



ORDINARY MEETING

MINUTES

24 JUNE 2025

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**REPORT OF THE ORDINARY MEETING
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON
ON TUESDAY, 24 JUNE 2025 COMMENCING AT 10:13AM**

1 OPENING

1.1 Acknowledgement of Country

9:14AM Councillor Wickerson entered the meeting room

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 OF PREVIOUS MEETING

COUNCIL RESOLUTION

THAT the minutes of the Ordinary Meeting of 10 June 2025 be confirmed.

THAT the minutes of the Special Meeting of 19 June 2025 be confirmed.

Moved by: Councillor Oram

Seconded by: Councillor Mathers

MOTION CARRIED UNANIMOUSLY

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Nil

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

9.1 AUDIT AND BUSINESS IMPROVEMENT COMMITTEE MEETING - 5 JUNE 2025

COUNCIL RESOLUTION

THAT the Minutes of the Audit and Business Improvement Committee meeting, held on 5 June 2025 as circulated, be received and that the recommendations contained within these minutes be adopted.

Moved by: Councillor Latcham

Seconded by: Councillor Mathers

MOTION CARRIED UNANIMOUSLY

(**Note:** The complete minutes are contained in the separate Minutes document)

Recommendation of the Audit and Business Improvement Committee, 5 June 2025**9.1.1 CEO UPDATE**

File No: 13900
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

Chief Executive Officer providing an update on matters of importance.

COMMITTEE RECOMMENDATION

THAT the Chief Executive Officer's update be received.

Recommendation of the Audit and Business Improvement Committee, 5 June 2025**9.1.2 QAO BRIEFING PAPER AND INTERIM MANAGEMENT REPORT 2025**

File No: 9509
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

SUMMARY

A Briefing Paper, together with an Interim Management Report from the Queensland Audit Office (QAO) are provided for Committee review.

COMMITTEE RECOMMENDATION

THAT the Queensland Audit Office Briefing Paper and Interim Management Report for 2025 be received.

Recommendation of the Audit and Business Improvement Committee, 5 June 2025**9.1.3 ASSET MANAGEMENT**

File No: 13900
Authorising Officer: Martin Crow - Manager Infrastructure Planning
Peter Kofod - General Manager Regional Services
Author: Andrew Whitby - Coordinator Assets and GIS

SUMMARY

Coordinator Assets and GIS presenting an update on Asset Management matters.

COMMITTEE RECOMMENDATION

THAT the update on Asset Management matters be 'received'.

Recommendation of the Audit and Business Improvement Committee, 5 June 2025**9.1.4 CAPITALISATION OF CAPITAL WORKS IN PROGRESS**

File No: 5960
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

SUMMARY

The Chief Financial Officer providing an update regarding the capitalisation of capital works in progress.

COMMITTEE RECOMMENDATION

THAT the Capitalisation of Capital Works in Progress report be received.

Recommendation of the Audit and Business Improvement Committee, 5 June 2025**9.1.5 ASSET REVALUATION 2024/25**

File No: 5960
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

SUMMARY

The purpose of this report is to inform the Audit and Business Improvement Committee regarding the Asset Revaluations for the 2024/25 reporting year.

Key items are the status of the Roads (stage one) revaluation, and the status of the indices assessments for 2024/25.

COMMITTEE RECOMMENDATION

THAT the members of the Audit and Business Improvement Committee receive this report.

Recommendation of the Audit and Business Improvement Committee, 5 June 2025**9.1.6 INTERNAL AUDIT PROGRESS REPORT**

File No: 5207
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Ross Cheesman - Deputy Chief Executive Officer

SUMMARY

The attached report provides an update for the Audit and Business Improvement Committee on the progress of the internal audit function.

COMMITTEE RECOMMENDATION

THAT the Internal Audit Progress Report be received.

Recommendation of the Audit and Business Improvement Committee, 5 June 2025**9.1.7 FINANCE SECTION UPDATE**

File No: 8148
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

SUMMARY

Chief Financial Officer providing a Financial Update on matters to date for the 2024/2025 Financial Year.

COMMITTEE RECOMMENDATION

THAT the Finance Section Update report be received.

Recommendation of the Audit and Business Improvement Committee, 5 June 2025**9.1.8 ACTION PROGRESS REPORT**

File No: 5207
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Ross Cheesman - Deputy Chief Executive Officer

SUMMARY

Presenting the twice-yearly summary progress report from the internal audits conducted, outlining the status of the recommendations/actions to be implemented by the local government, as per the Local Government Regulation 2012 sections 207 and 211.

COMMITTEE RECOMMENDATION

THAT the Action Progress Report, as at 16 May 2025, be received.

Recommendation of the Audit and Business Improvement Committee, 5 June 2025**9.1.9 RISK REGISTERS AS AT 11 APRIL 2025 - ANNUAL PRESENTATION AND QUARTERLY UPDATE**

File No: 8780
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Kisane Ramm - Senior Risk and Assurance Advisor

SUMMARY

This report presents the Annual and Quarterly updates of the risk registers as at 11 April 2025 for the Committee's consideration and recommendation for adoption by Council.

COMMITTEE RECOMMENDATION

THAT the Committee:

1. Receives the report; and
2. Recommends Council adopt the risk register updates as presented in attachments 1 and 2 to the report.

Recommendation of the Audit and Business Improvement Committee, 5 June 2025**9.1.10 FRAUD AND CORRUPTION RISK CHECKLIST ANNUAL PRESENTATION**

File No: 8780
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Kisane Ramm - Senior Risk and Assurance Advisor

SUMMARY

The annual presentation of the Fraud and Corruption Risk Checklist for the Committee's consideration and recommendation for adoption by Council.

COMMITTEE RECOMMENDATION

THAT the annual presentation of the Fraud and Corruption Risk Checklist as at 7 May 2025, as presented in the attachment to the report:

1. be received by the Committee; and
2. is recommended by the Committee to be adopted by Council.

Recommendation of the Audit and Business Improvement Committee, 5 June 2025**9.1.11 WORK HEALTH AND SAFETY UPDATE**

File No: 4868
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Damon Morrison - Manager Workforce and Governance

SUMMARY

Manager Workforce and Governance presenting an update on work health and safety matters for the information of the committee.

COMMITTEE RECOMMENDATION

THAT the Work Health and Safety update be received.

Recommendation of the Audit and Business Improvement Committee, 5 June 2025**9.1.12 LOSS / THEFT ITEMS - MARCH TO APRIL 2025**

File No: 3911
Authorising Officer: Megan Younger - Manager Corporate and Technology Services
Ross Cheesman - Deputy Chief Executive Officer
Author: Kellie Roberts - Coordinator Property and Insurance

SUMMARY

This report presents details of the Loss/Theft Items for the period March to April 2025.

COMMITTEE RECOMMENDATION

THAT the Committee receives the Loss/Theft Items – March to April 2025 report.

Recommendation of the Audit and Business Improvement Committee, 5 June 2025**9.1.13 INVESTIGATION AND LEGAL MATTERS PROGRESS REPORT**

File No: 1830
Authorising Officer: Damon Morrison - Manager Workforce and Governance
Ross Cheesman - Deputy Chief Executive Officer
Author: Travis Pegrem - Coordinator People and Capability

SUMMARY

Coordinator People and Capability presenting an update of financial year to date Investigative Matters and the current Legal Matters progress report.

COMMITTEE RECOMMENDATION

THAT the update of Investigation and Legal Matters Progress report be received.

Recommendation of the Audit and Business Improvement Committee, 5 June 2025**9.1.14 FRAUD AND ETHICAL CONDUCT REVIEW - FINAL REPORT**

File No: 5207
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Ross Cheesman - Deputy Chief Executive Officer

SUMMARY

Fraud and Ethical Conduct audit review is reported for Committees consideration.

COMMITTEE RECOMMENDATION

THAT the Fraud and Ethical Conduct Review be received.

10 COUNCILLOR/DELEGATE REPORTS

Nil

11 OFFICERS' REPORTS

11.1 REQUEST FOR MINOR CHANGE TO DEVELOPMENT PERMIT D/74-2023 FOR MATERIAL CHANGE OF USE FOR NON-RESIDENT WORKFORCE ACCOMMODATION (TEMPORARY 136 PERSON) AND WAREHOUSE

File No: D/74-2023

Authorising Officer: Kathy McDonald - Acting Coordinator Development Assessment
Angela Arnold - Acting Manager Planning and Regulatory Services
Doug Scott - Acting General Manager Community Services

Author: Sophie Muggeridge - Planning Officer

SUMMARY

Development Application Number: D/74-2023

Applicant: B.M.D Constructions Pty Ltd and McConnell Dowell Constructors (Aust) Pty Ltd

Real Property Address: Lot 51 on SP273020

Common Property Address: Lot 51 Enterprise Drive, Gracemere

Area of Site: 11.59 hectares

Planning Scheme: *Rockhampton Region Planning Scheme 2015 (v2.2)*

Planning Scheme Zone: Low Impact Industry Zone: and Medium Impact Industry Zone.

Planning Scheme Overlays: Airport Environs Overlay;
Flood Hazard Overlay; and
Steep Land Overlay.

Existing Development: Warehouse (Pipe Laydown Area)

Approval Sought: Amended Decision Notice for a Development Permit for Material Change of Use for Non-resident Workforce Accommodation (Temporary 136 Person) and Warehouse

Affected Entity: Nil.

COUNCIL RESOLUTION

RECOMMENDATION A

That in relation to the application for a Minor Change to Development Permit D/74-2023 for Non-resident Workforce Accommodation (Temporary 136 Person) and Warehouse, made by B.M.D Constructions Pty Ltd and McConnell Dowell Constructors (Aust) Pty Ltd, located at Lot 51 Enterprise Drive, Gracemere, described as Lot 51 on SP273020, Council resolves to issue an Amended Decision Notice subject to the following conditions:

1.0 ADMINISTRATION

- 1.1 The owner, the owner's successors in title, and any occupier of the premises is responsible for ensuring compliance with the conditions of this development approval.
- 1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.3 All conditions, works, or requirements of this development approval must be undertaken, completed, and be accompanied by compliance with conditions notice for any operational works required by this development approval:
- 1.3.1 to Council's satisfaction;
 - 1.3.2 at no cost to Council; and
 - 1.3.3 prior to the commencement of the use,
- unless otherwise stated.
- 1.4 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the commencement of the use, unless otherwise stated.
- 1.5 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:
- 1.5.1 Operational Works:
 - (i) Access and Parking Works;
 - (ii) Stormwater Works;
 - (iii) Site Works;
 - 1.5.2 Plumbing and Drainage Works; and
 - 1.5.3 Building Works.
- 1.6 All Development Permits for Operational Works and Plumbing and Drainage Works must be obtained prior to the issue of a Development Permit for Building Works.
- 1.7 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.
- 1.8 All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant Australian Standards and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.
- 1.9 All development conditions contained in this development approval about infrastructure under Chapter 4 of the *Planning Act 2016* should be read as being non-trunk infrastructure conditioned under section 145 of the *Planning Act 2016*, unless otherwise stated.

2.0 APPROVED PLANS AND DOCUMENTS

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

<u>Plan/Document Name</u>	<u>Prepared by</u>	<u>Date</u>	<u>Reference No.</u>	<u>Version/Issue</u>
Site Area Plan	QCV	22 November 2023	14-1061H-WD-02-6	6

Site Plan Main Area	QCV	22 November 2023	14-1061H-WD-03-6	6
Overall Site Ground Floor	QCV	22 November 2023	14-1061H-WD-04-6	6
Ground Finish Surfaces	Premise	7 July 2023	MIS-1080 / C005	D
Waste Management Report	McDonnell Dowell Constructors and B.M.D	26 June 2023	1151	A
A-double Vehicle Swept Paths	Premise	-	-	-
Traffic Impact Assessment	Premise	8 June 2023	MIS-1080/R01	A
Hume Ceptor System Technical Manual	Humes	-	-	-

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

2.3 The site layout as provided in the approved 'Site Over All Plan', 'Site Plan Main Area' and 'Overall Site Ground Floor' prevail over site layout in the approved 'Ground Finish Surfaces' plan to the extent of any inconsistency, except for the plant laydown area in the north-eastern corner of the site.

3.0 ROAD WORKS

3.1 A dilapidation report must be submitted with the Operational Works (Access and Parking Works) application for Enterprise Drive. This report is required to ensure that Council's road network is returned to an acceptable standard at the cessation of the use. The report must identify the standard of Enterprise Drive pre-construction in order to assess what works are required post construction (i.e., cessation of use) to return it to an acceptable standard.

3.2 A temporary road access permits for heavy vehicle must be obtained from the National Heavy Vehicle Regulator (NHVR) and Council for the use of Enterprise Drive.

4.0 ACCESS AND PARKING WORKS

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

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

- 4.3 Access (access area from the end of Enterprise Drive up to the main car park) and parking (main car park) areas must be paved or sealed to Council's satisfaction. Design and construction must be in accordance with the provisions of a Development Permit for Operational Works (access and parking works).
- 4.4 All vehicles must ingress and egress the development in a forward gear.
- 4.5 A minimum of 66 parking spaces must be provided on-site.
- 4.6 Universal access parking spaces must be provided on-site in accordance with *Australian Standard AS2890.6 "Parking facilities - Off-street parking for people with disabilities"*.
- 4.7 Parking spaces must be line-marked in accordance with the approved Site Plan (refer to condition 2.1) and in accordance with the *Australian Standard AS2890 "Parking facilities"* and the provisions of a Development Permit for Operational Works (access and parking works).
- 4.8 All vehicle operations associated with the development must be directed by suitable directional, informative, regulatory or warning signs in accordance with *Australian Standard AS1742.1 "Manual of uniform traffic control devices"* and *Australian Standard AS2890.1 "Parking facilities – Off-street car parking"*.
- 4.9 Road signage and pavement markings must be installed in accordance with *Australian Standard AS1742.1 "Manual of uniform traffic control devices"*.
- 4.10 All vehicle operation areas must be illuminated in accordance with the requirements of *Australian Standard AS1158 "Lighting for roads and public spaces"*.
- 4.11 The gravel access and vehicle maneuvering areas must be constructed, operated and maintained in a manner that no significant impact on the amenity of adjoining premises or the surrounding area is caused due to the emission of dust or results in sediment laden water.
- 5.0 PLUMBING AND DRAINAGE WORKS
- 5.1 All internal plumbing and drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, *Water Supply (Safety and Reliability) Act 2008*, *Plumbing and Drainage Act 2018*, Council's Plumbing and Drainage Policies, and the provisions of a Development Permit for Plumbing and Drainage Works.
- 5.2 The development must be connected to Council's reticulated sewerage and water networks.
- 5.3 The existing sewerage and water connection point(s) must be retained, and upgraded if necessary, to service the development.
- 5.4 Adequate domestic and fire-fighting protection must be provided to the development, and must be certified by an hydraulic engineer or other suitably qualified person.
- 5.5 Sewer connections and water meter boxes located within trafficable areas must be raised or lowered to suit the finished surface levels and must be provided with heavy duty trafficable lids.
- 5.6 Sewerage trade waste permits must be obtained for the discharge of any non-domestic waste into Council's reticulated sewerage network. Arrestor traps must be provided where commercial or non-domestic waste is proposed to be discharged into the sewer system.
- 6.0 STORMWATER WORKS
- 6.1 A Development Permit for Operational Works (stormwater works) must be obtained prior to the commencement of any stormwater works required by this development approval.

- 6.2 All stormwater drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1) subject to ensuring compliance and any alterations required by the *Environmental Protection Act 1992*, *Queensland Urban Drainage Manual*, *Capricorn Municipal Development Guidelines*, sound engineering practice and the provisions of a Development Permit for Operational Works (stormwater works).
- 6.3 All stormwater must drain to a lawful point of discharge and must not adversely affect surrounding land or infrastructure in comparison to the pre-development conditions, including but not limited to blocking, altering or diverting existing stormwater runoff patterns or having the potential to cause damage to other infrastructure.
- 6.4 The development must not increase peak stormwater runoff for a selected range of storm events up to and including a one per cent (1%) Annual exceedance probability storm event, for the post-development conditions.
- 6.5 Any application for a Development Permit for Operational Works (stormwater works) must be accompanied by an updated Stormwater Management Plan, prepared and certified by a Registered Professional Engineer of Queensland that as a minimum includes:
- 6.5.1 an assessment of the peak discharges for all rainfall events up to and including a one per cent (1%) Annual exceedance probability storm event, for the pre-development and post-development scenarios;
 - 6.5.2 demonstration of how major design storm flows are conveyed through the subject development to a lawful point of discharge in accordance with the *Queensland Urban Drainage Manual* and the *Capricorn Municipal Development Guidelines*;
 - 6.5.3 culvert / cross drainage design details like design flow, velocity, afflux, flood and stream gradient, tailwater levels etc.
 - 6.5.4 the detail design of the diversion channel; and
 - 6.5.5 the detail design of the Sedimentation Basin at a minimum includes:
 - 6.5.5.1 design flow;
 - 6.5.5.2 size of treatment;
 - 6.5.5.3 type of basin;
 - 6.5.5.4 size and dimension of basin;
 - 6.5.5.5 design inflow and outflow (low /high flow) systems;
 - 6.5.5.6 vegetation specification;
 - 6.5.5.7 maintenance access and plan;
 - 6.5.5.8 sediment disposal method;
 - 6.5.5.9 rehabilitation process for the basin area;
 - 6.5.5.10 basin's operational procedures; and
 - 6.5.5.11 the demonstration of how the flow (major and minor) characteristics from sedimentation basin will be similar to pre-development scenarios for all rainfall events up to and including a one per cent (1%) Annual exceedance probability storm event.
- 6.6 The culvert / crossing drainage structure under the proposed access must have immunity (and appropriate freeboard) during a one per cent (1%) Annual Exceedance Probability defined storm event. Alternatively, overtopping of the culvert is acceptable if it complies with condition 6.7.

Note: Access immunity to minor storm event and trafficable at major storm event satisfying the Depth Velocity criteria is acceptable.

- 6.7 The proposed culverts / cross drainage structure must be designed and constructed considering appropriate blockage factor and allowable velocity depth product(s) to ensure safety in accordance with *Queensland Urban Drainage Manual* requirements.
- 6.8 No washing of plant equipment and vehicles is permitted on the development site unless an approved washdown bay is built to prevent contamination of land and the stormwater system.
- 6.9 The wash down bay must be drained to the approved Interceptor (refer to Condition 2.1). Contaminants within the Interceptor device must be removed and disposed of as regulated waste. Water that has passed through the treatment device may be used as dust suppression.
- 6.10 The approved Interceptor must be maintained to the manufacturer's instruction as per the approved plans and documents (refer to Condition 2.1).
- 6.11 A Manufacturers Maintenance Instruction Manual must be located on site at all times for inspection by Council officers.

7.0 ROOF AND ALLOTMENT DRAINAGE WORKS

- 7.1 All roof and allotment drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Queensland Urban Drainage Manual*, *Capricorn Municipal Development Guidelines*, sound engineering practice and the provisions of a Development Permit for Operational Works (roof and allotment drainage works).
- 7.2 All roof and allotment runoff from the development must be directed to a lawful point of discharge and must not restrict, impair or change the natural flow of runoff water or cause a nuisance to surrounding land or infrastructure.

8.0 SITE WORKS

- 8.1 A Development Permit for Operational Works (site works) must be obtained prior to the commencement of any site works on the development site.
- 8.2 Any application for a Development Permit for Operational Works (site works) must be accompanied by an earthworks plan that clearly identifies the following:
 - 8.2.1 the location of cut and/or fill;
 - 8.2.2 the type of fill to be used and the manner in which it is to be compacted;
 - 8.2.3 the quantum of fill to be deposited or removed and finished cut and/or fill levels;
 - 8.2.4 details of any proposed access routes that are intended to be used to transport fill to or from the development site; and
 - 8.2.5 the maintenance of access roads to and from the development site so that they are free of all cut and/or fill material and cleaned as necessary.
- 8.3 All earthworks must be undertaken in accordance with Australian Standard AS3798 "Guidelines on earthworks for commercial and residential developments".
- 8.4 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.

9.0 BUILDING WORKS

- 9.1 Any lighting devices associated with the development, such as sensory lighting, must be positioned on the development site and shielded so as not to cause glare or other nuisance to nearby residents and motorists. Night lighting must be designed,

constructed and operated in accordance with *Australian Standard AS4282 "Control of the obtrusive effects of outdoor lighting"*.

- 9.2 Impervious paved waste storage areas must be provided in accordance with the approved plans (refer to condition 2.1) and the *Environmental Protection Regulation 2019* and must be:

- 9.2.1 designed and located so as not to cause a nuisance to neighbouring properties;
- 9.2.2 aesthetically screened from any road frontage or adjoining property;
- 9.2.3 of a sufficient size to accommodate commercial type bins that will be serviced by a commercial contractor plus clearances around the bins for maneuvering and cleaning;
- 9.2.4 setback a minimum of two (2) metres from any road frontage or adjoining property; and
- 9.2.5 provided with a suitable hosecock and hoses at the refuse container area, and washdown must be drained to the sewer and fitted with an approved stormwater diversion valve arrangement in accordance with the Sewerage Trade Waste provisions and the *Plumbing and Drainage Act 2018*.

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

- 9.3 A fence with a minimum height of 1.8 metres must be established for the full length of the common boundary of the site (Lot 51 on SP273020) with lots 10 and 11 on RP618976, Lot 2 on SP259555 and Lot 2 on RP612154.

10.0 ELECTRICITY

- 10.1 Underground electricity services must be provided in accordance with the standards and requirements of the relevant service provider.

11.0 TELECOMMUNICATIONS

- 11.1 Telecommunications services must be provided to the development in accordance with the standards and requirements of the relevant service provider.

12.0 ASSET MANAGEMENT

- 12.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.
- 12.2 Any damage to existing stormwater, water supply and sewerage infrastructure, kerb and channel, pathway or roadway (including removal of concrete slurry from public land and Council infrastructure), that occurs while any works are being carried out in association with this development approval must be repaired at full cost to the developer. This includes the reinstatement of any existing traffic signs or pavement markings that may have been removed or damaged.

13.0 ENVIRONMENTAL

- 13.1 The Erosion Control and Stormwater Control Management Plan prepared by a Registered Professional Engineer of Queensland in accordance with the *Capricorn Municipal Design Guidelines*, must be:

- 13.1.1 implemented, monitored and maintained for the duration of the works, and until all exposed soil areas are permanently stabilised (for example, turfed, hydromulched, concreted, landscaped); and
- 13.1.2 available on-site for inspection by Council Officers whilst all works are being carried out.

14.0 ENVIRONMENTAL HEALTH

- 14.1 Odour and visible contaminants, including but not limited to dust, fume, smoke, aerosols, overspray or particulates, must not be released to the environment in a manner that will or may cause environmental nuisance or harm unless such release is authorised by Council.
- 14.2 All chemicals and/or environmentally hazardous liquids must be contained within a covered, bunded storage area that has a volume of at least that of the largest container in the bund plus twenty-five percent (25%) of the total storage capacity.
- 14.3 An appropriate spill kit must be kept on-site for neutralising or decontaminating spills. The spill kit must be clearly identifiable, maintained regularly and stored in a central location that is easily accessible to employees. Staff must be adequately trained in the use of these materials. The spill kit may consist of:
- 14.3.1 a bin with a tight-fitting lid, partially filled with non-combustible absorbent material such as vermiculite;
 - 14.3.2 a broom, shovel, face shield, chemically resistant boots and gloves; and
 - 14.3.3 waste bags and ties.
- 14.4 Any spillage of environmentally hazardous liquids or other materials must be cleaned up as quickly as practicable. Any spillage of waste and/or contaminants must not be hosed or swept to any stormwater drainage system, roadside gutter or waters.
- 14.5 Regulated waste and any other waste must not be released to the environment, stored, transferred or disposed of in such a manner that it will or may cause environmental harm or nuisance. This includes any waste being burnt or incinerated at the premises.
- 14.6 All traceable regulated waste must be removed from the premises by a licensed regulated waste transporter.
- 14.7 Where regulated waste is removed from the premises, records must be maintained for a period of five (5) years, and include the following:
- 14.7.1 the date, quantity and type of waste removed;
 - 14.7.2 a copy of any licensed waste transport vehicle dockets;
 - 14.7.3 the name of the licensed regulated waste removalist and/or disposal operator; and
 - 14.7.4 the intended treatment and/or disposal destination of the waste.
- These records must be available for inspection by Council when requested.
- 14.8 The workshop must be undercover and have an impervious floor that is adequately sealed and bunded to prevent release of environmentally hazardous liquids to land.
- 14.9 No contaminants are permitted to be released to land or water, including soil, silt, oils, detergents, etcetera. Any wash-down areas used for the maintenance or cleaning of equipment (including vehicles) must be either:
- 14.9.1 appropriately bunded and drained to the reticulated sewerage network in accordance with a trade waste permit; or
 - 14.9.2 appropriately bunded and drained to a holding tank for collection by a licensed contractor.
- 14.10 When requested by Council, nuisance monitoring must be undertaken and recorded within three (3) months, to investigate any genuine complaint of nuisance as determined by Council caused by noise, light, odour or dust. An analysis of the monitoring data and a report, including nuisance mitigation measures, must be provided to Council within fourteen (14) days of the completion of the investigation.

15.0 OPERATING PROCEDURES

- 15.1 Operations on the development site must have no significant impact as determined by Council on the amenity of adjoining premises or the surrounding area due to the emission of light, noise or dust.
- 15.2 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site. Storage of materials or parking of construction machinery or contractors' vehicles must not occur within Enterprise Drive.
- 15.3 The hours of operations for the development site must be limited to:
- (i) 0630 hours to 1830 hours on Monday to Sunday.
- with no operations on Public Holidays.
- Note:** The Non-Resident Workforce Accommodation component of the approved development is permitted to operate 24 hours, seven (7) days per week.
- 15.4 This development approval is limited to a period of two (2) years and six (6) months from the date the approval takes effect. The approved development (Non-resident Workforce Accommodation (136 Person) and Warehouse must cease after this period and the land rehabilitated to the pre-developed scenario or otherwise, as agreed between council and the landowner.
- 15.5 Prior to cessation of the uses, a Rehabilitation and Decommission Plan must be submitted for endorsement by Council.
- 15.6 Water trucks for dust suppression must be kept on site at all times for use as required.
- 15.7 The gravel access and vehicle maneuvering areas must be constructed, operated and maintained in a manner that no significant impact on the amenity of adjoining premises or the surrounding area is caused due to the emission of dust or results in sediment laden water.
- 15.8 Where un-sealed surface treatments are utilised in access, parking and vehicle maneuvering areas, contaminants such as oils or chemicals must not be released onto the surface treatment.
- 15.9 All waste storage areas must be:
- 15.9.1 kept in a clean and tidy condition; and
- 15.9.2 maintained in accordance with *Environmental Protection Regulation 2019*.
- 15.10 Cleaning of plant equipment and vehicles must be carried out in an area where wastewater can be suitably managed so as not to cause contaminants to release into waterways or overland flow paths.

16.0 STAGED DEVELOPMENT

- 16.1 This development approval is for a development to be undertaken in two (2) discrete stages, namely:
- 16.1.1 Stage One – 104 rooms including all camp facilities; and
- 16.1.2 Stage Two – remaining 32 rooms.
- in accordance with the approved plans (refer to condition 2.1).
- Stage One (1) must be completed prior to Stage Two (2).
- 16.2 Unless otherwise expressly stated, the conditions must be read as being applicable to all stages.

ADVISORY NOTES**NOTE 1. Aboriginal Cultural Heritage**

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

NOTE 2. General Environmental Duty

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

NOTE 3. General Safety of Public During Construction

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

NOTE 4. Building Works

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

NOTE 5. Infrastructure Charges Notice

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

RECOMMENDATION C

THAT in relation to the application for a Minor Change to Development Permit D/74-2023 for Non-resident Workforce Accommodation (Temporary 136 Person) and Warehouse, made by B.M.D Constructions Pty Ltd and McConnell Dowell Constructors (Aust) Pty Ltd, located at Lot 51 Enterprise Drive, Gracemere, described as Lot 51 on SP273020, Council resolves to issue an Amended Infrastructure Agreement to reflect the proposed changes.

Moved by: Councillor Mathers

Seconded by: Councillor Oram

MOTION CARRIED UNANIMOUSLY

11.2 PROGRAMMING POLICIES - ROCKHAMPTON MUSEUM OF ART AND MAJOR VENUES**File No:** 11979**Authorising Officer:** Alicia Cutler - General Manager Community Services**Author:** John Webb - Manager Communities and Culture

SUMMARY

This report presents to Council Programming Policies for Performing & Cultural Programming (Major Venues) and the Rockhampton Museum of Art for consideration and approval.

COUNCIL RESOLUTION

THAT Council endorse the Programming Policies for Performing & Cultural Programming (Major Venues) and the Rockhampton Museum of Art as attached to the report and be scheduled for review 1 July 2028.

Moved by: Councillor Wickerson**Seconded by:** Councillor Latcham**MOTION CARRIED UNANIMOUSLY**

11.3 USE OF COUNCIL BUS**File No:** 8020**Authorising Officer:** Doug Scott - Acting General Manager Community Services**Author:** Kerri Dorman - Supervisor Community Services Directorate

SUMMARY

A request has been received for the regular use of Council's 22 Seater Bus for youth related activities.

10:32AM The Chief Executive Officer left the meeting room

10:39AM The Chief Executive Officer returned to the meeting room

COUNCIL RESOLUTION

THAT the matter lay on the table pending additional information as requested to be provided to Council.

Moved by: Councillor Oram

Seconded by: Councillor Wickerson

MOTION CARRIED UNANIMOUSLY

11.4 BLACKSPOT FUNDING APPLICATIONS 26/27

File No: 12534
Authorising Officer: Martin Crow - Manager Infrastructure Planning
Peter Kofod - General Manager Regional Services
Author: Stuart Harvey - Coordinator Infrastructure Planning

SUMMARY

This report highlights the proposed Blackspot Projects to be nominated for next round of funding (2026/27).

COUNCIL RESOLUTION

THAT Council endorse the following applications for 2026/27 Blackspot funding round:

1. William Street and Davis Street Intersection
2. Bolsover Street and Stanley Street Intersection

Moved by: Councillor Taylor
Seconded by: Councillor Wickerson
MOTION CARRIED

11.5 CESSATION OF PROJECT

File No: 13194
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Dan Toon - Manager Water and Wastewater

SUMMARY

In 2017, Fitzroy River Water (FRW) engaged engineering consultancy GHD to undertake a preliminary assessment of a barrage gate height raising of 0.5 metres which facilitated commencement of detailed design for the raising. The detailed design was not finalised. This report seeks Council's endorsement to discontinue the Barrage Gate Height Increase Project as it has now been superseded by an alternative project.

11:02AM Councillor Latcham left the meeting

COUNCIL RESOLUTION

THAT Council resolve to not proceed any further with the Barrage Gate Height Increase Project due to the reasons set out in the report and continue councils investigation into the climate risks relating to the barrage height.

Moved by: Councillor Oram
Seconded by: Councillor Hilse

MOTION CARRIED UNANIMOUSLY

Councillor Latcham was not in the meeting and did not participate in the vote

**11.6 WHOLE OF COUNCIL CORPORATE PERFORMANCE REPORT FOR PERIOD
ENDING 31 MAY 2025****File No:** 1392**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Ross Cheesman - Deputy Chief Executive Officer

SUMMARY

Deputy CEO presenting the Whole of Council Corporate Performance Report for period ending 31 May 2025 for Councillors' information.

COUNCIL RESOLUTION

THAT the Whole of Council Corporate Performance Report for period ending 31 May 2025 be "received".

Moved by: Mayor Williams**Seconded by:** Councillor Taylor**MOTION CARRIED UNANIMOUSLY**

Councillor Latcham was not in the meeting and did not participate in the vote

12 NOTICES OF MOTION

12.1 NOTICE OF MOTION - COUNCILLOR EDWARD ORAM - SECURING QUEENSLAND'S WATER FUTURE

File No: 10072

SUMMARY

Councillor Edward Oram has indicated his intention to move the following Notice of Motion at the next Council Meeting scheduled for Tuesday 24 June 2025, as follows:

COUNCIL RESOLUTION

THAT Council retrospectively approve Councillor Edward Oram's attendance at the Securing Queensland's Water Future conference, held in Brisbane on Thursday 19 June 2025.

Moved by: Mayor Williams

Seconded by: Councillor Wickerson

MOTION CARRIED UNANIMOUSLY

Councillor Latcham was not in the meeting and did not participate in the vote

13 QUESTIONS ON NOTICE

Nil

14 URGENT BUSINESS\QUESTIONS

14.1 RATES CONCESSION POLICY 2025/2026

File No: 8785

Attachments: 1. Draft Rates Concession Policy

Responsible Officer: Marnie Taylor – Chief Financial Officer

SUMMARY

In accordance with Chapter 5, Part 2, Division 3 of the Local Government Regulation 2012, a local government must adopt, for each financial year, a budget for its operations prior to 1 August in the financial year.

COUNCIL RESOLUTION

1. THAT Council adopts the Rates Concession Policy set out in the attachment to the report, in accordance with Chapter 4, Part 10 of the *Local Government Regulation 2012*.
2. THAT Council approves a review timeline of the Rates Concession Policy as part of the 2026/2027 budget adoption process, to be carried out between 31 May 2026 – 1 August 2026.
3. THAT Council grants a rates concession under section 122 of the *Local Government Regulation 2012* to any ratepayers considered eligible for support under the Rates Concession Policy.

Moved by: Mayor Williams

Seconded by: Councillor Oram

MOTION CARRIED UNANIMOUSLY

Councillor Latcham was not in the meeting and did not participate in the vote

15 CLOSED SESSION

COUNCIL RESOLUTION

11.08AM

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 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.

16.2 Organisational Structure

In accordance with section 254J(3)(b) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss industrial matters affecting employees.

Moved by: Mayor Williams

Seconded by: Councillor Wickerson

MOTION CARRIED UNANIMOUSLY

Councillor Latcham was not in the meeting and did not participate in the vote

COUNCIL RESOLUTION

12.08PM

THAT pursuant to s5.12 Council Meeting Procedures the meeting moves out of Closed Session and be opened to the public.

Moved by: Mayor Williams

Seconded by: Councillor Wickerson

MOTION CARRIED

Councillor Latcham was not in the meeting and did not participate in the vote

16 CONFIDENTIAL REPORTS

16.1 PROPERTY MATTER

File No: 15956, 16297

Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer

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 property matter.

11:08AM The Chief Executive Officer left the meeting room

11:10AM The Chief Executive Officer returned to the meeting room

COUNCIL RESOLUTION

THAT the Chief Executive Officer (Coordinator Property & Insurance) be authorised to proceed with Option 1 as presented by the CEO.

Moved by: Mayor Williams

Seconded by: Councillor Wickerson

MOTION CARRIED UNANIMOUSLY

Councillor Latcham was not in the meeting and did not participate in the vote

COUNCIL RESOLUTION

THAT the Chief Executive Officer (Coordinator Property & Insurance) be authorised to proceed with Option 3 as presented by the CEO.

Moved by: Mayor Williams

Seconded by: Councillor Wickerson

Councillor Williams, Oram, Wickerson and Hilse voted for the motion

Councillor Taylor, Rutherford and Mathers voted against the motion

Councillor Latcham was not in the meeting and did not participate in the vote

FORESHADOWED MOTION

THAT the Chief Executive Officer (Coordinator Property & Insurance) be authorised to proceed with Option 5 as presented by Councillor Mathers.

Meeting Adjourned**COUNCIL RESOLUTION****12:12PM**

That the meeting be adjourned, to resume at 12:45PM

Moved by: Mayor Williams

Seconded by: Councillor Oram

MOTION CARRIED

Councillor Latcham was not in the meeting and did not participate in the vote

COUNCIL RESOLUTION**12:46PM**

THAT pursuant to section 254J(1) of the *Local Government Regulation 2012* the meeting moves into Closed Session to resume discussions on Item 16.2 - Organisational Structure.

Moved by: Mayor Williams

Seconded by: Councillor Oram

MOTION CARRIED

Councillor Latcham was not in the meeting and did not participate in the vote

COUNCIL RESOLUTION**1:47PM**

THAT pursuant to s5.12 Council Meeting Procedures the meeting moves out of Closed Session and be opened to the public.

Moved by: Mayor Williams

Seconded by: Councillor Wickerson

MOTION CARRIED

Councillor Latcham was not in the meeting and did not participate in the vote

16.2 ORGANISATIONAL STRUCTURE**File No:** 289**Authorising Officer:** Damon Morrison - Manager Workforce and Governance
Ross Cheesman - Deputy Chief Executive Officer**Author:** Travis Pegrem - Coordinator People and Capability

In accordance with section 254J(3)(b) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss industrial matters affecting employees.

SUMMARY

This report is seeking Council to approve the proposed Organisational Structure for implementation.

COUNCIL RESOLUTION

THAT:

1. The proposed Organisational Structure be adopted; and
2. The CEO be delegated to implement the adopted Organisational Structure including the provision of feedback to employees who provided input through the consultation period; and
3. The Chief Executive Officer be delegated under section 195 of the *Local Government Act 2009* to appoint an acting chief executive officer, if absent from duty or cannot, for another reason, perform the chief executive officer's responsibilities limited to a maximum period of four (4) weeks.

Moved by: Councillor Mathers**Seconded by:** Councillor Oram**MOTION CARRIED**

Councillor Latcham was not in the meeting and did not participate in the vote

17 CLOSURE OF MEETING

There being no further business the meeting closed at 1:48pm.

SIGNATURE

CHAIRPERSON

DATE

RATES CONCESSION POLICY

COMMUNITY POLICY



1 Scope

This policy applies to any ratepayer seeking rebates and concessions for rates and/or charges.

2 Purpose

The purpose of this policy is to identify target groups and establish guidelines to assess requests for rates and charges concessions or rebates in order to alleviate the impact of local government rates and charges, particularly in relation to not-for-profit or charitable community organisations and ratepayers who are in receipt of an approved government pension.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Body Corporate and Community Management Act 1997

Liquor Act 1992

Local Government Act 2009

Local Government Regulation 2012

CBD Commercial Property Rates Concession Application Form

Owner-Occupied Rating Category Application Form

Pensioner Concession for Rates Application Form - Council and State Government Schemes

Rates Relief (Hardship) Policy

Rebate of Residential Water Consumption for Health Related Uses Policy

Revenue Policy

Revenue Statement

Undetected Leak Rebate Policy – Non-Residential

Undetected Leak Rebate Policy – Residential

Waste and Recycling Collection Services Policy

Waste and Recycling Collection Services Procedure

Waste Charges Rebate Form

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4 Definitions

To assist in interpretation, the following definitions apply:

CBD	Central Business District
CBD Mixed Use Category One Property	A property: (a) Within the defined CBD area, as detailed in appendix 1, rated in Category One (commercial) and has a mixed use of commercial and residential; and (b) That is an existing property.
Commercial Liquor Licence	All types of commercial liquor licences and commercial permits issued under the <i>Liquor Act 1992</i> .
Council	Rockhampton Regional Council
Existing Property	A property as at 1 July 2018: (a) Within the defined CBD area, as detailed in appendix 1, rated in Category One (commercial); and (b) Has a mixed use of commercial and residential.
Not-for-Profit or Charitable Community Organisation	An entity where Council is satisfied the land is owned and directly used by an entity whose objects do not include making a profit and is one of the following: (a) Boy Scout and Girl Guide Associations; (b) Community or Sporting Organisations – Not-for-profit organisations without a commercial liquor licence; or (c) Charitable Organisations which are: (i) A not-for-profit organisation; (ii) Registered as a charity institution or a public benevolent institution; and (iii) Providing benefits directly to the community.
Owner/Owned	For purposes of not-for-profit or charitable community organisations, as defined in the <i>Local Government Act 2009</i> , includes a lessee of land held from a government entity or local government.
Principal Place of Residence	As defined in Council's Revenue Statement, a single dwelling house or dwelling unit that is part of a Community Title Scheme or residential group title at which one ratepayer of the land must reside permanently for a minimum of six months of the year. Principal place of residence will not apply to a flat, regardless of whether the ratepayer resides there.
Ratepayer	As defined in the <i>Local Government Regulation 2012</i> , a person who is liable to pay rates or charges.
Rates and Charges	As defined in the <i>Local Government Act 2009</i> , are levies that a local government imposes: (a) On land; and (b) For a service, facility or activity that is supplied or undertaken by: (i) The local government; or (ii) Someone on behalf of the local government (including a garbage collection contractor, for example).
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.

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5 Policy Statement

Rate and/or charges concessions are considered for the ratepayer categories detailed in paragraphs 5.1 to 5.10, noting that Council's prompt payment discount is calculated on gross rates prior to concession. Rebates for waste/recycling charges and water consumption charges are detailed in paragraphs 5.11 to 5.13.

5.1 Approved Government Pensioners

The Queensland Government Pensioner Rate Subsidy Scheme is directed to the elderly, invalid or otherwise disadvantaged citizens of the community whose principal or sole source of income is a pension or allowance paid by Department of Human Services or the Department of Veterans' Affairs.

Unless stated otherwise, the terms and conditions of the Queensland Government Pensioner Rate Subsidy Scheme apply to the application of the Council subsidy.

5.1.1 Eligibility

The following ratepayers are eligible for a concession/subsidy:

- (a) A holder of a Queensland "Pensioner Concession Card" issued by Centrelink on behalf of the Department of Human Services or the Department of Veterans' Affairs, or
- (b) A holder of a Queensland Veteran Gold Card issued by the Department of Veterans Affairs; and
- (c) Is the owner or life tenant (either solely or jointly) of the property which is their principal place of residence; and
- (d) Has, either solely or jointly with a co-owner, the legal responsibility for the payment of rates and charges which are levied in respect of the property.

5.1.2 Applications for Concessions

Applications for concessions are considered during the rating period (that is, half year). Applications received after the date of levy are considered only from the commencement of the current rating period. Rebates are not granted retrospectively without prior approval from the State Government Concessions unit.

A completed Pensioner Concession for Rates Application Form must be submitted. A new application is required when a change of address occurs.

5.1.3 Amount of Rebate

Approved ratepayers whose property in which they reside is located within the Region, may be entitled to a rebate of 20% (to a maximum of \$260 each year) on all rates levied in respect of each eligible property, excluding environment separate charge, special rates/charges, water consumption charges and rural and state fire levies/charges.

Should a ratepayer be entitled to only part of the State subsidy, because of part ownership of the property, or other relevant reason, the Council rebate would be similarly reduced.

5.2 Not-For-Profit or Charitable Community Organisations

5.2.1 Eligibility Criteria for Rate Concessions

To be eligible, the relevant not-for-profit or charitable community organisation must:

- (a) Not include making a profit as its objective;
- (b) Provide services to their membership and the community;
- (c) Have no profit or gain by individual members of the group;
- (d) Have a constitution or governing documents preventing it from distributing profits or assets for the benefit of particular persons, both while it is operating and on winding up;

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- (e) Whilst a surplus of revenue can be made, use all revenue to carry out the purpose and functions of the organisation;
- (f) Be located within the Region and the majority of its members reside in the Region;
- (g) Not have a gaming machine license and not receive income from gaming machines;
- (h) Not have any type of a commercial liquor license or commercial permit;
- (i) Be the owner of the land and is the main grounds/base/club house or residence;
- (j) Either solely or jointly with a co-owner, have the legal responsibility for the payment of rates and charges which are levied in respect of the property; and
- (k) Not be a religious body or entity or educational institution recognised under State or Federal statute or law.

Should an applicant only have part ownership of the property, the Council concession is similarly reduced.

5.2.2 Applications for Concessions

Eligibility for a concession is assessed by Council annually prior to the issue of the first rate notice each financial year (generally June/July). Organisations not automatically provided with a concession, and believe they meet the eligibility criteria, may apply at any time. If an application is approved by Council, concessions are applied from the beginning of the current rating period (concessions are not applied retrospectively).

All applications must be in writing and supported by a copy of the following documents:

- (a) Copy of incorporation certificate, if incorporated; and
- (b) Copy of rules/constitution.

5.2.3 Amount of Rebate

The amount of rebate applied to eligible not-for-profit or charitable community organisations are as follows:

- (a) Category One - Showground Related Organisations

Rebate Level General Rates – 100%
 Rebate Level Separate Rates/Charges – 100%
 Rebate Level Special Rates/Charges – 0%
 Rebate Level Water Access Charges – 50%
 Rebate Level Water Consumption Charges – 0%
 Rebate Level Sewerage Charges – 50%
 Rebate Level Waste Charges – 50%
 Cap – N/A

- (b) Category Two – Kindergartens and Community Childcare Providers

Rebate Level General Rates – 50%
 Rebate Level Separate Rates/Charge – 0%
 Rebate Level Special Rates/Charges – 0%
 Rebate Level Water Access Charges – 50%
 Rebate Level Water Consumption Charges – 0%
 Rebate Level Sewerage Charges – 50%
 Rebate Level Waste Charges – 50%
 Cap – \$ 1,000.00

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- (c) Category Three (A) – Charitable Organisations Offering Residential Services Benefiting the Aged, Persons with a Disability and/or Persons Experiencing Domestic Violence
- Rebate Level General Rates – 70%
- Rebate Level Separate Rates/Charges – 0%
- Rebate Level Special Rates/Charges – 0%
- Rebate Level Water Access Charges – 50%
- Rebate Level Water Consumption Charges – 0%
- Rebate Level Sewerage Charges – 50%
- Rebate Level Waste Charges – 50%
- Cap – \$ 1,000.00 for Service Charges only
- (d) Category Three (B) – Charitable Organisations Offering Services Benefiting the Aged, Persons with a Disability and/or Persons Experiencing Domestic Violence, Excluding Residential Services Covered in (c) Category Three (A)
- Rebate Level General Rates – 100%
- Rebate Level Separate Rates/Charges – 0%
- Rebate Level Special Rates/Charges – 0%
- Rebate Level Water Access Charges – 50%
- Rebate Level Water Consumption Charges – 0%
- Rebate Level Sewerage Charges – 50%
- Rebate Level Waste Charges – 50%
- Cap – \$ 1,000.00 for Service Charges only
- (e) Category Four – Approved Not-for-Profit Sporting or Community Organisations Not Captured by Another Category
- Rebate Level General Rates – 100%
- Rebate Level Separate Rates/Charges – 100%
- Rebate Level Special Rates/Charges – 0%
- Rebate Level Water Access Charges – 50%
- Rebate Level Water Consumption Charges – 0%
- Rebate Level Sewerage Charges – 50%
- Rebate Level Waste Charges – 50%
- Cap – \$ 4,000.00 for Service Charges only
- (f) Category Five – Sporting Clubs and Associations situated on Highly Valued Leasehold Land
- Rebate Level General Rates – 85%
- Rebate Level Special Rates/Charges – 0%
- Rebate Level Water Access Charges – 50%
- Rebate Level Water Consumption Charges – 0%
- Rebate Level Sewerage Charges – 50%
- Rebate Level Waste Charges – 50%
- Cap – \$ 2,000.00 for Service Charges only
- Applies to Assessment Number 105813 – Rockhampton Bowls Club only.
- (g) Category Six - Charitable Organisations Not Captured by Another Category
- Rebate Level General Rates – 100%
- Rebate Level Separate Rates/Charges – 100%
- Rebate Level Special Rates/Charges – 0%
- Rebate Level Water Access Charges – 50%
- Rebate Level Water Consumption Charges – 0%
- Rebate Level Sewerage Charges – 50%
- Rebate Level Waste Charges – 50%
- Cap – \$ 1,000.00 for Service Charges only.

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(h) Category Seven - Rural Fire Brigade

Rebate Level General Rates – 100%
Rebate Level Separate Rates/Charges – 100%
Rebate Level Special Rates/Charges – 0%
Rebate Level Water Access Charges – 100%
Rebate Level Water Consumption Charges – 100%
Rebate Level Sewerage Charges – 100%
Rebate Level Waste Charges – 100%
Cap – N/A

NOTE: Sewerage charges are not levied in respect of public amenities blocks that are locked and controlled by clubs.

5.3 General Rate Rebates

In accordance with Chapter 4, Part 10 of the *Local Government Regulation 2012*, the properties where 100% rebate of general rates applies may be exempted from payment of general rates in lieu of the provision of a rebate.

5.4 Permits to Occupy Pump Sites and Separate Pump Site Assessments

Council grants rebates on the following basis for those assessments that only contain pump sites and where the land area is 25 square metres or less, provided the ratepayer as shown on the assessment is the owner of another property in the Region on which the separate charges and general rates have been levied:

- (a) Separate Charges – 100% rebate; and
- (b) General Rates – Maximum rebate to be the equivalent of Rating Category 27.1 minimum general rates.

5.5 Water Consumption Charges

Council grants a water consumption charges rebate on the following basis for the following assessments:

- (a) 237107 – Gracemere Lakes Golf Club; and
- (b) 237109 – Gracemere Bowling Club.

Water Consumption Charges – 50% rebate.

5.6 Lot 1 South Ulam Rd, Bajool

Council grants a rebate on the following basis for the following assessment:

146963-2 – being Lot 1 South Ulam Rd, Bajool (L1 MLG80014 Parish of Ultimo)

- (a) General Rate 100%;
- (b) Road Network Charge 100%; and
- (c) Environment Separate Charge 100%.

5.7 Limit in Increases in Rates and Charges

For the 2025/2026 financial year Council will resolve to limit the increase in rates levied for some rating categories to a maximum stated percentage for those differential rating categories adopted by Council resolution. .

5.8 Rockhampton CBD Commercial Properties with Mixed Residential Use

The purpose of this concession is to encourage inner city residential living and reduce vacancies in the Rockhampton CBD by providing an incentive for commercial property owners within the defined CBD area (as per Appendix A - Rockhampton CBD Extent) to utilise unoccupied commercial space for residential purposes. Residential purposes is defined as any space constructed and permitted for residential use and occupied by the owner or tenant as a residence.

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Council may consider granting a concession of up to \$2,200 per annum or a maximum of 75% of the general rate, whichever is the lesser, for a CBD mixed use category one property. The concession is primarily intended to facilitate the adaptation of established vacant commercial spaces, particularly above ground floor, to residential use.

5.8.1 Conditions

The following conditions apply:

- (a) The residential component should not be vacant longer than six months within the financial year;
- (b) Verification of use may be provided by a registered real estate agent or through pre-arranged inspection by a Council officer; and
- (c) Properties receiving the concession must advise Council if the residential use is discontinued; and
- (d) The property is not receiving or eligible for other rates concessions under this policy, other than in accordance with paragraph 5.1 of this policy.

The rates concession may be subject to reversal if the above conditions are not adhered to.

5.8.2 Applications for Concession

To apply, a completed CBD Commercial Property Rates Concession Application Form must be submitted and is subject to approval by Council.

Applications for concessions are considered during the rating period (that is, half year). Applications received after the date of levy are considered only from the commencement date of the current rating period (concessions are not applied retrospectively).

5.9 Council Owned/Trustee Vacant Land

Council grants rebates of up to 100% of the general rate and separate charges on vacant land owned or held by Council as trustee if the land is leased to another entity and the land is not used for any business or commercial or industrial purpose.

In accordance with Chapter 4, Part 10 of the *Local Government Regulation 2012*, properties where 100% rebate of general rates and separate charges apply may be exempt from the payment of general rates and separate charges in lieu of the provision of a rebate.

5.10 Rates Relief (Hardship) – General Rating Category 6.1 and Residential Properties

Where the payment of rates and charges will cause hardship to a ratepayer Council may offer a deferment of the payment of rates and charges for general rate category 6.1 (agricultural, farming and other rural), and residential properties.

Applications are considered in accordance with the Rates Relief (Hardship) Policy.

5.11 Waste Rebates for Multi-Residential Unit Developments

The purpose of this concession is to waive the waste/recycling charge where it has been deemed by Council impractical for Council to provide waste and recycling collection services to a multi-residential unit development consisting of six or more individual attached or semi attached premises or units for which a community title scheme exists under the *Body Corporate and Community Management Act 1997*.

Council may grant a concession of 100% of the waste/recycling charge for each multi-residential unit or units for which a community title scheme exists.

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5.11.1 Applications for Rebate

To apply, a completed Waste Charges Rebate Form must be submitted and is subject to approval by Council.

Applications are considered during the rating period (that is, half year). The rebate may be applied retrospectively for the full current financial year where the service has not been provided in accordance with this policy and the Waste and Recycling Collection Services Policy and Procedure.

5.12 Rebate of Residential Water Consumption for Health Related Uses Policy

Rebates for residential water consumption are available to customers who are required to use large amounts of water for eligible health related uses, for example kidney dialysis.

Applications are considered in accordance with the Rebate of Residential Water Consumption for Health Related Uses Policy.

5.13 Undetected Leak Rebate Policy – Non-Residential and Residential

Rebates for undetected water leaks are available to non-residential and residential customers when an undetected water leak or other exceptional water loss occurs on the customer's side of the water meter.

Applications are considered in accordance with the Undetected Leak Rebate Policy – Non-Residential and the Undetected Leak Rebate Policy – Residential.

6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) Annually in accordance with the Revenue Statement;
- (b) The related information is amended or replaced; or
- (c) Other circumstances as determined from time to time by the Council.

7 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	Deputy Chief Executive Officer
Policy Owner	Chief Financial Officer
Policy Quality Control	Legal and Governance



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The Digital Cadastral Database is current as at May 2018. © The State Government of Queensland (Dept. of Natural Resources and Mines) 2018. All other data © Rockhampton Regional Council 2018.

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Appendix A - Rockhampton CBD Extent



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