuring the integrity of the process. Consultants must handle community information securely, present findings accurately and provide documentation that enables Council to make informed decisions. Their work is monitored to ensure quality, consistency and accountability, and to maintain the trust and wellbeing of the community.

6 Review timelines

This policy will be reviewed when any of the following occur:

(a) The related information is amended or replaced; or

(b) Other circumstances as determined from time to time by the Council.

7 Document management

Sponsor	Chief Executive Officer
Business Owner	~~Chief Executive Officer~~General Manager Workforce and Governance
Policy Owner	~~Chief Executive Officer~~General Manager Workforce and Governance
Policy Quality Control	~~Corporate Improvement~~Legal and ~~Strategy~~Governance

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	~~Adopted, 12 December 2012~~DRAFT	Department:	Workforce and Governance~~Office of CEO~~
Version:	2	Section:	~~Governance Support~~Workforce and Governance
Reviewed Date:	9 August 2016	Page No:	Page 6 of 6

COMMUNITY ENGAGEMENT POLICY, PROCEDURE AND FRAMEWORK

Community Engagement Policy – Clean

Meeting Date: 22 September 2026

Attachment No: 4

COMMUNITY ENGAGEMENT POLICY

COMMUNITY POLICY

1 Scope

This policy applies to Rockhampton Regional Council Councillors, employees and external consultants undertaking community engagement on behalf of Council for projects, decisions and services that require community engagement.

2 Purpose

The purpose of this policy is to:

(a) Proactively involve the community in shaping Council's projects, services and decisions that affect them;

(b) Apply a consistent, inclusive and transparent approach to engagement, encouraging meaningful participation;

(c) Strengthen community understanding of and support for Council initiatives;

(d) Improve how projects and services are planned and delivered, and build trust and confidence in Council's decision making; and

(e) Ensure engagement outcomes reinforce the relationship between Council and the community by informing, involving and consulting on matters that impact them.

3 Related documents

3.1 Primary

Nil

3.2 Secondary

Human Rights Act 2019

Local Government Act 2009

Local Government Regulation 2012

Planning Act 2016

Community Engagement Framework

Community Engagement Procedure

Community Engagement Request Form

Corporate Plan 2022-2027

Local Disaster Management Plan Communications Sub Plan

Quality Assurance Standard for Community and Stakeholder Engagement - IAP2

4 Definitions

To assist in interpretation, the following definitions apply:

Community engagement	A planned, proactive approach to working with organisations, stakeholders and the community to shape decisions and actions. It ensures the community can contribute to Council projects, decisions and services.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Workforce and Governance
Version:	2	Section:	Workforce and Governance
Reviewed Date:		Page No:	Page 1 of 5

Community Engagement Framework	A document guided by principles that recognises that engagement is a proactive, planned practice which should be tailored to circumstances. It should consider factors such as complexity, risk, significance, sensitivity, timing or opportunity. It is applicable to the array of engagement processes that shape programs, services and infrastructure provided by Council, and plans that guide Council's work. The Framework enables Council to engage with the community in a strategic, ongoing, flexible and locally appropriate way.
Community Engagement Plan	A tailored plan outlining how Council intends to involve the community and stakeholders on a specific project, service or decision. It sets the purpose, scope, level of participation, stakeholder groups, risks and barriers, engagement methods, timelines and responsibilities. The plan will consider community input and if final decisions need to be communicated back to the community.
Community/ stakeholders	Any individual, group of individuals, organisation or political entity with an interest or stake in the Council outcome of a decision.
Council	Rockhampton Regional Council
Council table	The body of elected Councillors of Council.
IAP2	International Association of Public Participation
Public	Those stakeholders who are not typically part of the decision-making entity or entities.
Public participation	Any process that involves the public in problem solving or decision making and that uses public input to make better decisions.
Spectrum	The IAP2 Public Participation Spectrum, which is designed to assist with the level of engagement that is required depending on the community's or stakeholder's role.
IAP2 core values	The Core Values outline the expectations and aspirations of the public participation process. Practitioners should adhere to these values for community engagement to be effective and of the highest quality. The extent to which the Core Values can be adhered to is impacted by the level of influence.

5 Policy statement

Council recognises the value of an informed and engaged community being able to contribute to the decision making process. As such, Council will provide opportunities for community engagement to contribute to its projects, decisions and services. By providing inclusive and well-designed opportunities for involvement, Council ensures decisions are better informed and reflect local needs, priorities and voices.

Council undertakes community engagement for a range of reasons, including to:

(a) Provide the community and stakeholders with clear, objective information to support Council's projects, decisions and services;

(b) Create opportunities for appropriate and meaningful participation; and

(c) Seek feedback that can improve the efficiency, quality and outcomes of projects.

Council is committed to aligning with the IAP2 Core Values and using the IAP2 Spectrum of Public Participation to guide engagement activities. The level of participation depends on the potential level of impact on the community and the nature of the decision being made. While Council remains the final decision-maker, some decisions may involve shared input with the community and stakeholders, and the decision-making responsibilities must be clearly defined in a Community Engagement Plan.

This policy supports Council's Community Engagement Framework.

5.1 Core values

The IAP2 Core Values define the expectations and aspirations of the public participation process. These values should adhere to for community engagement to be effective and of the highest quality. The extent to which the Core Values can be adhered to is impacted by the level of influence.

The IAP2 Core Values are:

(a) Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.

(b) Public participation includes the promise that the public's contribution will influence the decision.

(c) Public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.

(d) Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.

(e) Public participation seeks input from participants in designing how they participate.

(f) Public participation provides participants with the information they need to participate in a meaningful way.

(g) Public participation communicates to participants how their input affected the decision.

5.2 Community engagement principles

Five core principles drive Council's approach to engaging the community. These principles provide direction and can help resolve challenges encountered:

(a) Authentic and meaningful;

(b) Proactive and timely;

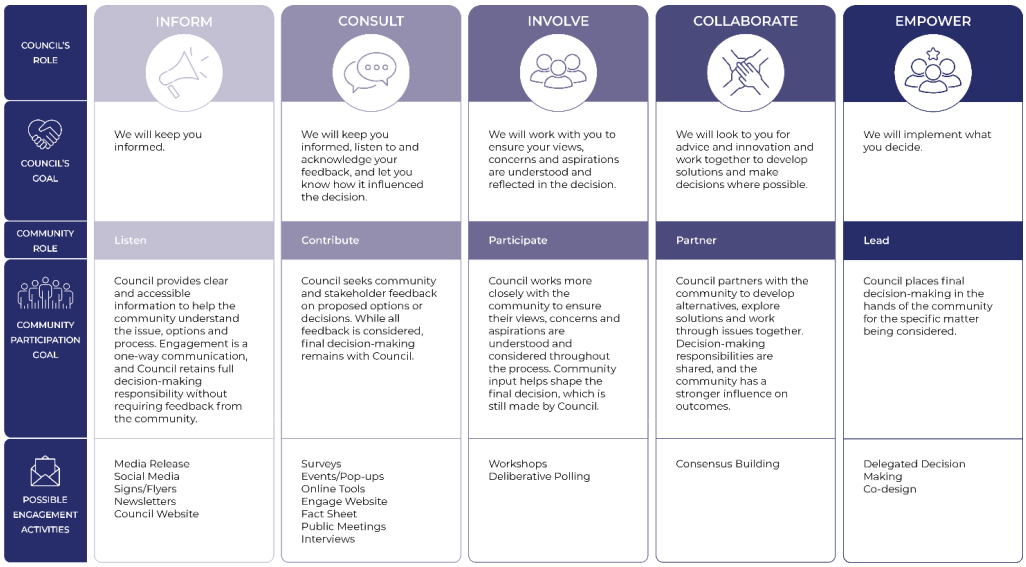
(c) Tailored and flexible;

(d) Inclusive and accessible; and

(e) Transparent and informative.

5.3 Spectrum of public participation

The IAP2 Spectrum of Public Participation is a tool designed to assist with determining the level of influence that is required, depending on the community or stakeholder's role in the engagement.



Council's commitment**:**

(a) **Inform:** Council provides clear and accessible information to help the community understand the issue, options and process. Engagement is one-way communication, and Council retains full decision-making responsibility without requiring feedback from the community.

(b) **Consult:** Council seeks community and stakeholder feedback on proposed options or decisions. While all feedback is considered, final decision-making remains with Council.

(c) **Involve:** Council works more closely with the community to ensure their views, concerns and aspirations are understood and considered throughout the process. Community input helps shape the final decision, which is still made by Council.

(d) **Collaborate:** Council partners with the community to develop alternatives, explore solutions and work through issues together. Decision-making responsibilities are shared, and the community has a stronger influence on outcomes.

(e) **Empower:** Council places final decision-making in the hands of the community for the specific matter being considered.

5.4 Minimum community engagement requirements

Community engagement is undertaken as a minimum when:

(a) Legislation requires it.

(b) A funding agreement requires it: Engagement may be an obligation attached to the receipt of government funding.

(c) Council chooses to engage proactively on emerging issues or use it as an opportunity to strengthen community trust and participation.

(d) The Council table resolves to recommend the need for community engagement.

Refer to the Community Engagement Procedure and related documentation to undertake community engagement activities.

5.5 Councillor involvement

Mayor and Councillors play an important role in the community engagement process.

All engagement projects and plans are created in accordance with the Community Engagement Procedure, while Mayor and Councillors may support this work by sharing key information and participating in engagement activities such as divisional forums or community meetings. The unit/section responsible for the community engagement will be responsible for briefing the Mayor and Councillors on the engagement, as necessary.

5.6 Disaster or crisis communications

Engagement during emergencies or disasters is managed separately under Council's disaster response protocols through the Local Disaster Management Group.

5.7 Engagement by external consultant

Council may appoint an external consultant to conduct community engagement. When community engagement is carried out by an external consultant, Council expects all activities to align with its engagement principles and standards outlined in paragraphs 5.1 and 5.2. Consultants must also comply with relevant legislation, including requirements relating to privacy, information management, anti-discrimination and the correct handling of personal data. They must clearly identify that they are acting on behalf of Council when interacting with the community. While consultants may plan and facilitate engagement activities, gather feedback and prepare reports, Council retains responsibility for oversight, decision-making and ensuring the integrity of the process. Consultants must handle community information securely, present findings accurately and provide documentation that enables Council to make informed decisions. Their work is monitored to ensure quality, consistency and accountability, and to maintain the trust and wellbeing of the community.

6 Review timelines

This policy will be reviewed when any of the following occur:

(a) The related information is amended or replaced; or

(b) Other circumstances as determined from time to time by the Council.

7 Document management

Sponsor	Chief Executive Officer
Business Owner	General Manager Workforce and Governance
Policy Owner	General Manager Workforce and Governance
Policy Quality Control	Legal and Governance

COMMUNITY ENGAGEMENT POLICY, PROCEDURE AND FRAMEWORK

2026 Engagement Framework FINAL

Meeting Date: 22 September 2026

Attachment No: 5



COMMUNITY ENGAGEMENT FRAMEWORK

Rockhampton Regional Council

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MAYOR'S MESSAGE



Tony Williams
Mayor

The Rockhampton Region's greatest strength is its people. No matter where you live across the Rockhampton Region, your experiences, ideas and perspectives help shape the future of our community.

As our population grows and our region continues to develop, understanding the needs and priorities of our community is increasingly important.

This Community Engagement Framework sets out Council's commitment to building strong, transparent relationships with our community. It provides a consistent approach to engagement across the organisation and guides how and when we will seek feedback, share information and involve our community in shaping decisions.

Meaningful community engagement goes beyond simply informing the community.

It is about listening, learning and responding. It is about creating opportunities for people from all backgrounds and walks of life to have their say on the issues that matter to them and to see how their input contributes to better outcomes for our region.

We want to hear from long-term residents, new arrivals, businesses, community groups, Traditional Owners, young people and seniors alike. Every voice adds value and helps us make informed decisions that reflect the diverse needs of our region.

I encourage everyone to engage with Council in a positive and constructive way. Together, we can build a stronger, more connected and more resilient Rockhampton Region - one that reflects the aspirations of the people who call it home today and those who will make it their home in the years ahead.

INTRODUCTION

The Rockhampton Regional Council Community Engagement Framework has been prepared to showcase how, when and why Council will engage with the Rockhampton Region community.

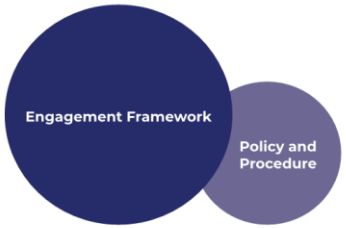
Council is committed to clear and effective communication with residents and stakeholders at all times. Community engagement goes one step further, by inviting the community to join us on the decisional journey and, where appropriate, contribute to and influence decision-making outcomes for the benefit of our Region, now and in the future.

Some benefits of community engagement include: better policy and project design, reducing delivery risk by identifying community concerns early, improving public confidence, meeting rising expectations on Local Governments and building community capacity, cohesion and connection.

This Framework is built on the internationally recognised IAP2 Engagement Framework which recognises that community engagement is an intentional process with the specific purpose of working to shape the decisions or actions of members of the community, stakeholders or organisation in response to a problem, opportunity or outcome. The International Association for Public Participation (IAP2) is the international member association which seeks to promote and improve the practice of public participation or community and stakeholder engagement.

This Framework is also based on a set of values and a spectrum of public participation which demonstrate that effective engagement should be tailored to particular circumstances.

It is supported by a policy and procedure which define how Council officers inform, involve, consult, collaborate and empower the community on specific programs, services and projects.



"Community engagement goes one step further, by inviting the community to join us on the decisional journey..."

THE ROCKHAMPTON REGION

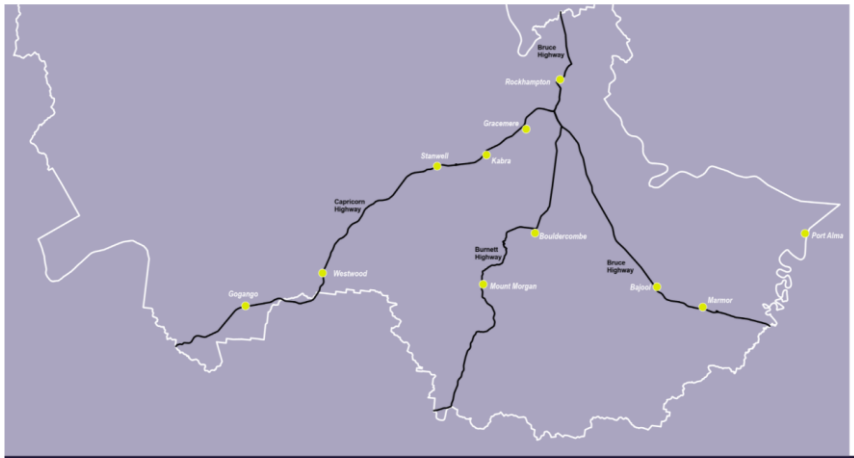
A region defined by its natural environment, Rockhampton straddles the Tropic of Capricorn in Central Queensland and is known as the Beef Capital of Australia. It is home to over 85,000 residents and is blessed with over 300 days of sunshine each year.

The Rockhampton Region is a major economic and lifestyle hub for Central Queensland. Our vast geographic area, and diverse natural environment, supports a variety of urban and rural communities, businesses, industries, and livelihoods.

Our diverse community is made up of individuals and groups who may be connected by geography, interest, identity, or affiliation.

- 85,334 population
- 37 is the median age
- 7,102 First Nations community
- By population centre:
  - Rockhampton 63,474
  - Gracemere: 12,798
  - Mount Morgan: 3,064
  - Rural areas: 5,998

Source: EconomyID 2023/24, ABS



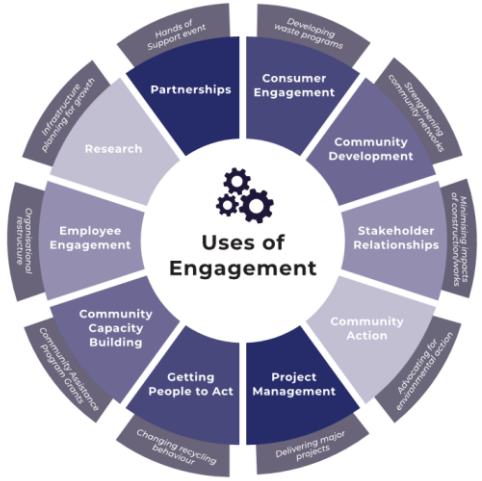
WHAT IS COMMMUNITY ENGAGEMENT?

Community engagement is a fundamental part of Council's decision-making process, a planned, proactive approach to working with stakeholders and the community to shape the decisions and actions of Council in response to a problem, opportunity or outcome. At its basic level, community engagement can inform stakeholders about a program, service or project, but best-practice community engagement invites the community and stakeholders on the decisional journey.

Community engagement in its various contexts can help inform Council's vision, strategic direction, planning and decision making, while providing a better understanding of community priorities.

Some benefits of community engagement include, but are not limited to:
- supporting better policy and project design
- reducing delivery risk by identifying concerns early
- improving public confidence by making decision-making more transparent
- creating a stronger record of participation
- meeting rising expectations and pressures on Local Governments.
- building community capacity, cohesion, and connection.

FIGURE 1 Uses of Engagement, below, shows the increasing ways community engagement can be used and the different contexts where it may occur. The outer ring provides examples of how each type of engagement could be applied in a Council setting.



OUR PRINCIPLES

Council's approach to community engagement is guided by five key principles that support meaningful, consistent and transparent engagement across the organisation. These principles help ensure engagement activities are appropriate, inclusive and responsive to the needs of our community.

Authentic and Meaningful
We undertake engagement with a genuine commitment to listening, learning and considering community input.

Proactive and Timely
We engage early where possible so community input can meaningfully inform decision-making.

Tailored and Flexible
We recognise every project is different and select engagement approaches that are fit for purpose.

Inclusive and Accessible
We seek to create opportunities for participation that are representative, accessible and welcoming to all members of our community.

Transparent and Informative
We communicate clearly about what can and cannot be influenced, how decisions will be made, and how community feedback contributed to outcomes.

WORKING TOGETHER

Community engagement involves both formal Council engagement activities and Councillor community interactions, with each serving a different but complementary purpose.

Together, these activities help Council understand community priorities, build relationships, support informed decision-making and strengthen trust between Council and the community.

While Councillors undertake community listening in their elected representative role, formal Council community engagement projects are planned and delivered in accordance with Council's Community Engagement Policy and Procedure. Mayor and Councillors may support engagement activities through information sharing, participation in engagement activities, and the provision of local knowledge and insight. Council officers remain responsible for designing, coordinating and delivering formal engagement activities.



DEFINING STAKEHOLDERS

One of the key initial steps to any project, is the identification of stakeholders. Council officers will conduct a thorough stakeholder analysis to determine who will be impacted, or may have interest in a decision or project. Opportunities for participation will be promoted and tailored to identified individuals, groups and organisations, ensuring that an appropriate sample of the population is represented. Council will aim to provide inclusive opportunities for engagement, where possible, so the community's values, needs, and expectations are fairly represented.

Internal and external stakeholders who may be identified include, but are not limited to:

- Community groups
- Youth
- Rate payers
- Residents
- Children and families
- Aboriginal and Torres Strait Islander peoples
- Seniors
- People with a disability
- Service/ facility users
- Business and Industry
- Agencies
- Ethnic groups
- State and Federal Government (including local MPs)
- Volunteers
- Sporting, leisure and recreational clubs and groups
- People from culturally and linguistically diverse backgrounds
- LGBTQI
- Internal stakeholders across Council departments
- NGO's and service providers
- Visitors to the Region
- Media
- Other Councils

"Council engages with the underlying commitment that those impacted by a decision should have the opportunity to contribute, and that public input can assist Council make better decisions."



OUR GUIDING VALUES

Council seeks to adhere to the values of the International Association of Public Participation or IAP2.

As an international leader in public participation, IAP2 has developed the IAP2 Core Values for Public Participation for use in the development and implementation of public participation processes.

The purpose of these core values is to help make better decisions which reflect the interests and concerns of potentially affected people and entities. The core values are reflected in a number of key pieces of policy and legislation, locally, nationally and globally.

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
2. Public participation includes the promise that the public's contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision.



LEVELS OF PUBLIC PARTICIPATION

The level of engagement on each project or decision will be determined by factors such as significance, complexity, risk, sensitivity and available resources.

It will also reflect community expectations and be guided by what stakeholders can and cannot influence, ensuring there is a clear understanding of both negotiable and non-negotiable aspects of the engagement process.

FIGURE 2, below, is based on the IAP2 Spectrum of Public Participation, which showcases five levels of public participation, and the increasing influence the community can have on an outcome or decision. Its language - Inform, Consult, Involve, Collaborate and Empower - helps define how stakeholders can participate and the degree of influence they may have in the engagement process.

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
COUNCIL'S ROLE					
COUNCIL'S GOAL	We will keep you informed.	We will keep you informed, listen to and acknowledge your feedback, and let you know how it influenced the decision.	We will work with you to ensure your views, concerns and aspirations are understood and	We will look to you for advice and innovation and work together to develop solutions and make decisions where	We will implement what you decide.
COMMUNITY ROLE	Listen	Contribute	Participate	Partner	Lead
COMMUNITY PARTICIPATION GOAL	Council provides clear and accessible information to help the community understand the issue, options and process. Engagement is one-way communication, and Council retains full decision-making responsibility without requiring feedback from the community.	Council seeks community and stakeholder feedback on proposed options or decisions. While all feedback is considered, final decision-making remains with Council.	Council works more closely with the community to ensure their views, concerns and aspirations are understood and considered throughout the process. Community input helps shape the final decision, which is still made by Council.	Council partners with the community to develop alternatives, explore solutions and work through issues together. Decision-making responsibilities are shared, and the community has a stronger influence on outcomes.	Council places final decision-making in the hands of the community for the specific matter being considered.
POSSIBLE ENGAGEMENT ACTIVITIES	Media Release Social Media Signs/Flyers Newsletters Council Website	Surveys Events/Pop-ups Online Tools Engage Website Fact Sheet Public Meetings Interviews	Workshops Deliberative Polling	Consensus Building	Delegated Decision Making Co-design

PURPOSE OF THIS FRAMEWORK

This Framework describes what community engagement means to Council, for the information and understanding of our external stakeholders, our residents and communities, as well as our internal stakeholders, our Council officers.

The document works to create shared understanding of community engagement by:

- defining what we mean by community engagement
- establishing values that guide the design and delivery of engagement plans and activities
- defining what are the negotiables and non-negotiables in each engagement project
- recognising the diversity of communities to support inclusive design and delivery
- describing the steps taken to design and deliver engagement activities, and
- outlining how we capture learnings and promote continuous improvement.

OUR ENGAGEMENT STEPS & COMMITMENT

Our engagement process sets out the steps Council will follow to design and deliver community engagement plans. The following table summarises this process.

Steps	Our Commitment
1. Define purpose, scope and level of engagement	We will define the purpose of the engagement, what we are seeking to achieve and what can or cannot be influenced through the process. We do this by: • Determining who leads the issue, decision or action through the Community Engagement Model, as found in the Community Engagement Procedure. • Determining the level of engagement based on the IAP2 Spectrum of Public Participation (*see FIGURE 2, page 11*). • Defining the engagement purpose (why we are engaging) and engagement objectives (what we want to achieve). • Defining the negotiables (what the community can influence) and the non-negotiables (what the community can't influence).
2. Understand community	We will work to understand who will be impacted by our project, who will want to influence the project and work to identify those community members who may need extra support to participate. We do this by: • Undertaking a stakeholder analysis - researching the local community in the project area using demographic information, insights from previous engagement and resident data available. • Connecting with stakeholders, such as community leaders and organisations and/or government representatives to support community participation.
3. Select methods	We select a range of methods to collect meaningful feedback, taking into account the triggers, risks and barriers. We do this by: • Identifying considerations such as timing and deadlines, legal requirements, need for specialist expertise, reporting requirements, resourcing, political interest and involvement, and protection of organisational reputation. • Utilising our Engage website as a central point for online project information - https://engage.rockhamptonregion.qld.gov.au/ • Providing information in accessible formats, in person and online, dependent on the scope and engagement objectives of the project. • Selecting methods that will capture quantitative and qualitative information.
4. Write plan	We develop a plan that defines the purpose of the engagement and clearly outlines how stakeholders are involved in the decisional journey. We do this by: • Including the methods to be employed to ask the questions. • Defining key roles and responsibilities as well as supporting communication requirements. • Outlining delivery timeframes and budget. • Including evaluation criteria to ensure engagement activities are appropriately measured.
5. Deliver engagement	We will use the plan to guide the delivery of meaningful and inclusive engagement that is fit for the purpose of the project. We do this by: • Securing the resources required to fulfil the objectives. • Adhering to the proposed timeframes and budget. • Complying with legal and regulatory requirements. • Monitoring the engagement to capably evaluate and report on its outcomes.
6. Close the loop	After the engagement project has been completed and a decision is reached we commit to communicating the findings back to participants. We do this by: • 'Closing the loop' with the people who participated in the process and broader community. • Updating information on Council's Engage website, and providing an update to the community via media, social media or alternative methods. • Updating the Mayor and Councillors on project progress and outcomes.
7. Evaluation & Monitoring	At the conclusion of a project we commit to evaluating the success and outcomes of the engagement project. We do this by: • Determining the extent to which the project scope was achieved. • Documenting stakeholder identification and engagement • Identifying impact on stakeholders and the community as a result of engagement. • Determining if ongoing monitoring and measurement is required, to inform improvements.

ENGAGEMENT IN PRACTICE

Deciding when to engage about a project or an issue can be influenced by several factors including resources, level of impact, significance, complexity, or risk.

Council is committed to ensuring community engagement is genuine and purposeful. Council will only seek community input when feedback can shape the decision-making process and will not engage on matters where a decision has already been made.

When there are constraints around engagement, Council commits to communicating effectively with stakeholders and the community about the decisions made.

Council will engage where required by legislation, funding obligations or Council decisions.

Council may engage on:
- Revisions to long-term and strategic plans
- New major projects, plans or initiatives
- Developing a community policy that will guide Council's services or actions
- Changing the operating hours of a service e.g. libraries
- Closing a facility
- Discontinuing a rural waste transfer station
- Installing a dog park in a residential area
- Encouraging behaviour change eg. waste behaviours
- Seeking community input into a new youth service.

CONSIDERATIONS & CONSTRAINTS

At times, Council may only inform the community of decisions or actions already taken.

The following examples highlight when there may be constraints to engaging with the community:
- When there is no scope for community to influence the outcome
- Public safety and health are at risk
- An immediate decision is needed
- Strictly confidential or commercially sensitive information
- Matters related to other levels of government
- Critical infrastructure upgrades.

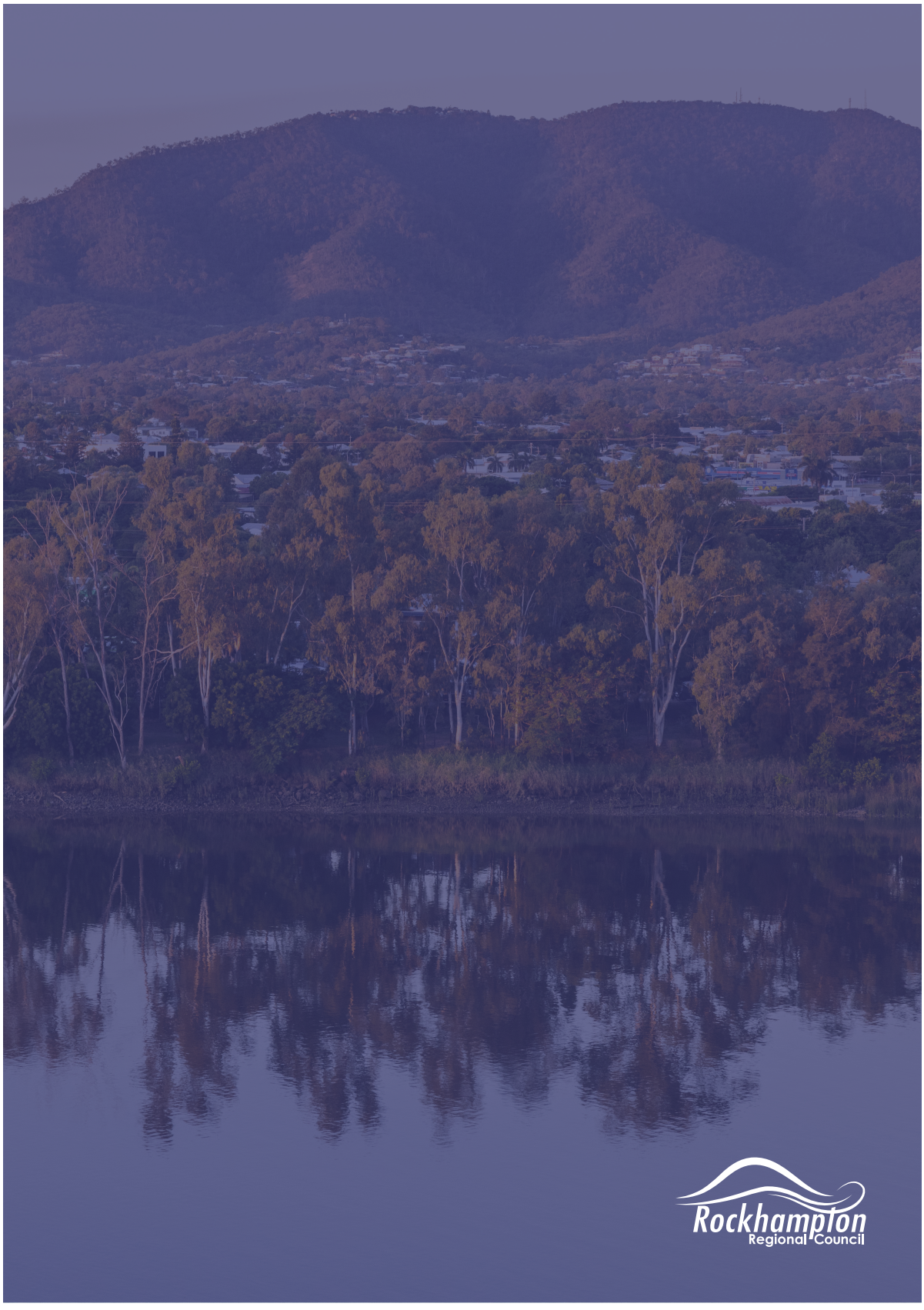


CONTACT US

If you have a question regarding Council's Community Engagement Framework or a specific community engagement project, please get in touch:

Email: engagement@rrc.qld.gov.au
Phone: 07 4932 9000
Website: rrc.qld.gov.au

Rockhampton Regional Council
232 Bolsover Street
Rockhampton QLD 4700


Rockhampton
Regional Council

11.6 BAUHINIA HOUSE - LONG TERM HIRE PROPOSAL

File No:	**11039**
Attachments:	**Nil**
Authorising Officer:	**Marnie Taylor - General Manager Organisational Services**
Author:	**Doug Scott - Acting Manager Fleet and Facilities** **Kellie Roberts - Coordinator Property and Insurance**

SUMMARY

Acting Manager Fleet and Facilities presenting a report on the long-term hire of Bauhinia House.

OFFICER'S RECOMMENDATION

THAT:

1. Council agrees to increase the hours of the long-term hire agreement with the Rockhampton 60 and Better Program Inc. for the use of Bauhinia House from 65 hours per fortnight to 73 hours per fortnight, Monday to Friday, plus two evenings per year at no additional cost; and
2. Council authorise the Chief Executive Officer (Manager Fleet and Facilities) to negotiate and approve the terms and conditions of the agreement between Council and the Rockhampton 60 and Better Program, including any future minor amendments to the long-term hire hours, with an annual fee of $21,600 inc. GST

COMMENTARY

During the negotiations for the hire agreement of Bauhinia House it was identified that the hours of 8.30am – 3pm did not cover the existing use of the Rockhampton Senior Citizens Club, this use is to go through the 60 and Better Program

Rockhampton 60 and Better have approached Council requesting an additional eight (8) hours per fortnight so they can provide the existing Rockhampton Senior Citizens Club regular hire.

PREVIOUS DECISIONS

On the 11 August 2026 Council resolved:

1. Council agrees to enter into a long-term hire agreement with the Rockhampton 60 and Better Program Inc. for a period of 4 years for the use of Bauhinia House between the hours of 8.30am – 3.00pm, Monday to Friday plus two evenings a year; and
2. Council authorise the Chief Executive Officer (Manager Fleet and Facilities) to negotiate the terms and conditions of the agreement between Council and the Rockhampton 60 and Better Program with an annual fee of $21,600 inc. GST.

BUDGET IMPLICATIONS

The long-term hire agreement with Rockhampton 60 and Better generates $21,600 in revenue.

The additional hours proposed under the fees and charges would cost Rockhampton 60 and Better an additional $480 per fortnight. It is not proposed to charge this additional cost under the long-term hire agreement.

LEGISLATIVE CONTEXT

Consideration has been given to the human rights protected under the Human Rights Act 2019 and the application of these rights to this matter. The following human rights were assessed as being impacted by the proposed decision:

Protection from Discrimination

Through the assessment process it was determined that the limitation of the above human right is considered reasonable and demonstrably justifiable for the following reason:

The programs being held by 60 & Better are specifically designed for older adults physical and mental health and are designed to keep older adults connected to their communities.

LEGAL AND RISK IMPLICATIONS

The required hire agreement will be entered into. The hire agreement will consider the risk of use of the facility. The hire agreement does not provide tenure to 60 & Better.

CORPORATE/OPERATIONAL PLAN

Entering a long-term hire agreement with 60 & Better aligns with the following goals from the RRC Corporate Plan:

Goal 1.2: Regional public places meet our community's needs

Goal 2.1: Our places and spaces enhance the liveability and diversity of our communities

CONCLUSION

It is recommended that Council increase the hours in the long-term hire agreement with Rockhampton 60 and Better Program Inc. for use of Bauhinia House from 65 hours per fortnight to 75 hours per fortnight, Monday to Friday plus two evenings per year at no additional cost.

It is further recommended that Council authorise the Chief Executive Officer, or their delegate (Manager Fleet and Facilities), to negotiate and approve any future minor amendments to the hours of hire, where such changes are considered minor and immaterial, without the need for further Council approval.

11.7 DISPOSAL OF COUNCIL ASSET

File No:	**1464**
Attachments:	**Nil**
Authorising Officer:	**Marnie Taylor - General Manager Organisational Services**
Author:	**Doug Scott - Acting Manager Fleet and Facilities**

SUMMARY

Square Dance Hall, Kingel Park, is at end of life and requires significant remedial maintenance works in order to retain the asset. This report details a plan to dispose of the Square Dance Hall as a cost saving measure.

OFFICER'S RECOMMENDATION

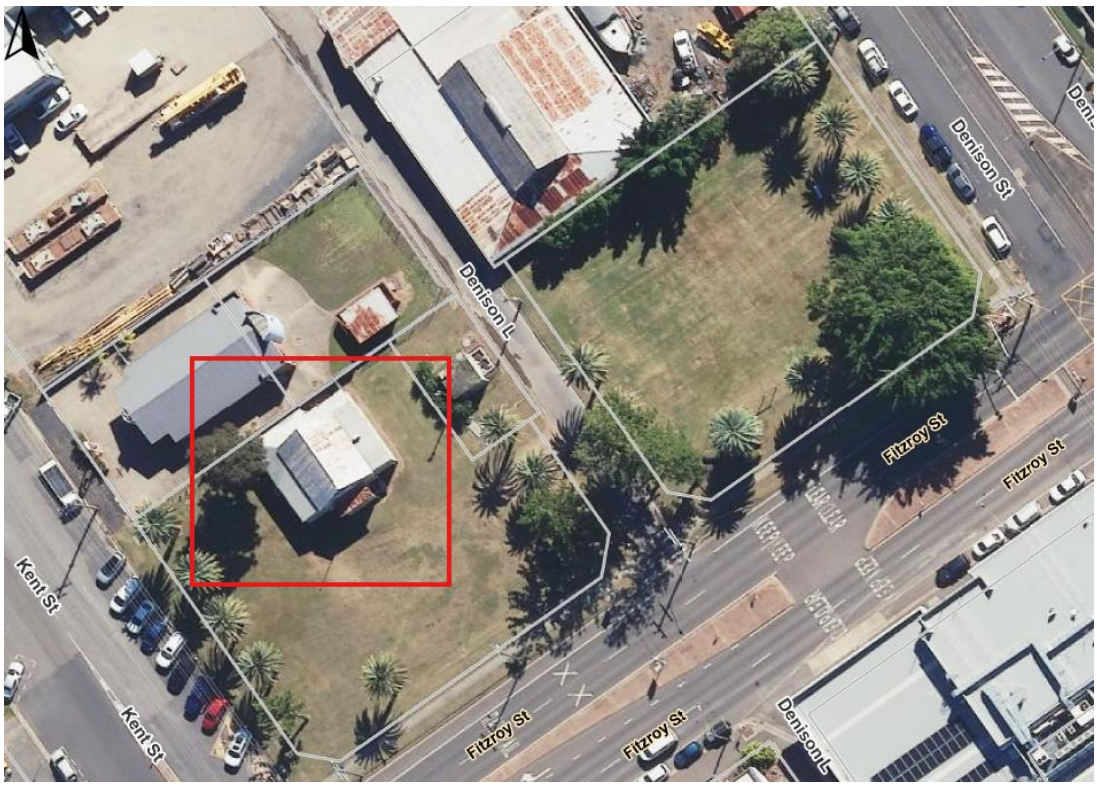
THAT Council proceed with Option B and release an Expression of Community Interest for transfer of ownership of the Square Dance Hall building and lease of the building site land at Kingel Park, 54-62 Fitzroy St, Rockhampton City.

COMMENTARY

The Square Dance Hall located in Kingel Park, 54-62 Fitzroy St, Rockhampton has reached end of life and requires significant investment to retain. The property has deteriorated to a point where maintenance and renewal are not financially viable due to compliance issues and general deterioration of building fabric and interior.

Ongoing ownership of this building over the next 3 years will require significant capital funding along with operational investment to ensure the building is maintained to a suitable standard. These funds can be considered a saving with an approved proposal.





Square Dance Hall is currently occupied by Rocky Twirlers Inc, however their trustee lease expired on 30 June 2020. Despite this, the club has been allowed to continue to occupy the facility without a Trustee Lease, which subsequently breaches the legislative requirements of the *Land Act 1994* (Qld).

In 2023, Council resolved to offer the club with a 6-year trustee lease. This trustee lease has not been issued to the club due to the concerns regarding the safety and structural integrity of the building. The facility remains actively used by the club.

Council must carefully balance the risks associated with the ongoing occupation of a building, currently without legal tenure, with identified safety concerns against the potential disruption of the club's activities, including the need to expedite the transition to a suitable alternative facility. It should also be noted that the current arrangement cannot continue, as it does not comply with the requirements of the *Land Act 1994* (Qld).

Two options are proposed for council's consideration.

Option A:

Provide Rocky Twirlers Inc. with written notice that they must vacate by 28 February 2027 and invite quotes for appropriate and suitably qualified contractors to remove, demolish or recycle the assets.

Under Option A, it is proposed to undertake community engagement in accordance with the community engagement matrix. Due to their existing level of usage, it is proposed to undertake consultation at the "Level 4 - Low Local" which aims to inform the public of the decision and incorporates:

- Advice to local Councillor and photo opportunity where requested
- Council website
- Signage or Poster
- Advice to customers during interactions with Council staff

Option B:

Invite Expressions of Community Interest (ECI) from incorporated (non-profit) community organisations for the transfer of ownership of the building for nil consideration, and lease of the building site land for the Square Dance Hall Building located at Kingel Park, Rockhampton City, in accordance with Council's Community Leasing Policy.

This call for community interest aims to identify organisations ready to maximise the potential of this community asset for broader benefit or existing need that complements the existing use of the site.

The Community Leasing Policy sets out the information the applicants are to submit in response to an ECI. The selection criteria would focus on key factors such as the demonstrated need for the asset, ability to undertake the necessary repairs to the asset, the organisation's capacity to effectively operate the facility, and the potential for maximising utilisation and community benefit. This process ensures that the property is allocated to the organisation best positioned to deliver significant value to the community with demonstrated needs, supporting both program growth and community engagement.

Summary details of received ECI submissions will be presented to Council, with officer's recommendation of the most suitable applicant to be granted the transfer of building and tenure of the building site land, for Council's consideration.

PREVIOUS DECISIONS

On the 23 June 2026 Council resolved that a further report be presented at the next available meeting on Square Dance Hall, 54-62 Fitzroy Street - Kingel Park following an inspection by a community group.

BUDGET IMPLICATIONS

There is sufficient budget in the 26/27 FY and 27/28 FY Capital budget to cover the costs of disposal.

The current written down value of the building is $88,459.77.

LEGISLATIVE CONTEXT

Consideration has been given to the human rights protected under the *Human Rights Act 2019* and the application of these rights to this matter. In relation to Square Dance Hall the following human rights were assessed as being impacted by the proposed decision:

- Freedom of Peaceful Assembly and Association – Square Dance Hall provides the Rocky Twirlers Inc a space for people to gather. Forcing them out directly limits the right of individuals to associate and express themselves collectively

Through the assessment process it was determined that the limitation of the above human right is considered reasonable and demonstrably justifiable with adequate notice provided for relocation for the following reason:

- The building is in a structurally compromised condition and poses a safety risk to the occupants.

LEGAL AND RISK IMPLICATIONS

The current occupation of the Square Dance Hall in Kingel Park constitutes a breach of the requirements of the *Land Act 1994* (Qld), as the club continues to occupy the premises without a current trustee lease in place.

Council has a duty of care to take reasonable steps to prevent foreseeable harm to members of the public. The ongoing use of the Square Dance Hall presents a significant safety risk to users due to the condition of the building, increasing the likelihood of personal injury. This situation exposes Council to potential liability, particularly where occupation continues despite known safety concerns.

Under Option B, a contract to transfer ownership of the building and a Trustee Lease of the land (building site +1 metre) will be issued for a period of 6 years to the successful organisation.

CORPORATE/OPERATIONAL PLAN

Goal 2.1: Council ensures community assets are utilised and appropriate for the needs of the community.

Goal 5.1 Our Region has infrastructure that meets current and future needs

CONCLUSION

It is recommended that Council proceed with Option B as detailed in the report and call for Expressions of Community Interest for the transfer of ownership of the building for nil consideration and a trustee lease of the building site land. This Option will ensure a transparent and impartial approach that maximises the property's full potential. This option invites all interested parties to submit a tender that demonstrates why their community group is a best fit for the property, how they can best support the community through the usage of the building and ensures they have the financial capacity to complete any necessary repairs for occupation of the building.

11.8 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 AUGUST 2026

File No:	**8148**
Attachments:	**1. Income Statement - August 2026⇩** **2. Key Indicators Graphs - August 2026⇩**
Authorising Officer:	**Marnie Taylor - General Manager Organisational Services**
Author:	**Tisin Simon - Manager Finance**

SUMMARY

The Manager Finance presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 August 2026.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 August 2026 be received.

COMMENTARY

The attached financial report and graphs have been compiled from information within Council's TechnologyOne system. The reports presented are as follows:

1. Income Statement (Actuals and Budget for the period 1 July 2026 to 31 August 2026), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial statement provides Council's position after two months of the 2026/27 financial year. Results should be approximately 16.7% of the adopted budget.

The following commentary is provided in relation to the Income Statement:

Total Operating Revenue is at 40% of the adopted budget. Key components of this result are:

- Net Rates and Utility Charges are at 48% of budget. Council's rates and utility charges for the first six months of the financial year ending 31 December 2026 have been raised and are due on 9 September 2026.
- Private and Recoverable works revenue is below budget at 12% due to the timing of invoicing for bulk water sales.
- Grants and Subsidies are ahead of budget at 29% due to recognition of unearned revenue from the 2025/26 financial year carried over to the 2026/27 year.
- Interest revenue is ahead of budget at 23% due to higher level of cash holdings held at the commencement of the financial year.
- Other Income is at 21% mainly due to additional car rental concession income from the Airport.
- All other revenue items are in proximity to budget.

Total Operating Expenditure is at 15% of the current budget. Key components of this result are:

- Contractors and consultants, and materials and plant are at 12% and 14% respectively. This is due to the processing of financial year end accruals – services provided in June and invoiced in July have been accrued back to the 2025/26 financial year.

- Asset operational expenses are at 12% due to the timing of payments for services such as electricity which are billed quarterly.
- Finance costs are below budget at 12% due to the timing of payment of landfill provisions.
- Other expenses are at 20% due to the timing of payments for Community sponsorships and grants being paid.
- All other expenditure items are in proximity to budget.

The following commentary is provided in relation to capital income and expenditure, as well as investments and loans:

Total Capital Income is at 125% of the adopted budget. This result is influenced by the transfer of grant funds from the 2025/26 financial year to the 2026/27 financial year. These grant funds were received for specific capital projects but had not been spent on those projects by 30 June 2026. A carryover budget process is underway to update the budgets for the 2026/27 financial year.

Total Capital Expenditure is at 9% of the adopted budget. The result for July is affected by processing of financial year end accruals – work done in June and invoiced in July has been accrued back to the 2025/26 financial year.

Total Investments are $133.1M as at 31 August 2026.

Total Loans are $100.6M as at 31 August 2026.

PREVIOUS DECISIONS

A summary Budget Management Report is presented to Council on a monthly basis.

BUDGET IMPLICATIONS

This report provides an analysis of Council's budget management.

LEGISLATIVE CONTEXT

This report is presented to Council in accordance with section 204 of the *Local Government Regulation 2012*.

Consideration has been given to the human rights protected under the *Human Rights Act 2019* and the application of these rights to this matter. The assessment has determined that no human rights are impacted by the proposed decision.

LEGAL AND RISK IMPLICATIONS

There are no legal or risk implications in relation to the presentation of this report.

CORPORATE/OPERATIONAL PLAN

This report is aligned with the Corporate Plan theme "Our Council" and Operational Plan Goal 1.1 – We are fiscally responsible.

CONCLUSION

With only two months of the financial year passed and many of the transactions processed in July relating to the 2025/26 financial year, definitive trends are yet to emerge within the budget management report. Total operational revenue is ahead of budget at 40% due to the levying of the General Rates and Utility Charges for the six months ending 31 December 2026.

The capital program saw $14.1M spent during the first two months of the financial year with the capital expenditure result affected by the processing of end of financial year accruals.

SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 AUGUST 2026

Income Statement - August 2026

Meeting Date: 22 September 2026

Attachment No: 1

Income Statement
For Period July 2026 to August 2026
16.7% of Year Gone

	Adopted Budget	Current Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Current Budget
	$	$	$	$	$	
OPERATING						
Revenues						
Net rates and utility charges	(226,040,013)	(226,052,238)	(107,526,170)	0	(107,526,170)	48%
Fees and Charges	(51,734,713)	(51,734,713)	(8,569,667)	0	(8,569,667)	17%
Private and recoverable works	(8,177,923)	(8,177,923)	(954,049)	0	(954,049)	12%
Rent/Lease Revenue	(4,012,271)	(4,012,271)	(721,941)	0	(721,941)	18%
Grants Subsidies & Contributions	(9,392,383)	(9,392,383)	(2,703,092)	0	(2,703,092)	29%
Interest revenue	(4,550,000)	(4,550,000)	(1,067,133)	0	(1,067,133)	23%
Other Income	(7,776,441)	(7,776,441)	(1,620,096)	0	(1,620,096)	21%
Total Revenues	**(311,683,744)**	**(311,695,969)**	**(123,162,147)**	**0**	**(123,162,147)**	***40%***
Expenses						
Employee Costs	116,088,308	115,078,320	19,239,227	624,160	19,863,387	17%
Contractors & Consultants	34,387,426	34,382,426	4,001,295	13,332,742	17,334,037	12%
Materials & Plant	18,836,978	19,206,817	2,677,488	2,106,292	4,783,780	14%
Asset Operational	33,564,113	33,565,113	3,886,261	2,858,057	6,744,318	12%
Administrative expenses	17,315,618	17,463,357	2,571,434	3,773,550	6,344,984	15%
Depreciation	94,557,686	94,557,686	15,711,674	0	15,711,674	17%
Finance costs	4,483,266	4,483,266	537,531	0	537,531	12%
Other Expenses	1,776,364	1,776,364	350,918	61,783	412,701	20%
Total Expenses	**321,009,759**	**320,513,350**	**48,975,828**	**22,756,584**	**71,732,412**	***15%***
Transfer / Overhead Allocation						
Transfer / Overhead Allocation	(9,826,475)	(8,966,310)	(1,672,389)	0	(1,672,389)	19%
Total Transfer / Overhead Allocation	**(9,826,475)**	**(8,966,310)**	**(1,672,389)**	**0**	**(1,672,389)**	***17%***
TOTAL OPERATING POSITION (SURPLUS)/DEFICIT	(500,460)	(148,929)	(75,858,709)	22,756,584	(53,102,125)	**15158%**

CAPITAL	Adopted Budget	Current Budget	YTD Actual	Commitments	YTD Actuals (inc comm	% of Current Budget
Total Developers Contributions Received	(7,273,428)	(7,273,428)	(2,089,658)	0	(2,089,658)	29%
Total Capital Grants and Subsidies Received	(34,787,634)	(34,787,634)	(50,669,214)	0	(50,669,214)	146%
Total Proceeds from Sale of Assets	0	0	(16,682)	0	(16,682)	0%
Total Capital Income	**(42,061,062)**	**(42,061,062)**	**(52,775,554)**	**0**	**(52,775,554)**	**125%**
Total Capital Expenditure	163,270,653	163,270,653	14,056,064	74,036,842	88,092,905	9%
Net Capital Position	**121,209,591**	**121,209,591**	**(38,719,490)**	**74,036,842**	**35,317,351**	***-32%***
TOTAL INVESTMENTS		133,070,903				
TOTAL BORROWINGS		100,612,484				

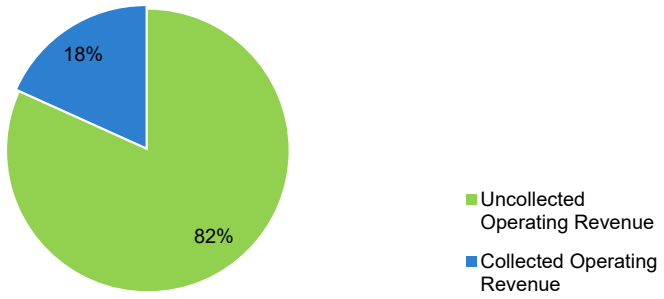
SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 AUGUST 2026

Key Indicators Graphs - August 2026

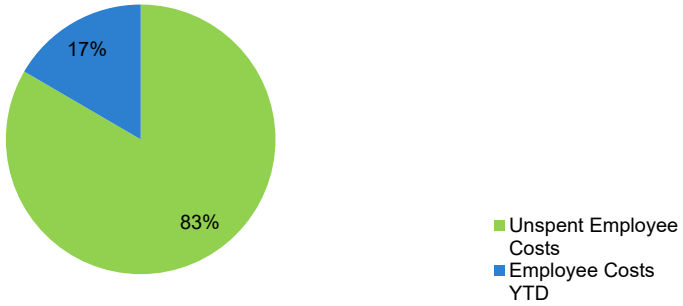
Meeting Date: 22 September 2026

Attachment No: 2

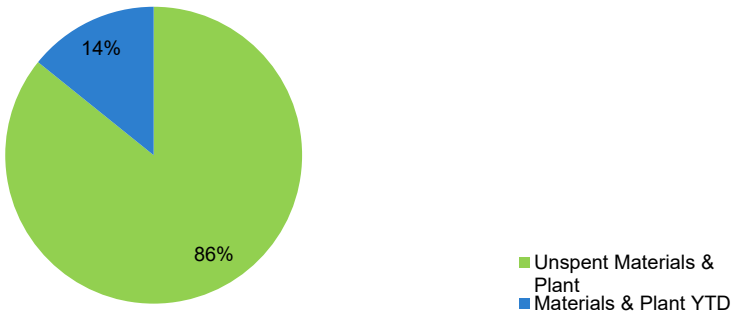
Operating Revenue
(Excluding Net Rates and Utility Charges)
(16.7% of Year Gone)

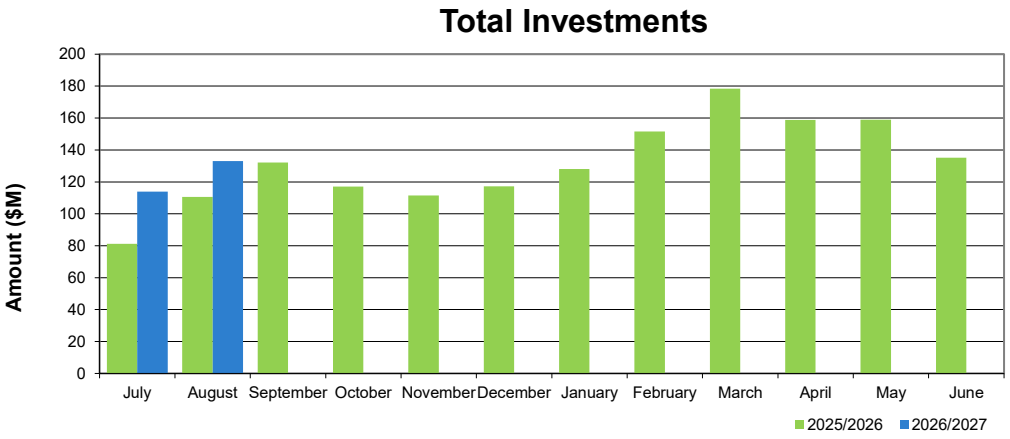


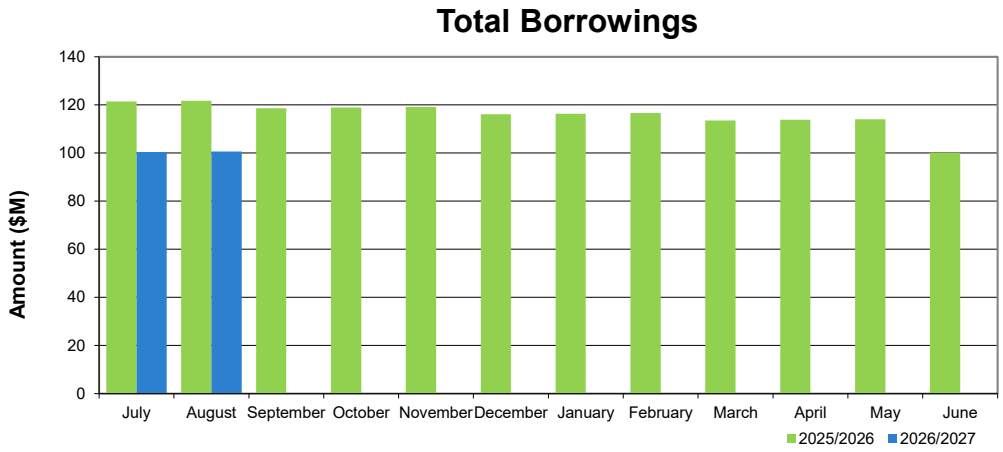
Operating Employee Costs
(16.7% of Year Gone)

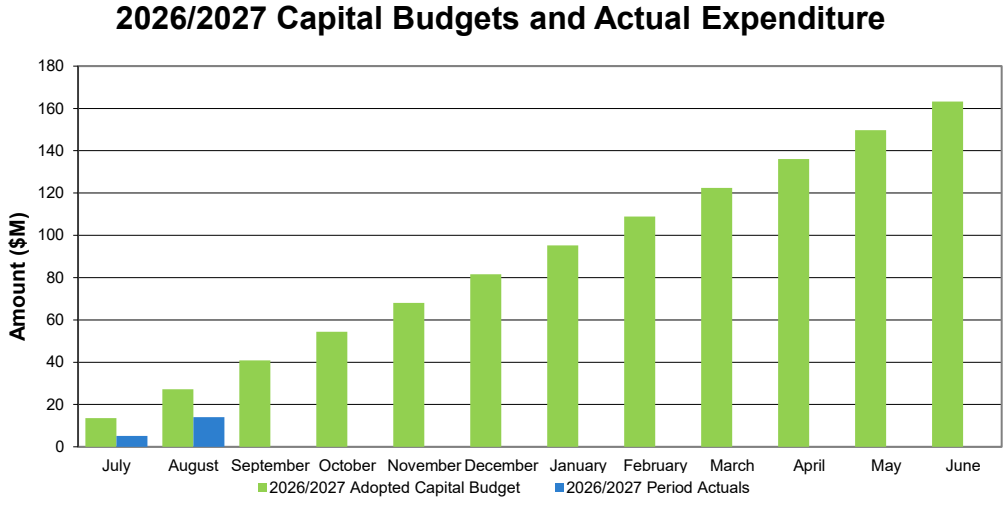


Operating Materials & Plant
(16.7% of Year Gone)




Total Investments
Amount ($M)
200
180
160
140
120
100
80
60
40
20
0
July
August
September
October
November
December
January
February
March
April
May
June
2025/2026
2026/2027


Total Borrowings
Amount ($M)
140
120
100
80
60
40
20
0
July
August
September
October
November
December
January
February
March
April
May
June
2025/2026
2026/2027


2026/2027 Capital Budgets and Actual Expenditure
Amount ($M)
180
160
140
120
100
80
60
40
20
0
July
August
September
October
November
December
January
February
March
April
May
June
2026/2027 Adopted Capital Budget
2026/2027 Period Actuals

11.9 REFUND REDUCTION AND EXEMPTION QUARTERLY REPORT

File No:	**1117**
Attachments:	**1. Refund Exemptions & Reduction Report - August 2026 (Confidential)**
Authorising Officer:	**Marnie Taylor - General Manager Organisational Services**
Author:	**Tisin Simon - Manager Finance**

SUMMARY

Manager Finance presenting schedule of amounts that are classified as a refund, exemption or reduction other than due to an error as per 5.6.2 in the Refund, Exemption and Reduction of Fees and Charges Policy Version 4 Adopted 14 July 2026,

OFFICER'S RECOMMENDATION

THAT the schedule of amounts that are classified as a refund, exemption or reduction other than due to an error as per 5.6.2 in the Refund, Exemption and Reduction of Fees and Charges Policy, as contained within the report, be received by Council.

COMMENTARY

The attached schedule shows details of amounts that are classified as a refund, exemption or reduction other than due to an error as per 5.6.2 in the Refund, Exemption and Reduction of Fees and Charges Policy. These fees and charges have been approved following the correct procedure and are presented to Council.

BACKGROUND

Clause 5.6.2 of Council's Refund, Exemption and Reduction of Fees and Charges Policy provides delegated authority for the approval of refunds, exemptions and reductions of fees and charges that fall outside the provisions of clauses 5.1, 5.3 and 5.4.

Under this clause, refunds, exemptions and reductions up to $1,000 may be approved by the relevant General Manager or the Chief Executive Officer (CEO), amounts between $1,000 and $5,000 require approval by the CEO, and amounts exceeding $5,000 must be referred to Council for determination.

This report is presented to Council to provide details of refunds, exemptions and reductions approved under clause 5.6.2. The Manager Finance is required to report to Council on refunds, exemptions and reductions of fees and charges each quarter, or at earlier intervals as may be determined by the CEO.

PREVIOUS DECISIONS

This is the first report to Council on this updated process in accordance with the Policy.

LEGISLATIVE CONTEXT

In accordance with the current Refund, Exemption and Reduction of Fees and Charges Policy, Version 4, adopted on 14 July 2026, the relevant General Manager or the CEO, are delegated with authority to approve up to the amount of $1,000. Amounts exceeding $1,000 and up to $5,000 must be approved by the CEO. Any refund, exemption, or reduction of fees greater than $5,000 must be referred to Council for consideration.

Consideration has been given to the human rights protected under the Human Rights Act 2019 and the application of these rights to this matter. The assessment has determined that no human rights are impacted by the proposed decision.

LEGAL AND RISK IMPLICATIONS

There are no legal or risk implications in relation to the presentation of this report.

CORPORATE/OPERATIONAL PLAN

This report is aligned with the Corporate Plan theme “Our Council” and Operational Plan Goal 2.2 We support our communities through our activities and programs

CONCLUSION

It is recommended that Council receive the report as presented for the refunds, exemptions and reductions of fees and charges in accordance with section 5.6.2.

11.10 BAD DEBT WRITE OFFS

File No:	**1117**
Attachments:	**1. September 2026 - Over $3,000 Write-Off (Confidential)**
Authorising Officer:	**Marnie Taylor - General Manager Organisational Services**
Author:	**Tisin Simon - Manager Finance**

SUMMARY

The Manager Finance presents a schedule of amounts considered to be uncollected as per 5.5 of the Debt Recovery Policy Version 13, Adopted 14 July 2026.

OFFICER'S RECOMMENDATION

THAT the debts over $3,000 contained in the schedule within the report be approved by Council to write off.

COMMENTARY

The attached schedules provide details of the debtors, the amounts outstanding, and comprehensive comments outlining the recovery actions undertaken to secure payment. Council has exhausted all available avenues of recovery in accordance with its Debt Recovery Policy. As there is no reasonable prospect of recovering these debts, the cost of pursuing further recovery action would exceed any likely benefit and is therefore considered uneconomical.

BACKGROUND

The debt has been written off against the Provision for Doubtful Debts, for which Council made a provision in the 2026/27 financial statements and recognised the amount as a bad debt expense.

In accordance with the Debt Recovery Policy, which was adopted on 14 July 2026, Council is required to approve unrecoverable bad debts greater than $3,000 to be waived.

PREVIOUS DECISIONS

Council was last presented with a schedule of bad debts that had been written off on 23 June 2026.

LEGISLATIVE CONTEXT

In accordance with the current Debt Recovery Policy, Version 13, adopted on 14 July 2026, the Manager Finance is delegated with authority to waive debts where all practical means to recover the debt have been exhausted and such debt is less than $3,000. Debts in excess of $3,000 are referred to Council for approval to waive It is also a requirement that a report of debts that have been waived be presented to Council at the next available meeting. All debts written-off must be recorded in the Bad Debts Register that is regularly reviewed and updated by the Revenue Officer as per Council's Debt Recovery Policy.

Consideration has been given to the human rights protected under the *Human Rights Act 2019* and the application of these rights to this matter. The assessment has determined that no human rights are impacted by the proposed decision.

LEGAL AND RISK IMPLICATIONS

There are no legal or risk implications in relation to the presentation of this report.

CORPORATE/OPERATIONAL PLAN

This report is aligned with the Corporate Plan theme "Our Council" and Operational Plan Goal 1.1 – We are fiscally responsible.

CONCLUSION

It is recommended that Council approve the write off of the unrecoverable bad debts greater than $3,000.

11.11 REVIEW OF AUDIT AND BUSINESS IMPROVEMENT COMMITTEE POLICIES (INCLUDING TERMS OF REFERENCE) AND INTERNAL AUDIT CHARTER POLICY

File No:	**5207**
Attachments:	**1. Final Draft Audit and Business Improvement Committee Policy - Clean⇩** **2. Final Draft Audit and Business Improvement Committee Policy - Tracked⇩** **3. Final Draft Internal Audit Charter Policy - Clean⇩** **4. Final Draft Internal Audit Charter Policy - Tracked⇩**
Authorising Officer:	**Peter Kofod - Acting Chief Executive Officer**
Author:	**Lisa Caffery - General Manager Workforce and Governance**

SUMMARY

The Audit and Business Improvement Committee Policy (incl Terms of Reference) and Internal Audit Charter Policy have been reviewed by Audit and Business Improvement Committee, updated as required and now are being presented to Council for consideration and adoption.

OFFICER'S RECOMMENDATION

THAT Council adopts the reviewed Audit and Business Improvement Committee Policy (including Terms of Reference) and Internal Audit Charter Policy as attached to this report.

COMMENTARY

In conjunction with the External Quality Assurance (EQA) status update and action planning project conducted by Pacifica, the Internal Audit Charter Policy and the Audit and Business Improvement Committee Policy were reviewed. Recommended amendments arising from the review have been incorporated into the attached marked-up versions of both policies.

CONCLUSION

Following completion of the review, the Audit and Business Improvement Committee Policy (incl terms of Reference) and Internal Audit Charter Policy, have been updated to incorporate the proposed amendments and are presented to Council for consideration and adoption.

REVIEW OF AUDIT AND BUSINESS IMPROVEMENT COMMITTEE POLICIES (INCLUDING TERMS OF REFERENCE) AND INTERNAL AUDIT CHARTER POLICY

Final Draft Audit and Business Improvement Committee Policy – Clean

Meeting Date: 22 September 2026

Attachment No: 1

AUDIT AND BUSINESS IMPROVEMENT COMMITTEE POLICY

ADMINISTRATIVE POLICY

1 Scope

This policy and the attached Terms of Reference apply to Councillors and external representatives appointed to the Rockhampton Regional Council's Audit and Business Improvement Committee.

2 Purpose

The purpose of this policy is to establish the role, authority, composition and operating arrangements of the Audit and Business Improvement Committee to support Council's oversight of financial reporting, internal control, risk management, internal and external audit and related assurance and governance matters.

3 Related documents

3.1 Primary

Nil

3.2 Secondary

Local Government Act 2009

Local Government Regulation 2012

Audit Committee Guidelines – Queensland Treasury

Councillor Acceptable Request Guidelines Policy

Internal Audit Charter Policy

International Professional Practices Framework

4 Definitions

To assist in interpretation, the following definitions apply:

CAE	Chief Audit Executive, the role of a person in a senior position responsible for effectively managing the internal audit activity in accordance with the Internal Audit Charter and the mandatory elements of the International Professional Practices Framework. The CAE or others reporting to the CAE have appropriate professional certifications and qualifications.
CEO	Chief Executive Officer, a person who holds an appointment under section 194 of the *Local Government Act 2009*. This includes a person acting in this position.
Committee	Audit committee, known as the Audit and Business Improvement Committee, an advisory committee of Council constituted under the *Local Government Act 2009*, section 105.
Council	Rockhampton Regional Council

5 Policy statement

Council is committed to an open and accountable system of governance.

In accordance with section 105 of the *Local Government Act 2009* and chapter 5, part 11, subdivision 2 of the *Local Government Regulation 2012,* Council has established an audit committee, known as the Audit and Business Improvement Committee.

The role of the Committee is to support Council's governance, risk management and control oversight by:

(a) Making recommendations to Council on matters the Committee considers require action, improvement or further investigation; and

(b) Monitoring and reviewing the:

(i) Integrity and appropriateness of Council's financial and performance reporting, financial statements and other key public documents;

(ii) Adequacy and effectiveness of Council's internal control environment, governance arrangements and risk management processes;

(iii) Scope, performance, independence and objectivity of the internal audit function;

(iv) Adequacy of internal audit resourcing, skills, access and authority to deliver its mandate;

(v) Internal audit plan, significant audit findings, management action plans and progress in implementing agreed actions;

(vi) Effectiveness of arrangements to identify, manage and report significant risks, including fraud, misconduct, compliance and control failures;

(vii) Arrangements for addressing any impairment to internal audit independence or objectivity; and

(viii) Any other matters referred to the Committee by Council or matters within its remit that the Committee considers material to Council's governance or business improvement agenda.

The Committee business will be conducted in accordance with relevant legislation, Council policies, this Terms of Reference and the IIA Global Internal Audit Standards, including the requirements relating to governance of the internal audit function, independence, objectivity and quality.

6 Review timelines

This policy is reviewed when any of the following occur:

(a) The related information is amended or replaced; or

(b) Other circumstances as determined from time to time by the Council.

7 Document management

Sponsor	Chief Executive Officer
Business Owner	General Manager Workforce and Governance
Policy Owner	General Manager Workforce and Governance
Policy Quality Control	Legal and Governance

Subject: Terms of Reference –
Audit and Business Improvement Committee
File Ref: 8237

1 Establishment of the Audit and Business Improvement Committee

The Audit and Business Improvement Committee (committee) is established in accordance with section 105 of the *Local Government Act 2009*.

The Committee has no delegated authority and does not replace executive management responsibilities. It is not responsible for day-to-day operational decision-making or supervision of employees. The Committee may make recommendations to Council, or to the CEO where the matter falls within the CEO's approval authority.

2 Purpose

The purpose of these Terms of Reference is to define the role, responsibilities, composition and operating arrangements of the Committee.

The Committee provides independent advice and oversight to assist Council and the CEO in discharging their responsibilities in relation to financial reporting, governance, risk management, internal control, internal audit and related assurance matters.

3 Objectives of the Committee

The overall objectives of the Committee are to:

(a) Assist Council and the CEO to discharge their responsibilities through specialist, high-level advice and independent oversight;

(b) Monitor and review the integrity and accuracy of Council's financial documents and financial reporting processes;

(c) Monitor and review the effectiveness, objectivity and independence of Council's internal audit function and internal auditors;

(d) Review Council's governance processes, control environment and ethical culture;

(e) Review Council's risk management framework, including fraud, corruption and compliance risks;

(f) Monitor the effectiveness of external audit arrangements and management responses to audit findings;

(g) Oversee coordination between assurance providers to promote efficient and effective assurance coverage;

(h) Provide recommendations to Council about any matters the Committee considers need action or improvement;

(i) Undertake annual self-assessment of the Committee's performance and effectiveness; and

(j) Support continuous improvement in Council's governance, risk management and internal control arrangements.

4 Duties and Responsibilities

The Committee's principal responsibilities are to monitor and review matters and where appropriate provide advice or recommendations:

4.1 Financial reporting

The Committee will:

(a) Review with management and the external auditors the results of audit engagements, including any difficulties encountered, significant accounting and reporting issues, and recent professional and regulatory changes, and understand their impact on the financial statements.

(b) Review the appropriateness of accounting policies and significant judgements made by management.

(c) Understand how management develops interim financial information and the nature and extent of internal and external auditor involvement in the process.

(d) Review the financial statements for compliance with prescribed accounting and other requirements.

(e) Review the financial statements prior to certification.

(f) Review the Auditor General's report about Council's financial statements and consider whether they are complete and consistent with the information known to the Committee members.

4.2 Internal and External Audit

The Committee will:

(a) Monitor and review the effectiveness of the Internal Audit function through oversight of the Quality Assurance and Improvement Program (QAIP), including:

(i) Periodic internal quality assessments;

(ii) Performance reporting;

(iii) Annual conformance reporting against the IIA Global Internal Audit Standards (2024);

(iv) External quality assessments conducted at least once every five years; and

(v) Management action plans developed in response to quality assessment findings.

(b) Ascertain the objectivity and independence of both the internal and external audit functions.

(c) Monitor cooperation levels of management with the relevant audit functions.

(d) Monitor and review Internal Audit's strategic and annual risk-based audit plans, including consideration of emerging risks, strategic priorities, fraud and corruption risks, information technology risks, governance risks, and resource capacity.

(e) Review the results of the internal audit reports including, management's responses, and the sufficiency of any planned actions to address findings/recommendations.

(f) At least twice during the year, review and track the recommendations, and the actions in response, to address the results of the audit engagements and improve the control environment.

(g) Review the progress report for the internal audit recommendations and actions for the preceding financial year.

(h) Monitor and review results of periodic surveys undertaken on the effectiveness of Internal Audit.

(i) The Committee will meet privately with the CAE and External Audit, without management present, at least annually and more frequently where required, to support independent communication, escalation of sensitive matters, and protection of audit independence and objectivity.

(j) Review and recommend approval of the Internal Audit Charter and periodically assess whether the Charter remains consistent with the IIA Global Internal Audit Standards (2024), Council governance requirements, and the responsibilities of the Internal Audit function.

(k) Review the adequacy of Internal Audit resources, including staffing, expertise, budget, technology, and capability, to support delivery of the approved Internal Audit Plan and fulfilment of the Internal Audit Charter.

4.3 Chief Audit Executive oversight

The Committee will provide oversight of the CAE to ensure effective leadership and performance of the internal audit function.

(a) The Committee will contribute to:

(i) Provide input and advice to management regarding the appointment, performance evaluation and removal of the CAE, having regard to the Committee's oversight responsibilities and applicable legislative requirements;

(ii) Review the CAE's performance against agreed objectives and expectations;

(iii) Assess the CAE's independence and objectivity in carrying out the role;

(iv) Review the CAE's organisational positioning and functional reporting line to ensure independence from management;

(v) Assess whether the CAE has sufficient authority, access and resources to discharge responsibilities under the Internal Audit Charter; and

(vi) Monitor matters that may impair or be perceived to impair the CAE's independence or objectivity.

(b) The Committee will receive periodic reporting from the CAE regarding:

(i) Conformance with the IIA Global Internal Audit Standards (2024);

(ii) Any instances of non-conformance and associated impacts;

(iii) Progress of quality improvement initiatives; and

(iv) Implementation of applicable IIA Topical Requirements.

4.4 Risk Management

The Committee will:

(a) Review Council's risk management framework and monitor the identification, assessment and treatment of material risks;

(b) Assess whether fraud, corruption and compliance risks are appropriately identified and addressed;

(c) Review significant risk incidents, emerging risks and management's response to risk; and

(d) Monitor business continuity and disaster recovery arrangements.

4.5 Other

Other activities include:

(a) To obtain reasonable assurance with respect to Council’s governance processes, the Committee will monitor and provide advice on the processes and procedures established and maintained to ascertain they are operating as intended.

(b) Consider the effectiveness of Council’s control environment including information technology, security, assets and the status of any significant breaches.

(c) Receive reports on all matters of significance arising from work performed by other providers.

(d) Ascertain that management has appropriate antifraud programs and controls in place and investigations are undertaken if fraud is detected.

(e) Monitor the standard of corporate conduct, for example conflicts of interest, and take an interest in ethical considerations regarding Council policies and practices.

(f) Monitor the quality and scope of Council’s insurance cover.

(g) Monitor significant litigation issues.

(h) Review any other matters referred to it by the CEO.

4.6 Self-evaluation

The Committee shall undertake an annual self-assessment of its performance, effectiveness and achievement of its objectives, having regard to its responsibilities under the Audit and Business Improvement Committee Policy and the Terms of Reference.

The self-assessment shall, at a minimum, consider:

(a) The extent to which the Committee has discharged its monitoring, review and advisory responsibilities;

(b) The effectiveness of Committee meetings, discussion and decision-making processes;

(c) The adequacy of the Committee's composition, skills mix, independence and collective experience;

(d) The quality, completeness and timeliness of information provided to the Committee;

(e) The Committee's contribution to governance, risk management, internal control and assurance; and

(f) Opportunities for improvement in the Committee's role, processes, membership and operating arrangements.

Where the self-assessment identifies matters requiring improvement, the Chairperson is responsible for ensuring appropriate actions are developed, implemented and monitored to completion.

4.7 Three lines of governance and assurance framework

Council recognises the principles of the Institute of Internal Auditors (IIA) Three Lines Model to support effective governance, accountability, risk management, internal control, and assurance across the organisation.

The Committee recognises that effective governance requires clear separation of responsibilities between management, oversight functions, and independent assurance activities.

Under this framework:

First line – management accountability

Management is responsible for the ownership, assessment, management, and mitigation of risks and for maintaining effective systems of internal control within their operational areas of responsibility.

Second line – oversight and monitoring functions

Functions responsible for risk management, compliance, governance, fraud and corruption control, work health and safety, information security, financial management, and other oversight activities support management through monitoring, guidance, reporting, and facilitation of compliance obligations and risk management practices.

Third line – independent assurance

Internal Audit operates independently from management and provides objective assurance to the Council, CEO and the Committee regarding the effectiveness of governance, risk management, internal controls, integrity, and assurance processes.

The Committee will:

(a) Support and promote the principles of the Three Lines Model across Council;

(b) Oversee coordination between assurance providers to support an integrated and efficient assurance framework;

(c) Maintain the organisational independence and objectivity of Internal Audit;

(d) Monitor assurance activities to ensure they remain appropriately separated from operational management responsibilities; and

(e) Consider opportunities to improve assurance coverage, reduce duplication, and address gaps within Council's governance and control environment.

The Committee acknowledges that Internal Audit must remain free from operational responsibilities and management decision-making activities to preserve its independence and objectivity in accordance with the IIA Global Internal Audit Standards (2024).

5 Composition and Membership

The Committee will be comprised of five members, including the Chairperson of the Committee, as follows:

(a) Two Councillors; and

(b) Three Independent external members with appropriate qualifications and experience.

The CEO cannot be a member of the audit committee but can attend meetings of the committee. The CEO will provide a strategic update at each meeting.

5.1 Councillor Appointments

(a) Councillors will be appointed by Council resolution to the committee for the full Council term unless otherwise determined by the Council.

(b) Council may appoint one alternate Councillor who:

(i) Attends a meeting in place of the primary member when that member is absent; and

(ii) Has full voting rights when acting as a member.

Other Councillors may attend meetings however they hold no voting rights and attend as observers.

5.2 Independent external member appointments

(a) Independent external members will be recruited through expressions of interest, publicly advertised, and appointed based on merit to the committee by Council resolution.

(b) Will be appointed for a two-year term, or another term as determined by Council to support staggered membership and continuity of skills and experience. Members may be eligible for appointment to a maximum tenure not exceeding six years.

5.3 Committee Chairperson

(a) The chair of the Committee will be appointed by Council, in accordance with section 210(3) of the *Local Government Regulation 2012*.

(b) The Chair will be an independent external member of the Committee.

(c) If absent, in accordance with section 211(2)(b), members present will elect another member to preside (preferably an independent external member).

(d) The Chairperson will meet regularly with the CEO and/or the CAE, with meetings scheduled as required. Right of direct access to the CEO by the Chairperson is preserved for any time the Chairperson believes it to be warranted.

5.4 Skills and experience requirements

The Committee collectively must have:

(a) At least one member who has significant experience and skills in financial matters (as required by section 210 of the *Local Government Regulation 2012*);

(b) Understanding of governance, risk management and internal controls;

(c) Knowledge of information systems and technology; and

(d) Understanding of audit and assurance practices.

5.5 Restriction on external members

No additional paid professional work may be performed for Council during the period of appointment to the Committee.

5.6 Dismissal of a Committee member

A Committee member may be dismissed by Council or the accountable officer for:

(a) An ongoing conflict of interest;

(b) Breach of confidentiality; or

(c) Failure to perform to expectations.

Dismissal will be performed verbally and in writing and will be effective immediately.

6 Induction of new members

New members of the Committee will be provided with induction material to allow the members to familiarise themselves with Council and to facilitate their understanding of its principal operations and activities, corporate governance arrangements, corporate practices and culture.

New members will receive relevant information and briefings upon their appointment to assist them in meeting their obligations under these Terms of Reference. Further training may be made available if required.

7 Role of Chairperson

The Committee Chairperson will assume overall responsibility for:

(a) The good governance and order of the Committee;

(b) Providing assurance that the Committee responsibilities as per the Terms of Reference (this document) have been met;

(c) Acting as the Chairperson of each Committee meeting; and

(d) Providing leadership in promoting and supporting appropriate Committee culture.

8 Voting

Motions are decided on by a majority of the votes of the members present. If the votes are equal, the chairperson will have a casting vote.

9 Quorum

A quorum is at least half of the number of members of the committee.

10 Meetings

The committee will meet at least twice each financial year in accordance with section 211 of the Regulation. The CEO in conjunction with the CAE will determine the number of meetings, meeting dates and venue (i.e. a site or teleconference meeting).

Meetings, including reports, will be closed to the public and confidential, unless resolved by the Committee.

The Committee may invite others to attend. Invitees are not members of the Committee and have no voting rights. Permanent invitees include:

(a) Councillors;

(b) General managers;

(c) Manager Finance;

(d) Representatives from internal audit and risk management; and

(e) Representatives from external audit.

10.1 Agendas for meetings

The CEO and CAE will determine the agenda presented to a Committee meeting.

At a minimum, the agenda will be distributed at least two working days before the meeting.

Agenda papers and attachments are prepared for internal reporting purposes only and must not be released to the general public unless authorised by Council or required by law.

The minutes of Committee meetings will be provided to Council as soon as practicable after each meeting. Once adopted by Council, extracts will be distributed to relevant officers for information and action.

10.2 Administrative support

The CEO will make administrative arrangements so an agenda, supported by the relevant explanatory documentation, is circulated to all Committee members and any other invitees, as well as providing secretarial functions to the meetings and preparation of the minutes.

10.3 Independent meeting with Auditors

The Committee will meet privately with Internal Audit and External Audit, without management present, at least annually and more frequently where required, to support independent communication, escalation of sensitive matters, and protection of audit independence and objectivity. These meetings will be included in the annual Committee planner.

11 Access to information

The Committee, the Chairperson and the CAE will have access to all information, records, personnel, systems and external advisers reasonably required to perform their duties, subject to law, privacy, confidentiality and legal professional privilege requirements.

Council management must provide timely cooperation and access to information and personnel necessary for the Committee to perform its functions. In carrying out those functions, the Committee may seek information or advice from the person who has carried out the internal audit.

The Committee may:

(a) Request investigations into matters within its scope of responsibility;

(b) Access information, records and personnel of Council;

(c) Request attendance of any employee, including executive staff, at meetings;

(d) Conduct private meetings with internal and external auditors; and

(e) Seek external advice as necessary (subject to Council approval for expenditure).

12 Ethical practices

Members of the Committee will, at all times in the discharge of their duties and responsibilities, exercise honesty, objectivity and probity and not knowingly engage in acts or activities that have the potential to bring discredit to Council.

Members must also refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties. Members must not use Council information for any personal gain for themselves**,** or their immediate families**,** or in any manner that would be contrary to law or detrimental to the welfare and goodwill of the Council..

13 Conflicts of interest

Committee members are required to declare any interests that could constitute a real, potential or perceived conflict of interest with respect to participation on the Committee. The declaration must be made on appointment to the Committee and be updated as necessary. Declarations in relation to specific agenda items must be made at the outset of each Committee meeting.

Members who become aware of a conflict of interest or issues which may affect their objectivity on matters raised within the Committee should advise the Chairperson immediately. In the case of the Chairperson, they are to advise the CEO.

14 Confidentiality

Committee members are responsible for maintaining the confidentiality of all information received in the performance of their duties and responsibilities. Members must not publicly comment on matters relating to the Committee except as authorised by Council or required by law.

Members must immediately notify the Chairperson if they become aware of any unauthorised access, use, disclosure or misuse of information.

REVIEW OF AUDIT AND BUSINESS IMPROVEMENT COMMITTEE POLICIES (INCLUDING TERMS OF REFERENCE) AND INTERNAL AUDIT CHARTER POLICY

Final Draft Audit and Business Improvement Committee Policy - Tracked

Meeting Date: 22 September 2026

Attachment No: 2

AUDIT AND BUSINESS IMPROVEMENT COMMITTEE POLICY
ADMINISTRATIVE POLICY

1 Scope

This policy and the attached Terms of Reference apply to Councillors and external representatives appointed to the Rockhampton Regional Council's Audit and Business Improvement Committee.

2 Purpose

The purpose of this policy is to ~~provide the framework in which Council's Audit and Business Improvement Committee operates.~~ establish the role, authority, composition and operating arrangements of the Audit and Business Improvement Committee to support Council's oversight of financial reporting, internal control, risk management, internal and external audit and related assurance and governance matters.

3 Related documents

3.1 Primary

Nil

3.2 Secondary

Local Government Act 2009

Local Government Regulation 2012

Audit Committee Guidelines – Queensland Treasury ~~July 2020~~

Councillor Acceptable Request Guidelines Policy

Internal Audit Charter Policy

International Professional Practices Framework

4 Definitions

To assist in interpretation, the following definitions apply:

CAE	Chief Audit Executive, ~~Chief Audit Executive describes~~ the role of a person in a senior position responsible for effectively managing the internal audit activity in accordance with the Internal Audit Charter and the mandatory elements of the International Professional Practices Framework. The C~~hief~~ A~~udit~~ E~~xecutive~~ or others reporting to the C~~hief~~ A~~udit~~ E~~xecutive~~ ~~will~~ have appropriate professional certifications and qualifications.
CEO	Chief Executive Officer, a person who holds an appointment under section 194 of the *Local Government Act 2009*. This includes a person acting in this position.
~~Audit and Business Improvement~~ Committee	Audit committee, known as the Audit and Business Improvement Committee, ~~–~~ an advisory committee of Council constituted under the *Local Government Act 2009*, section 105.
Council	Rockhampton Regional Council

5 Policy statement

Council is committed to an open and accountable system of governance.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	~~Adopted, 08 December 2020~~DRAFT	Department:	~~Corporate Services~~Workforce and Governance
Version:	10~~9~~	Section:	~~Internal Audit~~Workforce and Governance
Reviewed Date:	~~18 October 2022~~	Page No:	Page 1 of 12

In accordance with section 105 of the *Local Government Act 2009* and chapter 5, part 11, subdivision 2 of the *Local Government Regulation 2012,* Council has established an audit committee, known as the Audit and Business Improvement Committee.

~~The role of the Audit and Business Improvement Committee is to:~~

~~(a) make recommendations to Council about any matters the committee considers need action or improvement; and~~

~~(b) monitor and review the:~~

~~(i) integrity of financial documents;~~

~~(ii) internal audit function;~~

~~(iii) effectiveness and objectivity of Council's internal auditors.~~

~~The Audit and Business Improvement Committee business will be conducted in accordance with relevant legislation and the attached Terms of Reference~~.

The role of the Committee is to support Council's governance, risk management and control oversight by:

a) Making recommendations to Council on matters the Committee considers require action, improvement or further investigation; and

b) Monitoring and reviewing the:

(i) Integrity and appropriateness of Council's financial and performance reporting, financial statements and other key public documents;

(ii) Adequacy and effectiveness of Council's internal control environment, governance arrangements and risk management processes;

(iii) Scope, performance, independence and objectivity of the internal audit function;

(iv) Adequacy of internal audit resourcing, skills, access and authority to deliver its mandate;

(v) Internal audit plan, significant audit findings, management action plans and progress in implementing agreed actions;

(vi) Effectiveness of arrangements to identify, manage and report significant risks, including fraud, misconduct, compliance and control failures;

(vii) Arrangements for addressing any impairment to internal audit independence or objectivity; and

(viii) Any other matters referred to the Committee by Council or matters within its remit that the Committee considers material to Council's governance or business improvement agenda.

The Committee business will be conducted in accordance with relevant legislation, Council policies, this Terms of Reference and the IIA Global Internal Audit Standards, including the requirements relating to governance of the internal audit function, independence, objectivity and quality.

6 Review timelines

This policy is reviewed when any of the following occur:

(a) The related information is amended or replaced; or

(b) Other circumstances as determined from time to time by the Council.

7 Document management

Sponsor	Chief Executive Officer
Business Owner	~~Deputy Chief Executive Officer~~ General Manager Workforce and Governance
Policy Owner	~~Chief Audit Executive~~General Manager Workforce and Governance
Policy Quality Control	Legal and Governance

Subject: Terms of Reference –
Audit and Business Improvement Committee
File Ref: 8237

1 Establishment of the Audit and Business Improvement Committee

The Audit and Business Improvement Committee (committee) is established in accordance with section 105 of the *Local Government Act 2009*.

~~This committee, having no delegated authority, is a source of independent advice to Council and the CEO. It does not replace the responsibilities of executive management. Accordingly, the committee is not responsible for supervising the performance of officers and it is not to become involved in the day-to-day operations, management functions, or decision making of Council.~~

~~The committee can make recommendations to Council for consideration, or where the CEO has approval authority for an item under discussion, the committee can make recommendations directly to the CEO for consideration~~.

The Committee has no delegated authority and does not replace executive management responsibilities. It is not responsible for day-to-day operational decision-making or supervision of employees. The Committee may make recommendations to Council, or to the CEO where the matter falls within the CEO's approval authority.

2 Purpose

~~The Audit and Business Improvement Committee is constituted under the Local Government Act 2009. It provides direction and leadership on the functional responsibilities detailed in paragraph 4 Duties and Responsibilities. These Terms of Reference outline the role, responsibilities, compositions and operating guidelines of the committee.~~ The purpose of these Terms of Reference is to define the role, responsibilities, composition and operating arrangements of the Committee.

The Committee provides independent advice and oversight to assist Council and the CEO in discharging their responsibilities in relation to financial reporting, governance, risk management, internal control, internal audit and related assurance matters.

3 Objectives of the Committee

~~The overall objective of the committee is to assist Council and the CEO to discharge their duties by providing specialist high level advice, with respect to matters of financial reporting, corporate governance, risk and control and internal and external audit functions~~. The overall objectives of the Committee are to:

(a) Assist Council and the CEO to discharge their responsibilities through specialist, high-level advice and independent oversight;

(b) Monitor and review the integrity and accuracy of Council's financial documents and financial reporting processes;

(c) Monitor and review the effectiveness, objectivity and independence of Council's internal audit function and internal auditors;

(d) Review Council's governance processes, control environment and ethical culture;

(e) Review Council's risk management framework, including fraud, corruption and compliance risks;

(f) Monitor the effectiveness of external audit arrangements and management responses to audit findings;

(g) Oversee coordination between assurance providers to promote efficient and effective assurance coverage;

(h) Provide recommendations to Council about any matters the Committee considers need action or improvement;

~~(a)~~(i)Undertake annual self-assessment of the Committee's performance and effectiveness; and

(j) Support continuous improvement in Council's governance, risk management and internal control arrangements.

4 Duties and Responsibilities

~~The committee has a key role in strengthening the control environment and ascertaining the establishment of an appropriate ethical culture. The main responsibilities of the committee are to:~~

~~a) Monitor and review:~~

~~(i) The integrity of financial documents;~~
~~(ii) The internal audit function; and~~
~~(iii)~~(i) ~~The effectiveness and objectivity of the Council's internal auditors.~~

~~This will be achieved by the following activities.~~

The Committee's principal responsibilities are to monitor and review matters and where appropriate provide advice or recommendations:

4.1 Financial reporting

~~The financial reporting activities include:~~
The Committee will:

~~7.1.1~~(a) Review with management and the external auditors the results of audit engagements, including any difficulties encountered, significant accounting and reporting issues, and recent professional and regulatory changes, and understand their impact on the financial statements.

~~(a)~~(b) ~~Understand strategies, assumptions and estimates that management has made in preparing financial statements, budgets and investment plans.~~ Review the appropriateness of accounting policies and significant judgements made by management.

~~(b)~~(c) Understand how management develops interim financial information and the nature and extent of internal and external auditor involvement in the process.

(d) ~~Review, for the preceding financial year, the draft Financial Statements, before the statement is certified, and the Auditor-General's report about Council's financial statements and consider whether they are complete and consistent with the information known to the committee members.~~ Review the financial statements for compliance with prescribed accounting and other requirements.

(e) Review the financial statements prior to certification.

~~(c)~~(f) Review the Auditor General's report about Council's financial statements and consider whether they are complete and consistent with the information known to the Committee members.

4.2 Internal and External Audit

~~The audit activities include:~~The Committee will:

~~7.1.2Ascertain that the activities undertaken by the Internal Audit function are in accordance with relevant charters, international standards, professional practices etc. through the annual and periodic Quality Assurance and Improvement Program process~~.

(a) Monitor and review the effectiveness of the Internal Audit function through oversight of the Quality Assurance and Improvement Program (QAIP), including:

(i) Periodic internal quality assessments;

(ii) Performance reporting;

(iii) Annual conformance reporting against the IIA Global Internal Audit Standards (2024);

(iv) External quality assessments conducted at least once every five years; and

(v) Management action plans developed in response to quality assessment findings.

~~(a)~~(b) Ascertain the objectivity and independence of both the internal and external audit functions.

~~(b)~~(c) Monitor cooperation levels of management with the relevant audit functions.

~~(c)~~(d) ~~Monitor and review, providing input for consideration to, Internal and External Audit's annual risk-based plans, which may include providing possible areas for inclusion and input to the scope.~~ Monitor and review Internal Audit's strategic and annual risk-based audit plans, including consideration of emerging risks, strategic priorities, fraud and corruption risks, information technology risks, governance risks, and resource capacity.

~~(d)~~(e) Review the results of the internal audit reports including, management's responses, and the sufficiency of any planned actions to address findings/recommendations.

~~(e)~~(f) At least twice during the year, review and track the recommendations, and the actions in response, to address the results of the audit engagements and improve the control environment.

~~(f)~~(g) Review the progress report for the internal audit recommendations and actions for the preceding financial year.

~~(g)~~(h) Monitor and review results of periodic surveys undertaken on the effectiveness of Internal Audit.

(i) ~~The committee may meet with Internal and External Audit independent of management as determined necessary~~. The Committee will meet privately with the CAE and External Audit, without management present, at least annually and more frequently where required, to support independent communication, escalation of sensitive matters, and protection of audit independence and objectivity.

(j) Review and recommend approval of the Internal Audit Charter and periodically assess whether the Charter remains consistent with the IIA Global Internal Audit Standards (2024), Council governance requirements, and the responsibilities of the Internal Audit function.

(k) Review the adequacy of Internal Audit resources, including staffing, expertise, budget, technology, and capability, to support delivery of the approved Internal Audit Plan and fulfilment of the Internal Audit Charter.

4.3 Chief Audit Executive oversight

The Committee will provide oversight of the CAE to ensure effective leadership and performance of the internal audit function.

(a) The Committee will contribute to:

(i) Provide input and advice to management regarding the appointment, performance evaluation and removal of the CAE, having regard to the Committee's oversight responsibilities and applicable legislative requirements;

(ii) Review the CAE's performance against agreed objectives and expectations;

(iii) Assess the CAE's independence and objectivity in carrying out the role;

(iv) Review the CAE's organisational positioning and functional reporting line to ensure independence from management;

(v) Assess whether the CAE has sufficient authority, access and resources to discharge responsibilities under the Internal Audit Charter; and

(vi) Monitor matters that may impair or be perceived to impair the CAE's independence or objectivity.

(b) The Committee will receive periodic reporting from the CAE regarding:

(i) Conformance with the IIA Global Internal Audit Standards (2024);

(ii) Any instances of non-conformance and associated impacts;

(iii) Progress of quality improvement initiatives; and

~~i.~~(iv) Implementation of applicable IIA Topical Requirements.

4.4 Risk Management

The Committee will:

(a) Review Council's risk management framework and monitor the identification, assessment and treatment of material risks;

(b) Assess whether fraud, corruption and compliance risks are appropriately identified and addressed;

(c) Review significant risk incidents, emerging risks and management's response to risk; and

(d) Monitor business continuity and disaster recovery arrangements.

~~4.3~~4.5 Other

Other activities include:

(a) To obtain reasonable assurance with respect to Council's governance processes, the Committee will monitor and provide advice on the processes and procedures established and maintained to ascertain they are operating as intended.

(b) Consider the effectiveness of Council's control environment including information technology, security, assets and the status of any significant breaches.

(c) Receive reports on all matters of significance arising from work performed by other providers.

~~(d) Review the effectiveness of risk management through monitoring of the Enterprise Risk Management Risk Registers, and Fraud and Corruption Risk Checklist.~~

~~(e)~~(d) Ascertain that management has appropriate antifraud programs and controls in place and investigations are undertaken if fraud is detected.

~~(f)~~(e) Monitor the standard of corporate conduct, for example conflicts of interest, and take an interest in ethical considerations regarding Council policies and practices.

~~(g)~~(f) Monitor the quality and scope of Council's insurance cover.

~~(h)~~(g) Monitor significant litigation issues.

~~(i)~~(h) Review any other matters referred to it by the CEO.

~~7.1.3The committee will self-assess annually and confirm that all responsibilities outlined in the Terms of Reference (this document) have been carried out~~.

4.6 Self-evaluation

The Committee shall undertake an annual self-assessment of its performance, effectiveness and achievement of its objectives, having regard to its responsibilities under the Audit and Business Improvement Committee Policy and the Terms of Reference.

The self-assessment shall, at a minimum, consider:

(a) The extent to which the Committee has discharged its monitoring, review and advisory responsibilities;

(b) The effectiveness of Committee meetings, discussion and decision-making processes;

(c) The adequacy of the Committee's composition, skills mix, independence and collective experience;

(d) The quality, completeness and timeliness of information provided to the Committee;

(e) The Committee's contribution to governance, risk management, internal control and assurance; and

(f) Opportunities for improvement in the Committee's role, processes, membership and operating arrangements.

Where the self-assessment identifies matters requiring improvement, the Chairperson is responsible for ensuring appropriate actions are developed, implemented and monitored to completion.

4.7 Three lines of governance and assurance framework

Council recognises the principles of the Institute of Internal Auditors (IIA) Three Lines Model to support effective governance, accountability, risk management, internal control, and assurance across the organisation.

The Committee recognises that effective governance requires clear separation of responsibilities between management, oversight functions, and independent assurance activities.

Under this framework:

First line – management accountability

Management is responsible for the ownership, assessment, management, and mitigation of risks and for maintaining effective systems of internal control within their operational areas of responsibility.

Second line – oversight and monitoring functions

Functions responsible for risk management, compliance, governance, fraud and corruption control, work health and safety, information security, financial management, and other oversight activities support management through monitoring, guidance, reporting, and facilitation of compliance obligations and risk management practices.

Third line – independent assurance

Internal Audit operates independently from management and provides objective assurance to the Council, CEO and the Committee regarding the effectiveness of governance, risk management, internal controls, integrity, and assurance processes.

The Committee will:

(a) Support and promote the principles of the Three Lines Model across Council;

(b) Oversee coordination between assurance providers to support an integrated and efficient assurance framework;

(c) Maintain the organisational independence and objectivity of Internal Audit;

(d) Monitor assurance activities to ensure they remain appropriately separated from operational management responsibilities; and

(e) Consider opportunities to improve assurance coverage, reduce duplication, and address gaps within Council's governance and control environment.

The Committee acknowledges that Internal Audit must remain free from operational responsibilities and management decision-making activities to preserve its independence and objectivity in accordance with the IIA Global Internal Audit Standards (2024).

5 Composition and Membership

~~In accordance with section 210 of the *Local Government Regulation 2012* (Regulation):~~

~~a) The audit committee of a local government must:~~

~~(i) Consist of at least 3 and no more than 6 members; and~~

~~(ii) Include:~~

~~(i) 1, but no more than 2, Councillors appointed by the local government; and~~

~~(ii) at least 1 member who has significant experience and skills in financial matters.~~

~~b)~~a) ~~The CEO cannot be a member of the audit committee but can attend meetings of the committee.~~

~~The CEO will provide a strategic update at each meeting.~~ ~~The membership of the committee is to be as follows:~~The Committee will be comprised of five members, including the Chairperson of the Committee, as follows:

(a) ~~2 Councillors~~Two Councillors; and

(b) ~~3~~ Three Independent external members with appropriate qualifications and experience.

~~(b)~~ The CEO cannot be a member of the audit committee but can attend meetings of the committee. The CEO will provide a strategic update at each meeting.

5.1 Councillor Appointments

(a) Councillors will be appointed by Council resolution to the committee for the full Council term unless otherwise determined by the Council.

(b) Council may appoint one alternate Councillor who:

(i) Attends a meeting in place of the primary member when that member is absent; and

(ii) Has full voting rights when acting as a member.

Other Councillors may attend meetings however they hold no voting rights and attend as observeers.

5.2 Independent external member appointments

(a) Independent external members will be recruited through expressions of interest, publicly advertised, and appointed based on merit to the committee by Council resolution.

(b) ~~In accordance with Queensland Treasury Audit Committee Guidelines (Guidelines) independent members w~~Will be appointed ~~based on merit~~ for a two-year term, or another term as determined by Council to support staggered membership and continuity of skills and experience. Members may be eligible for appointment to a maximum tenure not exceeding six years.

5.3 Committee Chairperson

(a) The chair of the Committee will be appointed by Council, in accordance with section 210(3) of the *Local Government Regulation 2012*.

(b) The Chair will be an independent external member of the Committee.

(c) If absent, in accordance with section 211(2)(b), members present will elect another member to preside (preferably an independent external member).

(d) The Chairperson will meet regularly with the CEO and/or the CAE, with meetings scheduled as required. Right of direct access to the CEO by the Chairperson is preserved for any time the Chairperson believes it to be warranted.

~~Upon completion of the term, the position should be declared vacant, and expressions of interest may be sought. However, an outgoing external member may be re-appointed by the CEO without the position being declared vacant, subject to committee composition and skill requirements. The maximum period an external member can serve is for three consecutive terms being a maximum of six years.~~

~~Best practice, outlined in the Guidelines, indicates the chairperson should be one of the independent external members. In accordance with section 210(3) of the *Regulation*, the local government must appoint one member of the audit committee as chairperson. The committee will discuss and recommend to Council one member to be the chairperson who will be approved through formal Council resolution.~~

~~Section 211(2)(b)(ii) of the *Regulation* provides if the chairperson is absent, the members are to choose another member present to preside for the meeting. To be consistent with the Guidelines' Composition of Audit Committee, chairperson appointment recommendation, where possible, this should be one of the other independent external members.~~

~~Council may appoint a Councillor to be an alternate member of the committee. An alternate member is a person who attends meetings of the committee and acts as a member of the committee only if another Council member of the committee is absent. Other elected members of Council may participate in committee meetings, however,~~

~~will not be a member and will not have voting rights.~~

5.4 Skills and experience requirements

The Committee collectively must have:

(a) At least one member who has significant experience and skills in financial matters (as required by section 210 of the *Local Government Regulation 2012*);

(b) Understanding of governance, risk management and internal controls;

(c) Knowledge of information systems and technology; and

(d) Understanding of audit and assurance practices.

5.5 Restriction on external members

No additional paid professional work may be performed for Council during the period of appointment to the Committee.

5.6 Dismissal of a Committee member

A Committee member may be dismissed by Council or the accountable officer for:

(a) An ongoing conflict of interest;

(b) Breach of confidentiality; or

(c) Failure to perform to expectations.

Dismissal will be performed verbally and in writing and will be effective immediately.

6 Induction of new members

New members of the Committee will be provided with induction material to allow the members to familiarise themselves with Council and to facilitate their understanding of its principal operations and activities, corporate governance arrangements, corporate practices and culture.

New members will receive relevant information and briefings upon their appointment to assist them in meeting their obligations under these Terms of Reference. Further training may be made available if required.

7 Role of Chairperson

The Committee Chairperson will assume overall responsibility for:

(a) The good governance and order of the Committee;

(b) Providing assurance that the Committee responsibilities as per the Terms of Reference (this document) have been met;

(c) Acting as the Chairperson of each Committee meeting; and

(d) Providing leadership in promoting and supporting appropriate Committee culture.

8 Voting

Motions are decided on by a majority of the votes of the members present. If the votes are equal, the chairperson will have a casting vote.

9 Quorum

~~A quorum of the committee is a majority of its members. However, if the number of members is an even number, one half of the number is the quorum~~. A quorum is at least half of the number of members of the committee.

10 Meetings

The committee will meet at least twice each financial year in accordance with section 211 of the Regulation. The CEO in conjunction with the CAE will determine the number of meetings, meeting dates and venue (i.e. a site or teleconference meeting).

Meetings, including reports, will be closed to the public and confidential, unless resolved by the Committee.

The Committee may invite others to attend. Invitees are not members of the Committee and have no voting rights. Permanent invitees include:

(a) Councillors;

~~(b) Deputy Chief Executive Officer;~~

~~(c)~~(b) General managers;

~~(d)~~(c) ~~Chief Financial Officer~~Manager Finance;

~~(e)~~(d) Representatives from internal audit and risk management; and

~~(f)~~(e) Representatives from external audit.

10.1 Agendas for meetings

The CEO and CAE will determine the agenda presented to a Committee meeting.

At a minimum, the agenda will be distributed at least two working days before the meeting.

Agenda papers and attachments are prepared for internal reporting purposes only and must not be released to the general public unless authorised by Council or required by law.

The minutes of Committee meetings will be provided to Council as soon as practicable after each meeting. Once adopted by Council, extracts will be distributed to relevant officers for information and action.

~~The agenda with attachments are designed for internal reporting purposes only and shall not be released to the general public.~~

~~The minutes of the committee meetings will be provided to Council as soon as practicable after each meeting and upon adoption by Council, extracts will be distributed to relevant officers for information and action~~.

10.2 Administrative support

The CEO will make administrative arrangements so an agenda, supported by the relevant explanatory documentation, is circulated to all Committee members and any other invitees, as well as providing secretarial functions to the meetings and preparation of the minutes.

10.3 Independent meeting with Auditors

The Committee will meet privately with Internal Audit and External Audit, without management present, at least annually and more frequently where required, to support independent communication, escalation of sensitive matters, and protection of audit independence and objectivity. These meetings will be included in the annual Committee planner.

11 Access to information

~~The committee has the authority to seek information it deems necessary to fulfil its duties and responsibilities. All requests are to be submitted through the CEO in line with the Councillor Acceptable Request Guidelines Policy.~~The Committee, the Chairperson and the CAE will have access to all information, records, personnel, systems and external advisers reasonably required to perform their duties, subject to law, privacy, confidentiality and legal professional privilege requirements.

Council management must provide timely cooperation and access to information and personnel necessary for the Committee to perform its functions. In carrying out those functions, the Committee may seek information or advice from the person who has carried out the internal audit.

The Committee may:

(a) Request investigations into matters within its scope of responsibility;

(b) Access information, records and personnel of Council;

(c) Request attendance of any employee, including executive staff, at meetings;

(d) Conduct private meetings with internal and external auditors; and

(e) Seek external advice as necessary (subject to Council approval for expenditure).

12 Ethical practices

Members of the ~~Audit and Business Improvement~~ Committee will, at all times in the discharge of their duties and responsibilities, exercise honesty, objectivity and probity and not knowingly engage in acts or activities that have the potential to bring discredit to Council.

Members must also refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties. Members must not use Council information for any personal gain for themselves**,** or their immediate families**,** or in any manner that would be contrary to law or detrimental to the welfare and goodwill of the Council. ~~Further, members must treat all information received as confidential and not publicly comment on matters relative to activities of the Committee other than as authorised by Council~~.

13 Conflicts of interest

Committee members are required to declare any interests that could constitute a real, potential or perceived conflict of interest with respect to participation on the Committee. The declaration must be made on appointment to the Committee and be updated as necessary. Declarations in relation to specific agenda items must be made at the outset of each Committee meeting.

Members who become aware of a conflict of interest or issues which may affect their objectivity on matters raised within the Committee should advise the Chairperson immediately. In the case of the Chairperson, they are to advise the CEO.

14 Confidentiality

Committee members are responsible for maintaining the confidentiality of all information received in the performance of their duties and responsibilities. Members must not publicly comment on matters relating to the Committee except as authorised by Council or required by law.

Members must immediately notify the Chairperson if they become aware of any unauthorised access, use, disclosure or misuse of information.

~~**EVAN PARDON**~~
~~**CHIEF EXECUTIVE OFFICER**~~

REVIEW OF AUDIT AND BUSINESS IMPROVEMENT COMMITTEE POLICIES (INCLUDING TERMS OF REFERENCE) AND INTERNAL AUDIT CHARTER POLICY

Final Draft Internal Audit Charter Policy - Clean

Meeting Date: 22 September 2026

Attachment No: 3

INTERNAL AUDIT CHARTER POLICY

ADMINISTRATIVE POLICY

1 Scope

This policy applies to Rockhampton Regional Council, its controlled entities, business units, committees, employees, contractors, volunteers, outsourced service providers, grants administered by Council and all systems, records and operations under Council control.

This policy applies to all internal audit services delivered through outsourced, co-sourced or in-house arrangements.

[Content for this policy has been drawn from the Institute of Internal Auditors' (IIA) guidance documents]

2 Purpose

This policy sets out Council's Internal Audit Charter. The purpose of this Charter is to establish the authority, independence, accountability, responsibilities and operating framework of the internal audit function of Council.

Internal auditing strengthens Council's ability to create, protect and sustain value by providing independent, risk-based and objective assurance, advice, insight and foresight.

3 Related documents

3.1 Primary

Nil

3.2 Secondary

Local Government Act 2009

Local Government Regulation 2012

Audit and Business Improvement Committee Policy

Code of Conduct

Conflict of Interest Policy

Enterprise Risk Management Framework

Global Internal Audit Standards

Internal Audit Plan

International Professional Practices Framework (IIA)

Risk Registers

Topical Requirements for Internal Auditing – Institute of Internal Auditors

4 Definitions

To assist in interpretation, the following definitions apply:

Add Value	As defined in the GIAS, the internal audit activity adds value to the organisation and its stakeholders when it provides objective, risk-based and relevant assurance, insight and advice that supports informed decision-making and contributes to the effectiveness, efficiency, integrity and continuous improvement of governance, risk management and internal control processes.

Advisory services	Independent and objective services through which internal auditors provide advice, insight, facilitation or related support to assist management and stakeholders, without assuming management responsibility or providing assurance. The nature, scope and objectives of advisory services are agreed with relevant stakeholders. Examples include advice on policy, process or system design and implementation, control improvement, risk workshops, training, probity or forensic support and strategic governance matters.
Assurance	Independent and objective services through which internal auditors assess evidence to provide opinions or conclusions regarding the adequacy and effectiveness of governance, risk management and control processes.
Audit and Business Improvement Committee	Audit and Business Improvement Committee, an advisory committee of Council constituted under the *Local Government Act 2009*, section 105.
CAE	Chief Audit Executive, the role of a person in a senior position responsible for effectively managing the internal audit activity in accordance with the Internal Audit Charter and the mandatory elements of the International Professional Practices Framework. The CAE or others reporting to the CAE have appropriate professional certifications and qualifications.
CEO	Chief Executive Officer, a person who holds an appointment under section 194 of the *Local Government Act 2009*. This includes a person acting in this position.
Contractor	A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.
Co-sourcing	Provision of specialist services by a third party to assist with the audit, review or assurance services, not otherwise available in-house, and directly managed by the CAE.
Council	Rockhampton Regional Council
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the *Local Government Act 2009*.
ERM	Enterprise Risk Management Council's approach to risk management encompassing: strategy, processes, culture, technology, standards and knowledge in identifying, analysing, evaluating, managing, treating, reviewing and communicating uncertainties encountered to achieve an appropriate balance between minimising losses and maximising opportunities in meeting its objectives.
GIAS	Global Internal Audit Standards, mandatory standards as published by the Institute of Internal Auditors as a component of the International Professional Practices Framework – the document, that guide professional internal auditing worldwide. They are principle-based and provide a benchmark for evaluating and enhancing the quality of the internal audit function.
Independent	Free from conditions that threaten the ability of the internal audit function to carry out internal audit responsibilities in an unbiased manner.
Internal Audit	An independent, objective assurance and advisory service designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management and control processes.

Leadership Team	CEO and general managers.
Objective	An unbiased mindset that enables internal auditors to carry out engagements with confidence in their work product and without compromising quality. Being objective means auditors form and rely on their own professional judgments rather than deferring to others.

5 Policy statement

In accordance with section 105 of the *Local Government Act 2009*, Council is required to establish an efficient and effective internal audit function. Council fully recognises and upholds this legislative obligation and is committed to maintaining an internal audit function that provides independent, objective assurance and advisory services.

Through this Internal Audit Charter Policy, Council affirms its dedication to good governance, accountability and transparency. The internal audit function is authorised by Council and operates under the oversight of the Audit and Business Improvement Committee, the formal committee established to ensure the effectiveness and independence of internal audit activities.

Council is committed to supporting the internal audit function with appropriate resources, authority and organisational support so it can fulfil its responsibilities and continually add value to Council's operations, systems and processes.

5.1 Internal Audit Charter

5.1.1 Introduction, role, purpose and mission

Section 105 of the *Local Government Act 2009* mandates that each local government must establish an internal audit function. Internal auditing is the assessment and evaluation of the control measures to manage the risks to which the local government's operations are exposed. Risks can be defined as the effect on Council's objectives or key outcomes.

Internal auditing is an independent and objective assurance and consulting activity guided by a philosophy of adding value to improve the operations of Council. It assists Council in accomplishing its objectives by providing risk-based and objective assurance, advice and insight through a systematic and disciplined approach in evaluating and improving the effectiveness of the Council's risk management, control and governance processes.

5.1.2 Professional standards

Internal Audit will govern itself by adherence to the following professional standards:

(a) Mandatory guidance contained in the International Professional Practices Framework, Global Internal Audit Standards and Topical Requirements issued by the Institute of Internal Auditors;

(b) The *Local Government Act 2009* and the *Local Government Regulation 2012*; and

(c) Relevant Council policies, including the Code of Conduct.

The CAE is accountable for ensuring the internal audit function remains compliant with both professional standards and these regulatory requirements.

Adherence to the professional standards also applies to internal audit work performed by service providers.

5.1.3 Authority

All internal audit work is undertaken under authority of the Audit and Business Improvement Committee.

Internal Audit officers and service providers are authorised to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation and information necessary to enable Internal Audit to fulfil its responsibilities in line with its approved Internal Audit Plan.

5.1.4 Independence and objectivity

Internal auditors will have no direct operational responsibility or authority over any of the activities they review. Accordingly, they will not develop nor install systems or procedures, prepare records or engage in any other activity which would normally be audited.

In order to maintain audit independence, appointments to working groups, committees, etc shall be as observer/advisor status.

5.1.4.1 Independence safeguards

Where the officer occupying the role of CAE may be responsible for a non-audit activity, the following independence safeguards are in place:

(a) The General Manager Workforce and Governance's (as appointed CAE) operational management of non-audit activities is conducted in an operational capacity only. These activities are distinct from, and do not constitute, the performance of internal audit duties.

(b) An alternate officer is appointed as CAE to manage and oversee any internal audits in areas related to the CAE's non audit responsibilities. The alternate CAE will report the results of the internal audit directly to the Audit and Business Improvement Committee. The alternate CAE will also have responsibilities for monitoring the implementation and closure of any actions related to these audits.

(c) Periodic independent review of safeguards effectiveness.

(d) CAE annual declaration to the Audit and Business Improvement Committee, on any effect to CAE independence and objectivity from the non-audit activities.

While the CAE has operational responsibility for the ERM function, and is the policy owner, senior management continue to own the process. Management are responsible for:

(a) Setting the risk appetite or risk tolerances;

(b) Imposing the risk management processes;

(c) Providing management (line-1) assurance on risks;

(d) Taking decisions on risk/control responses;

(e) Implementing risk/control responses; and

(f) Taking accountability for risk management.

Additional safeguarding of independence is provided by the Audit and Business Improvement Committee's oversight.

5.1.5 Conflicts of interest

A conflict of interest arises when an internal auditor, entrusted with responsibility, has personal or professional interests that may compete with their duty to act impartially. These competing interests can affect, or appear to affect, an auditor's ability to perform their role without bias. Importantly, a conflict of interest may exist even when no unethical behaviour occurs. The perception alone can erode trust in the individual auditor, the internal audit function and the profession more broadly.

Internal auditors shall perform their work with honesty and the courage to report findings objectively, even when facing pressure or potential conflict.

When engaging internal audit service providers, the CAE shall take steps to identify, evaluate the significance and manage any perceived, potential or actual conflict of interest that may impinge upon internal audit work performed by a service provider. Where an internal audit service provider may be requested to provide a non-internal audit service by another business area, prior written permission of the CAE is required before the service provider can be engaged.

Instances of perceived, potential or actual conflict of interest by Internal Audit employees and service providers shall immediately be reported to the CAE and the Audit and Business Improvement Committee and dealt with in accordance with Council's Conflict of Interest Policy.

5.1.6 Audit scope

The scope of internal audit work embraces the wider concept of corporate governance and risk, recognising that controls exist in organisations to manage risks and promote effective and efficient governance and performance. Internal audit services may include:

(a) Assurance Services – Services through which internal auditors perform objective assessments to provide assurance. Examples of assurance services include compliance, financial, operational/performance and technology engagements.

(b) Advisory Services – Services through which internal auditors provide advice to an organisation's stakeholders without providing assurance or taking on management responsibilities. The nature and scope of advisory services are subject to agreement with relevant stakeholders. Examples include advising on the design and implementation of new policies, processes, systems and products/providing forensic services/providing training/facilitating discussions about risks and controls.

Internal Audit will offer a service catalogue with a range of services including:

(a) Audits with a compliance, financial or operational performance improvement focus;

(b) Management requested services where business areas may request internal audit services, usually in response to an issue or an emerging risk;

(c) Multi-stage audits at key project milestones; and

(d) Continuous auditing of controls using technology.

Where Internal Audit has provided advisory services relating to a function or process, safeguards are applied to preserve objectivity in any subsequent assurance engagement, which may include the use of different auditors or external service providers.

The scope and coverage of internal audit work is not limited in any way and may cover any activity, operation and program, including those of subsidiary, controlled and associated organisations.

5.1.7 Responsibilities

5.1.7.1 Internal Audit

CAE responsibilities include, but are not limited to:

Internal Audit planning

(a) Change be involved in the development of an organisation-wide assurance strategy to lead the development of an organisation wide assurance strategy.

(b) Develop and implement a strategy for the internal audit function that supports the strategic objectives and success of the organisation.

(c) Develop a risk-based Internal Audit Plan that considers Council's objectives and risks, including those identified by management, and submit the plan to the Audit and Business Improvement Committee for review and approval. [The Internal Audit Plan presented to the Leadership Team will include a rationale for any high-risk areas or activities identified in the risk assessment that are not proposed for an assurance engagement in the current cycle (for example, due to recent external audit coverage or internal reviews)].

(d) Ensure changes to the Internal Audit Plan are approved by the Audit and Business Improvement Committee.

(e) Develop, implement and periodically review a Stakeholder Engagement Plan to ensure effective communication and coordination with key stakeholders, other assurance providers and regulators.

Internal Audit engagements

(a) Perform internal audit work contained in the approved Internal Audit Plan and produce a written balanced final communication for each audit containing a conclusion against the engagement objective, positive commentary on what is working well and improvement actions.

(b) Include proposed management actions in audit reports, identifying a responsible person and realistic timetable for completion.

(c) Provide final audit communication to management of the area audited, CEO and the Audit and Business Improvement Committee. Copies may be provided to management of other areas where relevant. Copies may be provided to the external auditor if requested.

Improvement actions

(a) Establish a risk based system to monitor progress by management to implement internal audit and external audit improvement actions, together with recommendations contained in reports by other relevant external and regulatory bodies.

(b) Obtain regular management updates on progress to implement audit actions.

(c) Follow-up and obtain evidence that audit actions are effectively implemented by management before recommending closure to the Audit and Business Improvement Committee. Internal Audit will apply a risk-based process for testing implementation. Actions related to low-rated findings may not be subject to formal follow-up. Actions related to medium-rated findings may be subject to a desktop review of evidence. Actions related to high or very high rated findings will be subject to detailed effectiveness testing.

(d) Follow-up and obtain evidence that audit actions are effectively implemented by management before recommending closure to the Audit and Business Improvement Committee.

Internal Audit team

The CAE is responsible for developing a strategy to recruit, develop and retain a competent internal audit function. This includes:

(a) Skill assessment: Periodically assessing current and future skill requirements and identifying any gaps between in-house capabilities and the requirements of the Internal Audit Plan.

(b) Professional development: Ensuring all in-house team members maintain their professional qualifications, satisfy continuing professional development (CPD) requirements and attend regular ethics training.

(c) External providers: Where co-sourcing or external contractors are utilised, the CAE must ensure these providers possess the necessary specialised competencies and certifications. The CAE verifies that external partners have robust processes for maintaining the professional standing and ethical training of their staff.

(d) Knowledge transfer: Ensuring engagements performed by external providers include structured opportunities for knowledge transfer to in-house staff to build long-term internal capability.

5.1.7.2 Management obligations

An Internal Audit Sponsor is nominated as the management owner of each audit and is to support the full, free and unrestricted access to all functions, premises, assets, personnel, records and other information necessary to enable Internal Audit to fulfill its responsibilities, in a timely manner.

Management and employees are obligated to professionally and constructively contribute to internal audit work and implementation of audit actions in response to improvement opportunities and recommendations contained in internal audit reports.

Management receive a draft Internal Audit Report and are required to provide management responses and proposed audit actions which should contain:

(a) Agreed, partially agreed or not agreed;

(b) If not agreed, why not;

(c) Action to be taken – these do not need to include lengthy comments or explanations – the action to be taken is all that is required;

(d) Responsible person;

(e) Timing; and

(f) Interim control arrangements to be relied upon where there is a long lead time, such as waiting to close-out an audit action through implementation of a technology solution.

Where management responses to an audit recommendation is not considered adequate, Internal Audit consults with management of the area audited and attempts to reach a mutually agreeable resolution. If agreement is not reached, Internal Audit refers the matter to the CAE or CEO for resolution. If agreement is still not reached, the final arbiter is the Audit and Business Improvement Committee.

Internal Audit will request regular updates from management on progress of audit action implementation. Timing will align to Audit and Business Improvement Committee meetings.

There is one opportunity for the Internal Audit Sponsor to revise the implementation date should this be necessary due to unexpected delay.

Where an original implementation date is passed, whether approved or not, the audit action cannot be rated to be on track.

Where an audit recommendation rated high or above is not implemented and closed-out by its due date, the Internal Audit Sponsor may be required to attend the next Audit and Business Improvement Committee meeting and present details on why the audit recommendation has not been fully implemented and closed-out and how the associated risk is being addressed in the interim.

5.1.8 Reporting to the Audit and Business Improvement Committee

The CAE reports to the Audit and Business Improvement Committee on:

(a) Overall performance of Internal Audit, including performance measures agreed with the Audit and Business Improvement Committee;

(b) Internal audit work completed;

(c) Progress implementing the Internal Audit Plan;

(d) Common themes emerging from internal audit engagements;

(e) Where appropriate, assessments of individual functions or business units derived from more than one engagement;

(f) Implementation status of internal audit, external audit and other relevant external and regulatory body recommendations;

(g) Achievements via an annual report to summarise work and achievements for the year, to demonstrate value delivered and to provide an opinion on the overall state of internal controls and systemic issues identified;

(h) Annual assertion on Internal Audit independence and compliance with professional standards; and

(i) Annual statement of assurance addressing performance of governance, risk management and control processes across the organisation.

The CAE also reports:

(a) Any disagreement with senior management or other stakeholders on the scope, findings or other aspects of an engagement that may affect the ability of the internal audit function to execute its responsibilities;

(b) Any incidents where independence may have been impaired and the actions or safeguards employed to address the impairment; and

(c) Other matters as outlined in this Charter.

5.1.8.1 Reporting errors and omissions

If a final internal audit communication is found to contain a significant error or omission, the CAE will:

(a) Communicate the corrected information to all parties who received the original communication;

(b) Identify the significance of the error and the impact it may have had on management's previous decisions or actions; and

(c) Report the occurrence to the Audit and Business Improvement Committee and the CEO, explaining the cause and steps taken to prevent recurrence.

5.1.8.2 Communication and escalation protocols

The nature and frequency of communication between the CAE and the Audit and Business Improvement Committee shall be agreed upon annually.

(a) Frequency**:** The CAE formally reports to the Audit and Business Improvement Committee at each scheduled meeting and meets privately with the Committee at least twice per year.

(b) Escalation criteria: Matters of importance requiring immediate escalation to the Audit and Business Improvement Committee Chair (between meetings) include:

(i) Significant breakdowns in internal control or suspected systemic fraud;

(ii) Significant interference by management in the audit scope or access to information; or

(iii) Situations where the CAE believes senior management has accepted a level of residual risk that is unacceptable to the Council.

(c) Reporting thresholds: To ensure the Audit and Business Improvement Committee remains focused on strategic risks:

(i) Only high and medium-rated findings are reported in detail;

(ii) Low-rated findings are summarized or reported by exception unless they indicate a broader theme; and

(iii) Minor administrative changes to the Audit Plan or budget (for example, changes under 10% of total days) may be approved by the CEO and noted to the Audit and Business Improvement Committee, while significant changes require formal Audit and Business Improvement Committee approval.

(d) Risk appetite alignment:

(i) Internal Audit notifies the Audit and Business Improvement Committee in instances where senior management has elected to accept a level of residual risk that is deemed inconsistent with Council-approved risk appetite or tolerance statement.

5.1.9 Quality assurance and improvement program

The CAE is responsible for developing and maintaining a quality assurance and improvement program that includes:

(a) Internal assessments including ongoing monitoring;

(b) Performance measures agreed by the Audit and Business Improvement Committee;

(c) Annual internal self-assessments against the GIASs;

(d) Annual assertion to the Audit and Business Improvement Committee on compliance with internal audit standards; and

(e) Independent external assessments performed at least once every five years by a qualified, independent assessor or assessment team from outside the organisation.

5.1.10 Confidentiality

All records, documentation and information accessed while undertaking internal audit work are to be used solely for the performance of these activities. Internal Audit and service providers are responsible and accountable for maintaining the confidentiality of the information they receive during their work.

All internal audit documentation and work papers remain the property of Council including where internal audit services are provided by service providers.

5.1.11 Evaluation of performance

Internal Audit performance is evaluated annually and results reported to the Audit and Business Improvement Committee. This includes:

(a) Results of the quality assurance and improvement program;

(b) Results of Internal Audit performance measures previously approved by the Audit and Business Improvement Committee;

(c) Feedback from management of areas where internal audit work has been performed; and

(d) Feedback from Audit and Business Improvement Committee members.

5.1.12 Relationship with other assurance activities

Council uses the Three Lines integrated assurance model to allocate responsibilities for risk management and control, recognising that:

(a) First line – Management has ownership, responsibility and accountability for assessing, controlling and mitigating risks.

(b) Second line – Risk management facilitates and monitors implementation of effective risk management practices by management and assists risk owners in reporting adequate risk-related information up and down the organisation.

(c) Third line – Internal audit, through a risk-based approach, provides assurance to the Audit and Business Improvement Committee and management on how effectively Council assesses and manages its risks, including the manner in which the first and second lines operate. Internal auditing does not absolve management and employees from any of their risk management and control responsibilities.

Internal Audit establishes and maintains an open relationship with the external auditor and other assurance providers as part of its stakeholder engagement plan. Internal Audit plans its activities to ensure adequacy of overall assurance coverage, coordinates with regulators where appropriate and minimises duplication of assurance effort across Council.

External audit has full and free access to all internal audit plans, work papers and reports.

5.1.13 Reporting arrangements

All Internal Audit staff and service providers report to the CAE, who reports:

(a) Functionally for operations to the Audit and Business Improvement Committee through the Chair; and

(b) Administratively to the CEO.

Functional reporting involves the Audit and Business Improvement Committee:

(a) Reviewing and approving the Internal Audit Charter.

(b) Approving decisions regarding the designation of the role of CAE to an employee of Council.

(c) Reviewing and approving the annual performance objectives and Key Performance Indicators (KPIs) for the internal audit function and the CAE.

(d) Assessing CAE performance against approved objectives.

(e) Periodically assessing the internal audit function's performance against approved objectives and the Internal Audit Charter.

(f) Reviewing and approving the Internal Audit Plan and any changes to the plan.

(g) Reviewing reports on the results of audits, audit-related activities, audit team capability, audit performance and other important matters.

(h) Monitoring Internal Audit compliance with professional standards, together with quality and improvement arrangements.

(i) Approving the scope, competencies and independence of the external assessment team for the 5-yearly Quality Assurance review.

(j) Meeting privately with the CAE at least twice each year without the CEO or other management present.

(k) Making enquiries of the CAE to determine any scope or resourcing limitations that may impede the execution of Internal Audit responsibilities.

Administrative reporting to the CEO includes:

(a) Provision of sufficient budget to facilitate appropriate resourcing, including specialist co-sourced resources, technology, acquisition and ongoing professional training/development.

(b) Provision of corporate services to Internal Audit including office accommodation, technology and equipment.

(c) Human resource administration.

The CAE meets regularly with the CEO, with meetings scheduled as required. Right of direct access to the CEO by the CAE is preserved for any time the CAE believes it to be warranted.

For outsourced or co-sourced internal audit engagements, the service provider partner reports through the CAE. The service provider partner may be provided direct access to the CEO and the Audit and Business Improvement Committee Chair.

5.1.14 Responsibility for the detection and reporting of fraud and corruption

5.1.14.1 Management responsibility

Internal Audit is not legally or professionally responsible for the prevention or detection of fraud and corruption. Primary responsibility for the prevention and detection of irregularities rests with Council and management, achieved through the design, implementation and continuous operation of a robust system of internal controls.

5.1.14.2 Internal Audit role

Internal Audit is responsible for evaluating the adequacy and effectiveness of management's controls and actions in mitigating fraud risk. To support Council's integrity framework, the CAE must be notified promptly of any special investigations, instances of fraud or theft or suspected cases of misappropriation and financial malpractice.

5.1.15 Technology and audit capability

To enhance the effectiveness and efficiency of the internal audit function, the strategy includes a focus on progressive technology enablement aligned to Council's size, risk profile and digital maturity.

Internal Audit continues to evaluate and enhance the tools used to support audit planning, execution, reporting and follow-up, including:

(a) Audit management and working paper systems;

(b) Audit recommendations tracking and reporting;

(c) Alignment between audit planning and Council's Risk Register; and

(d) The use of data analytics and dashboards where practical to support targeted risk insights.

Technology initiatives are prioritised based on value, scalability and integration with existing Council systems. The objective is not to increase complexity, but to improve transparency, efficiency and the timely delivery of audit outcomes to management and the Audit and Business Improvement Committee. Progress against technology enablement initiatives are monitored through:

(a) Reduced audit cycle times;

(b) Improved visibility of audit actions and status;

(c) Enhanced quality and consistency of audit documentation; and

(d) Positive feedback from key stakeholders.

6 Review timelines

This policy is reviewed when any of the following occur:

(a) The related information is amended or replaced; or

(b) Other circumstances as determined from time to time by Council.

7 Document management

Sponsor	Chief Executive Officer
Business Owner	General Manager Workforce and Governance
Policy Owner	General Manager Workforce and Governance
Policy Quality Control	Legal and Governance

REVIEW OF AUDIT AND BUSINESS IMPROVEMENT COMMITTEE POLICIES (INCLUDING TERMS OF REFERENCE) AND INTERNAL AUDIT CHARTER POLICY

Final Draft Internal Audit Charter Policy - Tracked

Meeting Date: 22 September 2026

Attachment No: 4

INTERNAL AUDIT CHARTER POLICY

ADMINISTRATIVE POLICY

1 Scope

This policy applies to ~~the internal audit function (Internal Audit) within~~ Rockhampton Regional Council, ~~encompassing – assurance, professional consulting services, risk management as well as reviews of compliance and internal control. Internal Audit has authority to audit and review key governance functions and frameworks/processes and systems, including risk management, internal controls, Council operations and performance. Consulting services are as agreed between the internal audit function and management.~~

its controlled entities, business units, committees, employees, contractors, volunteers, outsourced service providers, grants administered by Council~~,~~ and all systems, records and operations under Council control.

This policy applies to all internal audit services delivered through outsourced, co-sourced~~,~~ or in-house arrangements.

[Content for this policy has been drawn from the Institute of Internal Auditors' (IIA) guidance documents]

2 Purpose

This policy sets out Council's Internal Audit Charter. The purpose of this Charter is ~~a formal definition of Internal Audit's purpose, authority, responsibility and mission. The Charter establishes Internal Audit's position within Council; authorises access to records, personnel and physical properties relevant~~ to establish the authority, independence, accountability, responsibilities and operating framework of the ~~performance of engagements; and defines the scope~~internal audit function of ~~Internal Audit's activities~~ Council.

Internal auditing strengthens Council's ability to create, protect and sustain value by providing independent, risk-based and objective assurance, advice, insight and foresight.

3 Related documents

3.1 Primary

Nil

3.2 Secondary

Local Government Act 2009

Local Government Regulation 2012

Audit and Business Improvement Committee Policy

Code of Conduct

Conflict of Interest Policy

Enterprise Risk Management Framework

Global Internal Audit Standards

~~IIA Position Paper – The Role of Internal Auditing in Enterprise-Wide Risk Management January 2009~~

Internal Audit Plan

International Professional Practices Framework (IIA)

Risk Registers

Topical Requirements for Internal Auditing – Institute of Internal Auditors

4 Definitions

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	~~Adopted, 04 May 2018~~DRAFT	Department:	~~Corporate Services~~Workforce and Governance
Version:	4	Section:	~~Internal Audit~~Workforce and Governance
Reviewed Date:	18 October 2022	Page No:	Page 1 of 15

To assist in interpretation, the following definitions apply:

Add Value ~~(IPPF Glossary)~~	As defined in the GIAS, the internal audit activity adds value to the organisation and its stakeholders when it provides objective, risk-based and relevant assurance, insight and advice that supports informed decision-making and contributes to the effectiveness, efficiency, integrity and continuous improvement of governance, risk management and internal control processes.
Advisory services	Independent and objective services through which internal auditors provide advice, insight, facilitation or related support to assist management and stakeholders, without assuming management responsibility or providing assurance. The nature, scope and objectives of advisory services are agreed with relevant stakeholders. Examples include advice on policy, process or system design and implementation, control improvement, risk workshops, training, probity or forensic support and strategic governance matters.
Assurance	Independent and objective services through which internal auditors assess evidence to provide opinions or conclusions regarding the adequacy and effectiveness of governance, risk management and control processes.
Audit and Business Improvement	Audit and Business Improvement Committee, an advisory committee of Council constituted under the *Local Government Act 2009*, section 105.
CAE	Chief Audit Executive, describes the role of a person in a senior position responsible for effectively managing the internal audit activity in accordance with the internal audit charter and the mandatory elements of the International Professional Practices Framework. The CAE or others reporting to the CAE will have appropriate professional certifications and qualifications.
CEO	Chief Executive Officer, a person who holds an appointment under section 194 of the *Local Government Act 2009*. This includes a person acting in this position.
Contractor	A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.
Co-sourcing	Provision of specialist services by a third party to assist with the audit, review or assurance services, not otherwise available in-house, and directly managed by the CAE.
Council	Rockhampton Regional Council
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the *Local Government Act 2009*.
ERM	Enterprise Risk Management Council's approach to risk management encompassing: strategy~~adopted systems~~, processes, culture, technology, standards and knowledge in identifying, analysing, evaluating, managing, treating~~ and organisational arrangements for designing, implementing, monitoring~~, reviewing and communicating uncertainties encountered to achieve an appropriate balance between minimising losses and maximising opportunities in meeting its objectives~~continually improving ERM throughout Council. The framework provides an expression of intent on what, why and how risk is to be managed and shows how Council provides capacity to manage risk according to the intent~~.

~~IPPF~~	~~International Professional Practices Framework as published by the Institute of Internal Auditors – the document, including the Standard, which dictates the mandatory elements by which an internal auditor's work and conduct is governed.~~
GIAS	Global Internal Audit Standards, mandatory standards as published by the Institute of Internal Auditors as a component of the International Professional Practices Framework – the document, that guide professional internal auditing worldwide. They are principle-based and provide a benchmark for evaluating and enhancing the quality of the internal audit function.
Independent	Free from conditions that threaten the ability of the internal audit function to carry out internal audit responsibilities in an unbiased manner.
Internal Audit	An independent, objective assurance and advisory service designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management and control processes.
Leadership Team	CEO and general managers.
Objective	An unbiased mindset that enables internal auditors to carry out engagements with confidence in their work product and without compromising quality. Being objective means auditors form and rely on their own professional judgments rather than deferring to others.

5 Policy statement

~~Internal audit is a requirement under~~ In accordance with section 105 of the Local Government Act 2009~~, each local government must~~, Council is required to establish an efficient and effective internal audit function.

~~Internal auditors~~ Council fully recognises and upholds this legislative obligation and is committed to maintaining an internal audit function that ~~are members of the Institute of Internal Auditors are required to adhere to the mandatory elements of the IPPF covering: Core Principles; Code of Ethics, Definition of Internal Auditing and International Standards for the Professional Practice of Internal Auditing (Standards).~~provides independent, objective assurance and advisory services.

Through this Internal Audit Charter Policy, Council affirms its dedication to good governance, accountability and transparency. The internal audit function is authorised by Council and operates under the oversight of the Audit and Business Improvement Committee, the formal committee established to ensure the effectiveness and independence of internal audit activities.

Council is committed to supporting the internal audit function with appropriate resources, authority and organisational support so it can fulfil its responsibilities and continually add value to Council's operations, systems and processes.

5.1 Internal Audit Charter

5.1.1 Introduction, role, purpose and mission

Section 105 of the *Local Government Act 2009* mandates that each local government must establish an internal audit function. Internal auditing is the assessment and evaluation of the control measures to manage the risks to which the local government's operations are exposed. Risks can be defined as the effect on Council's objectives or key outcomes. ~~The mission of the Internal Audit Unit is to assist Council to meet its objectives (risk management is about achieving Council's objectives).~~

Internal auditing is an independent and objective assurance and consulting activity guided by a philosophy of adding value to improve the operations of Council. It assists Council in accomplishing its objectives by providing risk-based and objective assurance, advice and insight through a systematic and disciplined approach in evaluating and improving the effectiveness of the Council's risk management, control and governance processes.

5.1.2 Professional standards

Internal ~~auditors~~Audit will govern ~~themselves~~itself by adherence to the following professional standards:

(a) Mandatory guidance contained in the ~~IPPF which includes the~~ International ~~Standards for the~~ Professional Practices Framework, Global Internal Audit Standards and Topical Requirements issued by the Institute of Internal ~~Auditing (Standards~~Auditors;

(b) The *Local Government Act 2009* and the *Local Government Regulation 2012*; and

(c) Relevant Council policies, including the Code of Conduct.

The CAE ~~and Employees of the Internal Audit (Function)~~is accountable for ensuring the internal audit function remains compliant with both professional standards and these regulatory requirements.

Adherence to the professional standards also applies to internal audit work performed by service providers.

5.1.3 Authority

~~The CAE and employees of the Internal Audit (function) are authorised to:~~

All internal audit ~~(function)~~ work is undertaken under authority of the Audit and Business Improvement Committee.

Internal Audit officers and service providers are authorised to~~:~~

~~(a)~~ have full, free and unrestricted access to all ~~–~~functions, ~~, property, systems and~~ premises, assets, personnel, records

~~(a) Have full and free access to the Audit and Business Improvement Committee and Queensland Audit Office;~~ and

~~(b) Request~~ other documentation and information necessary to enable Internal Audit to fulfil its responsibilities in line with its approved Internal Audit Plan. ~~timely assistance of employees where administrative activities or engagement duties are to be performed, based on a deadline given.~~

~~**5.1.3.2 Chief Audit Executive**~~

~~The CAE is authorised to:~~

~~(a) Approve, self-initiate and conduct minor unscheduled audits, reviews or consulting work, outside of the approved audit plan and advise the CEO and/or the chair of the Audit and Business Improvement Committee;~~

~~(b) Approve all Internal Audit Unit reports or communications to the Audit and Business Improvement Committee;~~

~~(c) Report any matters, including significant irregularities directly to the CEO;~~

~~(d) Enter into contracts to:~~

~~(i) Obtain other specialised assurance services from outside Council in order to complete the engagement;~~

~~(ii) Provide specialist assurance and consulting services to other local governments;~~

~~(iii) Undertake required five yearly or periodic Quality Assurance and Improvement Program reviews of the internal audit function by independent external parties (see paragraph 5.1.9).~~

~~(e) Coordinate with other assurance providers;~~

~~(f) Escalate as appropriate, what the CAE may consider to be unacceptable organisation risks, as per IPPF guidance. This will occur where the CAE may consider a risk to be unacceptable to the organisation and agreement cannot be reached with management;~~

~~(g) Escalate as appropriate, where management do not provide comments for inclusion in audit reports within the prescribed 20 working days, or requested period; and~~

~~(h) Escalate as appropriate, where audit recommendations are not implemented by management within previously agreed timeframes or as deemed appropriate.~~

~~**5.1.3.3 Limitations to Authority**~~

~~Authority will not extend to:~~

~~(a) Performing management or operational duties for Council or its associates;~~

~~(b) Initiating or approving accounting transactions external to the internal audit function; and~~

~~(c) Directing the activities of any employee external to the internal audit activity, unless budgeted for, specifically assigned to the auditing teams or to otherwise assist the internal auditors, or as part of co-sourcing arrangements~~.

5.1.4 Independence and Objectivity

~~To provide for the organisational independence of the internal audit activity, its employees and service providers will report to the CAE, who will report administratively (i.e., day-to-day operations) to the Deputy Chief Executive Officer, with right of direct access to the CEO preserved for any time the CAE believes it to be warranted. Functionally the CAE will report to the Audit and Business Improvement Committee of Council. This is to ensure functional effectiveness, broad audit coverage, adequate consideration of engagement communications, and appropriate action on engagement recommendations. Functional reporting involves the Audit and Business Improvement Committee reviewing all completed internal audit reports and the scheduled annual risk-based audit plan(s), which directs greater audit attention to areas of higher risk.~~

~~All internal audit activities and processes will remain free of influence by any element in Council, including matters of audit selection, objectives, scope, procedures, process, techniques, frequency, timing, report content, format and classification to permit maintenance of an independent and objective (free from bias and undue management influence) mental attitude necessary in rendering reports. If the CAE determines that independence or objectivity may be impaired in fact or appearance, the details of impairment will be disclosed to appropriate parties.~~

~~The selection and scheduling of all engagements including the nature, objectives, scope, approach, resources and timing of every project will be left to the professional judgement of the internal audit function (CAE) alone.~~

Internal auditors will have no direct operational responsibility or authority over any of the activities they review. Accordingly, they will not develop nor install systems or procedures, prepare records or engage in any other activity which would normally be audited.

In order to maintain audit independence, appointments to working groups, committees, etc shall be as observer/advisor status.

5.1.4.1 Independence Safeguards

~~When~~ Where the officer occupying the role of CAE may be responsible for a non-audit ~~activities, the~~ activity, the following independence safeguards are in place:

(a) The General Manager Workforce and Governance's (as appointed CAE) ~~is not performing audit duties when managing or performing those activities. Review~~operational management of non-audit activities ~~must be managed~~is conducted in an operational capacity only. These activities are distinct from, and ~~performed independently of the CAE~~do not constitute, the performance of internal audit duties.

(b) An alternate officer is appointed as CAE to manage and ~~reported~~oversee any internal audits in areas related to the CAE's non audit responsibilities. The alternate CAE will report the results of the internal audit directly to the Audit and Business Improvement Committee. The alternate CAE will also have responsibilities for monitoring the implementation and closure of any actions related to these audits.

~~(a)~~(c) Periodic independent review of safeguards effectiveness.

(d) CAE annual declaration to the Audit and Business Improvement Committee, on any effect to CAE independence and objectivity from the non-audit activities.

While the CAE has operational responsibility for the ERM function, and is the policy owner, senior management continue to own the process. ~~and will sign off on the ERM Framework.~~ Management are responsible for:

(a) Setting the risk appetite or risk tolerances;

(b) Imposing the risk management processes;

(c) Providing management (line-1) assurance on risks;

(d) Taking decisions on risk/control responses;

(e) Implementing risk/control responses; and

(f) Taking accountability for risk management.

Additional safeguarding of independence is provided by the Audit and Business Improvement Committee's oversight.

5.1.5 Conflict of Interest

~~The CAE will manage conflicts of interests, including 'appearances' of conflicts, at the engagement level, or as necessary, to maintain individual objectivity. Conflicts will be disclosed as appropriate.~~

A conflict of interest arises when an internal auditor, entrusted with responsibility, has personal or professional interests that may compete with their duty to act impartially. These competing interests can affect, or appear to affect, an auditor's ability to perform their role without bias. Importantly, a conflict of interest may exist even when no unethical behaviour occurs. The perception alone can erode trust in the individual auditor, the Internal Audit function, and the profession more broadly.

Internal auditors shall perform their work with honesty and the courage to report findings objectively, even when facing pressure or potential conflict.

When engaging internal audit service providers, the CAE shall take steps to identify, evaluate the significance and manage any perceived, potential or actual conflict of interest that may impinge upon internal audit work performed by a service provider. Where an internal audit service provider may be requested to provide a non-internal audit service by another business area, prior written permission of the CAE is required before the service provider can be engaged.

Instances of perceived, potential or actual conflict of interest by Internal Audit employees and service providers shall immediately be reported to the CAE and the Audit and Business Improvement Committee and dealt with in accordance with Council's Conflict of Interest Policy.

5.1.6 Audit Scope

~~The scope of Internal Audit encompasses all areas of the Council (or organisation being reviewed) including but not limited to the objective examination and evaluation of evidence for providing independent assessments of the adequacy and effectiveness of the Council's governance, risk management and system of internal control. Internal audit assessments include evaluating whether:~~

~~(a) Risks relating to the achievement of Council's strategic objectives are appropriately identified and managed;~~

~~(b) The actions of employees and contractors are in compliance with relevant laws, regulations, policies, procedures and governance standards;~~

~~(c) The results of operations or programs are consistent with established goals and objectives;~~

~~(d) Operations or programs are being carried out effectively and efficiently;~~

~~(e) Established processes and systems enable compliance with the policies, procedures, laws and regulations that could significantly impact Council;~~

~~(f) Information and the means used to identify, measure, analyse, classify and report such information are reliable and have integrity; and~~

~~(g) Resources and assets are acquired economically, used efficiently and protected adequately.~~

~~Scope includes identifying opportunities for adding value such as improving management control, organisational structure, operations, processes and the Council's image/reputation or protection of assets and general consulting.~~

The scope of internal audit work embraces the wider concept of corporate governance and risk, recognising that controls exist in organisations to manage risks and promote effective and efficient governance and performance. Internal audit services may include:

(a) Assurance Services – Services through which internal auditors perform objective assessments to provide assurance. Examples of assurance services include compliance, financial, operational/performance and technology engagements.

(b) Advisory Services – Services through which internal auditors provide advice to an organisation's stakeholders without providing assurance or taking on management responsibilities. The nature and scope of advisory services are subject to agreement with relevant stakeholders. Examples include advising on the design and implementation of new policies, processes, systems and products/providing forensic services/providing training/facilitating discussions about risks and controls.

Internal Audit will offer a service catalogue with a range of services including:

(a) Audits with a compliance, financial or operational performance improvement focus;

(b) Management requested services where business areas may request internal audit services, usually in response to an issue or an emerging risk;

(c) Multi-stage audits at key project milestones; and

(d) Continuous auditing of controls using technology.

Where Internal Audit has provided advisory services relating to a function or process, safeguards are applied to preserve objectivity in any subsequent assurance engagement, which may include the use of different auditors or external service providers.

The scope and coverage of internal audit work is not limited in any way and may cover any activity, operation and program, including those of subsidiary, controlled and associated organisations.

~~5.1.7 Audit Planning~~

~~Internal Audit will submit to the CEO and the Audit and Business Improvement Committee a summary of the annual audit plan, for the following year or a rolling 12-month audit plan. The audit plan is to be developed considering the input of senior management and the Audit and Business Improvement Committee, using a risk-based methodology. Any significant deviation from the annual plan will be communicated to senior management and the Audit and Business Improvement Committee through periodic activity reports. The CEO will approve the Audit Plan(s).~~

~~Flexibility will exist with the audit plan to allow for the CAE to include pre-approved activities based on changes to the risk profile, operations, programs, systems or controls, and make periodic changes to time taken versus planned, availability of resources and management assistance/resources to provide optimal audit coverage to the organisation at a reasonable overall cost. For example, adding one new approved requested audit engagement may necessitate deleting others from the approved plan for approximately equivalent days.~~

~~The CEO, via written notification, may request the CAE to perform unscheduled engagements (and specify objectives) as deemed justified based on Council's changed risk profile or operational necessity.~~

~~5.1.8 Reporting~~

~~A report will be prepared by the Internal Audit function. Reports can be verbal or written and will be issued by or through the CAE following the conclusion of each engagement and will be distributed as appropriate. If in hardcopy, a copy of each audit report will be forwarded to the CEO and the Audit and Business Improvement Committee.~~

~~The CAE may include in the audit report the auditee's response and corrective action taken or to be taken in regard to the specific observations, findings and recommendations.~~

~~Where responses or corrective actions are not supplied, by the requested date, to be included within the audit report, management of the audited area are required to respond directly to the Audit and Business Improvement Committee via a separate report. They are also required to respond in writing, within 20 working days (or timeframe requested) of the date of issue of the Final Audit Report, to Internal Audit.~~

~~A full function secretariat will be provided to manage all administrative matters associated with the running of the Audit and Business Improvement Committee – for example, business arising; audit recommendations/findings status reports, including management follow-up; members' travel and meeting scheduling and liaison; room bookings; etc.~~

~~Internal Audit will be responsible for appropriate follow-up reviews and associated audit reports (but not status reporting) on all audit findings and recommendations. All reportable findings will remain in an open issues file for follow-up and reporting to the Audit and Business Improvement Committee (in accordance with the *Local Government Regulation 2012*, section 207), maintained by the secretariat, and will remain on file until cleared by the CAE. The CAE will determine the nature, timing and extent of all follow-up activity.~~

~~5.1.9 Periodic Assessment~~

~~The CAE should periodically assess whether the sufficiency of activity resources, purpose, authority, and responsibility, as defined in this charter, continue to be adequate to enable the internal auditing activity to accomplish its objectives. The result of this periodic assessment should be communicated to senior management and Council.~~

~~A Quality Assurance and Improvement Program will include periodic internal and external assessments as deemed affordable and appropriate. Results of those assessments will be~~

~~communicated to the Audit and Business Improvement Committee and appropriate senior management.~~

~~Documents and information given to Internal Audit during a periodic review will be handled in the same prudent and confidential manner as by those employees normally accountable for them.~~

5.1.7 Responsibilities

5.1.7.1 Internal Audit

CAE responsibilities include, but are not limited to:

Internal Audit planning

(a) Change be involved in the development of an organisation-wide assurance strategy to lead the development of an organisation wide assurance strategy.

(b) Develop and implement a strategy for the internal audit function that supports the strategic objectives and success of the organisation.

(c) Develop a risk-based Internal Audit Plan that considers Council's objectives and risks, including those identified by management, and submit the plan to the Audit and Business Improvement Committee for review and approval. [The Internal Audit Plan presented to the Leadership Team will include a rationale for any high-risk areas or activities identified in the risk assessment that are not proposed for an assurance engagement in the current cycle (for example, due to recent external audit coverage or internal reviews)].

(d) Ensure changes to the Internal Audit Plan are approved by the Audit and Business Improvement Committee.

(e) Develop, implement and periodically review a Stakeholder Engagement Plan to ensure effective communication and coordination with key stakeholders, other assurance providers and regulators.

Internal Audit engagements

(a) Perform internal audit work contained in the approved Internal Audit Plan and produce a written balanced final communication for each audit containing a conclusion against the engagement objective, positive commentary on what is working well and improvement actions.

(b) Include proposed management actions in audit reports, identifying a responsible person and realistic timetable for completion.

(c) Provide final audit communication to management of the area audited, CEO and the Audit and Business Improvement Committee. Copies may be provided to management of other areas where relevant. Copies may be provided to the external auditor if requested.

Improvement actions

(a) Establish a risk based system to monitor progress by management to implement internal audit and external audit improvement actions, together with recommendations contained in reports by other relevant external and regulatory bodies.

~~(g)~~(b) Obtain regular management updates on progress to implement audit actions.

(c) Follow-up and obtain evidence that audit actions are effectively implemented by management before recommending closure to the Audit and Business Improvement Committee. Internal Audit will apply a risk-based process for testing implementation. Actions related to low-rated findings may not be subject to formal follow-up. Actions related to medium-rated findings may be subject to a desktop review of evidence. Actions related to high or very high rated findings will be subject to detailed effectiveness testing.

(d) Follow-up and obtain evidence that audit actions are effectively implemented by management before recommending closure to the Audit and Business Improvement Committee.

Internal Audit team

(a) The CAE is responsible for developing a strategy to recruit, develop~~,~~ and retain a competent internal audit function. This includes:

(i) **Skill assessment:** Periodically assessing current and future skill requirements and identifying any gaps between in-house capabilities and the requirements of the Internal Audit Plan.

(ii) **Professional development:** Ensuring all in-house team members maintain their professional qualifications, satisfy continuing professional development (CPD) requirements, and attend regular ethics training.

(iii) **External providers**: Where co-sourcing or external contractors are utilised, the CAE must ensure these providers possess the necessary specialised competencies and certifications. The CAE verifies that external partners have robust processes for maintaining the professional standing and ethical training of their staff.

(iv) **Knowledge transfer**: Ensuring engagements performed by external providers include structured opportunities for knowledge transfer to in-house staff to build long-term internal capability.

5.1.7.2 Management obligations

An Internal Audit Sponsor is nominated as the management owner of each audit and is to support the full, free and unrestricted access to all functions, premises, assets, personnel, records and other information necessary to enable Internal Audit to fulfill its responsibilities, in a timely manner.

Management and employees are obligated to professionally and constructively contribute to internal audit work, and implementation of audit actions in response to improvement opportunities and recommendations contained in internal audit reports.

Management receive a draft internal audit report and are required to provide management responses and proposed audit actions which should contain:

(a) Agreed, partially agreed or not agreed;

(b) If not agreed, why not;

(c) Action to be taken – these do not need to include lengthy comments or explanations – the action to be taken is all that is required;

(d) Responsible person;

(e) Timing; and

(f) Interim control arrangements to be relied upon where there is a long lead time, such as waiting to close-out an audit action through implementation of a technology solution.

Where management responses to an audit recommendation is not considered adequate, Internal Audit consults with management of the area audited and attempts to reach a mutually agreeable resolution. If agreement is not reached, Internal Audit refers the matter to the CAE or CEO for resolution. If agreement is still not reached, the final arbiter is the Audit and Business Improvement Committee.

Internal Audit will request regular updates from management on progress of audit action implementation. Timing will align to Audit and Business Improvement Committee meetings.

There is one opportunity for the Internal Audit Sponsor to revise the implementation date should this be necessary due to unexpected delay.

Where an original implementation date is passed, whether approved or not, the audit recommendation cannot be rated to be on track.

Where an audit recommendation rated high or above is not implemented and closed-out by its due date, the Internal Audit Sponsor may be required to attend the next Audit and Business Improvement Committee meeting and present details on why the audit recommendation has not been fully implemented and closed-out and how the associated risk is being addressed in the interim.

5.1.8 Reporting to the Audit and Business Improvement Committee

The CAE reports to the Audit and Business Improvement Committee on:

(a) Overall performance of Internal Audit, including performance measures agreed with the Audit and Business Improvement Committee;

(b) Internal audit work completed;

(c) Progress implementing the Internal Audit Plan;

(d) Common themes emerging from internal audit engagements;

(e) Where appropriate, assessments of individual functions or business units derived from more than one engagement;

(f) Implementation status of internal audit, external audit, and other relevant external and regulatory body recommendations;

(g) Achievements via an annual report to summarise work and achievements for the year, to demonstrate value delivered, and to provide an opinion on the overall state of internal controls and systemic issues identified;

(h) Annual assertion on Internal Audit independence and compliance with professional standards;

(i) Annual statement of assurance addressing performance of governance, risk management and control processes across the organisation.

The CAE also reports:

(a) Any disagreement with senior management or other stakeholders on the scope, findings~~,~~ or other aspects of an engagement that may affect the ability of the internal audit function to execute its responsibilities;

(b) Any incidents where independence may have been impaired, and the actions or safeguards employed to address the impairment; and

(c) Other matters as outlined in this Charter.

5.1.8.1 Reporting errors and omissions

If a final internal audit communication is found to contain a significant error or omission, the CAE will:

(a) Communicate the corrected information to all parties who received the original communication;

(b) Identify the significance of the error and the impact it may have had on management's previous decisions or actions; and

(c) Report the occurrence to the Audit and Business Improvement Committee and the CEO, explaining the cause and steps taken to prevent recurrence.

5.1.8.2 Communication and escalation protocols

The nature and frequency of communication between the CAE and the Audit and Business Improvement Committee shall be agreed upon annually.

(d) Frequency: The CAE formally reports to the Audit and Business Improvement Committee at each scheduled meeting and meets privately with the Committee at least twice per year.

(e) Escalation criteria: Matters of importance requiring immediate escalation to the Audit and Business Improvement Committee Chair (between meetings) include:

(i) Significant breakdowns in internal control or suspected systemic fraud;

(ii) Significant interference by management in the audit scope or access to information; or

(iii) Situations where the CAE believes senior management has accepted a level of residual risk that is unacceptable to the Council.

(f) Reporting thresholds: To ensure the Audit and Business Improvement Committee remains focused on strategic risks:

(i) Only high and medium-rated findings are reported in detail;

(ii) Low-rated findings are summarized or reported by exception unless they indicate a broader theme; and

(iii) Minor administrative changes to the Audit Plan or budget (for example, changes under 10% of total days) may be approved by the CEO and noted to the Audit and Business Improvement Committee, while significant changes require formal Audit and Business Improvement Committee approval.

(g) Risk appetite alignment:

(i) Internal Audit notifies the Audit and Business Improvement Committee in instances where senior management has elected to accept a level of residual risk that is deemed inconsistent with Council-approved risk appetite or tolerance statement.

5.1.9 Quality assurance and improvement program

The CAE is responsible for developing and maintaining a quality assurance and improvement program that includes:

(a) Internal assessments including ongoing monitoring;

(b) Performance measures agreed by the Audit and Business Improvement Committee;

(c) Annual internal self-assessments against the GIASs;

~~(a)~~(d) Annual assertion to the Audit and Business Improvement Committee on compliance with internal audit standards; and

(e) Independent external assessments performed at least once every five years by a qualified, independent assessor or assessment team from outside the organisation.

5.1.10 Confidentiality

All records, documentation and information accessed while undertaking internal audit work are to be used solely for the performance of these activities. Internal Audit and service providers are responsible and accountable for maintaining the confidentiality of the information they receive during their work.

All internal audit documentation and work papers remain the property of Council including where internal audit services are provided by service providers.

5.1.11 Evaluation of performance

Internal Audit performance is evaluated annually and results reported to the Audit and Business Improvement Committee. This includes:

(a) Results of the quality assurance and improvement program;

(b) Results of Internal Audit performance measures previously approved by the Audit and Business Improvement Committee;

(c) Feedback from management of areas where internal audit work has been performed; and

(d) Feedback from Audit and Business Improvement Committee members.

5.1.12 Relationship with other assurance activities

Council uses the Three Lines integrated assurance model to allocate responsibilities for risk management and control, recognising that:

(a) First line – Management has ownership, responsibility and accountability for assessing, controlling and mitigating risks.

(b) Second Line – Risk management facilitates and monitors implementation of effective risk management practices by management and assists risk owners in reporting adequate risk-related information up and down the organisation.

(c) Third Line – Internal audit, through a risk-based approach, provides assurance to the Audit and Business Improvement Committee and management on how effectively Council assesses and manages its risks, including the manner in which the first and second lines operate. Internal auditing does not absolve management and employees from any of their risk management and control responsibilities.

Internal Audit establishes and maintains an open relationship with the external auditor and other assurance providers as part of its stakeholder engagement plan. Internal Audit plans its activities to ensure adequacy of overall assurance coverage, coordinates with regulators where appropriate and minimises duplication of assurance effort across Council.

External audit has full and free access to all internal audit plans, work papers and reports.

5.1.13 Reporting arrangements

All Internal Audit staff and service providers report to the CAE, who reports:

(a) Functionally for operations to the Audit and Business Improvement Committee through the Chair; and

(b) Administratively to the CEO.

Functional reporting involves the Audit and Business Improvement Committee:

(a) Reviewing and approving the Internal Audit Charter;

(b) Approving decisions regarding the designation of the role of CAE to an employee of Council.

(c) Reviewing and approving the annual performance objectives and Key Performance Indicators (KPIs) for the internal audit function and the CAE.

(d) Assessing CAE performance against approved objectives.

(e) Periodically assessing the internal audit function's performance against approved objectives and the Internal Audit Charter.

(f) Reviewing and approving the Internal Audit Plan, and any changes to the plan.

(g) Reviewing reports on the results of audits, audit-related activities, audit team capability, audit performance, and other important matters.

(h) Monitoring Internal Audit compliance with professional standards, together with quality and improvement arrangements.

(i) Approving the scope, competencies, and independence of the external assessment team for the 5-yearly Quality Assurance review.

(j) Meeting privately with the CAE at least twice each year without the CEO or other management present.

(k) Making enquiries of the CAE to determine any scope or resourcing limitations that may impede the execution of Internal Audit responsibilities.

Administrative reporting to the CEO includes:

(a) Provision of sufficient budget to facilitate appropriate resourcing, including specialist co-sourced resources, technology, acquisition and ongoing professional training/development.

(b) Provision of corporate services to Internal Audit including office accommodation, technology and equipment.

(c) Human resource administration.

The CAE meets regularly with the CEO, with meetings scheduled as required. Right of direct access to the CEO by the CAE is preserved for any time the CAE believes it to be warranted.

For outsourced or co-sourced internal audit engagements, the service provider partner reports through the CAE. The service provider partner may be provided direct access to the CEO and the Audit and Business Improvement Committee Chair.

5.1.14 Responsibility for the detection and reporting of fraud and corruption

5.1.14.1 Management responsibility

Internal Audit is not legally or professionally responsible for the prevention or detection of fraud and corruption. Primary responsibility for the prevention and detection of irregularities rests with Council and management, achieved through the design, implementation and continuous operation of a robust system of internal controls.

5.1.14.2 Internal Audit role

Internal Audit is responsible for evaluating the adequacy and effectiveness of management's controls and actions in mitigating fraud risk. To support Council's integrity framework, the CAE must be notified promptly of any special investigations, instances of fraud or theft, or suspected cases of misappropriation and financial malpractice.

5.1.15 Technology and audit capability

To enhance the effectiveness and efficiency of the internal audit function, the strategy includes a focus on progressive technology enablement aligned to Council's size, risk profile~~,~~ and digital maturity.

Internal Audit continues to evaluate and enhance the tools used to support audit planning, execution, reporting and follow-up, including:

(a) Audit management and working paper systems;

(b) Audit recommendations tracking and reporting;

(c) Alignment between audit planning and Council's Risk Register; and

(d) The use of data analytics and dashboards where practical to support targeted risk insights.

Technology initiatives are prioritised based on value, scalability~~,~~ and integration with existing Council systems. The objective is not to increase complexity, but to improve transparency, efficiency and the timely delivery of audit outcomes to management and the Audit and Business Improvement Committee.

Progress against technology enablement initiatives are monitored through:

(a) Reduced audit cycle times;

(b) Improved visibility of audit actions and status;

(c) Enhanced quality and consistency of audit documentation; and

(d) Positive feedback from key stakeholders.

6 Review timelines

This policy is reviewed when any of the following occur:

(a) The related information is amended or replaced; or

(b) Other circumstances as determined from time to time by Council.

7 Document management

Sponsor	Chief Executive Officer
Business Owner	~~Deputy Chief Executive Officer~~General Manager Workforce and Governance
Policy Owner	~~Chief Audit Executive~~General Manager Workforce and Governance
Policy Quality Control	Legal and Governance

11.12 WHOLE OF COUNCIL CORPORATE PERFORMANCE REPORT FOR PERIOD ENDING 31 AUGUST 2026

File No:	**1392**
Attachments:	**1. Whole of Council Corporate Performance Report - August 2026⇩**
Authorising Officer:	**Peter Kofod - Acting Chief Executive Officer**
Author:	**Lisa Caffery - General Manager Workforce and Governance**

SUMMARY

General Manager Workforce and Governance presenting the Whole of Council Corporate Performance report for period ending 31 August 2026 for Councillors' information.

OFFICER'S RECOMMENDATION

THAT the Whole of Council Performance Report for period ending 31 August 2026 be 'received'.

COMMENTARY

The Whole of Council Performance Report for period ending 31 August 2026 is presented for Council's consideration.

WHOLE OF COUNCIL CORPORATE PERFORMANCE REPORT FOR PERIOD ENDING 31 AUGUST 2026

Whole of Council Corporate Performance Report - August 2026

Meeting Date: 22 September 2026

Attachment No: 1

Whole of Council



Corporate Performance Report

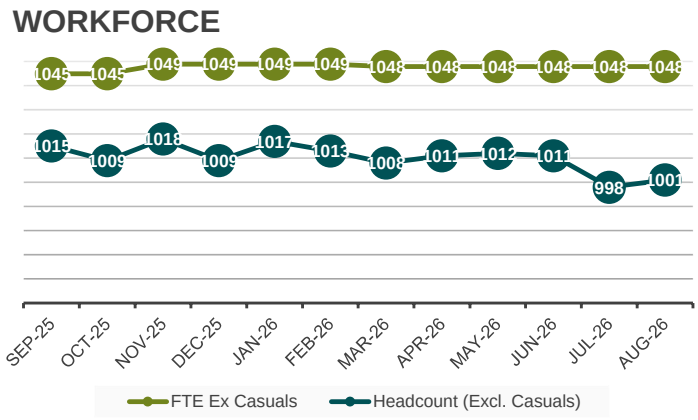
01 August 2026 – 31 August 2026

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WORKFORCE & GOVERNANCE

Human Resources

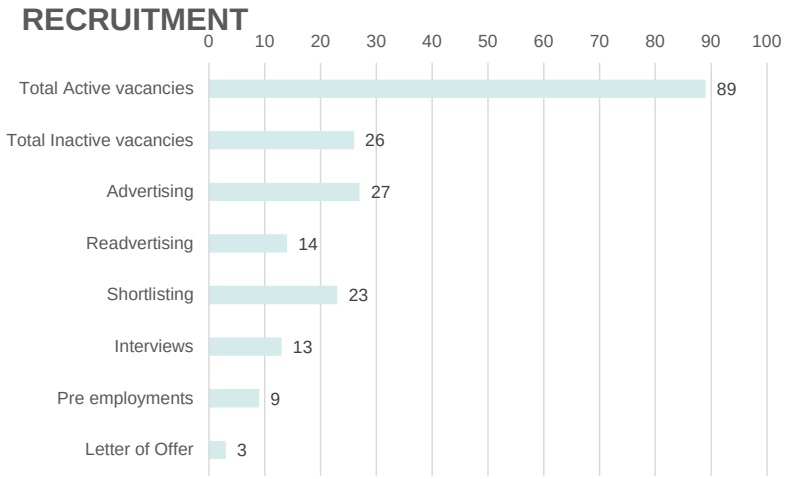


Commentary:

Establishment (FTE) – Our positions include the total number of positions in Council, including Full Time and Part Time. These positions will vary from Permanent roles to Fixed Term roles and the above figures exclude Casuals.

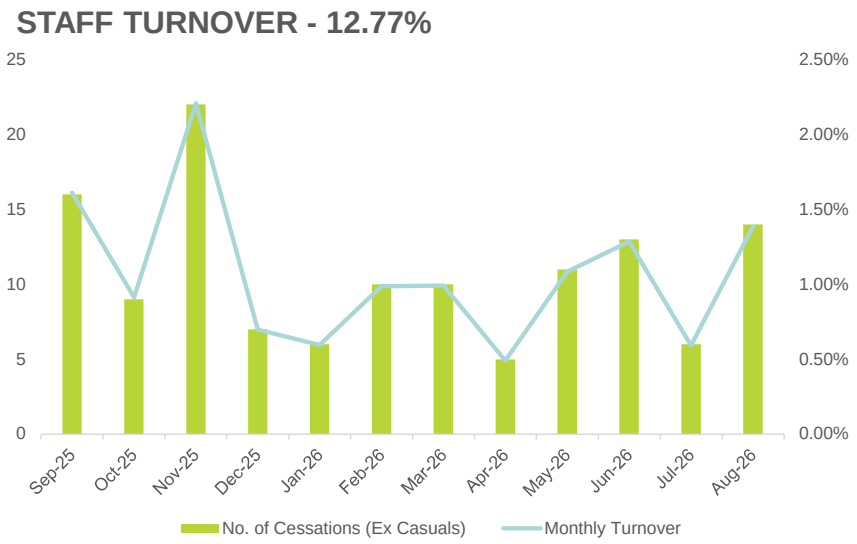
Employees (Headcount) - Our workforce includes the total number of employees employed by Council including full time and part time employees (excludes labour hire and contractors). Figures above show Headcount totals excluding casuals.

Council had 78 Casuals available for month of August.



Commentary: Active vacancies are those positions currently being recruited, including casual positions, long term leave and fixed term backfilling. Inactive vacancies are positions that are currently under review or on hold.

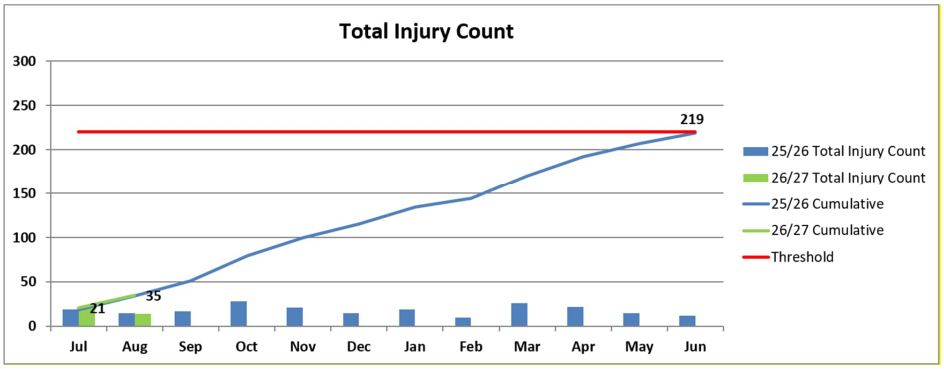
Inactive vacancies for previous month – 26

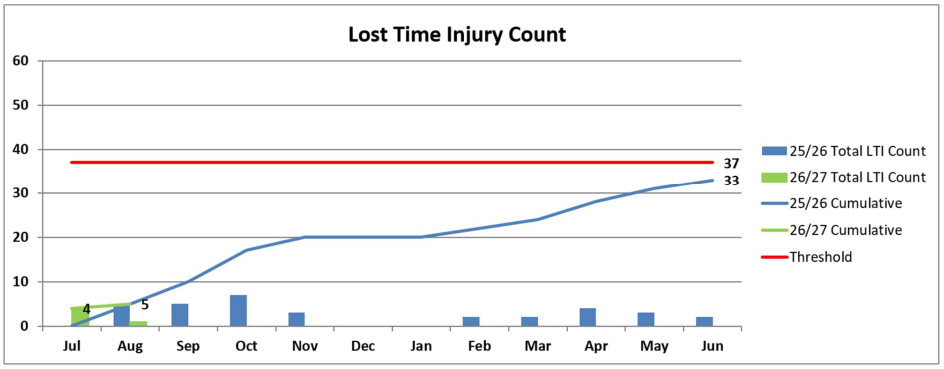


Commentary: Staff turnover for the previous 12 months is 12.77%. This is considered to be an acceptable level of employee turnover. Casual employees are excluded from staff turnover calculations.

Safety


Days Lost Due to Injury
700
600
500
400
300
200
100
0
11
24
304
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
26/27 FY Days Lost
26/27 FY Days Lost Cumulative
Threshold


Total Injury Count
300
250
200
150
100
50
0
219
21
35
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
25/26 Total Injury Count
26/27 Total Injury Count
25/26 Cumulative
26/27 Cumulative
Threshold


Lost Time Injury Count
60
50
40
30
20
10
0
37
33
4
5
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
25/26 Total LTI Count
26/27 Total LTI Count
25/26 Cumulative
26/27 Cumulative
Threshold

Administrative Action Complaints

Departmental Report – Number of level 3 Administrative Action Complaints as of 1 July 2026 – 31 August 2026

Department	AAC 3 Open – received this month	AAC 3 Open – carried over	AAC 3 Closed	QO referrals to RRC	QO requests from RRC
Office of the CEO	0	0	0	0	0
Workforce and Governance	0	0	0	0	0
Regional Services	1	2	2	0	0
Communities and Lifestyle	0	0	2	0	0
Organisational Services	1	0	0	0	0
RRC totals - current month	2	2	4	0	0
RRC totals - FY 26/27			5	0	2

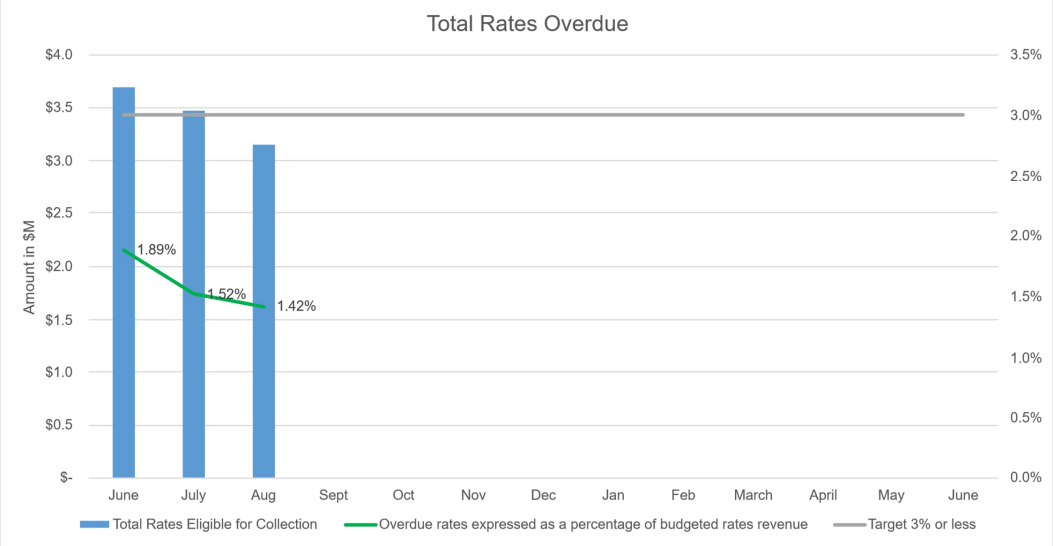
*AAC – Administrative Action Complaint
*QO – Office of the Queensland Ombudsman

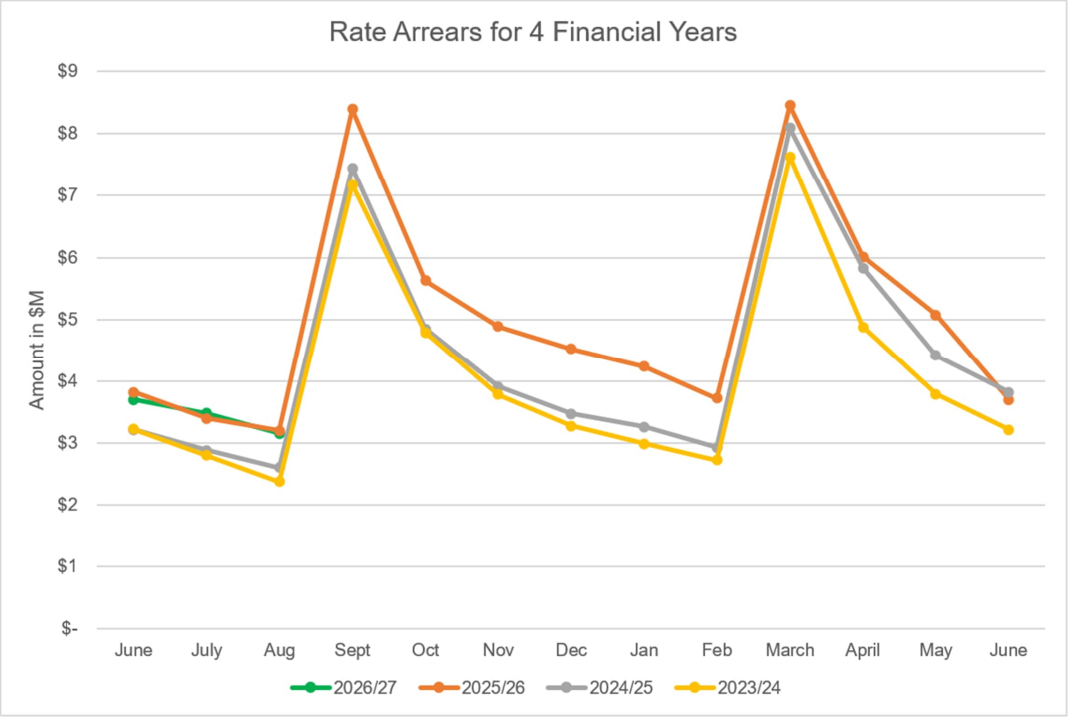
ORGANISATIONAL SERVICES

Service Level Statistics

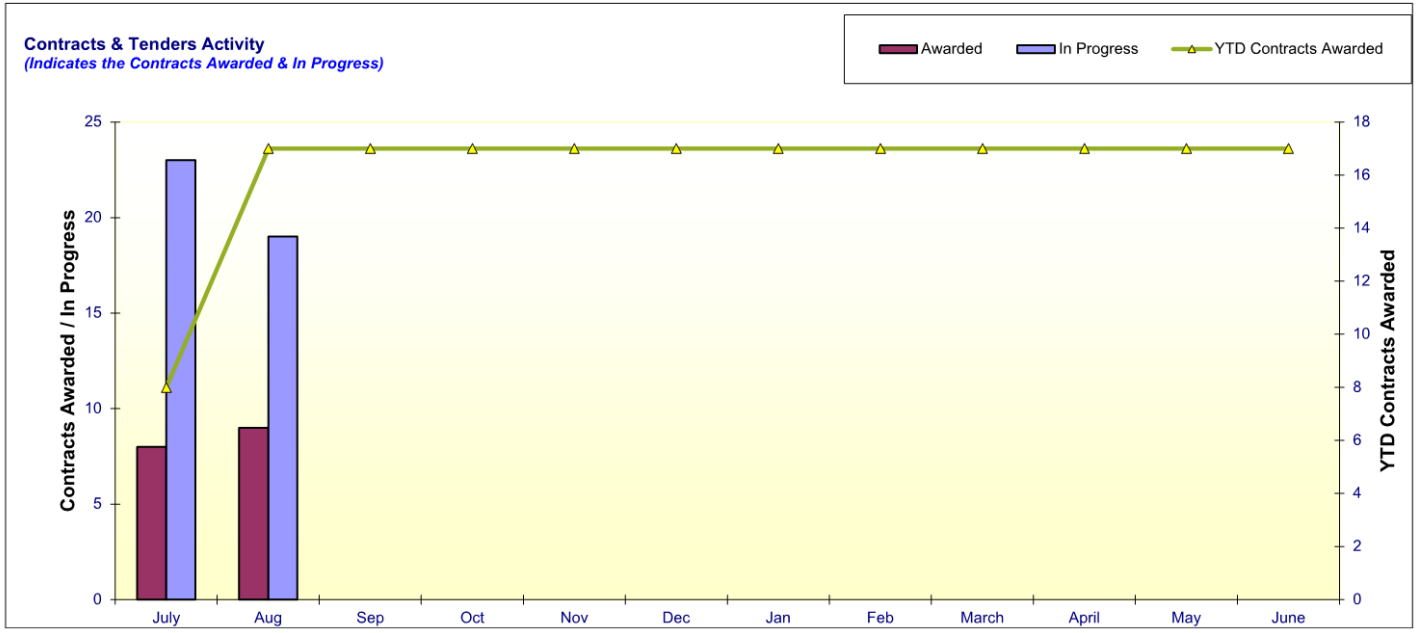
Service Level	Target	Current Performance
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	95%
IT support services provided within service levels outlined in the IT Service Catalogue.	90%	88%
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%
Process records on the day of receipt as per Recordkeeping Charter.	95%	84%
Ensure supplier payments are made within stated trading terms.	90%	92%

Rates




Rate Arrears for 4 Financial Years
Amount in $M
$9
$8
$7
$6
$5
$4
$3
$2
$1
$-
June
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
March
April
May
June
2026/27
2025/26
2024/25
2023/24

Procurement & Logistics



Contracts Awarded: 9

TEN16671 - PSA Printing and Distribution of Animal, Water and Rates Notices - Lane Bros. Printers Pty Ltd - SOR
TEN16678 - Supply of Security Screening and Front of House Services to Rockhampton Airport - Trident Services Australia Pty Ltd - SOR
TEN16552 - Rockhampton History Library Roof and Aircon Replacement Works - 1OneGroup Pty Ltd - $841,539
TEN16737 - North Rockhampton Sewerage Treatment Plant Control Room Upgrades - Linbridge Builders Pty Ltd - $672,375.95
TEN16736 - Customs House Refurbishment - Eight 3 Constructions Pty Ltd - $720,358
TEN16746 - Showgrounds & Victoria Park Power Upgrade - Stanke Group Electrics Pty Ltd - $1,330,540
TEN16426A - RPQS Trade Services - Contract Refresh - Various - SOR
LB16637 - Supply and Delivery of 5-7T Excavator - Hastings Deering (Australia) Limited - $168,100
LB16445 - Supply and Delivery of Brush/Woodchipper - RDO Equipment Pty Ltd TA Vermeer Australia - $247,390

Contracts in Progress: 19

TEN16011 - Supply & Delivery of Gaseous Chlorine - Under Evaluation
TEN16196 - RPQS General Civil Construction Services - Under Evaluation
TEN16646 - Victoria Park Tennis Court Refurbishment - Under Evaluation
TEN16687 - Exterior Painting Mt Morgan School of Arts & Library - Under Evaluation
TEN16703 - RPQS Engineering Maintenance and Manufacturing Services - Under Evaluation
TEN16697 - Sale of 38 Morgan Street, Mount Morgan - Under Evaluation
TEN16698 - Lease of Old Squash Courts, 36 Thompson Avenue, Mount Morgan - Under Evaluation
TEN16617 - Fire Protection Systems & Equipment Service Maintenance - Under Evaluation
TEN16699 - Rockhampton Sports Precinct Stage 1 Netball - Under Evaluation
TEN16738 - Dooley Street Depot Roller Doors Replacement - Under Evaluation
TEN16730 - Mount Morgan Cemetery Expansion - Document Development
TEN16747 - Botanic Gardens Administration Building Roof Replacement - Under Evaluation
TEN16762 - PSA Supply & Delivery of Bagged Cement Products - Under Evaluation
TEN16761 - RPQS for the Supply of Electrical Equipment - Under Evaluation
QUO16773 - Dry Hire of 1.5 Tonne Excavator - Under Evaluation
TEN16765 - RPQS for the Supply of Traffic Control Services - Closes 2 September 2026
TEN16777 - Rehabilitation of Sewer Mains, Cleaning, CCTV Inspection, Condition Assessment, Lining and Associated Works - Closes 9 September 2026
TEN16783 - Veterinary Services - Rockhampton Zoo - Closes 16 September 2026
TEN16793 - Buy-Back, Collection and Recycling of Densified EPS Balls - Closes 30 September 2026

PSA = Preferred Supplier Arrangement
RPQS = Register of Pre-Qualified Suppliers
S&D = Supply and Delivery
SOR = Schedule of Rates

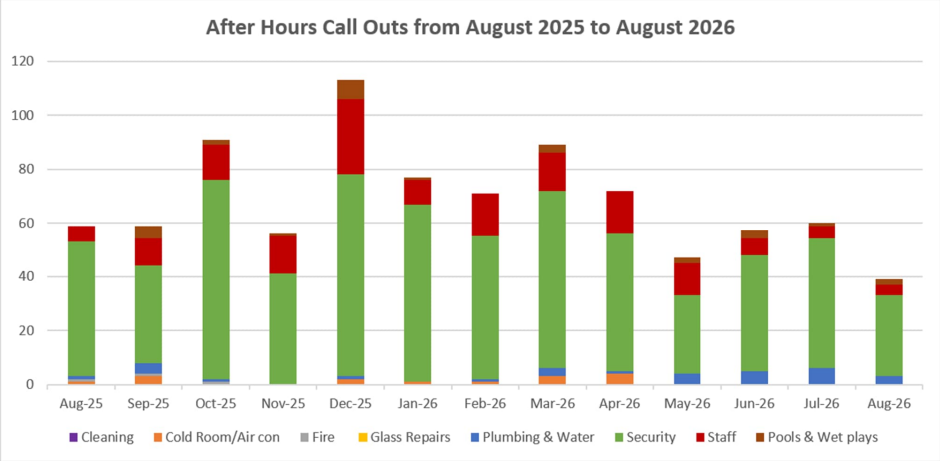
Customer Request Statistics

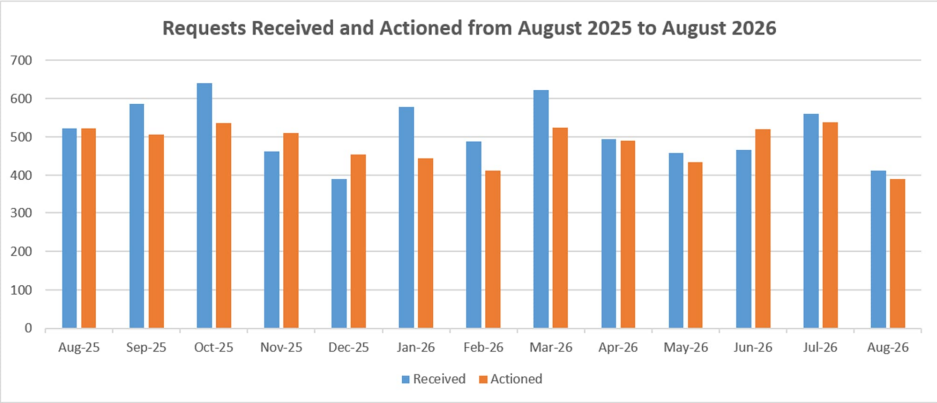
Customer Requests Completed Monthly & Top 5 Customer Requests

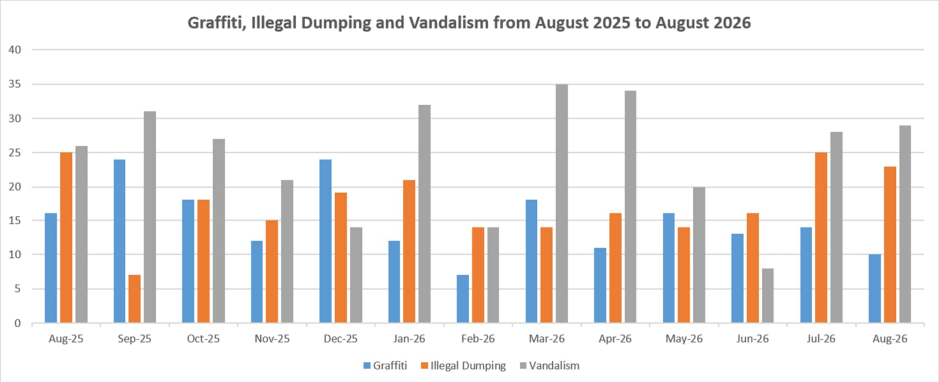
	August
Requests Logged	3440
Same month Completed	2591
% completed same month	**75%**
Completed Total for Month	**3873**
Total Pending	**4587**
Top 5 Requests for Month	Property Search Form Water Leak Asset Duty Planner (new enquiry) Replacement Bin RRC (Damaged/Lost/Stolen) Assets & Facilities Management (Asset)

Total outstanding customer requests up to 3 months old: 3998

Fleet & Facilities



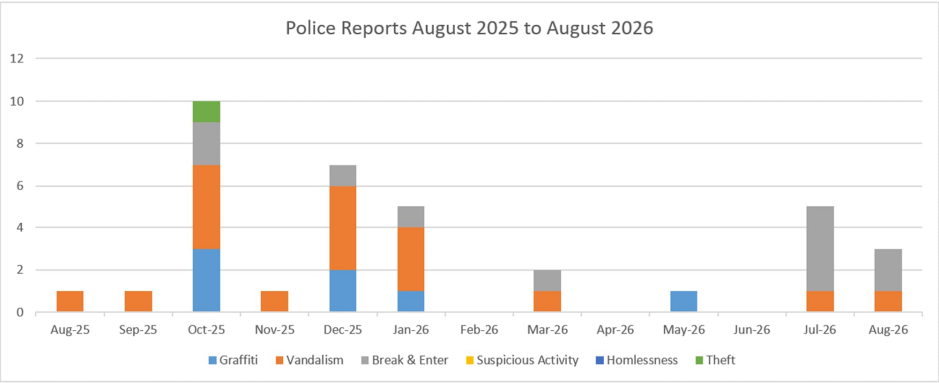




Commentary:

Vandalism - Parks & Open Spaces accounted for the majority of vandalism incidents (51.7%), representing over half of all reported occurrences. Council Owned Buildings were the second most affected asset type (31.0%), accounting for almost one-third of incidents. Amenities represented 17.2% of vandalism incidents, indicating a smaller but notable proportion of cases.

Illegal Dumping - Urban Roads accounted for the vast majority of illegal dumping incidents (82.6%), indicating that roadside locations remain the primary target for unlawful waste disposal. Parks & Open Spaces represented 13.0% of incidents, showing a smaller but ongoing impact on recreational and community spaces. Council Owned Buildings recorded the lowest proportion of incidents (4.3%), with only one reported occurrence during the reporting period.



COMMUNITIES & LIFESTYLE

Growth & Community Partnerships

SUSTAINABILITY

- Reef Guardian Council – Council finished and submitted its FY2026-27 Reef Action Plan, as required under the Reef Guardian MOU. The Reef Guardian Councils Executive Committee and Working Group meeting was hosted in Mackay on 26-27 August 2026. Council also contributed content to the Reef Guardian Council's collaborative advocacy, Water Quality Snapshot report.
- Community Assistance Program Environmental and Sustainability Scheme Grants Round 1 – the Environmental and Sustainability Grants supports not-for-profit community based organisations to deliver environment and sustainability initiatives that align with the objectives of Council's Sustainability Strategy. The following projects were awarded via Round 1, 2026:
    - Lakes Creek Landcare Inc. –*Bush restoration Nerimbera Fossil Site*
    - St Peter's Catholic Primary School P&F Association – *Litter prevention and compostable Tuckshop packaging*
    - Rockhampton Girls Grammar School P&F Association – *Yarning circle sustainability & native plant enhancement project*
    - Australian Native Bee Association (Rockhampton branch) – *Educating our community about Australian Native Bees.*
- Living Sustainably Program – Sustainability in Action Photo Competition 2026 – Council's Living Sustainably' program aims to foster sustainable behaviour within our community across a range of 12 sustainability themes including waste, water, energy, transport and biodiversity-relation topics. The annual Sustainability in Action Photo Competition celebrates the everyday actions that our local schools and households are taking to look after the environment, so it in turn can continue to look after us. Entries to the 2026 Sustainability in Action (SIA) Photo Competition closed on Friday 7th August 2026, after launching on World Environment Day in June, with celebratory media and communications planned. Award presentations to the winning Household category sustainability champions are scheduled, with celebratory media and communications planned. Winning school category sustainability champions will be awarded at school assemblies throughout October 2026 (School Term 4).

GRANTS STATUS UPDATE

Grant Application Dashboard Aug 2026

Applications Successful	Applications Submitted	Awaiting Outcome	Applications Unsuccessful	Funding Secured	Funding Sought
0	1	3	1	$0	$499,998

Successful Expression of Interest

Program	Project	Application Lead	Project Delivery Lead	Total Project Cost	Funding Amount	Council Co-contribution	Third Party Co-contribution
Regional Business Gateway Program (Expression of Interest)	Rockhampton Business Growth Gateway	AR	AR	**$550,000**	$550,000	$0	$0

Successful Grants

Nil during the reporting period

Grants Submitted

Program	Project	Application Lead	Project Delivery Lead	Total Project Cost	Funding Amount	Council Co-contribution	Third Party Co-contribution
Games On! Grassroots Infrastructure Program (ROI)	Rockhampton Cricket Ground – Lighting Upgrades	Growth & Community Partnership	Project Delivery	**$909,810**	$499,998	$259,812	$150,000

Grants Awaiting Outcome

Program	Project	Application Lead	Project Delivery Lead	Total Project Cost	Funding Amount	Council Co-contribution	Third Party Co-contribution
Active Transport Grants Program	Graeme Acton Way – Shared Path (Design & Construction)	Infrastructure Planning	Civil Operations	**$666,718**	$333,359	$333,359	$0
Flying Fox Roost Management (FFRM) Local Government Grants Program	Rapid Response Flying Fox Deterrent Support System	Open Spaces & Recreation	Open Spaces & Recreation	**$59,541.00**	$29,770.50	$29,770.50	$0
Disaster Ready Fund Round 4	Heat and Bushfire Risk Assessments & Mapping	Growth & Community Partnership	Growth & Community Partnership	**$300,000**	$150,000	$60,000 (cash 27/28 budget request) $90,000 (in-kind)	$0

Unsuccessful Grants

Program	Project	Application Lead	Project Delivery Lead	Total Project Cost	Funding Amount	Council Co-contribution	Third Party Co-contribution
Strengthening Rural Communities Prepare and Recover	The Adaption Game - Strengthening Rocky Region Preparedness	Growth & Community Partnership	Growth & Community Partnership	**$25,000**	$25,000	$0	$0

Sport and Active Communities

State Schools Regatta and Rowing Precinct Preparation

Active Communities continues to work closely with Rowing Queensland to secure and commit preparation outcomes for the upcoming State Schools Regatta, providing sponsorship and in-kind support to assist with event delivery. During the reporting period, installation of the rowing course commenced, while bank rehabilitation, vegetation management, tree trimming, dead wooding and broader precinct beautification works were undertaken to ensure the venue is presented to a high standard and event-ready for competitors, officials and spectators.

2032 Games Legacy Engagement and PVR Activities

Active Communities continued to work closely with key delivery partners on Brisbane 2032 legacy opportunities, with a primary focus on progressing the Project Validation Report (PVR) towards completion of the 100% concept design and draft reporting phases. During the reporting period, activities were heavily focused on financial modelling, operational forecasting, displacement planning, risk assessment and business case development to better understand the long-term viability, operational requirements and legacy outcomes associated with the flatwater venue project as it approaches a future financial investment decision.

Victoria Park Cricket Relocation Project

Planning and delivery activities continue for the staged relocation of cricket infrastructure from Victoria Park to Kele Park and Kalka Shades. The project remains on track and will support the transition of cricket activities from Victoria Park while ensuring the existing operational and program outcomes are maintained across all sites. Stakeholder engagement, procurement and project coordination activities continued throughout the reporting period, with the construction phase commencing September 7th.

Rockhampton Cricket Ground Lighting Upgrade Grant Application

Active Communities received notification from the Department that Council was successful in progressing to Stage Two of the GAMES ON! funding program. Council subsequently submitted a full application seeking $499,998 towards lighting upgrades at Rockhampton Cricket Ground. If successful, with funding outcomes expected in October 2026, the project will enhance training and competition opportunities while strengthening the region's capacity to attract and host major sporting events. Subject to a successful funding outcome, Council will be requested to amend an existing capital project budget to align with Council's required contribution and enable delivery of the upgraded project scope (as reported).

Regional Sporting Infrastructure Planning Activities

Active Communities continues to work with various sporting and community organisations to plan future facility requirements that support participation growth, organisational sustainability and improved community access. During the reporting period, planning discussions progressed with groups including Rockhampton OzTag, Fitzroy Men's Shed, Rockhampton Basketball and Brothers Rugby Union, while site planning and master planning activities also continued across strategic multi-user precincts including Saleyards Park, to support future development opportunities and shared-use outcomes.

Sporting Infrastructure Project Delivery

Delivery of State and Federal Government supported sporting infrastructure projects continued across the region during the reporting period. The Bluebirds clubhouse redevelopment has progressed to approximately 70% completion, the Glenmore Bulls amenities project has achieved practical completion, the federally funded female change room project at Kele Park has progressed to tender and the Gracemere Junior Rugby League clubhouse project continues to advance towards procurement and the commencement of construction. These projects represent a number of the infrastructure investments currently underway to improve local sporting facilities across the region.

Communities & Culture

POINTS OF INTEREST

MAJOR VENUES

Pilbeam Theatre

Local school communities were well represented through annual musical productions presented by Rockhampton Grammar School and Rockhampton Girls Grammar School, providing valuable performance opportunities for young people and drawing significant audience support. The venue also hosted a range of commercial and touring performances, including a Morning Melodies concert celebrating the music of Elton John, *A Taste of Ireland,* featuring internationally acclaimed Irish music and dance, and an Everly Brothers tribute production. A highlight of the month was Bangarra Dance Theatre's *Horizon,* an outstanding contemporary dance performance that formed part of the See It Live program. The month concluded with Central Queensland All Schools Battle of the Bands, showcasing emerging local musical talent and performing to another enthusiastic audience.

62 Victoria Parade

62 Victoria Parade continued to play an important role for Pilbeam Theatre operations, primarily functioning as auxiliary space for visiting performers and school productions The venue provided additional dressing rooms, rehearsal areas and performer lunchrooms throughout the month, assisting with the delivery of several major productions. Touring arts organisations also utilized the venue for meetings and production activities, while Council departments continued to access the space for staff training sessions and internal meetings.

Walter Reid Cultural Centre

WRCC delivered a broad range of community, arts and cultural activities during the month. Rockhampton Youth Orchestra presented *Symphony of Stories,* a collaborative project delivered in partnership with Rockhampton Regional Libraries that was well received by the community. Queensland Theatre conducted its annual *Scene Project,* providing valuable development opportunities for emerging young performers from across the region. The WRCC also supported local visual artists through exhibitions presented by the Royal Queensland Art Society and Central Queensland Contemporary Artists, showcasing the work of regional artists and contributing to the region's cultural vibrancy.

Rockhampton Showgrounds

The Rockhampton Showgrounds hosted a significant number of events throughout the month. Major events included Rocky Swap and CapriCon, both attracting strong attendance and visitation. Between these marquee events, the venue accommodated a diverse range of community, industry and business events, including the Gem Expo, Australian Meat Industry Sausage Competition, Artisan markets, Regional Safety Expo, Repco Workshops, Kennel Club Dog Show, Queensland Corrective Services training exercises, and a Reverse Job Fair. The variety of events delivered demonstrates the venue's flexibility and its ongoing contribution to community engagement, economic activity and industry development across the region.

Mount Morgan Showgrounds

While the Mount Morgan Showgrounds did not host the annual Mount Morgan Agricultural Show this year, the venue remained active through the delivery of a Gangulu Language and Cultural Camp. The camp provided an important opportunity to celebrate and strengthen local Indigenous culture, language and community connections, demonstrating the venue's value as a community gathering space demonstrating the utility of Council facilities in cultural inclusion and heritage recognition.

LIBRARIES

August was a busy month for the libraries team as they delivered several large-scale events. The First 5 Forever Team had a stall at the *G'Day Little Queenslanders* event on 2 August. Delivered by the Queensland Government aimed at engaging young families. It was well attended and successfully highlighted the library services and how libraries are 'Delivering for Queensland'. The team signed up nearly 40 new library memberships including adults and children, and had 778 engagements at the library passive play area. It was a great way to collaborate and showcase the Rockhampton library service.

Book Week 2026 was another success with our library staff bringing books to life by dressing up as characters from all sorts of books both well-known or otherwise. A record number of books were distributed to families across the region with more than 2,105 books given to Rockhampton Region's youngest citizens resulting in the biggest book giving event to date.

As part of Book Week and in collaboration with The Rockhampton Youth Orchestra and local school librarians, the Rockhampton Regional Library hosted Brisbane-based author and illustrator Peter Carnavas. The Book Week theme – *Symphony of Stories* - was embraced in full with Peter delivering storytelling and illustration workshops and musicians accompanying him creating different moods, themes and tales.

Storytime at the Zoo again had a bumper attendance with 249 people keen to hear the classic story 'Who Sank the Boat' brought to life.

RMOA

Visitation is tracking within set targets and recent audience feedback is very favourable, particularly for *Too Deadly: Ten Years of Tarnanthi* with RMOA the first venue on this national tour from the Art Gallery of South Australia. This exhibition demonstrates the importance and impact of a long-term partnership which has resulted in the forming of this significant collection. The 2026 Gold Award continued highlighting new artwork by Australian artists. This year several artworks have been acquired for the RMOA Collection from funds raised from the Philanthropy Group through the Gold campaign. At the end of the period, 2 new exhibitions: *David Sawtell – Burdens of Light* and *RMOA Collection: Neighbourhood* have had final preparation with official opening in September. *Neighbourhood* consists of 58 artworks, many on display for the first time and celebrates Central Queensland and importance of community.

Audience engagement and learning continue to provide a wide range of activities. To maximise the experience of *Taste of the World*, RMOA remained open with Urs Fischer's sculpture Francesco lit for the evening, resulting in more than 780 visitors. Other events included 4 pop-up performances by two local dancers as a response to Sally Smart's The Artists Ballet with up to 30 attendees at most performances.

The RMOA Members Breakfast attracted approximately 30 members for Breakfast & Brews on 28 August, providing an opportunity to meet the Museum's new Director, Peter Denham, and enjoy an exclusive first look at the *Neighbourhood* exhibition.

Throughout August, *Francesco*, Urs Fischer's four-metre wax sculpture, quite literally "lost his head", much to the delight of visitors. The artwork has generated significant public interest, with many visitors sharing regular updates on their personal social media channels. The sculpture has become affectionately known as "Melty Man", with even a local Yeppoon community page posting frequent progress updates.

In late August, the Regional Women's Network Central Queensland hosted a member event at RMOA as a paid venue hire. Attendees enjoyed exclusive access to the Museum prior to opening and participated in a floor talk on *Neighbourhood* with Curator Shanna Muston, along with insights into other exhibitions, including David Sawtell's works and the *Gold Award 2026* exhibition.

Several corporate bookings were also hosted throughout August, with organisations utilising the Level 1 program rooms for meetings and events.

HERITAGE VILLAGE

It has been another great month at the Heritage Village, with the markets taking centre stage during the first few weeks. More than 3,250 visitors came through the gates to explore the 119 market stalls on offer, highlighting the continued popularity of these events.

The Shearing Shed also enjoyed a busy month, showcasing the venue at the Gladstone Wedding Expo, and welcoming back a long-standing annual hirer of more than 15 years for their Gala Ball. In addition to external events several meetings and forums were held by Rockhampton Regional Council including the CEO Forum.School and tram tours have remained consistent, and the team is looking forward to delivering a range of activities during the upcoming school holiday period.

LIBRARY ATTENDANCE/MEMBERSHIP

LIBRARY STATISTICS	26/27 YTD RRL	25/26	24/25	SLQ target	QLD AV. 23/24	26/27 YTD RRL
Loans (physical & online)	75,196	421,871	443,379	*5-8 per capita*	7.87	0.90
Physical visits	32,317	187,456	181,920	*4.8 per capita*	3.2	0.39
Programs & activities	212	1,118	1,438	*No target*	-	-
Program engagement	8,816	34,744	70,111	*0.4 per capita*	0.31	0.11
Active members	21,438	21,449	21,373	*44% of pop.*	33.22%	25.62%
New members	628	3,546	3,188	*No target*	-	-
Customer queries	6,824	50,302	62,767	*No target*	-	-
Total collection	186,767	186,847	183,182	*No target*	-	-
Physical stock	160,446	160,491	157,835	*0.85-1.5 per capita*	1.06	1.92

HISTORY CENTRE ATTENDANCE

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD 26/27	25/26	24/25
139	138	-	-	-	-	-	-	-	-	-	-	277	1,768	1,651
192	180	157	157	193	133	111	111	143	126	139	126		1,768	

CHILDCARE STATISTICS UTILISATION % 26/27

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD 26/27	25/ 26	24/25
98	98	-	-	-	-	-	-	-	-	-	-	98%	92%	94%
95	93	94	92	91	92	81	86	94	94	96	96		92%	

MAJOR EVENTS ATTENDANCE

Venue Event Attendance	YTD 26/27	25/26	24/25
Pilbeam	14,586	80,775	64,198
R'ton Showgrounds	70,184	195,243	198,142
Mt Morgan Showgrounds	200	1,301	2,271
Walter Reid events	2,401	16,061	19,975
62 Victoria Parade	766	6,492	8,984

Venue Hire Waived (Internal or Sponsored)	YTD 26/27 $	25/26 $
Pilbeam	-	-
R'ton Showgrounds	-	$14,597
Mt Morgan Showgrounds	-	-
Walter Reid	-	-
62 Victoria Parade	-	-

Walter Reid CC Total Site Attendance	YTD 26/27	25/26
Business Hours	7,106	50,988
After Hours	7,131	35,781

HERITAGE VILLAGE ATTENDANCE

Heritage Village Visitor Types	YTD 26/27	25/26	24/25
General Admittance	1,257	4,825	6,060
School Tours Numbers	488	1,691	1,754
Other Tour Numbers	161	254	983
School Holiday Activities July – 6-day period	1,158	1,207	484
School Holiday Activities Sept – 6-day period	-	879	832
School Holiday Activities Easter – 6-day period	-	1,284	1,254
School Holiday Activities June – 1/3-day period	-	147	0
Markets	3,263	5,234	12,301
Shearing Shed	1,244	2,919	3,383
TOTAL	**7,571**	**21,107**	**27,051**

SHEARING SHED EVENTS

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	YTD 26/27	25/26	24/25
4	3	-	-	-	-	-	-	-	-	-	-	7	21	30
2	4	2	2	5	0	0	0	0	2	3	1		21	

SHEARING SHED ATTENDANCE

Shearing Shed Attendance	YTD 26/27	25/26	24/25
Private Hire Pax #	210	2,306	2,025
Internal Event Pax #	365	496	988
Ceremony Only Pax #	42	117	370
TOTAL	617	2,919	3,383

MONTHLY VOLUNTEER HOURS

Site	YTD 26/27	25/26	24/25
Friends of the Theatre	757	4,628	3,937
Friends of the Village	3,389	17,117	19,177
Archer Park Rail Museum	2522	10,553	12,736
Rockhampton Museum of Art	252	1,313	1,497
Mount Morgan Railway	1,345	9,101	9,025
TOTAL	8,265	42,712	46,372

RAIL MUSEUMS ATTENDANCE

Museum Attendance	YTD 26/27	25/26	24/25
Archer Park Museum	682	4,369	4,775
Mount Morgan Museum	1,277	2,500	3,075

ROCKHAMPTON MUSEUM OF ART ATTENDANCE

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
8,184	7,917	-	-	-	-	-	-	-	-	-	-
14,979	7,259	6,821	5,771	6,427	6,114	5,815	5,623	6,719	6,350	6,690	7,217

RMOA Activity	YTD 26/27	25/26	24/25
Programs	24	131	168
Member Events	1	6	13
Group Tour Bookings	10	60	52
Corporate Hire	5	12	19
Exhibitions	3	10	12
RMOA Collection External Loans/ RMOA Touring Exhibition Visitation	934	4,715	-
Artist in Residence (days)	20	138	90
Shop Sales	$11,594	$95,579	$142,140
Attendance	16,101	85,785	88,733

HOME ASSIST

This program provides services to the following local government areas:

Rockhampton, Banana, Central Highlands, Gladstone, Livingstone

State Government – Department of Communities, Housing & Digital Economy – Home Assist Program

Measured Service Type	Reporting Hrs/ Month	Monthly Output Target	Year To Date Actual	Output Service Delivery Targets
Info Refer	115 hrs	105 hrs	207 hrs	1,268 hrs
Home Maintenance	702 hrs	775 hrs	1,354 hrs	9,300 hrs

CQ Home Assist Secure assisted 429 state funded clients with a total of 854 information, referral and maintenance activities in August.

August Breakdown of Client Services Provided by Region			
Region	**Number of Registered Clients**	**% of Clients Serviced for Month**	**% YTD Avg**
Rockhampton	1,939	66	70
Banana Shire	37	0	0
Central Highlands	32	0	1
Gladstone	386	13	10
Livingstone	752	21	19
TOTAL	3,146	100	100

Federal Government – Department of Health and Aged Care –

Commonwealth Home Support Program

Measured Service Type	Current Month Outputs	Monthly Output Service Delivery Target	YTD Actual	Financial Year Service Delivery Target
Total Maintenance output hours	707 hrs	467 hrs	1,444 hrs	5,613 hrs
Complex & Simple Mods	$43,545	$46,030	$79,791	$552,363

CQ Home Assist Secure assisted 716 federally funded clients with a total of 1,674 information, referral, maintenance, and modification activities in August.

August Breakdown of Client Services Provided by Region			
Region	**Number of Registered Clients**	**% Total Clients Serviced for Month**	**% YTD Avg**
Rockhampton	1,860	49	55
Banana Shire	102	1	1
Central Highlands	88	1	1
Gladstone	848	24	21
Livingstone	947	25	22
TOTAL	3,845	100	100

The program CQ Home Assist Secure handled a total of 2,349 calls in August.

Open Spaces & Recreation

POINTS OF INTEREST

CAPITAL / MAJOR PROJECTS

- Nursery is continuing preparations for Sports Precinct project, with ongoing propagation and potting up of stock in preparedness.
- With the current dry weather conditions, irrigation issues throughout parks and open spaces has been an ongoing challenge with significant repairs and works taking place.

PARK MAINTENANCE

- Maintenance team have commenced turf renovation and reseeding on the turf area of the Riverside Event space ensuring the area is in top condition for the end of year events in the area.
- Continued street tree planting commenced with dedicated team working through backlog of replacement plantings from tree removals. Working with residents for assistance with watering newly planted trees has been successful.
- Three mature cycads, held in the nursery for over a decade, were planted near the Japanese Gardens by the team at Botanic Gardens, this was a great learning opportunity for the team to undertake.
- Bird management programs remain active, with reduced treatment intervals implemented to minimise bird interactions and congregation in preparation for any potential High Pathogenicity Avian Influenza (HPAI) incursions.
- Operation staff completed winter project work in Rose Swadling Park to extend and install irrigation, the park is now fully irrigated and will alleviate wash out areas on footpath where there was previously no grass cover along the footpath.
- New playground shade structure completed at Kerr Park in The Range, as part of the annual playground and shade renewal program

STAFF ACHIEVEMENTS

- Staff attended a tool demonstration displaying electric tools to see if they could be incorporated or substituted for petrol tools to assist in daily operations and alleviate noise complaints in high use or residential areas.
- A Zoo team member was provided the opportunity to attend the ZAA conference in New Zealand as part of the ZAA Leadership Development Program, with travel sponsored through this program.

COMMUNITY ENGAGEMENT

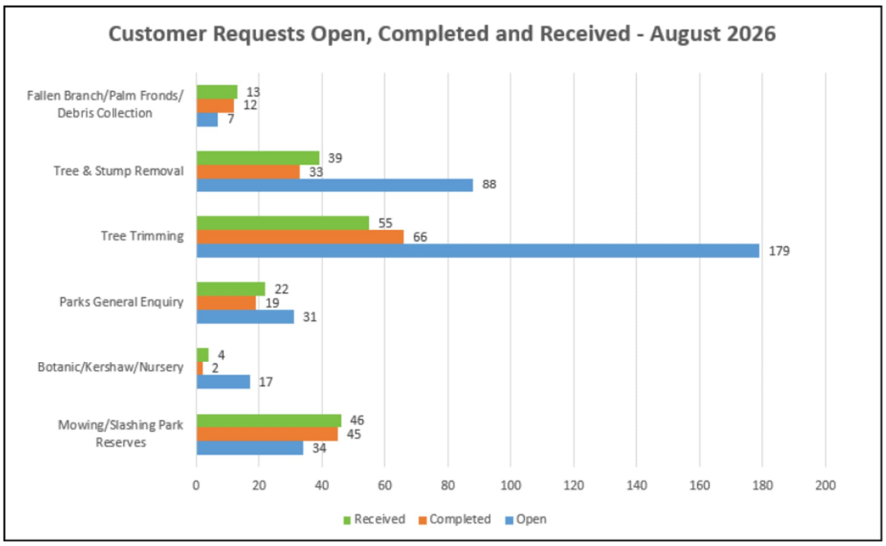
- In collaboration with the Library Storytime at the Zoo was the largest event held to date, attracting 249 attendees.
- Over the month, nine different school groups visited the Zoo from all over CQ with over 670 students attending.

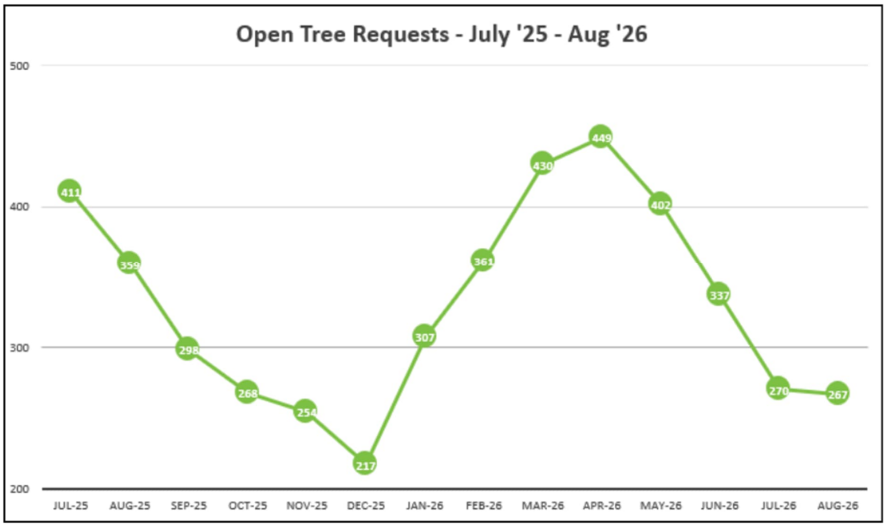
Measure	Measurement	August 2026	August 2025	Comments
Zoo Visitors	Numbers	*11,609	21,201	*Using a “line break” counter due to the Hub Closure therefore numbers less accurate.
Volunteers / Students	Volunteer Hours	259	390	
	Student Hours	36	60	
Guest donations	Total Donation $	$1,453	$6,318	Includes cash, online donations, tap & go. Decreased as Hub is closed, Tap and Go not available.
Other Revenue	Total $	$5,081	$7,236	Includes encounters, gift vouchers, animal adoptions
Money RRC donated to Conservation Trust	Total $	$980	$2,033	Includes 15% of donation, encounter, voucher, adoption income
Facebook	Facebook Followers	44,853	42,607	
	Facebook Reach	381,525	150,358	
	Facebook Engagements	34,841	10,001	
Media	Media Opportunities	2	2	Lizard enclosure reopening + Cassie Introductions
	Media Exposures	38	8	
	Media Reach	419,740	196,700	

ZOO VISITATION, ENCOUNTERS & COMMUNITY INVOLVEMENT

Paid Experiences	**August 2026**		**August 2025**		**Comments**
	Qty	**$**	**Qty**	**$**	
Meerkats	**29**	**$2,700**	55	$4,300	**Sold** during the month
Otters	**11**	**$605**	13	$440	
Snakes	**4**	**$72**	5	$90	
Gift Vouchers	**15**	**$1,573**	12	$1,755	
Animal Adoptions	**1**	**$50**	0	$0	
Junior Zookeeper	**0**	**$0**	3	$450	
Free Community Activities	**June 2026**		**June 2025**		**Comments**
	Sessions	**People**	**Sessions**	**People**	
Under 5 Activities	**1**	**13**	-	-	Feb, Apr, June, Aug, Oct, Dec
Seniors Morning Tea	**-**	**-**	-	-	Jan, Mar, June, July, Sept, Nov
Storytime at the Zoo	**1**	**249**	1	117	Apr, June, June, July, Aug, Sept
Conservation Events	**-**	**-**	-	-	June, July & September School Holidays
Competitions	**-**	**-**	-	-	Easter and Christmas
Additional Events	**-**	**-**	-	-	
Total Activities	**2**	**262**	**1**	**117**	
Time Safaris Zoo Tours	***0**	***0**	3	26	Contractor Tour Groups *Away for most of the month

PARKS PATHWAY REQUESTS





Planning & Regulatory Services

POINTS OF INTEREST

Local Laws

Council has secured an additional three years of funding through the Queensland Government's *Fighting Illegal Dumping Partnership Program*. This funding will support ongoing investigations and enforcement activities targeting illegal dumping across the region.

Building, Plumbing & Compliance

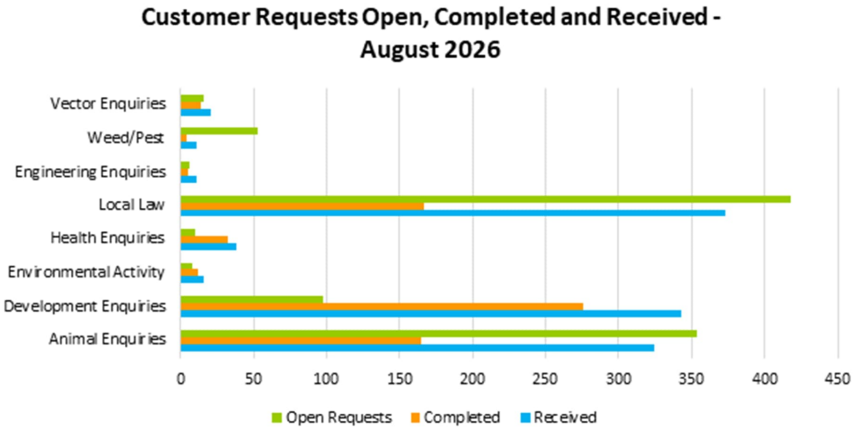
Plumbing application numbers continue to reach record levels, with 74 applications received during July. This compares to an average of 42.5 applications per month over the preceding 12-month period.

Of the applications received, approximately 80% related to new dwellings, including one application for a 15-unit modular housing development. The continued high volume of applications reflects strong residential development activity across the region.

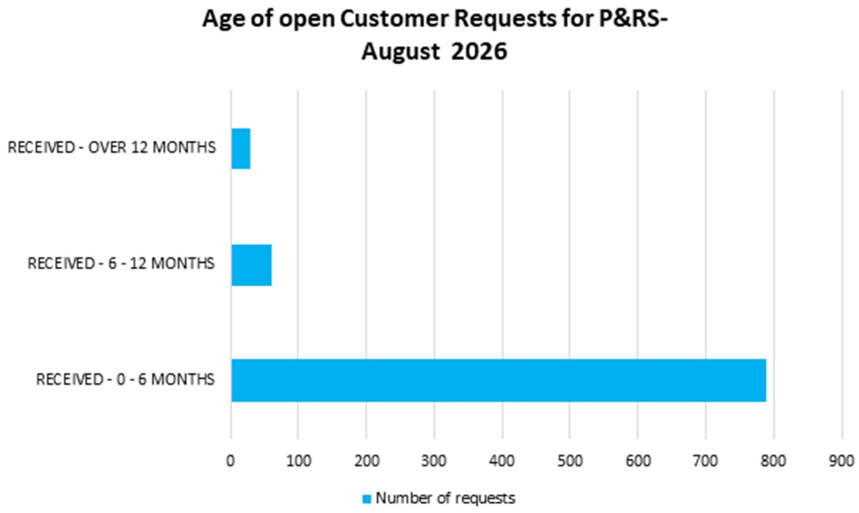
Health & Environment

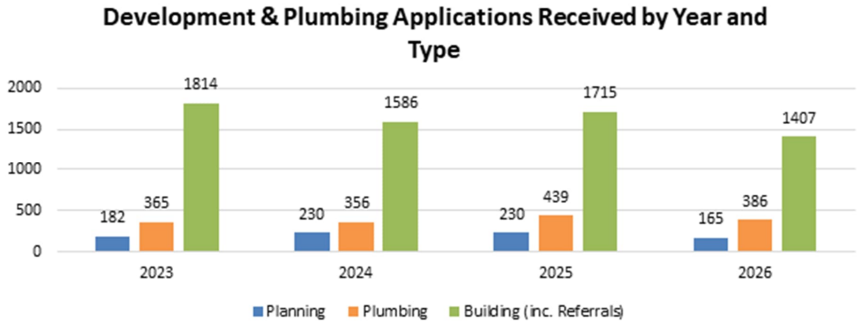
Environmental Health Officers partnered with the Central Queensland Multicultural Association to deliver a food safety workshop for community groups participating in the *Taste of the World* event. The workshop covered stall set-up requirements and key food safety practices, continuing an established and successful approach that assists participating groups to prepare for the event.

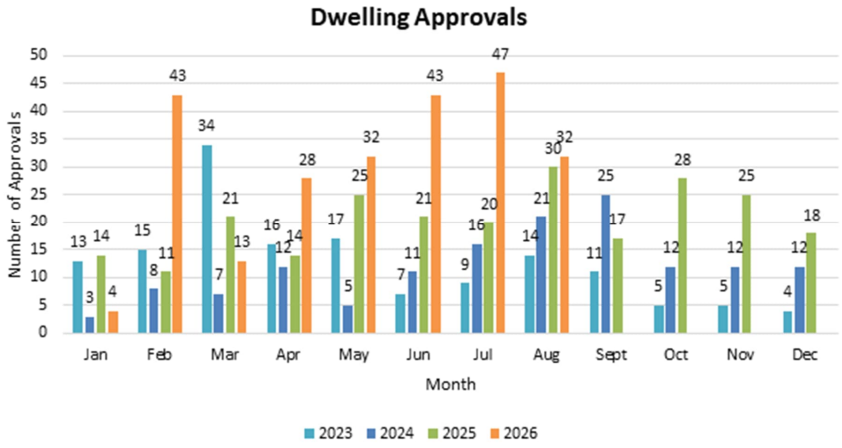
During the *Taste of the World* event, two Environmental Health Officers conducted inspections of 17 food vendors. Inspections focused on handwashing facilities, availability of food-grade sanitisers, temperature control of potentially hazardous foods, and measures to prevent food contamination, helping to ensure food was prepared and served safely to attendees.

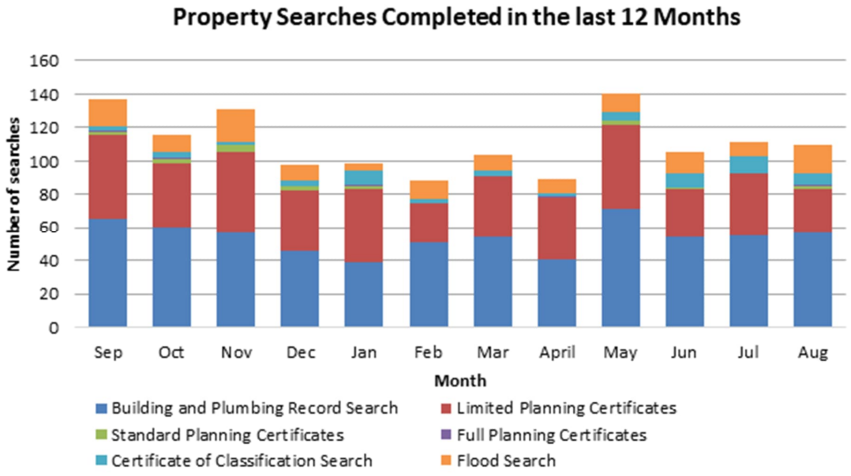


Open – total number of customer requests currently 'open' and under investigation.
Completed – number of requests completed in the month that were received in the month.
Received – number of requests received in the month.


Age of open Customer Requests for P&RS- August 2026
RECEIVED - OVER 12 MONTHS
RECEIVED - 6 - 12 MONTHS
RECEIVED - 0 - 6 MONTHS
0
100
200
300
400
500
600
700
800
900
Number of requests


Development & Plumbing Applications Received by Year and Type
2000
1500
1000
500
0
182
365
1814
230
356
1586
230
439
1715
165
386
1407
2023
2024
2025
2026
Planning
Plumbing
Building (inc. Referrals)


Dwelling Approvals
Number of Approvals
Month
Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec
2023 2024 2025 2026


Property Searches Completed in the last 12 Months
Number of searches
Month
Sep Oct Nov Dec Jan Feb Mar April May Jun Jul Aug
Building and Plumbing Record Search
Limited Planning Certificates
Standard Planning Certificates
Full Planning Certificates
Certificate of Classification Search
Flood Search

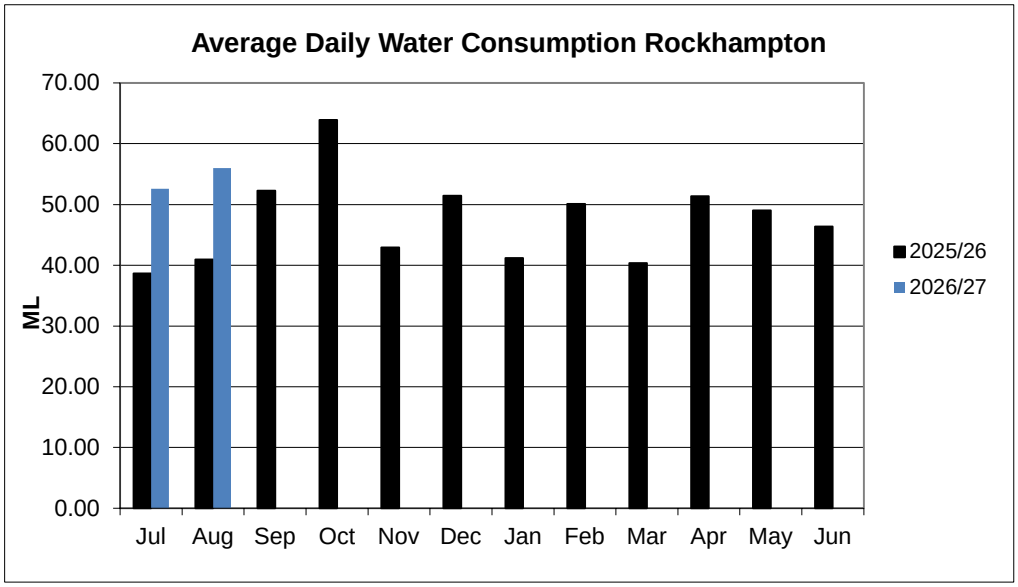
REGIONAL SERVICES

Fitzroy River Water

Drinking Water Supplied

Data is presented in graphs from July 2025 to June 2026 and July 2026 to June 2027.

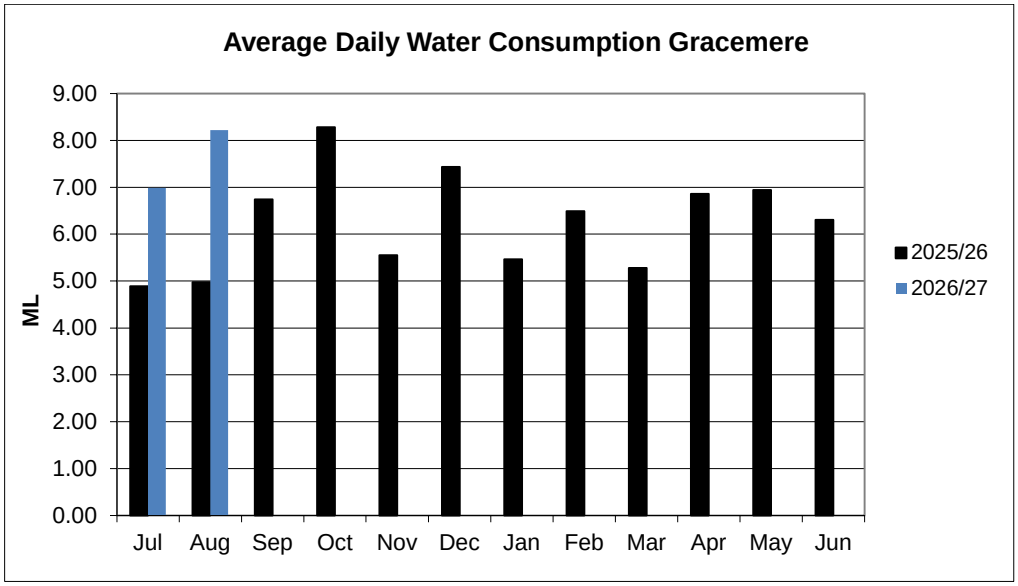
Rockhampton



The average daily water consumption in August was recorded at 56.02 ML/day, representing an increase from last year's consumption rate of 40.92 ML/day. This figure was higher than the consumption level observed during July, which was recorded at 52.59 ML/day. The increase in consumption compared to last month can be attributed to seasonal weather patterns, which generally influence water usage behaviours.

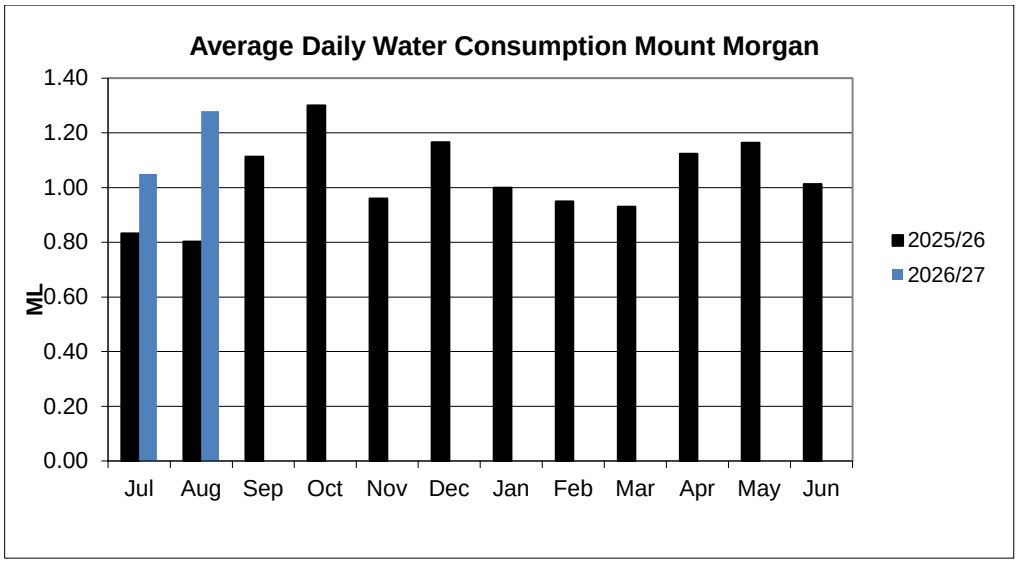
As of the 31st of August 2026, the Fitzroy Barrage storage level stood at 91.59% of its accessible storage capacity, remaining above the threshold established in the Drought Management Plan for initiating water restrictions.

Gracemere



The average daily water consumption in August was recorded at 8.22 ML/day, representing an increase from July which was recorded at 6.99 ML/day. This month's figure was higher than the consumption level observed during August of the previous year, which was 4.98 ML/day. The water usage is higher than last year with the increase from July attributed to seasonal weather patterns which generally influence water usage behaviours and water used in flushing the new Mount Morgan Watermain in preparation for commissioning.

Mount Morgan

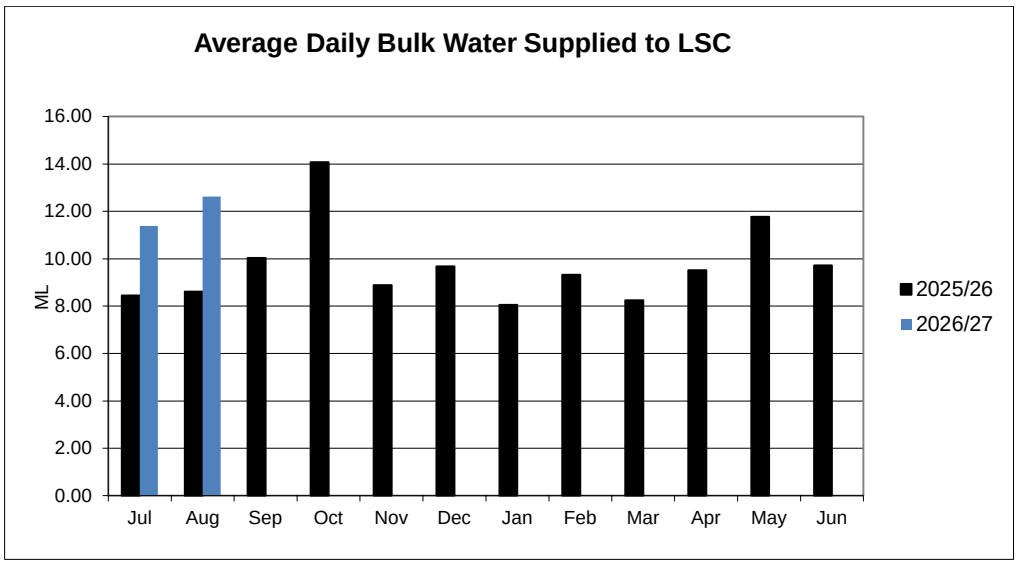


The average daily water consumption in August was recorded at 1.28 ML/day, representing an increase from July which was recorded at 1.05 ML/day. This figure was higher than the consumption level observed during August of the previous year, which was 0.80 ML/day. The increased usage compared to last year reflects seasonal weather patterns, which generally influence water usage behaviours.

During August, rural firefighting operations around the township resulted in increased demand on the Mount Morgan water supply network. As a precaution, residents were asked to limit non-essential water use, and bulk water extraction was suspended to maintain adequate capacity for emergency services.

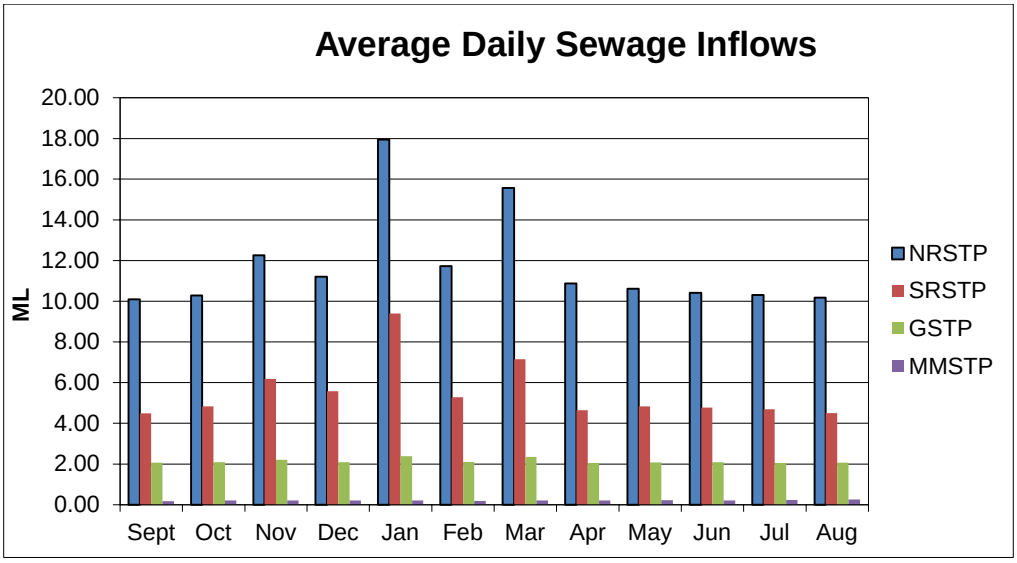
As of the 31st of August 2026, the No. 7 Dam storage level stood at 82.3%. Since April 23rd, 2024, the town water supply has fully transitioned back to reliance on the water treatment plant for processing water sourced from the No. 7 Dam.

Capricorn Coast / The Caves / Nerimbera



The average daily water consumption in August was recorded at 12.63 ML/day, representing an increase from July which was recorded at 11.39 ML/day. This month's figure was higher than the consumption level observed during August of the previous year, which was 8.61 ML/day. The water usage is higher than last year with the increase from July attributed to seasonal weather patterns which generally influence water usage behaviours, as well as additional water supplied to support operations during pump issues at the Woodbury Water Treatment Plant.

Sewage Inflows to Treatment Plants



The average daily sewage inflows in August compared to July at NRSTP and SRSTP decreased. GSTP and MMSTP both increased.

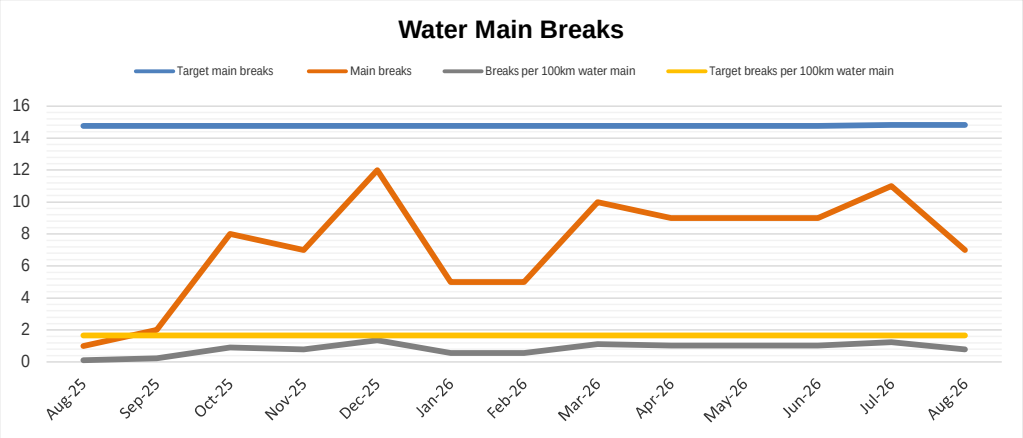
NRSTP decreased from 10.31 ML/day in July to 10.18 ML/day in August.

SRSTP decreased from 4.69 ML/day to 4.51 ML/day.

GSTP increased from 2.05 ML/day to 2.07 ML/day.

MMSTP increased from 0.23 ML/day to 0.26 ML/day. August results are based on 4 days of data, as the plant was in bypass for most of the month due to process issues associated with trade waste inputs.

Regional Water Main Breaks



Performance

Target achieved with the number of water main breaks continuing to trend at an acceptable level. Changing weather conditions (temperature fluctuations, consumption variations and rainfall events), changes in consumption and resulting ground movement could be contributing factors to recent failures in addition to age of assets and operating conditions.

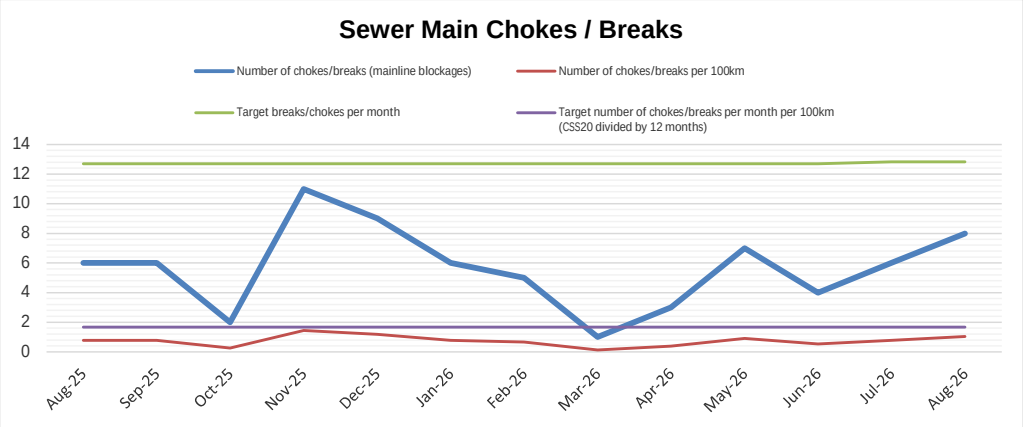
Response to Issues

Continued defect logging and investigation of main break causes. District metering and pressure management used to assist with identifying the cause of failures. Water mains experiencing repeated failures are assessed against specific criteria for inclusion in the Water Main Replacement program.

	Number of Main Breaks	Target Main Breaks	Breaks per 100 km	Target Breaks per 100 km
August	7	15	0.79	1.67

Locality	Main Breaks
Rockhampton	7
Mount Morgan	0
Regional Total	**7**

Rockhampton Regional Sewer Main Chokes/Breaks



Performance

Target achieved with sewer mainline blockages continuing to trend at an acceptable level during this month. Mainline blockages continue to generally be caused by fat deposits and root intrusion.

Issues and Status

Data indicates that a high percentage of blockages/overflows continue to be caused by fat build up and defective pipes allowing tree root intrusion.

Response to Issue

Continue defect logging and CCTV inspection following each individual blockage for prioritisation and inclusion in the Capital Sewer Main Relining program. Rehabilitation programs are also in place annually for the repair of defective mainlines, property connections (jump ups), access chambers and combined lines.

	Number of chokes/ breaks	Target chokes/breaks per month	Number of chokes/ breaks per 100 km	Target number of chokes / breaks per month per 100km
August	8	13	1.0	1.67

Locality	Surcharges Resulting from Mainline Blockages	Mainline Blockages
Rockhampton	8	8
Mount Morgan	0	0
Regional Total	**8**	**8**

Water Meter Replacement

	Number completed	FY to date totals
Reactive Replacement	170	355
Planned Replacement	0	0
Regional Total	**170**	**355**

Water meter replacements continue to be carried out on a reactive basis, failed meters and meters meeting select criteria are replaced. Reinstatement of the capital water meter replacement program has been provided for in the current capital budget and replacement of aged meters is scheduled to commence in September which will eventually result in a significant reduction in reactive meter replacements.

Rockhampton Regional Waste and Recycling

Compliance

Environmental Authority EPPR00626313

Condition WA3-2: 'Excepting combustion of landfill gas, waste must not be burnt.'

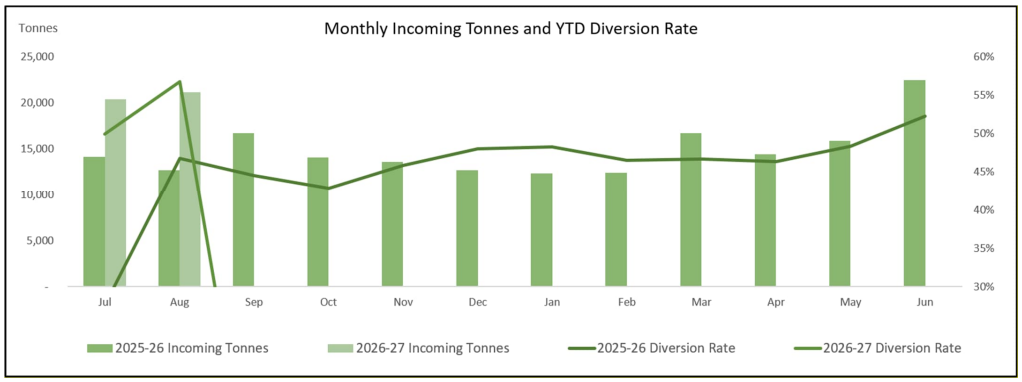
Under Council's Environmental Authority EPPR00626313 (EA) the burning of waste is reportable to DETSI. While fires within Council's Waste Facilities are unintended and unavoidable in most circumstances, this could be considered a breach of Councils EA Conditions and therefore must be reported.
The following events have been reported to DETSI in August 2026:

- 1 smoulder / smoke events at the landfill working face, due to lithium batteries.

For the above events any water was managed as leachate, no persons or plant were harmed, and no environmental harm occurred.

On 20 August 2026, written correspondence was received from DETSI, confirming that the EA Conditions relating to the burning of waste specifically refers to deliberate burning, as opposed to combustion resulting from batteries / marine flares / chemicals incidental to and commingled with the general waste, or other environmental factors. Based on this recent correspondence, no further reporting of non-deliberate burning of waste will occur. No further reporting will therefore be included within this Corporate Performance Report.

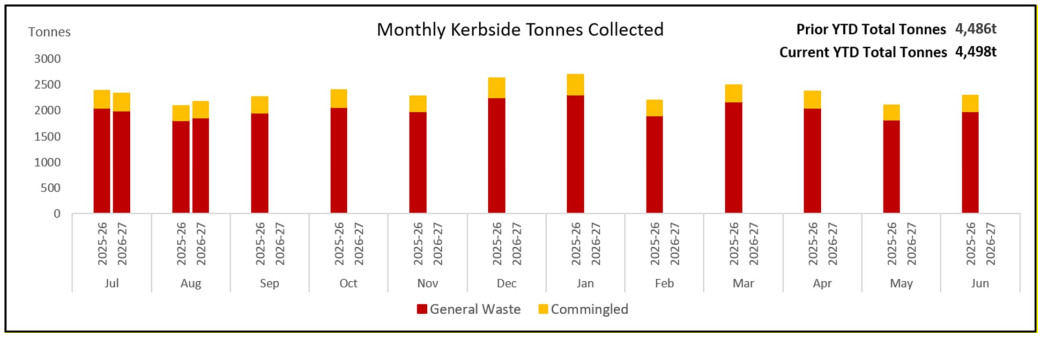
Total Incoming Tonnes



Commentary

Incoming tonnes for August have increased compared to the same period last year, this is primarily due to the increase in non-waste (cover soil) for the rehabilitation of capped landfill areas. The diversion rate has remained steady at 50%, with approximately half of all incoming waste being recovered rather than disposed of in landfill. Incoming tonnages continue to serve as a key indicator of waste generation trends across the region. The current year's performance is represented in light green.

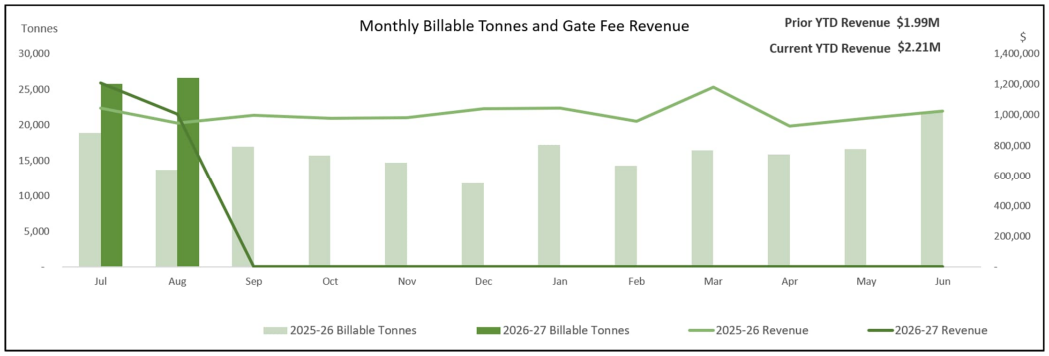
Kerbside Tonnes



Commentary

The graph above illustrates total kerbside waste generation and recovery rates, providing an indicator of household waste diversion performance. In August, incoming tonnes for both general waste and commingled recyclables are comparable to the same period last year. For the month, commingled recyclables accounted for 13.8% of total kerbside tonnes.

Billable Tonnes

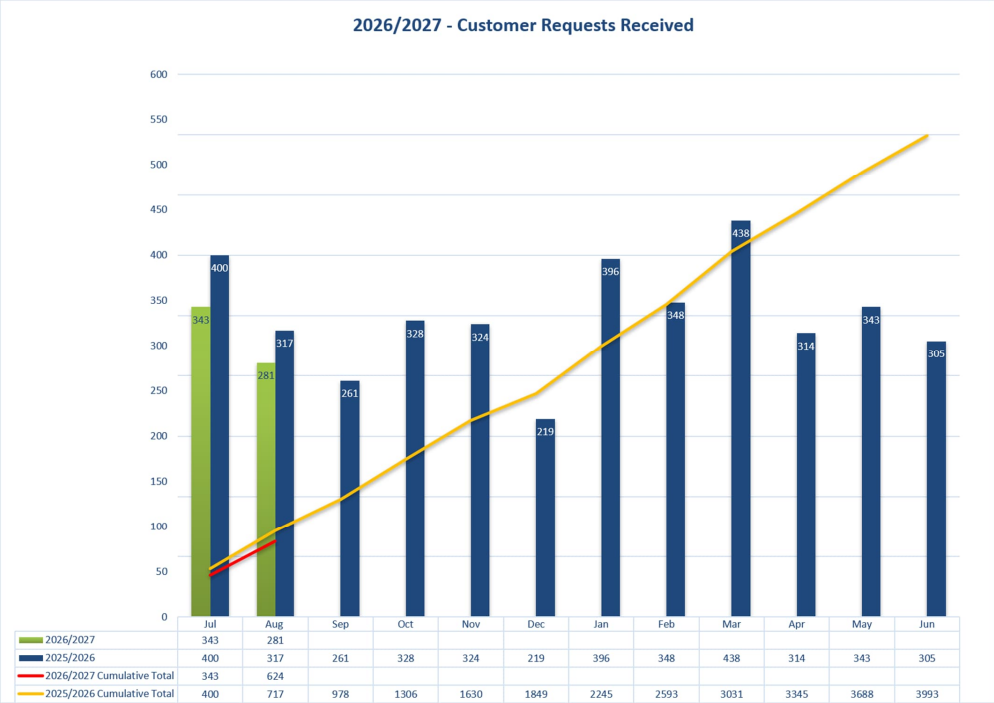


Commentary

This is a key measure of Waste Facility activity levels and the long-term financial sustainability of the business unit. The current year's performance is shown in dark green. Year-to-date revenue has increased compared to the same period last year, driven by an increase in acceptance of hazardous waste (contaminated soil), littering and illegal dumping waste, and the implementation of updated Fees and Charges effective 1 July 2026.

Civil Operations

CUSTOMER REQUESTS

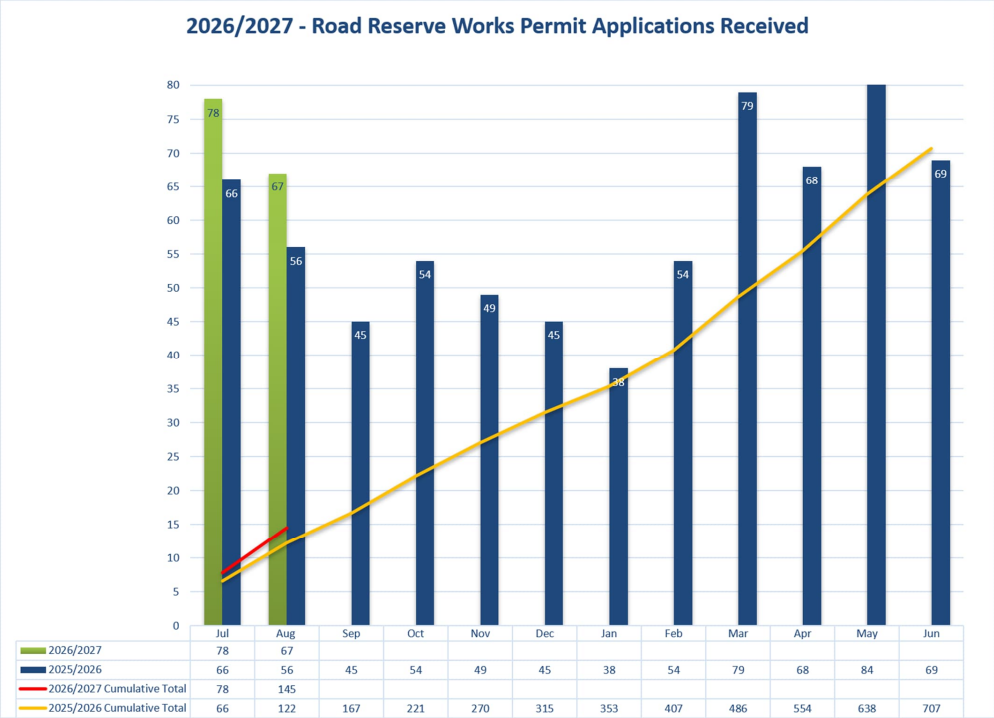


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2026/2027	343	281										
2025/2026	400	317	261	328	324	219	396	348	438	314	343	305
2026/2027 Cumulative Total	343	624										
2025/2026 Cumulative Total	400	717	978	1306	1630	1849	2245	2593	3031	3345	3688	3993

Commentary:

- Monthly figures for August 2026 have again shown a decrease to those of July 2025, allowing some proactive inspection works to be undertaken.

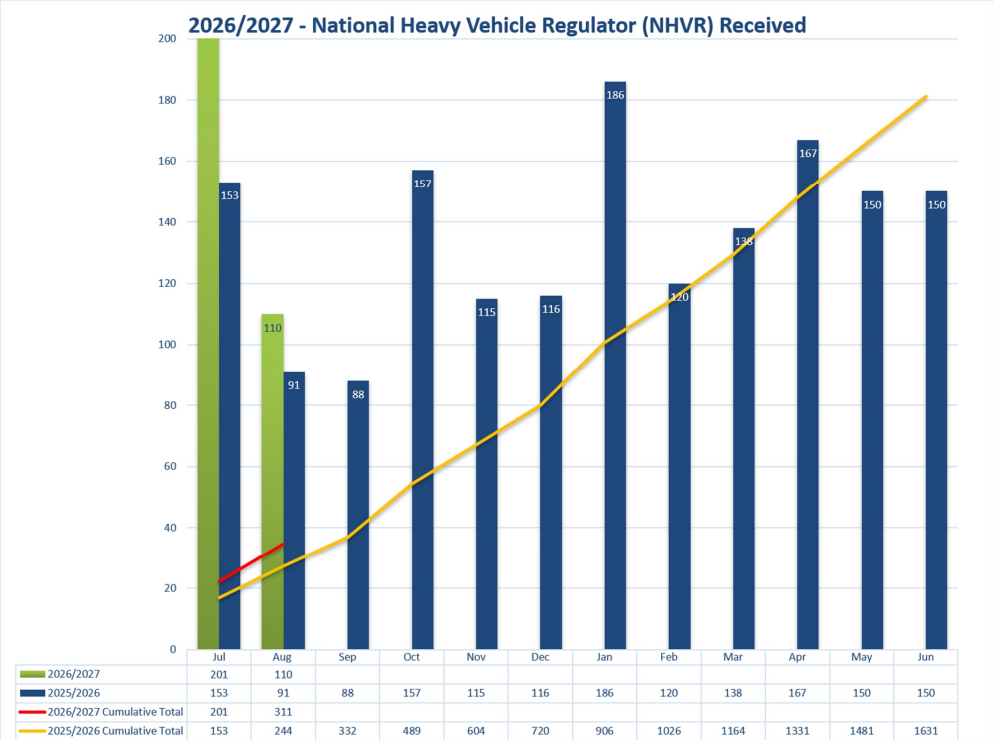
ROAD RESERVE WORKS PERMIT APPLICATIONS



Commentary:

- Application numbers for August 2026 are again higher than those for the equivalent 2025 period with the cumulative figure starting to track upwards from the 2025 figure already.
- Applications are a mix of works within the road reserve and Service Utility work (Ergon and NBN/Telecoms) including a number of driveway applications in response to compliance of non-permitted worksites.
- Rockhampton Ring Road Packages 2 North and South together with Boulder Creek Wind Farm continue to consume a large portion of time in the corridor space.
- Moah Creek Windfarm is in the initial application stages with Geotech and pavement investigation works being undertaken currently along the proposed access route.

NATIONAL HEAVY VEHICLE REGULATOR (NHVR)

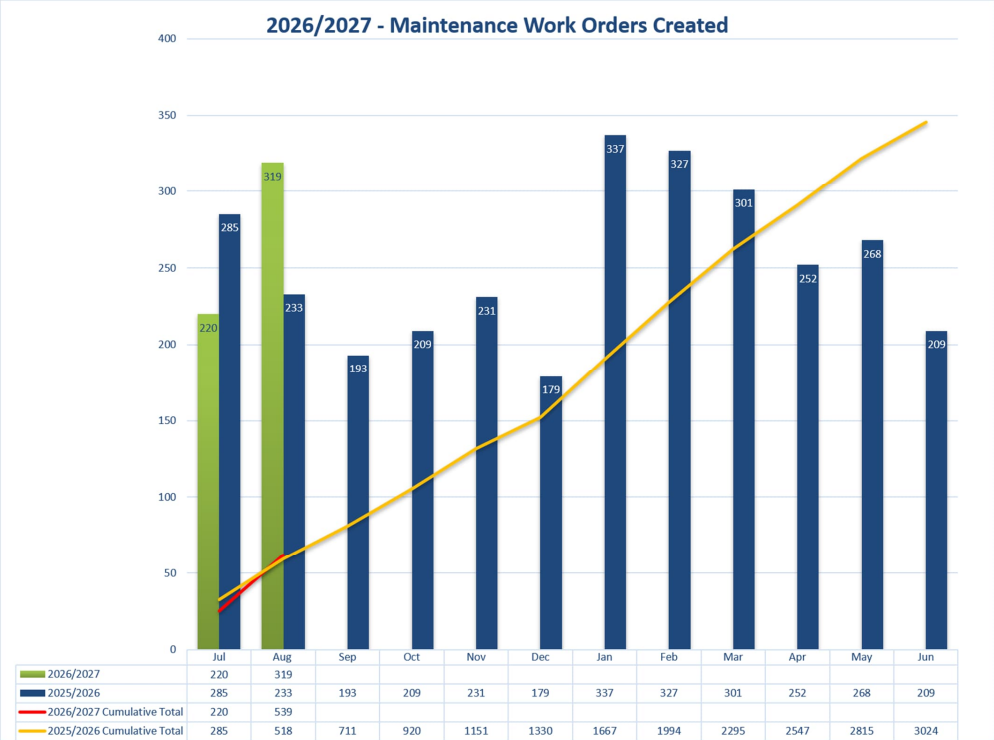


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2026/2027	201	110										
2025/2026	153	91	88	157	115	116	186	120	138	167	150	150
2026/2027 Cumulative Total	201	311										
2025/2026 Cumulative Total	153	244	332	489	604	720	906	1026	1164	1331	1481	1631

Commentary:

- Figures for August remain high, only slightly lower than those of June 2025.
- Heavy vehicle movement negotiations for the Rockhampton Ring Road Project (bridge components and pilings) and Boulder Creek Windfarm (turbines) are ongoing.
- Background work is being undertaken with NHVR to further the National Automated Access System (NAAS) in RRC boundaries to assist operators with timelier network access while not compromising Council's asset protection and road safety focuses. In time this system should further remove the requirement for Council to "permit" such large numbers of vehicles.

MAINTENANCE WORK ORDERS



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2026/2027	220	319										
2025/2026	285	233	193	209	231	179	337	327	301	252	268	209
2026/2027 Cumulative Total	220	539										
2025/2026 Cumulative Total	285	518	711	920	1151	1330	1667	1994	2295	2547	2815	3024

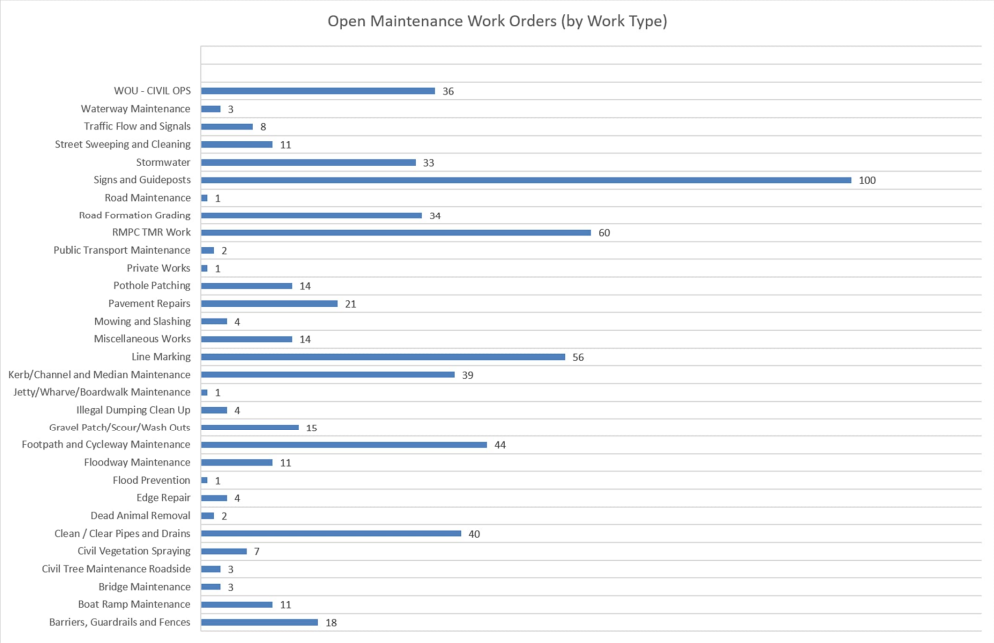
Commentary:

- Maintenance work order statistics are closely related to the above customer request data, in that a maintenance work order is generally only created as a result of a customer request. The exception being for proactive inspections such as RMPC and Queensland Rail.
- Due to Inspectors having time to undertake proactive inspections this month, larger numbers of work orders have been produced for maintenance works.
- In addition to customer related work orders, 26 work orders relate to Council's Road Maintenance Performance Contract (RMPC) for work on TMR roads for August.
- Types of work orders raised can be seen in the below table "Top 10 Work Order Types Created – July 2026" with signs and guideposts orders again topping the list and street sweeping, grading, patching and drainage works making up the bulk of the remainder of orders raised for the month (excluding RMPC).

Top 10 Work Order Types Created – August 2026

Work Order Type	No of Work Orders Created	% of Total Work Orders Created for August 2026
Signs and Guideposts	95	30%
Street Sweeping and Cleaning	36	11%
Road Formation Grading	30	9%
RMPC TMR Work	26	8%
Clean / Clear Pipes and Drains	21	7%
Pothole Patching	21	7%
Line Marking	14	4%
Footpath and Cycleway Maintenance	12	4%
Miscellaneous Works	9	3%
Boat Ramp Maintenance	8	3%

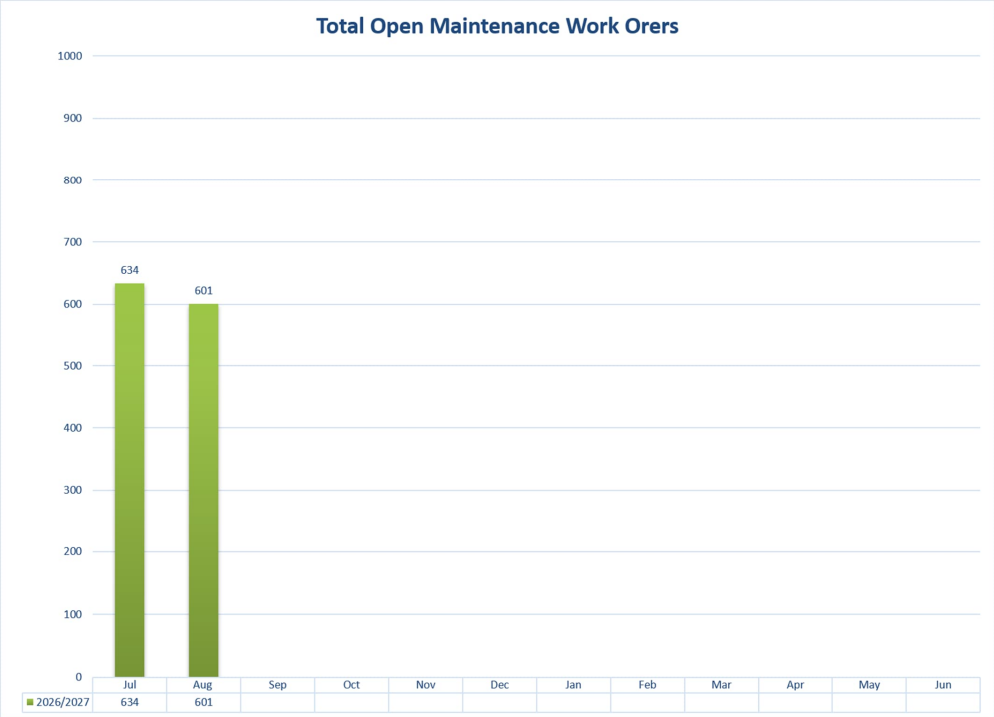
Open Maintenance Work Orders (By Work Type)



Average Age of Open Maintenance Work Orders (*does not include RMPC TMR Work)*

	Priority 1's (average days open)	Priority 2's (average days open)	Priority 3's (average days open)	Priority 4's (average days open)
July 2026	0	193	232	335
August 2026	6	196	239	251

Total Open Maintenance Work Orders



ADVANCE ROCKHAMPTON

Economic Indicators

Statistic	Current Period	Previous Period	Variation
GRP 1.	$7.57B (Jun 25)	$7.25B (Jun 24)	▲ 4.3%
Population 1.	85,794 (Jun 25)	85,334 (Jun 24)	▲ 0.5%
Unemployment Rate 2.	4.2% (Mar 26)	4.6% (Dec 25)	▼ 0.4%
Jobseeker & Youth Allowance Receipts 3.	4,650 (Jul 26)	4,620 (Jun 26)	▲ 30%
Labour Force 2.	45,695 (Mar 26)	46,192 (Dec 25)	▼ 497
Rental Vacancy Rate 2.	1.0% (Jun 26)	0.8% (Mar 26)	▲ 0.2%
GST Registered Businesses 2.	6,473 (Jun 26)	Data refreshed using more accurate source	
Residential Building Approvals 3.	$188.9m (FY25-26) vs $112.7m (FY24-25)		
Commercial Building Approvals 3.	$240.4m (FY25-26) vs $177.3m (FY24-25)		
1. Annual 2. Quarterly 3. Monthly			

Current Projects

ECONOMIC DEVELOPMENT

1. **Events & Engagements –** Attended RRC Supplier Forum (20 August). Planning underway for Manufacturers Meet-Up (25 September), Indigenous Business Month Celebration (16 October).
2. **Central to Defence –** Engagement undertaken with Queensland Government and Defence Stakeholders and presented at Developing Northern Australia Conference. Planning continues for Land Forces attendance.
3. **Short-Term Accommodation Attraction –** Finalised industry-led feasibility study report received.
4. **South Yaamba Irrigation Development Business Case -** The final business case is expected to be received for consideration in September.
5. **Industrial Land Study – Demand & Options Analysis –** Providing input for the Department of State Development, Infrastructure and Planning to continue development, and supporting engagements with potential new industries and businesses.
6. **Live Rockhampton –** In-house development of new web, video and imagery content continues.

EVENTS

DELIVERED:

CapriCon Pop Culture Convention – 29 August 2026

TO BE DELIVERED:

CBD Christmas Fair and Tree Lighting – 5 December 2026
New Years Eve – 31 Dec 2026
CBD Activation Support – to be established from August 2026 to March 2027

TOURISM & DESTINATION MARKETING

- **Website Refresh |** The Explore Rockhampton website is being refreshed using the current technology in place and resourced within our internal marketing team.
- **Content Refresh |** Professional copywriting and new content shoots have commenced to ensure the new website content is unique, engaging and aligned with SEO best practice and is being developed using existing marketing budget. New content is being developed in the form of an educational series for Fishing The Fitzroy.
- **Collateral |** New visitor guide design has commenced.

Active Marketing Campaigns

ECONOMIC DEVELOPMENT

- **2027 Business & Industry Engagement Survey (28 August – 27 September) –** Meta, LinkedIn, EDM
- **General Business & Industry events promotion**

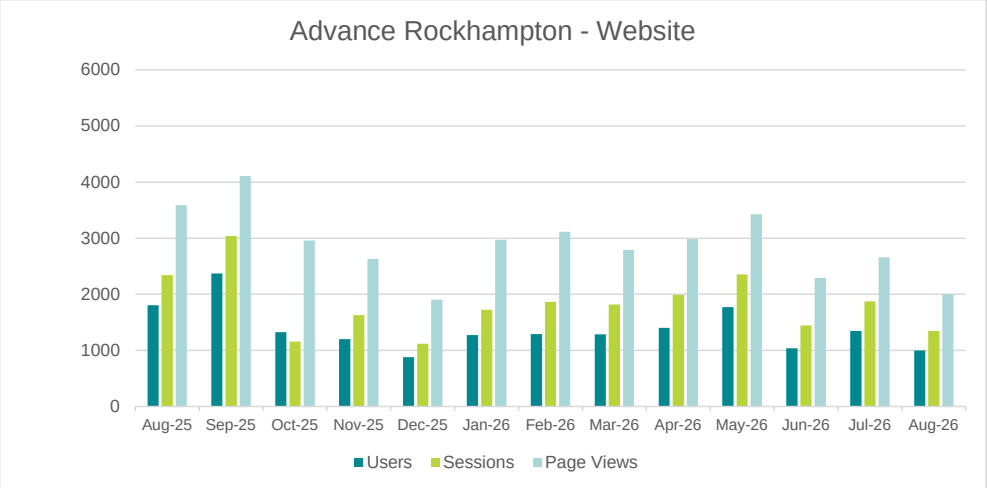
EVENTS

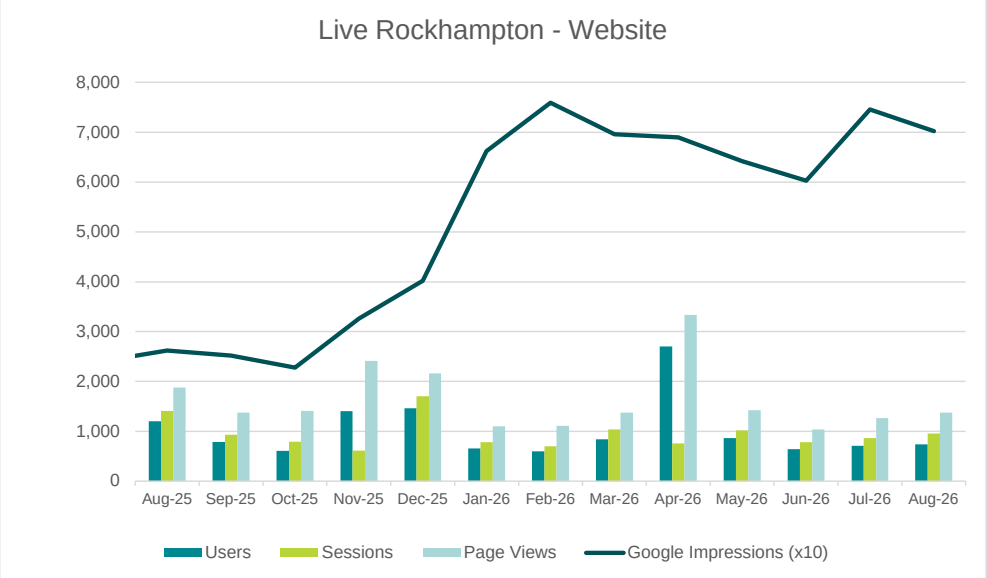
- **Nil** – Campaign development for Christmas marketing activities.

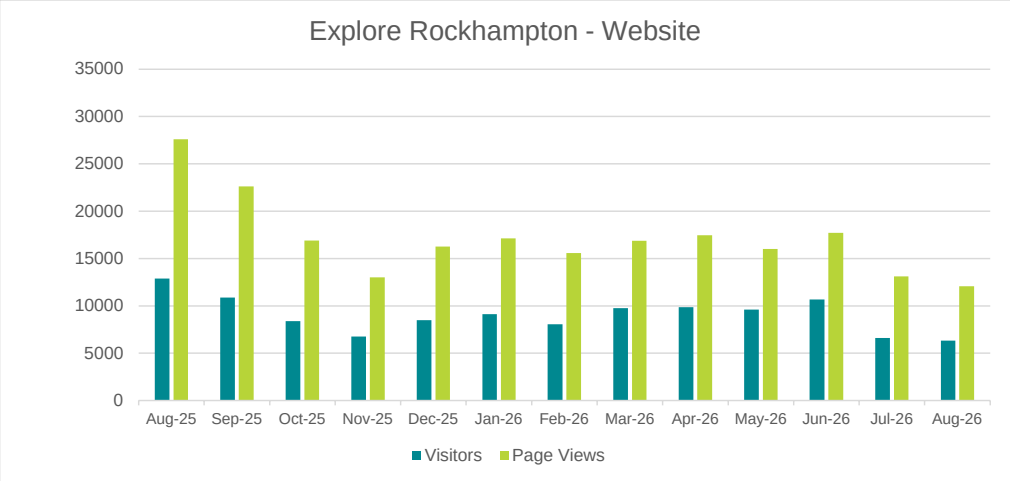
TOURISM

- **Busby's On Tour Drive Campaign |** Facebook, Google, YouTube

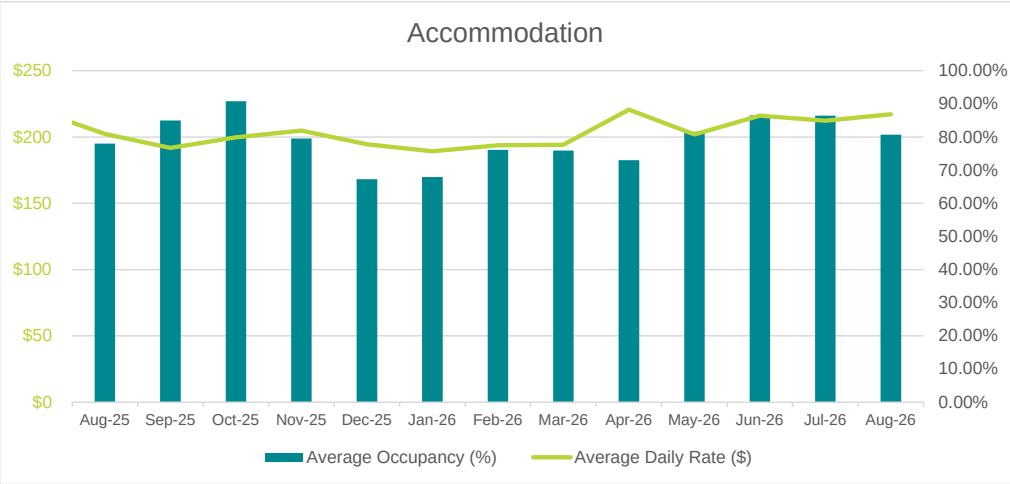
Digital Engagement

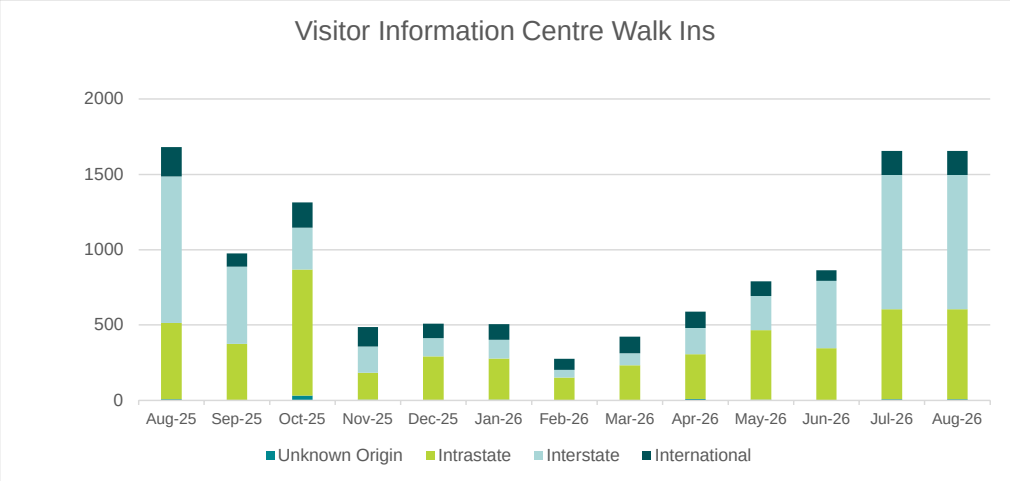





Explore Rockhampton - Website
35000
30000
25000
20000
15000
10000
5000
0
Aug-25
Sep-25
Oct-25
Nov-25
Dec-25
Jan-26
Feb-26
Mar-26
Apr-26
May-26
Jun-26
Jul-26
Aug-26
Visitors
Page Views

Tourism Statistics





12 NOTICES OF MOTION

Nil

13 QUESTIONS ON NOTICE

Nil

14 URGENT BUSINESS/QUESTIONS

Urgent Business is a provision in the Agenda for members to raise questions or matters of a genuinely urgent or emergent nature, that are not a change to Council Policy and can not be delayed until the next scheduled Council or Committee Meeting

15 CLOSED SESSION

RECOMMENDATION

THAT Council move into Closed Session pursuant to section 254J(1) of the *Local Government Regulation 2012* and the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 254J(3) of the *Local Government Regulation 2012*, for the reasons indicated.

16.1 Beef Australia 2027 – Request for Sponsorship and In-Kind Support

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

16.2 HERITAGE MINERALS PROJECT - UPDATE

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

16.3 Sale of Council Land - Lot 1 Agnes Street, The Range

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

16.4 Sale of Council Owned Land - Lot 93 & 94 Joyce Street, Walterhall

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

16 CONFIDENTIAL REPORTS

16.1 BEEF AUSTRALIA 2027 – REQUEST FOR SPONSORSHIP AND IN-KIND SUPPORT

File No: **10486**

Attachments:
1. **Beef 2024 At A Glance**
2. **Beef 2027 Support Letter**
3. **Beef Australia Strategic Plan**

Authorising Officer: **Damon Morrison - General Manager Communities and Lifestyle**

Author: **John Webb - Manager of Communities and Culture**

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

SUMMARY

This report presents a request from Beef Australia for sponsorship and in-kind support for Beef 2027 for Council's consideration. The report outlines a proposed response to the request, including sponsorship, venue support and future partnership arrangements, and seeks Council endorsement of a preferred position to guide further discussions and negotiations with Beef Australia.

16.2 HERITAGE MINERALS PROJECT - UPDATE

File No: 6592

Attachments: 1. Community Engagement Plan

Authorising Officer: Peter Kofod - Acting Chief Executive Officer

Author: Wade Clark - Coordinator Economic Development
Dan Toon - Manager Water and Wastewater

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

SUMMARY

A report to consider a commercial opportunity within the Rockhampton Region.

16.3 SALE OF COUNCIL LAND - LOT 1 AGNES STREET, THE RANGE

File No:	**1680**
Attachments:	**1. Aerial Map**
Authorising Officer:	**Megan Younger - Manager Corporate and Technology Services** **Marnie Taylor - General Manager Organisational Services**
Author:	**Kellie Roberts - Coordinator Property and Insurance**

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

SUMMARY

Coordinator Property & Insurance reporting on the proposed sale of Council owned land at Lot 1 Agnes Street, The Range.

16.4 SALE OF COUNCIL OWNED LAND - LOT 93 & 94 JOYCE STREET, WALTERHALL

File No: 1680

Attachments: 1. Aerial Map

Authorising Officer: Megan Younger - Manager Corporate and Technology Services
Marnie Taylor - General Manager Organisational Services

Author: Kellie Roberts - Coordinator Property and Insurance

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

SUMMARY

Coordinator Property & Insurance reporting on the proposed sale of Council owned land at Lot 93 & 94 Joyce Street, Walterhall.

17 CLOSURE OF MEETING