



ORDINARY MEETING

AGENDA

28 APRIL 2026

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 28 April 2026 commencing at 9:00 AM for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "C. P.", is positioned above the printed name of the Chief Executive Officer.

CHIEF EXECUTIVE OFFICER
23 April 2026

Next Meeting Date: 12.05.26

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.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING.....	1
2	PRESENT	1
3	APOLOGIES AND LEAVE OF ABSENCE	1
4	CONFIRMATION OF MINUTES.....	1
5	DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA	1
6	BUSINESS OUTSTANDING.....	2
	NIL	2
7	PUBLIC FORUMS/DEPUTATIONS	2
	NIL	2
8	PRESENTATION OF PETITIONS.....	2
	NIL	2
9	COMMITTEE REPORTS.....	2
	NIL	2
10	COUNCILLOR/DELEGATE REPORTS	3
10.1	COUNCILLOR DISCRETIONARY FUND APPLICATION - CENTRAL QUEENSLAND MILITARY MUSEUM	3
11	OFFICERS' REPORTS	4
11.1	SPONSORSHIP OF POP UP POLO 2026.....	4
11.2	LEASE RENEWAL - BAUHINIA HOUSE AND SCHOTIA PLACE HAIRDRESSING SERVICES.....	9
11.3	TREE MANAGEMENT POLICY – MAJOR AMENDMENT.....	11
11.4	PROPOSED COMMUNITY LEASING POLICY	36
11.5	TENDER CONSIDERATION PLAN - EDENBROOK OPEN SPACE MAINTENANCE SERVICES.....	50
11.6	WHOLE OF COUNCIL CORPORATE PERFORMANCE REPORT FOR PERIOD ENDING 31 MARCH 2026.....	54
11.7	SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MARCH 2026	111
12	NOTICES OF MOTION	118
	NIL	118
13	QUESTIONS ON NOTICE	118
	NIL	118

14	URGENT BUSINESS/QUESTIONS	118
15	CLOSED SESSION	119
16.1	PURCHASE OF LAND AT PARKHURST FOR INFRASTRUCTURE PURPOSES	
16.2	COMMERCIAL LEASING MATTER	
16.3	COMMERCIAL PROPERTY MATTER	
16.4	RATES MATTER	
16.5	LEGAL MATTERS REPORT - 1 JANUARY 2026 TO 31 MARCH 2026	
16	CONFIDENTIAL REPORTS.....	120
16.1	PURCHASE OF LAND AT PARKHURST FOR INFRASTRUCTURE PURPOSES.....	120
16.2	COMMERCIAL LEASING MATTER.....	121
16.3	COMMERCIAL PROPERTY MATTER	122
16.4	RATES MATTER.....	123
16.5	LEGAL MATTERS REPORT - 1 JANUARY 2026 TO 31 MARCH 2026	124
17	CLOSURE OF MEETING.....	125

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 14 April 2026

Minutes of the Special Meeting held 15 April 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

10.1 COUNCILLOR DISCRETIONARY FUND APPLICATION - CENTRAL QUEENSLAND MILITARY MUSEUM

File No: 8295
Attachments: Nil
Authorising Officer: Nicole Semfel - Executive Assistant to the Mayor
Evan Pardon - Chief Executive Officer
Author: Tahlee Gibbins - Executive Support Officer

SUMMARY

This report requests Council's consideration and approval for an allocation from Councillor Discretionary Funds towards Central Queensland Military Museum, for financial support to assist with insurance costs.

OFFICER'S RECOMMENDATION

THAT Council approves the allocation of Councillor Discretionary Fund (CDF) to support Central Queensland Military Museum Rockhampton totalling \$2,180 as follows:

- \$1,000 from Mayor Tony Williams' Councillor Discretionary Fund;
- \$880 from Councillor Drew Wickerson's Councillor Discretionary Fund, and
- \$300 from Councillor Cherie Rutherford's Councillor Discretionary Fund.

BACKGROUND

Central Queensland Military Museum has submitted a request for financial support to help cover part of their insurance costs, which are expected to exceed \$2,000.00. Due to fundraising income falling short of these expenses, the Museum is currently operating at a minor loss.

Central Queensland Military Museum are active participants in the Rockhampton ANZAC Day commemorations and will again undertake fundraising activities on the day, with a food stall and bar operating for the ex-service personnel and the general public, adjacent to the Rockhampton march assembly area.

11 OFFICERS' REPORTS

11.1 SPONSORSHIP OF POP UP POLO 2026

File No:	11715
Attachments:	1. RRC Partnership Request, Pop Up Polo 2026 ↓
Authorising Officer:	Damon Morrison - General Manager Communities and Lifestyle
Author:	Justin Bulwinkel - Sports and Active Communities Coordinator

SUMMARY

Council have received correspondence requesting sponsorship of the 'Pop-Up Polo Rockhampton 2026 Event'. The event will be held on Saturday 6 June 2026. This is the 8th year of the event being held in Rockhampton.

OFFICER'S RECOMMENDATION

THAT Council sponsors the 2026 'Pop-Up Polo Rockhampton' event to be held on Saturday 6 June 2026 and agree to:

1. Provide a sponsorship contribution to the value of \$10,000 (excl. GST) cash; and
2. Provide in-kind support to the value of up to \$5,000 (excl. GST) for the provision of waste disposal services, field hire at Victoria Park and the removal and re-installation of goal posts associated with event delivery.

COMMENTARY

This will be the eighth year that Pop-Up Polo has been delivered in Rockhampton. The event continues to demonstrate strong attendance and economic outcomes for the region.

In a written partnership request to Council (Attachment 1), Events Queensland Pty Ltd advised that the 2025 Pop-Up Polo Rockhampton event attracted 3,080 patrons, with 24% of attendees travelling from outside the Rockhampton Regional Council local government area, highlighting the event's regional draw and contribution to visitation. The partnership request has been formally reviewed by Council officers, following continued consultation with the event organiser regarding the proposed 2026 event.

Pop-Up Polo Rockhampton is delivered by Events Queensland Pty Ltd in conjunction with Urban Polo Australia and attracts significant private sector investment. In the written request for the proposed 2026 event, the organiser has advised that expenditure in excess of \$500,000 is anticipated to be directed to local suppliers and contractors, generating a direct economic benefit for the Rockhampton Region.

As outlined in the written partnership request dated 18 February 2026, Events Queensland has sought Council support for the 2026 event in the form of a \$10,000 (excl. GST) cash contribution, together with in-kind assistance valued at up to \$5,000 (excl. GST). The requested in-kind support includes the provision of waste services, as well as field-related services at Victoria Park, including field hire and the removal and re-installation of goal posts to facilitate event delivery and subsequent restoration of the playing surface.

Council officers have consulted internally with relevant operational departments to confirm the feasibility and scope of the proposed in-kind support. The requested assistance is consistent with support provided by Council in previous years for the delivery of the Pop-Up Polo Rockhampton event.

PREVIOUS DECISIONS

Council has previously sponsored Pop-Up Polo Rockhampton since its inaugural event in 2018. Support has consistently included a \$10,000 (excl. GST) cash contribution and in-kind assistance for event operations.

Most recently, Council resolved at the Ordinary Meeting held on 8 April 2025 to sponsor the 2025 Pop-Up Polo Rockhampton event by providing \$10,000 (excl. GST) cash and up to \$5,000 (excl. GST) in-kind support for waste services and removal and re-installation of goal posts.

BUDGET IMPLICATIONS

It is proposed that Council supports the 2026 Pop-Up Polo Rockhampton event by providing a \$10,000 (excl. GST) cash sponsorship contribution and in-kind support valued at up to \$5,000 (excl. GST) for waste services and field infrastructure and hire cost.

The funding for this sponsorship can be accommodated within an existing operational budgets held by Advance Rockhampton.

LEGISLATIVE CONTEXT

There are no human rights implications associated with this report or the proposed sponsorship. The recommendation is consistent with Council's legislative functions under the Local Government Act 2009 to support initiatives that deliver economic, social, and community benefits.

LEGAL AND RISK IMPLICATIONS

Pop-Up Polo Rockhampton is delivered by a third-party event organiser, Events Queensland Pty Ltd, who are responsible for the planning, delivery, and management of all event-related operational, safety, and compliance risks. Appropriate permits, insurances, and approvals are required to be in place prior to the event.

Council's risk exposure is limited to the agreed sponsorship and in-kind support components, including potential impacts to the playing surface, as the event is held on a community sporting facility. Risk mitigation measures will be consistent with previous years, with the sponsorship governed by a contractual agreement and paid post-event, subject to a joint facility inspection.

Where damage or rectification works are identified, the agreement will provide for the withholding or redirection of the sponsorship payment, in whole or in part, to contribute toward the cost of required field remediation, ensuring Council is not financially disadvantaged.

In addition, the event organiser will be required to comply with a range of site access conditions designed to minimise the risk of damage to Council assets.

CORPORATE/OPERATIONAL PLAN

The proposed sponsorship aligns with Council's Corporate and Operational Plan objectives, including:

- Promoting the region as an attractive destination for visitors and major events
- Supporting events that generate economic activity and community engagement

Pop-Up Polo Rockhampton continues to position the city as a destination capable of hosting high-profile regional events.

CONCLUSION

Given the demonstrated economic, promotional, and community benefits delivered by Pop-Up Polo Rockhampton in previous years, and the ongoing partnership with Events Queensland, it is recommended that Council continue its support of the event in 2026 through a combination of cash sponsorship and in-kind assistance.

SPONSORSHIP OF POP UP POLO 2026

RRC Partnership Request, Pop Up Polo 2026

Meeting Date: 28 April 2026

Attachment No: 1

EVENTS QUEENSLAND

Justin Bulwinkel

Rockhampton Regional Council

232 Bolsover Street Rockhampton, QLD 4700

Dear Justin,

Following the resounding success of the 2025 Pop Up Polo event in Rockhampton, Events Queensland (EQ) is thrilled to extend an invitation to Rockhampton Regional Council (RRC) to once again partner with us for the highly anticipated 2026 event.

The 2025 event, held on June 7th at Victoria Park, further solidified Pop Up Polo's position as a premier social and sporting occasion in the region. We welcomed a vibrant crowd, with strong attendance figures demonstrating the event's broad appeal. Ticketing records show that 3,080 guests attended the Saturday event held at Victoria Park. Of these guests, 40% were male, 60% were female and 24% attended from outside the local government area.

The continued support from the Rockhampton business community was exceptional, with returning sponsors and new partners alike recognizing the unique value and engagement that Pop Up Polo delivers. This robust backing underscores the event's significance and its positive impact on the local economy.

Our commitment to fostering the next generation of hospitality and events professionals remained strong in 2025. We provided invaluable hands-on experience to hospitality students from across the region, enabling them to apply their skills in a dynamic, real-world setting. Along with the first class training and the \$30,000 investment into Rockhampton's young people through real wages, written references were also provided by EQ to these students to accompany their resumes for their future endeavours. We were yet again so pleased with the quality of students Rockhampton has become well known. It's testament to a thriving community.

Furthermore, our marketing team continued to invest in the region, creating compelling promotional video content showcasing Rockhampton's diverse industries, iconic tourism destinations, and thriving community. These high-quality assets serve as powerful tools for promoting the event and the region to our extensive database, generating significant engagement and positive feedback. A copy of the 2025 edit accompanies this letter.

info@eventsqueensland.co
PO Box 489, Gladstone QLD 4680

[eventsqueensland.co](https://www.eventsqueensland.co)
[@eventsqueensland.co](https://www.instagram.com/eventsqueensland.co)

Events Queensland Pty Ltd
ABN 91 631 041 177



EVENTS QUEENSLAND

Events Queensland deeply appreciates RRC's ongoing support, which has been instrumental in the event's success. The collaborative efforts of all RRC departments and staff have contributed significantly to Pop Up Polo's reputation as a "must-attend" event on the social calendar. Building upon this strong foundation, we are eager to return to Rockhampton on Saturday, June 6th, 2026.

Pop Up Polo is a multifaceted event that delivers substantial social, economic, and promotional benefits to its host region, as evidenced by the successful 2025 event and previous years. EQ will this year spend a budgeted amount in excess of \$500,000 with local suppliers and contractors from Rockhampton and surrounding communities. We respectfully request that Council consider continuing our partnership by providing Events Queensland Pty Ltd with financial support of \$10,000 (ex GST), as well as in-kind support for the provision of waste receptacles and waste disposal, field hire, and preparation/restoration of the field at Victoria Park.

We sincerely hope that you will consider our proposal and look forward to the opportunity to collaborate with Rockhampton Regional Council once again to deliver another outstanding Pop Up Polo event.

Kind regards,



Peter Hawkins

Events Queensland

info@eventsqueensland.co
PO Box 489, Gladstone QLD 4680

[eventsqueensland.co](https://www.eventsqueensland.co)
[@eventsqueensland.co](https://www.instagram.com/eventsqueensland.co)

Events Queensland Pty Ltd
ABN 91 631 041 177



11.2 LEASE RENEWAL - BAUHINIA HOUSE AND SCHOTIA PLACE HAIRDRESSING SERVICES

File No:	15596
Attachments:	Nil
Authorising Officer:	Marnie Taylor - General Manager Organisational Services
Author:	Emma-Jane Dwyer - Manager Fleet and Facilities Kellie Roberts - Coordinator Property and Insurance

SUMMARY

Council consideration is sought in relation to renewing the Freehold Leases for Kym Watson for the spaces at Bauhinia House and Schotia Place for the provision of hairdressing services.

OFFICER'S RECOMMENDATION

THAT:

1. Pursuant to section 236(1)(c)(iii) of the Local Government Regulation 2012 (Qld), Council approves the renewal of the freehold leases to K M Watson for part of Bauhinia House at 235-239 Berserker Street (Lease 'B' in Lot 1 on SP232666) and part of Schotia Place at 201 Bolsover Street (Lease 'A' in Lot 24 on CP R26314) for the permitted use of the provision of hairdressing services for senior citizens for a term of six years; and
2. Council authorises the Chief Executive Officer (Manager Fleet & Facilities) to negotiate the terms and conditions of the lease renewal as outlined in the report, in preparation for execution by the delegated Officer.

COMMENTARY

Kym Watson has held Freehold Leases over the hairdressing spaces at Bauhinia House and Schotia Place since 2014. Ms Watson has been providing hairdressing services to senior citizens since 1998. The current term of the leases is 3 years and are set to expire on 30 September 2026, and was awarded under a tender where Ms Watson was the only tenderer.

The current annual rent for the Bauhinia House site is \$2,770.80 (ex GST) and the Schotia Place site is \$2,770.80 (ex GST). Ms Watson is currently complying with the terms and conditions of the leases.

It is recommended that the leases be renewed for a term of six years, with the rent to be determined by an independent market rent valuation, but that the rent is not to decrease from the current rent paid. The renewed lease will continue to increase the rent annually by CPI.

PREVIOUS DECISIONS

There are no previous decisions relating to this matter.

BUDGET IMPLICATIONS

There are no budget implications relating to this matter. If the lease is renewed, the valuation report will ensure that the correct market rent is charged and that the lease is being renewed under sound contracting principles.

LEGISLATIVE CONTEXT

Section 236 of the *Local Government Regulation 2012* (Qld) details a series of exceptions when disposing of an interest (lease) in a valuable non-current asset (land).

Section 236(1)(c)(iii), (2), (4) and (6) describes the process for renewing a lease to an existing tenant of the land.

236 Exceptions for valuable non-current asset contracts

(1) Subject to subsections (2) to (5), a local government may dispose of a valuable non-current asset other than by tender or auction if—

(c) for the disposal of land or an interest in land—

(iii) the disposal is for the purpose of renewing the lease of land to the existing tenant of the land

(2) An exception mentioned in subsection (1) applies to a local government disposing of a valuable non-current asset only if, before the disposal, the local government has decided, by resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other than by tender or auction.

(4) A local government may only dispose of land or an interest in land under this section if the consideration for the disposal would be equal to, or more than, the market value of the land or the interest in land, including the market value of any improvements on the land.

(6) For subsection (4), a written report about the market value of land or an interest in land from a valuer registered under the Valuers Registration Act 1992 who is not an employee of the local government is evidence of the market value of the land or the interest in land.

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 required Lease documentation will be prepared and executed should Council decide to renew the lease.

CORPORATE/OPERATIONAL PLAN

Goal 2.2 – We support our communities through our activities and programs.

Goal 3.4 – We support our Region’s economy through our projects and activities.

CONCLUSION

It is recommended that Council approve the renewal of the current Freehold Leases to Kym Watson over the spaces at Bauhinia House and Schotia Place for the provision of hairdressing services for senior citizens for a term of 6 years.

11.3 TREE MANAGEMENT POLICY – MAJOR AMENDMENT

File No:	11979
Attachments:	1. TMP 2026 Final Draft ↓ 2. Current TMP 2016 ↓
Authorising Officer:	Damon Morrison - General Manager Communities and Lifestyle
Author:	Thomas Svenson - Manager Open Spaces and Recreation

SUMMARY

The purpose of this report is to present the final draft Tree Management Policy 2026 to Council for adoption following Councillor briefing, review of feedback and refinement of the draft policy prior to formal consideration. The policy provides Council with a contemporary, consistent and transparent framework for the planting, monitoring, maintenance, protection, removal and replacement of trees on local government controlled areas across the Region.

OFFICER'S RECOMMENDATION

THAT Council adopts the Tree Management Policy set out in Attachment 1 to this report and approves a review timeline of the Tree Management Policy of four years.

COMMENTARY

The proposed Tree Management Policy provides a contemporary, best practice framework for managing Council's green infrastructure and supports consistent, transparent and evidence-based decision-making. It outlines Council's approach to tree monitoring, risk assessment, planting, maintenance, removal and replacement, root protection and significant tree management, while also clarifying organisational responsibilities and aligning decision-making with relevant legislation, Australian Standards, operational risk and community expectations.

Consultation was undertaken across Council to ensure all operational requirements were considered and that relevant sections are aware of their proposed responsibilities under the policy.

The proposed 2026 policy represents a substantial improvement on the 2017 policy by expanding the former high-level framework into a more detailed and operationally defensible document. It strengthens Council's ability to protect and enhance canopy cover, improve biodiversity outcomes, mitigate urban heat, manage public safety risks and support long-term urban forest resilience, while also providing greater clarity to the community about how tree management decisions are made. The draft policy was presented at a briefing session on 3 March 2026, with Councillor questions on notice taken at that time and officer responses summarised below.

1. Removal and Replacement**Question on Notice:**

Review the provision requiring replacement planting at a ratio of two trees for every one removed, including whether this is consistent with current Planning Scheme expectations for third-party developers.

Officer Response:

No amendment is recommended. The final draft policy retains the minimum replacement ratio of two trees for each tree removed, which remains an appropriate and achievable baseline for Council operations. The Planning Scheme does not include any requirements for tree replacement offsets.

Council's circumstances differ from broadscale land clearing by developers, as removals under this policy are typically limited to smaller numbers of trees associated with streets, parks or existing facilities. In addition, Council carries responsibility for establishment and early maintenance of replacement planting, including the initial six-month establishment period, which supports tree survival and makes the current minimum ratio operationally realistic.

2. Resident Engagement of External Contractors

Question on Notice:

Consider incorporating a permit or approval process that would allow residents to engage external contractors for maintenance of street trees, including qualification, screening, insurance and liability requirements.

Officer Response:

No amendment is recommended. Tree Maintenance should continue to be undertaken by Council staff or Council-engaged contractors who meet Council's prequalification, competency and insurance requirements. The final draft policy already requires tree maintenance to be undertaken by a suitably qualified person or a tree maintenance contractor, and it defines the competency expectations for inspections, assessments and pruning works. Retaining this approach reduces risk to Council by ensuring works are undertaken to the appropriate standard under Council's established contractor management processes. Residents are still permitted to undertake low-risk minor maintenance within clearly defined limits.

3. Minor Maintenance by Residents

Question on Notice:

Review whether the current minor maintenance limits should be adjusted, including the 5 cm branch diameter threshold and clarification of the 2 metre height restriction.

Officer Response:

The final draft has been refined to clarify this provision. Minor maintenance by residents is limited to low-risk, ground-based works only, including trimming or cutting small branches up to 5 cm diameter, where the point of cut is generally no higher than 2 metres above natural ground level, or otherwise within safe reach using handheld or long-handled non-powered tools while both feet remain on the ground.

4. CPTED Provisions / Carve-Outs for Specialised Open Spaces

Question on Notice:

Consider whether exemptions or carve-outs should be included for specialised landscapes such as Botanic Gardens and Kershaw Gardens where standard CPTED and sightline principles may conflict with botanical or landscape objectives.

Officer Response:

No specific policy carve-out is recommended. Site-specific operational decisions for highly specialised spaces such as Botanic Gardens or Kershaw Gardens are more appropriately managed through internal procedures, landscape planning, maintenance programs and site-specific operational standards rather than by creating broad policy exemptions.

5. Definition of Genuine Nuisance Tree / Allergenic or Toxic Effects

Question on Notice:

Review whether the definition should make clearer that removal for allergenic or toxic effects requires a stepped assessment process rather than being based on a single complaint, and whether certified medical evidence should be required.

Officer Response:

The final draft strengthens this provision by requiring a multi-factor assessment process, including evidence of allergy or toxic effects, and states that seasonal pollen exposure common to the broader urban environment will generally not meet the threshold unless exceptional and substantiated circumstances exist. The final draft also provides that a tree may only be classified as a genuine nuisance following assessment by a suitably qualified person within Council and only after alternative mitigation measures have been shown to be ineffective or not feasible. While the policy wording is considered sufficient, internal procedures will be updated to more explicitly document the evidence requirements for these cases, including medical evidence where relevant.

6. Management of Significant TreesQuestion on Notice:

Review whether the reference to replacing significant trees with the “same or similar species” provides enough flexibility where the original species is no longer suitable or was historically misplaced.

Officer Response:

The final draft policy has been refined to provide the required flexibility. It identifies the same species as the preferred replacement option for existing significant ageing trees where appropriate. However, it also expressly allows for alternative species to be selected where the original species is no longer desirable, suitable or fit for purpose due to site constraints, environmental conditions, safety considerations or long-term maintenance outcomes, provided the replacement achieves a similar landscape character.

7. Hazard to Public Safety / Property Damage / Critical InfrastructureQuestion on Notice:

Review whether the removal criteria should explicitly refer to the risk of property damage and/or damage to critical infrastructure, in addition to public safety.

Officer Response:

No further amendment is required. The definition of tree risk includes the potential for harm to people, damage to property or disruption to essential services, and the removal criteria specifically include trees that pose a hazard to public safety, trees that interfere with above or below ground essential services infrastructure, and trees that have damaged infrastructure where the cost of ongoing repair is greater than the tree’s worth. The maintenance section also expressly prioritises risks to property and infrastructure.

8. Tree Valuation Matrix for Significant or Historic TreesQuestion on Notice:

Investigate the feasibility of introducing a valuation matrix or payable monetary offset for the approved removal of significant or historic trees.

Officer Response:

A tree valuation framework is not recommended for inclusion in this policy currently. A monetary valuation model would require a separate methodology, implementation framework and administrative process, and would be better considered separately if Council wishes to pursue it in future.

9. Planting Selection / Native and Bush Tucker SpeciesQuestion on Notice:

Note the suggestion to include additional native and “bush tucker” species.

Officer Response:

No amendment to this policy is recommended on this point. Species selection is more appropriately addressed through Council's planting palette and associated internal planting procedures, rather than by prescribing additional species types in the Tree Management Policy itself. The final draft policy already provides a strong framework for species selection by requiring consideration of site conditions, surrounding character, infrastructure interfaces, resilience, biodiversity outcomes and landscape objectives. Review of the preferred planting palette, including any additional native or bush tucker species, can be progressed separately through a future briefing and operational review.

PREVIOUS DECISIONS

Council adopted the Tree Management Policy in 2017.

Council adopted the Urban Greening Policy in 2023.

The proposed 2026 Policy supports the Urban Greening Policy objectives.

BUDGET IMPLICATIONS

The updated Policy does not require an immediate increase in operational budget.

LEGISLATIVE CONTEXT

The updated Tree Management Policy aligns with a broader and more contemporary legislative, regulatory and technical framework than the 2017 policy. In particular, the policy has been developed with regard to the *Civil Liability Act 2003 (Qld)*, *Biosecurity Act 2014*, *Environmental Protection Act 1994*, *Environment Protection and Biodiversity Conservation Act 1999 (Cth)*, *Vegetation Management Act 1999* and *Planning Act 2016*, together with Council's local laws, planning framework and relevant Australian Standards for tree stock, pruning and tree protection on development sites.

Council has considered its obligations under the Human Rights Act 2019. The final draft policy identifies property rights and privacy as the human rights most relevant to the policy. Any limitation on those rights is considered reasonable and justified, as the policy provides a lawful, proportionate and evidence-based framework to support public safety, infrastructure protection, environmental outcomes and consistent decision-making. The policy is therefore considered compatible with human rights.

LEGAL AND RISK IMPLICATIONS

The 2026 Policy strengthens Council's ability to demonstrate that reasonable and proportionate steps are taken in managing tree risk.

CORPORATE/OPERATIONAL PLAN

Related Corporate Plan Theme	Relevant Goals	How the Updated Policy Supports These Outcomes
Our Environment	Protect biodiversity; deliver greener spaces	Canopy expansion, habitat tree protection, proactive monitoring, climate resilience
Our Community	Liveable places; safe and healthy communities	Shade, amenity, consistent tree standards, risk-based management
Our Infrastructure	Protect infrastructure; integrated planning	Tree protection during works, species selection, coordination with capital projects
Our Council	Financial sustainability; effective governance	Reduces reactive costs, clear decision-making, cross-Council integration

CONCLUSION

The 2026 Tree Management Policy delivers a comprehensive and balanced framework for managing the Region's trees as critical green infrastructure assets. It strengthens governance, improves legal defensibility, enhances canopy planning and clarifies organisational accountability. Adoption of the updated Policy will position Council to manage tree assets consistently, transparently and proportionately into the future.

TREE MANAGEMENT POLICY – MAJOR AMENDMENT

TMP 2026 Final Draft

Meeting Date: 28 April 2026

Attachment No: 1

TREE MANAGEMENT POLICY

ADMINISTRATIVE POLICY



1 Scope

This policy applies to the management of trees located within local government controlled area as part of Council's green infrastructure network. This policy excludes trees within an community garden, trees on private property and other road verge plantings.

2 Purpose

The purpose of this policy is to:

- (a) Provide a consistent, transparent and best-practice framework for tree management;
- (b) Operationalise Council's Urban Greening Policy and align with relevant legislation, Australian Standards, sustainability objectives and community expectations; and
- (c) Outline Council's Commitment to maintaining and enhancing green infrastructure across the Region through the protection of existing trees wherever practicable and through structured and strategic planting programs.

3 Related documents

3.1 Primary

Nil

3.2 Secondary

Biosecurity Act 2014

Civil Liability Act 2003

Environmental Protection Act 1994

Environmental Protection Regulation 2019

Environment Protection and Biodiversity Conservation Act 1999 (Cwth)

Land Act 1994

Local Government Act 2009

Local Law No. 1 (Administration) 2011

Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011

Nature Conservation Act 1992

Neighbourhood Disputes (Dividing Fences and Trees) Act 2011

Planning Act 2016

Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2011

Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2019

Transport Infrastructure Act 1994

Vegetation Management Act 1999

Asset Management Responsibilities Policy

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Communities and Lifestyle
Version:	2	Section:	Open Spaces and Recreation
Reviewed Date:		Page No:	Page 1 of 14

Capricorn Municipal Development Guidelines
 Closed-Circuit Television Systems (AS 4806 Series) – Australian Standard
 Community Gardens Policy
 Crime Prevention Through Environmental Design Guidelines for Queensland – Queensland Police Service
 Model Code for Neighbourhood Design (A Code for Reconfiguration of Lot)
 Protection of Trees on Development Sites (AS 4970-2025) - Australian Standard
 Pruning of Amenity Trees (AS 4373-2007) – Australian Standard
 Register of Significant Trees
 Rockhampton Regional Council Biosecurity Plan
 Rockhampton Region Planning Scheme 2015
 State Planning Policy - Queensland Government
 Tree Management Procedure
 Tree Register
 Tree Risk Management Guide 2021 Local Government Mutual Services
 Tree Stock for Landscape Use (AS 2303:2018) – Australian Standard
 Urban Greening Policy
 Street Lighting Technical Standard (AS/NZS 1158 Series) – Australian/New Zealand Standard
 Work Instruction for Tree Management

4 Definitions

To assist in interpretation, the following definitions apply:

Arboriculture	The care, cultivation, management, and study of individual woody plants/trees. It is both a practice and science.
Canopy cover	The above-ground portion of a vegetation type, formed by plant crowns.
Community garden	Community gardens established and approved by Council under the Community Gardens Policy.
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.
Council	Rockhampton Regional Council
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Communities and Lifestyle
Version:	2	Section:	Open Spaces and Recreation
Reviewed Date:		Page No:	Page 2 of 14

Genuine nuisance	<p>An ongoing, substantiated interference caused by a tree on local government controlled area that affects the reasonable use or enjoyment of adjacent private or public land, and which cannot be practically managed through standard maintenance. For a tree to be considered a genuine nuisance it must cause:</p> <ul style="list-style-type: none"> (a) Physical damage to private property or non-critical infrastructure; (b) Obstruction of access or visibility amounting to a safety hazard; (c) Persistent and excessive debris causing property damage or unreasonable maintenance burden; or (d) Allergenic or toxic effects from known irritant species, where a multi-factor assessment process is followed including evidence of allergy or toxic effects. Seasonal pollen exposure common to the broader urban environment will generally not meet the threshold of a genuine nuisance unless exceptional and substantiated circumstances are demonstrated. <p>A tree may only be classified as a genuine nuisance following assessment by a suitably qualified person within Council, and only after alternative mitigation measures (for example, pruning, root barriers, engineering controls) are shown to be ineffective or not feasible.</p> <p>Relevant factors in determining genuine nuisance include the history of complaints, documented defects or failures, recurrence of impacts and the effectiveness of previous mitigation measures.</p>
Green infrastructure	A network of naturally occurring or built living assets that, through natural processes, deliver important benefits to people and places in both urban and rural environments.
Habitat tree	A living or dead tree that actively supports wildlife breeding, shelter or feeding (through hollows, nests or features such as a large canopy, loose bark, cracks and food sources).
Local government controlled area	As defined in <i>Local Law No. 1 (Administration) 2011</i> , land, facilities and other infrastructure owned, held or otherwise controlled by the local government.
Park	An area primarily for recreational use and managed by Council.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Reserve	<p>As defined in <i>Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilitates and Roads) 2019</i>:</p> <ul style="list-style-type: none"> (a) Means: <ul style="list-style-type: none"> (i) Land dedicated as a reserve, or granted in trust, under the <i>Land Act 1994</i> and for which the local government is a trustee under that Act; and (ii) Other land held in trust by the local government which the local government has set apart for recreational or environmental purposes; and (b) Includes land designated as a reserve in the planning scheme of the local government.
Road	<p>As defined in <i>Local Law No. 1 (Administration) 2011</i>:</p> <ul style="list-style-type: none"> (a) A road as defined in the <i>Local Government Act 2009</i>; and (b) A State-controlled road: <ul style="list-style-type: none"> (i) Prescribed under a subordinate local law for this subparagraph as a road to which this local law applies unless otherwise provided; and (ii) In respect of which the chief executive has given written agreement under the <i>Transport Operations (Road Use Management) Act 1995</i>, section 66(5)(b).

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Communities and Lifestyle
Version:	2	Section:	Open Spaces and Recreation
Reviewed Date:		Page No:	Page 3 of 14

Road verge	Part of the Council controlled road reserve between the kerb and front property boundary, or where no kerb exists, between the table-drain and the property boundary.
Significant tree	Trees or stand of trees with aesthetic, historic, scientific or social value for past, present and future generations.
Site custodian	Manager with responsibility of a site as assigned in the Asset Management Responsibilities Policy.
SRZ	Structural root zone, the minimum area around a tree required for the tree to remain stable and upright.
Suitably qualified person	For inspection and routine risk assessment: Australian Qualifications Framework Level 3 or above Arborist with demonstrated competency in tree risk inspection. For complex/advanced assessment, reports and high-risk decisions: Australian Qualifications Framework Level 5 Arborist (or equivalent) to undertake or review. For pruning/works: to AS4373 by competent employees; contractors must meet Council prequalification and competency requirements.
TPZ	Tree protection zone, a specified area around a tree that is protected during development or construction activities to ensure a tree's health, stability and long-term viability.
Tree maintenance contractor	Suitably qualified person externally engaged by Council to deliver tree maintenance work to AS 4737-2007 Pruning of Amenity Trees under an agreement enforceable by law.
Tree management	The coordinated planning, establishment, protection, maintenance, assessment and removal of trees to ensure their health, longevity, safety and contribution to the Region's green infrastructure.
Tree risk	The potential for a tree or part of a tree to fail and cause harm to people, damage to property or disruption to essential services. Tree risk is determined by considering failure potential, target exposure and consequences of failure.
Urban forest	The sum of all trees and associated vegetation (in combined public/private ownership) in and around dense human settlements which are managed for the purpose of improving the urban environment.
Vegetation management	As defined in Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2011, mowing, slashing or edging grass and weeding or watering grass.
Weed	Any plant species, including trees, listed as 'prohibited invasive plants' or 'restricted invasive plants' by Biosecurity Queensland.

5 Policy statement

Our Region's green infrastructure is an essential asset that provides a range of social, economic and environmental benefits. Effective tree management and establishment of new green infrastructure is critical to sustaining canopy cover, mitigating urban heat, protecting biodiversity and enhancing public spaces. Tree management ensures Council meets the duty of care to take all reasonable steps to avoid foreseeable harm from trees on local government controlled areas, having regard to likelihood and consequence, the cost and practicality of controls and competing operational responsibilities.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Communities and Lifestyle
Version:	2	Section:	Open Spaces and Recreation
Reviewed Date:		Page No:	Page 4 of 14

This policy seeks to maximise these benefits for our community by ensuring industry best practice tree management. Priorities for the Region include:

- (a) Establishment of healthy green infrastructure (including suitable species characterised by long-lived single stemmed trees), ensuring long-term resilience and maintainability.
- (b) Continued preservation and protection of existing green infrastructure to the greatest practicable extent.
- (c) Identify risks and act within a reasonable timeframe, proportionate to risk, resourcing and operational priorities and document the assessment and actions taken.

Tree management decisions are consistent with the *Civil Liability Act 2003* and contemporary risk management principles.

5.1 Objectives

This policy is one of the tools Council uses to implement the Urban Greening Policy and its guiding principles to:

- (a) Ensure consistent and transparent decision-making by an approved employee for tree management within local government controlled areas;
- (b) Protect and enhance green infrastructure, including significant and habitat trees;
- (c) Align tree management practices with relevant legislation, Australian Standards and Council's strategic documents;
- (d) Promote climate resilient and diverse urban forest development by selecting appropriate species and using planting techniques suited to local conditions for long-term sustainability;
- (e) Prioritise public safety and infrastructure protection through structured maintenance programs, risk-based management strategies, inspections and documentation;
- (f) Maintain and enhance biodiversity and ecological values by preserving habitat trees, increasing canopy cover and integrating trees into streetscape and landscape design;
- (g) Apply a structured approach to tree removal, with clear assessment criteria and offset requirements through replacement planting;
- (h) Protect significant trees and inform decision-making using a formal Significant Tree Register and criteria-based assessment to retain cultural, historical and ecological values; and
- (i) Engage and educate the community in tree stewardship through consultation and opportunities for participation in planting and minor maintenance.

5.2 Monitoring, Identification and Tracking of Trees

Council maintains a consistent and data-driven approach to tree management by monitoring, identifying and tracking trees across the Region in alignment with the Urban Greening Policy's "monitor" principle, which includes:

- (a) Maintaining an up-to-date Tree Register that records locations, species, size, condition, maintenance actions, hazard rating and removals and replacement plantings.
- (b) Logging tree requests and complaints into Pathway, Council's customer request/enquiry and complaints system. Data collected informs future decisions.
- (c) Periodically assess canopy cover and spatial distribution to identify low-canopy areas, urban heat exposures, declining tree cohorts and biodiversity gaps.
- (d) Use monitoring data to proactively identify planting opportunities associated with canopy deficits, succession needs, capital works and neighbourhood-level planting priorities.
- (e) Update asset records following inspections, plantings, removals or significant maintenance to ensure accurate information informs decision-making.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Communities and Lifestyle
Version:	2	Section:	Open Spaces and Recreation
Reviewed Date:		Page No:	Page 5 of 14

- (f) Summarise monitoring outcomes periodically to guide annual planting programs, prioritisation frameworks and long-term urban forest planning.
- (g) Consistent, defensible and documented approach to assessing and treating tree risk.
- (h) Conduct scheduled tree inspections of high-use areas such as the CBD, major roads and pathways and near schools.
- (i) Conduct reactive inspections when tree requests are submitted to Council or after significant weather events.

These monitoring processes ensure that tree management is transparent, evidence-based and aligned with Council’s objective to sustainably enhance the Region’s green infrastructure.

5.2.1 Tree Risk Management

Tree risk management applies to all inspections and assessments of trees on local government controlled areas, including scheduled inspections, service requests and post-incident events. Tree risk is assessed by a suitably qualified person using a systematic method that considers:

- (a) Failure potential (structural defects/condition);
- (b) Target exposure (people, property, traffic); and
- (c) Consequences of failure.

Council adopts a hazard rating approach consistent with industry to prioritise actions. Where uncertainty is high, advanced investigations (for example, elevated or internal inspection, root plate assessment) may be required. The assessor assigns a hazard rating that guides treatment priority and method or remove and replace decisions that are discussed further in this policy. Decisions must balance safety, tree value, environmental and heritage significance, service delivery and cost-effectiveness.

Any tree with severe defects and high target exposure is escalated for prompt treatment, interim controls (for example, barrier, exclusion) may be employed. Every risk assessment must be documented on Council’s standard form and recorded against the Tree Register.

5.3 Planting

Council is responsible for all tree planting in local government controlled areas. Tree planting programs involving members of the community may be supported and/or organised by Council. Residents or community groups seeking to plant trees on local government controlled areas, should submit a request to Council’s Customer Service.

Planted trees must conform to Australian Standard AS 2303-2018 Tree Stock for Landscape Use. Council supports a six-month establishment maintenance period before transitioning to normal tree maintenance measures for any Council approved planting.

5.3.1 Planting Prioritisation

Council planting locations are guided by spatial, environmental and asset-based assessments. Priority planting areas are informed by both proactive and reactive triggers.

Proactive planting triggers:

- (a) Canopy cover analysis to identify areas lacking shade and amenity in high pedestrian areas and active transport corridors;
- (b) Succession planning indicates that mature tree populations are nearing end of life;
- (c) High urban heat areas;
- (d) Biodiversity and habitat connectivity;

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Communities and Lifestyle
Version:	2	Section:	Open Spaces and Recreation
Reviewed Date:		Page No:	Page 6 of 14

- (e) Streetscapes and open spaces audits where whole street or block planting opportunities exist for efficiency, uniformity and maintenance consistency; and
- (f) Capital works create new planting opportunities.

Reactive planting triggers:

- (a) Replacing removed trees or conducting offset planting;
- (b) Storm events, vandalism or asset damage;
- (c) Community group or resident requests for street, park or reserve tree plantings, managed in accordance with paragraphs 5.3.2 and 5.3.3;
- (d) Development approval or offset conditions; and
- (e) Operational requests from within Council.

5.3.2 Planting Selection

The success of tree planting in achieving canopy expansion and resilience is dependent on the selection of appropriate tree species and locations. To reduce future conflicts and risks, species and planting locations are selected that are appropriate to site constraints and service interfaces. Council has detailed internal procedures for tree planting which ensure the following site-specific factors are considered when selecting the appropriate tree species:

- (a) Planting location (street, park, reserve or other public space) and purpose;
- (b) Appropriate planting distances from infrastructure such as roads, buildings, transmission lines, street lighting, public CCTV and fixed cameras, and underground services;
- (c) Available root and crown growing space;
- (d) Site geomorphology and soil structure;
- (e) Height, form and texture of existing site vegetation;
- (f) Character and style of surrounding environment, both built and landscape character;
- (g) Required amenity, landscape theme and palette; and
- (h) Suitability of proposed species (including resilience to climate extremes, minimal maintenance liabilities; and low weed, pest and nuisance potential).

5.3.3 Street Tree Planting

Planting of trees in Council controlled roads will:

- (a) Encourage high quality vistas and promote subtropical boulevards along arterial roads and major entry roads, including feature tree species iconic to the Region’s landscape;
- (b) Contribute to local streetscape quality, stormwater management and footpath shade cover;
- (c) Favour whole-street plantings or blocks within streets in preference to individual plantings;
- (d) Result in clear trunked, small to medium shade tree species in residential streets to minimise nuisance; and
- (e) Ensure safe road and kerb access is maintained for all vehicle types, including waste collection vehicles and emergency services vehicles.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Communities and Lifestyle
Version:	2	Section:	Open Spaces and Recreation
Reviewed Date:		Page No:	Page 7 of 14

5.3.4 Park and Reserve Tree Planting

Planting of trees in parks or reserves will:

- (a) Align with existing historical theme plantings and designs for timely tree succession;
- (b) Promote shade and amenity at picnic nodes, pathways, spectator areas, playgrounds and carparks;
- (c) Offer opportunities for education and to showcase colourful tree species;
- (d) Use the placement and grouping of trees to minimise maintenance and risk exposure; and
- (e) Enhance and protect habitats and waterways.

5.4 Maintenance

Tree asset maintenance work is prioritised in the following order, to facilitate decision-making and direct prioritisation of resources:

- (a) Risks to public safety;
- (b) Risks to property or infrastructure;
- (c) Risks to safe delivery of essential services such as waste collection or emergency vehicles;
- (d) Interference with Crime Prevention Through Environmental Design principles including non-compliance of CCTV and fixed cameras line of sight and street-lighting illumination requirements;
- (e) Hazard reduction, fire safety and/or storm clean-up;
- (f) Genuine nuisance issues are prioritised based on risk and evidence, having regard to the severity, frequency and documented history of the issue;
- (g) Establishing and maintaining healthy and structurally sound trees; and
- (h) Maintaining natural habitat for wildlife.

Maintenance of trees includes proactive inspection and pruning to ensure long term health, performance and aesthetics. Tree maintenance is conducted by a suitably qualified person or tree maintenance contractor. Maintenance of trees is undertaken to:

- (i) Maintain appropriate form and function of trees;
- (j) Remove overhanging branches and under-prune low growing branches considered hazardous to pedestrian or vehicular traffic and infrastructure;
- (k) Rejuvenate vigour, reduce crown density or to redistribute growth to lateral branches;
- (l) Remove dead, dying or pest infected limbs and branches; and
- (m) Where a tree experiences limb failure, structural damage or other significant defect, Council undertakes a timely post-failure arboriculture assessment and implements appropriate remedial actions to support tree health and reduce the likelihood of repeat failure.

The local energy provider (currently Ergon Energy) is responsible for the maintenance of trees that may interfere with power transmission infrastructure, including those within specific easements and corridors.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Communities and Lifestyle
Version:	2	Section:	Open Spaces and Recreation
Reviewed Date:		Page No:	Page 8 of 14

5.4.1 Maintenance by residents

In addition to vegetation management permitted under Subordinate Local Law 1.1 Schedule 1, Council permits residents to undertake minor maintenance of trees and other shrubs, excluding significant trees, on local government controlled areas adjacent to and within five metres of the resident’s private property. Minor maintenance is limited to low-risk, ground-based works only, and includes:

- a) Trimming or cutting of small branches with a maximum diameter of up to five centimetres; and
- b) Works undertaken from ground level only, where the point of cut is generally no higher than two metres above natural ground level, or within safe reach using handheld or long-handled non-powered tools while both feet remain on the ground.

Minor maintenance must not include:

- a) Use of ladders, climbing devices, elevated work platforms or climbing of the tree;
- b) Use of chainsaws or powered cutting equipment;
- c) Works that affect the structural integrity, health or long-term form of the tree; or
- d) Any pruning of significant trees.

Where vegetation exceeds these parameters, or where safety or tree health may be compromised, maintenance must be undertaken by Council or a suitably qualified person.

All minor maintenance must be undertaken for a reasonable purpose, must not interfere with the proper maintenance of the road or footpath and must not create any hazard or obstruction for pedestrians or vehicular traffic. The person undertaking the maintenance is responsible for ensuring adequate safety measures are in place and that the safe use of the road verge by pedestrian or vehicular traffic is not compromised. The outcome of the work must contribute positively to the aesthetic presentation of the area for the community.

5.5 Removal and replacement

There may be instances where Council decides that tree retention is not desirable, feasible or reasonable based on criteria listed in this paragraph. Council is responsible for the removal of trees in local government controlled area, and only removes trees in the following circumstances where the tree:

- (a) Is dead, in irreversible decline or structurally unsound.
- (b) Is deemed a traffic hazard which cannot be corrected by pruning.
- (c) Poses a hazard to public safety which cannot be mitigated without adverse effects to the tree.
- (d) Has been damaged resulting in compromised structural integrity and/or long-term viability.
- (e) Has interfered with above or below ground essential services infrastructure, where the infrastructure or tree cannot be modified without detrimental effects on the tree.
- (f) Has interfered with Crime Prevention Through Environmental Design (CPTED) principles for maintaining clear sightlines for Council CCTV and fixed cameras and compliant street lighting, and engineering change options are not feasible or cost-effective and selective pruning is not effective.
- (g) Has a documented history of limb failure, structural defects or recurring genuine nuisance impacts and further mitigation measures are not reasonably effective, proportionate or viable.
- (h) Is to be removed to allow for the inclusion of infrastructure which provides community benefit, where all other options have been exhausted. Such removals require offset planting within the immediate or local area as appropriate.
- (i) Has damaged infrastructure and the cost of ongoing repair is greater than the tree’s worth.
- (j) Is an invasive plant in accordance with the *Biosecurity Act 2014*, Council’s Biosecurity Plan and Local Laws.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Communities and Lifestyle
Version:	2	Section:	Open Spaces and Recreation
Reviewed Date:		Page No:	Page 9 of 14

(k) Is a juvenile tree that has self-seeded within an existing view-shed.

Trees that are removed are replaced on a ratio of two trees replaced for each tree removed. Offset plantings are considered if there is not enough adequate room at the original location of the tree being removed. Offset planting occurs at the closest viable location and the planting criteria listed in paragraph 5.3 informs the location and species selection.

Requests for the removal of street trees is assessed in an objective and professional manner. Council explores all feasible options for resolving issues associated with trees to maximise the possibility of their retention.

Tree removal requests submitted through development applications are assessed once a road reserve work permit is submitted and approved by Council. If the tree must be removed it is up to the property owner to engage a qualified arborist/tree maintenance contractor to remove the tree at no cost to Council.

Council is unlikely to remove trees in the following circumstances:

- (a) The tree obscures or potentially obscures views;
- (b) The tree species is disliked;
- (c) The tree variety causes nuisance by way of leaf, fruit, bark shedding or other natural processes that is not deemed a risk to infrastructure or public safety;
- (d) The tree shades private dwellings, gardens, solar panels, solar hot water installations or similar;
- (e) The tree is determined to have biodiversity values, such as a hollow, breeding place or 'habitat' tree;
- (f) Tree impacts TV, radio or satellite reception – where reasonable access can be provided by better positioning of the device(s) or the subject tree pre-dates the TV, radio, satellite antenna; and
- (g) Where tree parts (leaf, seed etc.) are affecting the swimming pool area or filtration system where reasonable covering and/or devices can be employed.

5.6 Tree protection (root management)

Tree roots are opportunistic rather than destructive, but their health is critical for tree stability and longevity. Any structural damage to roots or changes to surrounding soil conditions such as grade alterations or machine compaction, can cause instability, reduce tree health and shorten life expectancy.

Protection of tree root systems and canopy is essential during any civil or infrastructure works. Interventions with tree roots should only occur as a last resort and must be undertaken by a Level 5 qualified Arborist in accordance with AS4970-2009 Protection of Trees on Development Sites. Minimum requirements for works near trees:

- (a) Pre-works Arborist assessment to establish TPZ and SRZ;
- (b) Install protective fencing before site works commence;
- (c) No excavation, soil storage, compaction or vehicle access in the TPZ;
- (d) Root pruning only by a qualified arborist;
- (e) Use mulch, ground mats or geotextile to prevent compaction; and
- (f) Arborist supervision required for any approved incursions into TPZ.

5.7 Significant trees

Trees may be classified as significant due to their historical, social, environmental, cultural or botanical attributes. Council applies a set of defined criteria to assess the significance of individual trees or groups of trees.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Communities and Lifestyle
Version:	2	Section:	Open Spaces and Recreation
Reviewed Date:		Page No:	Page 10 of 14

A tree that meets one or more of these criteria is recognised as a significant tree, regardless of whether it is currently listed in Council's Register of Significant Trees. The register is updated periodically to reflect newly identified significant trees. The following table outlines the criteria used to determine significance and guide appropriate protection and management.

Significant trees may include individual trees or groups of trees and must satisfy one of the following:

Criteria	Description
Unique location or context	The tree or trees occur in a unique location or context, providing a unique contribution to the landscape.
Rare or localised distribution	Any tree of a species or variety that is rare or is of very localised distribution. This could include a threatened indigenous or endemic species within its locality, end of natural range, disjunct community or a rare exotic specimen.
Outstanding size	The outstanding size of a tree relates specifically to the tree species and may vary considerably depending on height, canopy spread or diameter at breast height.
Aesthetic value	The tree is a particularly well-formed example of the species that is in a location that makes it striking in the landscape. This includes local landmark or feature trees that are significant in size, form and spread in a regional context and contributes to the scenic character of the location or setting. The loss of a tree in this category would result in a substantial change to the local landscape.
Curious growth habit	Any tree which exhibits a curious growth form or physical feature such as abnormal outgrowths, natural fusion of branches, severe lightning damage or unusually pruned forms.
Historical significance	The tree is of importance in the culture and natural history of the Region such as: <ul style="list-style-type: none"> (a) Any tree commemorating a particular occasion, individual or associated with an important historical event may be considered in this category; (b) Remnant tree that is likely to predate European development of the area (likely over 100 years old); and (c) Any tree that is particularly old or venerable (older than other typical species in the area).
Connection to Aboriginal culture	A tree associated with aboriginal activities or culture. For example sacred or corroboree trees.
Outstanding example of species	Any tree that is an outstanding example of the species at an international/national/state/regional/local level or of aesthetic value.
Environmental significance	Trees that provide essential habitat or ecological functions and contribute to biodiversity conservation under relevant environmental legislation frameworks. This includes: <ul style="list-style-type: none"> (a) Habitat for native wildlife (hollows, nesting sites, food sources); (b) Connectivity within wildlife corridors supporting species movement or within mapped corridors; (c) Association with remnant vegetation or areas of high ecological value and contribution to the survival of threatened species or ecological communities; and (d) Any tree which is of horticultural or genetic value and could be an important source of propagating stock, including specimens that are particularly resistant to disease or exposure. This could include Australian native, locally indigenous

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Communities and Lifestyle
Version:	2	Section:	Open Spaces and Recreation
Reviewed Date:		Page No:	Page 11 of 14

	or exotic tree species.
--	-------------------------

5.7.1 Management of Significant Trees

Council ensures appropriate management of significant trees through:

- (a) Maintaining a register of trees in the Region recognised under this paragraph, known as Council’s Register of Significant Trees.
- (b) Only Council is permitted to manage significant trees, the community cannot perform minor maintenance on significant trees, regardless of their proximity to private land.
- (c) Significance does not remove the need for hazard assessment. Where a significant tree presents unacceptable risk that cannot be reasonably mitigated, Council may implement interim controls, targeted pruning, engineering controls, or staged removal with like-for-like replacement and heritage interpretation, as appropriate.
- (d) Ensuring the same species is considered as the preferred replacement option for existing significant ageing trees, achieved where possible through propagation from the parent plant.

Where the original species is no longer desirable, suitable or fit for purpose due to site constraints, environmental conditions, safety considerations or long-term maintenance outcomes, alternative species may be selected, provided they achieve a similar landscape character, including consideration of:

- (i) Mature height and canopy form;
- (ii) Foliage texture and density;
- (iii) Colour and seasonal interest; and
- (iv) Flowering or visual character.
- (e) Including a staged remedial and removal program over a suitable time to minimise the impacts of replacement on the local planting character.

5.8 Responsibilities

A whole of Council approach is required for planning, maintaining, protecting and enhancing green infrastructure. This shared framework ensures trees are managed consistently across the organisation:

Section/Unit	Responsibilities
Open Spaces and Recreation	<ul style="list-style-type: none"> (a) Primary custodian and decision-makers responsible for green infrastructure management; (b) Lead strategic tree planning and canopy enhancement programs; (c) Manage species palette and planting standards; (d) Deliver planting programs; (e) Coordinate community planting with Environmental and Sustainability; (f) Conduct all types of tree maintenance; (g) Conduct scheduled tree inspections; (h) Support Arborists by responding to service requests in their respective zones for general tree maintenance activities such as removal of fallen branches and basic pruning from ground-level using a pole saw; (i) Monitor tree health, canopy trends and planting success; and (j) Document inspections, hazard ratings, nuisance assessments, mitigation actions

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Communities and Lifestyle
Version:	2	Section:	Open Spaces and Recreation
Reviewed Date:		Page No:	Page 12 of 14

	and follow-up outcomes to support consistent decision-making, asset risk management and defensible outcomes.
Infrastructure Planning and Civil Design	(a) Integrate trees into civil designs to contribute to long-term canopy coverage; (b) Consider protection of trees in project design; and (c) Request Arborist review during project planning.
Civil Operations	(a) Support verge/streetscape planting (where requested and resourced); (b) Ad-hoc operational support for tree works (usually in response to significant weather events); (c) Implement tree protection measures during civil works; and (d) Identify and report trees requiring assessment.
Fitzroy River Water	(a) Where site custodian, maintain and protect trees; and (b) Request Arborist assessment and support as required.
Rockhampton Regional Waste and Recycling	(a) Where site custodian, maintain and protect trees; and (b) Request Arborist assessment and support as required.
Fleet and Facilities	(a) Where site custodian or asset custodian, consider landscaping/tree integration at community facilities; (b) Where site custodian, maintain trees on facility grounds; (c) Request Arborist assessment and support as required; and (d) Protect trees during facility works.
Project Delivery	(a) Incorporate tree retention or planting into project design and staging; (b) Ensure capital projects protect existing trees; and (c) Ensure contractors comply with this policy and related standards.
Development Assessment	(a) Ensure private development protects significant trees; (b) Regulate tree removal and protection on development sites; and (c) Enforce Rockhampton Region Planning Scheme and conditions relating to tree protection.
Environmental Sustainability	(a) Support Open Spaces and Recreation by facilitating community natural resource management partnerships and community planting activities; and (b) Support environment and sustainability business improvement projects as required.
Community Engagement/Customer Service	(a) Interface for residents and logging of service requests; and (b) Provide consistent messaging and manage community expectations.
Local Laws	(a) Enforce Local Laws regarding damage, interference or illegal removal or maintenance of public trees; and (b) Support action against vandalism.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Communities and Lifestyle
Version:	2	Section:	Open Spaces and Recreation
Reviewed Date:		Page No:	Page 13 of 14

5.9 Human rights

In creating this policy Council has considered all human rights protected under the *Human Rights Act 2019* in order to identify which human rights are relevant to this policy. As a result of this consideration, Council identified that the human right to privacy and property rights are relevant to this policy. Any limitation of human rights are reasonable and justified in the circumstances in accordance with section 13 of the *Human Rights Act 2019*. When applying this policy, Council acts and makes decisions in a way that is compatible with human rights and gives proper consideration to a human right relevant to the decision in accordance with the *Human Rights Act 2019*.

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 Communities and Lifestyle
Policy Owner	Manager Open Spaces and Recreation
Policy Quality Control	Legal and Governance

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Communities and Lifestyle
Version:	2	Section:	Open Spaces and Recreation
Reviewed Date:		Page No:	Page 14 of 14

TREE MANAGEMENT POLICY – MAJOR AMENDMENT

Current TMP 2016

Meeting Date: 28 April 2026

Attachment No: 2



TREE MANAGEMENT POLICY (ADMINISTRATIVE POLICY)

1 Scope:

This policy applies to trees located in urban and suburban parts of the Region and in the public realm under Rockhampton Regional Council's control.

This policy excludes trees on private properties.

2 Purpose:

To ensure a consistent and transparent approach to planting, maintenance, preservation, removal and replacement of trees within the public realm.

3 Related Documents:

Primary

Nil

Secondary

Land Act 1994

Neighbourhood Disputes (Dividing Fences & Trees) Act 2011

Transport Infrastructure Act 1994

Local Law 4 (Local Government Controlled Areas, Facilities and Roads) 2011

Australian Standard AS 4373-2007 – Pruning of Amenity Trees

Australian Standards AS 4970-2009 – Protection of Trees on Development Sites

Capricorn Municipal Design Guidelines

Road Planning and Design Manual – 2nd edition (Department of Transport and Main Roads)

Rockhampton Region Planning Scheme 2015 – SC6.13 Landscape Design and Street

Trees Planning Scheme Policy

4 Policy Definitions:

To assist in interpretation, the following definitions apply:

Council	Rockhampton Regional Council
Road	As per section 59(2) of the <i>Local Government Act 2009</i> : (a) An area of land that is dedicated to public use as a road; or (b) An area of land that – (i) Is developed for, or has as one of its main uses, the driving or riding of motor vehicles; and (ii) Is open to, or used by, the public; or (c) A footpath or bicycle path; or (d) A bridge, culvert, ford, tunnel or viaduct
Park	An area primarily for recreational use and managed by Council.
Public realm	Collective term including park, reserve, road and public areas or spaces.

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 24 January 2017

Version: 2

Reviewed Date:

Department: Community Services

Section: Parks

Page No.: Page 1 of 5

Reserve	An area primarily for recreational use and managed by Council on behalf of the State of Queensland.
Significant Tree	Trees that are rare, culturally or naturally important and add to the overall landscape of an area.
Weed	Species of tree that are listed as 'prohibited invasive plants' or 'restricted invasive plants' by Biosecurity Queensland.

5 Policy Statement:

The urban tree population provides a range of social, economic and environmental benefits. This policy seeks to maximise these benefits for our community by ensuring appropriate planting and industry best practice maintenance, preservation, removal and replacement of trees.

Priorities for the Region will be the:

- Establishment of healthy vegetation (including suitable species characterised by long-lived single stemmed trees); and
- Preservation of existing vegetation to the greatest practicable extent.

Council's maintenance, planting, removal, replacement and renewal activities on trees will be guided by the Australian Standard AS4373-2007 (as amended) Pruning of Amenity Trees.

5.1 Objectives

- Protect significant tree plantings across the Region, consistent with their historical, botanical, landscape, habitat, ecological, cultural or traditional values;
- Improve biodiversity and 'greening' of streets by increasing the number of trees planted, including native and sub-tropical species;
- Improve landscape, streetscape and pedestrian amenity through inclusion of trees as integral to streetscape and landscape design;
- Sustainably manage trees through appropriate species selection, planting location and maintenance; and
- Increase the range of tree species across the Region and retain continuity of species in avenue planting.

5.2 Planting

Council is responsible for all tree planting in the public realm. Written permission of Council can be provided to others. Tree planting programs, involving members of the community may be supported and/or organised by Council.

The success of tree planting will be dependent on the selection of the appropriate tree species. The following site specific factors will be considered when selecting the appropriate tree species:

- Planting location (street, park, reserve or other public space), purpose and proximity to infrastructure;
- Available root and crown growing space;
- Site geomorphology and soil structure;
- Height, form and texture of existing site vegetation;
- Character and style of surrounding built environment;
- Required amenity, landscape theme and palette; and

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 24 January 2017
Version: 2
Reviewed Date:

Department: Community Services
Section: Parks
Page No.: Page 2 of 5

- Suitability of proposed species (including resilience to drought, flood and fire; minimal maintenance liabilities; and low weed, pest and nuisance potential).

5.2.1 Street Tree Planting

Planting of trees in streets and roads will:

- Encourage high quality vistas and promote subtropical boulevards along arterial roads and major entry roads, including feature tree species iconic to the Region's landscape;
- Contribute to local streetscape quality, stormwater management and footpath shade cover;
- Be guided by existing canopy cover density, missing links, and resident requests;
- Favour whole-street plantings or blocks within streets in preference to individual plantings (this is more efficient for establishment and ongoing maintenance); and
- Result in clear trunked, small to medium shade tree species in residential streets in order to minimise nuisance.

5.2.2 Park and Reserve Tree Planting

Planting of trees in parks or reserves will:

- Align with any existing historical theme plantings and designs so that timely tree succession is implemented;
- Promote shade and amenity at picnic nodes, pathways, spectator areas, playgrounds and in carparks;
- Offer opportunities for education and to showcase colourful tree species;
- Use the placement and grouping of trees to minimise maintenance and risk exposure; and
- Enhance and protect habitats and waterways.

5.3 Maintenance

Maintenance of trees (which includes inspection and pruning) will be conducted to ensure long term health, performance and aesthetics. Tree maintenance will be conducted by Council, following a requested inspection or through the scheduled program, and will be undertaken to:

- Maintain appropriate form and function of trees;
- Remove overhanging branches and under-prune low growing branches considered hazardous to pedestrian or vehicular traffic, buildings or structures;
- Rejuvenate vigour, reduce crown density or to redistribute growth to lateral branches; or
- Remove dead, dying or pest infected limbs and branches.

Ergon will be responsible for tree maintenance, being those associated with power transmission lines and specific easements.

Residents are able to undertake minor maintenance to trees in the public realm immediately adjacent to their property. Minor maintenance is defined as maintenance that can be achieved with a pair of hand-held secateurs.

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 24 January 2017
Version: 2
Reviewed Date:

Department: Community Services
Section: Parks
Page No.: Page 3 of 5

5.4 Removal and Replacement

There will be instances when tree retention may not be desirable, feasible or reasonable, owing to the condition, location or species of the tree/s, its implications for development on an abutting site and/or the achievement of other Council objectives.

Council will be responsible for the removal of trees in streets and parks.

Requests for the removal of street trees will be assessed in an objective and professional manner. Council will explore all feasible options for resolving issues associated with trees in order to maximise the possibility of their retention.

Trees that are removed will be replaced on a ratio of two trees replaced for every one removed.

Council will remove trees in the following circumstances:

- The tree has been determined as diseased beyond remedial treatment or structurally weak and cannot be managed through recognised Arboricultural methods;
- The tree presents a public safety risk; or
- The tree is an inappropriate specimen (amenity, species, size) for the location.

Council is unlikely to remove trees in the following circumstances:

- The tree obscures or potentially obscures views;
- The tree species planted is disliked;
- The tree variety causes nuisance by way of leaf, fruit, bark shedding or other natural processes;
- The tree shades private gardens, solar panels, solar hot water installations or similar; or
- The tree is determined to have biodiversity values, such as a hollow, breeding place or 'habitat' tree.

5.5 Significant Trees

Trees can be classed as significant for many reasons including their historical, social, environmental or cultural attributes. Once a tree satisfies one or more of the criteria, it will be included on Council's Register of Significant Trees.

5.5.1 Criteria

Significant trees may include individual trees or groups of trees and must satisfy one of the following:

- **Historical Value** – memorial trees for lives lost in defence service, documented ceremonial trees, trees planted by global leaders, or trees that can be linked to the Region's early botanical planters, settlement or documented local history;
- **Botanical Value** – rare, endangered species or vulnerable species with educational value;
- **Landscape Value** - a local landmark or feature tree, significant in size, form and spread in a regional context and contributes to the scenic character of the location or setting;

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 24 January 2017
Version: 2
Reviewed Date:

Department: Community Services
Section: Parks
Page No.: Page 4 of 5

- **Natural/ Habitat/ Ecological Value** – the tree contributes to soil stability, shade and water table management; provides habitat to rare and endangered native fauna as well as the provision of food for wildlife or provides a desirable genetic seed source; or
- **Cultural or Traditional Value** – the tree has a specific link with cultural traditions or stories.

5.5.2 Management

Council will ensure appropriate management of significant trees through:

- Minimising the removal of established trees and only undertake removal where remedial action is no longer viable;
- Ensuring same species is used as the replacement for existing significant senescent trees over time and as a minimum use a species with similar character including, mature height, foliage texture, colour and flowering character. This will be achieved, where possible, through propagation from the parent plant; and
- Including a staged remedial and removal program over a suitable time period to minimise the impacts of replacement on the local planting character.

6 Review Timelines:

This policy will be reviewed when any of the following occur:

- 6.1. The related information is amended or replaced; or
- 6.2. Other circumstances as determined from time to time by CEO.

7 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Implementation	Manager Parks
Policy Compliance	Corporate Improvement and Strategy

**EVAN PARDON
CHIEF EXECUTIVE OFFICER**

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 24 January 2017
Version: 2
Reviewed Date:

Department: Community Services
Section: Parks
Page No.: Page 5 of 5

11.4 PROPOSED COMMUNITY LEASING POLICY

File No:	11979
Attachments:	1. Draft Community Leasing Policy ↓
Authorising Officer:	Megan Younger - Manager Corporate and Technology Services Marnie Taylor - General Manager Organisational Services
Author:	Kellie Roberts - Coordinator Property and Insurance

SUMMARY

A new Community Leasing Policy has been developed for Council's consideration and adoption.

OFFICER'S RECOMMENDATION

THAT Council:

1. Adopts the Community Leasing Policy set out in Attachment 1 to the report; and
2. Approves a review timeline of the Community Leasing Policy of three years.

COMMENTARY

Coordinator Property & Insurance is introducing a proposed new policy for Council's consideration and adoption. The draft policy was presented to a Council Briefing Session on 17 February 2026 for discussion. Some minor changes were made to the draft including the tenant maintenance responsibilities following the briefing.

This proposed new policy is being introduced to ensure that Council's leasing practices are consistent and transparent, providing equity across community organisations, whilst aligning with Council's Corporate Plan.

A key initiative of the proposed policy is that the allocation of facilities is determined by an Expression of Community Interest as the preferred process, to ensure open and transparent allocation of Council's assets.

PREVIOUS DECISIONS

Nil

BUDGET IMPLICATIONS

Nil

LEGISLATIVE CONTEXT

The proposed policy includes reference to the relevant legislation.

Item 5.4 of the proposed policy states that:

In developing this policy, Council has considered any potential relevant human rights in accordance with the requirements of the Human Rights Act 2019. It is considered that decisions made in accordance with this policy may impact or limit a number of human rights, including recognition and equality before the law, peaceful assembly and freedom of association, property rights or privacy and reputation. Any limitation to these rights are reasonable and demonstrably justified in the circumstances in accordance with section 13 of the Human Rights Act 2019.

Officers endeavour to act and make decisions under this policy in a manner that is compatible with human rights. In particular, officers identify relevant rights, consider the impact and determine whether the limit is reasonable and justified.

LEGAL AND RISK IMPLICATIONS

There are no perceived legal or risk implications in the adoption of this Policy.

CORPORATE/OPERATIONAL PLAN

The proposed policy aligns with the following Corporate Plan objectives:

- 2.1 – Our places and spaces enhance the livability and diversity of our communities
- 2.2 – We support our communities through our activities and programs.
- 5.1 – Our Region has Infrastructure that meets current and future needs

CONCLUSION

The Community Leasing Policy is provided to Council for consideration and adoption.

PROPOSED COMMUNITY LEASING POLICY

Draft Community Leasing Policy

Meeting Date: 28 April 2026

Attachment No: 1

COMMUNITY LEASING POLICY

COMMUNITY POLICY



1 Scope

This policy applies to all community organisations currently holding or seeking tenure agreements (leases, licences, or permits) over Council-owned or controlled land and facilities. This policy excludes commercial leasing arrangements and community gardens.

2 Purpose

The purpose of this policy is to establish a transparent, equitable and consistent framework for the provision and management of tenure over Council-owned or controlled land and facilities to eligible community organisations. This supports the sustainable delivery of community, cultural, sporting, recreational and environmental services to residents of the Region.

3 Related documents

3.1 Primary

Nil

3.2 Secondary

Associations Incorporation Act 1981

Food Act 2006

Gaming Machine Act 1991

Human Rights Act 2019

Land Act 1994

Land Title Act 1994

Liquor Act 1992

Local Government Act 2009

Local Government Regulation 2012

Planning Act 2016

Property Law Act 2023

Asset Management Responsibilities Policy

Environmental Sustainability Policy

Fees and Charges Schedule

Guideline for State, Statutory Body and Local Government Trustees SLM/2024/6804 – State Government Guideline

Improvement Works on a Lease Site Application Form

Lease/Licence Renewal Application Form

Lease/Licence Waiting List Application Form

Liquor Licence Whole of Council Work Instruction

Rates Concession Policy

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Organisational Services
Version:	1	Section:	Corporate and Technology Services
Reviewed Date:		Page No:	Page 1 of 11

4 Definitions

To assist in interpretation, the following definitions apply:

Act	Local Government Act 2009
AGM	Annual general meeting
CA	Chartered accountant
CEO	Chief Executive Officer, a person who holds and appointment under section 194 of the Act. This includes a person acting in this position.
Community organisation	A not-for-profit community-based organisation incorporated under the <i>Associations Incorporations Act 1981</i> and/or has the appropriate status under other legislation acceptable to Council.
Council	Rockhampton Regional Council
CPA	Certified practising accountant
Delegated officer	An employee appointed to a position sub-delegated the relevant legislative power.
ECI	Expression of Community Interest
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the Act.
Facility or facilities	Land and/or buildings owned or controlled by Council or controlled as appointed trustee by the State of Queensland.
Freehold	Council owned freehold land.
Lease	A Tenure Agreement where Council grants the tenant exclusive use of a defined area, including whole or part of a facility and/or freehold or trust land, as set out in the freehold or trustee lease.
Licence or permit	A Tenure Agreement where Council grants the occupier with non-exclusive use of a defined area, including whole or part of a building and/or freehold or trust land, as set out in the licence or permit.
Manager	An employee appointed to a position with a corporate band 3 delegated in line with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Site custodian	Manager assigned as the site custodian, or their delegate, for a site/precinct in the Asset Management Responsibilities Policy.
State guideline	Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development's Guideline for State, Statutory Body and Local Government Trustees SLM/2024/6804.
Trust land	As defined in <i>the Land Act 1994</i> , the land comprising a reserve or deed of grant in trust, with Council as the appointed trustee.
Tenant	An entity who occupies a building or land pursuant to a tenure agreement with Council.
Tenure	The legal right to occupy Council facilities under a Tenure Agreement.
Tenure agreement	An agreement detailing the terms and conditions of tenure. For example, a lease, licence, trustee lease or trustee permit.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Organisational Services
Version:	1	Section:	Corporate and Technology Services
Reviewed Date:		Page No:	Page 2 of 11

5 Policy statement

Council is committed to ensuring its facilities deliver maximum community benefit and remain viable, accessible and sustainable for future generations. To achieve this, Tenure Agreements issued to community organisations are equitable and sustainable, imposing consistent lease, licence or permit agreement conditions. Council supports these organisations by providing subsidised tenure arrangements that enable access to facilities at below-market rates.

Tenure Agreements are:

- (a) Fair and consistent across organisations;
- (b) Aligned with Council's Corporate Plan; and
- (c) Subject to regular review and compliance checks.

The processes for issuing Tenure Agreements and disposal of Council property are open and transparent to ensure Council obtains the best outcomes and potential users are given equal opportunity to obtain tenure over Council facilities.

The State Guideline must be followed when considering a Tenure Agreement for trust land.

Applications for Tenure Agreements for facilities are considered in accordance with the processes and principles of this policy unless otherwise determined by resolution of Council.

5.1 Guiding principles

5.1.1 Eligibility criteria

For tenure to be considered for a vacant Council facility, the applicant is assessed for eligibility on the following criteria:

- (a) Be a community organisation;
- (b) Have open membership (Constitution must state that membership is open to the public);
- (c) Demonstrate financial viability (provide a copy of the most recent audited financial statements or financial statements that have been verified by an accountant (tax agent, CPA or CA) and a business plan where appropriate);
- (d) Maintain appropriate insurances, including public liability;
- (e) Be able to demonstrate appropriate risk management;
- (f) Provide services that deliver significant community benefit, such as programs or initiatives that enhance social inclusion, promote health and wellbeing, support education and lifelong learning, foster cultural engagement or improve access to recreational opportunities. Community benefit may also include activities that strengthen local networks, encourage volunteerism or contribute to economic and environmental sustainability; and
- (g) Have a majority of members residing in the Region (unless otherwise approved).

5.1.2 Expressions of community interest

To ensure an open and transparent process occurs for the selection of tenants, when a facility is becoming available, the preferred method of allocation of tenure is through a public ECI process.

For Council owned buildings, prior to commencing the ECI process, the Fleet and Facilities Section must confirm the building is suitable and fit for occupation. The Planning and Regulatory Services Section must also confirm that the building is compliant for the proposed use. A certificate of occupancy must be included in the ECI process.

Community organisations are invited to submit their interest for obtaining tenure for the facility, and the ECI is advertised on Council's social media platforms and website.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Organisational Services
Version:	1	Section:	Corporate and Technology Services
Reviewed Date:		Page No:	Page 3 of 11

Generally, applicants must supply the following in their ECI submission:

- (a) Organisational need: how this opportunity aligns with current activities and future plans.
- (b) Proposed use: vision for the facility and the benefits it will deliver to the community, a statement:
 - (i) On intention to utilise and manage the facility effectively; and
 - (ii) Of proposed improvements/upgrades (subject to funding opportunities) to the facility to support current activities and future plans.
- (c) Capacity to manage: evidence of ability to operate and maintain the facility:
 - (i) Experience: brief overview of similar premises the applicant has managed in the past;
 - (ii) Financial capacity: demonstrate how the applicant will meet the financial obligations of a Tenure Agreement; and
 - (iii) Risk management: an outline of intended safety procedures.
- (d) Community impact: details of how the proposed use aligns with Council's Corporate Plan 2022-2027 goals being:
 - (i) Goal 2.1 – Our places and spaces enhance the liveability and diversity of our communities;
 - (ii) Goal 2.2 – We support our communities through our activities and programs; and
 - (iii) Goal 4.3 – Our public spaces add value to our Region and our communities.
- (e) Applicants are required to provide full details of the organisation including:
 - (i) Contact details and current location;
 - (ii) Public liability insurance;
 - (iii) Current membership;
 - (iv) Proposed usage (days/times);
 - (v) Demonstrated need for occupying facility;
 - (vi) Certificate of incorporation (if applicable);
 - (vii) Constitution;
 - (viii) Most recent audited financial statements or financial statements that have been verified by an accountant (tax agent, CPA or CA); and
 - (ix) Most recent AGM minutes and General Meeting minutes.

Summary details of received ECI submissions are presented to Council, with officer's recommendation of the most suitable applicant to be granted tenure for Council's consideration.

A Council resolution is required to exempt a decision from the ECI process when justified by:

- (a) Alignment with community priorities;
- (b) Evidence that only one community organisation is suitable for the facility; or
- (c) An urgent operational need.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Organisational Services
Version:	1	Section:	Corporate and Technology Services
Reviewed Date:		Page No:	Page 4 of 11

5.1.3 Consideration of climate-related factors

Before entering into a Tenure Agreement, Council gives consideration to potential climate-related factors that may affect the facility. These may include, but are not limited to:

- (a) Location within a flood or bushfire-prone area;
- (b) Exposure to extreme heat, particularly in facilities without air-conditioning; or
- (c) Other relevant environmental conditions.

Council discloses any identified climate-related factors to the community organisation as part of the ECI process (where applicable) or otherwise prior to execution of a Tenure Agreement. Where the identified risk is considered significant and cannot be reasonably mitigated, Council reserves the right not to enter into or renew a Tenure Agreement at the facility.

5.1.4 Types of tenure and term

Council may offer the following Tenure Agreements with the maximum term shown in the table below.

Tenure agreement	Use of facility	Maximum term (up to)
Freehold Lease	Exclusive	6 years
Trustee Lease	Exclusive	6 years
Freehold Licence	Non-exclusive	6 years
Trustee Permit	Non-exclusive	3 years
Freehold Licence	Temporary Exclusive	6 months
Trustee Permit	Temporary Exclusive	6 months

5.1.4.1 Long-term tenure considerations

Council may grant a Tenure Agreement beyond the maximum term for freehold lease or trustee lease where the applicant demonstrates a longer term is financially necessary due to significant investment in capital works. Approval of any long-term tenure requires a Council Resolution with approval at Council's sole discretion.

To be eligible for consideration, the applicant must provide:

- (a) A detailed capital works plan, including project delivery timelines and confirmed funding sources (including copy of funding agreement and supporting documentation);
- (b) Evidence of financial capacity to deliver the proposed improvements and to meet ongoing operational costs for the duration of the proposed tenure, including most recent audited financial statements or financial statements that have been verified by an accountant (tax agent, CPA or CA) and a cash flow forecast; and
- (c) A statement demonstrating how the investment aligns with Council's Corporate Plan goals.

5.1.5 Fees and charges

Annual rent fees apply to Council facilities leased by community organisations. These rent fees are adopted by Council annually as part of its Fees and Charges Schedule and commence on 1 July each year. There are existing Tenure Agreements with a rent charged outside of the Fees and Charges Schedule, these are to be reviewed on renewal.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Organisational Services
Version:	1	Section:	Corporate and Technology Services
Reviewed Date:		Page No:	Page 5 of 11

5.1.6 Tenant maintenance and payments responsibilities

Tenure Agreements specify what maintenance and repairs are the responsibility of the tenant, and what the responsibilities of Council are, which are outlined in the table below.

For leases, the tenant is responsible for the payment of rates and charges (including water consumption if separately metered) assessed against the facilities. Community organisations may apply for a rates concession in accordance with Council's Rates Concession Policy.

All payment responsibilities are set out in Tenure Agreements.

Tenure	Tenant maintenance	Tenant payments
Freehold and trustee lease of Council owned building	(a) Repair, maintain and replace the following items, except where the damage is caused by vandalism where the cost of repair or replacement exceeds \$2,000: <ul style="list-style-type: none"> (i) Glass, doors, locks (excluding locks on Council's automated card system), windows, window fittings (except for fair wear and tear); (ii) All broken, faulty or blown light bulbs and tubes, fans and associated electrical apparatus; (iii) Minor electrical components; (iv) All plumbing fixtures and fittings; and (v) Floor coverings (b) Service, repair and maintain air conditioning (excluding Walter Reid)	(a) Rent (b) Rates, taxes and charges payable to any government or other authority (c) Rubbish and waste disposal costs (d) Services if separately metered (electricity, gas, telephone, water consumption, trade waste permit etc.) (e) Survey costs (if required) (f) Titles Queensland Registration fees
Freehold licence and trustee permit	(a) Keep the premise clean and tidy (b) Field lighting bulb replacement	(a) Rent (b) Survey costs (if required) (c) Titles Queensland registration fees

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Organisational Services
Version:	1	Section:	Corporate and Technology Services
Reviewed Date:		Page No:	Page 6 of 11

5.1.7 Tenant improvements works and infrastructure charges

Tenants must seek written approval by submitting an Application for Improvement Works on a Lease Site Application Form prior to commencing any works on site (for example, building work, shipping containers, signage, fencing, lighting, water tank, play equipment, earthworks, plumbing/electrical upgrades, new installations, fixed shelving etc).

For applications for permission to install shipping containers, a development application is also required if the shipping container will be on site for a period of more than three months.

For approved improvement works, the tenant is responsible for all relevant development applications and the repairs and maintenance, including the structural integrity of the works while under a Tenure Agreement. If the tenant vacates the facility, ownership of the improvements pass to Council for nil consideration.

If the tenant’s improvement works result in the requirement for a development application which results in infrastructure charges being imposed, the tenant may request for Council for full or partial waiving of the charge. Before approval by Council resolution is granted, the site custodian must undertake consultation with the relevant internal stakeholder units. The tenant must be up to date with all annual reporting requirements referred to in paragraph 5.1.17. The following stakeholders are consulted as a minimum, however depending on the intensity of the development, other internal stakeholders must also be consulted:

- (a) Property and Insurance Unit;
- (b) Development Assessment Unit; and
- (c) Infrastructure Planning Unit.

5.1.8 Liquor, gaming and food licencing

5.1.8.1 Liquor licencing

The tenant must not store, supply or sell liquor, or allow liquor to be stored, sold or supplied on or from the facility unless the tenant has obtained:

- (a) Prior written consent from Council; and
- (b) All permits and approvals necessary for the sale and consumption of liquor including but not limited to a liquor licence or approval under the *Liquor Act 1992*.

5.1.8.2 Gaming

The tenant must not operate the facility under a gaming machine licence (as defined in the *Gaming Machine Act 1991*), KENO facilities or TAB facilities, without the prior written consent of Council.

5.1.8.3 Food premises

The *Food Act 2006* requires certain food businesses where food is prepared, packed, stored, handled, served or supplied to be licensed with Council.

5.1.9 Insurance

Tenure Agreements specify the tenant is responsible for acquiring and maintaining Public Liability Insurance (to cover the permitted use) and other insurance coverage deemed appropriate for example, building, contents, workers’ compensation, etc with all insurance policies noting Council as an interested party. The tenant is required to provide proof of insurance coverage on an annual basis or as requested.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Organisational Servies
Version:	1	Section:	Corporate and Technology Services
Reviewed Date:		Page No:	Page 7 of 11

5.1.10 Environmental protection and sustainability

Tenants are encouraged to adopt environmentally sustainable practices in the use and management of Council facilities. This includes implementing energy efficient measures, reducing waste through recycling and responsible disposal, and conserving water where possible. Council may provide guidance or resources to assist tenants in achieving these outcomes. Tenants may be requested to report on sustainability initiatives as part of their annual reporting obligations.

5.1.11 Caretaker

Tenants are not permitted to allow a caretaker to occupy any area of the facility or surrounding land without Council approval (Council Resolution). Council must consider the following:

- (a) Suitability of the site;
- (b) Building and planning, land legislative requirements;
- (c) Amenities;
- (d) Tenant's financial and operational capacity to implement and manage a caretaker agreement;
- (e) Tenant's insurance;
- (f) Council's oversight and review; and
- (g) Community benefit.

5.1.12 Assignment and subleasing

Tenants are not permitted to assign, transfer or sublease without Council's prior written approval. Council may approve, approve with conditions or refuse any application for such approval by Council resolution, at its absolute discretion.

5.1.13 Third party hire of facilities

Council supports maximising community usage of facilities. Where possible, facilities under freehold or trustee leases should be made available by the tenant for casual hire under the following conditions:

- (a) The casual hire to the third party occurs no more than 12 occasions per year;
- (b) The casual hire is ancillary and/or complimentary to the permitted use of the lease, the tenant's constitution and does not reduce or negatively impact the use for which the lease has been granted by Council;
- (c) The third party is not provided with exclusive use of an area. Such arrangements require Council approval for a sublease (refer to paragraph 5.1.12 above);
- (d) The use does not adversely impact on neighbouring properties;
- (e) The third party hire meets all legislative requirements and is a permissible use under the relevant building and town planning regulations; and
- (f) Tenants must obtain Council's written approval of its hire fees annually.

Third party hirers that meet the above requirements do not require the written consent of Council. Regular third party hire requires the written consent of Council. Council may approve, approve with conditions or refuse any such application. Third party regular commercial hire of a facility is not supported.

Council retains the right, at its sole discretion, to discontinue any third party hire arrangement within a leased facility via written notice to the tenant.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Organisational Services
Version:	1	Section:	Corporate and Technology Services
Reviewed Date:		Page No:	Page 8 of 11

Tenants holding a trustee permit or freehold licence are not permitted to hire facilities to a third party, and the proposed hirer should be directed to contact Council to enquire about a temporary event booking.

5.1.14 Signs

Council approval is required before tenants display any signs or notices on Council facilities. The Improvement Works on a Lease Site Application Form must be submitted for approval. Applications must include:

- (a) A plan showing dimensions of proposed sign, including any support poles;
- (b) Full details of the wording of the sign; and
- (c) Proposed artwork – brief sketch design or photos.

5.1.15 Mortgages and security

Tenants are not permitted to mortgage, charge or otherwise use their Tenure Agreement as security without the prior written consent of Council (Council Resolution). Council may approve, approve with conditions or refuse any application for such approval, at its absolute discretion.

5.1.16 Surrender of the tenure agreement

If the tenant requests to surrender the Tenure Agreement, it must advise Council of its intention in writing, specifying the reason for the surrender and the date on which the tenant is seeking for the tenure to end.

If Council approves the acceptance of this surrender, the tenant must execute the Titles Queensland documents capable of registration. The tenant is responsible for payment of the registration fees. The tenant must vacate the facility in accordance with the terms and conditions of the Tenure Agreement.

5.1.17 Tenants annual reporting

Tenants with freehold or trustee leases are required to provide the following on an annual basis:

- (a) Audited financial statements or financial statements that have been verified by an accountant (tax agent, CPA or CA);
- (b) Constitution (if amended);
- (c) AGM and general meeting minutes (including member and/or player numbers);
- (d) Certificate of public liability insurance (and other insurance as required by the Tenure Agreement);
- (e) Updated contact details;
- (f) Current usage of facilities (including frequency of use, programs and casual hire if applicable);
- (g) Copy of any licencing permits (liquor, food etc);
- (h) Any proposed annual hire fees for leases (for Council's approval); and
- (i) Any environment and sustainability initiatives undertaken.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Organisational Services
Version:	1	Section:	Corporate and Technology Services
Reviewed Date:		Page No:	Page 9 of 11

Tenants with freehold licence or trustee permits are required to provide the following on an annual basis:

- (a) AGM and general meeting minutes (including member and/or player numbers);
- (b) Certificate of public liability insurance (and other insurance as required by the Tenure Agreement);
- (c) Updated contact details; and
- (d) Current usage of facilities (including frequency of use).

5.1.18 Tenure renewal

Up to nine months prior to the expiry of the Tenure Agreement, the site custodian undertakes a review of the feasibility of a renewal of the Tenure Agreement. To be eligible for tenure renewal, the tenant must:

- (a) Not be in breach of the terms and conditions of its Tenure Agreement;
- (b) Be up to date with all required payments (including rent and rates);
- (c) Provide the tenant’s annual reporting (paragraph 5.1.17);
- (d) Demonstrate financial viability; and
- (e) Deliver significant community benefit.

If the tenant is unable to meet all of the above requirements three months before expiry of the Tenure Agreement, the site custodian must report to Council with options for consideration. These must include seeking vacant possession of the facility upon the agreement’s expiry.

Renewal of leases must be approved by passing a Council resolution. Renewal of licences and permits is approved by the relevant manager.

Temporary (up to six months) freehold licences and trustee permits for exclusive use of a facility cannot be renewed.

5.2 Roles and responsibilities

5.2.1 Tenure administration

Council’s Property and Insurance unit is responsible for the administration and management of Tenure Agreements for Council facilities (excluding Airport leases) in consultation with the site custodian section. The Property and Insurance unit provides specialist advice to the site custodian on tenure matters.

5.2.2 Tenant relationships and reporting

The site custodian section is responsible for relationship management with the tenants and applicants seeking tenure under this policy. This includes general support during tenure and reporting to Council on tenure matters.

Before a decision to issue new Tenure Agreements and renewals, the site custodian must undertake consultation with relevant internal stakeholders. The following stakeholders are consulted as a minimum, however depending on the Tenure Agreement being considered, other internal stakeholders may also be consulted:

- (a) Property and Insurance Unit; and
- (b) Fleet and Facilities Section.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Organisational Services
Version:	1	Section:	Corporate and Technology Services
Reviewed Date:		Page No:	Page 10 of 11

5.3 Approval of new and renewal tenure agreements

Tenure Agreements are approved in accordance with the table below.

Tenure agreement	Approval
Freehold lease and trustee lease	Council Resolution (in accordance with section 236 of the <i>Local Government Regulation 2012</i>)
Freehold licence and trustee permit	Manager
Temporary (up to six months) freehold licence and trustee permit for exclusive use (not to be renewed or reissued)	CEO

For temporary (up to six months) freehold licence or trustee permit for exclusive use of a facility, the site custodian must demonstrate to the CEO that its impractical to proceed with the ECI process or obtain a Council Resolution for a freehold or trustee lease. The site custodian must ensure the tenant vacates the facility on expiry of the six month term.

5.3.1 Execution of tenure agreements

The delegated officer responsible for execution of tenure agreements on behalf of Council is as follows:

- (a) Trustee Lease and Freehold Lease – CEO;
- (b) Freehold Licence – General Manager Organisational Services; and
- (c) Trustee Permit – CEO.

5.4 Human rights considerations

In developing this policy, Council has considered any potential relevant human rights in accordance with the requirements of the *Human Rights Act 2019*. It is considered that decisions made in accordance with this policy may impact or limit a number of human rights, including recognition and equality before the law, peaceful assembly and freedom of association, property rights or privacy and reputation. Any limitation to these rights are reasonable and demonstrably justified in the circumstances in accordance with section 13 of the *Human Rights Act 2019*.

Officers endeavour to act and make decisions under this policy in a manner that is compatible with human rights. In particular, officers identify relevant rights, consider the impact and determine whether the limit is reasonable and justified.

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 Organisational Services
Policy Owner	Manager Corporate and Technology Services
Policy Quality Control	Legal and Governance

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Organisational Services
Version:	1	Section:	Corporate and Technology Services
Reviewed Date:		Page No:	Page 11 of 11

11.5 TENDER CONSIDERATION PLAN - EDENBROOK OPEN SPACE MAINTENANCE SERVICES

File No:	15228
Attachments:	Nil
Authorising Officer:	Damon Morrison - General Manager Communities and Lifestyle
Author:	Thomas Svenson - Manager Open Spaces and Recreation

SUMMARY

This purpose of this report is to seek approval under s230 of the Local Government Regulation 2012 to enter into an Agreement for the ongoing maintenance of parks and open space assets within the Edenbrook development area.

OFFICER'S RECOMMENDATION

THAT Council:

1. receives this report for the preparation and adoption of the Tender Consideration Plan for Edenbrook Open Space Maintenance Services, pursuant to s230 of the *Local Government Regulation 2012*; and
2. approves the engagement of Edenbrook Developments to continue to perform open space maintenance services for a period of one (1) year, with option to extend.

COMMENTARY

Edenbrook is a master-planned community, spreading multiple development stages, with open space maintenance services currently being performed by the Edenbrook developer. As each stage of the development reaches maturity, responsibility for the open space assets progressively transitions from the developer to Council.

The transfer of parks and open space assets within the Edenbrook development is directly linked to individual development stages and is subject to the completion of required development approvals and compliance processes. As a result, the timing and extent of land and asset transfers to Council occur progressively and are often difficult to precisely plan for in advance.

To date the Edenbrook developer maintained an established on-site workforce and systems already delivering maintenance services to areas that have transferred to Council's responsibility. These resources were actively completing maintenance activities to an agreed standard of service that aligned with Council's and Community maintenance expectations.

The Edenbrook estate includes complex horticultural assets along road corridors as well as large parkland areas that are still in the establishment phase and require a higher frequency of maintenance services than Council's typical levels of service. Maintaining this elevated service frequency during the transition period was considered necessary to protect asset condition, manage public safety risks and preserve the established presentation standard. A sudden reduction in service intensity was assessed as likely to result in rapid asset decline and increased rectification costs.

This approach is transitional in nature and supports service continuity and asset protection while Council moves toward longer-term, fully rate-funded maintenance arrangements.

PREVIOUS DECISIONS

No previous decisions are relevant to this report.

BUDGET IMPLICATIONS

Services completed to date on areas that have transferred to Council's responsibility have incurred costs of \$133,335.95. Future maintenance activities to be undertaken over the next 3 months are forecast to cost \$44,445.31. The total expected maintenance cost for the twelve (12) month period is \$177,781.26. The maintenance services will be funded from existing Parks operational budgets.

The costs incurred to date relate to maintenance services delivered prior to the formalisation of an approved agreement and are included in this report for retrospective approval.

LEGISLATIVE CONTEXT

The Tender Consideration Plan has been prepared under Div 3 s230 of the Local Government Regulation (2012) – Exceptions for medium-sized and large-sized contractual arrangements.

230 Exception if quote or tender consideration plan prepared

(1) A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if the local government-

(a) decides, by resolution, to prepare a quote or tender consideration plan; and

(b) prepares and adopts the plan.

(2) A quote or tender consideration plan is a document stating

(a) the objectives of the plan; and

(b) how the objectives are to be achieved; and

(c) how the achievement of the objectives will be measured; and

(d) any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and

(e) the proposed terms of the contract for the goods or services; and

(f) a risk analysis of the market from which the goods or services are to be obtained

Tender Consideration Plan:

The following Tender Consideration Plan has been prepared for Edenbrook Open Space Maintenance Services.

The primary objective of the Plan is to ensure the seamless continuation of maintenance services for Edenbrook parks and open space assets as they transition from developer management to Council ownership.

The objectives of the Plan will be achieved through a targeted and documented procurement approach that recognises prevailing market conditions and site-specific risks. A market comparison process has been undertaken to benchmark the proposed pricing against current market rates for comparable open space maintenance services.

The total cost of the Edenbrook maintenance services has been benchmarked against rates available under Council's Approved Trade Services panel. This analysis indicates that the pricing sits within the mid-range of market rates and represents value for money for Council.

Assessment of available options has considered whole-of-service value rather than price alone, including demonstrated site knowledge, mobilisation readiness, continuity of service, cost certainty and the allocation of operational risk. Council will enter into a fixed-term maintenance contract that enables it to meet its statutory asset management obligations while managing budget exposure during the early stages of the development lifecycle.

Service continuity will be measured by the absence of disruptions to scheduled maintenance activities during the transition from developer-led to Council-led management.

Asset condition outcomes will be monitored to ensure parks and open space assets are maintained in accordance with Council's adopted maintenance standards and asset management plans.

Alternate ways of achieving the objectives:

An open tender process was considered but not adopted due to the immediate need to secure maintenance services across multiple staged asset transfer points. Standard tender timeframes would create an unacceptable risk of service gaps, increased mobilisation costs and transitional inefficiencies associated with introducing a contractor unfamiliar with the site.

The option of inviting short-term multiple quotes without a longer-term contractual framework was also considered and not adopted, as it would not provide service continuity or pricing certainty, would increase administrative burden and procurement risk, and would be unlikely to attract competitive pricing without reasonable assurance of ongoing work.

Proposed Terms of the Contract:

The proposed contract will cover routine maintenance of Edenbrook parks and open space assets, including mowing, edging, weed control and horticultural services such as mulching and garden maintenance.

The contract will be established for an initial twelve (12) month term, with options for extension subject to satisfactory performance, budget approval and continued demonstration of value for money. A schedule-of-rates pricing structure will be adopted to provide flexibility in adjusting service frequency and scope.

The Contracts and Tenders team will be consulted to determine the most appropriate contractual terms.

Risk Analysis of the Market:

Mobilisation risk is heightened where contractors are required to commence services immediately upon asset transfer, as changes in providers may result in service disruption, establishment delays and increased costs due to site unfamiliarity and loss of local knowledge.

There is also a financial risk associated with immediate full exposure of maintenance costs to Council's general rates budget without transitional arrangements, as well as a reputational risk should park presentation or service continuity decline in a growth area with high community expectations.

LEGAL AND RISK IMPLICATIONS

There are no legal or human rights implications relevant to the Tender Consideration Plan being presented for consideration.

CORPORATE/OPERATIONAL PLAN

The staged transfer and transitional maintenance arrangement directly supports Infrastructure Planning priorities and the strategic objectives of maintaining effective community services during growth.

The financial safeguards and cost benchmarking align with fiscal responsibility themes, addressing budget sustainability.

The focus on consistent service levels and community standards maps to the "Our Community" efforts to provide well-maintained, safe, and appealing public spaces.

CONCLUSION

This Tender Consideration Plan provides a transparent and legislatively compliant framework for Council to engage a maintenance provider for Edenbrook open space assets over a defined transition period without inviting public tenders.

The arrangement will remain in place only until all development stages have been transferred to Council and sufficient time has been available to either undertake a competitive tender process or increase internal maintenance resourcing to sustainably absorb the expanded asset base. Once these conditions are met, Council will reassess the most appropriate long-term maintenance and procurement approach in accordance with its standard frameworks.

It is recommended that Council resolve to adopt this Tender Consideration Plan in accordance with section 230 of the *Local Government Regulation 2012* (Qld).

11.6 WHOLE OF COUNCIL CORPORATE PERFORMANCE REPORT FOR PERIOD ENDING 31 MARCH 2026

File No: 1392
Attachments: 1. Corporate Performance Report March 2026 [↓](#)
Authorising Officer: Evan Pardon - 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 March 2026 for Councillor's information.

OFFICER'S RECOMMENDATION

THAT the Whole of Council Performance Report for period ending 31 March 2026 be 'received'.

COMMENTARY

The Whole of Council Performance Report for period ending 31 March 2026 is presented for Council's consideration.

**WHOLE OF COUNCIL CORPORATE
PERFORMANCE REPORT FOR PERIOD
ENDING 31 MARCH 2026**

**Corporate Performance Report
March 2026**

Meeting Date: 28 April 2026

Attachment No: 1

Whole of Council



Corporate Performance Report

01 March 2026 – 31 March 2026

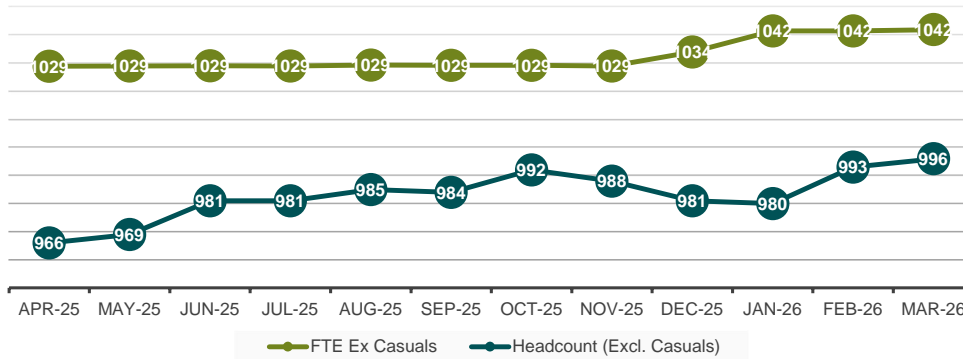
Corporate Performance Report | 01 March 2026 – 31 March2026

Table of Contents

Workforce & Governance	1
Human Resources	1
Safety	3
Administrative Action Compliers	4
Organisational Services	5
Service Level Statistics	5
Rates	5
Contract & Tenders	7
Customer Request Statistics	9
Fleet & Facilities	10
Communities & Lifestyle	12
Environmental Sustainability	12
Growth & Community Partnerships	12
Communities & Culture	13
Open Spaces & Recreation	22
Planning & Regulatory Services	25
Regional Services	28
FRW	28
RRWR	35
Civil Operations	38
Advance Rockhampton	46
Key Regional Statistics	46
Industry Development - Infrastructure Project Updates	47
Current Projects	49
Active Marketing Campaigns	50
Digital Engagement	50
Tourism Statistics	52

WORKFORCE & GOVERNANCE
Human Resources

WORKFORCE



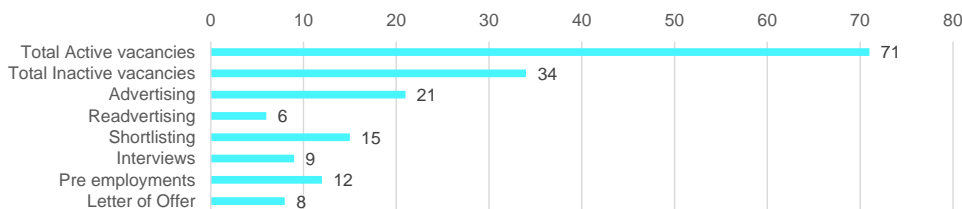
Commentary:

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 84 Casuals available for month of March.

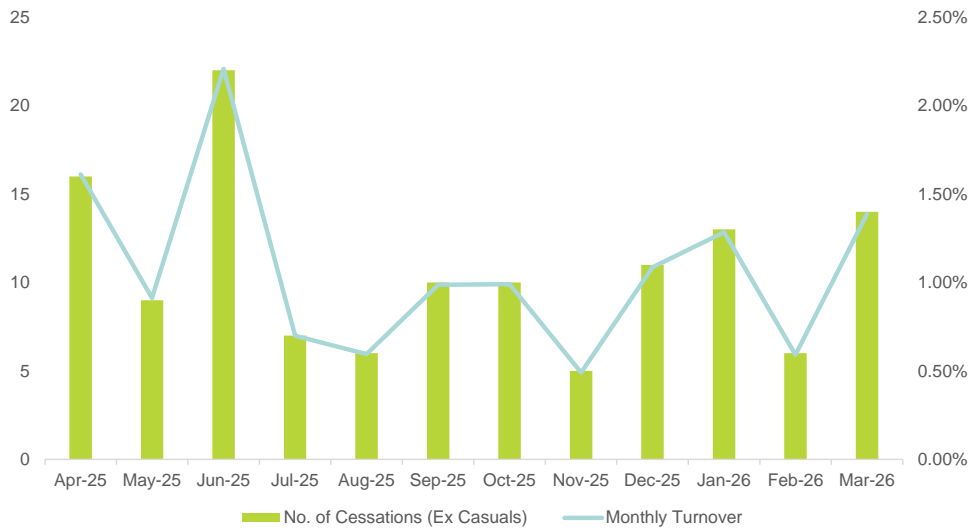
RECRUITMENT



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.

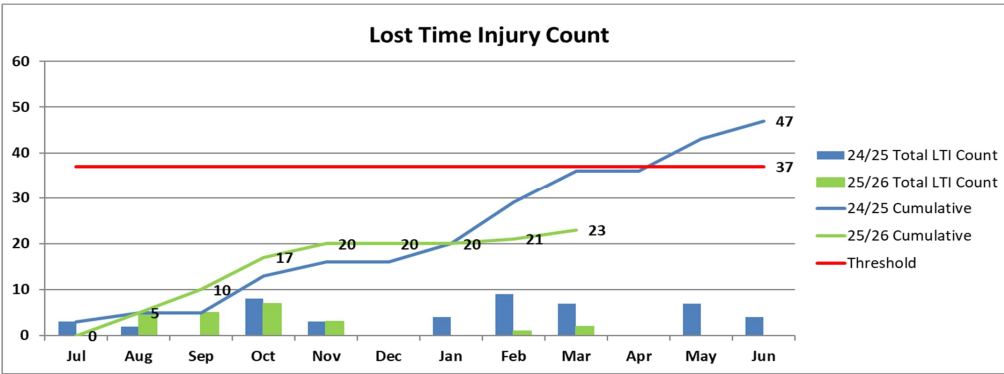
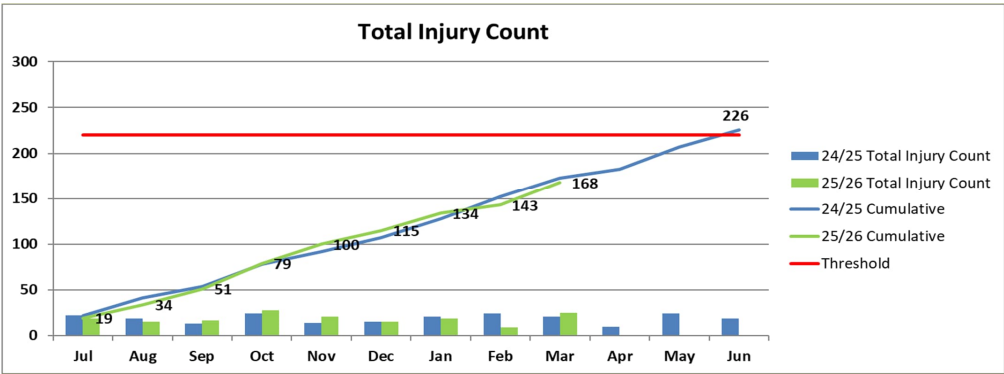
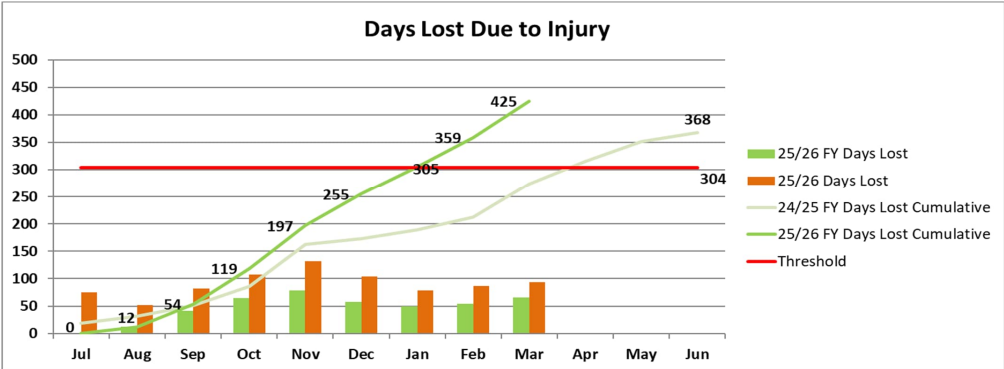
Inactive vacancies for previous month – 22

STAFF TURNOVER - 12.05%



Commentary: Staff turnover for the previous 12 months is 12.05%. This is considered to be an acceptable level of employee turnover. Casual employees are excluded from staff turnover calculations.

Safety



Administrative Action Complaints

Departmental Report – Number of level 3 Administrative Action Complaints as of 1 July 2025 – 31 March 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
Regional Services	0	0	1	0	0
Communities & Lifestyle	0	1	1	0	0
Organisational Services	1	0	0	0	0
RRC totals - current month	1	1	2	0	0
RRC totals - FY 25/26			19	0	5

*AAC – Administrative Action Complaint

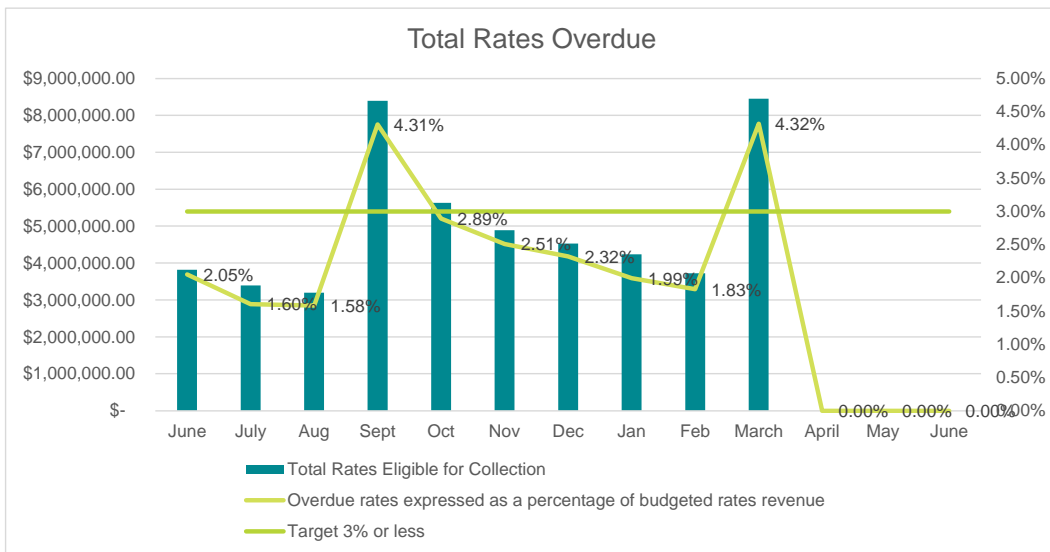
*QO – Office of the Queensland Ombudsman

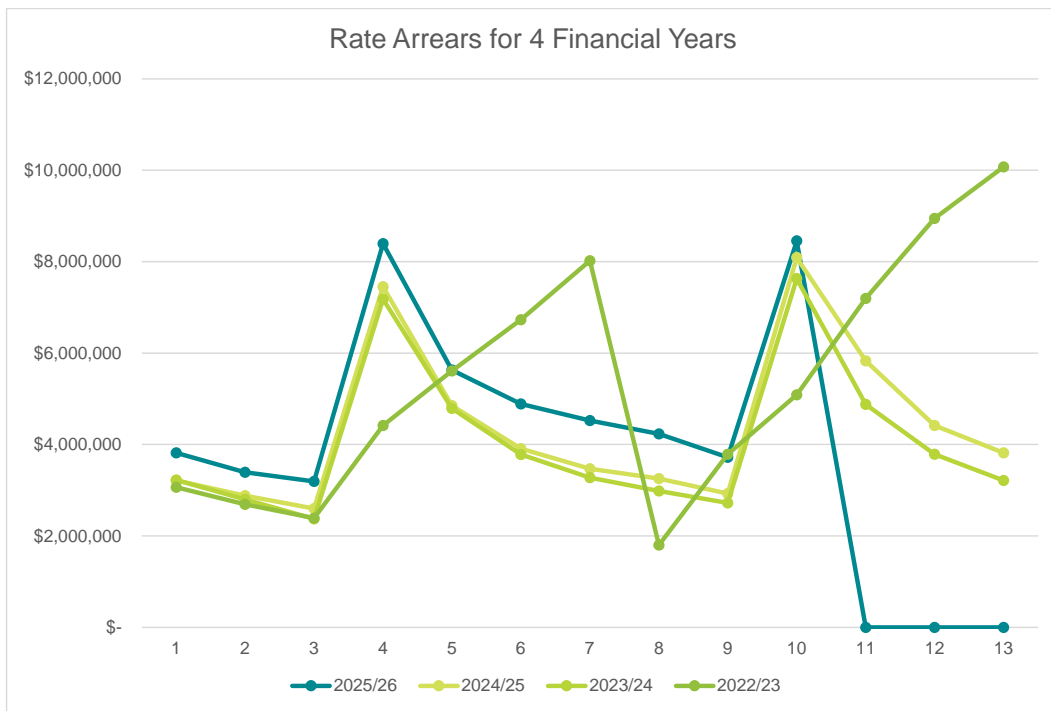
ORGANISATIONAL SERVICES

Service Level Statistics

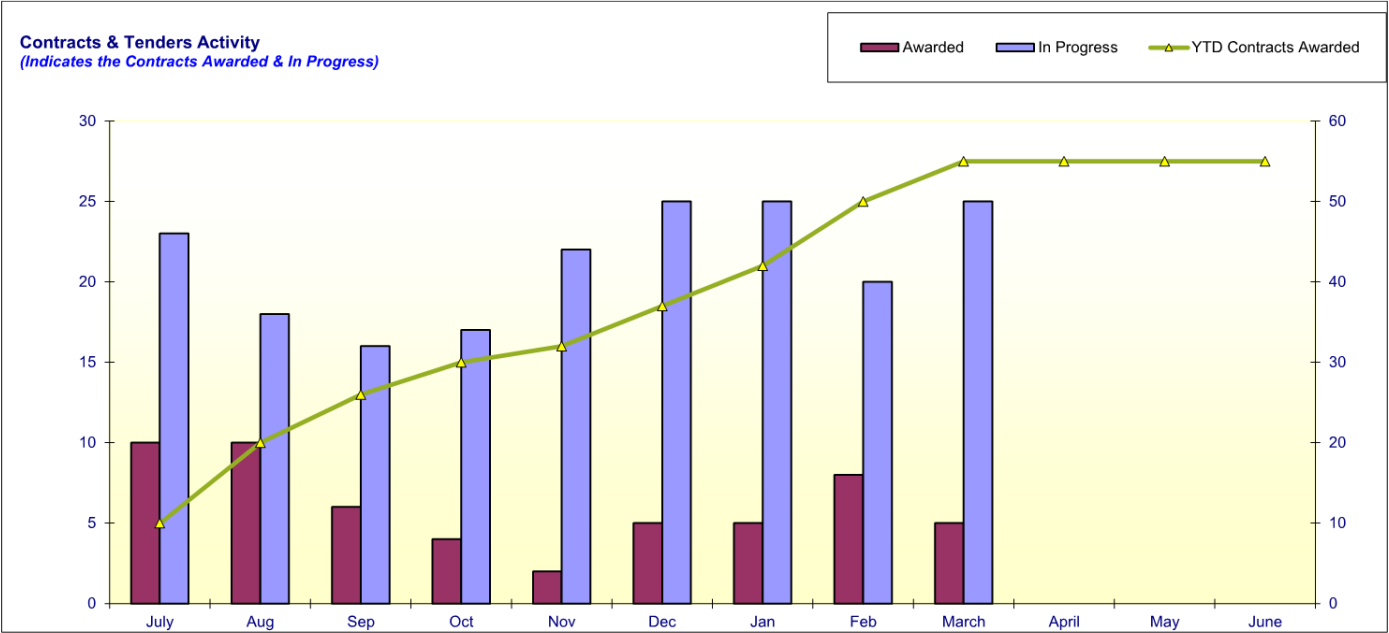
Service Level	Target	Current Performance
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	95%
IT support services provided within service levels outlined in the IT Service Catalogue.	90%	91%
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	98%
Process records on the day of receipt as per Recordkeeping Charter.	95%	100%
Ensure supplier payments are made within stated trading terms.	90%	91%

Rates





Procurement & Logistics



Contracts Awarded: 5

- TEN16550 - Sale of Land at Lot 2 Yeppoon Road, Limestone Creek
- TEN16465 - Rocky River Run 2026 - 4th Leg Pty Ltd \$135,479
- TEN16522 - Fairy Bower Road Scrubby Creek Bridge Design & Construction - Lohman Contracting Pty Ltd - \$2,548,299
- TEN16552 - South Rockhampton Cemetery Project - Hendrie Constructions Pty Ltd - \$211,155
- TEN16556 - Environmental Monitoring Services - CQG Consulting - SOR

Contracts in Progress: 25

TEN15857 - Supply & Delivery of Sodium Hypochlorite - Under Evaluation
TEN16011 - Supply & Delivery of Gaseous Chlorine - Under Evaluation
TEN16196 - RPQS General Civil Construction Services - Under Evaluation
TEN16508 - Sale of Land at Lot 53, Ridgeland's Road, Alton Downs – Decision not to award.
TEN16543 - Resource Recovery Services and Tip Shop Operations - Under Evaluation
TEN16552 - Rockhampton history Library Roof and Aircon Replacement Works - Under Evaluation
TEN16555 - Supply of Bulk Raw Water - Document Development
TEN16562 - Green Waste Processing - Under Evaluation
TEN16565 - Lakes Creek Road Waste Transfer Station Building - Fire Protection System Upgrade - Under Evaluation
TEN16566 - Gracemere Hall Roof and Aircon Replacement - Under Evaluation
TEN16577 - Slurry Seal Tender 2026-27 - Under Evaluation
TEN16578 - Rockhampton Airport Terminal Cleaning Services - Under Evaluation
TEN16587 - Council Land Available for Grazing - Multiple Sites - Under Evaluation
QUO16598 - Civil Operations ISO Certification - Under Evaluation
TEN16602 - Supply of Safety Footwear - Under Evaluation
QUO16620 - Mount Morgan ANZAC Park Footpath Construction - closes 27 March 2026
TEN16611 - RPQS for Asbestos Removal & Disposal - closes 8 April 2026
TEN16621 - After Hours Contact Centre Services - closes 15 April 2026
TEN16189A - RPQS Hire of Plant & Equipment - Contract Refresh - closes 29 April 2026
TEN16631 - PSAs for Height Safety Inspections - Document Development
TEN16633 - Cricket Facilities Relocation & Upgrade Project - Document Development
TEN16617 - Fire Protection Systems & Equipment Service Maintenance - Document Development
TEN16630 - Design & Construction of Mechanical Maintenance & Critical Spares Shed - Document Development
TEN16627 - Generator Annual Servicing - Document Development
QUO16632 - Confidential Document Destruction - Document Development

PSA = Preferred Supplier Arrangement
RPQS = Register of Pre-Qualified Suppliers
S&D = Supply and Delivery
SOR = Schedule of Rates

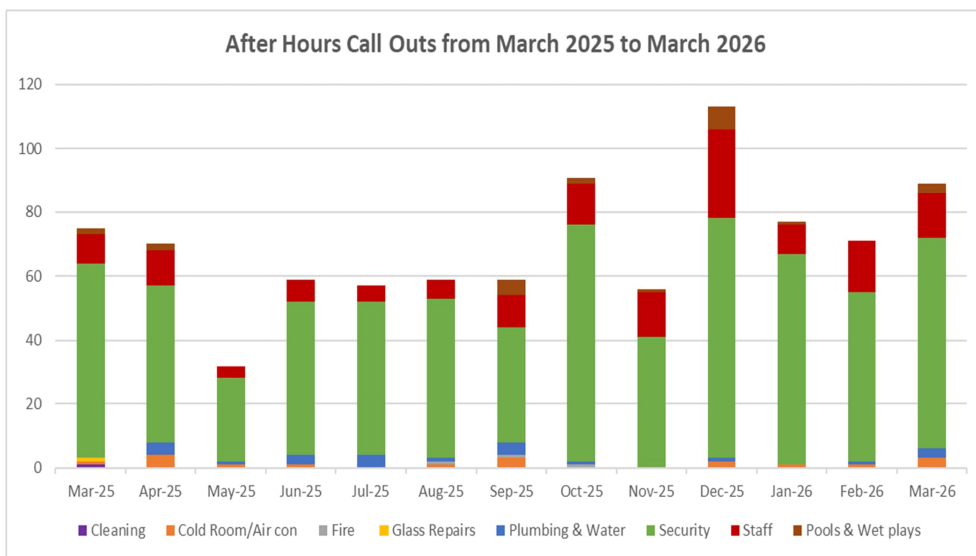
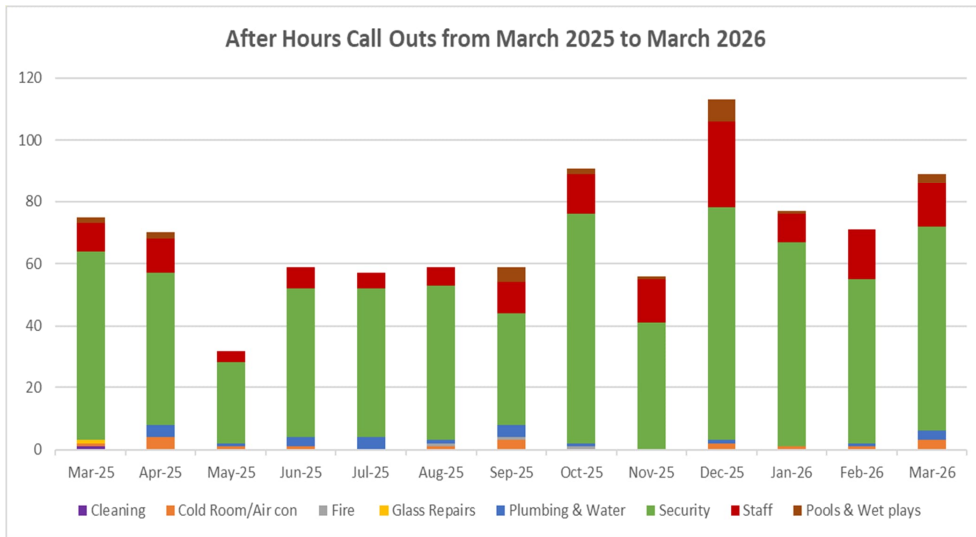
Customer Request Statistics

Customer Requests Completed Monthly & Top 5 Customer Requests

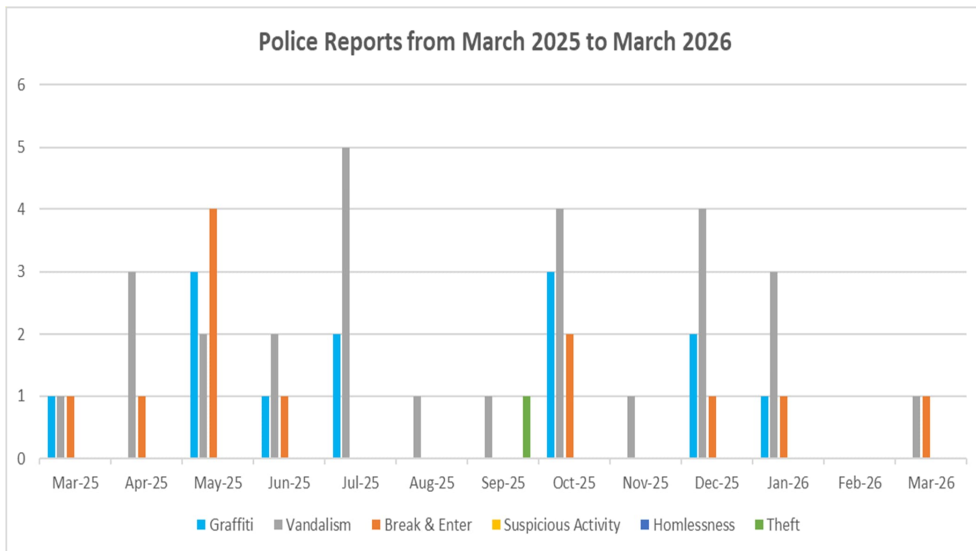
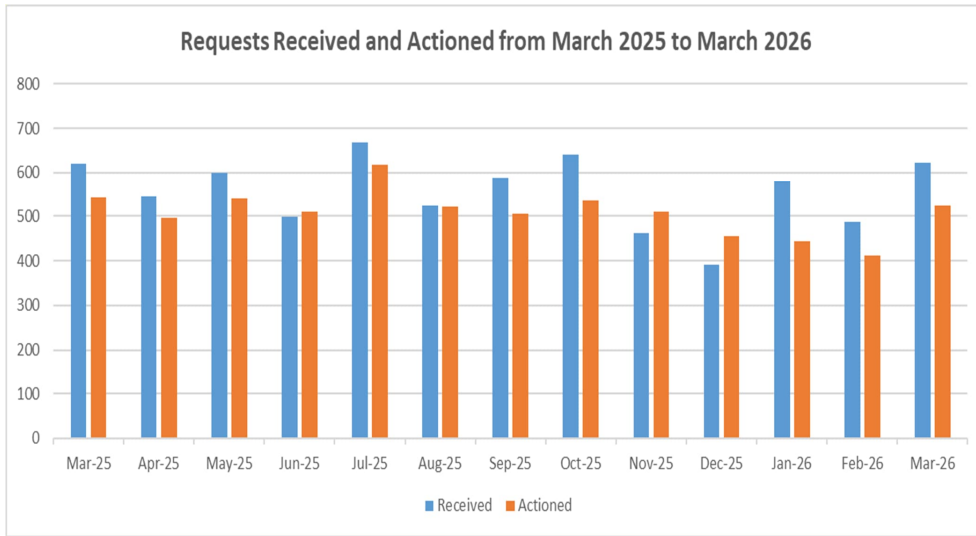
	December
Requests Logged	3978
Same month Completed	3027
% completed same month	76%
Completed Total for Month	2800
Total Pending	2784
Top 5 Requests for Month	Property Search Form Water Leak Asset Duty Planner (New Enquiry) Replacement Bin RRC (Damaged/Lost/Stolen) Assets & Facilities Management (Asset)

Total outstanding customer requests up to 3 months old: 1260

Fleet & Facilities



Corporate Performance Report | 01 March 2026 – 31 March 2026



COMMUNITIES & LIFESTYLES

Directorate

POINTS OF INTEREST

- The Directorate staff undertook a clean out of Council house located at 261 Hook Street Berserker with support from the Fleet and Facilities team during the month in readiness for Council's new General Manager of Workforce and Governance occupancy.
- Support continues with the annual Hands of Support Event through the supply of existing equipment e.g. plastic containers, clothes racks, hangars etc. to assist the organisation responsible this year, for receiving clothes donations. It is anticipated that food baskets will be distributed throughout Council for those that may like to donate non-perishable food items towards the event.

Community Relations

The Community Relations Officer (CRO) continues to participate and provide valuable support to Council units, community agencies and organisations. This support can vary from linking agencies/organisations to services and/or assisting them in Council processes, advice and guidance. The CRO has assisted 28 organisations during the month including, but not limited, to the following:

- Linking the Disaster Team to a training opportunity that intersects with community resilience efforts
- Community Development and Engagement Practitioner Network provides opportunities for Council Officers that work within this area to connect, share insights and learn from one another. The network aims to meet quarterly.
- Support provided to Mobi initiative of the Shelter Collective that will service vulnerable members in the community.
- Queenslanders with Disability Network Forum
- Domestic and Family Violence Conference – Empower 2026
- Qld Youth Week/Touch Grass Event
- Rockhampton Interagency Network continues to be a valuable source in engaging and networking with other community agencies/organisations. The current membership sits at 163 contacts.

Growth & Community Partnerships

Sustainability Unit:

- TAG Rocky Region - Council launched TAG (The Adaptation Game), a locally-tailored disaster preparedness workshop that builds community resilience by helping residents plan for and respond to risks associated with extreme weather and our changing climate.
- Nurim – The Sustainability Unit supported Capricornia Catchments and the Rockhampton Women's Shed to collaborate on a planting and nature-connection day along the Grasstree Track at Nurim (Fraser Park, Mount Archer) on 12 March 2026.
- Community Assistance Program - Council awarded three Environment and Sustainability Grants as part of the Community Assistance Program (February 2026 funding round) including the Fitzroy River Men's Shed (new tools to support materials reuse and repair), Australian Native Bee Association –

- Rockhampton Branch (three new native bee hives for local schools and community groups) and Capricorn Conservation Council (Biodiversity event 2026).

Communities & Culture

MAJOR VENUES

Pilbeam Theatre

During March, the Pilbeam Theatre continued to be a hub of creative, cultural and community activity, headlined by the extraordinary success of our Community Musical production of Richard O'Brien's *The Rocky Horror Show*. Across eight almost sold-out performances, the production attracted an unprecedented 7,167 patrons, breaking three long-standing Pilbeam Theatre records, including the largest audience in the venue's 47-year history. The production also achieved the highest attended Council Community Musical, and the highest grossing Council Community Musical.

In addition to this historic milestone, the Pilbeam welcomed over 1,400 children and teachers to performances of Monkey Bass Theatre Company's *'Where Is, The Green Sheep?'*, an immersive visual theatre experience based on the much-loved book by Mem Fox and Judy Horacek.

The theatre also hosted a meaningful International Women's Day event, celebrating the 2026 theme "Give to Gain". The event featured a panel of guest speakers who shared personal stories, diverse perspectives and practical insights aimed at fostering positive change in workplaces the broader community.

Overall, March was a standout month for the Pilbeam Theatre, marked by record-breaking attendance, strong youth and community engagement, and a powerful celebration of local creativity and connection.

62 Victoria Parade

62 Victoria Parade continues to be utilised by both Council departments and the community. The space hosted *Rocky Horror* rehearsals as well as various Council training sessions and meetings. The venue also hosted a nearby residential apartment block's body corporate meeting.

Walter Reid Cultural Centre

In March, the Walter Reid Cultural Centre hosted its second annual "Get To Know The Walter Reid Cultural Centre" open day. Visitors explored the historic building, interacted and met the local arts groups who demonstrated their passion for their artforms and encouraged members of the public to interact and join a group. The Centre also hosted Rockhampton Little Theatres, One Act Plays, various Council training and information sessions, as well as an International Women's Day event hosted by Central Queensland Multicultural Association. Queensland Theatre also utilised the venue for a Teacher Professional Development Day for The Scene Project.

Rockhampton Showgrounds

Rockhampton Showgrounds in March hosted many regular users of the venue for events including Speedway, Inline Skating events, a Poultry sale, a Finch and Parrot sale, a Dog Show, and Orchid Show and the monthly Artisan Markets. Multicultural Australia also utilised the commercial kitchen facilities throughout the month. Robert Schwarten Indoor hosted the Rockhampton Grammar School Year 12 Formal, which saw over 460

Corporate Performance Report | 01 March 2026 – 31 March 2026

students and their families attend. The end of March saw the arrival of the Rockynats bump in. Other events at the venue include a local rodeo group AGM and photography studio sessions.

LIBRARIES

March was a fun-filled month with several Saturday offers for young families. Highly popular were two sessions of Dads Read – the family friendly program aimed at having dads and their little people learning together in a relaxed and welcoming space. Volunteer dads read books and co-facilitated their session with library programming staff. Another highlight was having Susanna O’Leary – the well-known children’s entertainer from Brisbane – deliver two interactive sessions for the library’s youngest citizens. On the other end of the spectrum, The History Centre hosted Dorothy Khoo OAM who gave a talk on the story of the Lau Family and others who established Chinese Restaurants in Rockhampton. Her talk a “Table for 12, please” was a resounding success and draws on extensive research using the History Centre’s collection and sources across the state.

RMOA

March was a full and busy month at RMOA, including an exhibition installation and opening, a robust public program and strong community engagement. The installation and successful launch of Intimacy, Jonathan McBurnie’s final exhibition, took place in the Gallery 1 exhibition space and attracted strong attendance. Public programs continued to encourage diverse audiences, including a Cane exhibition writers panel, a curatorial talk for Collection shows Treasures and Unveiled which encouraged deeper engagement with the collection and current exhibitions. RMOA also hosted a dining event with Commissioning Collective artist Sally Smart, providing supporters with an opportunity to connect through art, conversation and shared experience. RMOA hosted multiple school groups visiting from Years 2 to 10 from various schools in the area. Creative engagement was supported through children and family workshops, evening social painting sessions and a well-received series of masterclass workshops in oil, pastels and graphite.

HERITAGE VILLAGE

In March, Rockhampton Heritage Village commenced preparations for the upcoming school holiday program, developing informative posters that link activities to their history. The team also worked on new displays, including the haberdashery and post office, alongside the revitalization of the Wishing Well area.

LIBRARY ATTENDANCE/MEMBERSHIP

LIBRARY STATISTICS	25/26 YTD RRL	24/25	23/24	SLQ target	QLD AV. 23/24	25/26 YTD RRL
Loans (physical & online)	317,564	443,379	493,591	5-8 per capita	7.87	3.79
Physical visits	142,151	181,920	180,829	4.8 per capita	3.2	1.70
Programs & activities	833	1,438	1,146	No target	-	
Program engagement	29,558	70,111	59,447	0.4 per capita	0.31	0.35
Active members	21,568	21,373	20,719	44% of pop.	33.22%	25.76
New members	2,716	3,188	3032	No target	-	
Customer queries	39,977	62,767	70,537	No target	-	

Corporate Performance Report | 01 March 2026 – 31 March 2026

Total collection	186,877	183,182	183,815	No target	-	
Physical stock	160,573	157,835	158,186	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 25/26	24/25	23/24
192	180	157	157	193	133	111	111	143	-	-	-	1,365	1,651	1,746

CHILDCARE STATISTICS UTILISATION %

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD 25/26	24/25	23/24
95%	93%	94%	92%	91%	92%	81%	86%	94%	-	-	-	91%	94%	96%

MAJOR EVENTS ATTENDANCE TABLE

Venue Event Attendance	YTD 25/26	24/25	23/24	Venue Hire Waived (Internal or Sponsored)	YTD 25/26 \$	24/25 \$
Pilbeam	58,049	64,198	60,984	Pilbeam	\$ 2,760	-
R'ton Showgrounds	91,093	198,142	281,182	R'ton Showgrounds	\$ 18,200	\$148,195
Mt Morgan Showgrounds	980	2,271	1,624	Mt Morgan Showgrounds	-	-
Walter Reid events	8790	19,975	8,680	Walter Reid	\$ 2,736	-
62 Victoria Parade	4923	8,984	4,616	62 Victoria Parade	\$ 1,380	-

Walter Reid CC Total Site Attendance	YTD 25/26	24/25
Business Hours	38,179	47,493
After Hours	24,757	36,391

RADF ROUND 2 2025/2026

Applications Received	5
Successful Applications	4
Unsuccessful Applications	1

Successful Applications:

Applicant	Project Name	Project Summary	Funds Awarded
Central Queensland Contemporary Artists Inc	Skills Upgrade Workshop in Mixed Media Processes	CQ Contemporary Artists Inc will deliver a two-day mixed-media workshop led by renowned artist Tricia Reust, offering participants an in-depth exploration of collage, surface texturing, stencilling, printing and layered painting techniques on gessoed canvas. The workshop provides artists with opportunities to expand their creative skill set, experiment with new materials and processes, and develop more sophisticated mixed-media artworks under expert guidance. By bringing high-quality professional development to Central Queensland, the project supports emerging and established artists alike, strengthens the region's creative capacity, and enhances the quality and diversity of work produced for local exhibitions, community arts activities and future creative endeavours.	\$3,331.00
Capricornia Printmakers Inc	Printmaking Workshop: True Grit in the Outdoors	Capricornia Printmakers True Grit in the Outdoors is a two-day professional development workshop led by acclaimed Melbourne printmaker Bronwyn Rees, offering regional artists hands-on training in drypoint etching, carborundum collagraph techniques and plein-air image-making inspired by the Fitzroy/Tunuba River. Designed to meet growing demand within the local arts community for advanced printmaking skills, the workshop equips participants with new technical knowledge, encourages creative experimentation, and strengthens artistic practice through layered, plate-based printmaking processes. The skills gained will be shared among CPI members and the broader community through future workshops and mentoring, contributing to a stronger printmaking culture in Central Queensland while enriching local exhibitions and creative output.	\$3,529.50

Corporate Performance Report | 01 March 2026 – 31 March 2026

Applicant	Project Name	Project Summary	Funds Awarded
Ian Dunmore	Time Safaris: Living Archive	Time Safaris: Living Archive is a three-month pilot project that captures and preserves Rockhampton's diverse lived histories through intimate one-on-one storytelling sessions delivered across city libraries and the Heritage Village. Spanning seven public sessions and more than 170 face-to-face encounters, the project engages volunteer "Living Archives" to share personal narratives connected to local landmarks, industries, cultures and community life, with selected sessions filmed to create an accessible digital archive. By embedding cultural workers in a relationship-centred process, the program strengthens ethical storytelling practice, fosters intergenerational exchange, and amplifies underrepresented voices while offering audiences an inclusive, meaningful way to connect with the region's identity. The resulting archive enhances Rockhampton's long-term cultural record and positions library services as leaders in participatory heritage storytelling ahead of the 2032 Olympic cultural momentum.	\$10,000.00
Australian Romantic & Classical Orchestra	ARCO in Rockhampton: Creative Development, Performance and Community Engagement	The Australian Romantic & Classical Orchestra will bring its acclaimed Bohemian Dreams program to Rockhampton for the first time, presenting rarely heard 19th-century works by Mozart and Franz Krommer on period instruments through world-class, historically informed performance. The project includes a hands-on HIP workshop with the Rockhampton Youth Orchestra, enabling youth, educators, and community musicians to rehearse specialist repertoire and perform as the supported opening ensemble for the public concert. A post-concert Talk&Tea session deepens community engagement by fostering informal dialogue between audiences and ARCO's internationally recognised musicians. With strong local support from RYO and St Paul's Cathedral and backed by ARCO's proven track record of high-quality regional delivery, the project expands access to exceptional classical music experiences, develops local artistic skills, and strengthens cultural participation across the Rockhampton region.	\$4,112.00

Corporate Performance Report | 01 March 2026 – 31 March2026

HERITAGE VILLAGE ATTENDANCE

Heritage Village Visitor Types	YTD 25/26	24/25	23/24
General Admittance	3,718	6,060	6,118
School Tours Numbers	1,266	1,754	1,998
Other Tour Numbers	68	983	57
School Holiday Activities July – 6 day period	1,207	484	260
School Holiday Activities Sept – 6 day period	879	832	918
School Holiday Activities Easter	-	1,254	993
School Holiday Activities June	-	0	265
Cultural Festival	-	-	-
Markets	2,668	12,301	12,688
ADF Event	2,667	-	-
Shearing Shed	1,857	3,383	4,325
TOTAL	14,330	27,051	27,612

NUMBER OF FUNCTION BOOKINGS

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	YTD 25/26	24/25	23/24
2	4	2	2	5	0	0	0	0	-	-	-	15	30	37

SHEARING SHED ATTENDANCE

Shearing Shed Attendance	YTD 25/26	24/25	23/24
Private Hire Pax #	1,300	2,025	3,365
Internal Event Pax #	440	988	675
Ceremony Only Pax #	117	370	285
TOTAL	1,857	3,383	4,325

Corporate Performance Report | 01 March 2026 – 31 March 2026

MONTHLY VOLUNTEER HOURS

Site	YTD 25/26	24/25	23/24
Friends of the Theatre	3,094	3,937	4,082
Friends of the Village	12,522	19,177	23,630
Archer Park Rail Museum	7,966	12,736	14,031
Rockhampton Museum of Art	979	1,497	1,127
Mount Morgan Railway	7,139	9,025	9,593
TOTAL	31,699	46,372	52,462

RAIL MUSEUMS ATTENDANCE

Museum Attendance	YTD 25/26	24/25	23/24
Archer Park Museum	3,117	4,775	4,305
Mount Morgan Museum	1,970	3,075	2,930

ROCKHAMPTON MUSEUM OF ART

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
14,979	7,259	6,821	5,771	6,427	6,114	5,815	5,623	6,719	-	-	-

RMOA Activity	YTD 25/26	24/25	23/24
Programs	96	168	496
Member Events	5	13	16
Group Tour Bookings	36	52	35
Corporate Hire	10	19	32
Exhibitions	9	12	14
Touring Exhibition & Artwork Attendance	4,715	-	-
Artist in Residence (days)	110	90	60
Shop Sales	\$79,912	\$142,140	\$74,215
Attendance	65,528	88,733	90,830

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	100 hrs	105 hrs	908 hrs	1,268 hrs
Home Maintenance	685 hrs	775 hrs	6,487 hrs	9,300 hrs

CQ Home Assist Secure assisted 386 state funded clients with a total of 766 information, referral and maintenance activities in March.

March Breakdown of Client Services Provided by Region			
Region	Number of Registered Clients	% of Clients Serviced for Month	% YTD Avg
Rockhampton	1,929	68	66
Banana Shire	43	1	1
Central Highlands	34	1	1
Gladstone	391	11	11
Livingstone	740	19	21
TOTAL	3,137	100	100

CHSP – Federal Funding TABLE

**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	632 hrs	467 hrs	5,861 hrs	5,613 hrs
Complex & Simple Mods	\$23,857	\$46,030	\$343,762	\$552,363

CQ Home Assist Secure assisted 707 federally funded clients with a total of 1,721 information, referral, maintenance, and modification activities in March.

March Breakdown of Client Services Provided by Region			
Region	Number of Registered Clients	% Total Clients Serviced for Month	% YTD Avg
Rockhampton	1,812	54	55
Banana Shire	100	1	1
Central Highlands	97	2	1
Gladstone	861	22	22
Livingstone	920	21	21
TOTAL	3,790	100	100

The program CQ Home Assist Secure handled a total of 2,394 calls in March.

Open Spaces & Recreation

CAPITAL / MAJOR PROJECTS

- Murray St tree pit work ongoing outside of Browne Park Stadium construction, irrigation installed in pits and replacement trees ordered for planting, project will be completed by end of financial year.
- Preparations have begun for National Tree Day 2026 including site planning and resource forecasting
- Works are occurring at John Broad Park, to improve the landscaping around the new playground.

PARKS MAINTENANCE

- Parks operational teams focusing on RockyNats presentation preparations throughout the city including tree trimmings obstructing lights and CCTV, median refurbishment works, high profile parks and playgrounds servicing and main arterial city entrance maintenance. (Photos below)
- Post flood rectification works completed through Riverside precinct with garden bed and grassed areas being cleaned of silt and replanting of plants and re-mulching of beds. (Photos below)
- Flood recovery focus on The Common area at both Cyril Connell and Norbridge Park post flood water covering fields, silt has been removed, fertiliser applied and aerated.
- Tree requests have increased significantly in the first quarter of 2026. Additional qualified staff have been allocated from other teams to an Arboriculture roster starting in April and additional Contractor engagement is occurring to manage the increased requests.

STAFF ACHIEVEMENTS

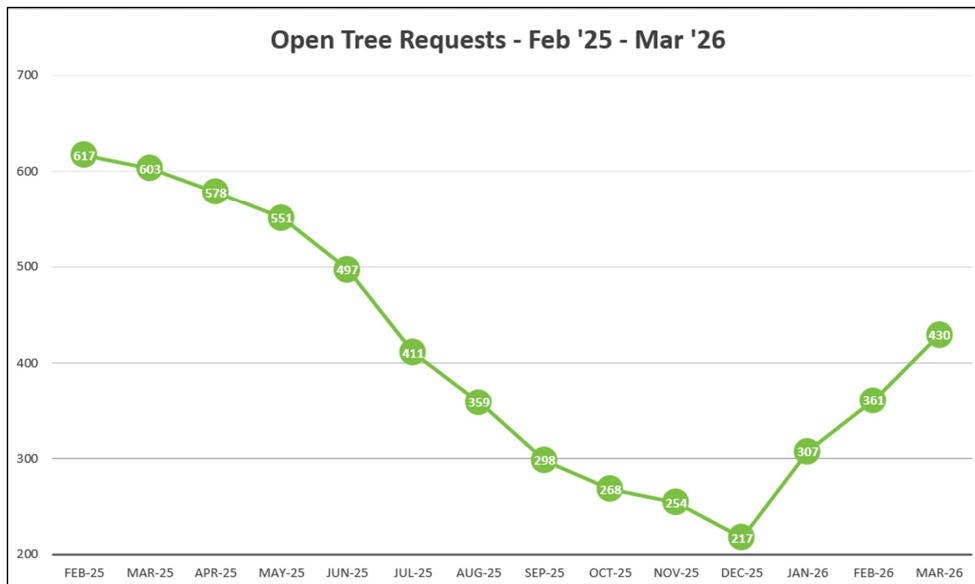
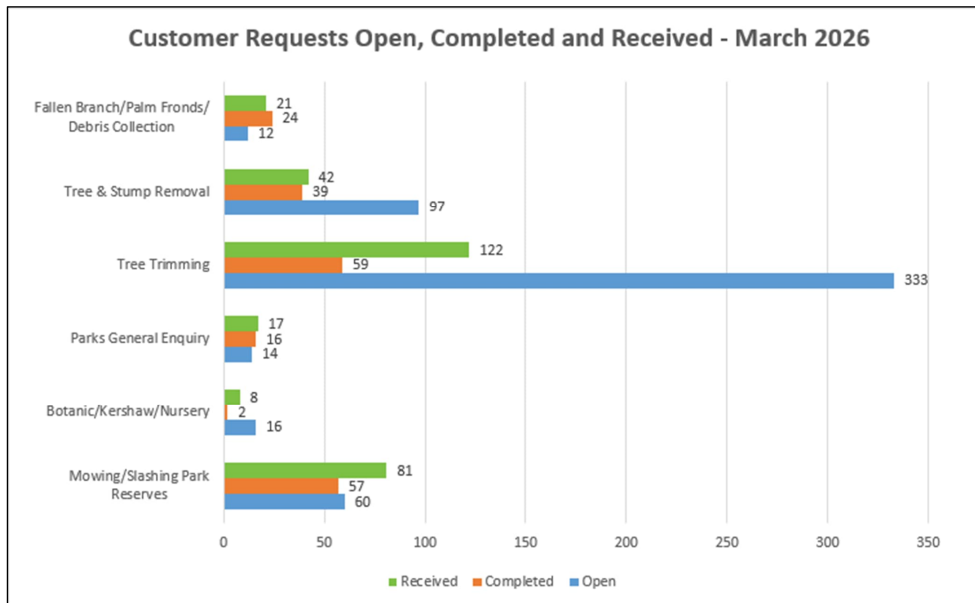
- Parks celebrated the annual National Parks Week in March, recognising the work and commitment Parks staff contribute to the open spaces and liveability within the Rockhampton Region.

Measure	Measurement	March 2026	March 2025	Comments
Zoo Visitors	Numbers	10,804	7,484	
Volunteers / Students	Volunteer Hours	312	277	
	Student Hours	95	0	
Guest donations	Total Donation \$	\$2,023	\$1,291	Includes cash, online donations, tap & go
Other Revenue	Total \$	\$8,391	\$6,358	Includes encounters, gift vouchers, animal adoptions
Money RRC donated to Conservation Trust	Total \$	\$1,562	\$908	Includes 15% of donation, encounter, voucher, adoption income
Facebook	Facebook Followers	43,329	41,541	
	Facebook Reach	286,383	172,421	
	Facebook Engagements	18,828	14,995	
Media	Media Opportunities	1	0	
	Media Exposures	9	16	
	Media Reach	431,140	222,830	

• Visitor Experiences and Programs

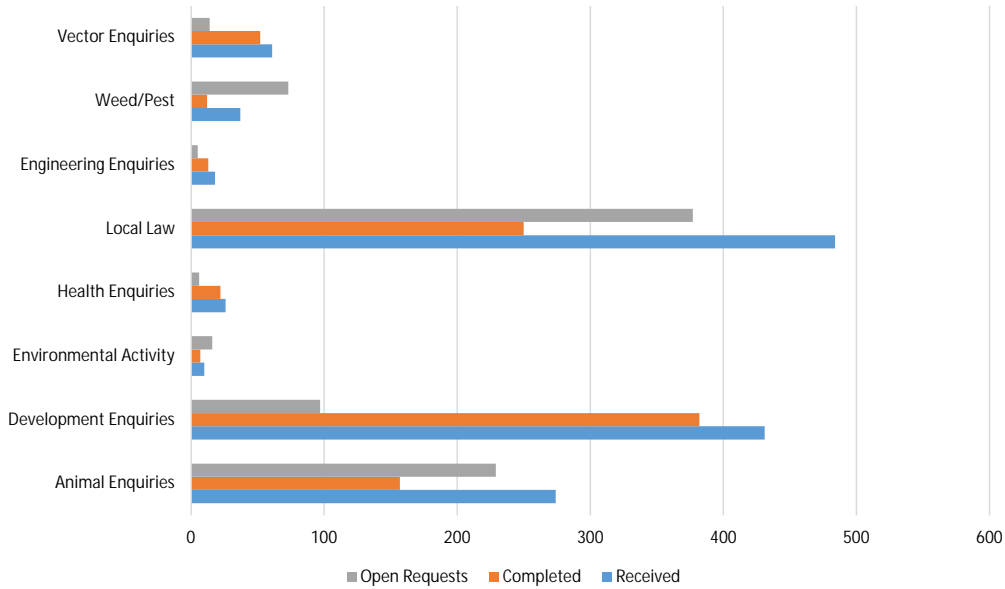
Paid Experiences	March 2026		March 2025		Comments
	Qty	\$	Qty	\$	
Meerkats	42	\$3,400	32	\$2,700	<u>Sold</u> during the month
Otters	10	\$495	6	\$330	
Snakes	3	\$54	20	\$360	
Gift Vouchers	14	\$1478	14	\$1,628	
Animal Adoptions	0	0	1	\$50	
Junior Zookeeper Not run in Mar 2026	0	0	0	0	
Youth Program	1	\$2500	0	0	
Free Community Activities	March 2026		March 2025		Comments
	Sessio ns	People	Sessio ns	People	
Under 5 Activities	0	0	1	56	Feb Apr June Aug Oct Nov
Seniors Morning Tea	1	43	-	-	Jan Mar May July Sept Nov
Storytime at the Zoo	1*	54*	-	-	Apr May June July Aug Sept *Event Held at The Southside Library
Conservation Events	0	0	-	-	June, July and September School Holidays
Youth Program	0	0	-	-	April – 1 event per year
Competitions	0	0	-	-	Easter and Christmas
Time Safaris Zoo Tours	1	5	1	3	Contractor Tour Groups, Recovering from injury, not taking many bookings
Total Activities	2	102	1	59	

Corporate Performance Report | 01 March 2026 – 31 March 2026



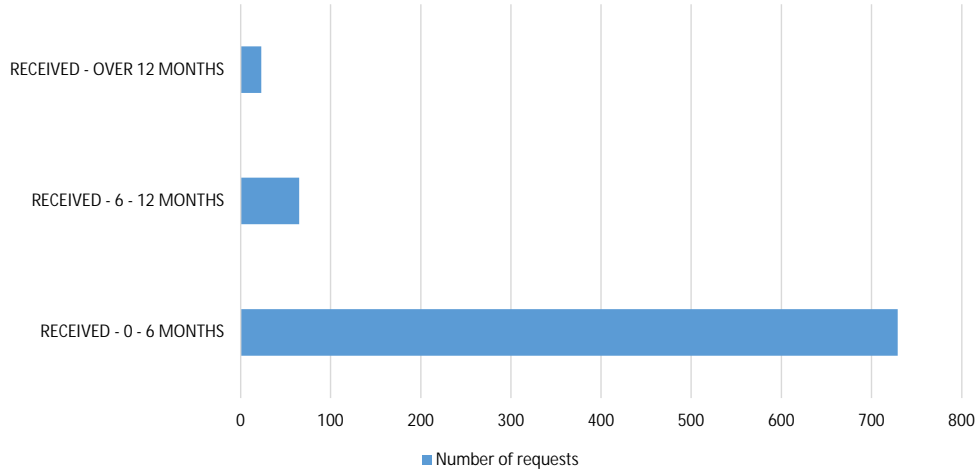
Planning & Regulatory Services

Customer Requests Open, Completed and Received - March 2026

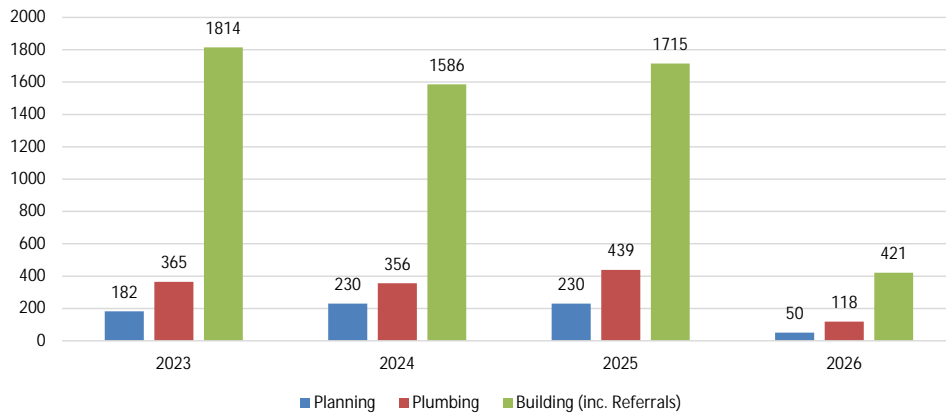


Open Requests – total number of customer requests currently ‘open’ and under investigation.
 Completed – number of requests completed in the month that were received in the month.
 Received – number of requests received in the month.

Age of open Customer Requests for P&RS-
March 2026

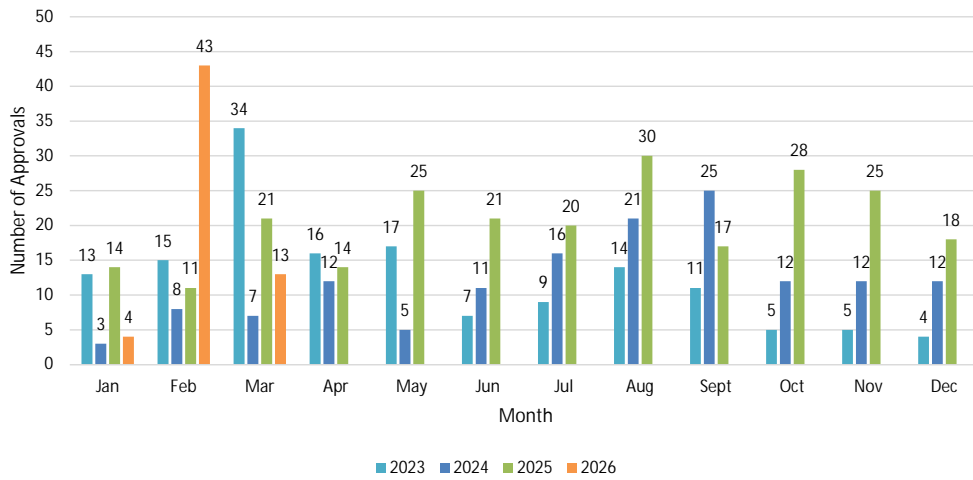


Development & Plumbing Applications Received by Year and Type

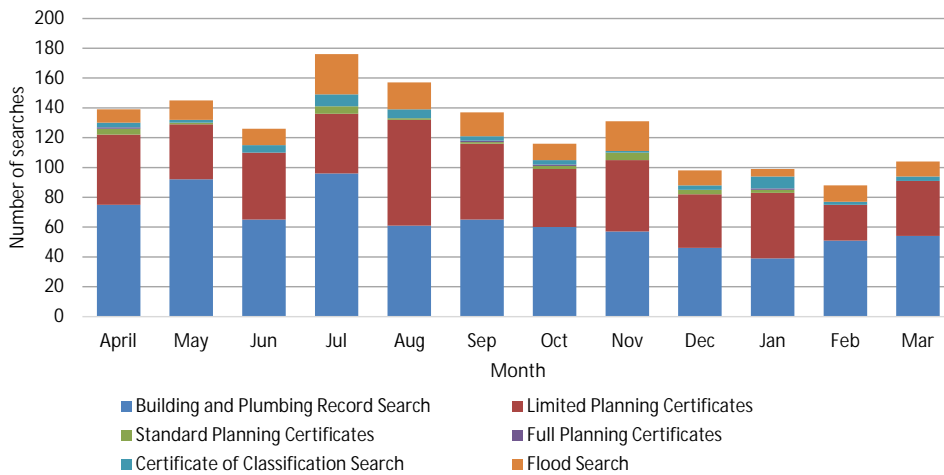


Corporate Performance Report | 01 March 2026 – 31 March 2026

Dwelling Approvals



Property Searches Completed in the last 12 Months

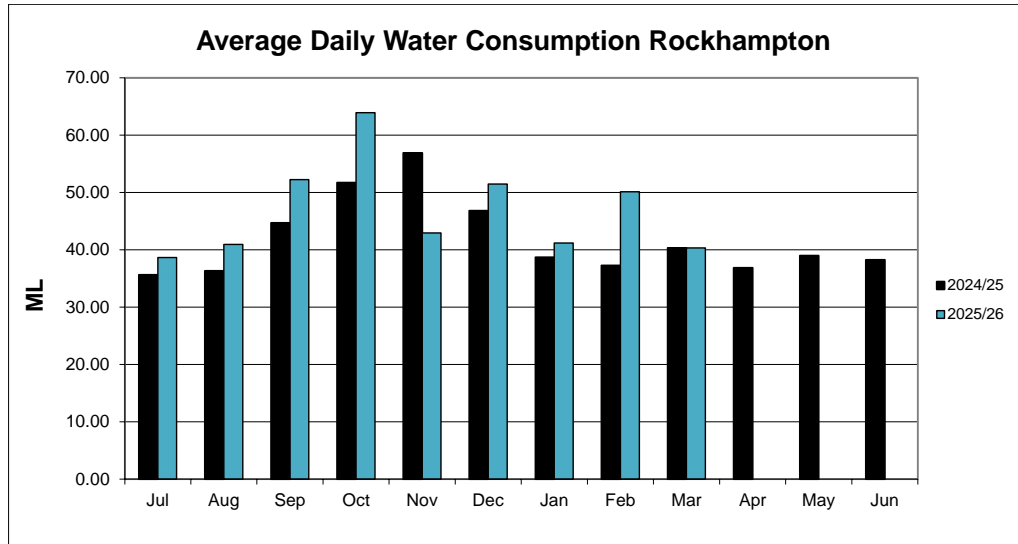


REGIONAL SERVICES
Fitzroy River Water

Drinking Water Supplied

Data is presented in graphs from July 2024 to June 2025 and July 2025 to June 2026.

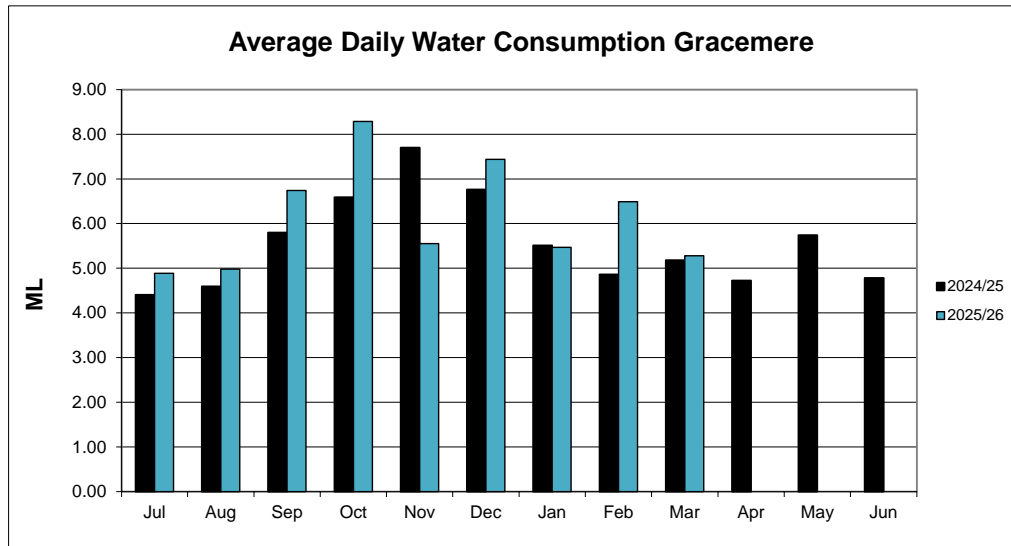
Rockhampton



The average daily water consumption in March was recorded at 40.34 ML/day, representing a slight increase from last year's consumption rate of 40.32 ML/day. This figure was lower than the consumption level observed during February, which was recorded at 50.10 ML/day. The decrease in consumption compared to last month can be attributed to seasonal weather patterns, which generally influence water usage behaviours.

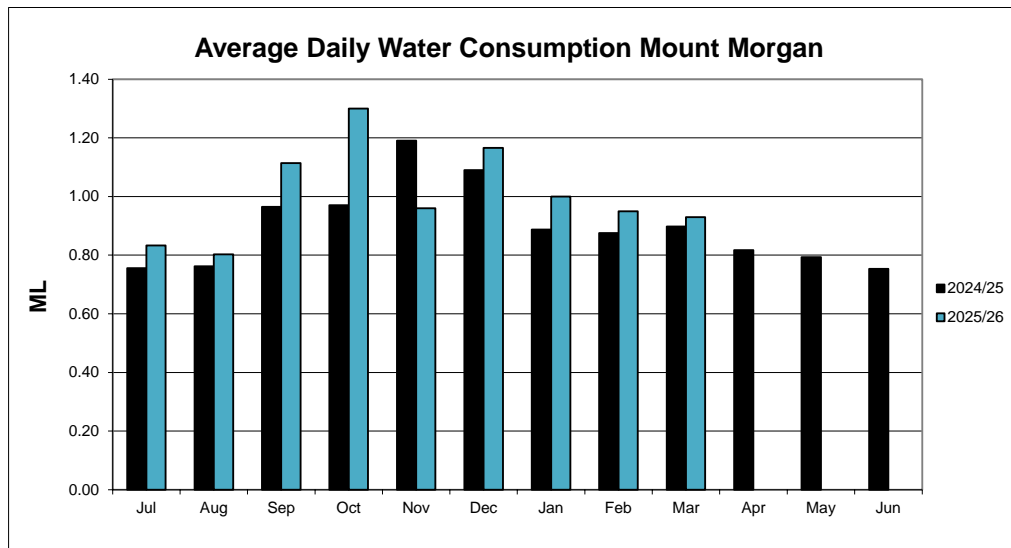
As of the 31st of March 2026, the Fitzroy Barrage storage level stood at 100% of its accessible storage capacity, remaining above the threshold established in the Drought Management Plan for initiating water restrictions.

Gracemere



The average daily water consumption in March was recorded at 5.28 ML/day, representing a decrease from February which was recorded at 6.49 ML/day. This month's figure was slightly higher than the consumption level observed during March of the previous year, which was 5.18 ML/day. The water usage is higher than last year with the increase from February attributed to seasonal weather patterns, which generally influence water usage behaviours.

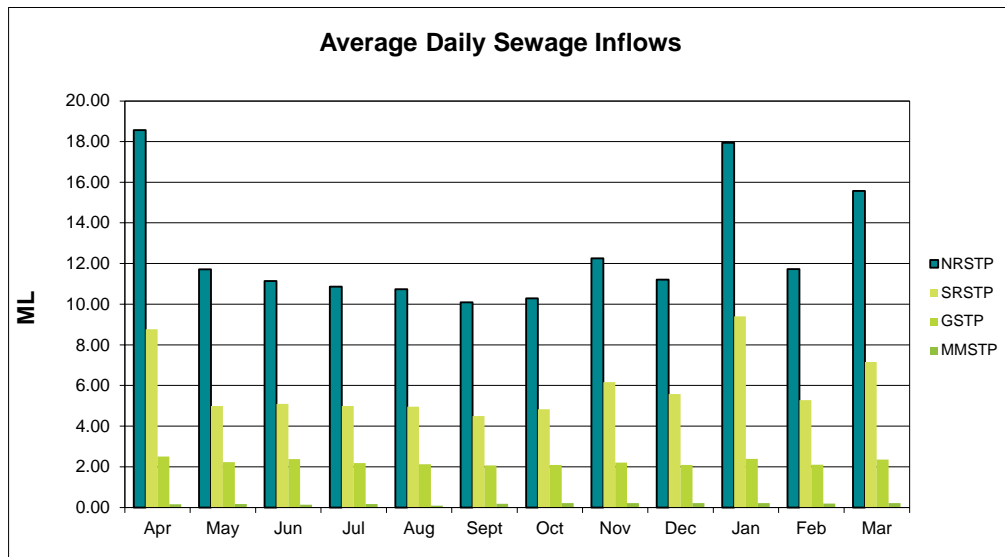
Mount Morgan



The average daily water consumption in March was recorded at 0.93 ML/day, representing a decrease from February which was recorded at 0.95 ML/day. This figure was higher than the consumption level observed during March of the previous year, which was 0.90 ML/day. The increased usage compared to last year reflects seasonal weather patterns, which generally influence water usage behaviours.

As of the 31st of March 2026, the No. 7 Dam storage level stood at 98.7%. 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.

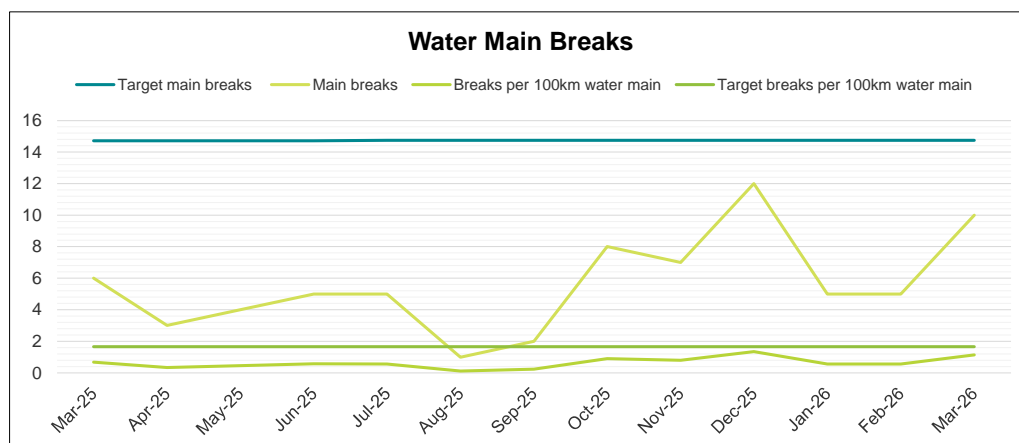
Sewage Inflows to Treatment Plants



The average daily sewage inflows increased in March compared to February across all 4 STP's. NRSTP increased from 11.72ML/day in February to 15.57ML/day in March. SRSTP saw an increase from 5.28ML/day to 7.15ML/day. GSTP increased from 2.10ML/day to 2.35ML/day.

MMSTP increased from 0.19ML/day to 0.21ML/day – March saw results recorded for 28 days, with the plant in bypass for 3 days due to heavy rainfall.

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.

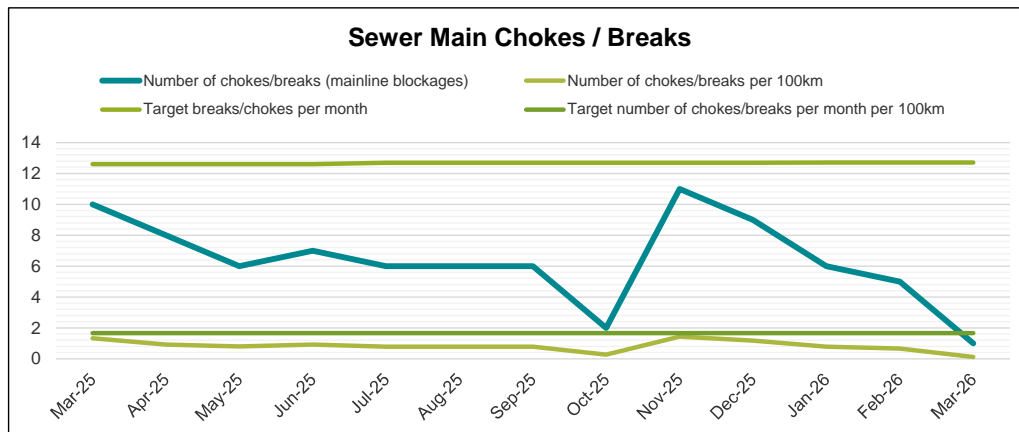
Response to Issues

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
March	10	15	1.13	1.67

Locality	Main Breaks
Rockhampton	10
Mount Morgan	0
Regional Total	10

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
March	1	13	0.1	1.67

Locality	Surcharges Resulting from Mainline Blockages	Mainline Blockages
Rockhampton	1	1
Mount Morgan	0	0
Regional Total	1	1

Water Meter Replacement

	Number completed	FY to date totals
Reactive Replacement	107	177
Planned Replacement	0	0
Regional Total	107	177

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 will eventually result in a significant reduction in reactive meter replacements.

Rockhampton Regional Waste and Recycling

Compliance

Environmental Authority EPPR00626313

Condition W1.4: ‘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 March 2026;

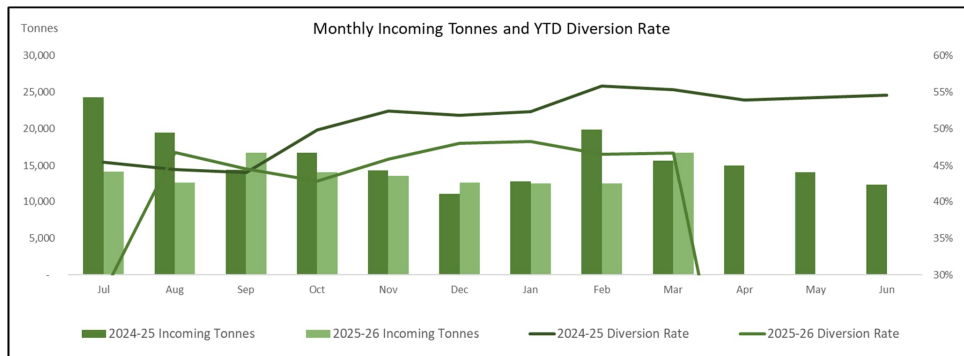
- 1 smoulder / smoke event at the landfill working face, due to a flare.
- 1 smoulder / smoke event in the push pit of the waste transfer station, due to an unknown source.

For the above events any water was managed as leachate, no persons or plant were harmed, and no environmental harm occurred.

Temporary Emission Licence - TEL101055895

Due to the second recent Fitzroy River flood in 2026 and expectation that the surface water ponds on the southern boundary of the Lakes Creek Road Landfill would become inundated by flood water, an application was made with the Department of Environment, Tourism, Science and Innovation for a Temporary Emission Licence (TEL). TEL101055895 was granted on 17 March 2026. Flood waters commenced inundating the lower lying areas, including Pond F on 16 March 2026 and subsequently RRWR commenced releasing out of Pond F on 17 March 2026. Discharge from Pond F ceased at 3:30pm on Wednesday, 1 April 2026. Environmental monitoring was undertaken in accordance with the TEL, with some difficulty being observed in achieving the Dissolved Oxygen limit due to the nature of the flood waters.

Total Incoming Tonnes



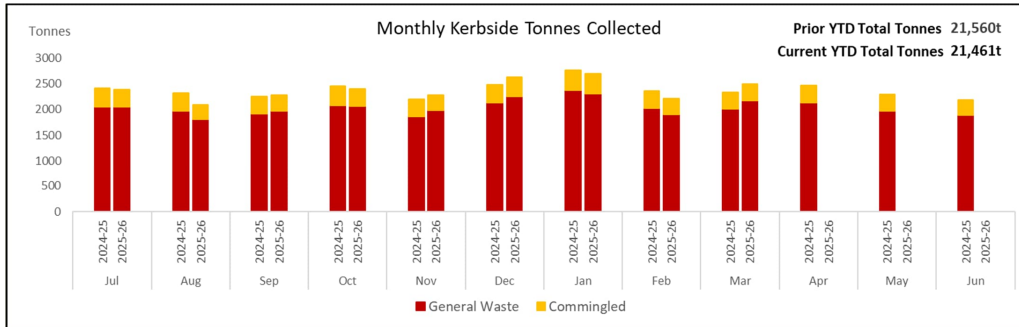
Reading this Chart

Diversion rate has remained steady at 47% of all incoming waste that is recovered, as opposed to burying in landfill. Incoming tonnes are an indicator of the waste generation trends in our region, and the impact our current strategies are having on reducing those trends. Current year performance is shown in light green.

Current Commentary

Incoming tonnes in March have slightly increased compared to the same period last year. For the month of March our diversion rate stands at 47%, largely due to a decrease in incoming Clean Earth.

Kerbside Tonnes



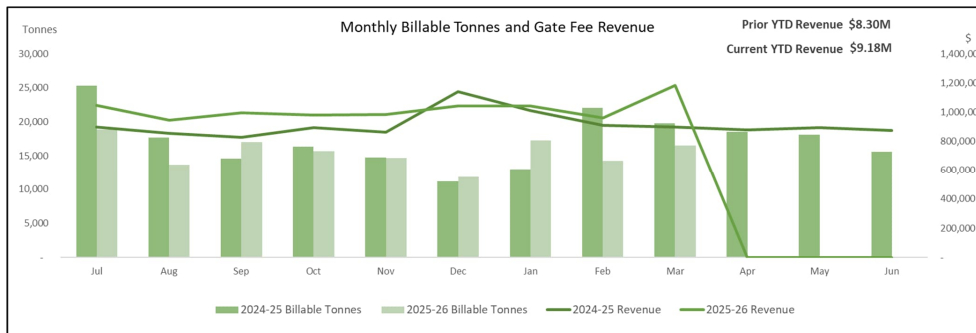
Reading this Chart

Showing total waste generation and recovery rates at the kerbside, providing an indicator of household waste diversion, and meeting our strategic KPI to reduce household waste by 25% by 2050.

Current Commentary

Incoming tonnes in March have slightly increased compared to the same period last year for both general waste and commingled recyclables. For the month of March, commingled recyclables represent 13.8% of our total kerbside tonnes.

Billable Tonnes



Corporate Performance Report | 01 March 2026 – 31 March2026

Reading this Chart

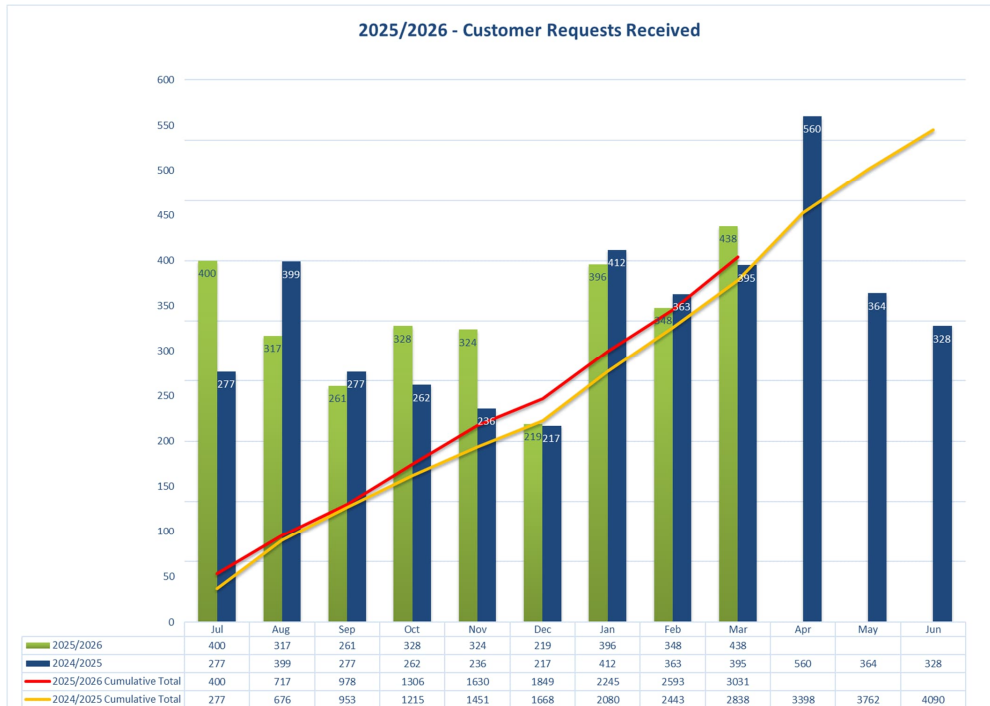
This is a critical measure of waste facility activity levels, the long-term financial sustainability of the business unit, as well as being a relatively strong indicator of economic activity levels in our region. Current year performance is shown in light green.

Current Commentary

March revenue has slightly increased compared to the same period last year and is made up of ongoing increased levels of Commercial and Industrial Waste, increased transactions for Municipal Solid Waste, and an increase in Fees and Charges from 1 July 2025.

Civil Operations

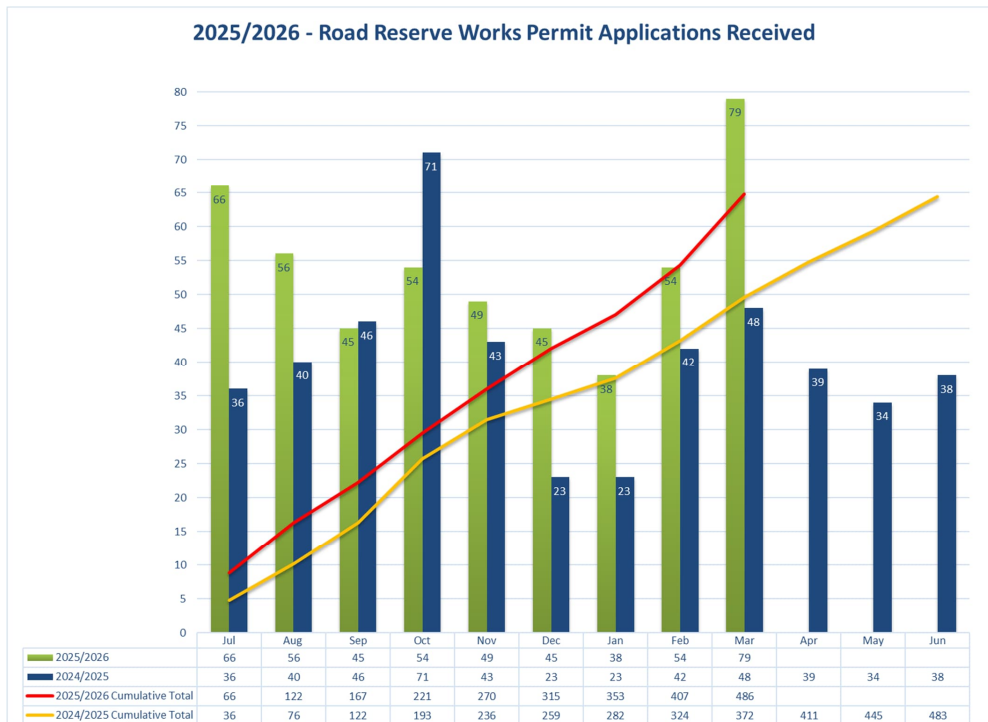
CUSTOMER REQUESTS



Commentary:

- Monthly figures for March 2026 again exceeded those of March 2025, with the overall year to date figures for 2025/26 continuing to track above those of the equivalent 2024/25 period.
- March figures continue to remain high, with the expectation that figures will continue to increase into the calendar year.
- An increasing number of these requests are not maintenance inspections, rather general enquiries or requests relating to technical aspects of the road network which are addressed by the Coordinator rather than the Road Inspectors.

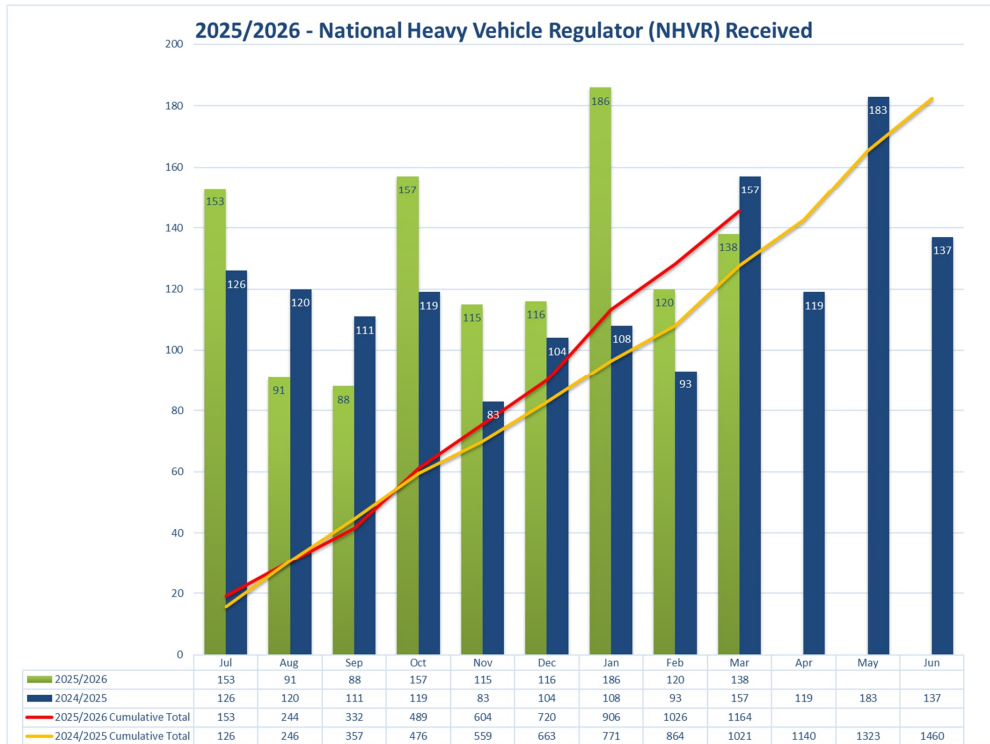
ROAD RESERVE WORKS PERMIT APPLICATIONS



Commentary:

- Application numbers for March 2026 remain significantly higher than those for the equivalent 2025 month and significantly higher than those in the preceding six months.
- Cumulative numbers for 2025/26 continue to pull away higher than those seen in the same period in 2024/25.
- Applications are a mix of works within the road reserve and Service Utility work (Ergon and NBN/Telecoms).
- Rockhampton Ring Road Packages 2 North and South continue to consume a large portion of time in the corridor space.
- Temporary Traffic Management proposals for the preliminary corridor works for the eastern access of Boulder Creek Wind Farm continue to be worked through with the applicant/ Ventia.
- Initial meetings have been held with Moah Creek Windfarm regarding road upgrade works required for site access.
- Major projects, particularly Browne Park and the QR rail crossing rehab project while only single applications are large in scope and complex in terms of traffic management, requiring additional time to assess and process.

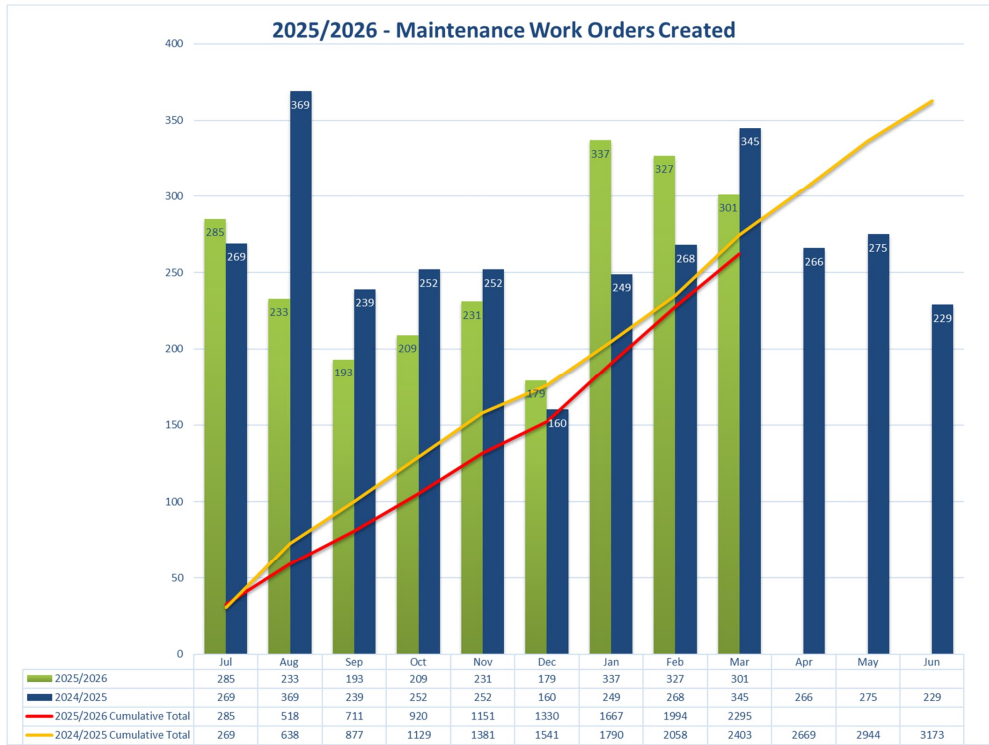
NATIONAL HEAVY VEHICLE REGULATOR (NHVR)



Commentary:

- Figures for February remain high, although lower than March 2025, with Rockhampton Ring Road movement approvals and Aust. Defence Force renewals contributing to the higher numbers.
- Figures continue to track above the equivalent 2024/25 figures, in both a month-on-month sense and in the cumulative graph.
- Heavy vehicle movement negotiations for both Boulder Creek Windfarm and Lotus Creek Windfarm are ongoing.
- Discussions around detour routes for Class 1 and 2 heavy vehicles while Albert St is closed for rail works continue, to try and allow access without impacting on CBD streets during workdays.

MAINTENANCE WORK ORDERS



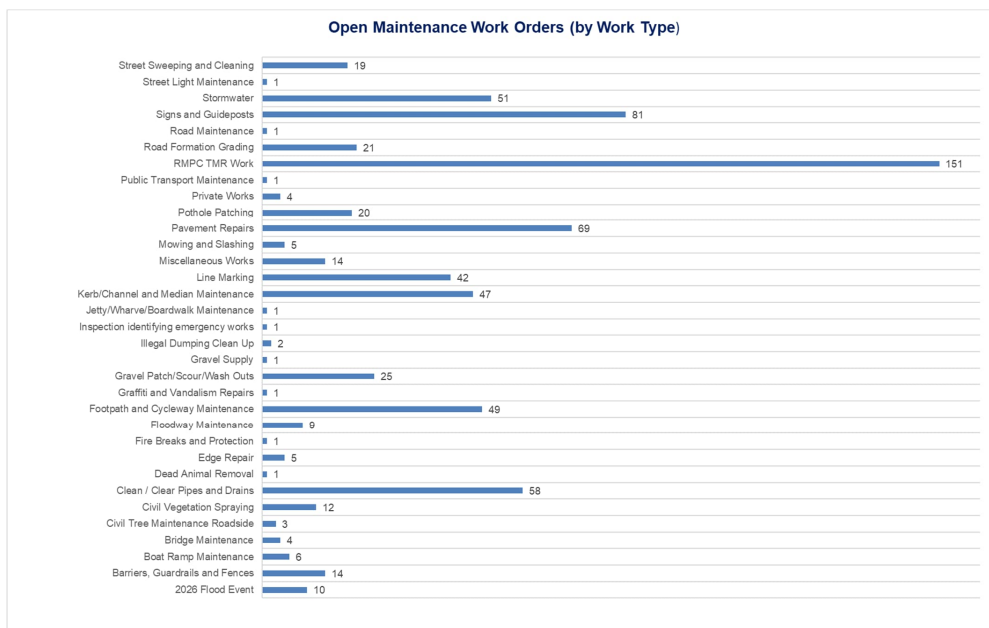
Commentary:

- 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.
- In addition to customer and flood related work orders, 33 work orders relate to Council's Road Maintenance Performance Contract (RMPC) for work on TMR roads for March.
- Types of work orders raised can be seen in the below table "Top 10 Work Order Types Created – March 2026" with pothole patching orders topping the list with street sweeping, signs and pavement repairs making up the bulk of the remainder of orders raised for the month (excluding RMPC).

Top 10 Work Order Types Created – March 2026

Work Order Type	No of Work Orders Created	% of Total Work Orders Created for March 2026
Pothole Patching	62	21%
Signs and Guideposts	36	12%
RMPC TMR Work	33	11%
Street Sweeping and Cleaning	31	10%
Pavement Repairs	19	6%
Gravel Patch / Scour / Wash Outs	16	5%
Civil Vegetation Spraying	16	5%
Clean / Clear Pipes and Drains	15	5%
Road Formation Grading	15	5%
Footpath and Cycleway Maintenance	11	4%

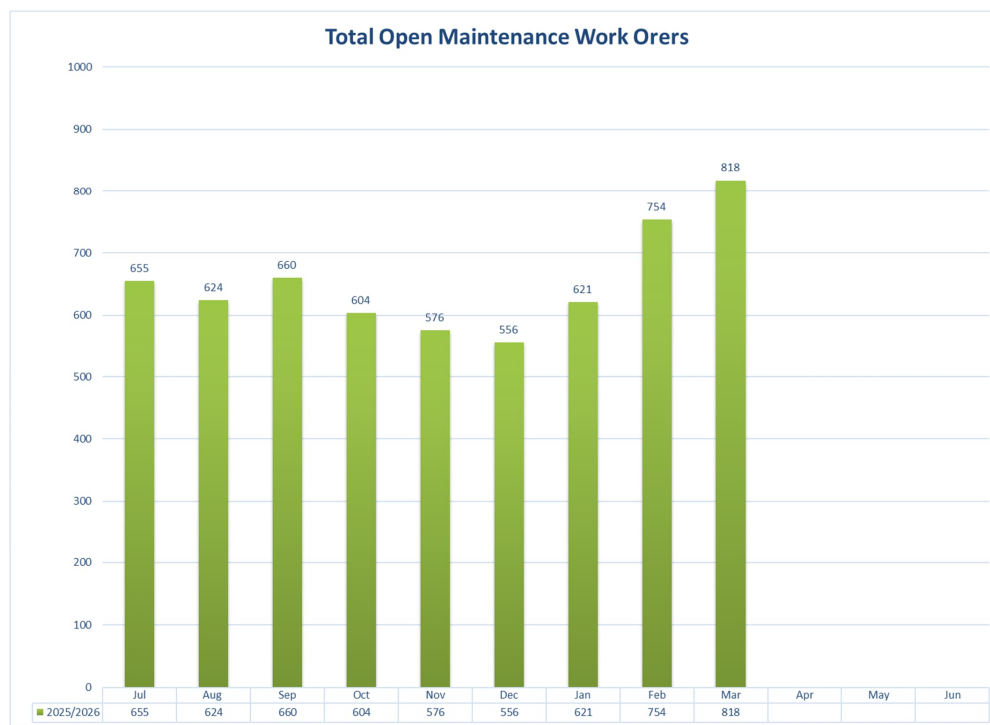
Open Maintenance Work Orders (By Work Type)



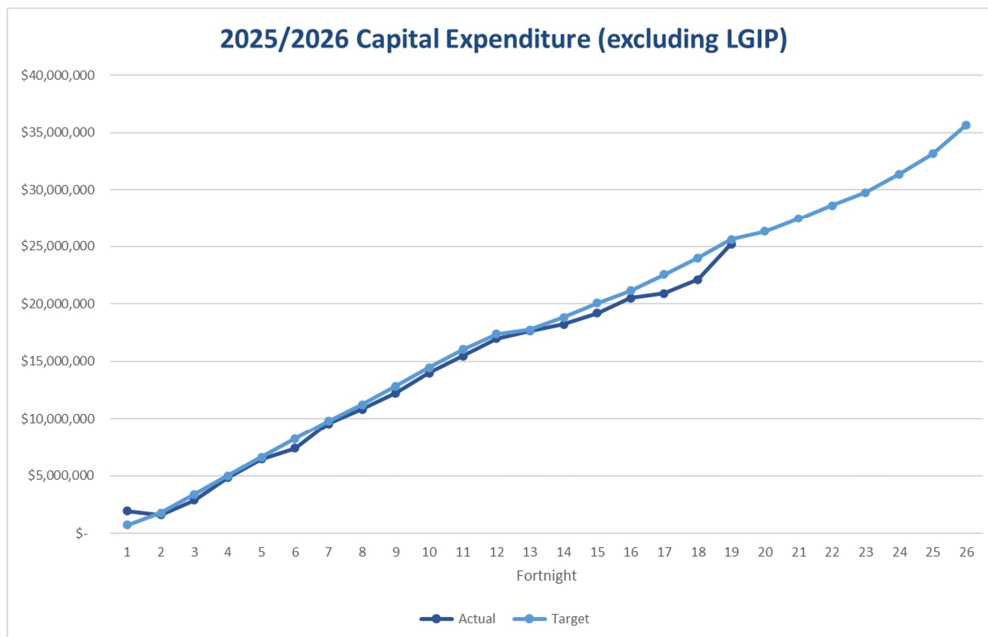
Average Age of Open Maintenance Work Orders (does not include RMPC TMR Work)

	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 2025	6	112	208	127
August 2025	9	121	175	136
September 2025	9	114	190	165
October 2025	0	104	178	184
November 2025	0	108	179	201
December 2025	14	146	235	221
January 2026	25	143	184	246
February 2026	18	117	181	234
March 2026	31	131	188	232

Total Open Maintenance Work Orders



CAPITAL EXPENDITURE

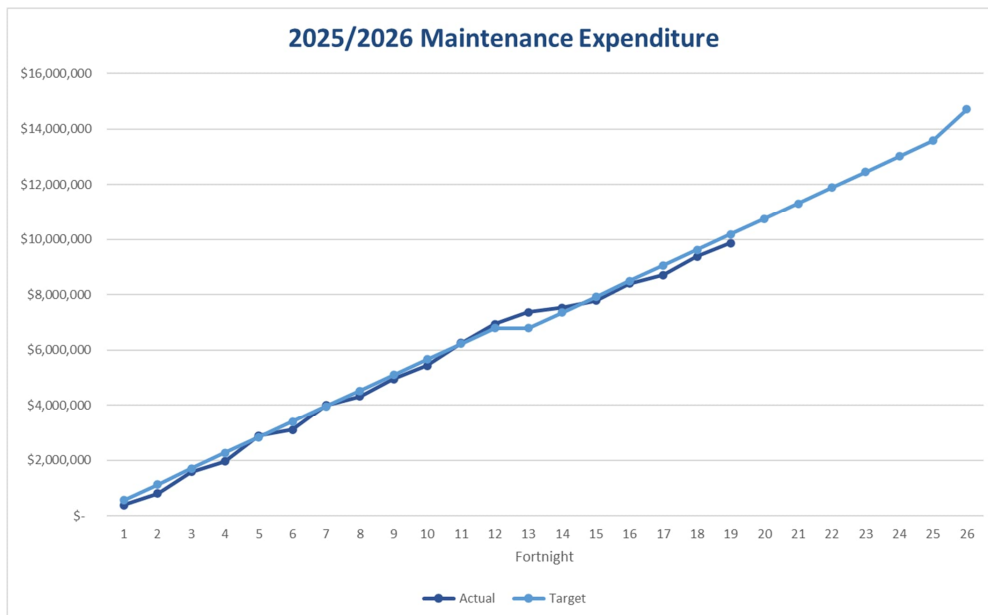


Commentary:

Total capital expenditure has ramped up during the reporting period and is well within expected parameters. Ongoing monitoring and scheduled financial checkpoints will continue throughout the remainder of the financial year.

It is anticipated that expenditure should ramp up further with the reseal program to start mid-April.

MAINTENANCE EXPENDITURE



Commentary:

Maintenance expenditure is within expected limits.

Currently, there are vacancies in the maintenance crews that may impact negatively on expenditure. Ongoing monitoring and scheduled financial checkpoints will continue throughout the remainder of the financial year.

ADVANCE ROCKHAMPTON

Key Regional Statistics

Statistic	Current Period	Previous Period	Variation
GRP 1.	\$6.94B (Jun 24)	\$6.29B (Jun 23)	▲ 2.3%
Population 1.	85,794 (Jun 25)	85,334 (Jun 24)	▲ 0.5%
Unemployment Rate 2.	4.6% (Dec 25)	6.0% (Sep 25)	▼ 1.4
Jobseeker & Youth Allowance Receipts 3.	4,600 (Feb 26)	4,535 (Jan 26)	▲ 65
Labour Force 2.	46,192 (Dec 25)	47,097 (Sep 25)	▼ 905
Rental Vacancy Rate 2.	0.8% (Dec 25)	0.8% (Sep 25)	-
GST Registered Businesses 2.	5,995 (Sep 25)	5,952 (Jun 25)	▲ 43
Residential Building Approvals 3.	\$85.8m (FY25-26 to Jan) vs \$112.7m (FY24-25)		
Commercial Building Approvals 3.	\$67.8m (FY25-26 to Jan) vs \$177.3m (FY24-25)		
	1. Annual 2. Quarterly 3. Monthly		

MAJOR PROJECTS UPDATES

ROCKHAMPTON RING ROAD

- Status: Construction
- Est Completion: 2025/26FY (Stage 1)
- Est Cost: \$1.9B
- 783 jobs during construction

FITZROY TO GLADSTONE PIPELINE

- Status: Construction
- Est Completion: December 2026
- Est Cost: \$983M
- 400 jobs during construction

MOUNT MORGAN PIPELINE

- Status: Testing and commissioning
- Est Completion: Early 2026
- Est Cost: \$88M
- ~50 jobs during construction

GRACEMERE HIGH SCHOOL

- Status: Planning
- Est Start: Mid-2026
- Est Completion: 2028 for Stage 1

ROCKHAMPTON SPORTS PRECINCT

- Status: Planning
- Est Start: Early 2026
- Est Completion: Late 2027

GOGANGO FEEDLOT AND FERTILISER FACILITY

- Status: Pending sale
- Est Cost: \$150M
- 507 direct and indirect jobs during construction
- 100 ongoing jobs

MOUNT MORGAN TAILINGS PROCESSING & REHABILITATION PROJECT

- Status: Construction
- Est Completion: Mid 2026
- Est Cost: \$150M
- 250 jobs during construction
- 150 ongoing jobs

ROCKHAMPTON RAILYARD REJUVENATION

- Status: Planning
- Est Completion: TBA
- Est Cost: \$23.7M funding committed over 4 years

ROCKHAMPTON HOSPITAL MENTAL HEALTH UNIT

- Status: Construction
- Est Completion: April 2026
- Est Cost: \$92M

ROCKHAMPTON HOSPITAL EMERGENCY DEPARTMENT EXPANSION

- Status: Planning
- Est Completion: December 2026

ROCKHAMPTON HOSPITAL CARDIAC HYBRID THEATRE

- **Status: Construction**
- Cardiac inpatient unit complete, the first stage of overall cardiac facility
- Est Completion: 2026
- Est Cost: \$36.9M
- 78 jobs during construction

BROWNE PARK REDEVELOPMENT

- Status: Construction
- Est Completion: May 2026
- Est Cost: \$63M
- 96 jobs during construction

RENEWABLE ENERGY PROJECTS**BOULDER CREEK WIND FARM**

- Status: Construction
- 38 wind turbines
- Est Cost: \$750M
- Up to 300 jobs during construction
- 12 ongoing jobs

CAPRICORN BESS

- Status: Development
- 300MW
- Est Cost: ~\$500M
- 120-150 jobs during construction
- 5-10 ongoing jobs

THE CENTRAL BESS

- Status: Development
- 500MW
- Est Cost: \$423M
- 55 jobs during construction
- 5 ongoing jobs

CLARKE CREEK WIND FARM (Stage 2)

- Status: Development
- 704MW
- 88 wind turbines

MOAH CREEK SOLAR FARM

- Status: Development
- 285MW
- Est Cost: \$600M
- ~300 jobs during construction
- 10 ongoing jobs

MOAH CREEK WIND FARM

- Status: Development
- 60 wind turbines
- Est Code: \$1B
- 300 jobs during construction
- 10 ongoing jobs

STANWELL BESS

- Status: Construction
- 300MW
- Est Cost: \$747M
- 80 peak workforce
- 6 ongoing jobs

STANWELL FUTURE ENERGY AND TRAINING HUB (FEITH)

- Status: Development
- 60 wind turbines
- Est Cost: \$110M
- Peak workforce TBA
- 6 ongoing jobs

CURRENT PROJECTS**ECONOMIC DEVELOPMENT**

1. **Events & Engagements** – Delivered Regional Projects Exchange (18th March). Local Leaders: The AI Advantage (24th April) speakers confirmed and ready for event delivery.
2. **Central to Defence** – Continuing stakeholder engagement and development towards final business case.
3. **South Yaamba Irrigation Development Business Case** – Considering next steps following review of draft.
4. **Industrial Land Study – Demand & Options Analysis** – Feedback provided to the State Government's Project Control Group to expand industry engagement, undertake a cost analysis and competitor analysis to understand the requirements to activate the Gracemere-Stanwell corridor.

EVENTS**DELIVERED:**

5. **Australia Day** - 26 January 2026
6. **Radiance** – 28 Nov – 24 Dec 2025
7. **CBD Xmas Fair** – 6 Dec 2025
8. **New Years Eve** – 31 Dec 2025

TO BE DELIVERED:

9. **Rockynats 06** – 17-19 April 2026
10. **Anzac Day** – 25 April 2026
11. **Rocky River Run** – 17 May 2026
12. **Rocky Show** – 11-12 June 2026
13. **River Festival** – 24-26 July 2026
14. **Capricon** – 29 Aug 2026

TOURISM

- **Marketing Campaign Development** | Major Event Calendar can now be found on Explore Rockhampton website
- **Website Refresh** | Content and design
- **Industry Engagement** | Hosted Tourism Toolbox event on 10 February 2026
- **Product Development** | Laurel Bank Farm introductory meeting for new product

ACTIVE MARKETING CAMPAIGNS

ECONOMIC DEVELOPMENT

- **Live Rockhampton** | Rockynats business promotional campaign, soliciting information from businesses open or running campaigns around the event
- **Local Leaders: The AI Advantage** | Invites issued to EDM database

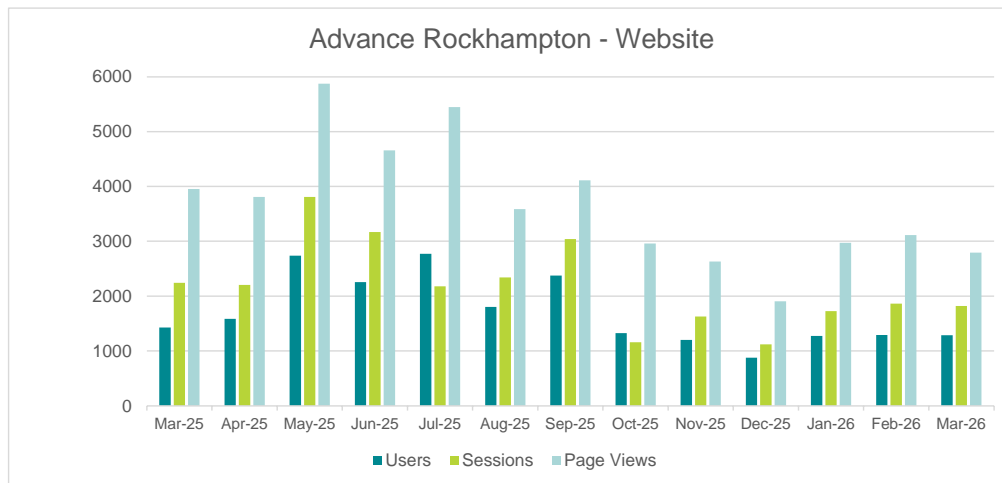
EVENTS

15. **Rockynats – 17-19 April** | Out of Home and Billboards, radio and podcasts, TV, cinema, website, Google, YouTube.

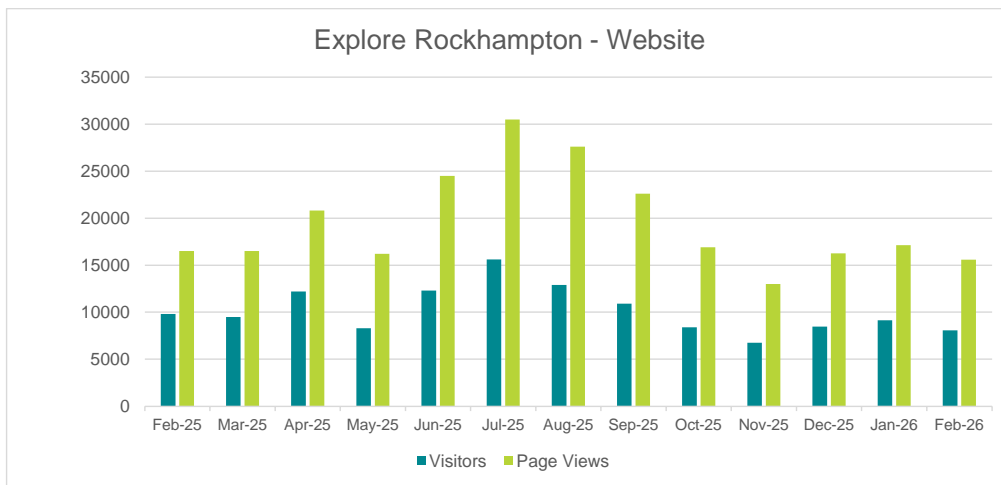
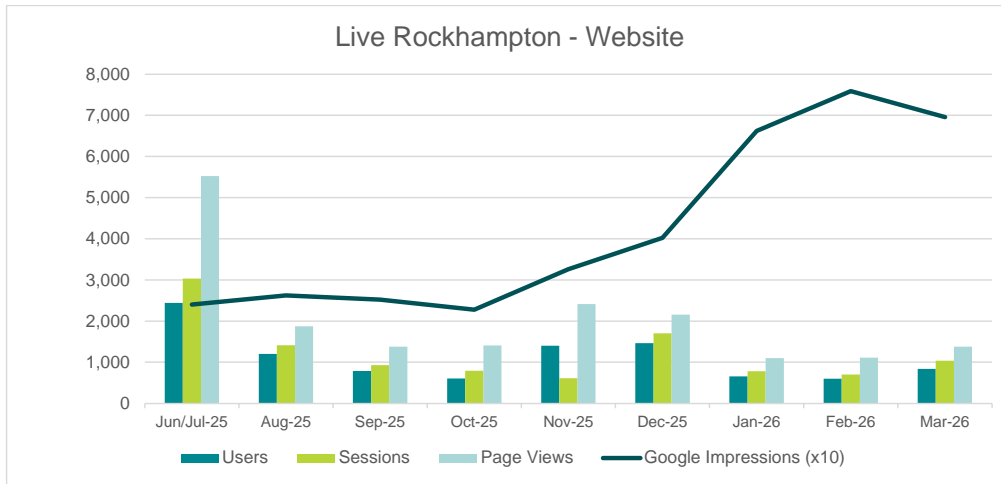
TOURISM

- 16. **Busby's On Tour Drive Campaign** | Facebook, Google, YouTube
- 17. **Mount Morgan** | Facebook, Instagram, Google, YouTube

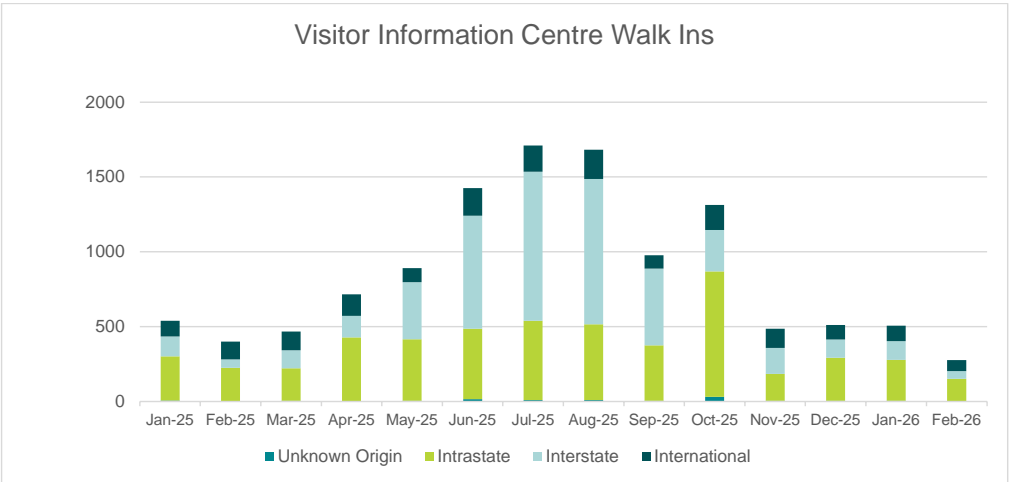
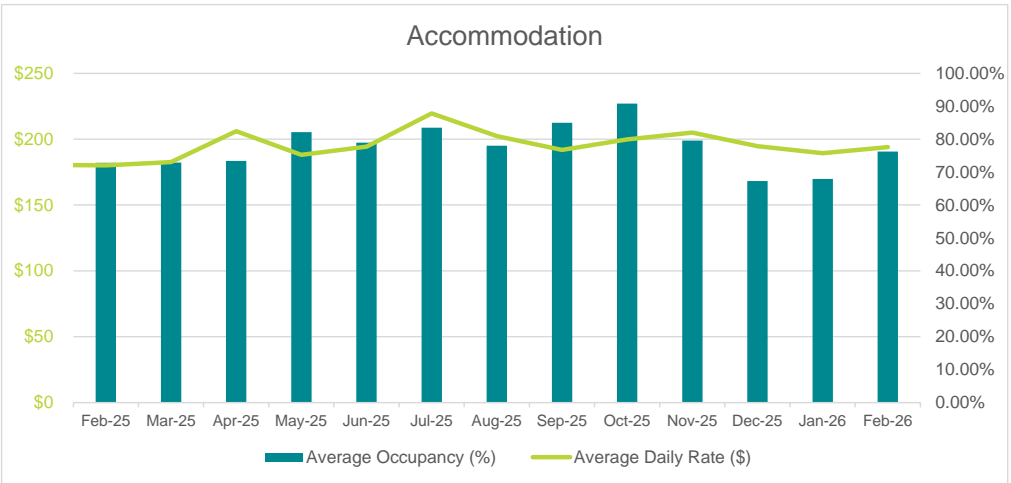
DIGITAL ENGAGEMENT



Corporate Performance Report | 01 March 2026 – 31 March 2026



TOURISM STATISTICS



11.7 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MARCH 2026

File No: 8148

Attachments: 1. [Income Statement - March 2026](#)
2. [Key indicators graphs - March 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 March 2026.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 March 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 2025 to 31 March 2026), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial statement provides Council's position after nine months of the 2025/26 financial year. Results should be approximately 75% of the current budget.

The following commentary is provided in relation to the Income Statement:

Total Operating Revenue is at 91% of the current budget. Key components of this result are:

- Net Rates and Utility Charges are at 96% of budget. Council's rates and utility charges for the second six months of the financial year ending 30 June 2026 have been raised and were due on 4 March 2026.
- Fees & Charges are at 78% of budget due to several operational areas including Airport and Fitzroy River Water being ahead of budget year to date.
- Rent / Lease Revenue is ahead of budget at 83% due to rental received in advance for various council owned commercial properties.
- Grants, Subsidies and Contributions are at 60% of budget. This is partly due to the timing of payments of the Financial Assistance Grant.
- Interest revenue is ahead of budget at 127% due to higher than forecast cash holdings.
- All other revenue items are in proximity to budget.

Total Operating Expenditure is at 74% of the current budget. Key components of this result are:

- Administrative expenses are at 64% as the estimated timing of expenditure for a large part of this account group is later in the financial year for events managed by Community and Culture Unit and Advance Rockhampton.
- Other expenses are at 59% 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 77% of the current budget.

Total Capital Expenditure is at 53% of the current budget. The level of capital expenditure is expected to accelerate in coming months.

Total Investments are \$178.4M as at 31 March 2026.

Total Loans are \$113.5M as at 31 March 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 nine months of the financial year passed, indications are that operational activities are mostly on track.

The capital program saw \$69.8M spent during the first nine months of the financial year and capital expenditure will need to gain momentum over the coming months to deliver the projects budgeted for the 2025/26 financial year.

**SUMMARY BUDGET MANAGEMENT
REPORT FOR THE PERIOD ENDED
31 MARCH 2026**

Income Statement - March 2026

Meeting Date: 28 April 2026

Attachment No: 1



Income Statement
For Period July 2025 to March 2026
75% of Year Gone

	Adopted Budget	Current Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Current Budget
	\$	\$	\$	\$	\$	
OPERATING						
Revenues						
Net rates and utility charges	(209,060,590)	(209,060,590)	(200,698,479)	0	(200,698,479)	96%
Fees and Charges	(48,967,316)	(48,958,710)	(38,307,778)	0	(38,307,778)	78%
Private and recoverable works	(7,923,778)	(7,923,778)	(5,788,506)	0	(5,788,506)	73%
Rent/Lease Revenue	(3,953,930)	(3,957,654)	(3,269,953)	0	(3,269,953)	83%
Grants Subsidies & Contributions	(11,516,764)	(11,954,718)	(7,225,549)	0	(7,225,549)	60%
Interest revenue	(2,800,002)	(3,300,002)	(4,192,727)	0	(4,192,727)	127%
Other Income	(7,512,420)	(7,602,680)	(6,389,013)	0	(6,389,013)	84%
Total Revenues	(291,734,801)	(292,758,133)	(265,872,005)	0	(265,872,005)	91%
Expenses						
Employee Costs	107,395,354	108,071,715	80,048,840	371,105	80,419,946	74%
Contractors & Consultants	31,024,623	31,791,557	23,168,606	12,506,449	35,675,055	73%
Materials & Plant	18,923,925	19,160,912	13,895,332	3,622,007	17,517,339	73%
Asset Operational	31,445,759	31,282,087	23,392,629	2,408,470	25,801,099	75%
Administrative expenses	17,694,829	17,476,868	11,104,198	1,885,125	12,989,323	64%
Depreciation	87,757,114	87,757,114	65,726,098	0	65,726,098	75%
Finance costs	3,916,640	3,916,640	2,765,307	0	2,765,307	71%
Other Expenses	1,483,209	1,608,209	952,455	15,075	967,529	59%
Total Expenses	299,641,452	301,065,102	221,053,465	20,808,231	241,861,696	74%
Transfer / Overhead Allocation						
Transfer / Overhead Allocation	(8,381,252)	(8,564,168)	(7,380,363)	0	(7,380,363)	86%
Total Transfer / Overhead Allocation	(8,381,252)	(8,564,168)	(7,380,363)	0	(7,380,363)	88%
TOTAL OPERATING POSITION (SURPLUS)/DEFICIT	(474,600)	(257,199)	(52,198,903)	20,808,231	(31,390,672)	10998%
CAPITAL						
Total Developers Contributions Received	(7,273,428)	(7,273,427)	(3,842,394)	0	(3,842,394)	53%
Total Capital Grants and Subsidies Received	(33,039,655)	(78,558,550)	(59,746,619)	0	(59,746,619)	76%
Total Proceeds from Sale of Assets	(6,500,000)	(11,073,228)	(11,078,939)	0	(11,078,939)	100%
Total Capital Income	(46,813,084)	(96,905,205)	(74,667,952)	0	(74,667,952)	77%
Total Capital Expenditure	160,073,334	131,546,347	69,753,376	87,747,748	157,501,124	53%
Net Capital Position	113,260,250	34,641,142	(4,914,576)	87,747,748	82,833,172	-14%
TOTAL INVESTMENTS		178,421,937				
TOTAL BORROWINGS		113,524,383				

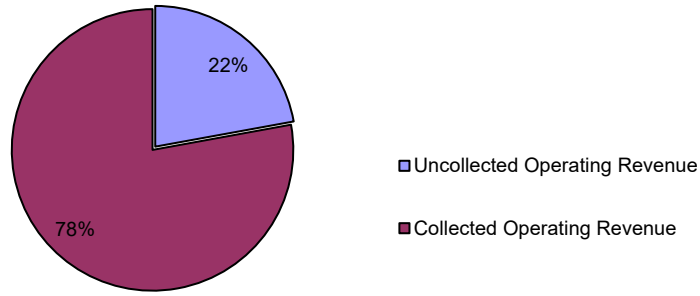
SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MARCH 2026

Key indicators graphs - March 2026

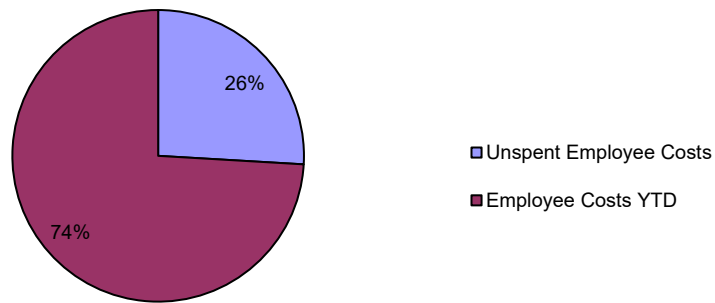
Meeting Date: 28 April 2026

Attachment No: 2

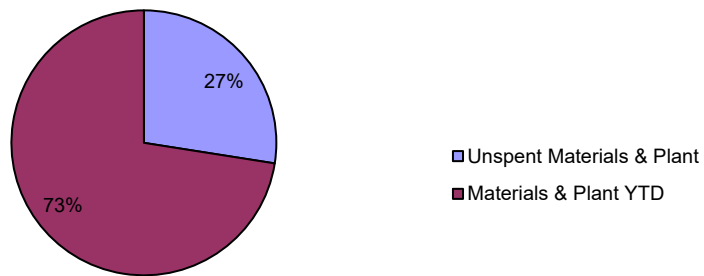
**Operating Revenue
(Excluding Net Rates and Utility Charges)
(75% of Year Gone)**



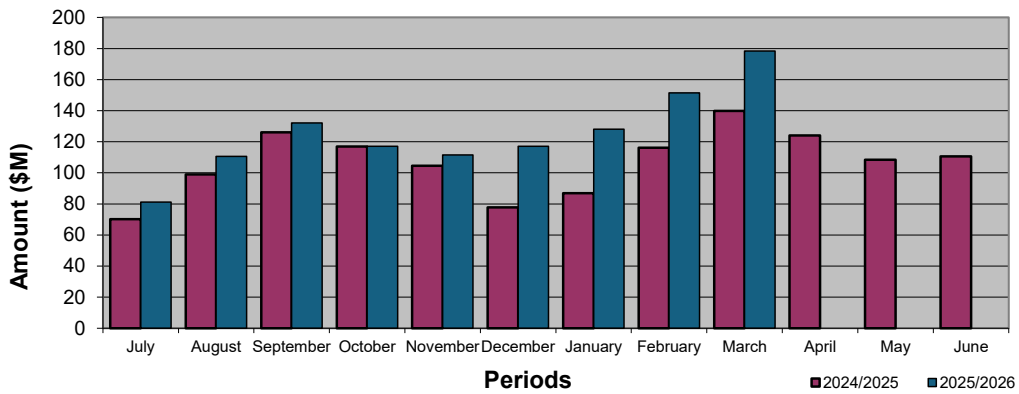
**Operating Employee Costs
(75% of Year Gone)**



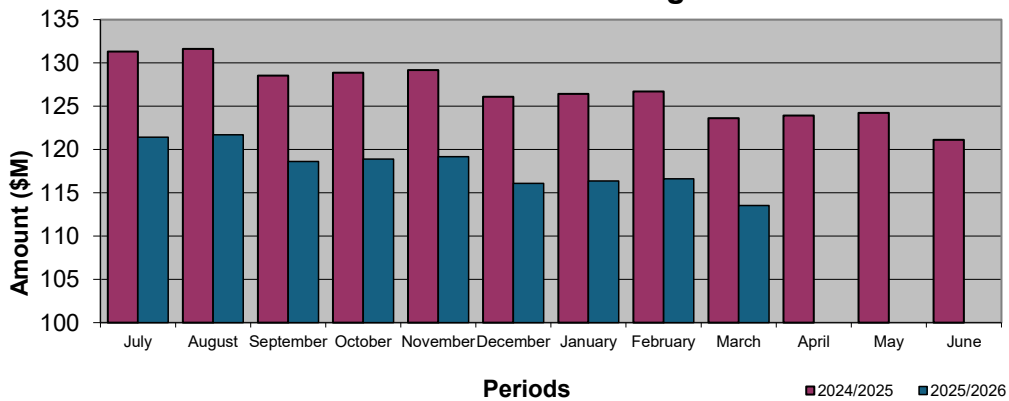
**Operating Materials & Plant
(75% of Year Gone)**



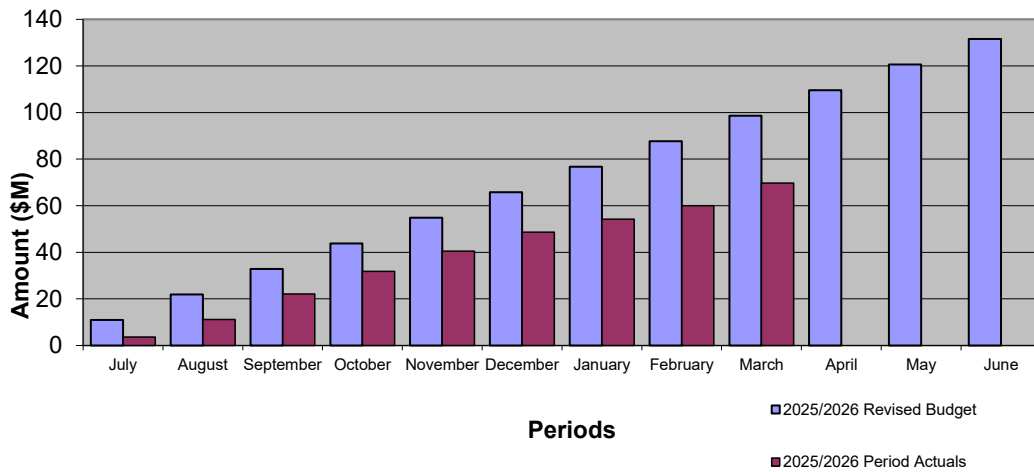
Total Investments



Total Borrowings



2025/2026 Capital Budgets and Actual Expenditure



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 Purchase of Land At Parkhurst For Infrastructure Purposes

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 Commercial Leasing Matter

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 Commercial Property Matter

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 Rates Matter

In accordance with section 254J(3)(d) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss rating concessions.

16.5 Legal Matters Report - 1 January 2026 to 31 March 2026

In accordance with section 254J(3)(e) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

16 CONFIDENTIAL REPORTS

16.1 PURCHASE OF LAND AT PARKHURST FOR INFRASTRUCTURE PURPOSES

File No: 2021

Attachments:

1. Lot Plan
2. Site Plan - Existing Facility

Authorising Officer: Peter Kofod - General Manager Regional Services

Author: 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

This report seeks Council's approval to purchase land for infrastructure purposes.

16.2 COMMERCIAL LEASING MATTER

File No: 15997
Attachments: Nil
Authorising Officer: Marnie Taylor - General Manager Organisational Services
Author: Emma-Jane Dwyer - Manager Fleet and Facilities
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

Manager Fleet and Facilities reporting on a commercial leasing matter.

16.3 COMMERCIAL PROPERTY MATTER

File No: 2021
Attachments: Valuation Report
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 a commercial property matter.

16.4 RATES MATTER

File No: 521
Attachments: Nil
Authorising Officer: Marnie Taylor - General Manager Organisational Services
Author: Tisin Simon - Manager Finance

In accordance with section 254J(3)(d) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss rating concessions.

SUMMARY

Manager Finance seeking a resolution for granting concession pursuant to section 122(1)(a) of the Local Government Regulation 2012.

16.5 LEGAL MATTERS REPORT - 1 JANUARY 2026 TO 31 MARCH 2026**File No:** 1830**Attachments:** 1. Legal Matters Report - 1 January 2026 to 31 March 2026**Authorising Officer:** Lisa Caffery - General Manager Workforce and Governance
Evan Pardon - Chief Executive Officer**Author:** Shannon Jennings - Coordinator Legal and Governance

In accordance with section 254J(3)(e) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

SUMMARY

Presenting an update of current legal matters that Council is involved in as at 31 March 2026.

17 CLOSURE OF MEETING